Event Requests - Astra VII

These instructions apply to the General Purpose Classrooms and Computer Lab Request Form. Other Event Request Forms may differ slightly but are generally similar in content and information.

Please note that these Event Request forms are for the use of current Millersville students, faculty and staff ONLY. Please contact Dining and Conference Services at 717-871-5143 if you are an outside organization looking to reserve space at Millersville University.

Event requests must be received at least 24 hours in advance for processing. To request an event, perform the following:

1. Select the **Event Request** button on either Astra’s main portal page, the Calendar tab or under the Events tab.
   - Select which form you want to submit. This form will filter the location selection accordingly. For an overview of what rooms/locations each form covers, use the Room Reservation Contact List on Astra’s portal page. Click on **Next**.
2. Enter Contact Information
   - Enter Department/Organization Name – **REQUIRED**
   - Enter your name – **REQUIRED**
   - Enter your Millersville University ID number – **REQUIRED**
   - Enter your email address – **REQUIRED**
   - Enter your phone number – **REQUIRED**
   - Enter the event sponsor information if applicable – Required for student requests
   - Enter the event sponsor contact phone number/email address if applicable – Required for student requests

3. Enter Event Details
   - Click the Facilities Use Policy link to read the policy for Millersville University
   - Indicate that you have read and understand the policy – **REQUIRED**
   - Change the event title if different from title already listed – **REQUIRED**
   - Answer yes or no for the question “Will there be food at your event?” – **REQUIRED**
   - Answer yes or no for the question “Is this a private event?” – **REQUIRED** (The details of private events will be hidden from other users)
   - Enter an event description – **REQUIRED**
   - Indicate whether or not there will be minors present at the event – **REQUIRED**
   - Indicate whether or not an organization outside of Millersville is attending the event – **REQUIRED**
   - If an outside organization is attending, please give information as far as the name of the organization that is going to be in attendance.
   - Enter the number of attendees – **REQUIRED**
   - Click Add/Remove Meetings to select the dates, times and locations of your event – **REQUIRED**
     - Enter meeting name
     - Enter Meeting Type as **Meeting**
     - Enter the attendance for this meeting if it is different from the whole event
     - Select the Meeting Date(s) and Time(s) you desire
     - Using the Single Meeting(s) tab, click **Create** after each meeting date/time has been entered. Add **Recurring Meetings** if you want the same meeting to be created on multiple dates. Add **Spanning Meetings** if your event is going to span across several consecutive days.
       - If you select multiple dates for the same times, you will be prompted to enter a Group Name. This will be the name of the group of meetings you are adding.
     - Repeat steps until all meetings for the event are added to the Meetings box to the right.
     - Check the box(es) of the meetings you are requesting under the Meetings box and click on **Request Rooms**. Alternatively, you may **Delete** meetings you no longer want.
     - This will bring you to a grid of available rooms appropriate for your request. The rooms will be listed on the right and marked either available or unavailable.

If you have a group of meetings, you can click on the + to expand the listing of meetings in the group.
Each meeting you created will be listed in the grid to the right of the rooms. To select a room, select an available cell on the grid that corresponds to the column of the meeting you are selecting it for and the room you wish to reserve. By default, the rooms will be in “Score” order, which is based primarily on the room size compared to the number of participants that will be in the room. You may click on the Room column header to alphabetize the list by building and room number. The cell(s) will update to say “Selected” once the room(s) has/have been chosen. Click OK. This will take you back to the request form. Locations, dates and times will appear in the Meetings section.

4. Enter Other Information
   - Enter additional comments if necessary

5. Click Save at the top of the screen
   - Once saved (submitted), you will receive a confirmation email that your request went through.
   - Your request will then be processed and you will receive a notification email about the status of your request. It will either be approved, denied, or more information will be requested.