



AD ASTRA
INFORMATION SYSTEMS

SOLUTIONS THAT FIT.

The University of West Alabama

Version 8.9.1

Single sign on from “Current Students, Faculty and Staff” page

<https://www.uwa.edu/currentstudentsfacultyandstaff>

Alumni and Giving



ACADEMICS ADMISSIONS ONLINE PROGRAMS CAI

Technology

- WebAdvisor
- Self Service
- Blackboard 9.1
- MyUWA (Students)
- MyUWA (Faculty and Staff)
- TigerNet Email
- Reset Your Password
- Need an Account
- Help Desk

Event Facility Request Form

- Proofpoint
- Remote Lab Access (UWA Apps)

Academics

- Academic Affairs
- Academic Calendars
- Academic Catalogues
- Commencement
- FERPA
- Final Exam Schedule
- Academic Integrity Process
- Library
- Office of Institutional Effectiveness and Re
- Teacher Education and Certification Office
- Transcript Request
- Office of Sponsored Programs and Research
- Student Complaint Resolution
- Updating and Amending Student Records

Click onto “Event Facility Request Form”

Login with your UWA email address.

Sign in

Login using
your UWA
email and
password.

This is your homepage.

Home Calendars Events Settings astra1@uwa.edu ?

UWA Scheduling


Events This Week

Request Event ▾

08:00 AM - 07:00 PM Stay Safe Together Testing WSUB 205	Aug 21
08:00 AM - 07:00 PM Stay Safe Together Testing WSUB 215	Aug 21
09:00 AM - 10:00 AM Water Aerobics WSUB Pool	Aug 21
12:00 PM - 01:00 PM Yoga Lakeside LakeLU Lower Pavilion	Aug 21
06:00 AM - 07:00 AM Sunrise Yoga TBA Covered Bridge	Aug 24
08:00 AM - 05:00 PM Dr. Mani Hull-If I Had A Hammer and COE LYON D108	Aug 24
09:00 AM - 10:00 AM Water Aerobics WSUB Pool	Aug 24
12:00 PM - 01:00 PM Tiger Fit WSUB Pool	Aug 24
05:30 PM - 06:30 PM Spin WSUB Deck	Aug 24
09:00 AM - 01:00 PM CNA Class	Aug 27

1-20 of 31

Welcome!

 **The UNIVERSITY of WEST ALABAMA**

Welcome to the University of West Alabama's Scheduling Portal!

West Alabama Students: Request an Event
Students use this option to request an event on campus!

West Alabama Faculty/Staff: Request an Event
Faculty and staff use this option to request an event on campus!

West Alabama Faculty/Staff: McConnell Guest House Reservation
Faculty and staff use this option to make reservations at the McConnell Guest House

Helpful Links

- [Code of Student Conduct](#)
- [Coronavirus Updates and Guidelines](#)
- [Free Speech Facility Usage Policy](#)
- [Fundraiser Request Form](#)
- [Promoting a Student Event](#)
- [Tiger Paw Student Handbook](#)

Announcements

Request Event ▾

Labor Day Holiday Sept
7

1-1 of 1

UWA Scheduling

Events This Week

Create Event

08:00 AM - 07:00 PM Stay Safe Together Testing WSUB 205	Aug 10
08:00 AM - 07:00 PM Stay Safe Together Testing WSUB 215	Aug 10
09:00 AM - 11:00 AM Vehicle Registration/Decal BELL 2	Aug 10
09:00 AM - 05:00 PM Orientation Leader Training SPIE 118	Aug 10
10:00 AM - 11:00 AM COE Internships LYON D108	Aug 10
01:00 PM - 04:00 PM Vehicle Registration/Decal BELL 2	Aug 10
08:00 AM - 12:00 PM Housing Staff Training WALL AUD	Aug 11
08:00 AM - 07:00 PM Stay Safe Together Testing WSUB 205	Aug 11
08:00 AM - 07:00 PM Stay Safe Together Testing WSUB 215	Aug 11
09:00 AM - 11:00 AM Vehicle Registration/Decal	Aug 11

1-20 of 50

Welcome!



Welcome to the University of West Alabama's s

West Alabama Students: Request an Ev
Students use this option to request an event on ca

West Alabama Faculty/Staff: Request an
Faculty and staff use this option to request an event or

West Alabama Faculty/Staff: McConnell Guest Hou
Faculty and staff use this option to make reservations at the McC

Young Hall Cafeteria Private Dining Room Re
Use this form to reserve a private dining room in Young H

Calendar list of events happening this week.

