

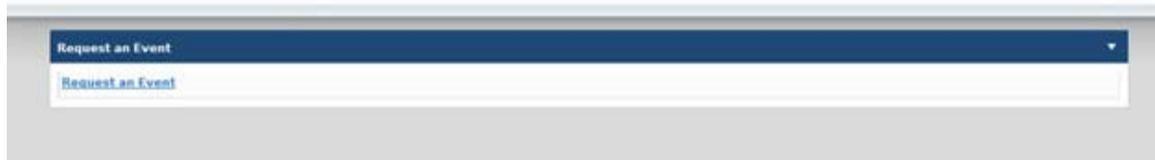
# Room Reservation Instructions

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**Step 1** Go to [astra.ohio.edu](http://astra.ohio.edu)

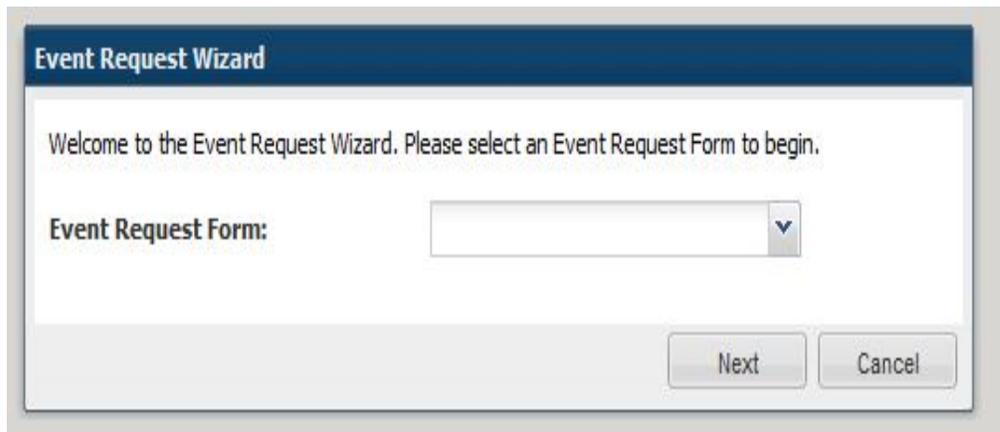
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**Step 2** In the middle of the page, there is a link to Request a Room Reservation



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**Step 3** This will take you to the Event Request Wizard



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**Step 4** Select one of the items from the drop down menu

Student Organization Room Request (used for all student organization activities, even if the advisor or staff member is making the request)

University Department Room Request

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**Step 5** Complete the form by answering the questions

## Terms of Usage

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[Click here to read the terms of usage](#)

Do you agree to the terms of usage above?:

## Contact Information

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Organization:*	<input type="text"/>
Contact Name:*	<input type="text"/>
Contact Email:*	<input type="text"/>
Contact Phone:*	<input type="text"/>

## Event Information

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Event Name:*	<input type="text"/>
Event Description:*	<input type="text"/>
Check if refreshments will be available:	<input type="checkbox"/>
Additional requests (i.e., an alternate room):	<input type="text"/>

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### Step 6 Terms of Usage: Check if you agree to the usage agreement

**Note:** If left unchecked, you will get an email back asking for the agreement. You are not permitted to reserve a classroom without agreeing to the terms of usage.

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### Step 7 Contact Information:

**Organization:** Department, school, academic unit, university, department, or student organization (must be a registered student organization)

**Contact Name:** Your name

**Contact Email:** Your OHIO email

**Contact Phone:** Number you can be reached at

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### Step 8 Event Information:

**Event Name:** Will populate from the first page

**Event Description:** Enter a brief description of the event so that an appropriate room can be assigned (i.e., standing group meeting, play rehearsal, faculty presentation, etc.)

**Private Event:** For university department requests, indicate whether the event should be marked as private. No events will be broadly advertised, but private event descriptions will not show to people looking at the room calendars (the room will show as blocked only). For example, a faculty candidate interview might be marked as private, but a department meeting

would have no need to be private.

**Refreshments:** Check if refreshments will be available

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## Step 9 Event Meetings

### Event Meetings

Meeting Name*:	<input type="text"/>
Meeting Type*:	<input type="text"/>
Description:	<input type="text"/>

**Meeting Name:** Type in the event name.

**Meeting Type:** Choose one of the items from the drop down menu

**Max Attendance:** Enter an approximate number of people who will be at the event/meeting. This will help to ensure an appropriately sized room is reserved

**Requires Rooms:** Is automatically checked

Meeting Recurrence:

**For a single meeting:** Enter the start on and enter the ends on date and time. Click on the Create button.

**Note:** The date of request needs to be in the future, for rooms needed the day of the request, student organizations MUST come into the Scheduling Office, Chubb Hall 112, Monday - Friday, 8:00 a.m. - 5:00 p.m. and complete the hand-written form.

**For a recurring meeting:**

Click on the Recurring Tab

Add the start and end times

**Day Pattern:** Daily (how many weeks), Weekly (day of the week), Monthly, Yearly

**Date Range:** Enter the date the event should start and choose the end date by checking on the end date (not the end after feature)

After you have entered this information, click the Create button

**Step 10** All your requested days and time will show in a list under the Meetings section

	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Test 2	08/2/2013	10:00 AM	11:00 AM	08/2/2013		

**Step 11** At this point, you can choose two options from the buttons on the top of the page

**Save:** This will take you back to the main page where you completed the contact information, etc. Choose this option if you do not have a specific room you would like to request.

**Request Rooms:** Check the dates of the event and click on Request Rooms. This will take you to a list of buildings that the Scheduling Office reserves. You can choose which room you would like to reserve. Click on the OK button.

**Step 12** Once you have completed the form, hit the Save button at the top of the page.

**Step 13** If you choose not to request rooms, the Scheduling staff will reserve any room on campus that accommodates the number of max attendance.

**Step 14** You will receive a confirmation that the Room Reservation Request has been completed. Please note that the reservation is not complete yet. You will receive an additional email once the room reservation has been approved and completed, or if additional information is required.

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If you have questions about the room reservation process, please call 740.593.4188, or email [scheduling@ohio.edu](mailto:scheduling@ohio.edu). If you have technical questions about the system or the Web page is not working, please call 740.593.1222 or email [servicedesk@ohio.edu](mailto:servicedesk@ohio.edu).