Business Room Request Instructions
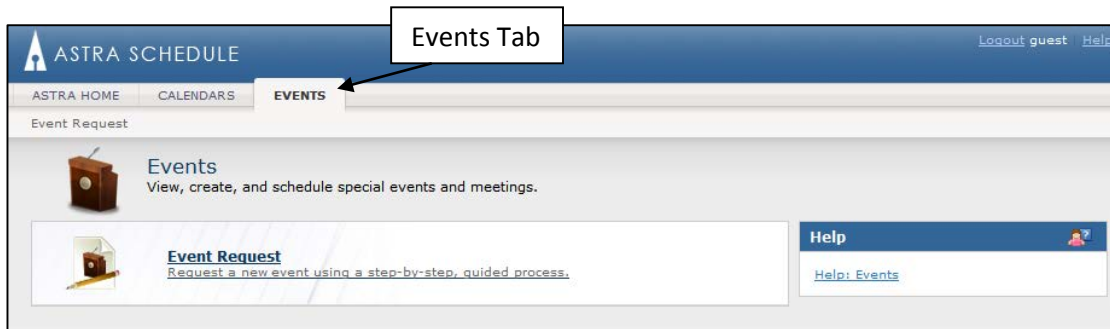
*** Business Room Requests must be submitted <u>at least</u> 5 days in advance***

- Go to https://www.aaiscloud.com/BaylorU/default.aspx
- 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)
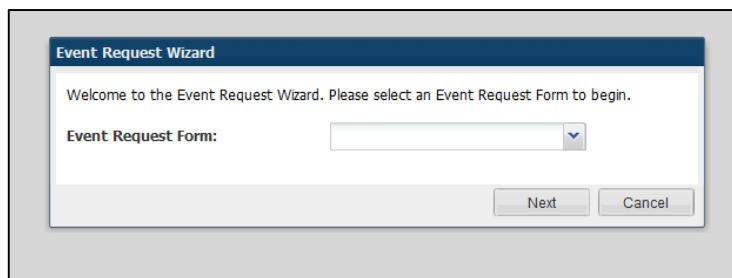
Creating your Requested Meetings

- Enter the Contact Information and Event Information for your request

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

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).

Create/Delete

Requested Meetings List

Start and End times

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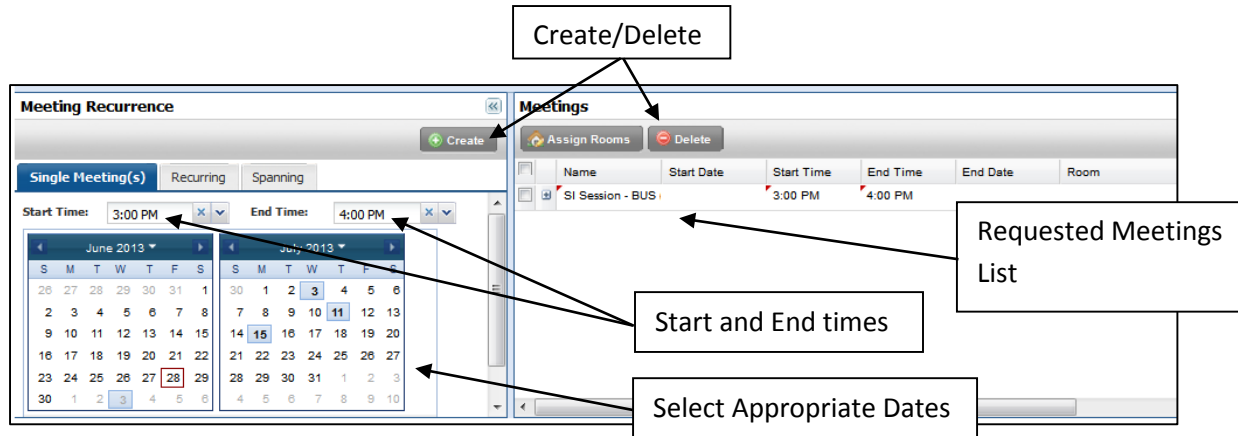
NOTE: When creating multiple meetings at once, after selecting "Create" a pop-up box will ask you to confirm the group name. Typically you can just select "Okay", unless you want to create multiple groups with different names (in that case just edit the name and say "Okay".

- 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.

Create/Assign Room/Delete

Start and End times

Requested Meetings List

Meeting Pattern

Start and End dates
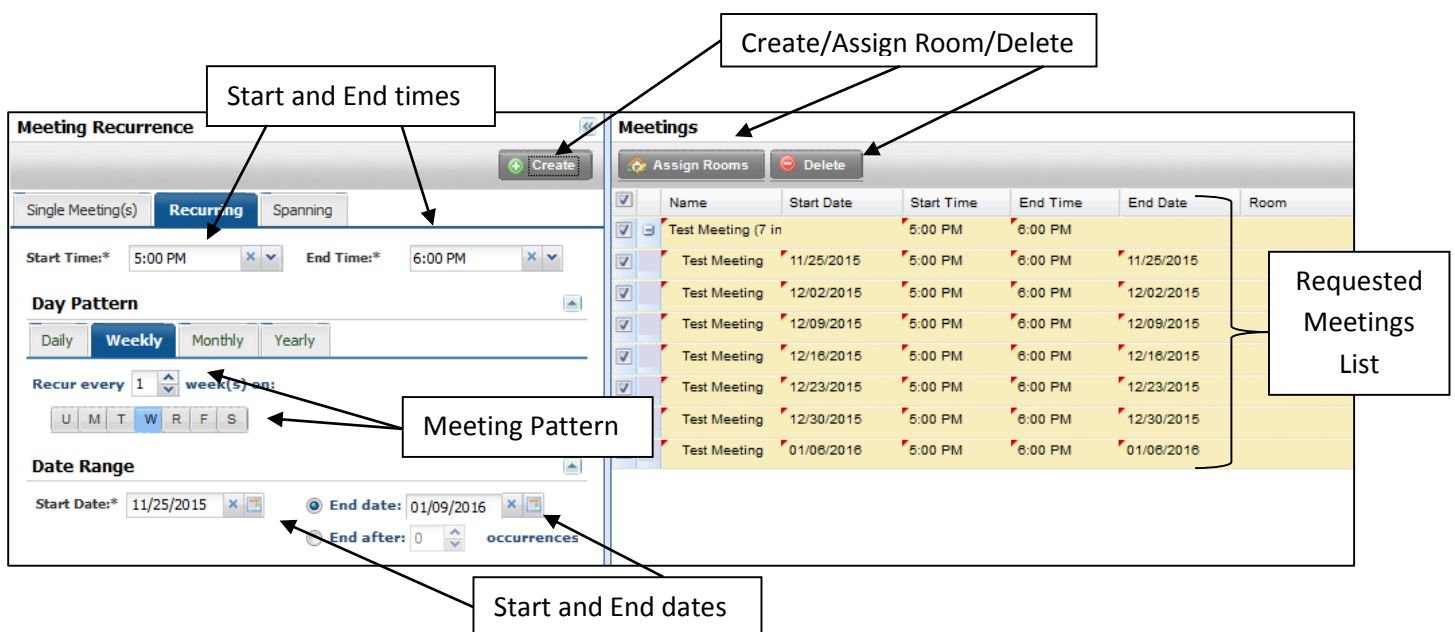
Adding Room(s) to an Event Request

- 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"

Event Meeting Group

Individual Event Meetings

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

Select OK to finalize the room request

- 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.

Click submit

Editing... Submit Cancel

Event Request (Business School Event Request Form)