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cheduling Portal!

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campus!

e Reservation
nnell Guest House

Helpful Links

- [Code of Student Conduct](#)
- [Coronavirus Updates and Guidelines](#)
- [Free Speech Facility Usage Policy](#)
- [Fundraiser Request Form](#)
- [Promoting a Student Event](#)
- [Tiger Paw Student Handbook](#)

Announcements

Request Event ▼

Labor Day Holiday

Sept
7

Helpful
external
links to
help plan
your event!

Calendars



AD ASTRA
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The screenshot shows the UWA website interface. At the top, a dark red navigation bar contains the following items: Home, Calendars, Events, and Settings. The 'Calendars' item is highlighted with a yellow box. Below this bar, a dropdown menu is visible with the following options: Calendar, Scheduling Grids, and Help. The main content area features a 'Welcome!' message, the UWA logo, and a list of events for August 20th. The events are as follows:

Time	Event Name	Location	Date
08:00 AM - 07:00 PM	Stay Safe Together Testing	WSUB 205	Aug 20
08:00 AM - 07:00 PM	Stay Safe Together Testing	WSUB 215	Aug 20
08:30 AM - 04:30 PM	Alabama Career Center - Livingston		Aug 20
11:00 AM - 01:00 PM	Student Covid-19 Mask Distribution	CAFÉ 1	Aug 20
12:00 PM - 01:00 PM	Spin	WSUB Deck	Aug 20
04:00 PM - 06:00 PM	Fortnite Tournament		Aug 20
05:30 PM - 06:30 PM	Tiger Fit	WSUB Lawn	Aug 20
06:30 PM - 07:30 PM	Pound		Aug 20

Select “Calendars” to view the Activity calendar and scheduling grids.

UWA
Welcome to the University

West Alabama

Students use this

West Alabama

Faculty and staff use this

West Alabama Faculty/S

Faculty and staff use this option

Activity Calendar

Lists by Day, Week, or Month events.

The screenshot displays a web-based activity calendar for August 2020. The interface features a dark red navigation bar at the top with links for Home, Calendars, Events, and Settings. A user profile 'astra2@uwa.edu' is visible in the top right. Below the navigation bar, there is a search bar and view toggles for List, Day, Week, and Month. A yellow box highlights these view toggles. The calendar grid shows events for each day, with a yellow box highlighting the view toggles. The events are listed in a grid format, with each cell representing a day and its associated activities. The current date is August 19, 2020, at 4:12 pm.

Jul 26, 2020	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Aug 1
7:15 CAPS virtual training	7:45a Private Event	7:45a Private Event	7:45a Private Event	6p Housing Staff Training	8a Housing Staff Training	8a Stay Safe Together Testing
2	3	4	5	6	7	8
8a Stay Safe Together Testing	8a Housing Staff Training	8a Housing Staff Training	8a Housing Staff Training	8a Housing Staff Training	8a Housing Staff Training	8a Housing Staff Training
8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Setup Window for COE-Black Belt Teacher Corps- WIN WIN Discipline	8a COE-Black Belt Teacher Corps- WIN WIN Discipline	8a COE-Black Belt Teacher Corps- WIN WIN Discipline	8a Teardown Window for COE-Black Belt Teacher Corps- WIN WIN Discipline
1p Housing Staff Training	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing
			3p Student Conduct Committee Hearing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing
9	10	11	12	13	14	15
8a Stay Safe Together Testing	New International Student Athlete Orientation	New Faculty Orientation	General Faculty In-service Meeting	General Faculty In-service Meeting	7:30a Orientation Meal	8a Stay Safe Together Testing
8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Housing Staff Training	8a Housing Staff Training	Orientation & Registration	8a Stay Safe Together Testing	8a Stay Safe Together Testing
	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	7:30a Orientation Meal	8a Stay Safe Together Testing	8a Stay Safe Together Testing
	9a Vehicle Registration/Decal	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	9a Orientation Session	
	9a Orientation Leader Training	9a Vehicle Registration/Decal	8a Vehicle Registration/Decal	8a Stay Safe Together Testing	9a Vehicle Registration/Decal	
	10a COE Internships	9a Orientation Leader Training	1p Vehicle Registration/Decal	9a Orientation Session	9a Orientation Session	
	1p Vehicle Registration/Decal	12:30p VRC	2p Orientation Check in	9a Vehicle Registration/Decal	12p Student Support Services	
		1p Vehicle Registration/Decal	8p Orientation Dinner	9a Orientation Session	8p Orientation Entertainment	
		2p COE New Faculty Meeting	8p Orientation Welcome & Session 1	10:30a Orientation Session		
		6p UCS Football vs. Clarke County		10:30a Orientation Session		
				12:30p Orientation Meal		
				2p Orientation Session		
				6p Orientation Meal		
				8p Orientation Entertainment		
16	17	18	19	Today 4:12 pm	21	22
8a Stay Safe Together Testing	8a Sunrise Yoga	8a Stay Safe Together Testing	5:30a Triple Threat	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing
8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Sunrise Yoga	8a Stay Safe Together Testing	8a Stay Safe Together Testing	8a Stay Safe Together Testing
	8a Stay Safe Together Testing	11a Student Covid-19 Mask Distribution	8a Stay Safe Together Testing	11a Student Covid-19 Mask Distribution	9a Water Aerobics	
	9a Water Aerobics	12p Spin	8a Stay Safe Together Testing	12p Spin	12p Yoga Lakeside	
	11a Student Covid-19 Mask Distribution	5:30p Tiger Fit	9a Water Aerobics	5:30p Tiger Fit		
	12p Tiger Fit	8:30p Pound	10:30a CNA 20.1 Orientation	6:30p Pound		
	4p Band Meeting		11a Student Covid-19 Mask Distribution			
	5:30p Spin		12p Tiger Fit			
23	24	25	26	27	28	29
	6a Sunrise Yoga	12p Spin	5:30a Triple Threat	12p Spin	9a Water Aerobics	

