

## MacMillan Center Bedework Calendar Submit Instructions:

Logm into the Administrative Interface by visiting <https://calendar.yale.edu/eventsubmit?cs=macmillan>. Enter your NetID and password and the submission UI will be visible.

Click on the start link found in the upper right hand corner of the window.

Enter the following required information for your event: (required fields are bold)

### Event Title

**Date & Time** – select the date and start time of your event, then you may choose either a duration (1 hour) or an end date and time (not required).

Speaker/Performer – please be sure to enter the speaker’s name and affiliation here. We require that information for the MacMillan Calendar and em Calendar.

**Description** – please enter a short, detailed sentence or two about your event. This is a required field for the Bedework calendar and is also captured during the collection for the MacMillan Center’s em calendar.

Open To, Admission, and Ticket Registration info – self explanatory and not required.

Event URL – you may enter a label and url in these fields. The label should be a description of link – Download program or Visit Conference Website for example. (not required) and the url must be the complete address including the http:// protocol.

Sponsor – List the event sponsor(s) and links (not required, but preferred information)

Then click on the next link found at the top and the bottom right of the page.

**Location** – select the location from the dropm down menu. If your location is not in the list, you can enter the information by choosing “other” and entering the address (including city, state, and zip). You may also choose “No Location” for virtual or onm line events.

Click on the next link found at the top and the bottom right of the page.

Contact – enter the event contact information. This is required, however, you can choose “no contact”

Click on the next link found at the top and the bottom right of the page.

Categories – choose the category which best describes your event (required).

Click on the next link found at the top and the bottom right of the page.

Enter your email address and any other information/instructions for the MacMillan Center’s Bedework staff.

Choose “submit for approval”