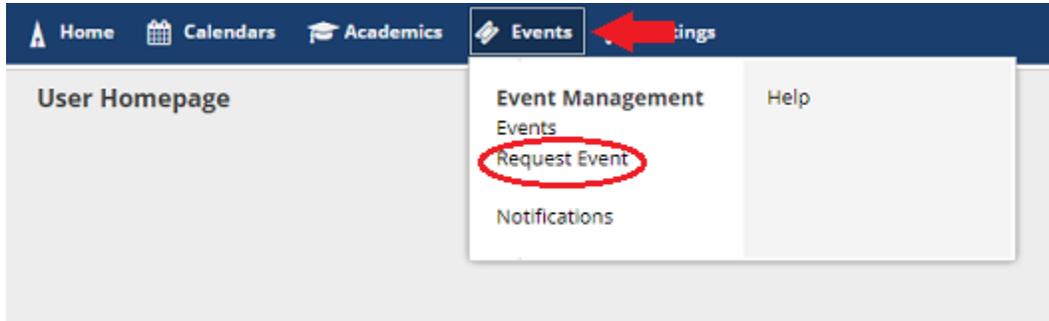


How to Request an Event using Ad Astra

Navigate to the Astra guest portal (must use Mozilla Firefox or Google Chrome)
(<https://astra.une.edu>)

- You will log into Astra using your Network Login Username and Password (this is the same as when you log into your computer).

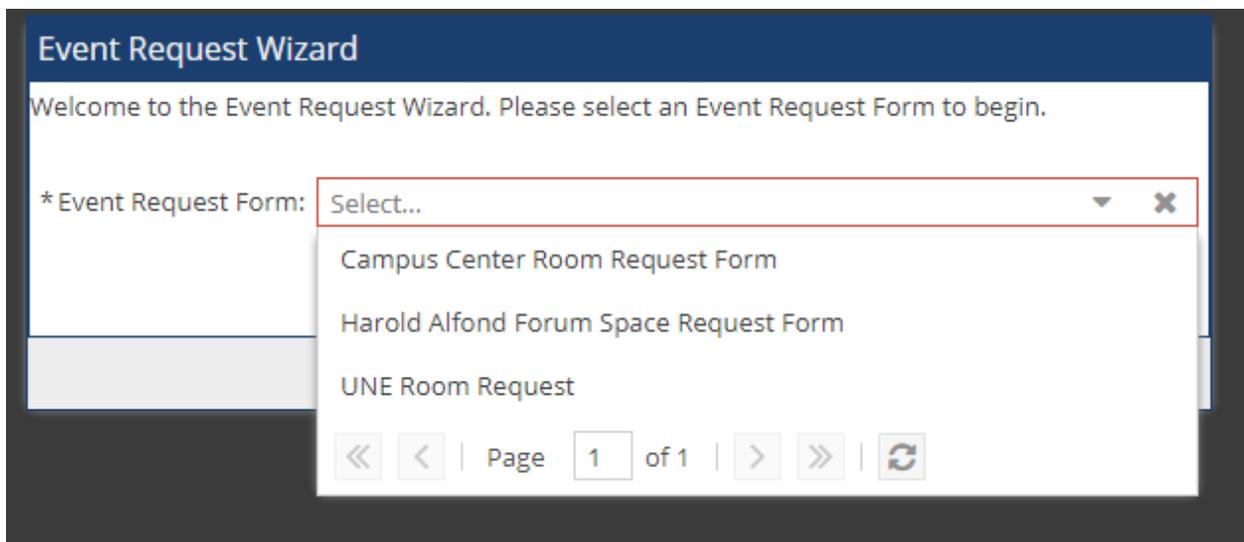
To begin your request, click on Request Event.



This will bring you to the Event Request Form. *Completing this form does not guarantee your reservation. You will receive an email stating that your request has been received (if you do not receive a confirmation of receipt email, your request did not go through properly). You will receive a second email with a reservation number once availability has been verified and your space has been reserved.

Event Request Form Selection:

You will now have to select which event request form to use:



- **Campus Center Request Form:** Use for all Campus Center Spaces

- **Harold Alfond Forum Space Request Form:** Use for all Harold Alfond Forum Spaces Except the classrooms and labs:
 - HAFORM 253
 - HAFORM 236
 - HAFORM 237
 - HAFORM 238
 - HAFORM 239
 - HAFORM 283A
 - HAFORM 283B
 - HAFORM 283A/283B
- **UNE Room Request: Use for all other spaces**
 *Some spaces require additional approval; for a list of those spaces see table 1 below.

