Reserving Space at CSU
Placing eQuest
Managing CSUinvolve

Training Recap

Cougar Scheduler, also known as *Astra Schedule*, is the hub for all space/room reservations. These reservation requests must be submitted AT LEAST 12 days in advance.

To find this form, go to ColumbusState.edu. Use the "Select a Site" drop down box and click "Reservations and Rentals". Click "Request Space Now".
OR
From the CSUinvolve homepage, Use the "Campus Links" drop down box and click "Cougar Scheduler"

Once in Cougar Scheduler, go through and complete the Event Request Form. This form only requests the use of the space. Following space approval, have your adviser submit an eQuest for event setup needs.

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eQuest is basically the space/room set-up portal. We ask that your advisor request for room needs AT LEAST 7 days in advance to ensure appropriate accommodations. This must be done by your on-campus advisor, as they have the access to this portal via their MyCSU "staff" tab and are held responsible for all organizational gatherings.

Things for your advisor to keep in mind when placing eQuest requests: room set-up needs (tables, chairs, linen, etc.), audio visual needs, signage, technician needs (for larger events and spaces, such as University Hall Auditorium and Rec Center), and timeline.

For any questions regarding Cougar Scheduler and eQuest, please contact University Support Services: 706-507-8203 or by email: logistics@columbusstate.edu

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CSUinvolve is Columbus State's student organization online portal that allows you as an organization to advertise your events, meetings, and other information, while giving other students, faculty and staff access to such information. Please note that event submissions must be placed AT LEAST 5 days in advance.

To access CSUinvolve, visit csuinvolve.columbusstate.edu.

Here are some helpful CSUinvolve User Guide links:
Creating an event: http://clubs-orgs/docs/csuinvolve_make_an_event.pdf
Managing your org. page: http://support.collegiatelink.net/hc/en-us/articles/204033594-Manage-Your-Organization-Page-video-
Additional User Guides: http://support.collegiatelink.net/hc/en-us/sections/200722374-Organizations

For any questions regarding CSUinvolve, please contact Student Life and Development at 706-507-8590 or email: sld@columbusstate.edu.