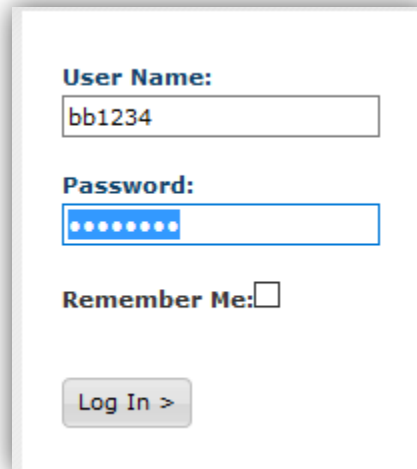


## Navigating the Student Organization Request Form

All fields marked with \* are required; the form cannot be submitted until the sections are completed.

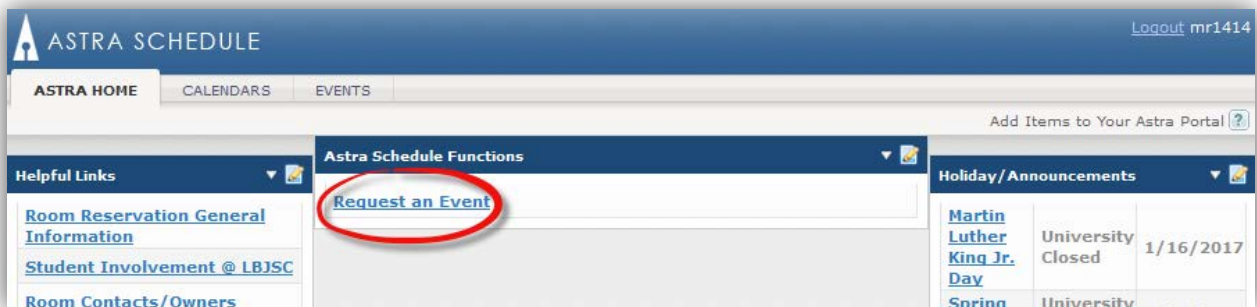
1. After clicking on the link to the [Student Organization Room Reservation Request](#) you will be directed to our scheduling website. **Only organization Advisors and Presidents will have the access to submit a request on behalf of the organization.** You will use your Net ID and Password to log into Astra.



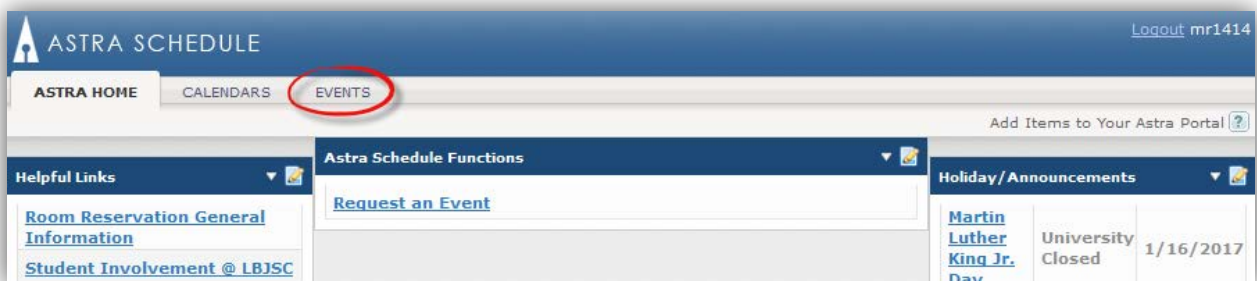
The screenshot shows a login form with the following fields and elements:

- User Name:** A text input field containing the value "bb1234".
- Password:** A password input field with seven dots representing the masked characters.
- Remember Me:** A checkbox that is currently unchecked.
- Log In >** A button with a right-pointing arrow.

