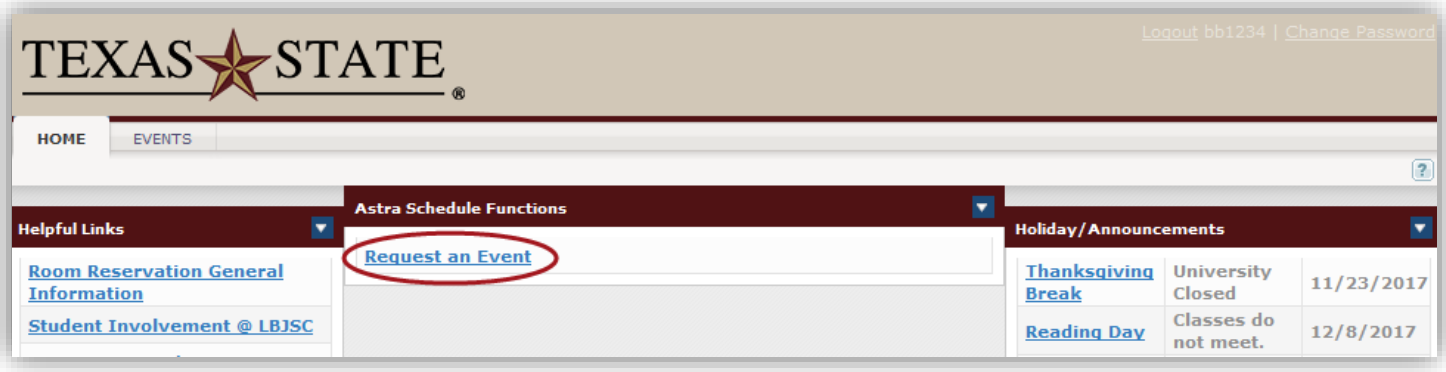
Navigating the Student Organization Request Form

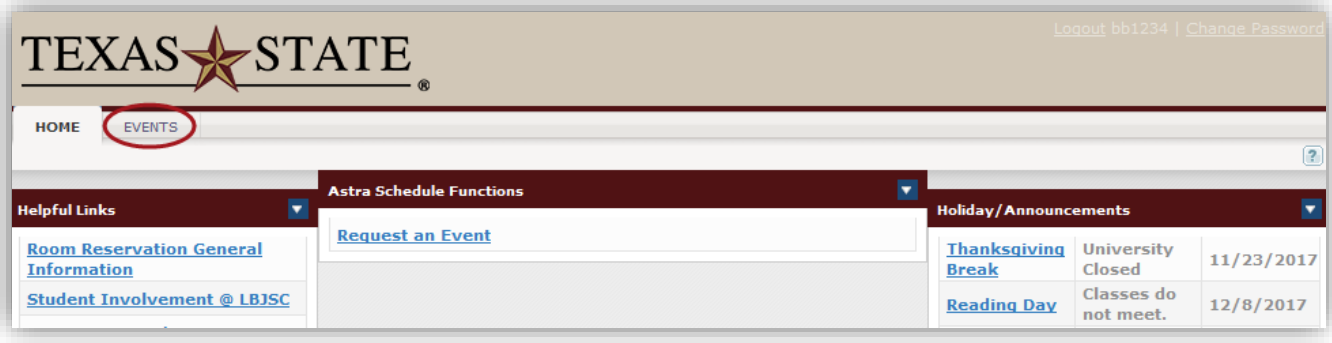
All fields marked with * are required; the form cannot be submitted until the sections are completed.

1. After clicking on the link to the Student Organization Room Reservation Request you will be directed to our scheduling website. **Only organization Advisors/co-Advisors and Presidents/co-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.

