

Harvard Law School Public Events Calendar Instruction Guide

November 2013

This guide is designed to provide information for displaying events on the Harvard Law School Public Events calendar. It is intended as a supplement to the [Room Reservation System FAQs](#), which detail how to schedule events in the [Room Scheduling System](#) and feature those events on the Harvard Law School [Public Events Calendar](#).

The majority of HLS events can be scheduled and publicized through the Room Reservation System. The exceptions are:

- off-campus events
- on-campus events held in rooms that cannot be reserved through the Room Reservation System
- events that require multiple overflow rooms, like conferences.

Those events will need to be submitted through [Master Calendar](#). For more information on publicizing those events in Master Calendar see information provided at the end of this document.

How to display event on the HLS Public Events Calendar

Log in to the Room Scheduling System at <https://myrooms.law.harvard.edu/VirtualEMS/>.

- Click “Reservations” in top navigation bar. Reserve a room using the “Full Service Reservation (Faculty/Staff)” link.
- On the “Details” tab, select “Yes” in response to the question “Would you like this event listed on the HLS public events calendar?”
- Make sure to enter the event’s public start and end time that you want displayed on the calendar in the field “What is the event’s actual start and end time?”
- In the field “Description for the HLS public calendar” provide a detailed description of your event, including the speakers’ names and titles, and more information about the topic, if applicable.

If your event is off-campus or the requested room is not available through the Room Scheduling System, please see the instructions at the end of the document on how to enter publicity information in Master Calendar.

Please note that events entered into EMS less than three days prior to the event will not be able to receive publicity through EMS. For publicity in cases like this, please log in to [Master Calendar](#) directly, following the instructions below.

Frequently Asked Questions

When will my event listing appear on the HLS Public Events Calendar?

If you've submitted through EMS: Once a room reservation is made in the [Room Scheduling System](#) and you've selected to have the event appear on the [HLS Public Events Calendar](#), the event must be approved. It will take up to one business day for the event to populate on the calendar after the reservation has been made.

If you've submitted through Master Calendar: Events entered into [Master Calendar](#) will be reviewed for approval. Master Calendar event submissions are reviewed Monday-Friday during business hours. It will take up to one business day for events to appear on the calendar. There are no approvals over the weekend.

What if my event is not open to the general public?

The HLS Public Events Calendar is accessible from the [HLS website](#) and can be viewed by all who visit the site. If you want to restrict your event to just the HLS Community, please note that in the event description.

What is Calendar@Law and how do I get my event included?

Calendar@Law is a daily digest of events that is emailed every morning to all students, staff, and faculty. This is an auto-generated list that pulls the first 15 events of the day from the HLS Public Events Calendar. We are not able to change the order of the listed events, nor can we highlight particular events.

To subscribe to Calendar@Law, click [here](#).

Do I need to include an event description?

It is very important for people reviewing the calendar to have as much information about each event as possible in order to select the events they want to attend. Information that should be included in an event description includes descriptive titles and detailed event descriptions, which include names and titles of speakers and information on the topic, if applicable. While the event description field is not required in EMS, events without descriptions will not be featured on the HLS homepage. If you do not have enough details when reserving a room to include a description, you can edit your submission to add a description when that information is available.

What if I need to modify or view a reservation I didn't make myself?

In order to edit an event, you will need to contact the person that created the event. You cannot view or modify a reservation you did not create.

If I need to make multiple reservations in EMS, how do I do that so the events appear accurately on the Public Events Calendar?

In order for each of your events to appear on the calendar with unique information, including event description and contact information, each event must be booked

individually in the Room Reservation System. Do not reserve multiple rooms under one booking.

What if I need to reserve overflow rooms and lobby space?

If you reserve overflow rooms for an event, those rooms will display as unique events in Calendar@Law. If you need more than one overflow room or separate lobby space in EMS, please add publicity to the calendar through [Master Calendar](#) directly, not in EMS, via the instructions below.

