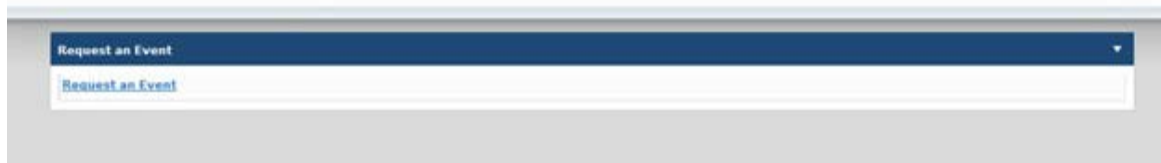


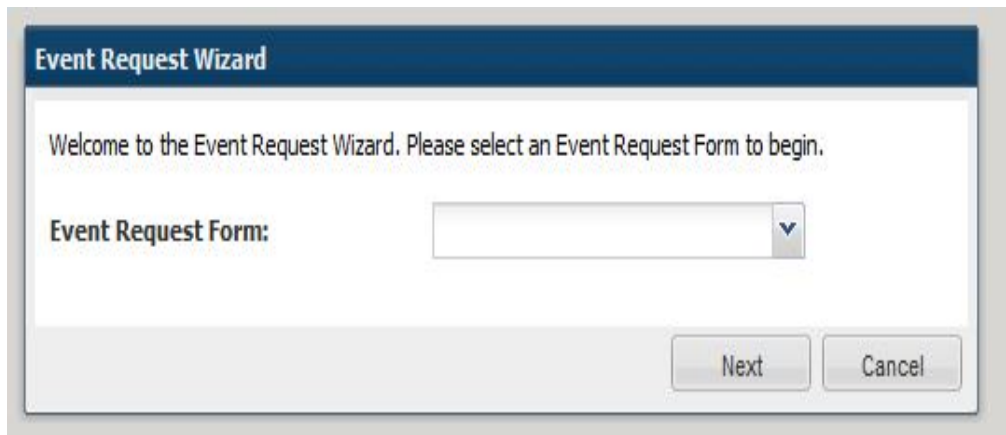
Room Reservation Instructions

Step 1 Go to astra.ohio.edu

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



Step 3 This will take you to the Event Request Wizard



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

Grover Center Atrium Request (used for anyone to request space in one of the Grover Center atria; these requests are approved by the College of Health Sciences and Professions)

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

Step 5 Complete the form by answering the questions

Terms of Usage

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

Do you agree to the terms of usage above?:

Contact Information

Organization:*

Contact Name:*

Contact Email:*

Contact Phone:*

Event Information

Event Name:*

Event Description:*

Check if refreshments will be available:

Additional requests (i.e., an alternate room):

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.

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

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

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.

If you have questions about the room reservation process, please call 740.593.4188, or email 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.