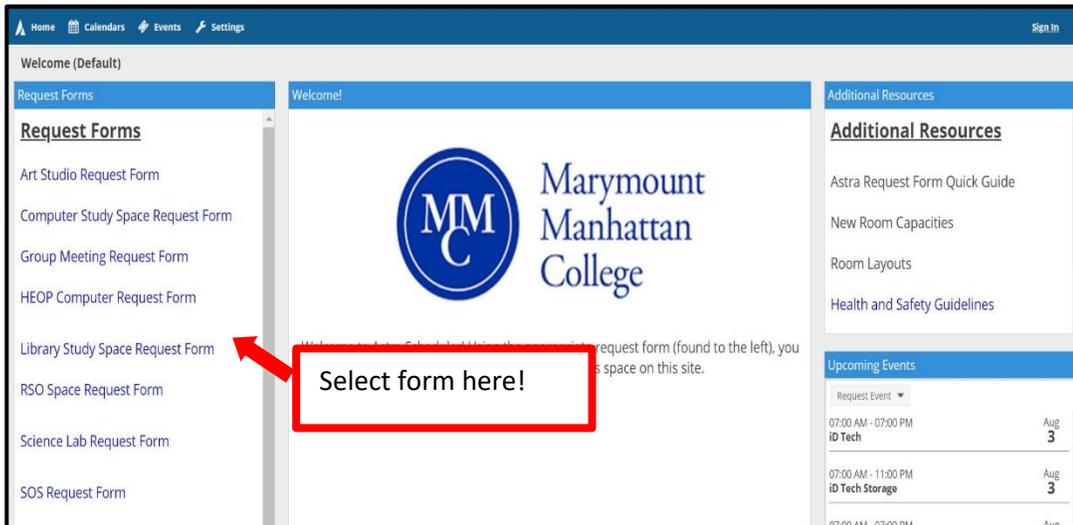


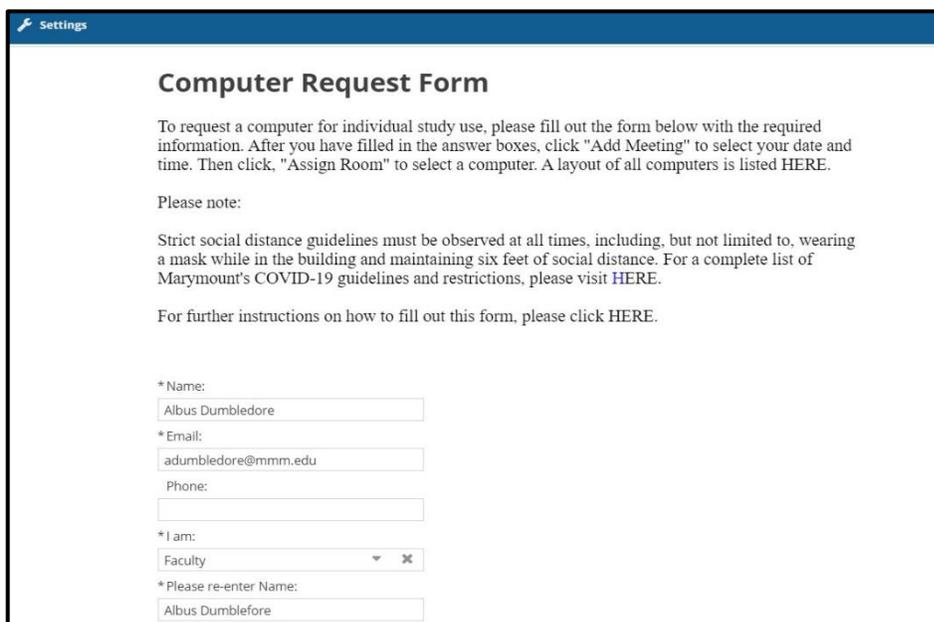
Astra Reservation Form Instructions

Quick Step Guide for Astra - MMC's room and individual study space Reservation System

1. Go to <http://www.mmm.edu/reservations> and click on link to the appropriate Request Form on the left hand side of the page.



