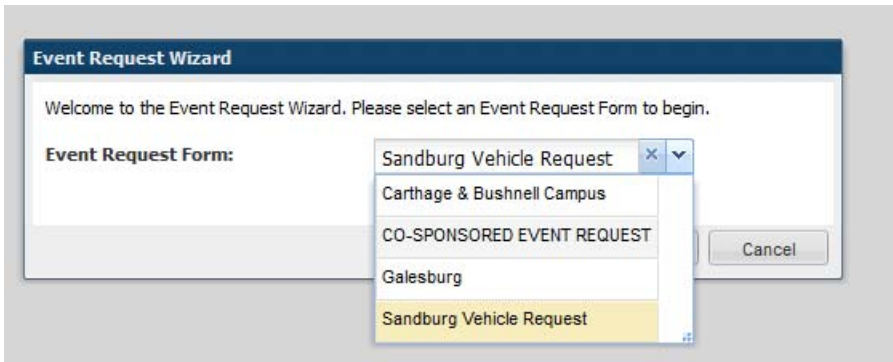


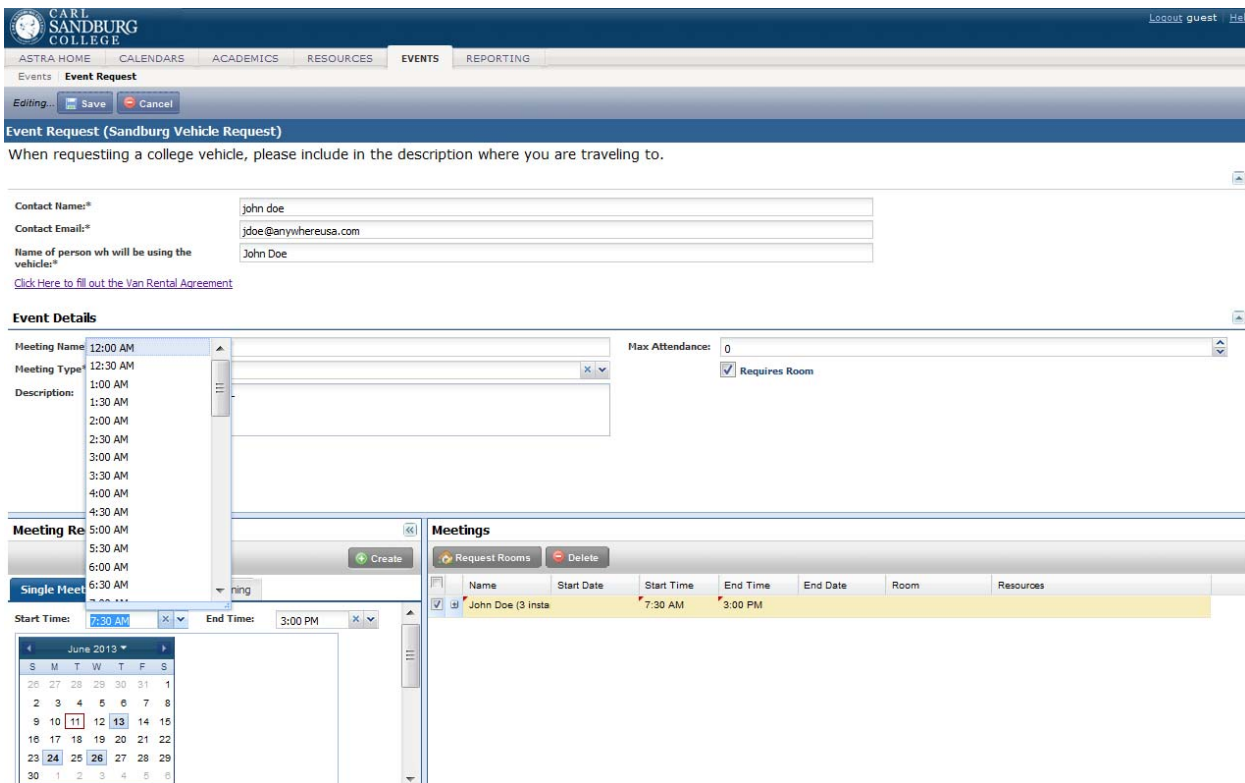
How to Request A Sandburg Vehicle

In Astra Schedule, from the Homepage, choose "Request an Event" under Astra Functions. The screen below will load. You will need to choose Sandburg Vehicle Request, and then click Next.