Contact Information

This needs to be filled in with your information to proceed in the request process. After your first room request, your department and name will automatically populate the next time you log in.



UNE Room Request

- Please make sure to review the Ad Hoc Room Scheduling Policy.
- Completing this form does not guarantee your reservation. You will receive a response with a reservation number once availability has been verified and your space has been reserved.

Contact Information

*Department:
   

*Your Name (Last, First):

*UNE Email Address:

*Telephone number:

*You are
  

Event Information

The Event Title can be viewed by anyone looking at the calendars. Be sure to write an appropriate and descriptive title.

Please note the new event types available

Event Information

* Event Title:

Event Type Important Information:

All Event Types will be considered 'Free and Open to Public' and will move to the UNE Website Calendar EXCEPT for the following: Building Operation, External Conferences, Conferences Internal, Department, and Internal.

Please choose your Event Type Accordingly.

* Event Type:

Event Description:

If you chose an event type that pulls to the UNE Website Calendar please enter an event description.

*Separate work orders must be filed for any request that you need with your reservation such as food or table set up, etc.

- Facilities Work Order - <http://www.une.edu/campus/facilities-management>

- Sodexo Services - <http://www.une.edu/campus/dining/services>

- Information Technology - https://portal-tools.une.edu/google_web_forms/portalwebforms/ithelp-desk-self-service/

Next, click Add Meeting

If you Require Set Up and/or Tear Down Time:

Please build the time for the Set Up and/or Tear Down into your event request.

*Add a Meeting:

Add Meeting

Request Rooms

No meetings created. [Add Meeting](#)

Submit

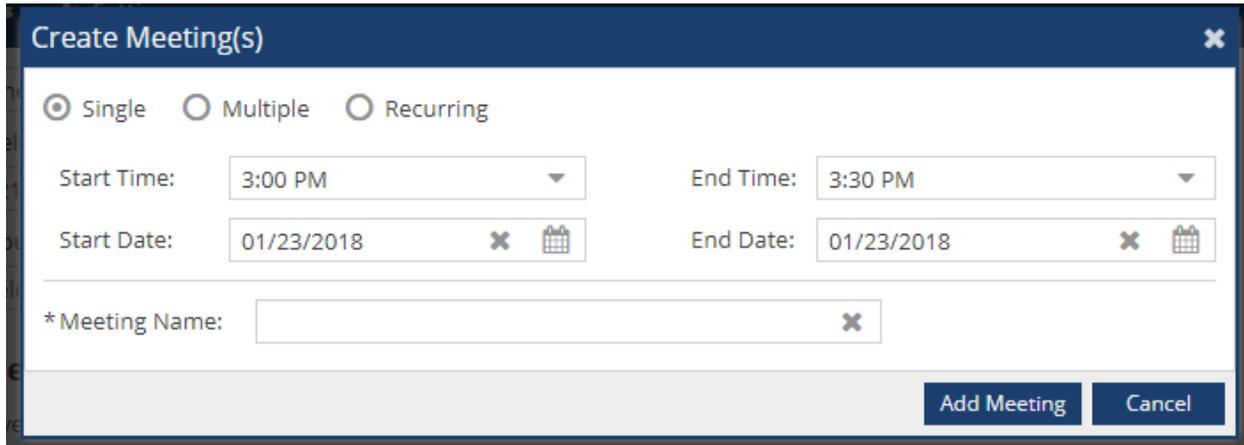
Meeting Recurrence

You will select the date and times of your event in the Meeting Recurrence box at the top of the form. *If your event/meeting requires set up and break down, please include the buffer in the Start Time and End Time. If your event is going to the UNE Calendar of events consider putting in two requests so your attendees will arrive to the event and not the set up start time.

Always select the type of meeting recurrence first (Single, Multiple, or Recurring). Then change the start and end time. Then select your date(s).