2. After clicking on the link, you will be redirected to the **Request Form** of your choice. Fill in the required information as shown in the example below (Please note, your form may slightly differ):
 - a. Type the name of the requester in **Name**
 - b. Type the email of the requester in **Email**
 - c. Type the phone number of the requester in **Phone** (not required)
 - d. Select if you are a Student, Faculty, or Staff
 - e. **Re-enter** the name of the requester



Computer Request Form

To request a computer for individual study use, please fill out the form below with the required information. After you have filled in the answer boxes, click "Add Meeting" to select your date and time. Then click, "Assign Room" to select a computer. A layout of all computers is listed [HERE](#).

Please note:

Strict social distance guidelines must be observed at all times, including, but not limited to, wearing a mask while in the building and maintaining six feet of social distance. For a complete list of Marymount's COVID-19 guidelines and restrictions, please visit [HERE](#).

For further instructions on how to fill out this form, please click [HERE](#).

* Name:

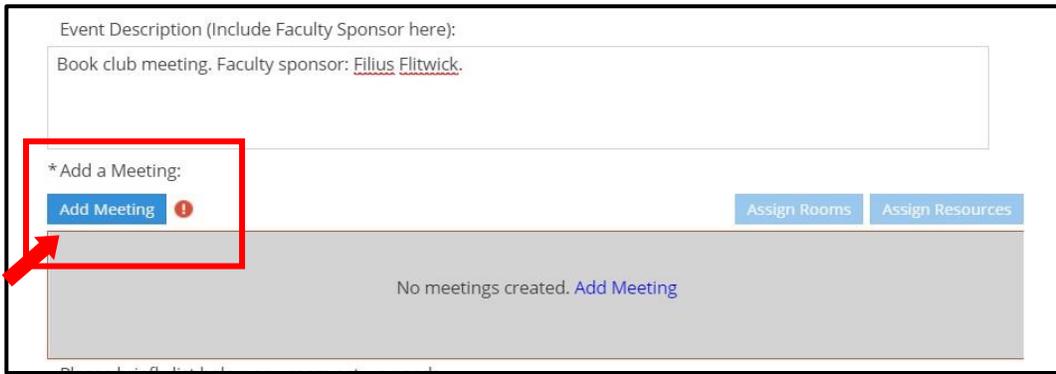
* Email:

Phone:

* I am:

* Please re-enter Name:

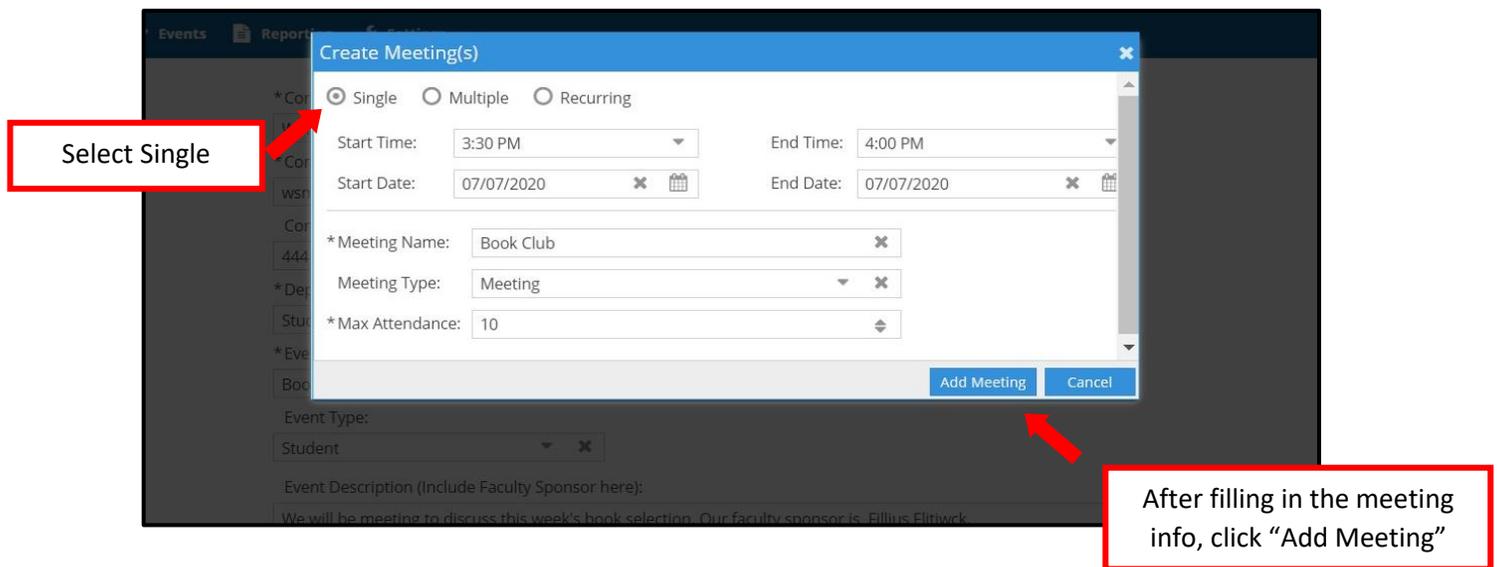
3. Next, click **Add Meeting** to select a date and time for your reservation. You will notice there are three different meeting types: Single, Multiple and Recurring. Choose the meeting type that best suits your needs.



The screenshot shows a web interface for creating an event. At the top, there is a text area for the 'Event Description (Include Faculty Sponsor here):' with the text 'Book club meeting. Faculty sponsor: Filius Flitwick.' Below this, there is a section titled '*Add a Meeting:' which contains a blue 'Add Meeting' button with a red exclamation mark icon. To the right of this button are two other buttons: 'Assign Rooms' and 'Assign Resources'. Below the 'Add Meeting' button, there is a grey area with the text 'No meetings created. Add Meeting'.

3a. Creating a Single Meeting:

- Select **Single Meeting**
- Fill in the **Start Time** and **End Time**, and the **Start Date** and **End Date**
- Enter the **Meeting Name** (if this is an individual reservation for just yourself, enter your Name)
- Enter the **Max Attendance** of your reservation
- Finally, click **Add Meeting**



The screenshot shows a 'Create Meeting(s)' dialog box. At the top, there are three radio buttons for 'Single', 'Multiple', and 'Recurring'. The 'Single' button is selected. Below this, there are fields for 'Start Time' (3:30 PM), 'End Time' (4:00 PM), 'Start Date' (07/07/2020), and 'End Date' (07/07/2020). There are also fields for '* Meeting Name' (Book Club), 'Meeting Type' (Meeting), and '* Max Attendance' (10). At the bottom right, there are 'Add Meeting' and 'Cancel' buttons. A red box with the text 'Select Single' and an arrow points to the 'Single' radio button. Another red box with the text 'After filling in the meeting info, click "Add Meeting"' and an arrow points to the 'Add Meeting' button.

3b. Creating Multiple Meetings:

- Select **Multiple Meetings**
- Select the Meetings' **Start Time** and **End Time**
- Select the date of the first meeting and **click the arrow** in between the calendar and the box titled "Meetings" to add the date to the "Meetings" box. Do this for each of the dates you'd like to add to your full reservation request
- Once you have added all of your meeting dates enter the **Meeting Name** (if this is an individual reservation for just yourself, enter your Name)
- Enter the **Max Attendance** of your reservation
- Finally, click **Add Meeting**

Select Multiple

Create Meeting(s)

