Request a Room Reservation

All room reservation requests are submitted and processed through the Astra system at the following link: https://www.aaiscloud.com/UCAMerced/Portal/GuestPortal.aspx. For a full listing of UC Merced Event Scheduling Practice and Procedures, please view the following link: http://registrar.ucmerced.edu/services/room-reservations.

1. In the Astra Schedule Functions, please select “Request an Event” (located in the top left corner). Do not input a user name and password. Your contact information will be requested on the next page.

2. Please complete the fillable web form with all pertinent information regarding the room reservation request (see screenshot on the next page).
   a. Name of Club, Organization, Department or School
      *Please note, in the event the requesting group is a club or organization, the group must be recognized through the Office of Student Life (listed on https://catlife.ucmerced.edu/) in order for the event request to be approved.
   b. A descriptive title of the event and any details related to the event that indicate requirements for the room/reservation.
      *If requesting a computer lab, please include the nature of the event and any required software.
   c. Number of attendees expected
      *In the event requested room has a maximum capacity that cannot accommodate the number of expected attendees, the event may be declined if no alternative appropriately sized rooms are available.

3. Leave the “Requires Room” flag checked.
4. Scroll down the page, and determine whether your meeting is a single, recurring, or spanning meeting.
   a. The current date will be surrounded with a red box.

   b. Single Meetings

      i. Multiple “single meetings” can be selected by highlighting the dates needed (e.g. weekly group meetings for a semester, three meetings within a two week span, etc.) The selected calendar dates for single meetings will be highlighted in blue. To remove dates, click on the blue highlighted date and the blue box will be erased.

      ii. In the event the set/group of meetings takes place at different times and dates: set the time for the first meeting, select the appropriate dates, select “Create”, and then repeat the process for the remaining meetings (be sure to remove the date from the initial meeting to reset the meeting options).
c. Recurring Meetings

![Meeting Recurrence](image)

- **Meeting Recurrence**
  - **Single Meeting(s)**
  - **Recurring**
  - **Spanning**

- **Start Time**: 10:00 AM
- **End Time**: 11:00 AM

- **Day Pattern**
  - **Daily**
  - **Weekly**
  - **Monthly**
  - **Yearly**

- **Recur every**: 1 week(s) on:
- **Date Range**

- **Start Date**: 08/30/2017
- **End Date**: 12/31/2017

- **Occurrences**: 5

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d. Spanning Meetings

![Meeting Recurrence](image)

- **Meeting Recurrence**
  - **Single Meeting(s)**
  - **Recurring**
  - **Spanning**

- **Start Time**: 08/10/2017 3:30 PM
- **End Time**: 08/16/2017 11:00 PM

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i. Please note this option, overnight room reservations require special approval.

5. Once the appropriate meeting dates/times have been adjusted, select “Create” for each meeting or set of meetings.

6. The meeting(s) will populate in the box on the right under “Meetings”. Select each meeting and then select the “Request Rooms” tab.

![Assign Room](image)

7. The Assign Room box will populate and provide a listing of rooms (see image on next page).
   - a. **Gray/White** – the room is available for one and/or all of the meeting dates
   - b. **Yellow** – indicates the number of meetings the room is available for
   - c. **Red** – the room is not available to be reserved
   - d. **Green** – indicates the rooms you have selected

8. Depending on the nature of the event, the filter at the top left of the Assign Room box may need to be adjusted to the following: General Reservations (most common), Computer Labs, Large Rooms (90+), Video-conference, or Weekend Rooms (Card Access).

9. Select the room(s) to be requested for the meeting and once the selection has turned green, select “Okay”.
10. The meeting(s) will then show the room assigned to the room reservation request. Please review the listing to ensure the information is accurate.

11. Once the meeting(s) have been assigned a room to be requested and all required information has been input into the web form, select the “Submit” icon at the top left of the page.
12. Select “Done” and Astra will return you to the home page where you are able to submit additional requests. However, to expedite processing, if there are multiple meetings that are part of the same event, please submit these room reservations under one request.

13. An email will be sent through the Astra system to the email you provided in the web form, confirming that we have received your request. Once your event request has been reviewed and processed, an additional email (event summary) will be sent indicating the status of your event.

14. Please contact regroomrequest@ucmerced.edu with any questions, or in the event you would like to cancel your room reservation (please respond back to regroomrequest@ucmerced.edu with the event summary e-mail).