Where do I find my Org’s reservations/requests?

*Or “Did my colleague/club chair request the space?”*

https://25live.collegenet.com/pro/ramapo#!/home/dash

Above link brings you to the Dashboard

Enter Dept/Office/Club name under Organization

Click on dates to select week or use arrows.

Click on Event title to go into reservation for details and status.
IN THE RESERVATION

This is the top section of the event reservation.

The bottom section displays:

- names of the requestor & scheduler
- event type & category
- creation date
- # people
- confirmation notes
- The "More Actions" tab allows you options to:
  - email yourself
  - print the report (reservation)
  - add to calendar (*iCal into Microsoft Outlook only at this time*)

Note: Catering needed still requires contact w/Dining Services. catering@ramapo.edu