

- 1) Navigate to <http://skylinecollege.edu/eventsconferences/eventrequest.php>
- 2) Select the “Make request” box under Internal Requesters.

The screenshot shows the Skyline College website's "Event Reservation Requests" page. At the top, there is a navigation bar with links for ADMISSIONS, ACADEMICS, CAREER, STUDENTS, CAMPUS RESOURCES, and ABOUT. Below this is a breadcrumb trail: Skyline College / About Skyline College / Events / Conferences / Facilities Rental / Event Reservation Requests. On the left, a sidebar lists "Events / Conferences / Facilities Rental" with sub-links for Overview, Available Facilities, and Reservation Request Form. The main content area is titled "Event Reservation Requests" and is divided into two sections: "External Requesters:" and "Internal Requesters:". The "Internal Requesters:" section is circled in red and contains the text "I am an SMCCD employee who would like to place an event request at Skyline College." and a red "Make request" button.

- 3) Sign into Astra Schedule using your SMCCD ID (not including @smccd.edu) and password.

The screenshot shows the Astra Schedule login page. At the top, it says "ASTRA SCHEDULE". Below this is a navigation bar with links for ASTRA HOME, CALENDARS, and EVENTS. The login section features two input fields labeled "Email/Name:" and "Password:", a "Log In" button, and a "Remember Me:" checkbox. The login fields and button are circled in red.

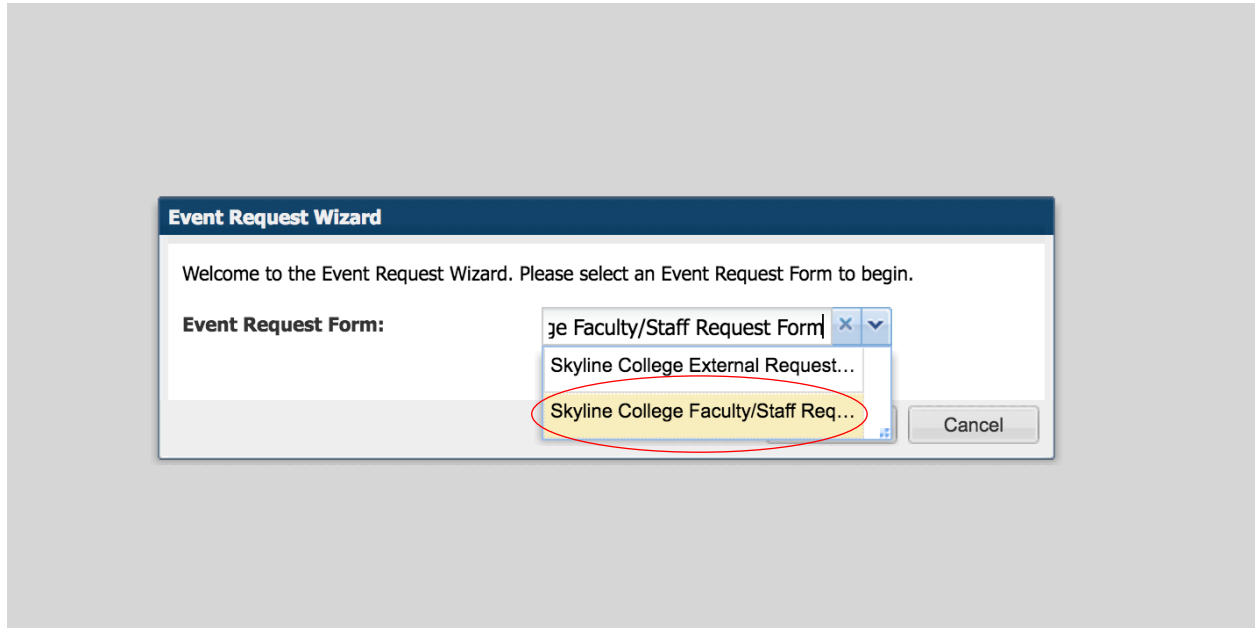
- 4) Select “Events” from the top ribbon of the Astra Schedule page.

