

## Completing the outdoor space request:

1. Go to the ASTRA Online Application at [go.illinois.edu/ASTRAScheduling](http://go.illinois.edu/ASTRAScheduling). (login not needed)
2. Click the link at the top center labelled "Request an Event".
3. Select "outdoor space request – all terms" from the pulldown menu

**\*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. Complete the contact information. At this time, that info does not auto-populate.
5. 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.
6. Complete the location information section.
7. If you are using a tent, please complete the tent information section. Since you will have to reserve the space for the entire duration that the tent will be on-site, we need to know the specific date, start time and end time of the event (for public safety reasons).
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 are erecting a tent that will be up over multiple days:
    - i. Click the date and enter the start time that the tent will be delivered to the site.
    - ii. The end time for the first date should be 11:30pm. Hit the create button.
    - iii. Clear the setup date (use the clear button at the bottom of the calendar). Any dates where the tent will be up all day should have a start time of 12:00AM and an end time of 11:30pm. Hit the create button after those dates have been marked on the calendar.
    - iv. Clear the all-day dates. On the date the tent will be coming down, the start time should be 12:00AM and the end time should be the time that the tent will be gone and the site would be available for others to use. Hit the create button again.

**\*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.**

9. Complete the food and drink information. Please note the information listed on the form about grill safety and catering approvals. If you are having alcohol, please note that information and complete the form linked.
10. Complete the participant information
11. Complete the additional information. If you choose additional equipment, we will direct you to the right department (outside the Registrar's office) to acquire those items. 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.
12. 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.