Single Meetings

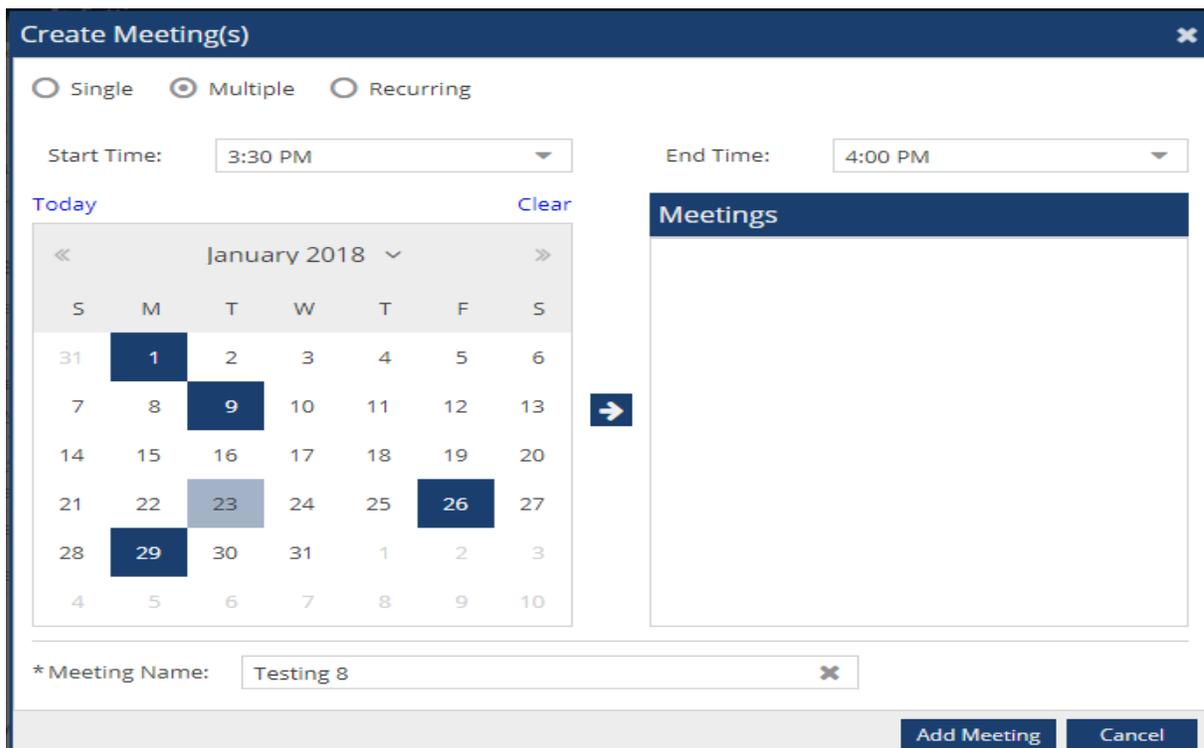
The default meeting option when creating meetings is Single Meeting(s). Using this option, you can enter a time, browse dates on the calendars, and quickly select a meeting date.



The screenshot shows the 'Create Meeting(s)' dialog box. At the top, there are three radio buttons: 'Single' (selected), 'Multiple', and 'Recurring'. Below these are two columns of time and date pickers. The 'Start Time' is set to '3:00 PM' and the 'End Time' is '3:30 PM'. The 'Start Date' and 'End Date' are both set to '01/23/2018', with small calendar icons and 'X' buttons next to each. Below the date pickers is a text input field for '* Meeting Name:' which is currently empty. At the bottom right, there are two buttons: 'Add Meeting' and 'Cancel'.

Multiple Meetings

Using this option, you can create multiple dates to create a meeting "group". Meeting groups are displayed as individual dates within the group. This is used when there is not a clear recurring pattern. The dates will turn dark blue when selected. When creating multiple meeting dates as a group, the system will prompt you for a group name.



The screenshot shows the 'Create Meeting(s)' dialog box with 'Multiple' selected. The 'Start Time' is '3:30 PM' and the 'End Time' is '4:00 PM'. Below the time pickers, there is a calendar view for 'January 2018'. The calendar shows dates from 31 to 10. Several dates are highlighted in dark blue: 1, 9, 23, 26, and 29. A blue arrow points from the calendar to a 'Meetings' list on the right, which is currently empty. Below the calendar is a text input field for '* Meeting Name:' containing the text 'Testing 8'. At the bottom right, there are two buttons: 'Add Meeting' and 'Cancel'.

Recurring Meetings

The Recurring option allows you to define a pattern to create a recurring series of meetings. A recurring meeting will appear as a list of meeting dates. Dates can be removed by clicking the red X if not needed.

Work your way down this box starting with the Start and End times. Pay special attention to the Day Pattern and select the appropriate pattern for your meeting (daily meetings, weekly, every two weeks, every Tuesday and Thursday, the first and third Wednesday of every week, etc).

Select the pattern first (Daily, Weekly, Monthly or Yearly) and then fill in the information that is specific to each pattern. Remember to fill in the Date Range Start and End or select how many occurrences before the event is complete.