Scheduling Grids

Home Calendars Events Settings nstra1@uwa.edu

Rooms Resources Day Week Choose Calendar: All Events Filter: All Events Request Event

Date: Today August 12, 2020 General Faculty In-service Meeting

Room #1	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM
ALFA 1 - ALFA Classroom	ALFA	On-Ca...	Classroom	70																
BELL 1 - Dining Room	BELL	On-Ca...	Dining Room	14																
BELL 2 - Conference Room	BELL	On-Ca...	Conference Room	300				Vehicle Registration/				Vehicle Registration/Decal								
BIBB Auditorium	BIBB	On-Ca...	Auditorium	294																
CAFÉ 1 - Lawn	CAFÉ	On-Ca...	Outdoor Space	0																
CAFÉ 2 - Lawn	CAFÉ	On-Ca...	Outdoor Space	0																
CMBL Campbell House - ...	CMBL	On-Ca...	Classroom	24																
FOUS BAND	FOUS	On-Ca...	Classroom	999																
GILB 122 - Gilbert Semin...	GILB	On-Ca...	Classroom	24																
GILB 126 - Gilbert Semin...	GILB	On-Ca...	Classroom	28																
GILB Lawn	GILB	On-Ca...	Outdoor Space	0																
GILB Lobby	GILB	On-Ca...	Lobby	100									Oriei							
HUGH 105 - Gym	HUGH	On-Ca...	Athletic Court	350																
INTRA A Football Field - F...	INTRA	On-Ca...	Outdoor Space	0																
INTRA A Softball Field - S...	INTRA	On-Ca...	Outdoor Space	0																
INTRA B Football Field - F...	INTRA	On-Ca...	Outdoor Space	0																
INTRA B Softball Field - S...	INTRA	On-Ca...	Outdoor Space	0																
INTRA C Softball Field - S...	INTRA	On-Ca...	Outdoor Space	0																
LAND 107	LAND	On-Ca...	Classroom	25																
LAND 201	LAND	On-Ca...	Conference Room	10																
LYON Quad	LYON	On-Ca...	Outdoor Space	0																
PRUI Gym	PRUI	On-Ca...	Athletic Court	700																
WALL AUD - Bridges Audi...	WALL	On-Ca...	Auditorium	153				Housing Staff Training												
WALL Lawn	WALL	On-Ca...	Outdoor Space	0																
WSUB 2 - Game Room	WSUB	On-Ca...	Game Room	0																
WSUB 205 - Union Confe...	WSUB	On-Ca...	Conference Room	40				Stay Safe Together Testing												
WSUB 215 - Tiger's Den	WSUB	On-Ca...	Conference Room	100				Stay Safe Together Testing												
WSUB Fitness Center	WSUB	On-Ca...	Weight Room	0																
WSUB Lawn	WSUB	On-Ca...	Outdoor Space	0																
WSUB Pool	WSUB	On-Ca...	Outdoor Space	0																

Page 1 of 1 Show 500 Export

Displaying 1 - 30 of 30

Views all rooms for a specific day

Or

One room for a week.

