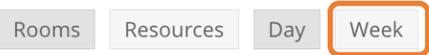
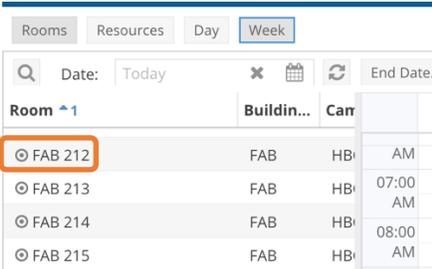
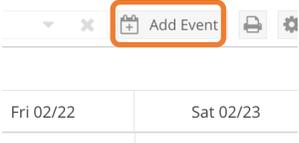
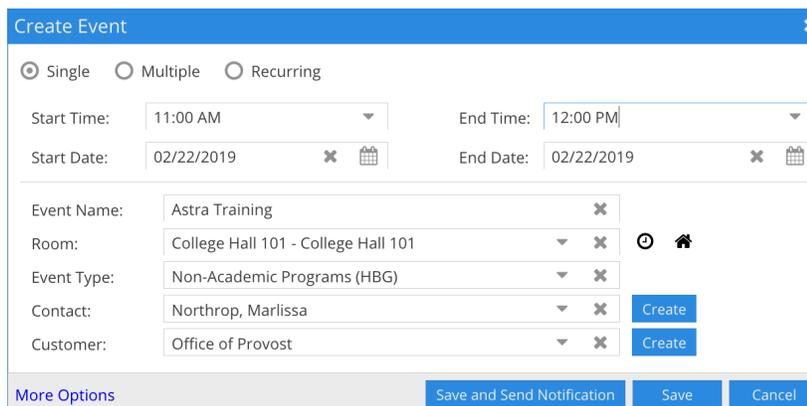


Schedule an Event

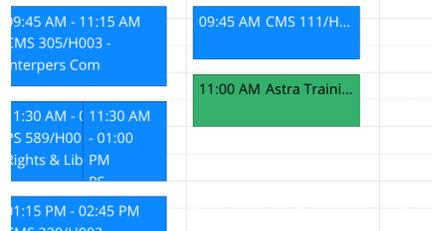
Access the Astra site by locating it on the Registrar's homepage (www.usm.edu/registrar).

1.	Log into Astra using your SOAR credentials.
2.	<p>Click on the Calendars header.</p> 
3.	<p>Click on the Scheduling Grids link.</p> 
4.	<p>Click to view the Week.</p> 
5.	<p>Click on the room you wish to schedule the event in. Look at the room availability on the right.</p> 
6.	<p>Once you find the room and time that you wish to reserve, click the +Add Event at the top-right of the page.</p> 

7. a. Fill in the Create Event box appropriately.
- **Single:** use if the meeting is a single, one-time meeting.
 - **Multiple:** use if the meeting will take place on multiple but random days (Orientations, etc).
 - **Recurring:** use if the meeting will take place on multiple yet repeated days/times (standing faculty/staff meetings, hybrid classes, etc).
- b. Click the **Save** button to save or the **Save and Send Notification** button to save and send a room confirmation.



8. You should see events in **green**; academic classes in **blue**.



9. An alternative email confirmation for after saving the Event: hover over the saved meeting and click the  icon.

Event Details: Astra Training (test)

Event Type: Non-Academic Programs (HBG)
Customer: Office of Provost
Contact: Northrop, Marlissa
Status: Scheduled
Description:
Reservation #: 20190220-00001
[View Event Details](#)

Name	Status	Start Date	End Date	Start Time	End Time	Room
 Astra Training (test)	Scheduled	2/22/2019	2/22/2019	11:00 AM	12:00 PM	CH 101 College Hall 101

