Cleveland State University
1964

1. Click on the "Request an Event" link located in the upper left hand corner of the screen.
2. Scroll down to complete all fields requested, including: Name of group or organization, Contact Information, Event Title, Set Up, Event Details, and Meeting Type.

3. Scroll down to "Meeting Recurrence" and select the date(s) and time(s) of your meeting(s). Then click **"CREATE"** in the top right hand corner of the box. (The dates you select will be in bold).

4. In the "Meetings" box, click the checkbox to select your desired meeting then select "Assign Rooms".

5. Select your desired room and then click "OK".

6. Select "Assign Resources" tab for your desired resources (Set Up and Equipment) and then click "OK".

7. Continue to "Event Details" and complete event information.
8. **SCROLL TO THE TOP LEFT CORNER OF THE REQUEST FORM AND CLICK "SUBMIT" TO FORWARD YOUR REQUEST.**
9. A confirmation email will be sent to notify you that your event request was successfully submitted. (*This does NOT mean your room request has been confirmed but that your request has been forwarded to the appropriate scheduler.*)

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