The screenshot shows a 'Create Meeting(s)' dialog box with the following settings:

- Meeting Type:** Recurring (selected), Single, Multiple.
- Start Time:** 4:00 PM
- End Time:** 4:30 PM
- Recurrence Pattern:**
 - Daily (selected)
 - Weekly
 - Monthly
 - Yearly
 - Every 1 day(s) (selected)
 - Every weekday
- Start:** 01/23/2018
- End after:** 10 occurrences (selected)
- End by:** 02/01/2018
- Recurrence Summary:** Every 1 day(s) effective 01/23/2018 until 02/01/2018 from 4:00 PM to 4:30 PM.
- * Meeting Name:** Astra 8 Testing
- Buttons:** Add Meeting, Cancel

****After you select the dates and times for your event (whether it is for a single, multiple, or reoccurring meeting), you must click the Add Meeting button. Then click on Request Rooms to assign spaces****

Add Meeting ←

→ Request Rooms

✘ Example - Tue, 01/23/2018, 04:30 PM to 05:00 PM

Room	Astra 8 Demo	4/7/2018	Sat	1:30-2:00pm
... DECARY 208	Unavailable			
... PROCTR 012	Available			
... MARCIL 317	Available			
... PHARM Lobby 1	Available			
... HAFORM 237	Available			
... DECARY 356	Available			
... HAFORM 238	Available			
... DECARY 210	Available			
... BLWTT 108	Available			
... BLWTT 021	Available			
... COLE CLINIC	Available			
... ACHS LOBBY 1	Unavailable			
... PHARM 110	Available			

Here you can filter out your request to help find you a room (best to use when you don't know what room you want) or you can simply look for the room you want (The Building or Room Filter can help you find a specific room faster).

-To use the filter, click on the plus sign next to the Category you wish to filter. For example, if you want to see only Biddeford room, you will click the Plus Sign next to campus and then select Biddeford.

Rooms that are available will appear gray or white and say "Avail (Request)".

Rooms that are not available will be red and say "Unavailable". *If you hover over the red box you will be able to see the name and time of the event.

When you select a room, it will appear in Green and then read "Selected".

*If you are not sure what kind of room you are looking at, hover over the ellipses to the left of the room name and a room information box will appear with information specific to that room.

*If you click the top row box you can alphabetize the rooms, or arrange by room type, or capacity. If you hit control and then click the one box a number 1 will appear and arrange the list

that box, if you hit control and click a second box a number 2 will appear. You can have three layers within a search.

Assign Room				
Filter	Room ¹	Capacity ²	Room Type ³	Astra 8 Demo 1/29/2018 Mon 1:30-2:00pm
...	ALEX 007A	84	Lab	Available
...	ALEX Alexander Green	250	Outdoor	Available
...	ALEX Alexander Patio	98	Outdoor	Available
...	ALEX Nor'Easter Café	170	Cafeteria	Available
...	ALEX Wing	50	Student Lo...	Available

You can select multiple rooms for the same date if you require multiple rooms. If your request includes multiple dates, you will select rooms for each date. Once you have selected your rooms, click “OK”.

You will see that your Meeting Line now lists a room.

Add Meeting	Assign Rooms
✘	Astra 8 Demo - Mon, 01/29/2018, 01:30 PM to 02:00 PM, Alexander Nor'Easter Café
✘	Astra 8 Demo - Mon, 01/29/2018, 01:30 PM to 02:00 PM, Alexander Alexander Green
✘	Astra 8 Demo - Mon, 01/29/2018, 01:30 PM to 02:00 PM, Alexander Alexander Patio
Submit	

At this time, you can hit the red X to remove any unwanted lines. Then hit Submit.

Once you hit submit, you will receive an email confirming that your request has been submitted. If the meeting is approved, you will receive a Room Request Confirmation.

Should the Registrar’s Office or the approver of the room require more information, you will be contacted. If you do not respond, your event will be declined.

Cancelling or Changing an Event

If you need to cancel or change an event, simply forward the confirmation e-mail to UNERooms@une.edu and state what you need to be done to the event (cancellation, extend times, change rooms, etc). If you don’t have the email confirmation, please at least have the Reservation # which should look similar to this: 20140717-00084

Table 1 – Spaces that require additional approval.