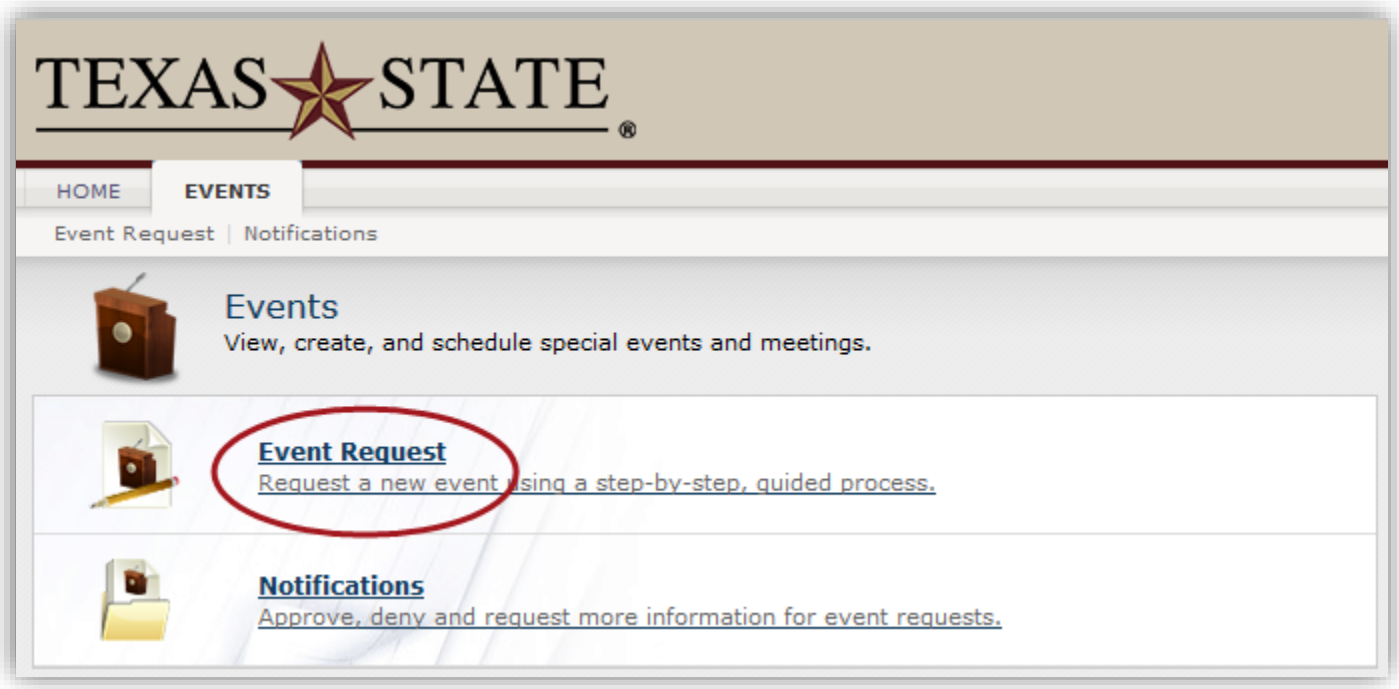
2. Once logged into the system, you will be taken to the Astra Home page where you will find helpful links for this process, Holiday information, and the Event Request form. To get to the request form, choose "Request an Event" in the middle of the homepage:



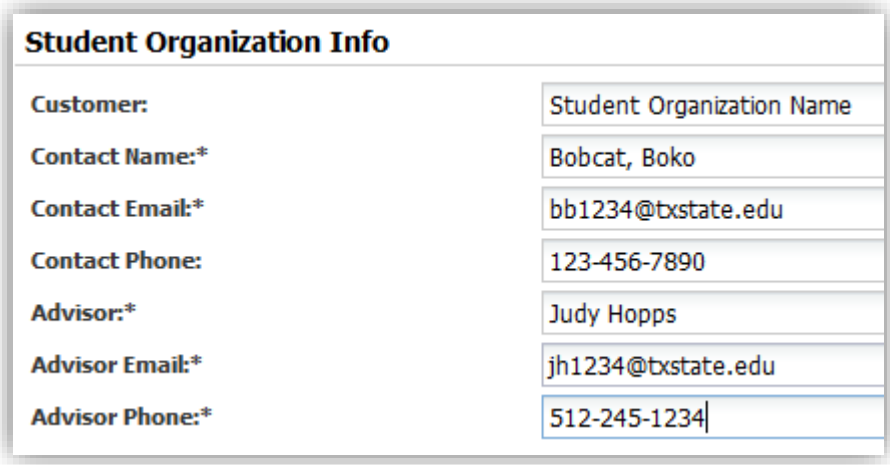
Or choose "Events", the second tab at the top of the page:



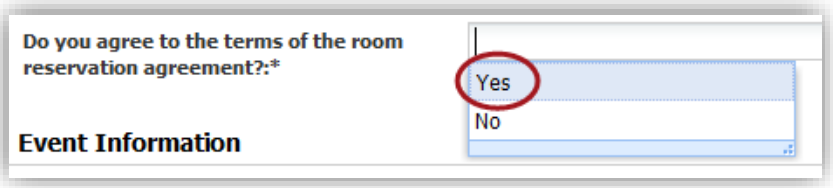
From there, you can also choose “Event Request” and you will be linked to the Request Form.



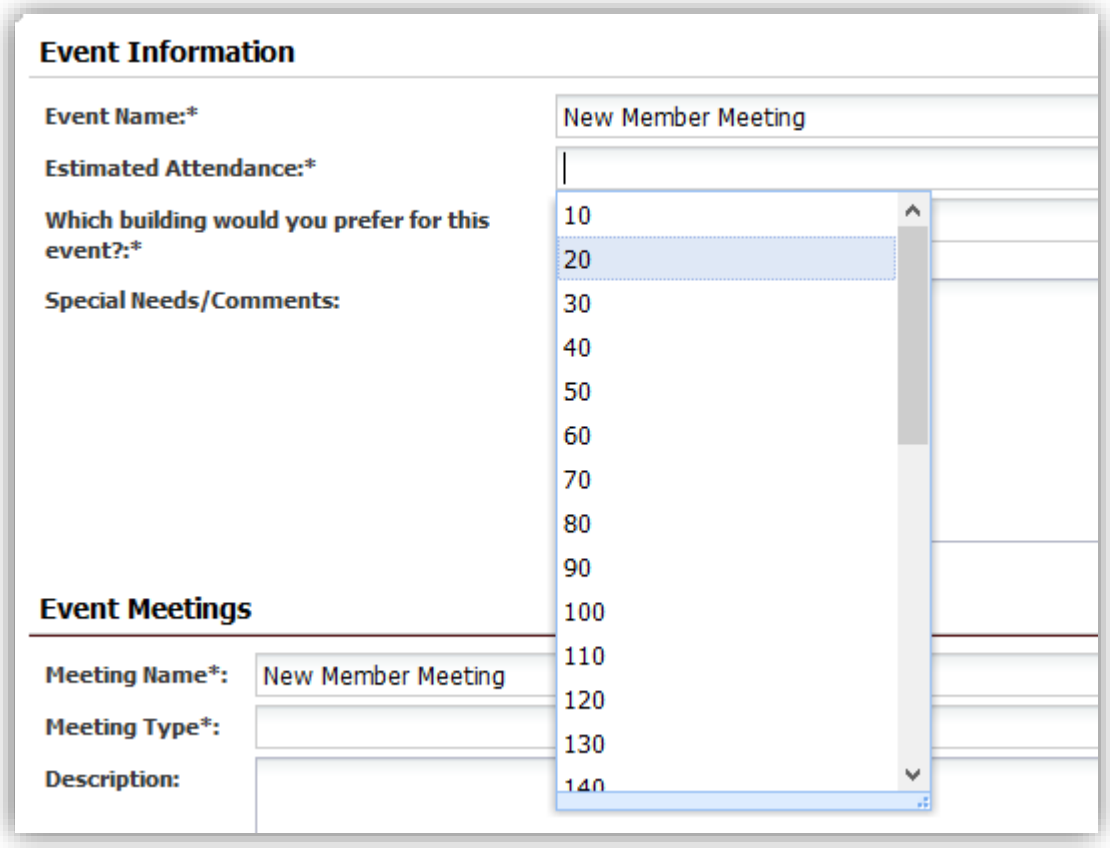
3. Begin by filling out the section titled “Student Organization Information”. Your E-mail and “Customer” (Organization Name) should autofill; you will need to choose your name in the drop down menu of “Contact Name”. All fields in this section are **Required**.



