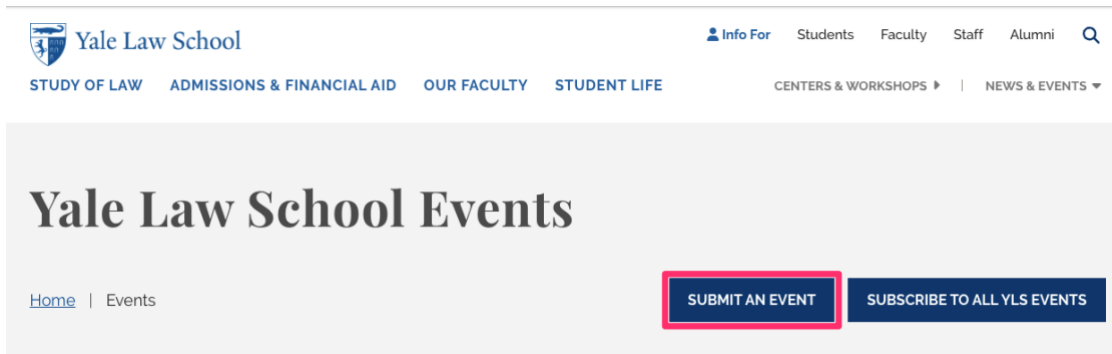


HOW TO SUBMIT (AND EDIT) EVENTS TO THE YLS EVENTS CALENDAR

The following is a guide with tips on how to submit events to the **YLS online calendar**. If you have any questions or problems, please contact **Adrienne Webb** at (203) 432-6460 or email adrienne.webb@yale.edu.

SUBMIT A NEW EVENT

Navigate to the [Yale Law School Events page](#). Click on **Submit an Event**.



CONTENT

- **Event title:** Fill in the title of your event. Note that there is a character limit. Titles must fit within the limit or will be cut off.
- **Event Description:** Do not copy and paste your event information from another source; this will cause formatting issues. Instead, paste it as plain/ unformatted text or retype the information.
- **Attachments:** If you would like to include documents related to your event. Multiple files may be added.
- **Sponsoring Organization:** list all presenting groups.

EVENT INFO

- **Event Date:** Input month, day, and year as well as start and end times. Recurring dates may use the dropdown for multiple occurrences.
- **Location:** add Room number. If you do not yet have an assigned room, please list as **TBD**.
- **Event link:** if you have a web page for your event, please include the URL here. Link text is what will display on the page with the hyperlink.
- **Tag:** Select the appropriate audience type

- **Moderation:** Select **Needs Review** from the **Save as** dropdown to complete your request. Then click **Save**. An alert will be sent to the **Office of Public Affairs** who will review and publish your event.

Save as: Needs Review ▾

Save Preview

TO EDIT AN EVENT

1. [Log in to the Yale Law School website](#) with your Net ID and password.
2. Navigate to your event on the calendar and open it by clicking on it.
3. Click on **Edit** (next to **View**) between the title and description of the event.

View Edit De

This sharing space

4. This will bring you to the original submission form where you can make your edits.
5. Select **Needs Review** from the **Save as** dropdown to complete your request. Then click **Save**. At that time your request will go into a queue for approval by the **Office of Public Affairs**.