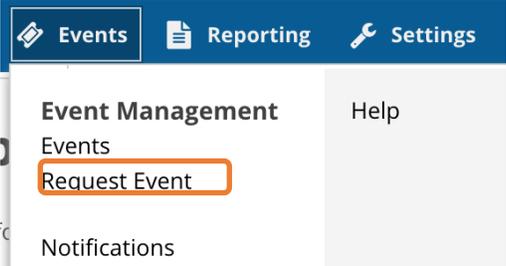
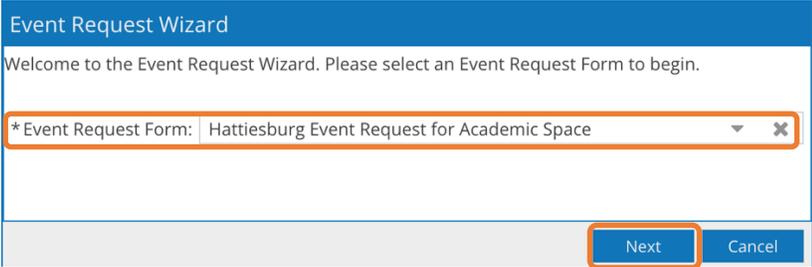
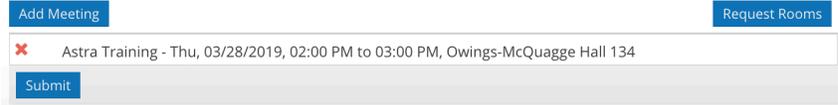


Request an Event

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.	<p>Click on the Events header.</p> 
2.	<p>Click on the Request Event link.</p> 
3.	<p>a. Select the most appropriate selection for your meeting. b. Click the Next button.</p> 
4.	<p>Fill in the required Contact Information and Event Information appropriately.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Contact Information</p> <p>* USM Student Organization* No</p> <p>* USM Department* Yes</p> <p>* Non USM Organization* No</p> <p>* Organization Name: Provost Office</p> <p>* Enter your first and last name*: Marlissa Northrop</p> <p>* Email Address*: marlissa.northrop@usm.edu</p> <p>* Phone Number*: 601-266-0000</p> <p>Name of second authorization member</p> <p>Email of second authorized member:</p> </div> <div style="width: 45%;"> <p>Event Information</p> <p>* Event Name*: Astra Training</p> <p>Event Description:</p> <p>* Will alcohol be served?*</p> <p>No</p> <p>* Will Food be Served?</p> <p>No</p> <p>If yes does the food fall within the Snack Policy?</p> <p>Yes</p> <p>* Estimated number of Guests* 15</p> </div> </div>

<p>5.</p>	<p>a. Fill in the required Room Information appropriately. b. Click the Add Meeting button.</p> <div data-bbox="415 352 1027 632"> <p>Room Information</p> <p>Please provide any additional comments or questions regarding your event:</p> <p>Please ensure an instructor computer, a projector, and student computers are still available.</p> <p>* I agree that the provided information is true.*</p> <p>Yes <input type="button" value="x"/></p> <p>Add a Meeting:</p> <p><input type="button" value="Add Meeting"/></p> </div>
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<p>8.</p>	<p>a. Click the Available link to select the room. <It will then display "Selected."> b. Click the OK button at the bottom-right.</p> 
<p>9.</p>	<p>Click the Submit button.</p> 
<p>10.</p>	<p>Once it submits, as a confirmation, a message will be displayed and an email will be sent to you.</p> 