
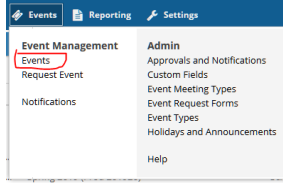
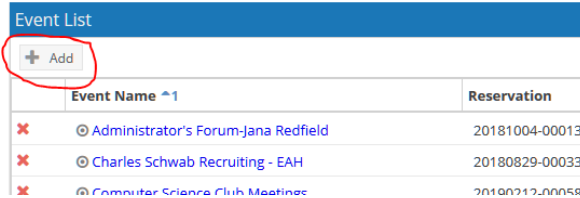


# Schedule an Event in Astra

- 1) MySFA
- 2) Resources
- 3) Astra Schedule
- 4) Events Tab  then Events

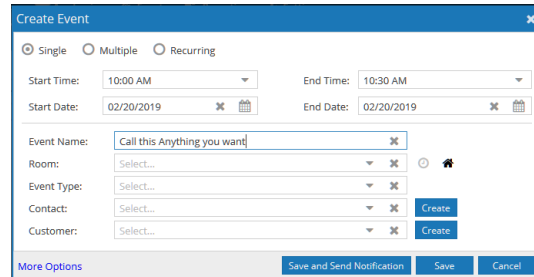


- 5) + Add (Top left under Event List blue bar)

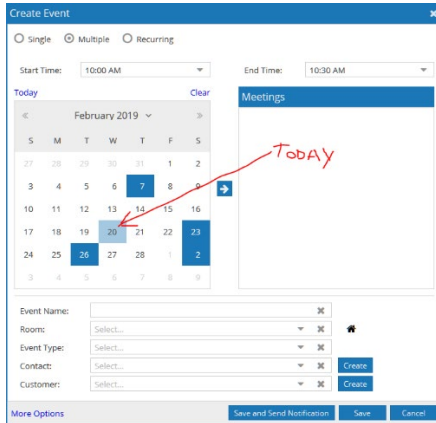


- 6) Select **Single**, **Multiple...** more than one w/ random dates, or **Recurring...** ex. Weekly, every Tues & Thurs

- **Single** - Enter **Start & End Time & Date of Event**

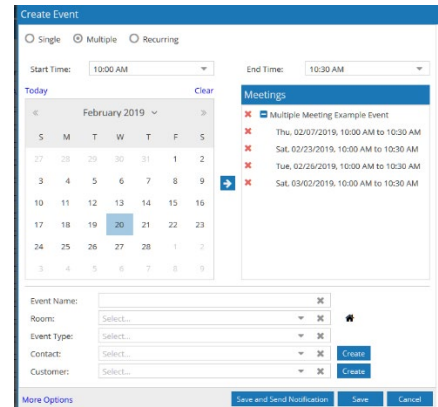


- **Multiple** - Enter **Start & End Time**, Select **Date(s)** on the Calendar, Click on .

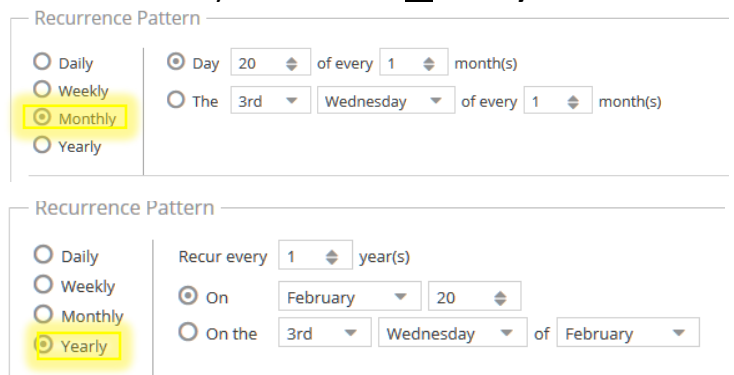
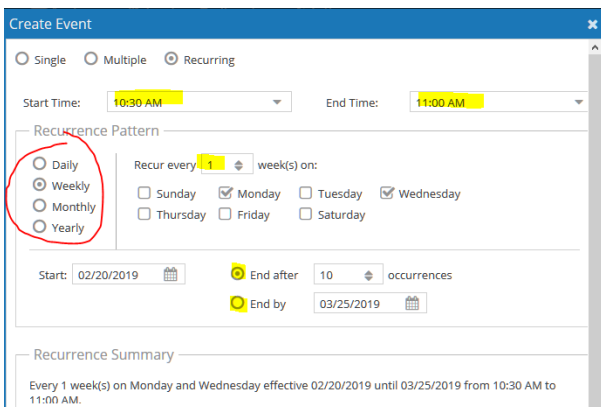


Today's date is always light blue or purple in case you don't know what day of the week it is. Everything that is dark has been selected for the event.

Once you are done picking your days, you click on the arrow icon and move the days into the Meetings box. You'll be prompted to give the meeting a name.



- **Recurring** - Enter **Start & End Time**, Select appropriate circle under **Recurrence Pattern** (Daily, Weekly, Monthly, or Yearly). Enter date pattern is to **Start**, and either how many **Occurrences** or **End by Date**.



- 7) Enter an **Event Name**.
- 8) Skip **Room** for now. We will come back to it.
- 9) Enter **Event Type** from drop down. Select the type that best matches your event.
- 10) Enter **Contact** for event. Drop down button or start typing last name and it should show to select.
- 11) The **Customer** will fill in automatically for whichever department the Contact is connected with. If you are not finding your matching Contact and customer, contact Angie at 1038 to help.

Event Name: Angie's Event

Room: Select...

Event Type: Academic

Contact: Clarke, Angela

Customer: Clarke, Angela (Institutional Effectiveness)

Clarke, Susan (Research & Instructional Services)

Clarke, Susan (Steen Library)

Clarke, Susan (testBetter Business)

Page 1 of 1

- 12) Now go back up to **Room**. If you know a room assignment is available to reserve, it can be selected from the drop down. Otherwise, click the little house to the right.

Event Name: Angie's Event

Room: FERG Ferguson 271 - FERG 271

Event Type: Academic

Contact: Clarke, Angela

Customer: Institutional Effectiveness

Save and Send Notification Save Cancel

- a) A list of rooms will show with Filter options to the left.
- b) If needed minimize your room options using filters (specific building, room features, room types, regions of campus, etc. Just click the plus (+) sign, make your selections, CLICK DONE, and click SEARCH.)
- c) Select an available room by clicking "Available" to the right of the room name. It should turn green and say "Selected."
- d) Click OK, box at bottom left.

Room	Angie's Event 9/6/2019 Fri 6:00-6:30pm	Angie's Event 9/12/2019 Thu 6:00-6:30pm	Angie's Event 9/20/2019 Fri 6:00-6:30pm
FERG 271	Selected	Available	Available
FERG 378	Available	Available	Selected
FERG 376	Available	Selected	Available
HPEC 202	Available	Available	Available
EDAN 114	Available	Available	Available
AGRI 116	Available	Available	Available
MUSC 108	Available	Available	Available
HSTC 320	Available	Available	Available
HSTC 314	Available	Available	Available
GFNA 302	Available	Available	Available
FERG 476	Available	Available	Available
FERG 182	Available	Available	Available
FERG 181	Available	Available	Available
SWRK 201	Available	Available	Available
FERG 176	Available	Available	Available
BOYT 202	Available	Available	Available
FERG 175	Available	Available	Available

Page 1 of 8

OK Cancel

- 13) **Save and Send Notification** (will save and send e-mail notification to the Contact) or just **Save**.

Customer: Institutional Effectiveness

Save and Send Notification Save Cancel

**Your event is scheduled!**

\*\*More Options at the bottom left of the Create Event box will take you to another screen where additional contacts can be added, attachments can be entered, notes made, etc. This will probably not be used a lot, but feel free to contact Angie (ext. 1038) if you would like assistance with any of these options.

