

# How To Schedule An Event

- Request must be submitted a minimum of 5 working days prior to event.
- Do not promote event until confirmation is received.
- Any questions or assistance please contact: 216-523-7203 or visit [www.csuohio.edu/conferenceservices](http://www.csuohio.edu/conferenceservices)
- **Student Organizations** please go through Org Sync to request events at <https://orgsync.com/login/csuohio>

To schedule an event via the on line reservation system (Ad Astra) your browser must be either Internet Explorer 9, Firefox 10.

# Astra Home

- Sign on at: <https://spaces.csuohio.edu/Astra/Portal/GuestPortal.aspx>

- Step 1: Enter “Request an Event”

Astra Schedule - Astra Home - Internet Explorer, optimized for Bing and MSN

https://spaces.csuohio.edu/Astra/Portal/GuestPortal.aspx

File Edit View Favorites Tools Help

Favorites Astra Schedule - Astra Home TMA iServiceDesk - Clevelan... Suggested Sites Free Hotmail Web Slice Gallery

Astra Schedule - Astra Home

CSU Calendar

User Name: Password: Log In Remember Me:

ASTRA HOME CALENDARS RESOURCES EVENTS

Requesting a facility for your event

[Request an Event](#)

View...

Conference Services Links and Information

[Conference Services Home Page](#)

[Facility Use Policy](#)

[Room Photos and Capacities](#)

[Rental Rates](#)

Helpful CSU Links

[CSU Home Page](#)

[Campus Map](#)

[Dining & Catering](#)

[Parking Services](#)

[Local Hotels](#)

[Nearby Attractions & Events](#)

start 2 Microsoft ... W 5 Microsoft ... 6 Microsoft ... Rhapsody Astra Schedul... Search Desktop 100% 2:10 PM

# Event Details/Information

•Step 1:  
Name of Responsible Person

•Step 2:  
Event Information

•Step 3:  
Name of Event

Astra Schedule - Event Request - Windows Internet Explorer  
https://spaces.csuohio.edu/Astra/events/EventReqForm.aspx?id=9327e8b0-3990-11e2-af5e-2fe29e2513d3&returnURL=%2FAstra%2FPortal%2

CSU Calendar  
Logout guest | Help

ASTRA HOME CALENDARS RESOURCES EVENTS

Event Request  
Editing Submit Cancel

**Event Request (Facility Request Form)**  
Notice must be given in writing within 3 days of the event. Responsible parties will be held financially accountable for all charges that would have been incurred because of commitments made to facilitate the event if proper notice is not provided to Conference Services.  
Visit [www.csuohio.edu/services/conferenceservices](http://www.csuohio.edu/services/conferenceservices) for complete Cleveland State University facility policies and pricing information.

CONFERENCE SERVICES  
2121 Euclid Avenue - SC 140  
Cleveland, OH 44115  
Phone: (216) 523-7203 \* Fax: (216) 687-5545

**Contact Information**

Name of Organization:   
Contact Name\*:   
Contact Email\*:   
Contact Phone\*:

**Event Information**

Event Title\*:   
Set-Up Requested:

**Event Meetings**

Meeting Name\*:  Max Attendance: 0  
Meeting Type\*:   Requires Room  
Description:

/Astra/events/EventReqForm.aspx Astra v7.5.7.237 Oracle  
Internet | Protected Mode: On 100%  
5:30 PM 9/10/2013

