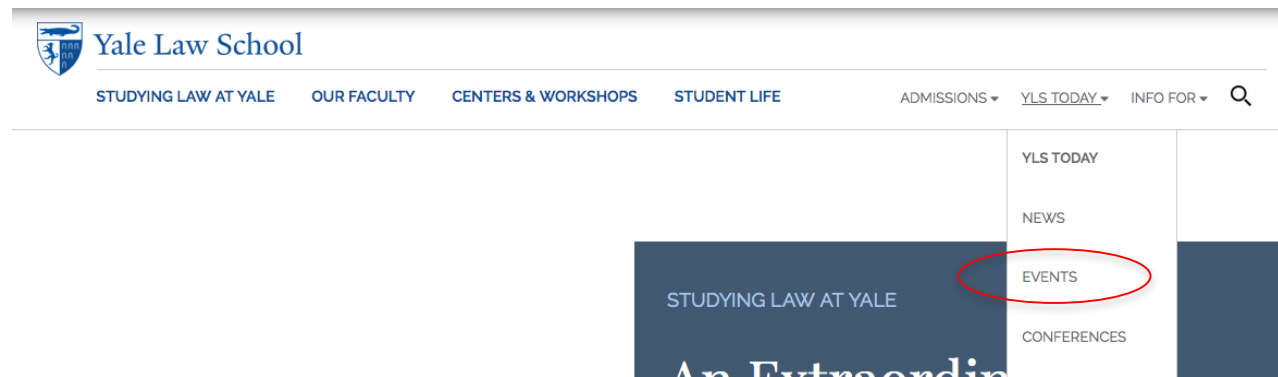


How to Submit (and edit) Events to the YLS Event Calendar

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 432-6460; adrienne.webb@yale.edu

1. On the YLS home page, click on Events in the pull-down menu under YLS Today.



2. This will take you to the Calendar landing page. Click "Submit Event"

EVENT DETAILS:

Date: Choose "Show End Date." This will allow you to list the event Start and End times.

Location: add Room number. If you do not yet have an assigned room, please list as TBD.

Event URL: if you have a web page for your event, please include the URL here.

EVENT CONTENT:

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.

Click on the **Save** button to complete your request. An alert will be sent to the Office of Public Affairs who will review and publish your event.

► MODERATION

Revision information
New revision

Revision log message

Created by yls6.

Provide an explanation of the changes you are making. This will help other autho

Moderation state

Needs Review ▼

Set the moderation state for this content.

Save

To Edit an Event

1. Go to: <https://www.law.yale.edu/cas> and log in with your Net ID and password.
2. Go to your event on the calendar and open it.
3. Look down to the **VERY** bottom of the left side of the page and click "Edit Node".
4. This will bring you to the original submission form where you can make your edits.
5. Click on the **Save** button to complete your request. At that time your request will go into a queue for approval by the Office of Public Affairs.