


This is the Home screen

The screenshot shows the home page of Northeastern State University. At the top left is the university logo and name. To the right is a login section with fields for 'User Name:' and 'Password:', a 'Log In' button, and a 'Remember Me:' checkbox. Below the header is a navigation menu with 'ASTRA HOME', 'CALENDARS', and 'EVENTS'. The main content area is divided into three sections: 'Holiday/Announcements' on the left, a central 'Welcome to Northeastern State University!' banner with a 'Request an Event' link, and 'View NSU Events' on the right with a 'Calendar' link. A large text overlay in the center reads: 'You can login from this screen or you can click on the links to view the Calendar or Request an Event/Meeting Room'. Red circles highlight the words 'login', 'Calendar', and 'Request an Event/Meeting Room'. Red arrows point from the text to the login form, the 'Request an Event' link, and the 'Calendar' link.

Holiday/Announcements		
Thanksgiving Break	Campus Closed	11/23/2016
Last Day of Classes (Fall 2016)		12/2/2016
Finals Week (Fall 2016)		12/5/2016
Commencement (Fall 2016)	Tahlequah Campus	12/10/2016
Winter Intersession Classes (2016)		12/12/2016
Winter Break (2016)	Campus Closed	12/22/2016
Spring Intersession Classes (2017)		12/26/2016
First Day Classes (Spring 2017)	16 Week Classes	1/9/2017
Martin Luther King Day	No Classes	1/16/2017
Spring Break (2017)	Campus Closed	3/13/2017
Last Day of Classes (Spring 2017)		4/28/2017
Finals Week (Spring 2017)		5/1/2017
Commencement (Spring 2017)	Tahlequah Campus	5/5/2017
Commencement (Spring 2017)	Broken Arrow Campus	5/8/2017
Summer Intersession Classes (2017)		5/8/2017

Request an Event or Meeting (Contact Information and Event Details)

 **NORTHEASTERN STATE UNIVERSITY** Logout guest Help

ASTRA HOME CALENDARS **EVENTS**

Event Request

Editing...

Event Request - Event Request Form

Thank you for choosing Northeastern State University for your event.

Submit form at least 14 days before event.

Please review our room reservation and policy guidelines prior to completing this form.
<https://procedures.nsuok.edu/auxiliaryservices/UniversityCenterPolicies.aspx>
For questions or concerns, please call Tahlequah at 918-444-2500 or Broken Arrow at 918-449-6135.

Contact Information

Organization/Department/Company:*

Contact Name:*

Email:*

Phone:*

Event Details

Name of Event:*

Event Meetings

Meeting Name*:

Meeting Type*:

Description:

Max Attendance: Requires Room

You will fill in all the required information in the Contact and Event areas. Be sure to add an approximate # for attendance; it will need to be at least 1.

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 2:30 PM End Time: 3:30 PM

Meetings

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input type="checkbox"/>	None						

/NortheasternU/events/EventReqForm.aspx Astra v7.5.15.410 SqlServer

Request an Event or Meeting (Meeting Recurrence)

Event Request
Editing...

Event Request - Event Request Form Event Meetings

Meeting Name*: Max Attendance:
Meeting Type*: Requires Room
Description:

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: End Time:

November 2016							December 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

Meetings

Name	Start Date	Start Time	End Time	End Date	Room	Resources
None						

Choose your times and date(s).
Then click the 'Create' button.

Please provide any additional equipment and services and their respective quantities if not previously present:

Would you need food and/or beverages for your event?*:

Please contact Sodexo for catering information:
Tahlequah Campus | 918-444-2550 | sodex001@nsuok.edu
Broken Arrow Campus | 918-449-6293 | sodex004@nsuok.edu

Request an Event or Meeting (Meetings)

Event Request
Editing... Submit Cancel

Event Request - Event Request Form Event Meetings

Meeting Name*: Example
Meeting Type*: Break
Description:
Max Attendance: 25
 Requires Room

Meeting Recurrence

Create

Single Meeting(s) Recurring Spanning

Start Time: 11:00 AM End Time: 2:00 PM

November 2016 December 2016

Today Clear

Meetings

Request Rooms Request Resources Delete

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Example	12/16/2016	11:00 AM	2:00 PM	12/16/2016		

Be sure to 'check' the box next to your event/meeting.
Now you are ready to choose a room and resources.

Please provide any additional equipment and services and their respective quantities if not previously present:

Would you need food and/or beverages for your event?:* Yes

Please contact Sodexo for catering information:
Tahlequah Campus | 918-444-2550 | sodex001@nsuok.edu
Broken Arrow Campus | 918-449-6293 | sodex004@nsuok.edu

Request an Event or Meeting (Choosing a Room)

Event Request

Meeting Name*: Example

Meeting Type*: Break

Description:

Meeting Recurrence

Start Time: 11:00 AM End Time: 2:00 PM

November 2016 December 2016

Assign Room

Filter

Saved Filter: [dropdown]

Room

Show Alt Room Configs

Capacity: Between 25 and [dropdown]

Campus (1)

Tahlequah

Feature

All

Building (1)

UC University Center

Search

Room	Score	Example
UC Terrace - Ballroom Terrace	100	Avail (Request)
UC 313 - Dogwood (Banquet)	91	Selected
UC 222 (Theater)	84	Unavailable
UC 222	84	Unavailable
UC 313 - Dogwood (Theater)	81	Unavailable
UC 313 - Dogwood	81	Unavailable
UC 224	79	Avail (Request)
UC 223	79	Avail (Request)
UC 224 (Theater)	79	Avail (Request)
UC 223 (Theater)	79	Avail (Request)
UC 225	77	Avail (Request)
UC 226 (Theater)	77	Avail (Request)
UC 226 (Classroom)	77	Avail (Request)
UC 225 (Classroom)	77	Avail (Request)
UC 226	77	Avail (Request)
UC 225 (Theater)	77	Avail (Request)

Page 1 of 3 Meetings: 1 of 1

You can choose from different filters to select your room.