Event Request



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The screenshot shows the University of West Alabama's Scheduling Portal homepage. At the top, there is a navigation bar with "Events" and "Settings" links. Below this is a "Welcome!" message. The main content area, highlighted by a yellow box, features the UWA logo and the text "Welcome to the University of West Alabama's Scheduling Portal!". Below the logo are three red buttons with white text:

- West Alabama Students: Request an Event**
Students use this option to request an event on campus!
- West Alabama Faculty/Staff: Request an Event**
Faculty and staff use this option to request an event on campus!
- West Alabama Faculty/Staff: McConnell Guest House Reservation**
Faculty and staff use this option to make reservations at the McConnell Guest House

On the right side, there is a "Helpful Links" section with a list of links: Code of Student Conduct, Coronavirus Updates and G..., Free Speech Facility Usage P..., Fundraiser Request Form, Promoting a Student Event, and Tiger Paw Student Handboo... Below this is an "Announcements" section with a "Request Event" dropdown menu and a "Labor Day Holiday" announcement. At the bottom, there is a pagination bar showing "1-20 of 31" and navigation arrows.

From the “Homepage” choose a request form that fits your need.

Event Request Form : Students

Welcome!

UWA | *The* UNIVERSITY of WEST ALABAMA

Welcome to the University of West Alabama's scheduling portal!

West Alabama Students: Request an Event
Students use this option to request an event on campus!

West Alabama Faculty/Staff: Request an Event
Faculty and staff use this option to request an event on campus!

West Alabama Faculty/Staff: McConnell Guest House Reservation
Faculty and staff use this option to make reservations at the McConnell Guest House

Select the
“student”
Or
“faculty
staff”
event request
form

**Example is shown with the student form*

Event Request Form

West Alabama Student Request Form

Please fill out the following form as applicable. Event requests must be submitted at least 10 days in advance. If your event is sooner, please contact Danielle Miller at dmiller@uwa.edu. If your event is more than a year in advance, please contact Danielle.

*Are you faculty/staff or student?:

*Organization/Department

*Main Contact Name:

*Main Contact Email Address:

*Main Contact Phone Number:

*On Campus Advisor Name

*On Campus Advisor Email

*Will food be served?

*Event Title:

Event Description:

*How many attendees are expected?

*Add a Meeting:

*Setup Begins

*Breakdown/Cleanup Ends

*Room Setup Information:

Please provide any additional comments or questions regarding your event:

Submit

*How many attendees are expected?

*Add a Meeting:

Add Meeting

Request Rooms

No meetings created. [Add Meeting](#)

*Setup Begins

*Breakdown/Cleanup Ends

*Room Setup Information:

After completing the event details about your reservation

Select “Add Meeting”

Event Request Form

Can request single, multiple, or recurring meetings.

This screenshot shows the 'Create Meeting(s)' dialog box with the 'Single' radio button selected. The meeting details are as follows:

- Meeting Type: Single
- Start Time: 10:30 AM
- End Time: 11:00 AM
- Start Date: 08/11/2020
- End Date: 08/11/2020
- Meeting Name: Astra Scheduling Meeting

Buttons: Add Meeting, Cancel

This screenshot shows the 'Create Meeting(s)' dialog box with the 'Multiple' radio button selected. A calendar for August 2020 is displayed, with the 11th highlighted. A list of meetings is shown on the right:

Date	Time
Tue, 08/11/2020	10:30 AM to 11:00 AM
Fri, 08/21/2020	10:30 AM to 11:00 AM

Buttons: Add Meeting, Cancel

This screenshot shows the 'Create Meeting(s)' dialog box with the 'Recurring' radio button selected. The recurrence pattern is configured as follows:

- Recurrence Pattern: Weekly
- Recur every: 2 week(s) on: Tuesday
- Start: 08/11/2020
- End by: 12/03/2020

Recurrence Summary: Every 2 week(s) on Tuesday effective 08/11/2020 until 12/03/2020 from 10:30 AM to 11:00 AM.

Buttons: Add Meeting, Cancel

Event Request- Single Meetings



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Event Request Form- Single Meetings

Create Meeting(s)

Single Multiple Recurring

Start Time: 10:30 AM End Time: 11:00 AM

Start Date: 08/11/2020 End Date: 08/11/2020

* Meeting Name: Astra Scheduling Meeting

Add Meeting Cancel

Fill out information for a single meeting.

Select “Add Meeting”.

Event Request Form- Single Meetings

*How many attendees are expected?

