

Completing the general space request:

1. Go to the ASTRA Online Application at <https://astra.apps.uillinois.edu/UIUC/Portal/GuestPortal.aspx>. (login is not required)
2. Click the link at the top center labelled "Request an Event".
3. You will see a pulldown list of forms available to use. Most requests will use the "general space request" form. [This help guide is specifically for this form.](#)

Requests for exams (other than final exams) should use the "exam request form". If you are requesting Greg Hall Theater, Lincoln Hall Theater or Foellinger Auditorium, you must use the "Stage Request" form. All outdoor events should use the "Outdoor Space Requests" form. Select the appropriate form.

**\*To expand ANY pulldown menu, hover over the three dots in the lower right corner of the pulldown box until you see an arrow and drag the box to the size needed**

4. Complete the event information section.
  - \*Event name is what will appear on not only your email confirmation subject line, but will be how the event is shown on our events schedule and how we would view the event, so please make sure it is something specific to match the event. For example, "CHEM 101 Review (Driskell)" so you know which instructor requested the review.
5. Complete the space information section. There are hints listed to help you complete each question. There is also a link for you to see available technology options per room.
6. The meeting recurrence section is where you request your event date(s) and time(s).
  - a. If you have one date or scattered dates:
    - i. Complete the start and end time fields.
    - ii. Use the calendar to select all dates needed with those specific start and end times. If you click on an incorrect date, click the date again to deselect it.
    - iii. Once all dates have been selected, hit the green + Create button. All of your meetings will appear on the right side.
    - iv. If you have additional dates with a different time, use the clear button to clear all the previous dates and then repeat steps i-iii above.
  - b. If you have a recurring event:
    - i. Click the tab labelled "recurring"
    - ii. Complete the start and end time fields.
    - iii. If you have an event for every weekday, click on the every weekday button and select your start and end dates.
    - iv. If you have a weekly (or twice weekly, MWF) event, click on the "weekly" tab. Select the day(s) of the week you require and select your start and end dates.
    - v. Once you have selected your recurrence times, pattern and date range, hit the green + create button. All of your meetings will appear on the right side.

**\*If you need to remove individual meetings, click in the box to the left of the meeting and use the red – delete button. To remove all meetings, use the box just below the delete button to select all meetings.**

**\*\* The SPANNING scheduling function cannot be used as it does not schedule events correctly. All requests submitted with the spanning tab will be automatically denied and will need to be resubmitted.**

7. Complete the participant and additional information sections.
8. If there is information you have not told us that is important in securing the right space for your event, please list it in the additional comments section.
9. You must hit SUBMIT at the **TOP** of the form to save the form. Your form will not be sent to us if that is not done. If you cannot finish the form at that time, there is not a way to save it incomplete. You CAN leave the browser window open for 60 minutes before the application times out.