Contact Information

For HLS Public Events Calendar questions or training:

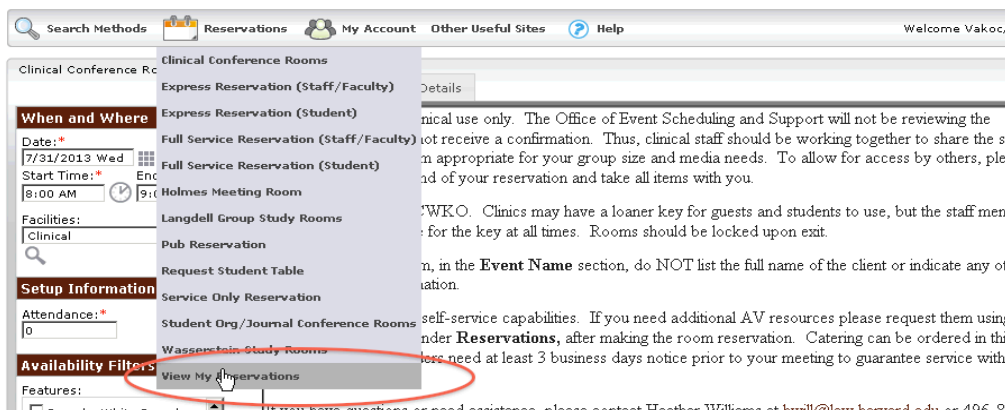
If you have a calendar question or would like to schedule training on how to publicize events on the HLS Public Events Calendar, please email: calendar@lists.law.harvard.edu.

For event scheduling questions:





If your event time is displaying incorrectly, please contact the Events Team at: events@law.harvard.edu.

How to Edit Existing Events in the Room Reservation System

- Under “Reservations” select “View My Reservations”



- Select the reservation you want to edit:

 [Search Methods](#)  [Reservations](#)  [My Account](#) [Other Useful Sites](#)  [Help](#) Welcome Vakoc, J

CurrentHistoricalCalendar

Reservation Id: Event Name: ☐ Show Cance

Reservations

ID	NAME	USER	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
3939	TEST TEST TEST	Vakoc, Julie	8/12/2013 Mon	8/12/2013 Mon	Web Request Submitted	WCC - 3016 Room	No

- Select “Edit Additional Information”

Search Methods Reservations My Account Other Useful Sites Help Welcome Vakoc, Julie

Reservation Details Additional Information Attachments Back to My Requests

Reservation Id	39392	User Name	Vakoc, Julie	Edit Reservation
Event Name	TEST TEST TEST	1st Contact Name	(none)	Add Booking
Event Type	Alumni Event	Phone	5-8284	Cancel Bookings
				Cancel All Bookings
				Service Availability
				View Reservation Summary
				Add booking to personal calendar
				Booking Tools
				Edit Additional Information

All Current Historical

- Scroll to the section with the publicity questions and edit your answers regarding publicizing information on the calendar. You can add, delete or modify your description and contact information. Then click “Save.”

Search Methods Reservations My Account Other Useful Sites Help Welcome Vakoc, Julie

Virtual EMS - Additional Info

Would you like this event listed on the HLS Public Calendar?:*

No

Description for the HLS calendar, include event URL if available (no more than 535 characters):

Publicity Contact Name:

Publicity Contact Email:

Tub (3 digits):

265

Org (5 digits):*

12345

Object:

DO NOT TYPE HERE

Fund (6 digits):

000001

Activity (6 digits):*

123456

Subactivity (4 digits):