Select... ▼ ✕

*Add a Meeting:

Add Meeting ! **Request Rooms**

✕ Astra Scheduling Meeting - Tue, 08/25/2020, 10:30 AM to 11:00 AM

*Setup Begins

*Breakdown/Cleanup Ends

Meeting name, date, and time has been added to the reservation request.

Event Request- Multiple Meetings



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Event Request Form- Multiple Meetings

The screenshot shows a 'Create Meeting(s)' dialog box with the following elements:

- Radio buttons for 'Single', 'Multiple' (selected), and 'Recurring'.
- Start Time: 10:30 PM
- End Time: 11:00 PM
- A calendar for August 2020. The 8th is highlighted with a yellow box and a red arrow pointing right.
- A 'Meetings' list area on the right, currently empty.
- A text input field for '* Meeting Name:'.
- 'Add Meeting' and 'Cancel' buttons at the bottom.

Fill out information for multiple meetings.

Select the arrow.

Event Request Form- Multiple Meetings

The screenshot shows a dark-themed event request form. At the top, there is a calendar grid with dates from 9 to 31. The date 12 is highlighted. Below the calendar, there are several input fields and buttons. A red dialog box titled "Meeting Group Name" is overlaid on the form, containing a text input field and "OK" and "Cancel" buttons. The dialog box is highlighted with a yellow border. The background form includes fields for "Meeting Name", "Add Meeting", "Cancel", "Request Rooms", "Setup Begins", "Breakdown/Cleanup Ends", "Room Setup Information", and a comment field at the bottom.

Choose a name for the group of dates.

Event Request Form- Multiple Meetings

Create Meeting(s)

Single Multiple Recurring

Start Time: 10:30 PM End Time: 11:00 PM

Today Clear

August 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Meetings

- + Astra Training Meeti...

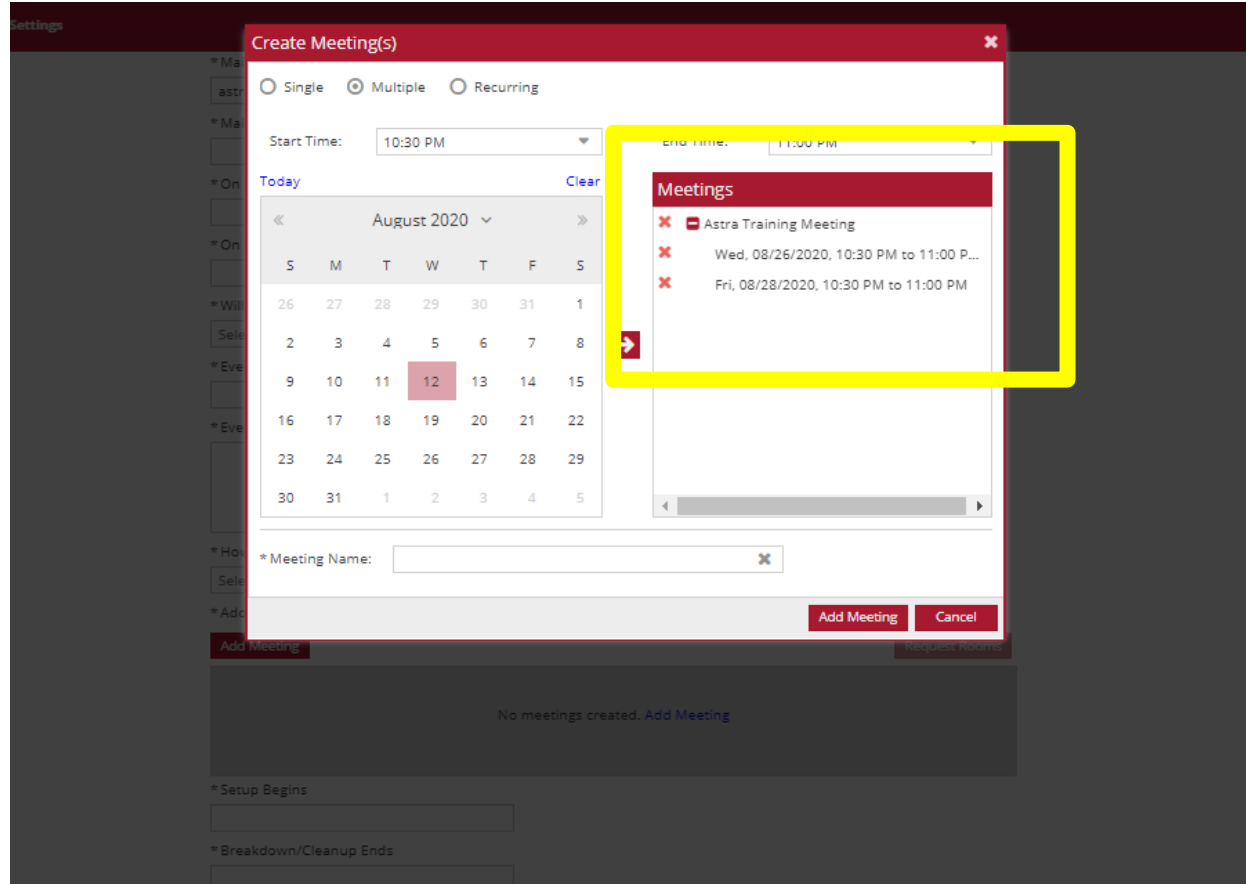
* Meeting Name:

Add Meeting Cancel

No meetings created. Add Meeting

Select the plus sign to expand the group and show all dates.

Event Request Form- Multiple Meetings



The screenshot shows the 'Create Meeting(s)' form with the following details:

- Form type: Multiple
- Start Time: 10:30 PM
- End Time: 11:00 PM
- Calendar: August 2020, with the 12th highlighted.
- Meetings List:
 - Astra Training Meeting
 - Wed, 08/26/2020, 10:30 PM to 11:00 P...
 - Fri, 08/28/2020, 10:30 PM to 11:00 PM
- Buttons: Add Meeting, Cancel

Check to make sure all the meetings are correct.

Click the red X to delete any unwanted meetings.

Select "Add Meeting"

Event Request Form- Multiple Meetings

stings

* Main Contact Email Address:
astra1@uwa.edu

* Main Contact Phone Number:
205 652 3500

* On Campus Advisor Name
Mike Pratt

* On Campus Advisor Email
mpratt@uwa.edu

* Will food be served?
No

* Event Title:
Astra Training Meetings

* Event Description:
We will be hosting training for new scheduling software.

* How many attendees are expected?
1 - 50

* Add a Meeting:
Add Meeting Request Rooms

Astra Training Meeting
Fri, 08/28/2020, 10:30 PM to 11:00 PM
Wed, 08/26/2020, 10:30 PM to 11:00 PM

* Setup Begins
10:00 am
11:15pm

* Room Setup Information:
We would need a classroom style set up with tables and chairs. Two participants per table.

Please provide any additional comments or questions regarding your event:

Submit

Meeting name, date, and time has been added to the reservation request.

Event Request- Reoccurring Meetings



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Event Request Form- Reoccurring Meetings

Fill out information for reoccurring meetings.

Check the “Recurrence Summary” to make sure it is correct.

Settings

Create Meeting(s)

Single Multiple Recurring

Start Time: 10:00 AM End Time: 11:00 AM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start: 08/25/2020 End after 10 occurrences End by 09/10/2020

Recurrence Summary

Every 1 week(s) on Tuesday and Thursday effective 08/25/2020 until 09/10/2020 from 10:00 AM to 11:00 AM.

* Meeting Name: Astra Training Meetings

Add Meeting Cancel

No meetings created. Add Meeting

Event Request Form- Reoccurring Meetings

Create Meeting(s)

Single Multiple Recurring

Start Time: 10:00 AM End Time: 11:00 AM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Start: 08/25/2020 End after 10 occurrences End by 09/10/2020

Recurrence Summary

Every 1 week(s) on Tuesday and Thursday effective 08/25/2020 until 09/10/2020 from 10:00 AM to 11:00 AM.

* Meeting Name: Astra Training Meetings

Add Meeting Cancel

Select “Add Meeting”.

Event Request Form- Reoccurring Meetings

The screenshot shows a web form titled "Settings" with a red header bar. The form contains several fields: "On Campus Advisor Name" (Mike Pratt), "On Campus Advisor Email" (mpratt@uwu.edu), "Will food be served?" (No), "Event Title" (Astra Training Meetings), "Event Description" (We will be hosting training for new scheduling software.), and "How many attendees are expected?" (1 - 50). A yellow box highlights the "Add Meeting" section, which includes a "Request Rooms" button and a list of meetings: "Astra Training Meetings" with dates and times: Thu, 08/27/2020, 10:00 AM to 11:00 AM; Tue, 09/01/2020, 10:00 AM to 11:00 AM; Thu, 09/03/2020, 10:00 AM to 11:00 AM; Tue, 09/08/2020, 10:00 AM to 11:00 AM; Thu, 09/10/2020, 10:00 AM to 11:00 AM; and Tue, 08/25/2020, 10:00 AM to 11:00 AM. Below this, there are fields for "Setup Begins" (10:00 am), "Breakdown/Cleanup Ends" (11:15pm), "Room Setup Information" (We would need a classroom style set up with tables and chairs. Two participants per table.), and a "Submit" button.