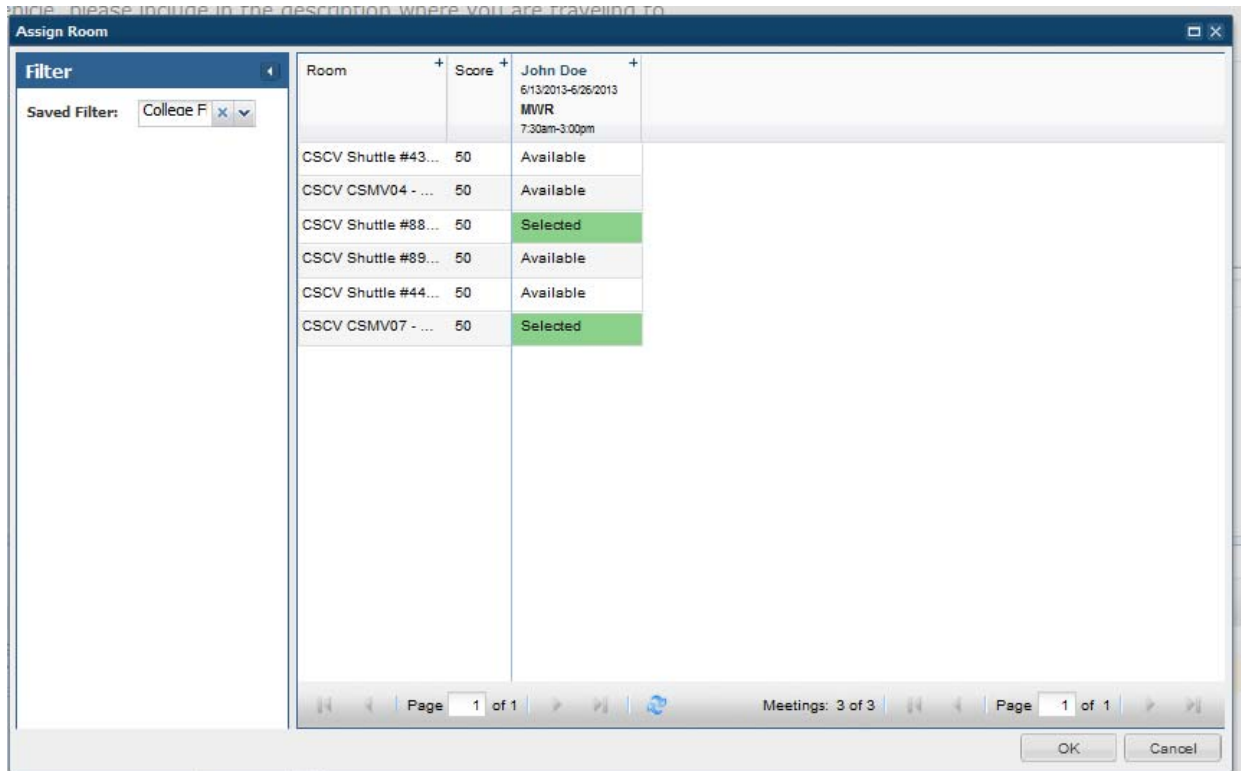


In the event request information portion of the screen fill in the following fields: Contact Name, Contact Email, Name of person who will be using the vehicle. In the Event Details, put the person's name who will be using the vehicle, from the drop-down menu for the meeting type choose College Vehicle. In the description enter the travel destination.

In the Meeting Recurrence portion of the request choose the date by clicking on it (please note you can choose more than one day if needed, they will be highlighted in blue) use the drop-down menu or type in the start and end times you will need the vehicle, then click the Create button. The request will show up under the Meetings field. Click the box next to the meeting and then click the Request Rooms button.



A listing of the College vehicles will load. There are four shuttles and two minivan. You may choose any that are listed as available. When you have made your choice, click OK.



The system will take you back you the previous screen. In the Meetings section, click on the plus sign next to the meeting name. This will show you what you have requested and give you the option to delete if needed. If you don't have any other adjustments, click on the link in the Event Request portion of the form to fill out the **Carl Sandburg College Van / Activity-Bus Use Request Form**. When you have filled this form out and emailed it click the save button at the top left of the request screen.

Once you click the save button you will get this message.