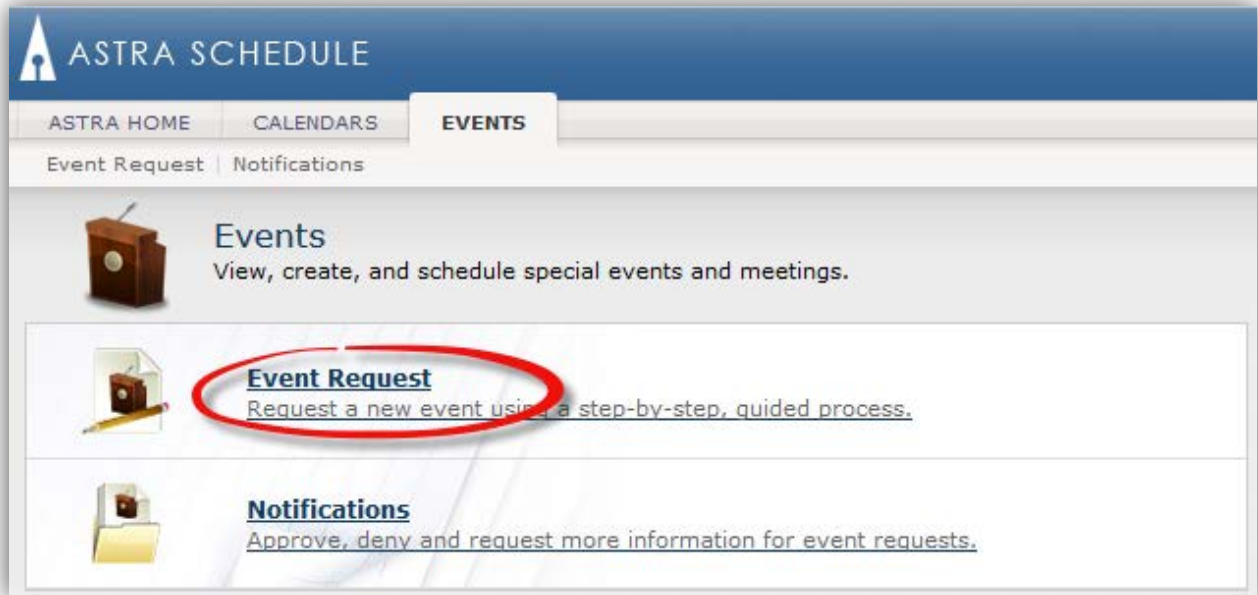
2. Once logged into the system, you will be taken to the Astra Home page where you will find helpful links for this process, Holiday information, and the Event Request form. To get to the request form, choose "Request an Event" in the middle of the homepage:



Or choose "Events", the third tab at the top of the page:



From there, you can also choose “Event Request” and you will be linked to the Request Form.



3. Begin by filling out the section titled “Student Organization Information”. Your E-mail and “Customer” (Organization Name) should autofill; you will need to choose your name in the drop down menu of “Contact Name”. All fields in this section are **Required**.

| Student Organization Information |                           |
|----------------------------------|---------------------------|
| Customer:                        | Student Organization Name |
| Contact Name:*                   | Boko Bobcat               |
| Contact Email:*                  | bb1234@txstate.edu        |
| Contact Phone:*                  | 123-456-7890              |
| Advisor:*                        | Judy Hopps                |
| Advisor Email:*                  | jh1234@txstate.edu        |
| Advisor Phone:*                  | 512-245-1234              |

4. Review the Room Reservation Agreement and Three Strike Rule. You will be required to agree to these terms in order to submit your request.

5. You will now see two sections to be completed, “Event Information” and “Event Meetings”. Begin by naming your event. For Single meetings an example would be, “New member meeting”. For reoccurring meetings, you might use, “*Your Student Organization Name Weekly Meeting*”. If you have a building/room preference, please add an in the “Special Needs/Comments” section, an acceptable building/room substitute in the event that the original room requested (step 8) becomes unavailable. Lastly, choose the type of meeting you’re having by clicking the drop down next to “Meeting Type”. If it is a general weekly meeting, choose meeting.

| Event Information       |                    |
|-------------------------|--------------------|
| Event Name*:            | New Member Meeting |
| Event Name:             | New Member Meeting |
| Special Needs/Comments: |                    |
| Event Meetings          |                    |
| Meeting Name*:          | New Member Meeting |
| Meeting Type*:          |                    |
| Description:            | Conference         |
|                         | Meeting            |
|                         | Performance+       |
|                         | Practice+          |
|                         | Training           |

