How to request space in Ad Astra.

Visit the Space Reservation page by selecting Room Reservation under Quick Links on the A&M-SA website.

1) Sign in with your network credentials and once on the Home Page, to request a room reservation, either click the Create Event button under the words Events on Campus, or choose Events>Request Event.
2) Then select the appropriate Event Request form based on the space in which you are trying to request:

![Event Request Wizard](image)

3) Once you pull up the appropriate form, complete all the required information (indicated with *), then click **Add Meeting** to specify a date and time for your request.

![Classroom and Conference Room Request Form](image)
4) Complete the Create Meeting(s) form then click Add Meeting.

5) After you have added a meeting click the Assign Rooms button to request a specific room.
6) Only available rooms will display. Click a room to select it and you will see a green Selected icon. Once you have selected the room, click OK.

7) To request resources for event setup such as A/V or furniture, select Assign Resources and choose from the list provided, then press OK.
7) Once you have completed all required fields (designated by an *, you can submit the request by clicking the Submit button on the bottom of the page: