How to add Events to the Department Calendar

1. Open up any browser window (Firefox, Chrome, Safari..)

2. Go to: https://math.yale.edu/cas

3. Log in using your Yale NetID and password

4. In the upper left-hand corner, you will see the Content menu

   a. From the drop-down list, hover over Add Content

   b. Click Event

5. Fill in the following fields:

   a. Event Title – Enter TBA if you do not have the title yet

   b. Speaker – Enter Speaker's name

   c. Speaker Affiliation

   d. Event Description – The Abstract goes here or can be left blank if you do not have it yet

   e. Event Time – Be sure the year is correct, a.m./p.m. is correct

      i. You do not need to enter an End Time

   f. Location Name – Enter only the building acronym and room #. Do not fill out the remaining Location fields

   g. Skip to Seminar list – Select the appropriate category. This is what will appear at the top of the Event on the calendar

6. Click Save at the bottom of the page

How to Edit Events

1. Sign in and go to the Event on the calendar that you want to edit

2. Click on the second line, usually "TBA", which should be underlined like a hyperlink
   a. This will open the event
3. Be sure the event has a correct title, speaker, affiliation, description, time and location
4. Click Save at the bottom of the page