Welcome to Astra Schedule 7.5 Event Scheduling Training!

Website:  [http://adastraweb/AstraProd7](http://adastraweb/AstraProd7)

- Log into Astra Schedule with User “Name” and “Password.”
- You can click “Remember Me” if you wish.

Astra Home Page will eventually have some news/weather widgets available. In the meantime, the Home Page is blank.

For this initial training, we will be focusing on the “Calendars,” and “Events” sections.

**Events**

- Click on the “Events” tab.
- You will have some variation of this screen.
- “Events” – list of existing events.
- “Event Wizard” – create an event/meeting.
- “Event Request” – enter event/meeting request in custom made template.
- “Notification List” – work flow option for approvals.
Create an event/meeting with “Event Wizard.”

- Click on “Event Wizard.”
- Res. Number will auto generate.
- Enter “Event Name*” – starting each reservation with requesting department acronym/description.
  i.e. “HFA/Spring Musical”
- Choose “Event Type*” – refer to Event Type list for reference. Accuracy/consistency is needed for future reporting.
- Enter “Description” – brief review of event/meeting.
- Enter “Est. Attendance”
- Enter “Customer” – requestor’s department, choose from drop down list.
- Enter “Customer Contact” – requestor’s name, choose from drop down list. If name is not listed, contact Facilities Reservations to request to have contact added.
- “Additional Contacts” is not operative at this time. Will be added later.
- Click on “Add Notes” if desired. Entry will post scheduler’s name and date & time note posted. Can be used for event changes – date, time, who requested, etc.
- Click the “Next” button in upper right corner
*You can “Save and Close” throughout the reservation and access later to complete – will review later.

- “Meeting Name” will auto populate from previous screen.
- Must enter “Meeting Type*” again. This is a required field. For now, Always choose “Meeting” for this entry. Entry designations are still being determined.
- The “Description,” “Max Attendance” and “Meeting Notes” (click on “Edit” button to add note) fields on this screen are optional. Meetings can be added separately with unique information for each meeting.
- At this time, ignore “Private” and “Featured” entries.
- Ensure that “Requires Room” is checked.
Create a “Single Meeting”
- Choose “Start Time” and “End Time”
- Click on desired date.
- Click “Create” button in upper right of box.
- Meeting entries will appear in “Meetings” box. Entries cannot be edited, only deleted – check box next to entry and click “Delete.”

Multiple dates can be chosen as a group if start/end times are the same.
- Choose “Start Time” and “End Time”
- Click on desired dates.
- Click “Create” button in upper right of box.
- A “Meeting Group Name” box will appear. You can keep the original name of the reservation, or designate something different for this group of meetings. Click “OK.”

- Meeting entries will appear in “Meetings” box – group entries will show # of instances in group. Click the “+” sign to see individual dates. Entries cannot be edited, only deleted – check box next to entry and click “Delete.”
- Click on “Next” button in upper right corner.

Room/Location Choice
- Rooms are listed by “Score.” We are not using this feature yet, so click on “Room” box to alphabetize rooms.

- Available rooms will be labeled “Available.” Scheduled rooms will show “Unavailable.” Meeting groups will bundle and may show “Conflicts # of #.”
- To ‘un-bundle’, click “+” sign in upper right corner of Meeting Name Box. The example shows after the “+” has been clicked, you can then click on the “-” to re-bundle.

- Choose desired room(s). For single meeting entries, click on “Available” in column under each meeting entry. For Group Meetings, click on 1st column if the same room is desired for each meeting, or, click on separate rooms under individual meeting entries.
Filters can be created in this screen.

Optional info (click on drop down menu ‘+’ for choices):
- Capacity Range
- Room Type
- Feature
- Building
- Room

ALWAYS choose “MAIN” for Campus entry.

For now, ignore “Region” and “Facility Layout” and unclick “Show Alt Room Configs”

Click “Search” button in bottom right column.

“Save” filter:
- Click on blue disk logo at column bottom.
- Enter filter Name – i.e. PAC
- Option to choose “Default”
- Click “OK”

You can create as many filters as desired, accessing them by clicking on the down arrow icon at the bottom of the column. The wrench icon is for managing the filters once created.

Example: PAC Theatres

Campus: MAIN
Room Type (1): AUD-Auditorium
Building (1): PAC

Click “Search” button in bottom right column.

“Save” filter:
- Click on blue disk logo at column bottom.
- Enter filter Name – i.e. PAC
- Option to choose “Default”
- Click “OK” & Save
- Once rooms are chosen, click “Next” button, top right – move to “Resources” screen. This feature is not yet available.
- Click “Next” again in top right corner.

Review Screen
- Review reservation details and click “Finish” in upper right corner.

- You can edit reservation in this screen – click “Edit Event” in upper right corner.
- “Send Event Summary” is not yet configured. At this time, the only way to make a copy of the info is to create a snap shot from the screen. i.e., use the program “SnagIt” or “MWSnap,” or if your computer is configured for it, press the “PrntScr” button on keyboard and paste (CTRL-V) to e-mail or word document.
- At any time you can click on any of the tabs across the top, or the “Astra Schedule” logo to move to the home page.

- Use “Previous” buttons in screens, do not use the “Back” button in the internet browser, you may lose entered information.
# Astra Event Types & Examples
(as of 8/1/12)

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics/Sports</td>
<td>Athletics, Rec Sports, Student Group, any event that is 'athletic/sports' related.</td>
</tr>
<tr>
<td>Academic Class/Instructionally Related</td>
<td>Related to a specific Academic class (i.e. SWRK 600)</td>
</tr>
<tr>
<td>Award/Reception/Recognition</td>
<td>Graduation, Luncheon's, Socials, Banquets, etc. 'Formal food settings'</td>
</tr>
<tr>
<td>Butte College Class</td>
<td>Strictly Butte College related.</td>
</tr>
<tr>
<td>Camp</td>
<td>Athletics, Rec Sports, Anthropology, etc.</td>
</tr>
<tr>
<td>Competition/Tournament</td>
<td>Sports, Speech, specific departments, etc.</td>
</tr>
<tr>
<td>Conference/Presentation/Symposium</td>
<td>Lecture, Speaker, Colloquium, etc.</td>
</tr>
<tr>
<td>Exam/Testing</td>
<td>Testing Office, Nursing, Math, etc.</td>
</tr>
<tr>
<td>External Special Event</td>
<td>Special Olympics, Almond Bowl, etc.</td>
</tr>
<tr>
<td>Film/Exhibit</td>
<td>Poster Sessions, Film, Art Show, etc.</td>
</tr>
<tr>
<td>Food/BBQ</td>
<td>Bake Sales, Tabeling Events, etc.</td>
</tr>
<tr>
<td>Info Fair/Session</td>
<td>Career Center, Health Center, HR, etc.</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Unlocks, ATEC or FMS projects.</td>
</tr>
<tr>
<td>Meeting</td>
<td>Faculty, Staff, Student, Interviews</td>
</tr>
<tr>
<td>Orientation/Recruitment</td>
<td>MESA, UPBD, Summer Bridge, ADMS, specific departments, etc.</td>
</tr>
<tr>
<td>Performance/Concert</td>
<td>Music, Dance, Theatre, etc.</td>
</tr>
<tr>
<td>RCE Course/Workshop</td>
<td>Anything related to RCE and ALCI.</td>
</tr>
<tr>
<td>Study Session</td>
<td>Study or Exam review related to Academic Classes, Supplemental Instruction (SI), Tutoring</td>
</tr>
<tr>
<td>Training/Webinar/Workshop</td>
<td>Retreats, etc.</td>
</tr>
</tbody>
</table>