# Meeting Recurrence

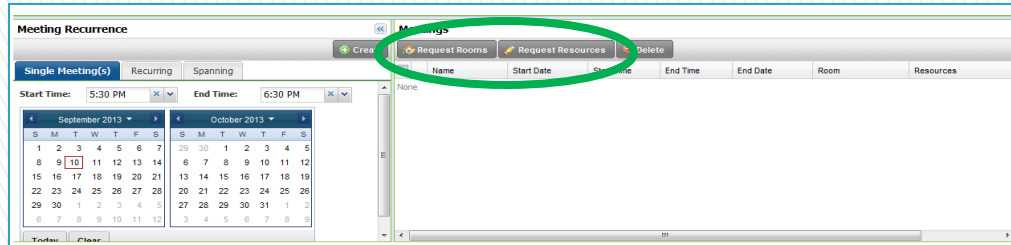
- Step 1: Select Event Times and Dates

- **Step 2: ENTER “CREATE” BEFORE GOING ON TO NEXT STEP**

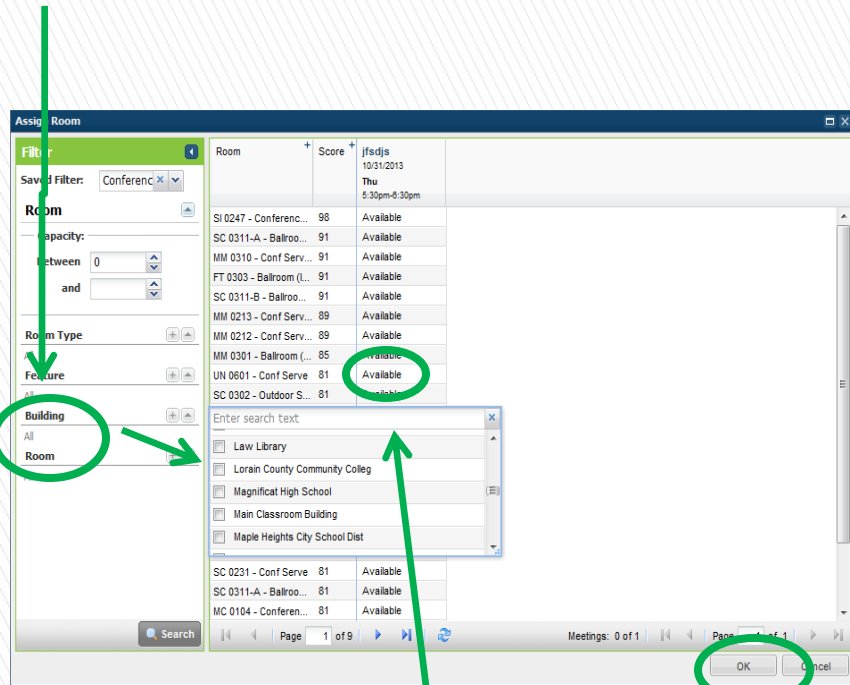
The screenshot displays the 'Meeting Recurrence' interface. On the left, there are two calendar views for September and October 2013. The date '10' in the September calendar is highlighted with a red box. A green circle highlights the 'Create' button in the 'Meetings' section. The 'Meetings' section includes buttons for 'Request Rooms', 'Request Resources', and 'Delete'. Below these buttons is a table with columns for Name, Start Date, Start Time, End Time, End Date, Room, and Resources. The table currently shows 'None'.

Name	Start Date	Start Time	End Time	End Date	Room	Resources
None						

# Requesting a Room/ Resources



•Step 1: Select Building/Room

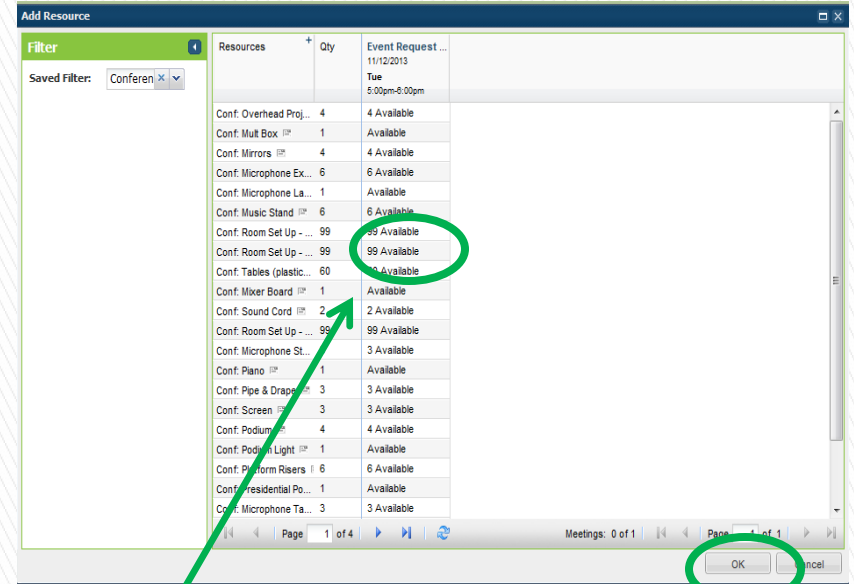


•Step 2: Select "Available"