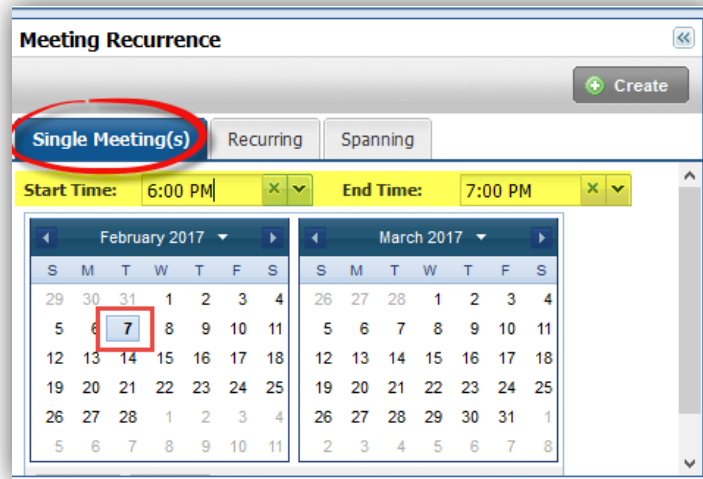
You will need to put in the expected Max Attendance of your event in order to choose the best available room option. Please do not leave yourself more than 5 extra seats, if you are unsure of the exact expected number but would like to give yourself room for more attendees, in order to give larger organizations priority for larger rooms.

|                          |         |
|--------------------------|---------|
| Max Attendance:          | 30      |
| <input type="checkbox"/> | Private |

6. It is now time to choose the Meeting day(s) and time(s) for your event. There are several different ways in which you can schedule your reservation.

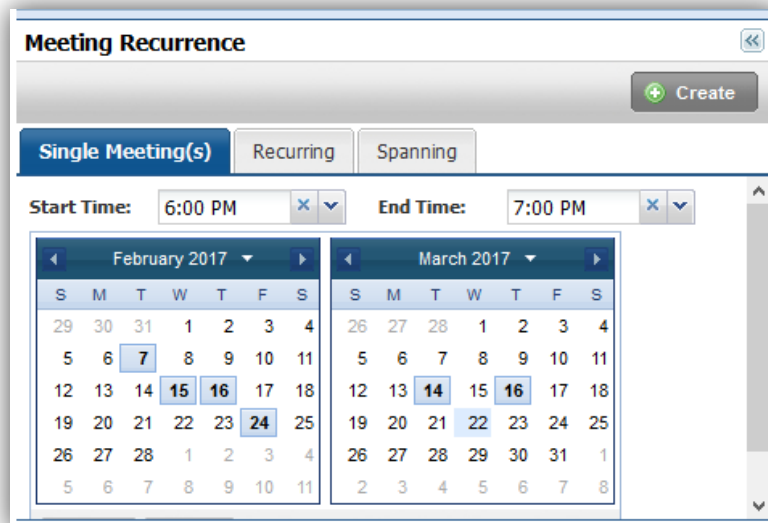
a. For single meetings:

- Leave the tab on the default, “Single Meeting(s)”.
- Begin by choosing a time for your event. Please note, the drop down Menu will always default to AM, you will need to scroll down for PM times!
- Choose the Month and day of your event. You will know your day is selected by the blue box on the chosen day.
- Click “Create” in the top right corner to finilize this meeting.



b. For multiple day meetings:

- You can choose as many days as you would like, within multiple months, by clicking the dates on the Calendar. If you change your mind about one of the chosen days, drop it from your meetings by re-selecting the date and the blue box around it will disappear.
- After you have picked all your meeting days, choose “Create”.



c. For multiple day meetings, using the “Recurring” feature:

