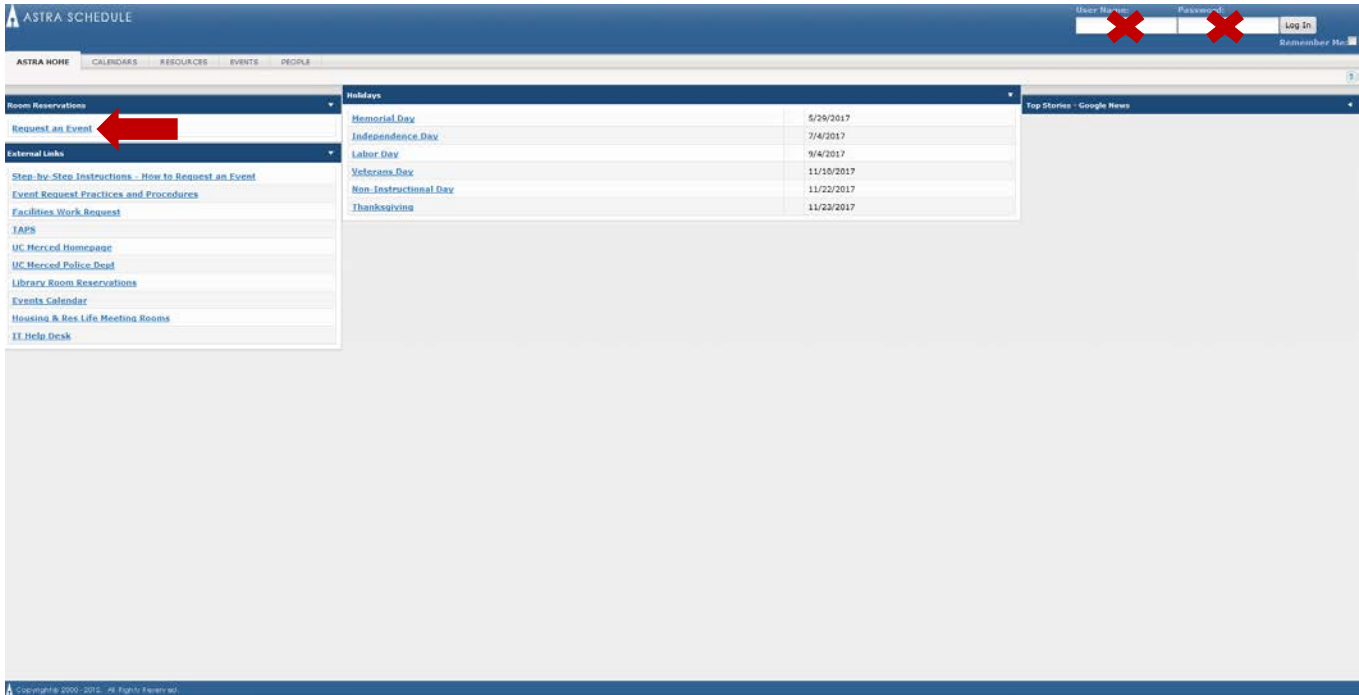


Request a Room Reservation

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.

c. Recurring Meetings

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:
U M T W R F S

Date Range
Start Date:* 08/30/2017 End date: 12/05/2017
End after: 1 occurrences

d. Spanning Meetings

Meeting Recurrence

Single Meeting(s) Recurring **Spanning**

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

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

- Once the appropriate meeting dates/times have been adjusted, select “Create” for each meeting or set of meetings.
- The meeting(s) will populate in the box on the right under “Meetings”. Select each meeting and then select the “Request Rooms” tab.

Meeting Recurrence

Single Meeting(s) Recurring Spanning

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

Meetings

Request Rooms Delete

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

- The Assign Room box will populate and provide a listing of rooms (see image on next page).
 - Gray/White – the room is available for one and/or all of the meeting dates
 - Yellow – indicates the number of meetings the room is available for
 - Red – the room is not available to be reserved
 - Green – indicates the rooms you have selected
- 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).
- Select the room(s) to be requested for the meeting and once the selection has turned green, select “Okay”.

The screenshot shows the 'Event Request' form in the ASTRA SCHEDULE system. An 'Assign Room' modal window is open, displaying a table of room availability. The table has columns for Room, Score, Meeting (6/10/2017, 6/22/2017), and days of the week (Sun, Mon, Tue). The rows list various rooms like IT CLSSRM 262, IT KOLLG 202, etc. The 'OK' button at the bottom right of the modal is highlighted with a red arrow.

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 screenshot shows the 'Meeting Recurrence' and 'Meetings' sections. The 'Meetings' table has columns for Name, Start Date, Start Time, End Time, End Date, Room, and Resources. A single meeting is listed with the room 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 screenshot shows the 'Event Request' form with a red arrow pointing to the 'Submit' button at the top left. 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 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).