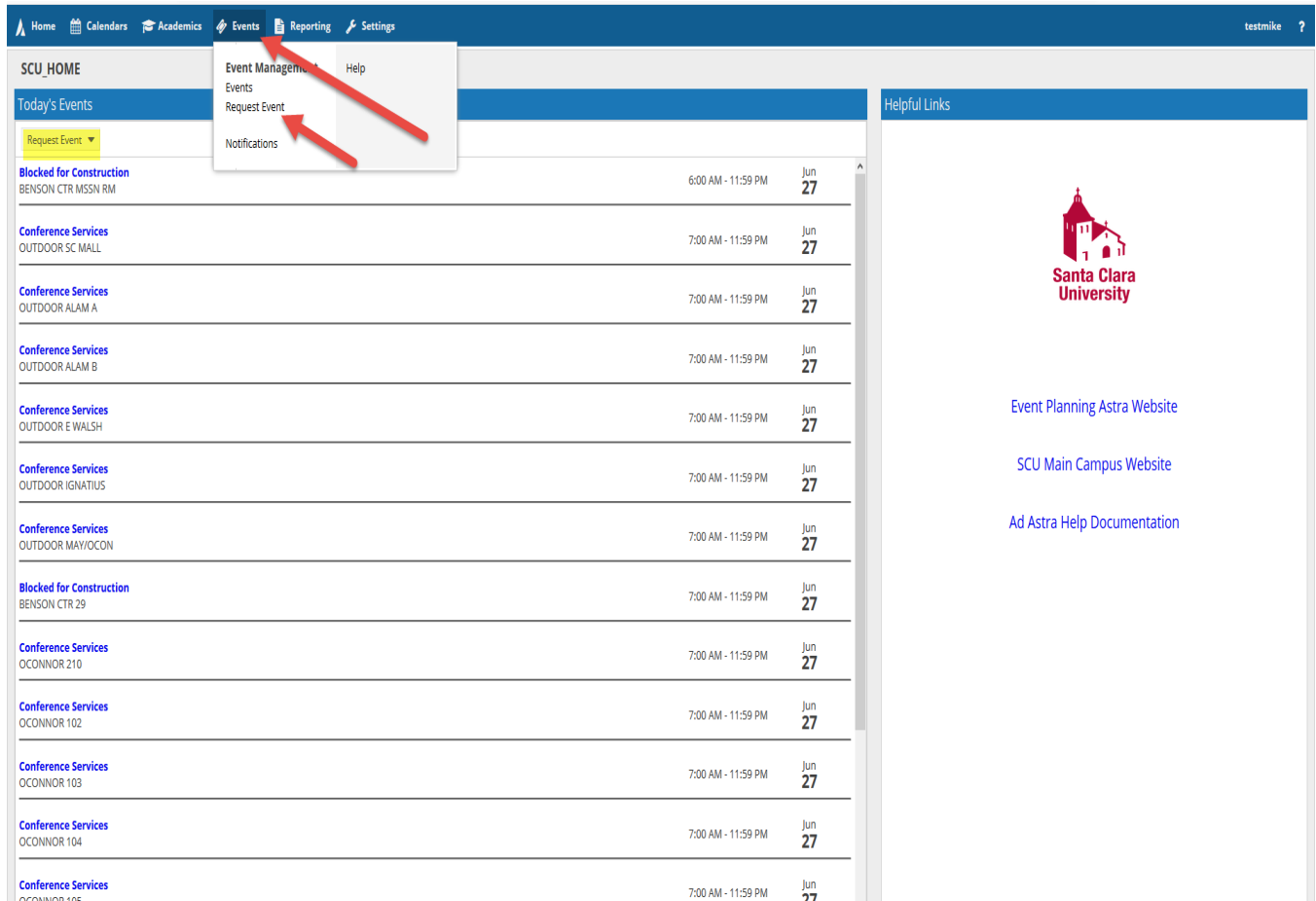


Instructions for using the Event Request forms.