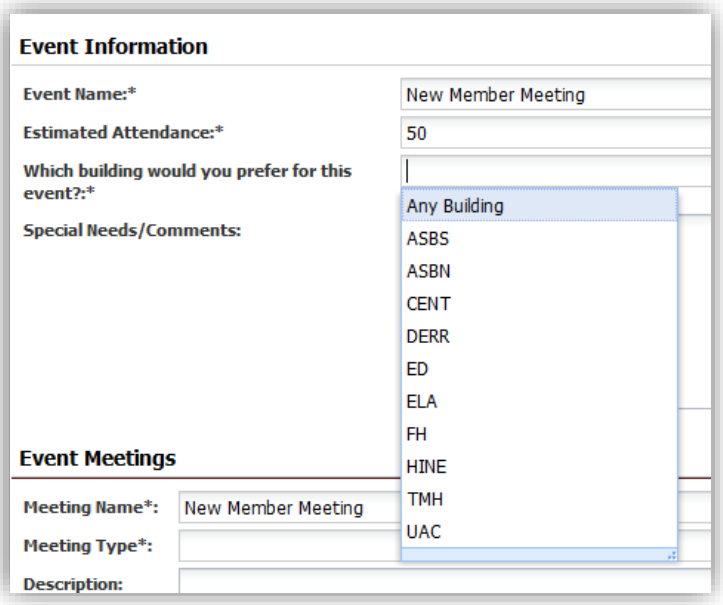
4. Review the Room Reservation Agreement and Three Strike Rule. You will be required to agree to these terms in order to submit your request.



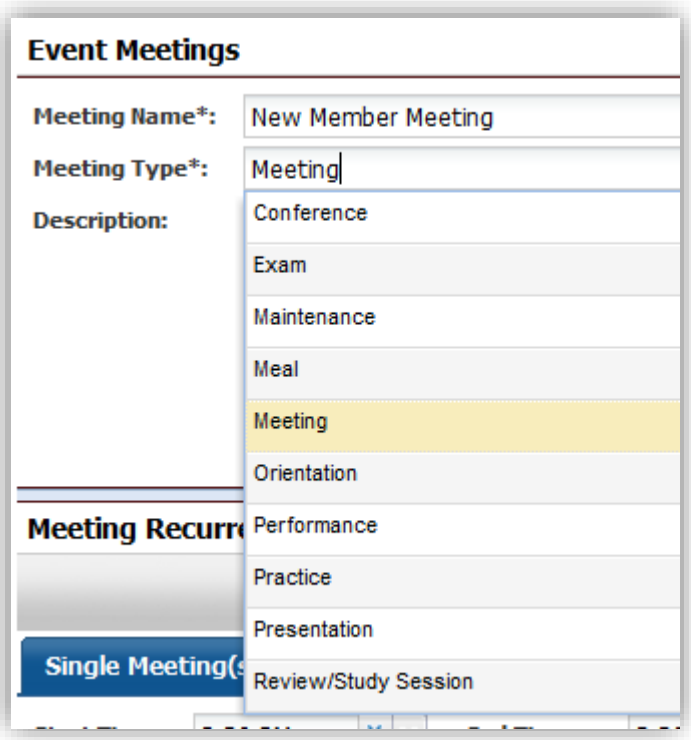
5. You will now see two sections to be completed, “Event Information” and “Event Meetings”. Begin by naming your event. For Single meetings an example would be, “New member meeting”. For reoccurring meetings, you might use, “*Your Student Organization Name* Weekly Meeting”. Select a number for the estimated attendance.



Select a building from the given list. If you have a building/room preference, please add in the “Special Needs/Comments” section, an acceptable building/room and substitute in the event the room is unavailable.