Single Multiple Recurring

Start Time: 5:30 PM End Time: 6:00 PM

Today Clear

October 2020

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Meetings

* Meeting Name: Book Club

Meeting Type: Meeting

* Max Attendance: 10

Add Meeting Cancel

Click on your dates to select them

Create Meeting(s)

Single Multiple Recurring

Start Time: 5:30 PM End Time: 6:00 PM

Today Clear

October 2020

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Meetings

✖ Tue, 10/13/2020, 05:30 PM to 06:00 PM

* Meeting Name: Book Club

Meeting Type: Meeting

* Max Attendance: 10

Add Meeting Cancel

Click on the arrow to add your date and time to the "Meetings" box.

3c. Creating Recurring Meetings

- Select **Recurring Meeting**
- Choose your meeting reservation frequency. Meetings can recur on a Daily, Weekly, Monthly and Yearly Basis.
- Then choose the Start and End Time of your meetings
- Then choose the Recurrence Pattern of your meetings
- Then Choose the Start and End Date of your meetings
- Read the **Recurrence Summary** and make sure that your meetings are recurring as you intended. If not, go back and reselect your recurrence criteria. If you find you cannot get the meetings to recur as you would like, please use the **Multiple Meetings** option and individually enter in your meeting dates and times
- Next, type in the **Meeting Name** (if this is an individual reservation for just yourself, enter your Name)
- Enter the **Max Attendance**

- Finally, click **Add Meeting**

The screenshot shows the 'Create Meeting(s)' dialog box. It has three radio buttons: 'Single', 'Multiple', and 'Recurring'. The 'Recurring' option is selected. Below this, there are fields for 'Start Time' (6:30 PM) and 'End Time' (7:00 PM). A 'Recurrence Pattern' section includes radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' option is selected, and 'Recur every 1 week(s) on:' is checked. Days of the week are listed with checkboxes: Sunday, Monday (checked), Tuesday, Wednesday, Thursday, Friday, and Saturday. Below this, there are 'Start' (10/26/2020) and 'End after 10 occurrences' fields. A 'Recurrence Summary' box contains the text: 'Every 1 week(s) on Monday effective 10/26/2020 until 12/28/2020 from 6:30 PM to 7:00 PM.' At the bottom, there are fields for '* Meeting Name:' (Book Club), 'Meeting Type:' (Meeting), and '* Max Attendance:' (10). 'Add Meeting' and 'Cancel' buttons are at the bottom right.

Select recurring

Select Meeting Recurrence Pattern

Choose Start and End Date

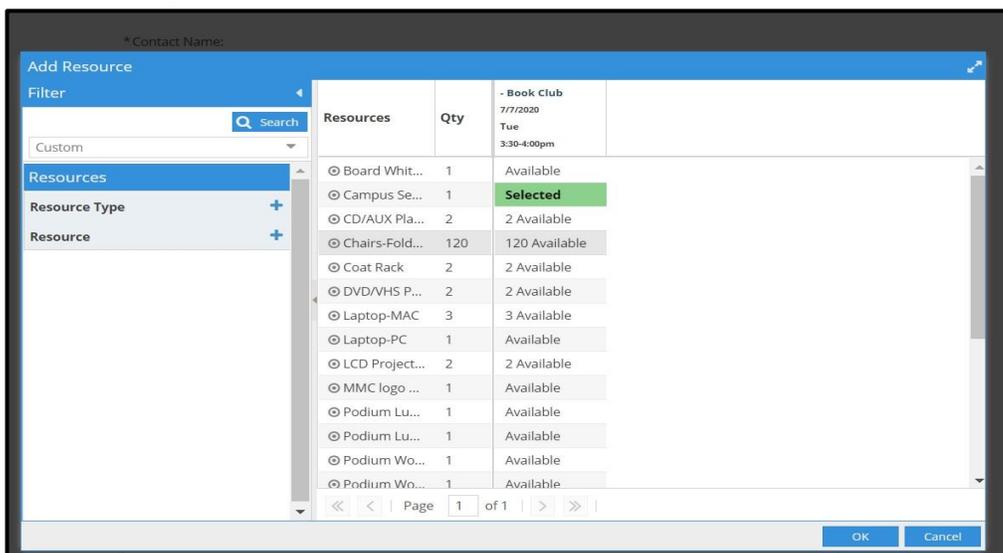
4. After adding a meeting, click **Assign Room** to select a room or individual space. Based on the meeting dates and times selected, and the capacity given, a list of rooms will pop up once you click **Assign Room**. Click on "Available" next to the room or individual space you would like to request. Next click "OK".

