

Student Organizations

ASTRA EVENT SCHEDULING SOFTWARE

OVERVIEW

Links

Website Look

Event Variations

Single Event

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Recurring Events

Submission/Approval

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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.

The screenshot shows the Astra Scheduling website interface. At the top right, there is a navigation bar with 'Home', 'Events', and 'Settings' links, and a 'Sign-in' button with a 'Sign In' link circled in red. On the left side, there is a 'TODAY'S EVENTS' section with a red arrow pointing to it labeled 'Handy'. The main content area is titled 'Welcome Guest' and features the Clayton State University logo. Below the logo, there is a welcome message and instructions for logging in. A red arrow points to the 'Contact Information (Scroll down for more information)' link, labeled 'Helpful Information'. The bottom left section contains 'Notices' regarding COVID-19 requirements. The bottom right section provides contact information for Astra Scheduling and details about non-academic spaces in the Harry S. Downs Center.

Home Events Settings Sign-in Sign In

TODAY'S EVENTS Handy

Welcome Guest

CLAYTON STATE UNIVERSITY

Welcome to Clayton State University's Astra Scheduling

If you are an authorized user you may login to the full site by signing in with your CSU Credentials.

If you are a guest, please review the contact information below.

If you have additional questions, please email

Contact Information (Scroll down for more information) Helpful Information

Notices

The COVID-19 related physical distancing and occupancy requirements are in effect through Summer 2021. Therefore, the room capacities and images that appear in the system reflect these requirements.

When additional guidance is received regarding these safety precautions, Astra will be updated.

Instructional Spaces for Courses and Course Related Events on Main Campus and East Campus

Contact the Astra Administrators at the email below if you are in need of an academic classroom space for a class or other academic related event or meeting.

Astra Scheduling: astrascheduling@clayton.edu

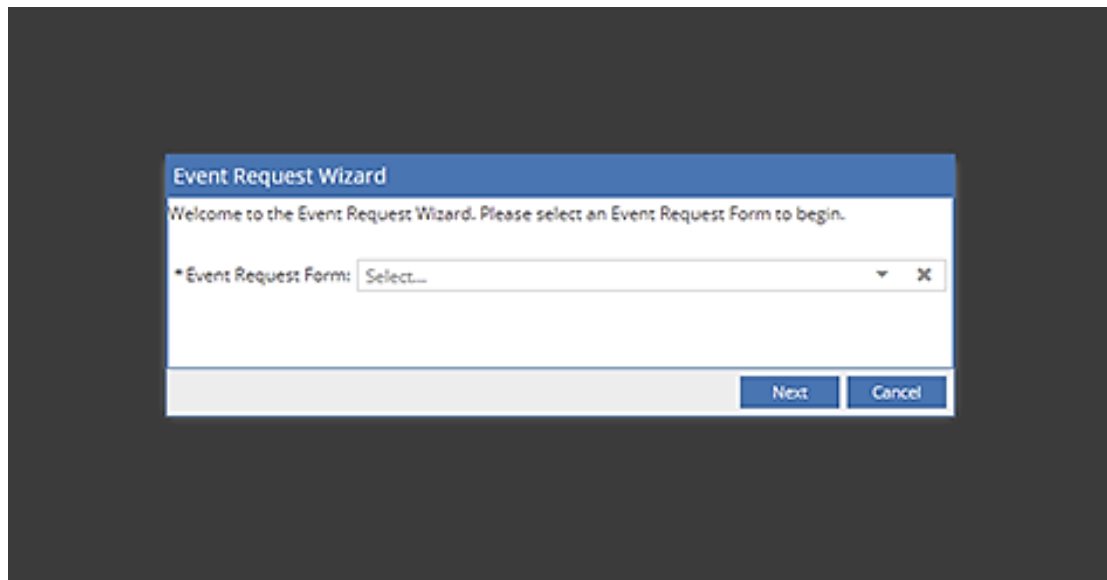
Non-Academic Spaces in the Harry S. Downs Center and Event Scheduling with Conference Services

If you are interested in reserving space in the Harry S. Downs Center for an event or conference, please contact Ms. Sara Holmes in Continuing and Professional Education.

