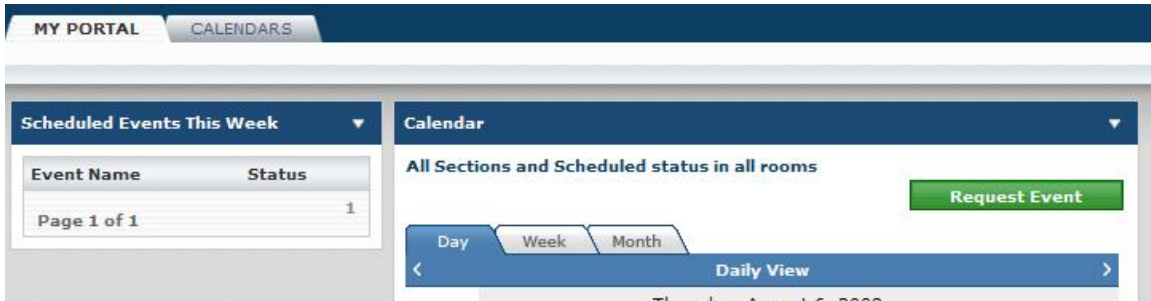


To request an event in Astra Schedule, follow these instructions:

**1. In the “My Portal” page of Astra Schedule, click on the “Request Event” button.**



**2. Enter a name for your event and select “Guest User Form” from the drop-down menu. Click “Next.”**

A screenshot of the 'Event Request Wizard' form. The form has a header with a pencil icon and the text 'Welcome to the Event Request Wizard'. Below the header, there is a text input field with the label 'Enter the title of your Event'. Below that, there is a dropdown menu with the label 'Select an Event Request Form' and the selected option 'Guest User Form'. At the bottom right, there are two green buttons: 'Next' and 'Cancel'.

**3. Fill out your contact information, event information, room and resource needs, and any other information. You are required to include the following information: your name, email, event title, estimated attendance, and a room request.**

**4. Once you have supplied this information, click “Submit Request.”**


5. If the event is one time only, fill out the event date and time under “Meeting Times.” Click “Add Meeting.”



**Meeting Times:**

Start On:    

Ends On:    

5. If the event has multiple meetings, click “Add Recurring Meetings.” Fill out the recurrence pattern and click “OK.”

**Recurrence Pattern** 


Start:   End:  

Daily  Every  day(s)


Weekly  Every weekday

Monthly

Yearly


Start:  


End after:  occurrences

End by:  

6. When finished, click “Save and Update Request.”

test

**Meetings** 

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
test	8/6/2009	8:00 AM	9:00 AM	8/6/2009	Unassigned	

**7. Review your event information to ensure that everything is correct. Click “Submit Request” in the bottom left-hand corner. You will receive a confirmation of your request via email.**

**8. Click “Done” to return to Astra Schedule portal page.**

