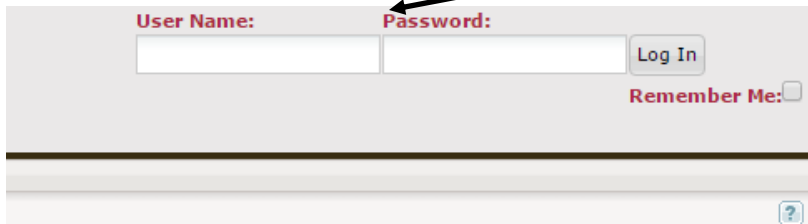
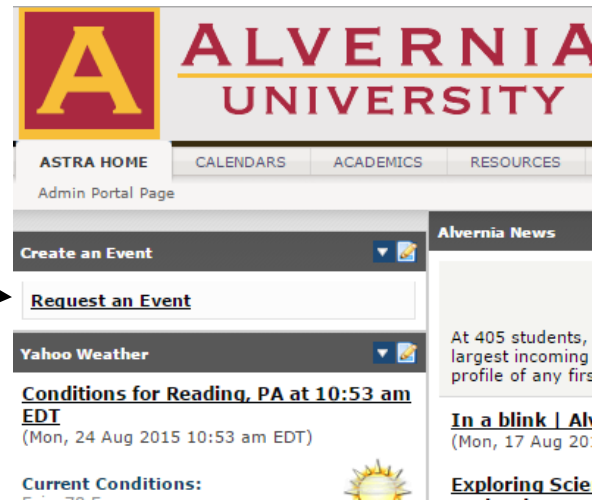



EVENT REQUEST REFERENCE GUIDE

Log In using your Alvernia Network User Name and Password



User Name: Password: Log In
Remember Me:



ALVERNIA UNIVERSITY
ASTRA HOME CALENDARS ACADEMICS RESOURCES
Admin Portal Page
Create an Event **Request an Event**
Yahoo Weather
Conditions for Reading, PA at 10:53 am EDT
(Mon, 24 Aug 2015 10:53 am EDT)
Current Conditions: 

Select "Request an Event"

Fill out Event Information & Event Meeting fields.

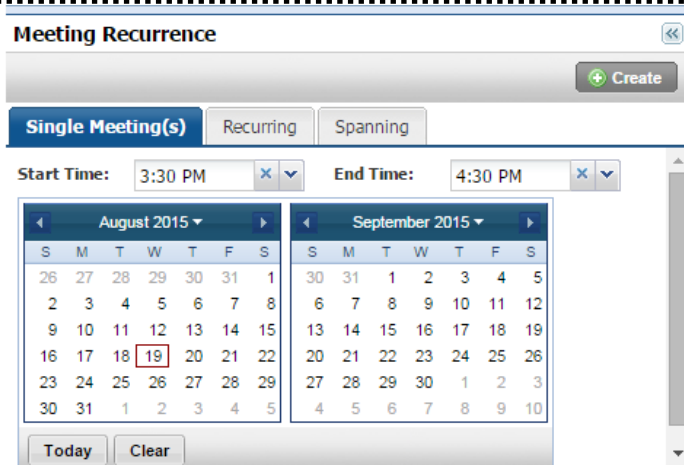
An asterisk signifies a required field

Event Information

Event Title:*
How many attendees are expected?:*

Event Meetings

Meeting Name*: Max Attendance:
Meeting Type*: Private Featured Requires Room
Description:

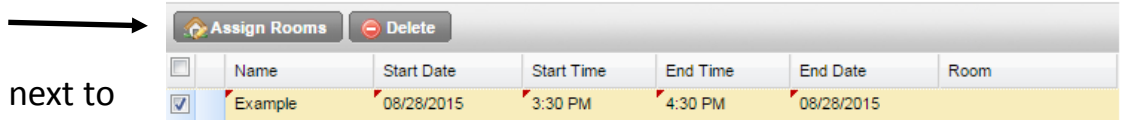


Meeting Recurrence **Create**
Single Meeting(s) Recurring Spanning
Start Time: 3:30 PM End Time: 4:30 PM
August 2015 September 2015
Today Clear

Select the Create button.

Select "Start Time",
"End Time" and Date.

Meetings



Assign Rooms **Delete**

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room
<input checked="" type="checkbox"/>	Example	08/28/2015	3:30 PM	4:30 PM	08/28/2015	

Check the box next to
the requested event.

Select "Assign Rooms"

EVENT REQUEST REFERENCE GUIDE

Select a room —

The 'Assign Room' window displays a table of rooms with columns for Room, Score, and Example. The 'Example' column shows '9/15/2015 Tue 4:00pm-5:00pm'. The table lists various rooms such as '951MR Confer...', '951MR Semina...', 'ALUMNI Confe...', 'ALUMNI Grounds', 'ALUMNI Parkin...', 'AP Baseball Field', 'AP Conservan...', 'AP Footpath be...', 'AP Friabee Golf', 'AP ParkLot-AP...', 'AP ParkLot-AP...', 'AP SoftBall Field', 'AP Tennis Courts', 'ARTST UL - St...', 'BH 001 - Comp...', and 'BH 002 - Class...'. The 'Status' column indicates 'Available' for most rooms, while 'ARTST UL - St...' and 'BH 001 - Comp...' are marked as 'Unavailable'. A filter sidebar on the left allows for searching by Campus, Room, Capacity, and other criteria.

Fill out the remainder of the form —

Contact Information

Department: Event Management
Person Responsible:* Skelly, Jessica (Event Management)
Sponsoring Department/Organization:* Event Management
Email Address:* jessica.skelly@alvernia.edu
Phone Number:* 2967 (You can use ext OR phone number)

Set-up & Equipment requested:

Will food be served:
Will catering be requested?:* Food Requested
Setup Options, if available:* Existing
Is a Podium needed?:
Will microphones be needed? If more than one, describe under Other Information:
What type of tables are needed for the event?:* Existing
How many tables are required?:* 0
Is Public Safety Needed? If yes, please describe under Other Information :
Is Event Signage needed? List details under Other Information:
Support Services Assistance Requested:
Technology Equipment Needed:* Laptop,Navigator,Projector,Screen
Is Additional Equipment needed? List items under Other Information:

Other Information

Select "Submit"

The screenshot shows the 'Event Request (Faculty/Staff Request Form)' page. The 'Submit' button is highlighted with a red arrow and the text 'Select "Submit"'. The form contains the same contact and setup information as the previous screenshot. The page header includes navigation tabs for ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, PEOPLE, REPORTING, and SETUP. The 'EVENTS' tab is selected, and the 'Event Request' link is active.

The screenshot shows the 'Event Request (Students Request Form)' page. The page header includes the ASTRA SCHEDULE logo and the user's name 'skel033615' with a 'Logout' link. The navigation tabs are the same as in the previous screenshot. The 'EVENTS' tab is selected, and the 'Event Request' link is active. A 'Done' button is visible at the bottom left of the page.

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

AFTER YOUR EVENT IS APPROVED PLEASE LOG INTO PAX TO SUBMIT THE EVENT.
<https://pax.alvernia.edu>