Instructions: This document will show how to request an event in Ad Astra.

1. Navigate to [https://www.astra.tamucc.edu](https://www.astra.tamucc.edu)
   a. Select the ‘Events’ tab and then ‘Request Event’

2. Select the type of request form needed and hit ‘Next’
   a. Standardly the ‘Academic Facilities Request Form- Classrooms and Computer Labs’ form is used unless otherwise needed

3. Begin to fill the selected form as applicable

4. Required information
   a. Contact Information
   b. Event Name
   c. Number of Attendees
d. Event Location
   i. Select ‘Add Meeting’
   ii. Add meeting times and dates of event being requested
   iii. Select ‘Add Meeting’ again

e. Room
   i. If no room is selected, we will choose room that best fits
5. Select ‘Submit’
6. Read acknowledgment and select ‘Done’

7. Request will be sent to scheduling team for approval.
8. An event summary will be sent to your email with details and confirmation