Student Organizations

ASTRA EVENT SCHEDULING SOFTWARE

OVERVIEW

Links

Website Look

Event Variations

 Single Event

 Multiple Events

 Recurring Events

Submission/Approval

 Duration

 Stipulations

 Additional Information

Change of Plans

Housing & Continuing Education

WHERE TO FIND THIS PRESENTATION?

clayton.edu/laker-life/docs/laker-life-astra.pdf

Laker *Life!*
Division of Student Affairs

ASTRA NEW LINK

- **Link: https://www.aaiscloud.com/ClaytonStateU/Default.aspx**

- **Link can also be found on the Laker Life website: https://www.clayton.edu/laker-life** (tab "Register Your Event")

- **Link can also be found on https://www.clayton.edu/laker-life/clubs-and-organizations** (click the "Astra" link)

HELPFUL EVENT PLANNING LINKS

- **Events Information:
clayton.edu/laker-life/docs/events-101.pdf**

- **Facilities Information:
clayton.edu/laker-life/docs/reset-facilities-presentation.pdf
(Includes Campus Map)**

- **Event Registration & Reservation Policy:
clayton.edu/laker-life/docs/event-registration-and-reservation-
policy.pdf**

- **Late Night & Special Event Policy:
clayton.edu/laker-life/docs/late-night-and-special-event-
policy.pdf**

ASTRA'S LOOK

- **Login using your Clayton State credentials.**
- **You won't be able to select your location without signing in.**

AFTER SIGNING IN

From the menu across the top of the page, select "Events".

From the "Events" dropdown menu, select "Request Event" to open the "Event Request Wizard".

CLAYTON STATE
UNIVERSITY
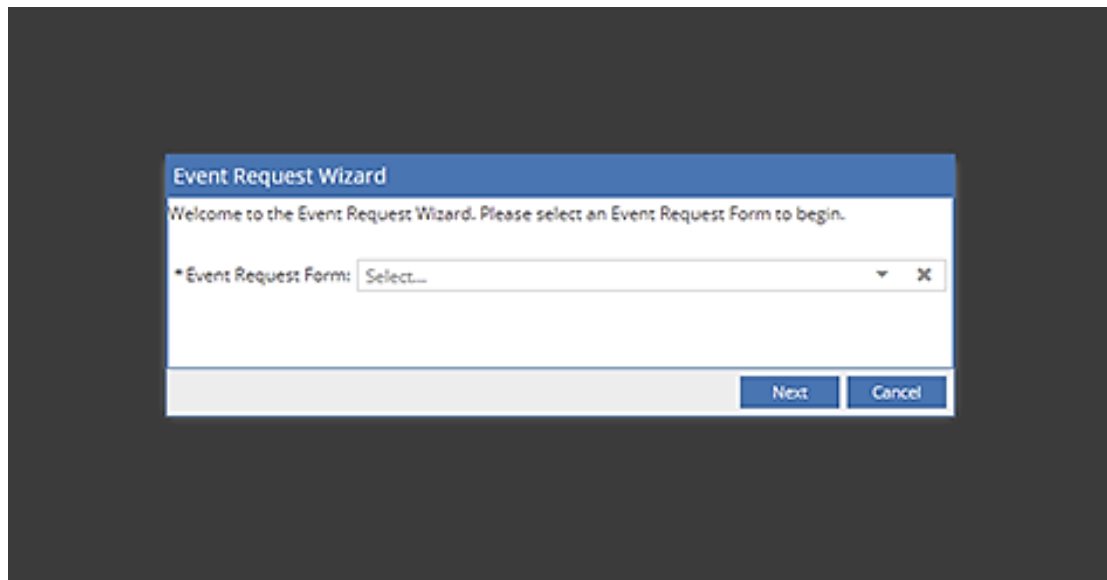
AFTER SIGNING IN