•Step 3: Enter "OK"

•Step 4: Request Resources

- Equipment
- Room Set Up

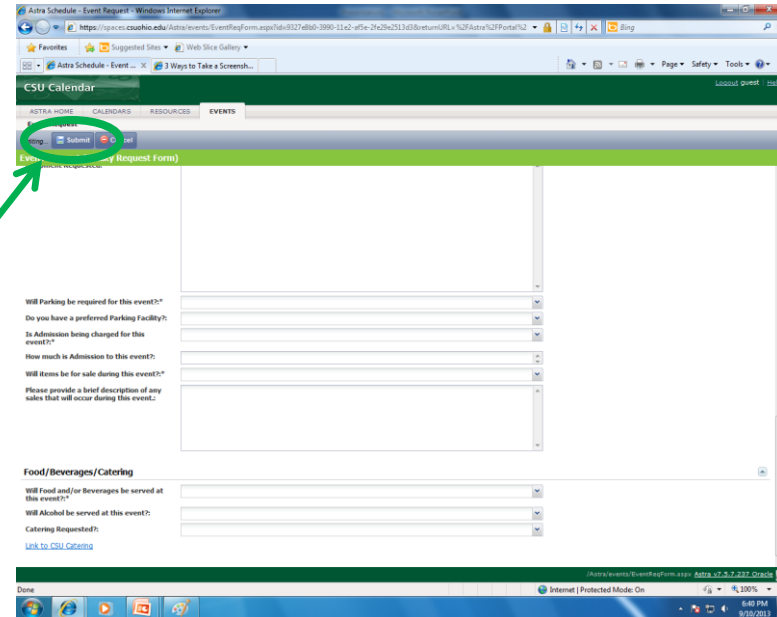


•Step 5: Select "Available"

•Step 6: Enter "OK"

# Confirm Event Details/ Submit Request

- Review your Information
- Enter “Submit” after your request is accurate and complete.



The screenshot shows a web browser window displaying the 'ASTRA Event Request Form'. The browser's address bar shows the URL: <https://spaces.csuohio.edu/Astra/events/EventReqForm.aspx?id=9327&800-3990-1142-af0e-24c36251343&returnURL=%2FAstra%2FPortal%2F>. The page title is 'ASTRA HOME' and the navigation menu includes 'CALENDARS', 'RESOURCES', and 'EVENTS'. The main content area is titled 'Event Request Form' and contains several sections of questions and input fields:

- Will Parking be required for this event?\*** (Dropdown menu)
- Do you have a preferred Parking Facility?\*** (Text input)
- Is Admission being charged for this event?\*** (Dropdown menu)
- How much is Admission to this event?\*** (Text input)
- Will Items be for sale during this event?\*** (Dropdown menu)
- Please provide a brief description of any sales that will occur during this event:** (Text area)
- Food/Beverages/Catering** (Section header)
- Will Food and/or Beverages be served at this event?\*** (Dropdown menu)
- Will Alcohol be served at this event?\*** (Dropdown menu)
- Catering Requested?\*** (Text input)
- [Link to CSU Catering](#)

## What Happens Next:

- An Email confirming receipt of your request will be forwarded. THIS IS NOT AN EVENT CONFIRMATION.
- An Event Confirmation will be sent to your email address when the event is scheduled.
- Any questions or assistance please contact:  
216-523-7203 or visit [www.csuohio.edu/conferenceservices](http://www.csuohio.edu/conferenceservices)