

-To log into Astra, use your Malone credentials:



A login form with a blue header. It contains two input fields labeled "User Name:" and "Password:". To the right of the "Password:" field is a "Log In" button. Below the "Log In" button is a "Remember Me:" checkbox.

-Click the EVENTS tab:



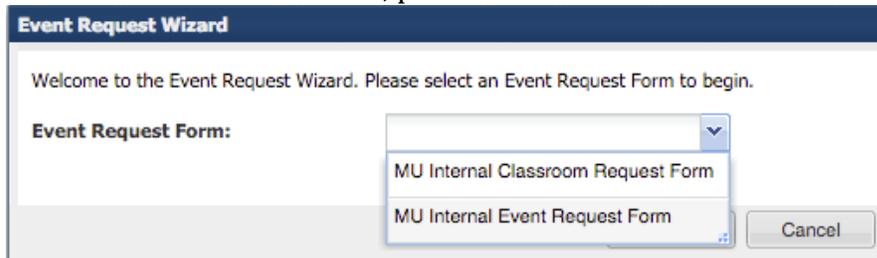
A horizontal navigation bar with three tabs: "CES", "EVENTS", and "PEOP". The "EVENTS" tab is highlighted with a blue background.

-Select Event Request:



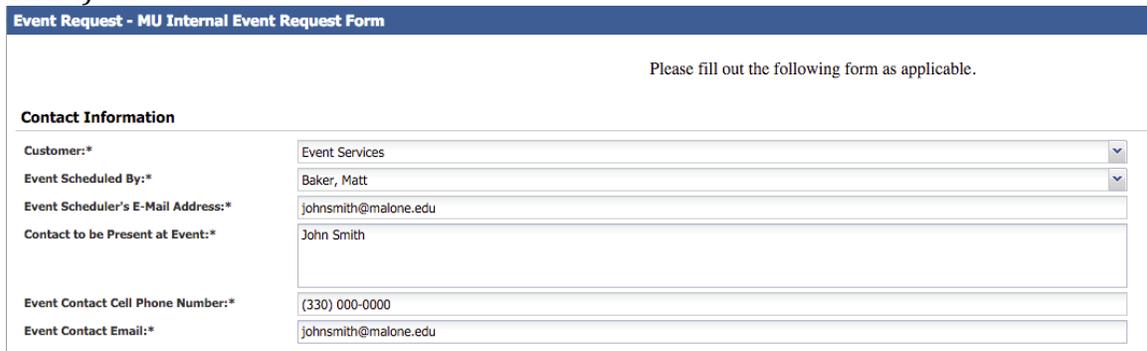
A link labeled "Event Request" with a small icon of a folder and a pencil. Below the link is the text "Request a new event using a step-by-step, guided process."

-A window will pop up. Select the form that best suits your needs. If it is an internal event (i.e. recitals, concerts, etc.), please select MU Internal Event Request Form. If it is a classroom related event, please select MU Internal Classroom Request Form:



A dialog box titled "Event Request Wizard". It contains the text "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this is a label "Event Request Form:" followed by a dropdown menu. The dropdown menu is open, showing two options: "MU Internal Classroom Request Form" and "MU Internal Event Request Form". To the right of the dropdown menu is a "Cancel" button.

-Please fill out the form accordingly. (The Event Contact Cell Phone Number is required, as it is our policy that the event contact be present at Event Tech Arrival Time.):



A form titled "Event Request - MU Internal Event Request Form". It contains the text "Please fill out the following form as applicable." Below this is a section titled "Contact Information" with several input fields:

| | |
|------------------------------------|----------------------|
| Customer:* | Event Services |
| Event Scheduled By:* | Baker, Matt |
| Event Scheduler's E-Mail Address:* | johnsmith@malone.edu |
| Contact to be Present at Event:* | John Smith |
| Event Contact Cell Phone Number:* | (330) 000-0000 |
| Event Contact Email:* | johnsmith@malone.edu |

-Please enter event details:

Department/Organization Information

Name of Department/Organization:* Fine Arts
Is this Organization part of Malone University?:* Yes

Event Details

Event Title:* Band Concert
Event Description:
Event Type: Performance
How many attendees are expected?:* 230

-Do not check private/featured

Event Meetings

Meeting Name*: Band Concert
Meeting Type*: Performance+
Description:
Max Attendance: 224
 Private Featured Requires Room

-Select a date. If your event spans multiple days or recurs multiple times, use the Recurring and Spanning tabs. Once dates/times have been selected, click create:

Meeting Recurrence

Start Time: 7:00 PM End Time: 8:00 PM

January 2016 February 2016

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Today Clear

-Click the check box next to the event, then click Assign Rooms:

Meetings

| <input type="checkbox"/> | Name | Start Date | Start Time | End Time | End Date | Room | Resources |
|-------------------------------------|--------------|------------|------------|----------|------------|-----------|-----------|
| <input checked="" type="checkbox"/> | Band Concert | 02/15/2016 | 7:00 PM | 8:00 PM | 02/15/2016 | JC Chapel | |

-Describe your setup requirements, audio/visual needs, as well as catering needs:

Room and Resource Needs

| | |
|--|--------------------------------------|
| Please describe your set up requirements tables, chairs, podium: | <input type="text" value="Podium"/> |
| Facility Set Up Style:* | <input type="text" value="Theater"/> |

Audio/Visual Needs

| | |
|---|---|
| Will your event require A/V support?:* | <input type="text" value="Yes"/> |
| When will the Technician need to arrive prior to your event?: | <input type="text" value="30 Min"/> |
| Projection?: | <input type="text" value="No"/> |
| Microphone?: | <input type="text" value="Yes"/> |
| If you require other Audio/Visual Support please specify: | <input type="text" value="1 wireless handheld at podium, 1 wireless handheld for announcements"/> |

Catering Information

| | |
|--|---------------------------------|
| Does the event require catering?:* | <input type="text" value="No"/> |
| Does the event require linen rental?:* | <input type="text" value="No"/> |

Other Information

| | |
|---|----------------------|
| Please provide any additional comments or questions regarding your event: | <input type="text"/> |
|---|----------------------|