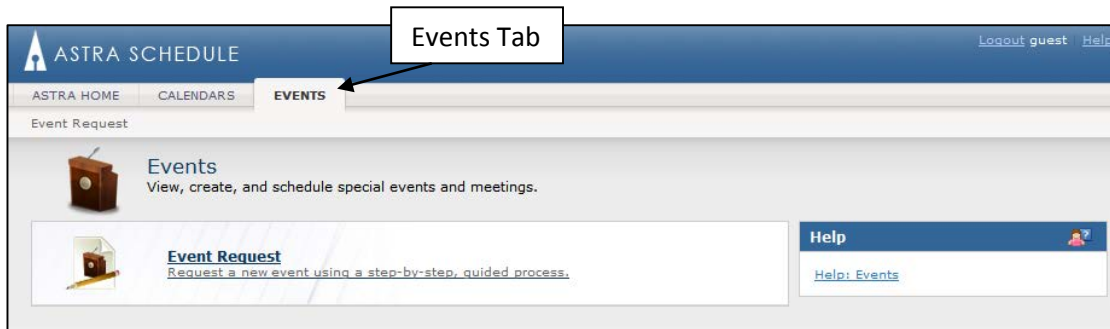


Business Room Request Instructions

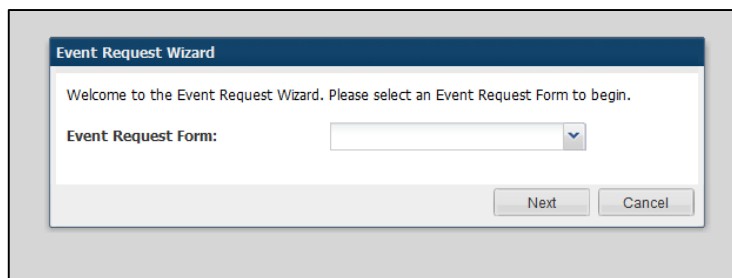
***** Business Room Requests must be submitted at least 5 days in advance*****

- Go to www.baylor.edu/adastra
- To access the Appropriate Business Room Request Form, either click the Request an Event on the Astra homepage, or go to events tab and click Event Request.



Event Request Form

- Select the appropriate Business Room Request Form from the dropdown menu, and click next.
 - Available Forms:
 - Business School Event Request Form (Available to Students and Astra Users)
 - Business Event Request Form (Available to Business Departments)
 - Meyer Conference Center Event Request Form (Available to Astra Users)



Creating your Requested Meetings

- Enter the Contact Information and Event Information for your request

Editing...

Event Request (Business School Event Request Form)

Please fill out the following form as applicable.
Email changes to prior reservations to Carolyn_Boeche@baylor.edu

Contact Information

Organization/Department Name:

Contact Name*:

Contact Email*:

Contact Phone:

Is this a Student Activities event?:

Student Organization Advisor:

Advisor Email:

Event Information

Event Name*:

Event Description:

Number of Attendees*:

Additional Information:

- Enter the Event Meeting Details
 - Enter your meeting name (which will default from Event Name), meeting type, attendance

Event Meetings

Meeting Name*: Max Attendance:

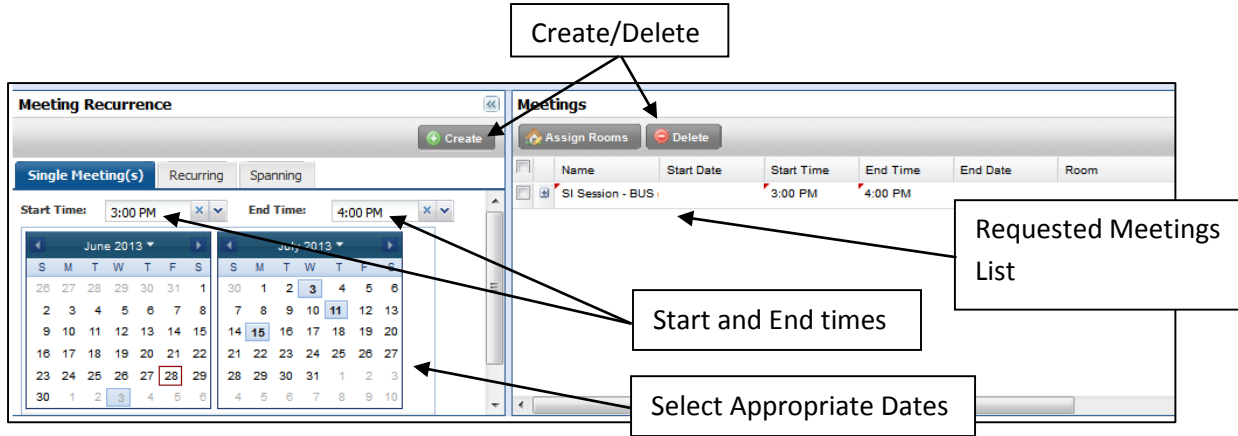
Meeting Type*:

Description:

Private Featured Requires Room

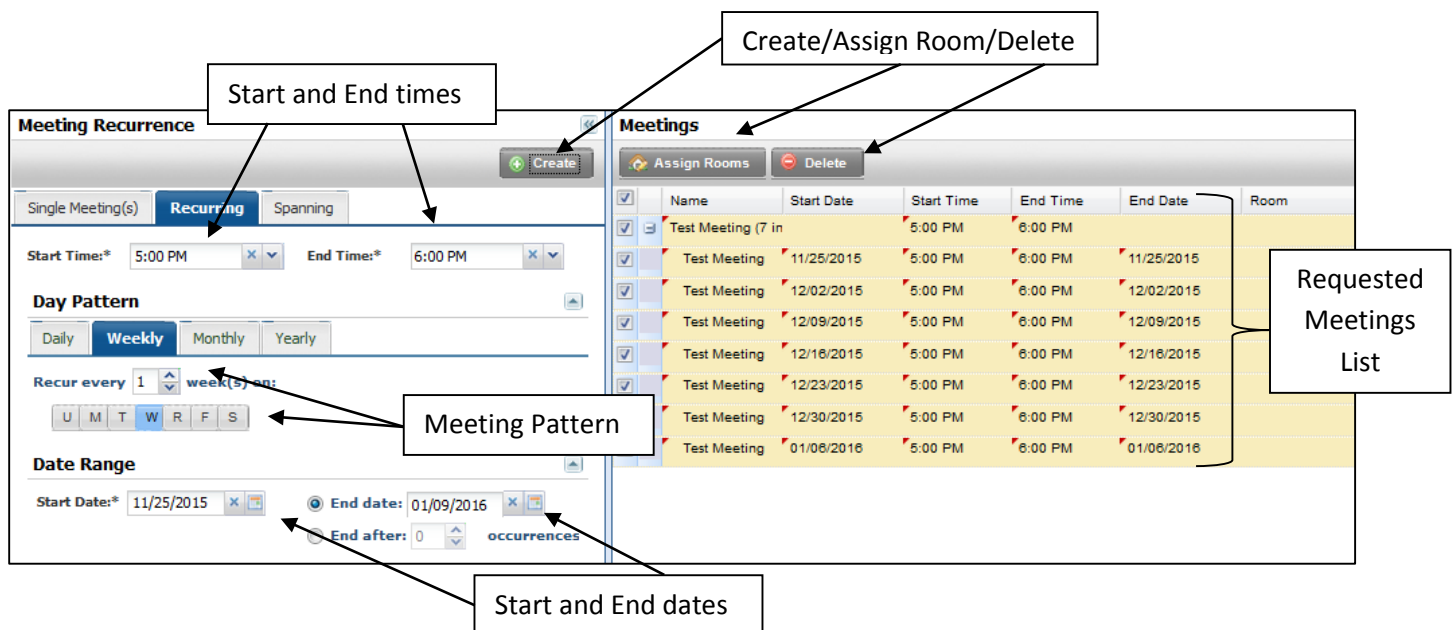
Enter the Event Meeting Dates/Times

- To add a single meeting or multiple meetings that do not have a regular recurring pattern, enter the meeting time, and select the appropriate date(s) on the calendar displayed on the Single Meeting(s) tab and click create for each date/time combination (figure 5).



NOTE: When creating multiple meetings at once, after selecting "Create" a pop-up box will ask you to confirm the group name. Typically you can just select "Okay", unless you want to create multiple groups with different names (in that case just edit the name and say "Okay").

- For recurring meetings, click the recurring tab, enter your start and end time, select your meeting pattern, select your start and end date, and click create. Once your meetings have been created, they will be in the meeting list to the right of the meeting recurrence calendar.
- Meeting Scheduled on Holidays can be deleted from the meeting list by using the delete button above the meeting list.



Adding Room(s) to an Event Request

- Once you have created your meeting patterns, click the checkbox next to the event meetings (or event meeting groups) and select “Assign Rooms”.
- The Assign Room tool will pop up. You can see the rooms available for requesting.
- In the Assign Rooms tool the event group will be the first thing displayed, the tool will evaluate the availability of each room for all meetings of the group. Each room will have one of the following beside it:
 - Available (no background color) – The room is available for all meetings
 - Conflicts (yellow background) – The room is available for at least 1 meeting
 - Unavailable (red background color) – the room is not available for any meetings
- Once you have selected the appropriate room (or rooms – you can select multiple rooms at each meeting pattern) select “OK”

The image shows two screenshots of a software interface. The top screenshot is titled 'Meetings' and shows a table with columns: Name, Start Date, Start Time, End Time, End Date, and Room. The first row is 'Test Meeting (7 in ...)' and is highlighted in yellow. Below it are three individual meeting rows, also highlighted in yellow. A callout box labeled 'Event Meeting Group' points to the first row. Another callout box labeled 'Individual Event Meetings' points to the three rows below. A button labeled 'Assign Rooms' is highlighted with a black box. A callout box on the right says: 'You can assign a room to all meetings by clicking in the “box”, or to expand and look at each individual meeting click the + next to the group and assign different rooms to each meeting'. The bottom screenshot is titled 'Assign Room' and shows a table with columns: Room, Score, and a grid of meeting dates. The first row, 'FOSTER 429', has 'Selected' in green for all dates. Other rows have 'Available' or 'Conflicts' (yellow) or 'Unavailable' (red). A callout box on the right says: 'Select OK to finalize the room request'. The 'OK' button at the bottom right is highlighted.

- When you have finished entering your event information, click Submit at the top (figure 8).
 - Please allow 3 business days for your request to be reviewed.

