

## Schedule an Event

NOTE: Be sure to log into Astra using your SOAR username and password. Access the Astra site by locating it on the Registrar's homepage (<u>www.usm.edu/registrar</u>).

1.	Click on the <b>EVENTS</b> tab.
	SOUTHERN MISSISSIPPL
	ASTRA HOME CALENDARS ACADEMICS RESOURCES VENTS
2.	Click on the <b>Event Wizard</b> link.
	ASTRA HOME CALENDARS ACADEM Events   Event Wizard   Event Request   No
	Events View, create, and schedule
	Events View and manage your Event Wizard Create a new event usin
3.	a. Enter the event name.
	<ul><li>b. Choose the event type.</li><li>c. Click the Start button.</li></ul>
	Welcome to the Event Wizard
	Enter the name of your Event Astra Training
	Select the type of Event you'll be scheduling Non-Academic Programs (HBG)
	Start c



4.	<ul><li>a. Select the appropriate customer (usually your academic college or non-academic department).</li><li>b. Select the appropriate contact.</li></ul>
	Event Info
	Customer Info:
	Customer:
	Contact: Northrop, Marlissa V + b
5.	Fill in the appropriate info: a. Enter the estimated seats needed.
	b. Check if it's a private event (meaning it blocks off the calendar without revealing details).
6.	c. Check if you want it to be featured as an event on the guest site (for everyone to see).
0.	Estimated Attendance 5a
5b	Private Event     Featured Event
5c	
	Notes:
	6
	Previous Next Cancel
7.	<ul><li>a. Enter the appropriate date(s), start time, and end time of the meeting.</li><li>b. Click the Add Meeting button.</li></ul>
	Meeting Name:
	Astra Training Description:
	Meeting Type: Non-Academic Programs (HBG) 💌
	Max Attendance: 15 Requires Room
	Meeting Notes:
	Meeting Times:
	Start On:       5/29/2012       Image: Construction of the second
	b Add Meeting Add Recurring Meetings



8.	Click the <b>Next</b> button.
0.	Previous Next Cancel
9.	Click the <b>Edit Filter</b> button to select a room to house your meeting.
	3. Select Rooms 4. Select Resources
	Edit Filter
10.	a. Enter the pertinent info.
10.	b. Click the Search Rooms button.
	Room Selection Filter
	Location
	Campus: HBG
	Building 💟 Liberal Arts Building
	Room Type: All
	Options Capacity: All to 17
	Facility
	Features: All
	Search Rooms b
11.	Click the <b>Available</b> link to select the room. <i><it "selected."="" display="" then="" will=""></it></i>
	Astra Training 5/29/2012
	Room         Capac         Type         3:00 PM - 4:30 PM
	Liberal Arts Build 15 Conference - En Available
	Liberal Arts Build 10 Seminar Available
12.	Click the <b>Next</b> button.
	Previous Next Cancel
13.	Click the <b>Next</b> button.
	Previous Next Cancel
14.	Click the <b>Finish</b> button.
	Previous Finish Cancel
15.	You will see a confirmation that your event creation was completed.
13.	i ou win see a commination that your event creation was completed.
	1. Event Information 2. Crea
	Creation of the Event: Astra Training was completed.

