

Law School Calendar Posting & EMS

Add your event to the Calendar here:

<https://its.law.nyu.edu/eventcalendar/>

- Go to My Events
- Login

The screenshot shows the NYU Law Events Calendar interface. At the top, there is a navigation bar with the NYU Law logo and a 'QUICKLINKS' menu. The menu items include: JD Admissions, LLM/JSD Admissions, Executive Programs, About NYU Law, Faculty & Scholarship, Academics & Courses, Current Students, Alumni & Giving, Global Opportunities, Law & Business, Public Service, and Centers & Institutes. Below the navigation bar, there is a calendar for August 2017. The calendar shows dates from 1 to 31. To the right of the calendar is a search bar with a 'Keyword' field and a 'Search' button. Below the search bar, there is a link for 'more search options' and a note '- by date, sponsor, and CLE credit'. Below the search bar, there are view options: 'Today', 'View By: Day | Week | Month', 'List | Grid', and navigation links for '< Previous Month | Next Month >'. The main content area displays a calendar grid for August 2017. The grid has columns for Sunday through Saturday. The events listed are: OCS 2017: Interview Skills Workshop (Tuesday, August 1st); Transfer Student Orientation (Monday, August 7th); OCS 2017: Practice Interview Evening (PIE) (Monday, August 7th); Early Interview Week (Wednesday, August 9th); West Coast Connection Student/Employer Reception at EIW 2017 (2Ls, 3Ls) (Thursday, August 10th); and Transfer and Visiting Student Registration Ends (9:30 am) (Friday, August 11th).

NYU | LAW

QUICKLINKS

- JD Admissions
- Faculty & Scholarship
- Global Opportunities
- LLM/JSD Admissions
- Academics & Courses
- Law & Business
- Executive Programs
- Current Students
- Public Service
- About NYU Law
- Alumni & Giving
- Centers & Institutes

← August 2017 →

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NYU Law Events Calendar

Keyword Search

more search options - by date, sponsor, and CLE credit

Today View By: Day | Week | Month List | Grid < Previous Month | Next Month >

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 OCS 2017: Interview Skills Workshop	2	3	4	5
6	7 Transfer Student Orientation Transfer and Visiting Student Registration Begins OCS 2017: Practice Interview Evening (PIE)	8	9 Early Interview Week	10 Early Interview Week West Coast Connection Student/Employer Reception at EIW 2017 (2Ls, 3Ls)	11 Early Interview Week Transfer and Visiting Student Registration Ends (9:30 am)	12

All Events

- Academic 2016-2017
- Academic 2017-2018
- Admissions (JD)
- Admissions (LLM/JSD)
- Continuing Legal Education (CLE)
- Colloquia
- Faculty
- Student Organizations
- Create New Event
- My Events
- Subscribe to RSS

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- Go to My Events
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- Click Add to Calendar

Home > Event Management System > My Events

My Events

Approved Space Booking Requests

If you want to show one or more of these events on the Law School calendar, click the "Add to Calendar" link next to the event.

Show entries

Title	Date/Time	Location	Manage
Student Group Treasurer Training (SBA and Journal)	08/30/2017 03:05 PM-04:05 PM	VANDB-Smart Classroom 214	Add to Calendar



Law School Calendar Posting & EMS

Add your event to the Calendar here:

<https://its.law.nyu.edu/eventcalendar/>

- Go to My Events
- Login
- Click Add to Calendar
- Complete your entry in the Event Management System (EMS)

Home > Event Management System > Create New Event

New Event

General | Date, Time, Location | Sponsor | Publish

Pre-populate this form with data from a previous event:
Select an event to pre-populate this form

Event Title:
Student Group Treasurer Training (SBA and Journal)

Event Type:
[Dropdown]

Event Description: (Max characters:5000)
[Rich Text Editor]

Path: p

CLE Credit Available? [No]

Is this event open to the public? [Yes]

Contact Name:
[Text Field]

Contact Email:
[Text Field]

Contact Phone:
[Text Field]



Law School Calendar Posting & EMS

When you select that various VIPs will be attending, this should not be the first time the various offices are hearing of this event. Please notify the appropriate departments beforehand.

For Example:

- If you want to invite alumni to attend or speak at your event, you should have been working with Alumni Relations already.
- Faculty are very busy – invite in advance, and confirm after the event request is approved.

Attending VIPs:

Will you be inviting VIPs from any of the following categories? (check all that apply)

None - I do not intend to invite any VIPs to this event

Alumni

Faculty

Judges

Law Firm/Corporate Representative

Public Interest/Government Representative

Other Prominent/Public Figure

Other Outside Guest

Press or Media Organization

Please also provide names, firms, and organizations if you know them.

[Save and Continue](#)

Law School Calendar Posting & EMS

Payment Type:
Student Group

Chartfield Number:
65182 20 53441 LSB63 M9809 Validate

If your event is not at the Law School, please add location and address here

Show this event on Law Schools web calendar?
 Yes
 No

Save and Continue

Chartfields

- Each group has one

Post to Calendar

- Select “Yes” to show on Calendar
- Save and Continue

Law School Calendar Posting & EMS

Use NYU Law Location

If your event is not at the Law School, please add location and address here

Street:
245 Sullivan Street

Building, Room:
Furman Hall

City, State:
New York

Zip Code:
10012

Country:
US

Show this event on Law School's web calendar?

Yes

No

Save and Continue

Calendar Only Posting

- You can advertise an event on the Calendar without requesting a room
- Select "...please add location and address here"
- Manually input address
- Select "Yes" to show on Calendar
- Save and Continue
- Allow 1-2 days before event appears on Calendar



Thank You!

- www.law.nyu.edu/studentaffairs
- <https://www.law.nyu.edu/studentaffairs/contactus#directory>
- www.law.nyu.edu/studentaffairs/studentorganizationsandstudentactivityfunding
- www.law.nyu.edu/students/studentbarassociation
- If you have any further questions, just email law.studentaffairs@nyu.edu.

