Technology@Yale Calendar of Events

http://calendar.yale.edu/cal/its

To facilitate tracking of technology events at Yale, the communications team has setup a Technology@Yale Events Calendar. The calendar is linked from the ITS home page and references events we would like individuals to attend.

The calendar has features allowing you to open calendar items and save them to your EliApps or YaleConnect calendar. All ITS managers and directors have access to add events.

How to add an event

1. Go to the event submission page: http://calendar.yale.edu/submit?setappvar=suite(its)
2. Login via CAS.
3. To add an item to the calendar, click the Add Event tab.

4. Required fields are Title, Date & Time, Speaker/Performer and Description. Once you have entered the data click next.
5. A drop down menu to select Event Location will be presented. Building locations are pre-loaded into the system. Locations are updated periodically but occasionally you will need to enter a location that is not listed. In those cases use the Additional Location Info field to specify. Click next.

6. Add an event contact to the event. To list a specific contact, select Other... from the Event Contact drop down menu fields will display for Name, Phone and Email. Click next.

7. To select a category, click appropriate checkbox(s). Select as many as applicable. Click next.
8. The final step is to list your contact information and any special instructions for posting the event

When you are done, click Submit for approval. The communications team will review and approve for posting.

Other related links:

Technology@Yale Calendar: http://calendar.yale.edu/cal/its
Calendar Administration: http://calendar.yale.edu/caladmin (restricted)