Request an Event

NOTE: Be sure to log into Astra using your SOAR username and password. Access the Astra site by locating it on the Registrar’s homepage (www.usm.edu/registrar).

1. Click on the **Events** header.

   ![Home - Calendars - Academics - Events - Reporting - Settings]

2. Click on the **Request Event** link.

   ![Event Management - Help]

   ![Event Request Wizard]

3. a. Select the most appropriate selection for your meeting.
   
   b. Click the **Next** button.

4. Fill in the required **Contact Information** and **Event Information** appropriately.

   ![Contact Information]

   ![Event Information]
5. a. Fill in the required Room Information appropriately.
b. Click the Add Meeting button.

![Room Information]

- *I agree that the provided information is true.*
- Yes

Add Meeting:

6. a. Fill in the Create Meeting box appropriately.
   - **Single**: use if the meeting is a single, one-time meeting.
   - **Multiple**: use if the meeting will take place on multiple but random days (Orientations, etc).
   - **Recurring**: use if the meeting will take place on multiple yet repeated days/times (standing faculty/staff meetings, hybrid classes, etc).
b. Click the Add Meeting button.

**NOTE:**
- **Featured**: check only if you want to be featured on the guest site (for the public to see).
- **Private**: check if it's a private event (meaning it blocks off the calendar without revealing details).
- **Requires room**: check if you need to book a room for the event.

![Create Meeting Box]

7. Once the meeting has been created, click the Request Rooms button on the right.
8. a. Click the **Available** link to select the room. *<It will then display "Selected.">*
b. Click the OK button at the bottom-right.

<table>
<thead>
<tr>
<th>Room</th>
<th>Assignment Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKH 108</td>
<td><strong>Unavailable</strong></td>
<td></td>
</tr>
<tr>
<td>OMH 134</td>
<td><strong>Selected</strong></td>
<td></td>
</tr>
<tr>
<td>FG 207A</td>
<td>Avail (Request)</td>
<td></td>
</tr>
<tr>
<td>SCH 2007</td>
<td>Avail (Request)</td>
<td></td>
</tr>
</tbody>
</table>

9. Click the **Submit** button.

10. Once it submits, as a confirmation, a message will be displayed and an email will be sent to you.

Thank you for your request. We have received your form and a staff member will be contacting you shortly.