- 1) To Request a room reservation either click the Request Event button under the words Today's Events, or choose Events/Request Event



The screenshot displays the SCU Home interface. At the top, there is a navigation bar with links for Home, Calendars, Academics, Events, Reporting, and Settings. The 'Events' menu is open, showing options for Event Management, Events, Request Event, and Notifications. Below the navigation bar, the 'Today's Events' section is visible, featuring a 'Request Event' button. The main content area lists various events for June 27, including 'Blocked for Construction' and 'Conference Services' in different rooms. A 'Helpful Links' sidebar on the right contains the Santa Clara University logo and links to the Event Planning Astra Website, SCU Main Campus Website, and Ad Astra Help Documentation.

| Event Name | Room | Time | Date |
|--------------------------|--------------------|--------------------|--------|
| Blocked for Construction | BENSON CTR M55N RM | 6:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OUTDOOR SC MALL | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OUTDOOR ALAM A | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OUTDOOR ALAM B | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OUTDOOR E WALSH | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OUTDOOR IGNATIUS | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OUTDOOR MAYOCON | 7:00 AM - 11:59 PM | Jun 27 |
| Blocked for Construction | BENSON CTR 29 | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OCONNOR 210 | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OCONNOR 102 | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OCONNOR 103 | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OCONNOR 104 | 7:00 AM - 11:59 PM | Jun 27 |
| Conference Services | OCONNOR 105 | 7:00 AM - 11:59 PM | Jun 27 |

2) Then select the appropriate Event Request form based on the building in which you are trying to request a room:

Request Event ▼

- Benson
- Edward M. Dowd Art and Art History Building Request Form
- Engineering Meeting Rooms
- Guadalupe Hall
- Law - Charney Reservable Spaces
- Locatelli Gathering Hall
- Other Classrooms and Event Space
- Outdoor Reservable Spaces
- Residence Life CASA, GRAHAM, or SOBRT Mtg. Rooms

3) Once you pull up the appropriate form, complete all the required information (indicated with *), then click **Add Meeting** to specify a date and time for your request. Rooms in areas such as Benson require 2 day lead time.

Home Calendars Academics Events Reporting Settings

Benson

Please enter all required information including a contact name, phone # and email address

Event Details

* Event Name:

Event Description:

Event Type:

Contact Information

* Contact Name:


* Contact Email:

Contact Phone:

Customer:

* Add a Meeting:
[Add Meeting](#) 1 [Request Rooms](#)

No meetings created. [Add Meeting](#)





4) Complete the Create Meeting(s) form then click Add Meeting.

Create Meeting(s) ✕


Single Multiple Recurring

Start Time: End Time:

Start Date: ✕  End Date: ✕ 

* Meeting Name: ✕

Description:

Max Attendance: 

Featured

Private

Requires Room

- 5) After you have added a meeting click the Request Rooms button to request a specific room.

Event Details

*Event Name:

Event Description:

Event Type:

Contact Information


*Contact Name:

*Contact Email:

Contact Phone:

Customer:

*Add a Meeting:

 test - Tue, 07/02/2019, 01:30 PM to 03:30 PM

RESOURCES NEEDED:

.....

- 6) Only available rooms will display. Click a room to select it and you will see a green Selected icon. Once you have selected the room, click OK

The screenshot shows a software window titled "Assign Room". On the left, there is a "Filter" section with a search bar and a dropdown menu set to "Custom". The main area is a table with the following data:

| Room | test |
|--|-------------|
| <input type="radio"/> BENSON CTR CONF 15 | 7/2/2019 |
| <input checked="" type="radio"/> BENSON CTR WILL PAT | Tue |
| <input type="radio"/> BENSON CTR PARLOR C | 1:30-3:30pm |
| <input type="radio"/> BENSON CTR PARLOR B | |
| <input type="radio"/> BENSON CTR PARLORS BC | |
| <input type="radio"/> BENSON CTR WILLIMAN | |
| <input type="radio"/> BENSON CTR WEST BRD | |
| <input type="radio"/> BENSON CTR - Tabling - PLAZA | |

At the bottom of the dialog, there are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

- 7) Once you have completed all required fields (designated by an *), you can submit the request by clicking the Submit button on the bottom of the page:

The screenshot shows a simple form with a text input field and a "Submit" button below it. A red arrow points to the "Submit" button.