- Click on the tab labeled “Recurring”
- Choose the time of your event
- You now have three options: If your event is held Weekly, choose the Weekly tab that is next to the default tab, “Daily”.
- If your meeting is every week, leave it as “Recur every 1 week(s) on:”. If the meetings are bi-weekly, change the 1 to a 2.
- Now, choose what days your meetings are held. In the below example I have chosen my meetings on every Tuesday. Please note that “U” is Sunday and “R” is Thursday.
- Choose the start date of your meetings, and the last day of your meetings in the “Date Range” section. *Please note Organization meetings cannot begin before the 12th day of class during long semesters, the 4th day for Summer I and Summer II sessions and cannot go past the last day of classes for a given semester.*
- Click “Create”

**Meeting Recurrence**

Single Meeting(s) **Recurring** Spanning

Daily **Weekly** Monthly Yearly

Recur every 1 week(s) on:

U M **T** W R F S

**Date Range**

Start Date:\* 02/07/2017

End date: 04/25/2017

End after: 1 occurrence

7. Once the meeting is created, it is time to choose a room. Click the square box next to your meeting, and then choose “Request Rooms”.

**Meetings**

| <input type="checkbox"/>            | Name            | Start Date | Start Time | End Time | End Date   | Room |
|-------------------------------------|-----------------|------------|------------|----------|------------|------|
| <input checked="" type="checkbox"/> | New Member M... | 02/21/2017 | 6:00 PM    | 7:00 PM  | 02/21/2017 |      |

This box must be checked in order to request a room.

8. You will now be able to request a room of your choice, from an approved grouping of options.
- You will see the building and room number, next to that on the left, is an index card. Hovering over the index card will give you a picture of the room and information about it, such as: who owns the room and their contact information, if it has white board or chalk boards, the capacity of the room, etc. You will also be able to see if the room has desks or chairs.

**Assign Room**

Filter  
Saved Filter: Rooms av

| Room       | Score | New Member ...                    |
|------------|-------|-----------------------------------|
| DERR 00121 | 100   | 2/21/2017<br>Tue<br>6:00pm-7:00pm |

**Room Details: DERR 00121 (Standard)**

[View Room Details](#)

**Room Type:** Classroom (110)  
**Capacity:** 30  
**Layout:** Default  
**Campus:** M  
**Default Price:** N/A  
**Description:** Mathematics Contact: LaJuan Hallum  
 5-3555 LH05

| Feature           | Quantity | Category        |
|-------------------|----------|-----------------|
| DVD Player        | 1        | Media           |
| Flat Room         |          | Room Attributes |
| Tables            | 1        | Room Attributes |
| Audio System      |          | Media           |
| Computer - PC     | 1        | Media           |
| Ceiling Projector |          | Media           |
| Chalkboard        | 2        | Room Attributes |
| VHS Player        | 1        | Media           |
| Projection Screen | 1        | Media           |

Page 1 of 1 Meetings: 0 of 1

- Next to the building/room, there is a number for “Score”. The score is a rating between your Max Attendance and the Capacity of the room. Since my Max was 30, and DERR 121 holds 30, the score is 100. **If you choose a score below 100, your request could be denied, or a different room assigned than the requested room.** If there is not a room with a score of 100 available for your meeting, choose the next highest scored room.
- If a room is in use, it will be red and say “Unavailable”. If it is Available, it will say so. Choose your room by clicking in the white space of the “available” box and then choose “OK” on the bottom right of this pop-up box. *\*Please note, room requests are completed in the order they are received. If a room looks available when your request is submitted, it may not be available by the time your request is processed.*

9. Choosing a room for Multiple meeting days:

- This process has the same concept as choosing a room for your single day meeting. However, you can expand and see the availability for all rooms by clicking the plus sign at the top of the pop-up box.

| Room       | + | Score | + | New Member ...<br>2/21/2017-3/28/2017<br>T<br>6:00pm-7:00pm |
|------------|---|-------|---|---|
| DERR 00120 |   | 100   |   | Unavailable   |
| TMH 00105  |   | 100   |   | Available   |
| DERR 00121 |   | 100   |   | Available   |
| ASBS 00112 |   | 100   |   | Unavailable   |

- This feature is used in order to choose different rooms for the same meeting, across different days. For example, if a room is Available for 5 of your 6 meetings, you can choose the room, and choose a second room for the single day it is not available.