Room	Building Code	Campus	Type	Capacity
Alexander Alexander Green	ALEX	Portland	Outdoor	250
Alexander Alexander Patio	ALEX	Portland	Outdoor	98
Alexander Nor'Easter Café	ALEX	Portland	Cafeteria	170
Alexander Wing - Wing Student Lounge	ALEX	Portland	Student Lounge	50
Alexander Wing Study Lab	ALEX	Portland	Student Lounge	16

Alfond Forum 237	HAFORM	Biddeford	Lab	26
Alfond Forum 239	HAFORM	Biddeford	Lab	15
Alfond Forum 253 - WCHP Dean's Conference Room	HAFORM	Biddeford	Conference - Video	12
Alfond Science Center 103	ACHS	Biddeford	Conference	6
Alfond Science Center 202	ACHS	Biddeford	Conference	6
Alfond Science Center 219 - PODS 1-5	ACHS	Biddeford	Lab	112
Alfond Science Center 219-POD 1 - POD 1	ACHS	Biddeford	Lab	45
Alfond Science Center 219-POD 2 - POD 2	ACHS	Biddeford	Lab	45
Alfond Science Center 219-POD 3 - POD 3	ACHS	Biddeford	Lab	45
Alfond Science Center 219-POD 4 - POD 4	ACHS	Biddeford	Lab	45
Alfond Science Center 219-POD 5 - POD 5	ACHS	Biddeford	Lab	45
Alfond Science Center 239	ACHS	Biddeford	Lab	24
Alfond Science Center 241	ACHS	Biddeford	Lab	24
Alfond Science Center 301	ACHS	Biddeford	Conference	6
Alfond Science Center 322 - OM & M	ACHS	Biddeford	Lab	120
Alfond Science Center 334	ACHS	Biddeford	Lab	24
Alfond Science Center 337	ACHS	Biddeford	Lab	24
Alfond Science Center 340	ACHS	Biddeford	Lab	24
Alumni Hall 010 - Sternburg Student Lounge	ALUMNI	Portland	Student Lounge	32
Art Gallery Art Gallery	ART GAL	Portland	Art Gallery	300
Blewett 237	BLWTT	Portland	Lab	20
Coleman 011	COLE	Portland	Lab	20
Coleman CLINIC - Dental Hygiene Clinic	COLE	Portland	Lab	30
Decary 045 - Center for the Enrichment of Teaching and Learning	DECARY	Biddeford	Learning Lab	6
Decary 204	DECARY	Biddeford	Lab - Computer	16
Decary 218	DECARY	Biddeford	Lab	20
Decary 224	DECARY	Biddeford	Lab	1
Decary 226	DECARY	Biddeford	Lab	24
Decary 356	DECARY	Biddeford	Lab	30
Decary MAKER - Makerspace	DECARY	Biddeford	Makerspace	16
Finley Exercise - Group Exercise Room	FINLEY	Portland	Fitness Center	30
Finley Gym - Gymnasium	FINLEY	Portland	Gym	400
Finley Recreation - Recreation Room	FINLEY	Portland	Fitness Center	283
Ginn 110	GINN	Portland	Conference - Video	10
Goddard 103	GODARD	Portland	Conference	10
Greens Library Courtyard	GREEN	Portland	Outdoor	210
Greens Main Green	GREEN	Portland	Outdoor	1800
Greens Quad - Quad Green	GREEN	Portland	Outdoor	1

Hersey 305 - Center for the Enrichment of Teaching and Learning	HERSEY	Portland	Learning Lab	8
Hersey Breezeway - Hersey Breezeway	HERSEY	Portland	Lobby	20
Ketchum Library 200 - Exhibition Gallery	KETCH	Biddeford	Art Gallery	80
Linnell 100	LINNELL	Portland	Conference - Video	10
Ludcke Ludke Green	LUDKE	Portland	Outdoor	1
Marine Science Center 117	MARINE	Biddeford	Lab	24
Marine Science Center 118	MARINE	Biddeford	Lab	24
Marine Science Center 217	MARINE	Biddeford	Conference - Video	15
Morgane 021	MORGANE	Biddeford	Lab	24
Morgane 025	MORGANE	Biddeford	Lab	24
Morgane 109	MORGANE	Biddeford	Lab	24
Morgane 113	MORGANE	Biddeford	Lab	24
Morgane 209	MORGANE	Biddeford	Lab	20
Morgane 213	MORGANE	Biddeford	Lab	20
Morgane 216	MORGANE	Biddeford	Lab	24
Morgane 220	MORGANE	Biddeford	Lab	24
Oral Health Center 125 - Huddle Room	ORALHS	Portland	Seminar	12
Oral Health Center 129 - Huddle Room	ORALHS	Portland	Seminar	12
Oral Health Center 131 - Simulation Center	ORALHS	Portland	Lab	64
Pharmacy 110 - Hannaford Pharmacy Practice Lab	PHARM	Portland	Lab	30
Pharmacy 123 - Dean's Conference Room	PHARM	Portland	Conference	12
Pharmacy 203 - CommPharm Pharmaceuticals Lab	PHARM	Portland	Lab	32
Pharmacy 205 - Drug Information Center	PHARM	Portland	Lab	10
Pickus Center 214	PICKUS	Biddeford	Conference - Video	22