

Request for an instance of the Yale Calendar of Events

<http://calendar.yale.edu>

Departments and organizations may have their activities listed on their own calendar, with the option of pushing their events to the OPAC Yale Calendar of Events. Please complete the following form and return to calendar.support@panlists.yale.edu to have a calendar provisioned for you.

..... (continue to next page)

Department _____ **Date** _____

Contact _____ **Email address** _____

Calendar ID *Please enter the calendar name you would like provisioned (example: <http://calendar.yale.edu/cal/dining>)*
http://calendar.yale.edu/cal/

Calendar Administrator NetID(s) *List the **Name(s)** and **NetID(s)** of the person/persons who will need access to the department's administration pages, including adding events, managing calendar images:*

CATEGORIES

The left column menu of the Yale Calendar of Events is made up of a list of Categories. Use the chart below to check off the categories you want to include in your department calendar. Note any name alterations (if needed) on the corresponding line.

Category:	Change name to:	Category:	Change name to:
<input type="checkbox"/> All	_____	<input type="checkbox"/> Group Meetings	_____
<input type="checkbox"/> Classes & Workshops	_____	<input type="checkbox"/> Spiritual & Worship	_____
<input type="checkbox"/> Community	_____	<input type="checkbox"/> Sports & Recreation	_____
<input type="checkbox"/> Conferences	_____	<input type="checkbox"/> Talks & Readings	_____
<input type="checkbox"/> Exhibition	_____	<input type="checkbox"/> <i>Arts & Architecture</i>	_____
<input type="checkbox"/> <i>Arts & Architecture</i>	_____	<input type="checkbox"/> <i>Humanities & Social Sciences</i>	_____
<input type="checkbox"/> <i>Humanities & Social Sciences</i>	_____	<input type="checkbox"/> <i>Science & Medicine</i>	_____
<input type="checkbox"/> <i>Science & Medicine</i>	_____	<input type="checkbox"/> Tours	_____
<input type="checkbox"/> Family Friendly	_____	<input type="checkbox"/> <i>Museum & Gallery</i>	_____
<input type="checkbox"/> Films	_____	<input type="checkbox"/> <i>Campus</i>	_____

CATEGORIES (continued)

<input type="checkbox"/> Performances	_____	<input type="checkbox"/> Other	_____
<input type="checkbox"/> <i>Dance</i>	_____		
<input type="checkbox"/> <i>Music</i>	_____		
<input type="checkbox"/> <i>Poetry</i>	_____		
<input type="checkbox"/> <i>Theater</i>	_____		

Additional links
(at the bottom of
the left column)

Required: **Yale University** **Academic Calendars**

Optional: **Events Feeds** **Other Calendars** a link back to your **Home Page**

Please note additional links below, if needed:

Label:	_____	http://	_____
Label:	_____	http://	_____

Ongoing events

Include the **Ongoing events** right-hand column Do not include a right-hand column

Default view

Preferred department calendar default view: **Day** **Week** **Month**

Additional comments

Please email the completed form to: calendar.support@panlists.yale.edu