

## STEP-BY-STEP – Basic Reservation

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You will find the Astra link on the FRES webpage. Once logged in, go to the Events tab and select Request Event.

When the Event Wizard pops up, use the list arrow to select the room type from the menu.

\*Note the type of form you select will limit the rooms available (i.e. only conference rooms are available on the conference form). Click Next.

Read through reminders, begin filling out the form.

- Event Name – Department acronym / Title of event (Ex: FRES/ Test Meeting)
- Contact Info – Name and email will automatically populate.
- Contact Phone – Just the extension is fine.
- Event Type – Select the most appropriate designation, such as meeting or training.
- Event Description – Please be as specific and detailed as possible. Simple requests can be a brief recap, but more complex/specialty requests should include all relevant information.
- Expected Attendance – Accurate representation of anticipated attendance. Only rooms with this minimum capacity will be shown.
- If the event is course related, include the course # in the box. If not, type “no”
- Choose whether the event will have an admission charge.

Click Add Meeting

- Choose from Single, Multiple, or Recurring type
- Select the date and time – make sure the start/end date are the same for a single event.
  - Multiple – several meeting occasions at various times
    - Select start and end times for the first meeting, followed by the date.
    - Click the arrow to add the meeting to the list.
    - Continue adding dates as needed.
  - Recurring – multiple meeting times in a consistent pattern
    - Select the start and end times for the meetings.
    - Choose the frequency (i.e. weekly, monthly, biweekly)
    - Select the start date and choose to either end after so many instances (10 is the default) or on a certain date.
    - Verify the correct information in the Summary.
- Click Add Meeting

The meeting has been added to the box. Next click Assign Room.

- Click in Room box to alphabetize.
- Navigate to room you want and select.

- You can select more than 1 room if needed.
- Hover over the bubble to show specific room features and capacity.
- If a room is not listed, it is not available at the date/time selected.
- Click OK

Verify the meeting name, date, time, and room are accurate. Click Submit.

This takes you to the Completion Screen. You will also receive an email letting you know Facilities Reservations has received your request. Once we process your request, you will receive a confirmation email stating the status of your request as either approved, declined, or in some cases you may be contacted for more information.