

I Don't have an Event Form on 25Live

Or "How do I Request a Space?"

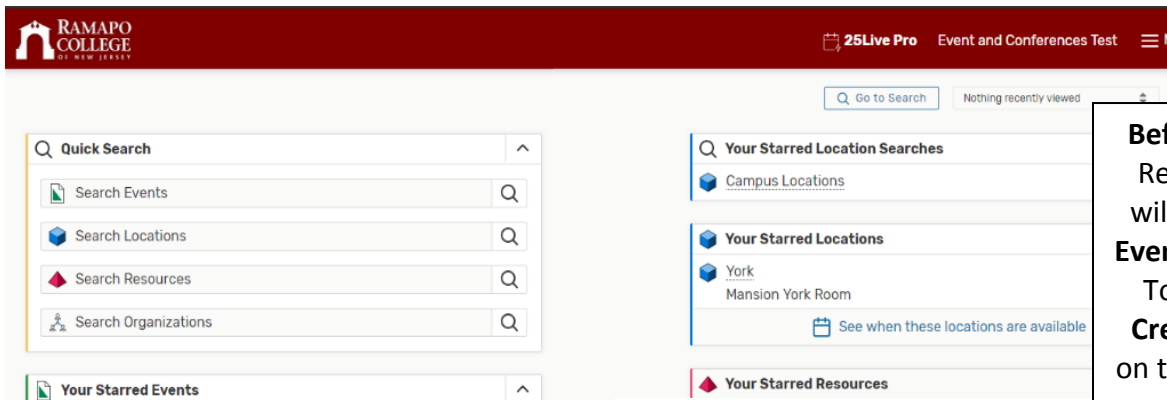
The screen below will appear after the 1st log-in for most users. This is the "View Only" group for the Ramapo community to access 25Live to search for event information, locations information, etc.

Or you have not been in 25Live yet but know you want to request a space.

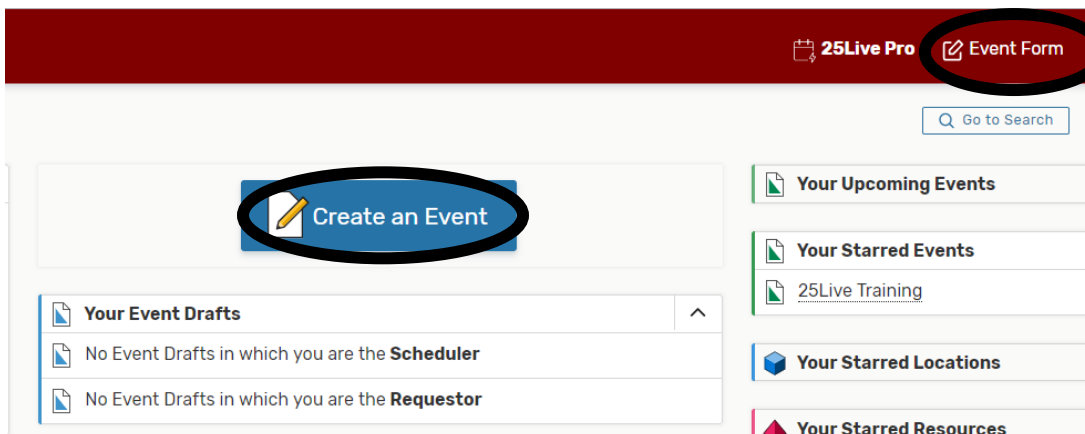
To obtain access to Request Campus Space:

1. **Email:** dspina@ramapo.edu or scheduling@ramapo.edu.
2. **Subject Line:** Need Request Access to 25Live
3. **Body of Email:** Your campus role (Student or Fac/Staff) and office/depart/club. For clubs make sure inform CSI that you are one of the two authorized requesters.

Allow up to 48 Hours for Events and Conferences change you to a Requester.



Before you are a Requester, you will NOT see the **Event Form** on the Toolbar or the **Create an Event** on the Dashboard.



After you have been made a Requester the **Event Form** will appear on the Toolbar and the **Create an Event** button will appear on the Dashboard.