

# NYU Law –Web Help: Calendar

## TOPICS:

Adding, Editing and Deleting Events



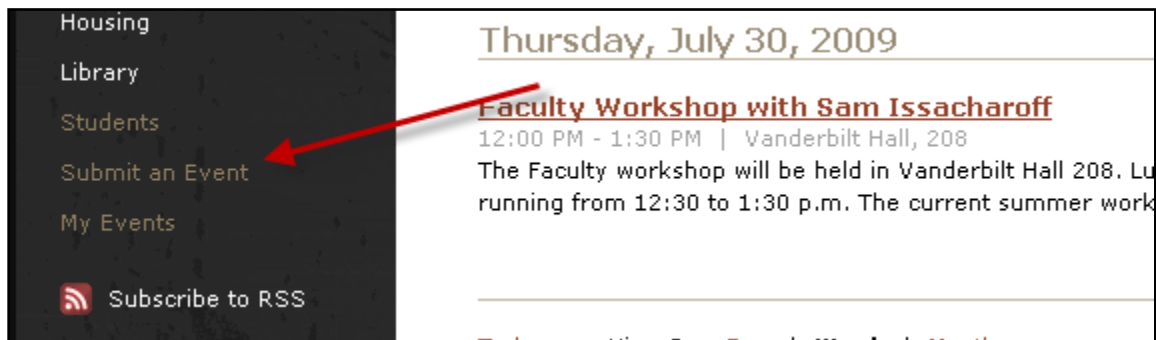
- A. Adding an event – Page 1
- B. Editing or Deleting an event – Page 2

## A. Adding an event to the Law School web calendar

1. Go to the web calendar by clicking 'Calendar' at the top of any Web site page.



2. Click the 'Submit an Event' link in the left side menu.



3. Log in using your netID account
4. Fill out the form fields. Here are some tips for specific fields:
  - **Title & Description** – please do check spelling, these events are seen by all
  - **CLE credit** – make sure to check this box if you are offering CLE credit
  - **Start & End Time** – please follow the format noted in parentheses

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- **Location** – see if your location is in the first dropdown, if not, select the “Enter a new location” radio button to add yours
- **Audiences** – tell us who your event is aimed at
- **Sponsor** – first choose a category, then a specific sponsor. If you don’t see your group listed, please add it manually
- **Contact** – please do include contact information, especially a name and email address
- **Open to public?** – please make sure to indicate whether this event is private or not
- **RSVP** – is there a date when people should RSVP by? If not, you can leave blank

5. Click the Preview button
6. Review your information
7. When entries are all correct, hit SUBMIT button.

### **B. Editing or deleting events you have previously added**

1. Return to the calendar page
2. Click on My Events in the left side menu
3. Log in if needed
4. You will see a list of events that you have submitted
5. Click the event title you would like to edit or delete
6. On the right side of the event page, you will see a sidebar titled “Manage Event”
7. Pick the action you would like to perform with this event
8. If edit, make your changes and click Preview, then Submit.
9. If delete, confirm your action by hitting the “Yes, delete...” button