Completing the general space request:

1. Go to the ASTRA Online Application at https://astra.apps.uillinois.edu/UIUC/Portal/GuestPortal.aspx. (login not needed)
2. Click the link at the top center labelled “Request an Event”.
3. You will see a pulldown list of forms available to use. Other than the outdoor request forms, all forms are categorized by term of event. Terms are in chronological order.
   *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. Select the appropriate general space request form.
5. Complete the contact information. At this time, that info does not auto-populate.
6. 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.
7. Complete the space information section.
   *For tech needs, if you need a laptop connection and are not sure what connection is needed, go with HDMI if you know/think the presenter has a laptop 2 years or newer.
8. 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 a-c 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.
9. Complete the participant and additional information sections.
10. 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.
11. 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.