| Room       | + | Score | + | New Member ...<br>2/21/2017-3/28/2017<br>T<br>5:30pm-7:00pm | 2/21/2017<br>Tue<br>5:30pm-7:00pm | 3/7/2017<br>Tue<br>5:30pm-7:00pm | 3/14/2017<br>Tue<br>5:30pm-7:00pm | 3/21/2017<br>Tue<br>5:30pm-7:00pm | 3/28/2017<br>Tue<br>5:30pm-7:00pm |
|------------|---|-------|---|---|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| CENT 00101 |   | 96    |   | Available   | Available                         | Available                        | Available                         | Available                         | Available                         |
| CENT 00102 |   | 95    |   | Available   | Available                         | Available                        | Available                         | Available                         | Available                         |
| TMH 00110  |   | 90    |   | Unavailable   | Unavailable                       | Unavailable                      | Unavailable                       | Unavailable                       | Unavailable                       |
| TMH 00106  |   | 87    |   | Unavailable   | Unavailable                       | Unavailable                      | Unavailable                       | Unavailable                       | Unavailable                       |
| CENT 00103 |   | 84    |   | Unavailable   | Unavailable                       | Unavailable                      | Unavailable                       | Unavailable                       | Unavailable                       |
| FH 00104   |   | 80    |   | Available   | Available                         | Available                        | Available                         | Available                         | Available                         |
| HINE 00201 |   | 75    |   | Conflicts(1 of 5)   | Unavailable                       | Available                        | Available                         | Available                         | Available                         |

- HINE 201 is available for all of my meetings, with the exception for the first meeting. I can see the dates of my meetings displayed at the top of the pop-up box with the date, day, and times.

| Room       | Score | New Member ...                            |                                   |                                  |                                   |                                   |                                   |
|------------|-------|---|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
|            |       | 2/21/2017-3/28/2017<br>T<br>5:30pm-7:00pm | 2/21/2017<br>Tue<br>5:30pm-7:00pm | 3/7/2017<br>Tue<br>5:30pm-7:00pm | 3/14/2017<br>Tue<br>5:30pm-7:00pm | 3/21/2017<br>Tue<br>5:30pm-7:00pm | 3/28/2017<br>Tue<br>5:30pm-7:00pm |
| CENT 00101 | 96    | Available                                 | Available                         | Available                        | Available                         | Available                         | Available                         |
| CENT 00102 | 95    | Available                                 | Available                         | Available                        | Available                         | Available                         | Available                         |
| TMH 00110  | 90    | Unavailable                               | Unavailable                       | Unavailable                      | Unavailable                       | Unavailable                       | Unavailable                       |
| TMH 00106  | 87    | Unavailable                               | Unavailable                       | Unavailable                      | Unavailable                       | Unavailable                       | Unavailable                       |
| CENT 00103 | 84    | Unavailable                               | Unavailable                       | Unavailable                      | Unavailable                       | Unavailable                       | Unavailable                       |
| FH 00113   | 80    | Selected   1/5                            | Selected                          | Available                        | Available                         | Available                         | Available                         |
| HINE 00201 | 75    | Selected   4/5                            | Unavailable                       | Selected                         | Selected                          | Selected                          | Selected                          |

- I have chosen HINE 201 for all meetings except for the first meeting on February 21<sup>st</sup>, for that meeting I have chosen FH 113.
- Click “OK” at the bottom of the pop-up box. Submit your request by choosing “Submit” at the very top, left corner, of this request form. You will receive a confirmation e-mail that your request was received, and a confirmation e-mail once your event has been scheduled.

**You are not guaranteed the room that you request in your form.** If there is a better fit room available for your event, the Office of the University Registrar will assign the best option of available rooms for your event.

**By submitting your request, that does not mean the event is scheduled.** Your request will go through our approval process and you will be notified once the event has been scheduled.

**You must submit your LBJ denial form to [ClassSchedule@txstate.edu](mailto:ClassSchedule@txstate.edu) in order for your request to be processed.** If we do not receive the LBJ denial form within 1 week of your submission, your request will be cancelled and a new request will need to be submitted when the LBJ denial form is acquired.