0000

How to enter events in Master Calendar

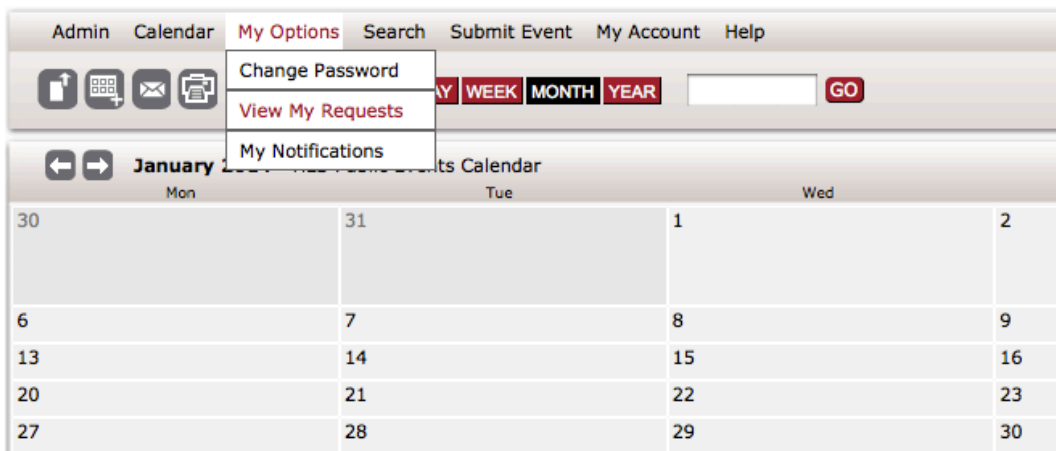
All events should be submitted through the Room Reservation System. The only events that should be submitted in Master Calendar are: off-campus events, on-campus rooms that are not in EMS, or conferences or events that are related but require multiple rooms.

Visit: <https://myrooms.law.harvard.edu/MasterCalendar/>

- **Login to the site under “My Account.”** By logging in, all of your events will be stored in your account and you can edit them as needed. You can add an event as a guest, but you will not be able to edit your event later. The credentials are the same as your login information for EMS.
- Select “Submit Event” and enter the requested information.
- All requests will be reviewed and approved and will then appear on the calendar.
- Event submitters who are not affiliated with HLS can use this form as well, but events must be HLS-related.
- After an event is approved, it can still be edited this event to change or update the event information. Details on how to edit events are below.

How to edit events in Master Calendar

- Log in under “My Account”
- Go to “My Options” in the top navigation and click on “View My Requests”



The screenshot displays the Master Calendar web interface. At the top, a navigation bar includes links for Admin, Calendar, My Options, Search, Submit Event, My Account, and Help. Below this, a secondary bar contains icons for a calendar, a list, an envelope, and a printer. A dropdown menu is open under 'My Options', showing 'Change Password', 'View My Requests' (highlighted in red), and 'My Notifications'. To the right of the dropdown is a search bar with buttons for 'WEEK', 'MONTH', and 'YEAR', followed by a 'GO' button. Below the navigation bar, the main content area shows a calendar for January. The calendar is a grid with columns for Monday, Tuesday, and Wednesday. The dates 30, 31, 1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, and 30 are visible in their respective cells.

You will see a list of all of your events you have added through Master Calendar.

- Click on the event name you'd like to edit.
- Once in this screen, click on the event title again.

Calendar My Options Search Submit Event My Account Help

Details History

Event Id	13276	Contact Name	Dennis Carey
Title	Test Event 1	Contact Email	dcarey@law.harvard.edu
Event Type	Career Event	Contact Phone	

All Current Historical

Add | Edit | Cancel | Delete

	Events				
<input type="checkbox"/>	Actions	Event Date ^	Event Time	Title	Status
<input type="checkbox"/>		1/4/2014 Sat	9:00 AM - 5:00 PM	Test Event 1	Approved

- This screen will allow you to edit the event information.

If you want to delete your event, when you are on the above screen select “Edit Event” in the right hand column.

- Check the box of the event you'd like to delete and click on “Delete” above the

Admin Calendar My Options Search Submit Event My Account Help

Welcome: Julie Vakoc

Details History

[Back to My Requests](#)

Event Id	12880	Contact Name	Julie Vakoc	Edit Event
Title	Test Event	Contact Email	jvakoc@law.harvard.edu	Cancel Event
Event Type	Discussion	Contact Phone	5-8284	Copy Event
Department	Office of Communications			Download .ics file

All Current Historical

Add | Edit | Cancel | Delete

<input type="checkbox"/>	Actions	Event Date ^	Event Time
<input type="checkbox"/>		1/4/2014 Sat	9:00 AM - 10:00 AM

- Once you select “Edit Event” you to change any of the information you entered. Make your changes and click on “Save.”
- To make time or location edits, click on the event title.