

Bard

Guide to Using Bard College Calendars

Getting Started

- For Bard students, faculty, and staff: visit the **Events & Space Management webpage** for step-by-step instructions: bard.edu/inside/calendar/submit.
- For event managers: use the Bard College **event tool login**: inside.bard.edu/tools/events. If you manage events for a program or division at Bard, you may have access to Bard's event tool. This is a Web-based program that allows managers to add their events to Bard calendars.
- Email calendar@bard.edu if you need calendar support.
- If anything in the web form or the event tool is unclear, hover your mouse over the **red information icons** for details about that part of the form.
- Please choose your calendar(s) carefully. Many campus offices and programs have their own calendars that appear on their individual program websites. You can select many of these when submitting an event. Additionally, Bard has a **public calendar** (bard.edu/news/events), which includes select events for the community outside Bard, as well as an **internal campus calendar** (bard.edu/inside/calendar), which is intended for Bard students, staff, and faculty.
- Note the **difference between announcements and events**: announcements are things like calls for submissions, requests for volunteers, and upcoming deadlines. Events are things with a date, time, and location. Both types of submissions automatically appear in the Daily Mail, the Bard event email sent to all students, staff, and faculty every morning, so there is no need to submit items twice. The majority of event tool submissions are events, not announcements. Announcements will be included in the Daily Mail two days prior and on the day you have assigned to your announcement.
- Marking an event as “**not public**” means that it will not appear on the Inside Campus Calendar or the Daily Mail. You may also choose to use this function if, for example, you want an event to appear on your program website only, or if you are using your event post only for an eblast.
- **Reserve your space** before submitting an event. space.bard.edu
- **Confirm event details** before posting—post only confirmed and complete information.

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- **Fill out as much information as possible.** Use the drop-down menus to indicate event type, subject, and location. This will make it easier for users of Bard’s websites to find your event. Include a full, engaging, and carefully edited description; use the tabs in the tool to select sponsors and calendar(s).

Coordinating with Others

- Check to make sure someone else has not already posted your event—**coordinate with cosponsoring programs and coorganizers** to avoid duplicate postings.
- **Choose calendars carefully.** Post only to calendars that are relevant for your event and for which you have posting permission. You may be posting to multiple program or divisional calendars.

Your Event Description and Title

- **Spell-check** your event details.
- If you are **pasting information from another program** (like MS Word), be sure to remove font formatting by using the “paste from Word” function.
- **Keep your event titles short and descriptive.** Use **subtitle field** if helpful.
- Please add event titles in **title case** rather than all caps. **Please avoid all caps or special formatting/font colors** in your event details. You can use bold or italics for emphasis.
- **Please avoid using words like “today” or “tonight” in your event title.** This may confuse readers of the Daily Mail, as your events will appear ahead of time in the upcoming events section.
- If you wish to include special formatting, extra details, or words like “today” or “tonight” in an event email, please use the copy function to **create a duplicate event for eblast only**. Mark it as “not public” so that it will not appear on the Inside Campus Calendar / Daily Mail.