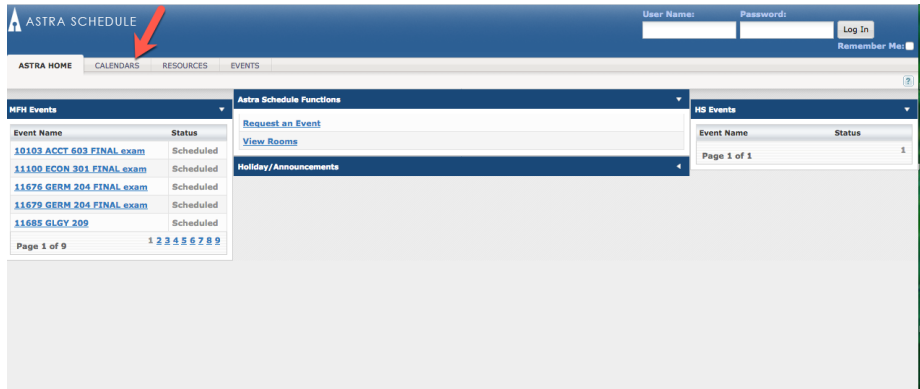
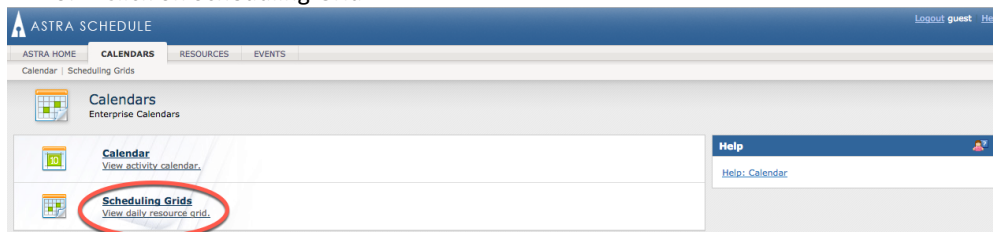


Astra Schedule System How To Guide for SCPA Rooms

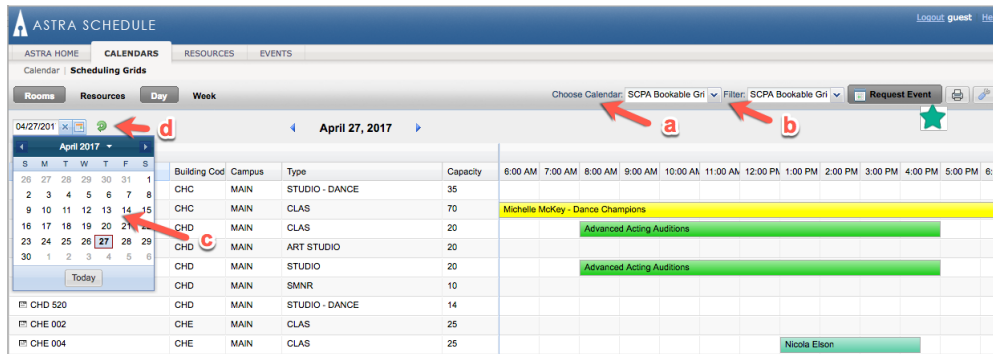
1. Click on <http://adastra.ucalgary.ca/AstraProd/Portal/GuestPortal.aspx>
2. Click on the Calendars tab



3. Click on Scheduling Grid

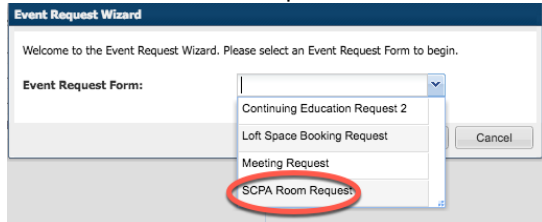


4. Open the SCPA Bookable Grid (see screenshot of steps a-b below)
 - a. Select SCPA Bookable grid from Choose Calendar
 - b. Select SCPA Bookable grid from Filter
 - c. Select the date you want
 - d. Refresh



5. Check the availability in the room you would like. Academic bookings are shown in **blue**; non-academic bookings are shown in **green**. When you know the date and time that you would like to request a booking based on room availability, click REQUEST EVENT. ★

6. Select SCPA Event request and then click next



7. Complete the SCPA Room request form

- a. Fill out Event Information section (see example below) ! Please note Event type is a listing shared across campus- SCPA relevant items are mixed in and cannot be filtered out. Possible selections for our bookings include:

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Performance, Auditions, Midterms (pg 1); Auditions, Conference, Internal Meetings, Jury, Final Exam, Meeting (pg 2); Student Club, Casual Booking, Rehearsal (pg 3).

Event Request (SCPA Room Request)

This form is meant to request the use of School of Creative and Performing Arts (SCPA) studios, meeting rooms, and classrooms, for the purpose of SCPA Faculty, Staff and Student use.

- SCPA Students can request rooms available on the SCPA Bookable Grid only.
- Faculty and Staff can request rooms available on the SCPA Bookable Grid and the SCPA Internal Grid.
- To book a space as all other clients, please contact [University Theatre Services](#) (403-220-4901) to arrange the details of your rental.

The booking request will go to the booking approvers and you will receive an email notification regarding the status of your request; please allow time for processing. You are not guaranteed that your booking request has been approved until you receive the approval notification. Booking priority is in effect for all bookable rooms and studios so you may be removed in favour of higher priority bookings and the booking approvers will work to accommodate you in another appropriate room. Pending requests do not appear in the scheduling grid; please include a second room in your request.

Please review and understand the [SCPA Booking Policy](#).

Event Information

Contact Name:

Contact Email:

Event Name:

Contact UCID#:

Preferred Rooms:

Event Description:

Event Type:

Event Estimated Attendance:

- b. Fill out the event meetings section (first two fields required) **Please leave "requires room" selected**

Event Meetings

Meeting Name*: **Will auto populate for you**

Meeting Type*:

Description:

Max Attendance:

Requires Room

- c. Fill out the meeting recurrence section (see screen shot of steps i-iv below)
- Select the date
 - Select the start time and end time
 - Click create
 - When your event shows up under meeting, click submit request

Meeting Recurrence

Start Time: Time:

Single Meeting(s) | Recurring | Spanning

April 2017 | May 2017

Submit Request | Cancel

Meetings

Name	Start Date	Start Time	End Time	End Date	Room
Class XXX rehe...	04/27/2017	2:00 PM	4:00 PM	04/27/2017	

The booking will go to the approvers in the SCPA office who will confirm the booking based on our current policies. Please allow time for this process to be completed, as with the new request form, the approval process now requires more steps to complete.

A confirmation email will be sent to you by the approver, please note that your booking is not official until you receive this email.