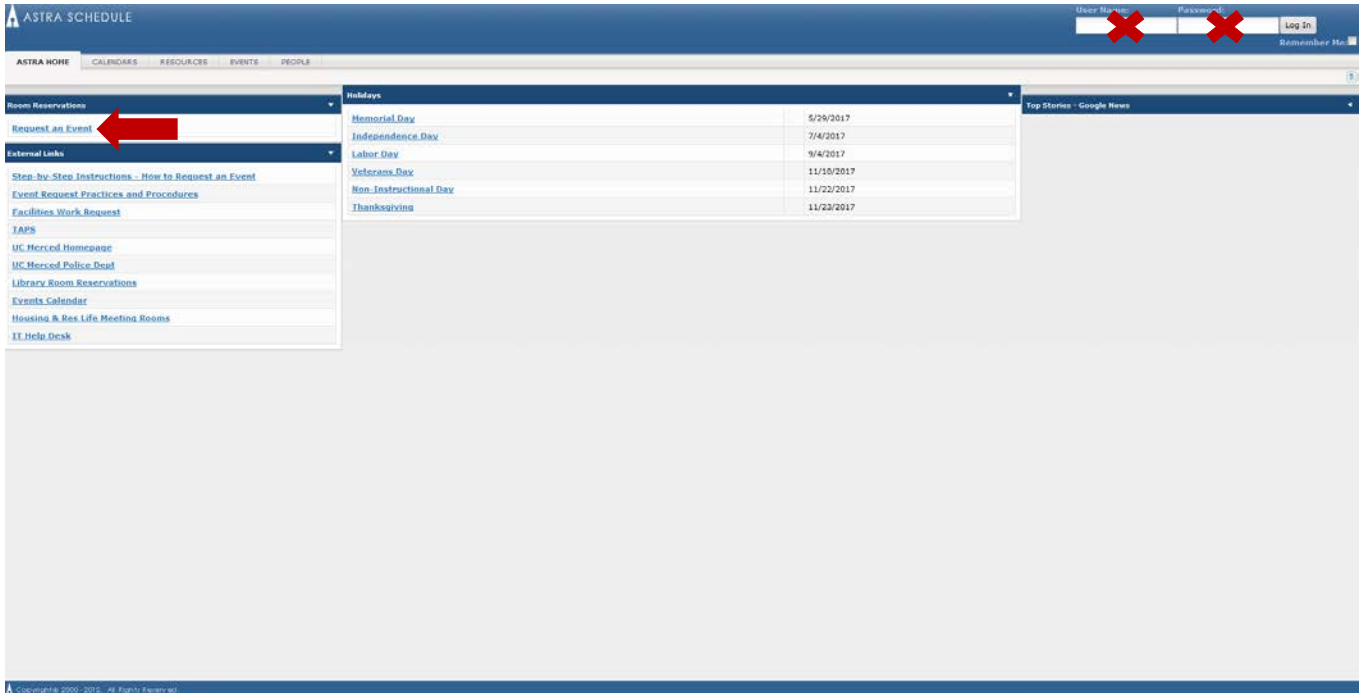


## Request a Room Reservation

All room reservation requests are submitted and processed through the Astra system at the following link: <http://regroomrequest.ucmerced.edu/AstraProd/Portal/UserPortal.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.

ASTRA SCHEDULE

ASTRA HOME CALENDAR RESOURCES EVENTS PEOPLE

Event Request

Event Request - General Assignment Classroom Request Form (Meetings restricted to 8/1/2016 - 8/22/2017)

All room reservations are on a first come, first served basis. **We require a minimum of two weeks to process requests.** All reservations are subject to change due to academic needs. Due to high demand for the auditorium space (COB 102), you will need to clearly outline why this space will be needed and how it will be used. Please include this information in your request. Omitting required information will result in a delay in the two week processing time.

When making a request, please **DO NOT** remove the "Requires Room" flag in the Events Meeting Section. Doing so will delay the processing of your request.

