

GSC Astra Schedule Quick Reference Guide

The following guide describes how to submit a request for event space in the Gallagher Student Center using Astra Schedule. For detailed policies and procedures regarding use of the Gallagher Student Center, see the GSC's [Reservation and Facility Usage Policies](#).

- 1) Start by visiting Xavier University's Astra Portal at <https://www.aaiscloud.com/XavierU/Default.aspx> or by clicking the Facility Reservation link on the GSC's webpage.
- 2) Login in with your Xavier credentials or continue as guest.
- 3) Click on **Request an Event**.
- 4) In the **Event Request Form** drop down menu select **Gallagher Student Center Reservation Request**.
- 5) Completely fill out the information requested in the **Contact Information** and **Event Information** sections.
- 6) Click **Add Meeting** to open new window.
- 7) Use the next window to select the date and time of your meeting(s). When the time and date of the meeting has been selected, click the **Create** button to add the meeting. **Recurring** and **Spanning** meetings can also be requested by clicking the respective tab.
- 8) When the meeting(s) have been added, check the box associated with the meeting and click the **Add Meeting** button in the bottom right of the window.
- 9) Click the **Request Rooms** button on the bottom right of the screen.
- 10) Select an available space and click the **OK** button.
- 11) You are now ready to complete your request by clicking **Submit** in the upper left hand corner.

You will receive an email confirmation of your request along with an additional email alerting you that your request was approved or denied. A GSC staff member may reach out to you with additional questions regarding your request. Your request will be processed within two business days.

Contact the Gallagher Student Center Manager at marshallc5@xavier.edu, the Operations Supervisor at studentcenter@xavier.edu, or 513-745-3201 with any questions.