The screenshot shows the 'Assign Room' dialog box. It has a 'Filter' section on the left with a search bar and a dropdown menu set to 'Custom'. The main area is a table with columns for 'Room', 'Book Club', and '7/7/2020 Tue 3:30-4:00pm'. The table lists various rooms and their availability status. The room 'CH 505' is highlighted in green and labeled 'Selected'. 'OK' and 'Cancel' buttons are at the bottom right.

Room	Book Club	7/7/2020 Tue 3:30-4:00pm
CH 608	Available	
CH 503	Available	
CH 504	Available	
CH 510	Available	
CH 505	Selected	
CH 509	Available	
CH 606	Available	
CH 610	Available	
CH 703	Available	
NH 561	Available	
CH 700	Available	
CH 701	Available	
NH 462	Available	
NH 249	Available	

In this example, CH505 is selected.

5. If you require resources such as furniture or technology that is not already in the room, you can use **Assign Resource** to make a request for those items. Click on **Assign Resource** and a list of resources will pop up. Click on “Available” next to the resource you need to select the Resource you need. If it is a resource with a limited amount, a number will appear before “Available”. Once you click “Available”, you can enter the amount of the resource you need in the box. After you have selected your resource click “OK”



6. Lastly, click **submit**. A screen stating that your request has been received and is being processed will pop up.

*Add a Meeting:

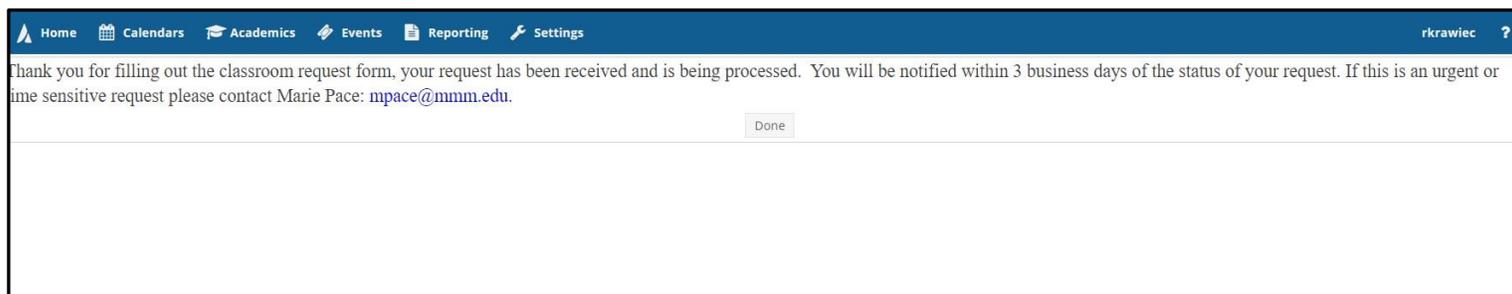
Add Meeting **Assign Rooms** **Assign Resources**

✘ Book Club - Tue, 07/07/2020, 03:30 PM to 04:00 PM, Carson Hall 505

Please briefly list below any room set-up needs.

6' table outside in the hallway.

Submit



Congratulations! You have completed a request form. You can expect an email notification confirming receipt of your request. If you need further assistance with anything Astra related please contact Marie Pace, Director of Auxiliary Services: mpace@mmm.edu.