AFTER SIGNING IN

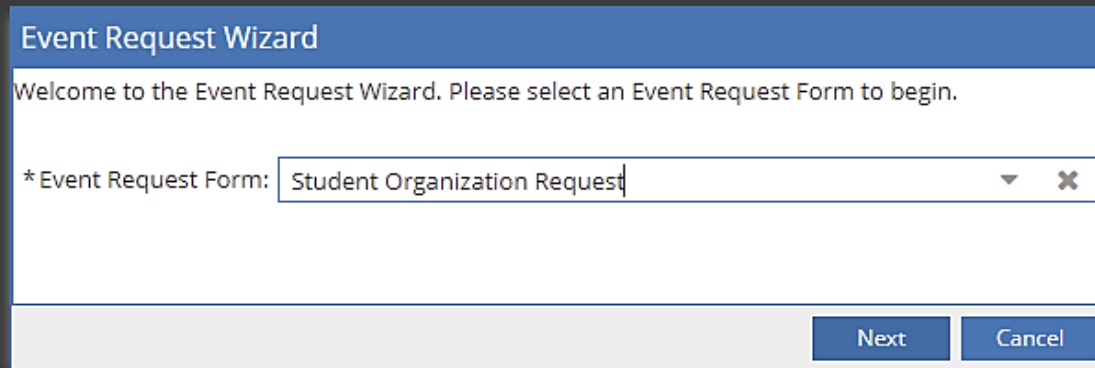
From the menu across the top of the page, select “Events”.

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



AFTER SIGNING IN

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



The screenshot shows a dialog box titled "Event Request Wizard". The text inside reads: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this text is a dropdown menu labeled "* Event Request Form:" with the text "Student Organization Request" selected. At the bottom right of the dialog box are two buttons: "Next" and "Cancel".

REQUEST

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

- Meeting
- Event

Event Information

* Event Name:

* Department/Organization:

* Your Name:

* Email Address:

* Phone Number:

* Type of Event:

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

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: End Time:

Start Date: ✕  End Date: ✕ 

* Meeting Name: ✕

Meeting Type: ▼ ✕

Max Attendance: ⬆️⬆️

Featured

Private

Requires Room

ADD MEETING

Multiple Meetings

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: End Time:

Today Clear

July 2021						
S	M	T	W	T	F	S
27	28	29	30	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	7

Meetings

*Meeting Name: ✕

Meeting Type: ✕

Max Attendance:

Featured

Private

Requires Room

ADD MEETING

Recurring Meetings

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: End Time:

Recurrence Pattern

Daily Weekly Monthly Yearly

Every day(s) Every weekday

Start: End after occurrences End by

Recurrence Summary

Every 1 day(s) effective 07/26/2021 until 08/04/2021 from 10:00 AM to 10:30 AM.

* Meeting Name: ✕

Meeting Type: ✕

Max Attendance:

Featured

Private

Requires Room

ADD MEETING – ASSIGN ROOMS

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

- ✘ TEST - Wed, 08/11/2021, 11:00 AM to 11:30 AM
- ✘ TEST - Thu, 08/12/2021, 11:00 AM to 11:30 AM

ADD MEETING – ASSIGN ROOMS

Assign Room

Filter

Show Current Filter Custom

Room Options

Show Only Available Rooms

Capacity:
Between and

Building + -
Room + -
Region + -

Room	TEST 8/11/2021 Wed 11:00-11:30am	TEST 8/12/2021 Thu 11:00-11:30am
<input type="radio"/> 0002 B11	Unavailable	Unavailable
<input type="radio"/> 0009 AV25	Available	Available
<input type="radio"/> 0002 B14	Available	Unavailable
<input type="radio"/> 0025 210	Available	Unavailable
<input type="radio"/> 0025 110	Available	Unavailable
<input type="radio"/> 0010 T220	Unavailable	Available
<input type="radio"/> 0010 T101	Available	Unavailable
<input type="radio"/> 0014 U327	Unavailable	Unavailable
<input type="radio"/> 0025 101	Available	Available
<input type="radio"/> HOUSCP 100	Avail (Request)	Avail (Request)
<input type="radio"/> 0007 G227	Available	Available
<input type="radio"/> 0007 G127	Available	Available
<input type="radio"/> 0007 G114	Available	Available

Page 1 of 5

OK Cancel

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 submission.

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

Laker
Life!
Division of Student Affairs

WHERE TO FIND THIS PRESENTATION?



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

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