**Contact Information**

First & Last Name\*  
 Name of Club, Organization, Department or School\*  
 UK Merced Email Address\*  
 Contact Phone\*

**Event Information**

Name of Event\*  
 Event Details (do not use description box below):  
 Number of Attendees Expected\*

**Event Meetings**

Meeting Name\*:  
 Meeting Type\*:  
 Description:

Max Attendance: 0  
 Requires Room

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.

Meeting Recurrence

Single Meeting(s) Recurring Spanning

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

April 2017 May 2017

Meeting Name: Request Rooms

Meeting Recurrence

Single Meeting(s) Recurring Spanning

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

July 2017 August 2017

b. Single Meetings

Meeting Recurrence

Single Meeting(s) Recurring Spanning

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

July 2017 August 2017

- ii. 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

The screenshot shows the 'Meeting Recurrence' form with the 'Recurring' tab selected. The 'Start Time' is set to 10:00 AM and the 'End Time' is 11:00 AM. Under 'Day Pattern', the 'Weekly' option is selected. The recurrence is set to 'Recur every 1 week(s) on' with the days of the week 'U M T W R F S' displayed, where 'R' (Thursday) is highlighted. The 'Date Range' section shows a 'Start Date' of 08/30/2017 and an 'End date' of 12/05/2017, with 'End after: 1 occurrences' also indicated.

d. Spanning Meetings

The screenshot shows the 'Meeting Recurrence' form with the 'Spanning' tab selected. The 'Start Time' is 08/10/2017 at 3:30 PM and the 'End Time' is 08/16/2017 at 11:00 PM.

- 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.

The screenshot shows the 'Meetings' table with one entry: 'Meeting' starting on 08/10/2017 at 10:00 AM and ending on 08/10/2017 at 11:00 AM. A red arrow points to the 'Request Rooms' button above the table.

Name	Start Date	Start Time	End Time	End Date	Room	Resources
Meeting	08/10/2017	10:00 AM	11:00 AM	08/10/2017		

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".

The 'Assign Room' dialog box displays a table of room reservation options. The table has the following columns: Room, Score, Meeting, 6/10/2017, 6/20/2017, 6/21/2017, and 6/22/2017. The rows list various rooms and their availability status for each date. A red arrow points to the 'OK' button at the bottom right of the dialog.

Room	Score	Meeting	6/10/2017	6/20/2017	6/21/2017	6/22/2017
IT CLSSRM 262	100	Conflicts(1 of 4)	Unavailable	Aval (Request)	Aval (Request)	Aval (Request)
IT KOLLG 202	91	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 279	91	Conflicts(1 of 4)	Unavailable	Aval (Request)	Aval (Request)	Aval (Request)
IT KOLLG 396	91	Conflicts(2 of 4)	Unavailable	Unavailable	Aval (Request)	Aval (Request)
IT KOLLG 298	91	Conflicts(1 of 4)	Aval (Request)	Unavailable	Aval (Request)	Aval (Request)
IT CLSSRM 281	91	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)
IT KOLLG 208	91	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 200	90	Conflicts(1 of 4)	Unavailable	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 286	90	Conflicts(1 of 4)	Unavailable	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 129	86	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 276	86	Conflicts(1 of 4)	Unavailable	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 282	86	Selected(3/4)	Unavailable	Selected	Selected	Selected
IT CLSSRM 127	86	Selected(1/4)	Selected	Aval (Request)	Aval (Request)	Aval (Request)
IT SGM 154	79	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 283	77	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)
IT CLSSRM 267	77	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)	Aval (Request)

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.

The 'Meetings' section shows a table with the following columns: Name, Start Date, Start Time, End Time, End Date, Room, and Resources. A single meeting is listed with the following details:

Name	Start Date	Start Time	End Time	End Date	Room	Resources
Meeting	06/10/2017	10:00 AM	11:00 AM	06/10/2017	IT CLSSRM 265	

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.

The 'Event Request' form is shown with the 'Submit' button highlighted by a red arrow. Below the form, there is a note: "When making a request, please **DO NOT** remove the 'Requires Room' flag in the Events Meeting Section. Doing so will delay the processing of your request."

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](mailto: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](mailto:regroomrequest@ucmerced.edu) with the event summary e-mail).