How to Submit an Event 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.”

3. This will take you to an introductory page with information about the calendar. To access the form to list your event, click “login to submit an event” and enter your Net ID and password. Please note: this page also contains a link to the AV Services request form.
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EVENT DETAILS:

Date: Choose “Show End Date.” This will allow you to list the event Start and End times. Please note this feature utilizes the 24-hour clock, but times will be displayed using conventional times on the calendar.

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

Open to: Select the audience for your event here: public, the Yale community, or the YLS community only.

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 directly from another source; this will cause formatting issues. Instead, paste as text using the icon circled in in the screenshot below. Or you may type directly into the Event Description field.

Attachments: Use this if you would like to include documents related to your event. Multiple files may be added.

Sponsoring Organization: Please list all presenting groups.

TO SUBMIT FOR REVIEW:

Scroll down to the bottom of the form and select Revision Information from the list of settings at the bottom left of the form.

Choose Needs Review from the pull-down tab under Moderation state. Wait for the “Please wait” timer to finish.
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Click on the **Save** button to complete your request. At that time your request will go into a queue for review and approval by the Office of Public Affairs. You will be notified by email when as a confirmation and when it is approved.

**REVISING AN EVENT**

If you need to make a change or addition to your event, go to: law.yale.edu/user, and log in using your Net ID and password. **Find your event on the calendar** and select it: scroll to the bottom of the page, and select “Edit Node.” Make your edits and follow the process above for Submit for Review.

Please contact Public Affairs with any questions.