Add your event to the Calendar here:

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

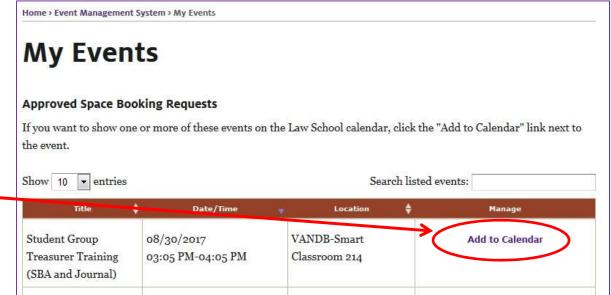
- Go to My Events
- > Login



Add your event to the Calendar here:

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

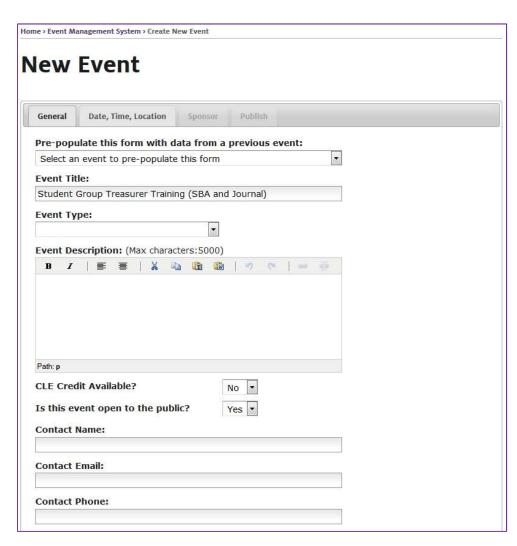
- Go to My Events
- > Login
- Click Add to Calendar



Add your event to the Calendar here:

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

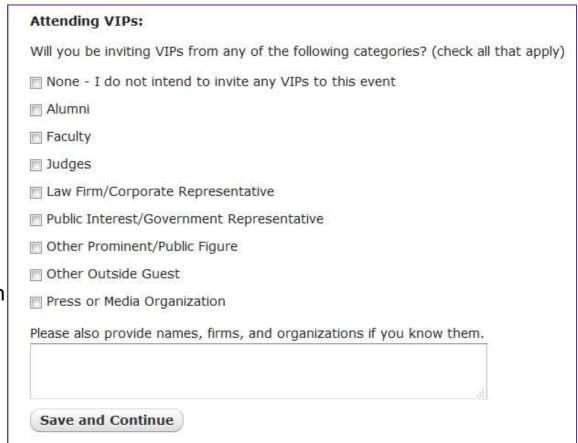
- Go to My Events
- > Login
- Click Add to Calendar
- Complete your entry in the Event Management System (EMS)

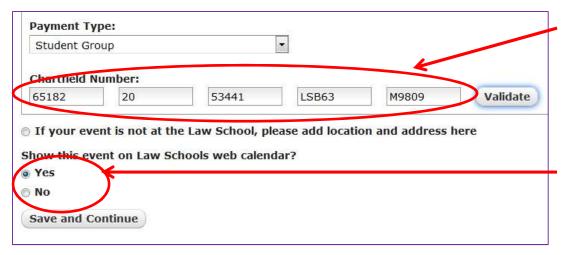


When you select that various VIPs will be attending, this should not be the first time the various offices are hearing of this event. Please notify the appropriate departments beforehand.

For Example:

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



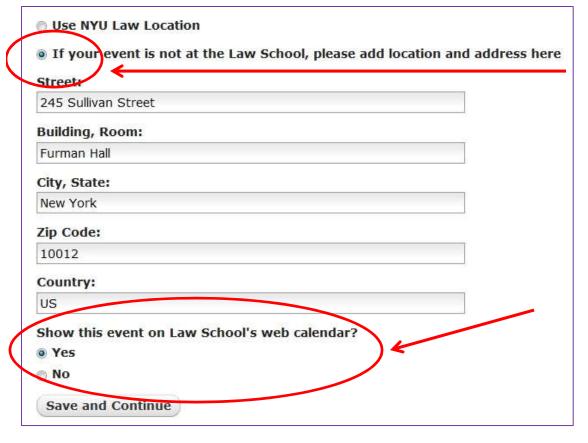


Chartfields

> Each group has one

Post to Calendar

- Select "Yes" to show on Calendar
- 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#dir ectory
- www.law.nyu.edu/studentaffairs/studentorganizations andstudentactivityfunding
- www.law.nyu.edu/students/studentbarassociation
- If you have any further questions, just email <u>law.studentaffairs@nyu.edu</u>.