The screenshot shows the top ribbon of the Astra Schedule page. It includes the "ASTRA SCHEDULE" logo and a navigation bar with tabs for ASTRA HOME, CALENDARS, ANALYTICS, ACADEMICS, RESOURCES, EVENTS, PEOPLE, REPORTING, and SETUP. The "EVENTS" tab is circled in red.

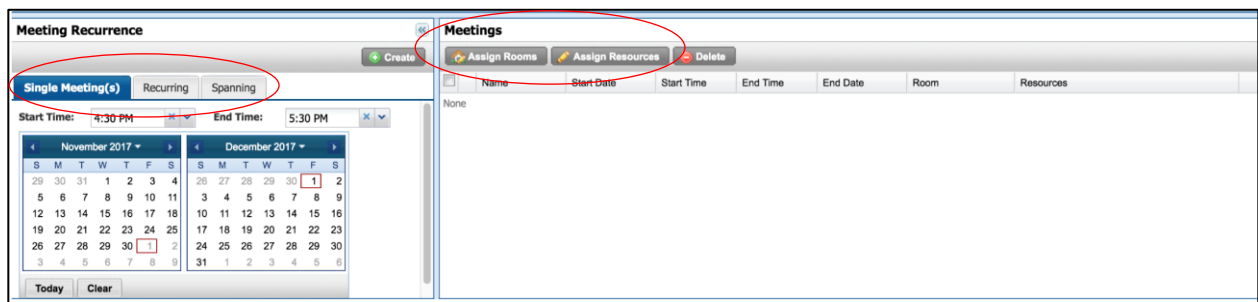
- 5) Select “Event Request.”

The screenshot shows the "EVENTS" page in Astra Schedule. The navigation bar includes tabs for ASTRA HOME, CALENDARS, ANALYTICS, ACADEMICS, RESOURCES, EVENTS, PEOPLE, REPORTING, and SETUP. The "EVENTS" tab is selected. Below the navigation bar, there is a sub-navigation bar with links for Events, Event Wizard, Event Request, and Notifications. The "Event Request" link is circled in red. The main content area is titled "Events" and contains a list of options: "Events" (View and manage your Events), "Event Wizard" (Create a new event using a step-by-step, guided process), "Event Request" (Request a new event using a step-by-step, guided process), and "Notifications" (Approve, deny and request more information for event requests).

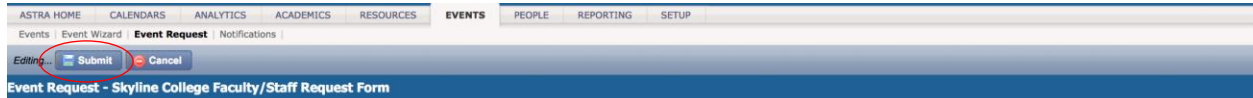
6) Select “Skyline College Faculty/Staff Request Form” and press Next.



- 7) Fill out all pertinent information for your event, paying close attention to the required fields (denoted with a *).
- Note that you can set up meetings to be single, recurring, or spanning in the “Meeting Recurrence” section.
 - To select the specific room, please press the “Assign Rooms” button and make your selection from the available spaces on Skyline’s campus.
 - For special equipment / services requests, please press the “Assign Resources” button for A/V equipment, custodial services, or any other special requests.



- 8) Once all of these fields have been completed, scroll back up to the top of the form and press the “Submit” button.



For any events/meetings that require room setup or media support, please submit your request at least **two weeks** in advance.

Please contact Linda Bertellotti at 650-738-7141 or Annie Trinh at 650-738-4431 if you have questions about this form.

- 9) Your event request has been submitted. You will hear back from a member of the Facilities Rentals and Events team shortly.