Meeting name, date, and time has been added to the reservation request.

Event Request- Requesting Rooms




Event Request Form- Requesting Rooms








We will be hosting training for new scheduling software.

*How many attendees are expected?
1 - 50

*Add a Meeting:

Add Meeting 

Request Rooms

-  Astra Training Meetings
-  Thu, 08/27/2020, 10:00 AM to 11:00 AM
-  Tue, 09/01/2020, 10:00 AM to 11:00 AM
-  Thu, 09/03/2020, 10:00 AM to 11:00 AM
-  Tue, 09/08/2020, 10:00 AM to 11:00 AM
-  Thu, 09/10/2020, 10:00 AM to 11:00 AM
-  Tue, 08/25/2020, 10:00 AM to 11:00 AM

* Setup Begins
10:00 am

* Breakdown/Cleanup Ends
11:15pm

* Room Setup Information:
We would need a classroom style set up with tables and chairs. Two participants per table.

Please provide any additional comments or questions regarding your event:

Submit

Select
“Request
Rooms”

Event Request Form- Requesting Rooms

* On Campus Advisor Email
mpratt@uwa.edu

* Will food be served?
No

* Event Title:

Room	Astra Training Me... 8/25/2020-9/10/2020 TR 10:00-11:00am	8/25/2020 Tue 10:00-11:00am	8/27/2020 Thu 10:00-11:00am	9/1/2020 Tue 10:00-11:00am	9/3/2020 Thu 10:00-11:00am	9/8/2020 Tue 10:00-11:00am	9/10/2020 Thu 10:00-11:00am
LAND 107	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
GILB 126							
WSUB 205	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
ALFA 1	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
GILB Lobby	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
WSUB 215	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
WALL AUD	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
BIBB Auditorium	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
BELL 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
HUGH 105	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
PRUI Gym	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
FOUS BAND	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
INTRA B Softball Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
INTRA C Softball Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
WSUB 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
CAFÉ 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
WSUB Pool	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
INTRA B Football Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)

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OK Cancel

Meeting names are shown at the top.

Shows rooms that are available, unavailable, or have conflicts.

Event Request Form- Requesting Rooms

Assign Room

Room	8/25/2020-9/10/2020 TR 10:00-11:00am	8/25/2020 Tue 10:00-11:00am	8/27/2020 Thu 10:00-11:00am	9/1/2020 Tue 10:00-11:00am	9/3/2020 Thu 10:00-11:00am	9/8/2020 Tue 10:00-11:00am	9/10/2020 Thu 10:00-11:00am
LAND 107	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
GILB 126	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
ALFA 1	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
GILB Lobby	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
WSUB 215	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
Room Details: Student Union Building (SUB) 215 - Tiger's Den	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
CAFÉ 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
WSUB Pool	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)
INTRA B Football Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)

Room Details: Student Union Building (SUB) 215 - Tiger's Den

[View Room Details](#)

Room Type: Conference Room
Capacity: 100
Layout: Default
Campus: On-Campus
Description: Tiger's Den

Feature	Quantity	Category
Computer - PC	1	Default
Mic		Default
Projector	1	Default

Page 1 of 2

OK Cancel

Can hover over the circle to the left of the room... To see the rooms details.

Event Request Form- Requesting Rooms

Assign Room								
Room	Astra Training Me... 8/25/2020-9/10/2020 TR 10:00-11:00am	8/25/2020 Tue 10:00-11:00am	8/27/2020 Thu 10:00-11:00am	9/1/2020 Tue 10:00-11:00am	9/3/2020 Thu 10:00-11:00am	9/8/2020 Tue 10:00-11:00am	9/10/2020 Thu 10:00-11:00am	
<input type="radio"/> LAND 107	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> GILB 126	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> WSUB 205	Selected 3/6	Selected	Selected	Selected	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> ALFA 1	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> GILB Lobby	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> WSUB 215	Selected 3/6	Avail (Request)	Avail (Request)	Avail (Request)	Selected	Selected	Selected	
<input type="radio"/> WALL AUD	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> BIBB Auditorium	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	
<input type="radio"/> BELL 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> HUGH 105	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> PRUI Gym	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> FOUS BAND	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> INTRA B Softball Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> INTRA C Softball Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> WSUB 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> CAFÉ 2	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> WSUB Pool	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> INTRA B Football Field	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	

Page 1 of 2

OK Cancel

Select the rooms you would like to request.

Select "OK"

Event Request Form- Requesting Rooms

* Event Title:
Astra Training Meetings

* Event Description:
We will be hosting training for new scheduling software.

* How many attendees are expected?
1 - 50

* Add a Meeting:

[Request Rooms](#)

Astra Training Meetings

- Astra Training Meetings - Thu, 08/27/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 205
- Astra Training Meetings - Tue, 09/01/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 205
- Astra Training Meetings - Thu, 09/03/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 215
- Astra Training Meetings - Tue, 09/08/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 215
- Astra Training Meetings - Thu, 09/10/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 215
- Astra Training Meetings - Tue, 08/25/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 205

* Setup Begins

* Breakdown/Cleanup Ends
11:15pm

* Room Setup Information:
We would need a classroom style set up with tables and chairs. Two participants per table.

Check that rooms have been added to the meetings.

Event Request Form

* How many attendees are expected?
1 - 50

* Add a Meeting:
Add Meeting **Request Rooms**

Astra Training Meetings

- Astra Training Meetings - Thu, 08/27/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 205
- Astra Training Meetings - Tue, 09/01/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 205
- Astra Training Meetings - Thu, 09/03/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 215
- Astra Training Meetings - Tue, 09/08/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 215
- Astra Training Meetings - Thu, 09/10/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 215
- Astra Training Meetings - Tue, 08/25/2020, 10:00 AM to 11:00 AM, Student Union Building (SUB) 205

* Setup Begins
10:00 am

* Breakdown/Cleanup Ends
11:15pm

* Room Setup Information:
We would need a classroom style set up with tables and chairs. Two participants per table.

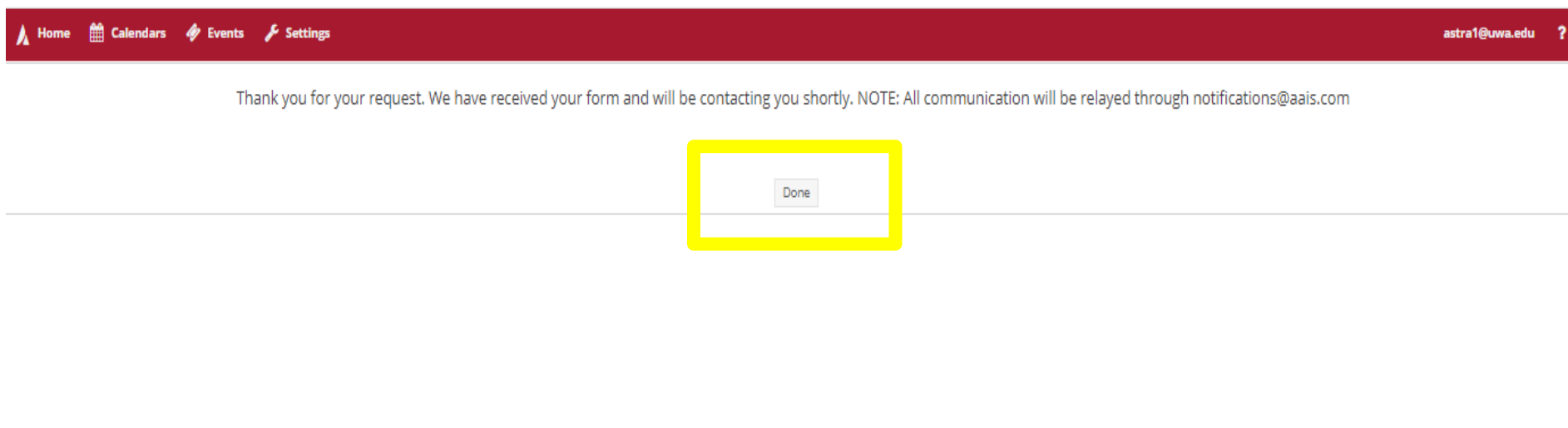
Please provide any additional comments or questions regarding your event:

Submit

Check to make sure all information is correct.

Select “Submit”.

Event Request Form



Select “Done” and you should receive a confirmation email that we have received your request.

This screen and email does not mean the event has been scheduled. You will receive an email that we have either approved or declined your request