EVENTS 101: USING THE STUDENT EVENTS CALENDAR

In the 2012-2013 academic year, the Student Bar Association and the Law School administration began an effort to improve the efficiency of campus information distribution. This was based on feedback from the student body that important messaging was being missed because of clutter in email and the In Brief campus newsletter. The Law School developed the Student Events Calendar as a solution. It will now serve as the exclusive promotional channel for student-organized events. Meanwhile, In Brief will publicize activities and opportunities presented by the Law School administration, faculty and staff.

The Events listserve will still be available for items that are more informational in nature and not associated with an event. The Office of Student Affairs will continue to monitor content to ensure proper use of the listserve and the calendar. During the year, the Events list name will be changed to reflect its new purpose. For now, please continue to carefully craft messages and create information calendar postings.

The Student Events Calendar can be accessed from the Current Students page via the intranet at my.lls.edu or via a link in In Brief.

POSTING AN EVENT

Simply click the button to view, search or submit a posting to the calendar. To post an event, click the >>>SUBMIT AN EVENT button. A form will appear where you provide information about your event. You need to provide an event title, description, start and end dates/times, a location, and choose an event type. If you provide an address, you will be able to link to a map. You have the ability to upload an event image, select the sponsoring student organization and provide information about any sponsor. You also have the ability to categorize the event by type, better enabling other students to locate it in a search.
The editing tools are WYSIWYG, similar to those provided in Microsoft Word or web-publishing programs.

All students who submit an event must have already reserved the room/location and received a confirmation of the reservation via [http://intranet.lls.edu/iss/scheduling/form/step1.php](http://intranet.lls.edu/iss/scheduling/form/step1.php). Students must acknowledge that they have read the [Student Organization Handbook](#).

Once your posting is approved, it will be published to the Student Events Calendar.
SEARCHING FOR EVENTS

The Student Events Calendar makes student events easier to find with robust search capabilities. Searches may be made by date, event type or sponsoring organization. Also, a calendar interface allows easy viewing of events by day.

Students should access the calendar frequently for law student events. The calendar has RSS feed capability, so you can stay updated on those events that interest you.

If you have any questions, please raise them with the SBA or the Office of Student Affairs.