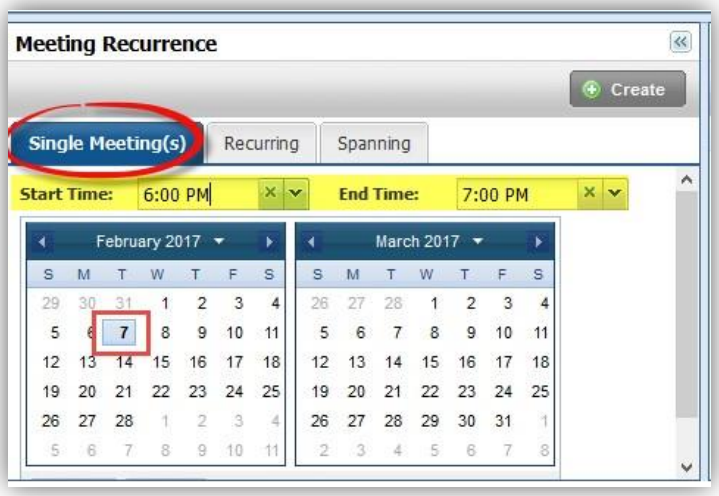


Lastly, choose the type of meeting you're having by clicking the drop down next to "Meeting Type". If it is a general weekly meeting, choose meeting.



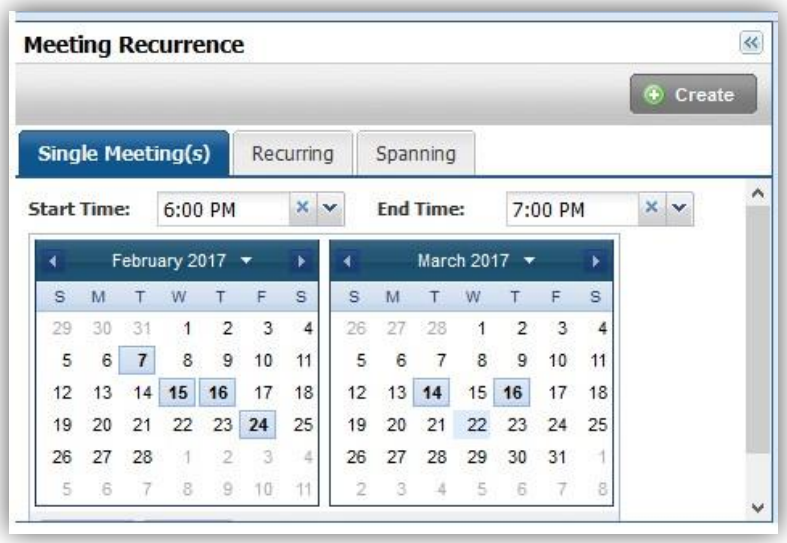
You will need to put in the expected Max Attendance of your event in order to choose the best available room option. Please do not leave yourself more than 5 extra seats, if you are unsure of the exact expected number but would like to give yourself room for more attendees, in order to give larger organizations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

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 finalize 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”.



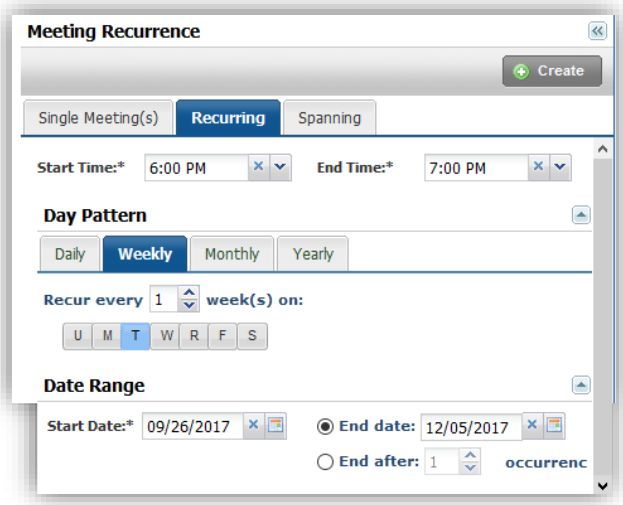
c. For multiple day meetings, using the “Recurring” feature:

- 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"



- 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 building 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 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.