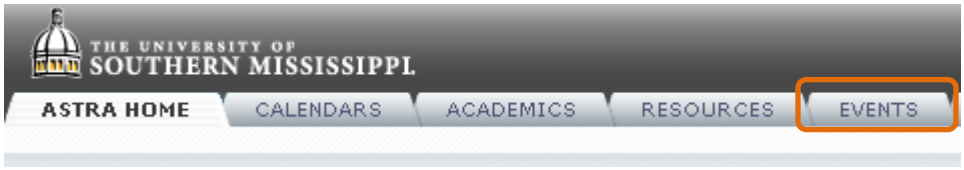
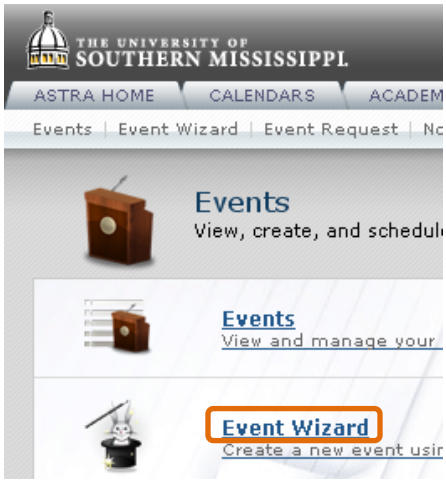
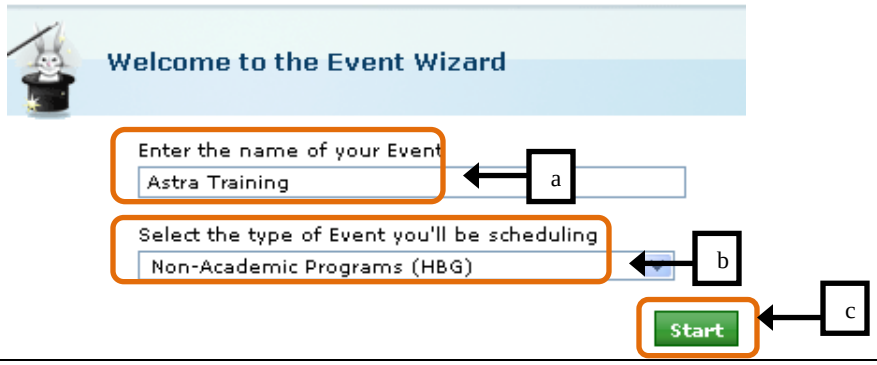
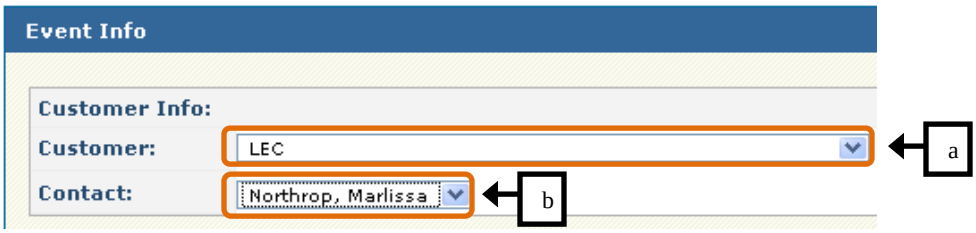
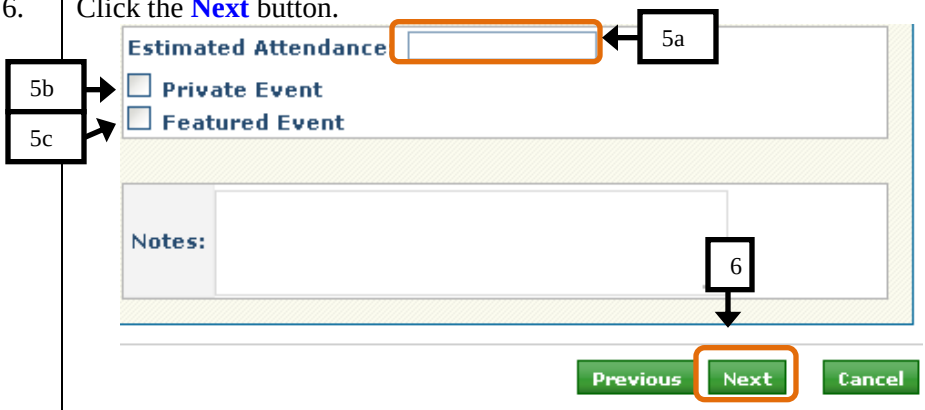
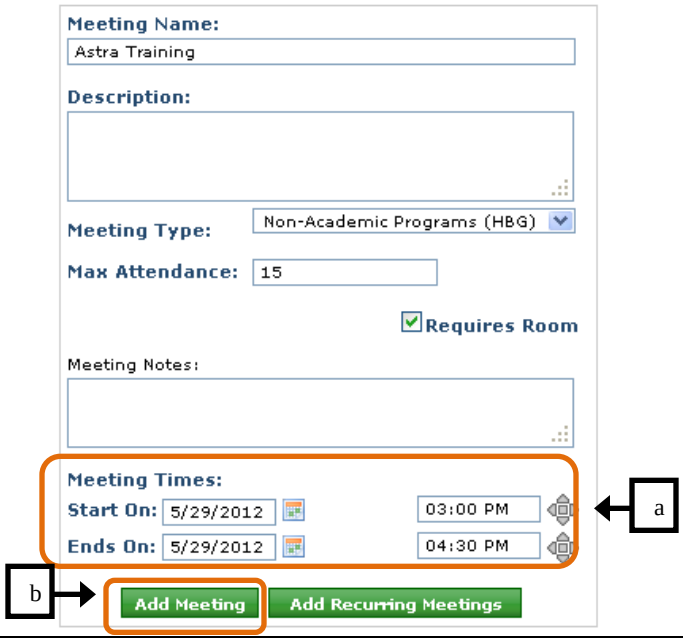
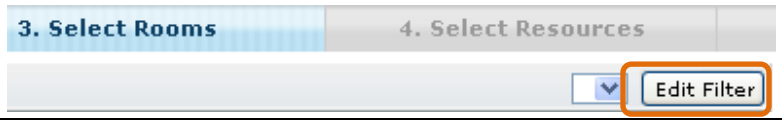
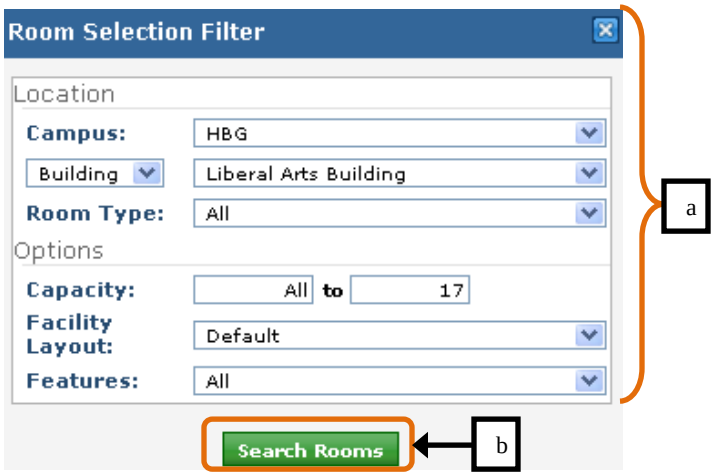
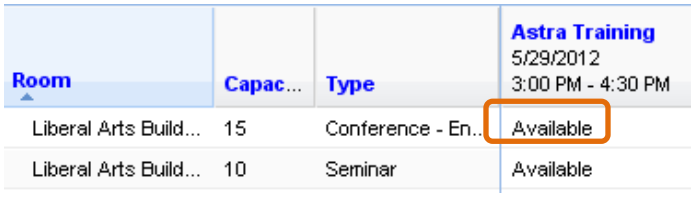
Schedule an Event

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 (www.usm.edu/registrar).

1.	Click on the **EVENTS** tab. 
2.	Click on the **Event Wizard** link. 
3.	a. Enter the event name. b. Choose the event type. c. Click the **Start** button. 

4.	a. Select the appropriate customer (usually your academic college or non-academic department). b. Select the appropriate contact. 
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). c. Check if you want it to be featured as an event on the guest site (for everyone to see).
6.	Click the **Next** button. 
7.	a. Enter the appropriate date(s), start time, and end time of the meeting. b. Click the Add Meeting button. 

8.	Click the **Next** button.
9.	Click the **Edit Filter** button to select a room to house your meeting. 
10.	a. Enter the pertinent info. b. Click the **Search Rooms** button. 
11.	Click the **Available** link to select the room. *<It will then display "Selected.">* 
12.	Click the **Next** button.
13.	Click the **Next** button.
14.	Click the **Finish** button.
15.	You will see a confirmation that your event creation was completed.