"Pending" Error in the Availability Grid

Have you experienced one of the following?

1. You are in the availability grid to request a space and see the following symbol in the time slot you want.

   OR

2. You chose your room and time in the Availability Grid and started filling out the Event Form. You clicked the back arrow before completing the form. Now at that same time you see the following symbol.
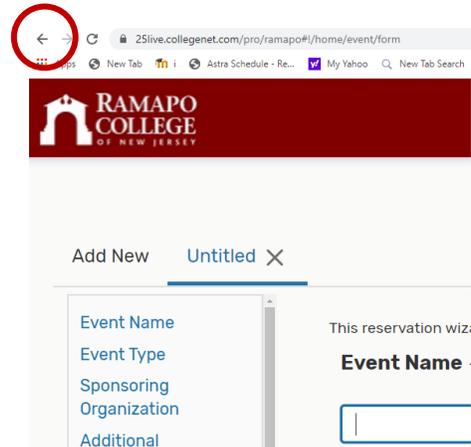
What to Do

Contact Events and Conferences with the: room name, date and time. It mus be removed administratively. Once reported it only takes a few minutes to remove.

Contact Info:

scheduling@ramapo.edu, dspina@ramapo.edu or call 201-684-7590

How to Avoid Creating the Error

When in the Event Form, Cancel or Start over. Do not hit back arrow.