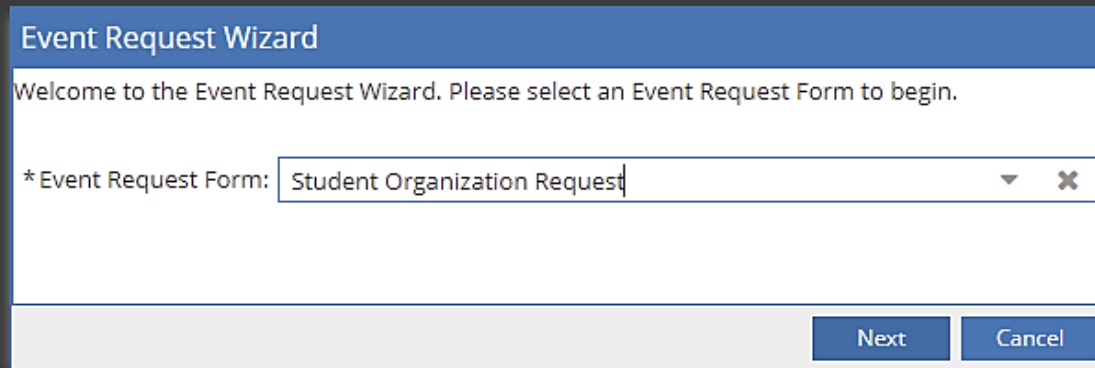Select option, "**Student Organization Event Request**" or "**Student Organization Meeting Request**" (depending on need), and then click "**Next**".

REQUEST

Fill out the required information *, including "**Type of Events.**"

- **Meeting**
- **Event**

Event Information

*Event Name:

*Department/Organization:

SAC

*Your Name:

Berry, Tony

*Email Address:

TonyBerry@clayton.edu

*Phone Number:

*Type of Event:

Select...

REQUEST

Please provide a description of your event in the "**Describe the event**" section.

- This information is used on the University Calendar.

* Describe the event:

Please provide a description here!

ADD MEETING – THREE OPTIONS

Event Meetings

Create Meetings and Assign Rooms:

Please select meeting dates/times and assign requested rooms. Note: If you are requesting space in Continuing Education, Nursing, or the Music Education Building, please select your request under "Other Rooms Not Listed" at the bottom of the form.

Add a Meeting:

Add Meeting   **Assign Rooms**

No meetings created. Add Meeting

ADD MEETING

Single Meeting

ADD MEETING

Multiple Meetings

ADD MEETING

Recurring Meetings

ADD MEETING – ASSIGN ROOMS

ADD MEETING – ASSIGN ROOMS

SUBMISSION/APPROVAL

Keep in mind, Astra will not let you submit a request **less than 10 days out from the date of your request (unless you're submitting a meeting in a classroom space)**.

Once submitted, you should receive a confirmation of that <u>submission</u>.

Please note, this is **not an approval**, but a confirmation that your event request has been received.

SUBMISSION/APPROVAL

Approval Stipulations

Event/Room Requests will not be approved in **Astra** unless or until they're approved in **Presence/Involve**.

Event Approval time can take as long as **5-10 business days** (classroom meetings will take less time).

Five weeks for **parties** or similarly **large-scale** events.

Please plan accordingly!

SUBMISSION/APPROVAL

Walkthrough

Walkthroughs, i.e., equipment needs and event setups will be conducted with Laker Life.

Three ways to schedule a meeting:
Email: TonyBerry@clayton.edu
Phone: (678) 466-5433
Presence Form: clayton.presence.io/form/event-walkthrough-request

This meeting can be conducted in-person or via Teams

SUBMISSION/APPROVAL

Additional Information

If you have any additional information regarding your event, such as a DJ, vendor tables, external entities who will be in attendance, please don't hesitate to contact Laker Life.

CHANGE OF PLANS

If you need to make changes to your reservation (date, time, or setup), please don't hesitate to contact me.

Email: **TonyBerry@clayton.edu**

Phone: **(678) 466-5433**

Additional Information:

If you have any logistical or equipment questions for me (even prior to your request approval), please don't hesitate to contact me.

HOUSING/CONTINUING EDUCATION /INNOVATION CENTER

Astra allows you to reserve space in **Laker Hall**, but it does not allow you to request space in the **Harry S. Downs Continuing Education** building. Both will need additional approvals from their governing entities. This may take additional time.

I can assist with these reservations, but please note that these incur an additional approval level that is out of my hands.

DEMONSTRATION AND QUESTIONS

HAVE A GREAT SEMESTER!

Tony Berry

Technology & Communications Manager

Email: **TonyBerry@clayton.edu**

Phone: **(678) 466-5433**

CLAYTON STATE
UNIVERSITY

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