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Master Calendar Instructions

Event Date

Select the month, date, and year of your event.

View Events on this Date

Click on the link to view the events occurring on the selected date if you are want to know what else is happening that day.

Start and End Times

Using the drop-down fields, select the start and end time of your event.

Repeat Event

One-Time Event: For events that will occur once, choose this option.

Daily: When you select this option, the End Date field will appear. Please enter the end date of the event in a MM/DD/YY format. For example, 03/12/09.

Weekly: When you select this option, the Days of the Week and End Date fields appear. Select the days of the week that the event will appear weekly.

Please enter the end date of the event in a MM/DD/YY format. For example, 03/12/09.

Event Title

Type the title for your event. This space is 100 characters long.

Category

Select the category that best describes your event. Calendar users can search by category, so select with care. For example, for student groups reserving rooms for meetings, the category is Events. Students reserving study rooms in the library should choose Library Group Study Space.

of Attendees

Enter the number of attendees expected for your event. For Example,10.

Facility

Choose the location or building of your event. For example, Stuart Street.

Room

After choosing the location of your event, select the room you desire.

Rooms that are in use will be denoted with CONFLICT next to them. The calendar will still allow you to put the request in for rooms that have conflicts, but please note the calendar administrator will find the next suitable room if one is available for the time you specify. When selecting the Lobby Tables or Student Lounge, a required field will appear requesting additional information regarding the purpose of the event. This information will not be visible online and is only used by the calendar administrator to determine if it is compliant with the Common Areas Policy.

Suggest

Displays available rooms in each facility on the date and time entered by requestor. This feature is very helpful because it will only show you available rooms.

Description

Enter more details about the event in the description. For example, for off-site events enter address of event. This space is 1,000 characters long. Be sure to review and edit your description before submitting the event. **NOTE: This text will display on the calendar.**

Contact

Provide accurate contact information. This information will appear online; it must be completed for the calendar administrator in order for an event to be posted. Please enter your full first and last name.

Phone

Please enter your phone number for events in the following format (xxx-xxx-xxxx).

Note: Phone numbers will be visible online. Please use a law school extension if you do not want your personal phone number to display. For students reserving study room space, please enter 111-111-1111.

Email and Confirm Email

Please enter your nesl.edu email address (ie. student@nesl.edu.)

Only nesl.edu accounts will be approved for room/event submissions. If you are unsure of your nesl.edu account, please contact the Helpdesk at 617-422-7404 or via email at helpdesk@nesl.edu.

Sponsored By

Information about the event's sponsor assures us that you're submitting information for a legitimate law school event. While not required, failure to provide this information may result in an event not being listed. Students requesting study rooms or faculty/staff requesting rooms for meetings should not enter information.

Will you be serving food/beverage?

If you are planning on serving food or beverages, then you must receive permission from the Director of Student Services, Jacqui Pilgrim. Please be sure to specify what food or beverages you plan on serving in the room. Please note: Students reserving library space must enter "No."

Are there any special facility requests?

If your event requires the Facilities department to provide you with a different room set-up for your event, additional chairs, or assistance from Security, please enter the requirements in the text box.

Is AV required?

You will need to indicate if you are faculty/staff or a student. Faculty will be brought directly to the AV Form to fill out. Student AV requests will be submitted to Jacqui Pilgrim to fill out the AV Form. If you request equipment, you will be asked to indicate the type of equipment needed; if you select Something Else/Other, you will be asked to specify what you need. If you have any questions, please contact AV directly: 617-422-7345 or 617-422-7449.

Submit Event

- Before you click Submit Event, verify that all your information is correct and then click Submit Event.
- If you have omitted any of the required fields, you will receive a reminder to enter that information.
- Check your entry carefully for typographical errors, omissions and automatic shortening of your information in any fields with space limits. (You may have to re-phrase your information).

- You will be reminded that phone numbers will display on the calendar, before proceeding with the submission?
- If, after the submission process, you notice an error or omission in your entry, you must contact the Registrar’s Office for classrooms or the Library for the Cherry Room and Library study rooms to address the problem.
- If you have any questions about working with the Master Calendar, contact the Registrar’s Office at 617-422-7215 or the Law Library at 617-422-7282.

Contact Us

| Department | Space/Postings/Equipment |
|---|--------------------------------------|
| A/V Department 617-422-7345 617-422-449 | Audio-visual & Multi-media Equipment |
| Library 617-422-7282 mpetersen@nesl.edu | Carrels |
| | Cherry Room |
| | Computer Media Center |
| | Study Rooms |
| | Trustees Room |
| Registrar’s Office 617-422-7215 registrar@nesl.edu | Classroom Space |
| | Event Postings |
| | Student Lounge |
| Security/Facilities 617-422-7287 | Lobby Table Reservations |
| | Room Set-ups |
| Student Services 617-422-7401 cgodfrey@nesl.edu | Food and Beverage Requests |