Campus Building Features Set-up

The columns are expandable

Please provide any additional equipment and services and their respective quantities if not previously present:

Would you need food and/or beverages for your event?:* Yes

Please contact Sodexo for catering information: Tahlequah Campus | 918-444-2550 | sodex001@nsuok.edu Broken Arrow Campus | 918-449-6293 | sodex004@nsuok.edu

Request an Event or Meeting (Choosing Resources)

You can choose from different filters to select your resources.

There is usually several pages to look through so be patient and keep scrolling.

You can change the filter numerous times and it will save what you have chosen.

You will need to tell it how many you want of each thing. For AV it is usually (1), but for tables and chairs; you will need to divide your attendance by how many chairs you want at the table.

Add Resource

Filter

Saved Filter: [dropdown]

Resources

Resource Type [dropdown]

Resource Category [dropdown]

Resources	Qty	Event Request...
Banquet Style - 60" Round Tables / 6 Chairs (Black Padded)	84	Selected 5 of 84
Speaker (Mackie Column Sound System)	2	Selected 1 of 2
AV Media Player	1	Unavailable
Auxiliary - Broken Arrow/Muskogee	999	999 Avail (Requ..)
Auxiliary - Setup - Broken Arrow/Muskogee	999	999 Avail (Requ..)
Auxiliary - Setup - Tahlequah	999	999 Avail (Requ..)
Auxiliary - Tahlequah	999	999 Avail (Requ..)
Auxiliary - Teardown - Broken Arrow/Muskogee	999	999 Avail (Requ..)
Auxiliary - Teardown - Tahlequah	999	999 Avail (Requ..)
Banquet Style - 60" Round Tables / 6 Chairs (Black Padded)	55	Unavailable
Banquet Style - 60" Round Tables / 6 Chairs (Green Padded)	83	83 Avail (Request)
Banquet Style - 60" Round Tables / 6 Chairs (Green Padded)	14	Unavailable
Banquet Style - 60" Round Tables / 6 Chairs (Grey Plastic)	5	5 Avail (Request)
Banquet Style - 60" Round Tables / 6 Chairs (Metal Folding)	15	Unavailable
Banquet Style - 60" Round Tables / 6 Chairs (Pink Padded)	63	63 Avail (Request)
Banquet Style - 60" Round Tables / 6 Chairs (Red Plastic Rail)	84	84 Avail (Request)

Search


Page 1 of 7

Meetings: 1 of 1

Page 1 of 1

OK Cancel

Request an Event or Meeting (Catering and Submitting)

 **NORTHEASTERN STATE UNIVERSITY** Logout guest Help

ASTRA HOME CALENDARS **EVENTS**

Event Request Form Editing... **Submit** Cancel

Event Request - Event Request Form

Event Meetings

Meeting Name*: Max Attendance:

Meeting Type*: Requires Room

Description:

Meeting Recurrence Create

Single Meeting(s) Recurring Spanning

Start Time: End Time:

November 2016 | December 2016

S	M	T	W	T	F	S
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	1	2	3
4	5	6	7	8	9	10

S	M	T	W	T	F	S
27	28	29	30	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	6	7

Meetings Request Rooms Request Resources Delete

	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Example	12/16/2016	11:00 AM	2:00 PM	12/16/2016	UC 313 - Dogw...	Speaker (Mackie Column Sound System), Banquet Style - 60" Round Tables / 6 Chairs (Black Padded),

Please provide any additional equipment and services and their respective quantities if not previously present:

Would you need food and/or beverages for your event?:*

Please contact Sodexo for catering information:

/NortheasternU/events/EventReqForm.aspx Astra v7.5.15.410 SqlServer

Calendar

November - 2016

Calendar Search | List | Day | Week | Month

Choose Calendar: Community Guest | Filter: Guests | Request Event

Oct 30, 2016	Mon 31	Nov 1	Wed 2	Thu 3	Fri 4	Sat 5
	8:30a Hold for OCAST Technology Showcase Set up 8:30a Hold for OCAST Technology Showcase Set up 8:30a Hold for OCAST Technology Showcase Set up 8:30a Hold for OCAST Technology Showcase Set up 8:30a Hold for OCAST Technology Showcase Set up 8:30a Hold for OCAST Technology Showcase Set up 8:30a Hold for OCAST Technology Showcase Set up	8a OCAST Technology Showcase 8a OCAST Technology Showcase 8a OCAST Technology Showcase 8a OCAST Technology Showcase				
6	Today 2:53 pm 12p OBI Blood Drive	8	9	10	11	12
13	14 9a OK State Regents Gear UP	15	16	17	18	19
20	21	22	23	24	25	26
		Thanksgiving Break	Thanksgiving Break	Thanksgiving Break	Thanksgiving Break	1p Miss Broken Arrow Pageant
27	28	29	30	Dec 1	2	3
Thanksgiving Break				Last Day of Classes (Fall 2016)	4p Excell Music	

There are filters to search the calendars with