

Completing the general space request:

1. Go to the ASTRA Online Application at go.illinois.edu/ASTRAScheduling (login is not required)
2. Click the General Space Request link toward the right of the homepage. This help guide is specifically for this form.

Requests for exams (other than final exams) should use the “exam request form”. If you are requesting Greg Hall Theater, Lincoln Hall Theater or Foellinger Auditorium, you must use the “Stage Request” form. All outdoor events should use the “Outdoor Space Requests” form.

3. Complete the contact information section.
4. 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 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.
5. Complete the space information section. There is helpful information on room type within that pulldown menu. There is a link that will show our complete room inventory. There is also a link for you to see available technology options per room.
6. The “Add Meeting” section is where you request your event date(s) and time(s). There is info text within the form to help.
 - a. If you have one date:**
 - i. Complete the start and end time fields. If you start typing your times in the box, it will auto-fill.
 - ii. Use the calendar on the start date to select the date. If you click in the end date box, the date will auto-fill to the same date.
 - iii. Enter your meeting name and type.
 - b. If you have multiple meetings with either irregular meeting days OR at different meeting times:**
 - i. Hit the “multiple” radio button.
 - ii. Complete the start and end time fields. If you start typing your times in the box, it will auto-fill.
 - iii. Select ALL of the specific dates with the same start and end time. Then click the right arrow to enter those dates. It will ask you for a meeting name, which can differ from the larger event name.
 - iv. Enter any additional groups of meetings in similar fashion. The red X on the right will allow you to remove entire groups or single days (when groups are expanded) inputted incorrectly.
 - c. If you have a recurring event:**
 - i. Hit the “Recurring” radio button.
 - ii. Complete the start and end time fields. If you start typing your times in the box, it will auto-fill.
 - iii. If you have an event for every weekday, click on the “every weekday” button and select your start and end dates. Make sure you hit the “end by” button for the end date to hold.
 - iv. If you have a weekly (or twice weekly, MWF) event, click on the “weekly” button. Select the day(s) of the week you require and select your start and end dates. Make sure you hit the “end by” button for the end date to hold.
 - v. When done, you will exit the add meeting screen and all of your meetings will list on the form. The red X will allow you to remove specific dates inputted incorrectly or where you do not meet.
7. Complete the participant and additional information sections.
8. 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.
9. Hit Submit when complete. Any required missed items will be highlighted with a red underline. 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. The time out will not log you out/notify you; you know if you went too long if you do NOT get a confirmation email that your request was submitted.