Guide to Using Bard College Calendars

Getting Started

- **For Bard students, faculty, and staff:** visit the Events and Space Management webpage for step-by-step instructions: bard.edu/news/events/submit/logon

- **For event managers:** use the Bard College event tool login: tools.bard.edu. If you manage events for a program or division at Bard, you have access to Bard's event tool.

- **Email calendar@bard.edu** if you need calendar support.

- If anything in the submission 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 may select a few of these when submitting an event. Additionally, Bard has a **public calendar** (bard.edu/news/events), which includes select events intended for members of the public in the area surrounding Bard. The College also has the **Inside Campus Calendar** (bard.edu/inside/calendar), which is intended for Bard students, staff, and faculty. All events on the internal campus calendar also appear in the **Daily Mail**, the Bard event email sent to all students, staff, and faculty every morning.

- **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. Only events appear on the calendars. Most 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.

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- **Reserve your space** before submitting an event: space.bard.edu.

- **Confirm event details** before posting—post only confirmed and complete information.

- **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, edited description; use the check boxes to select sponsors and calendars.

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 (e.g., website calendars for cosponsoring offices). You may be posting to multiple program or divisional calendars, and perhaps to the public Bard calendar if your event is open to the public.

Your Event Description and Title

- **Spell check** your event details.

- If you are **pasting information from another program** (like Microsoft Word), be sure to remove font formatting by using the "paste from Word" function.

- **Keep your event titles short and descriptive**. Use the **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

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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.

Student-Initiated Events

Students wishing to host an event at Bard should consult with the Office of Student Activities in the Bertelsmann Campus Center. Office hours are Monday–Friday, 9:00 am – 5:00 pm. An OSA Office Manager will guide students through the entire event planning and registration process, including budgeting, room reservations, audio/visual requests, and advertising. This initial meeting takes about 20 minutes. Plan in advance (at least two weeks before the event date, when possible) and allow enough time for the whole process.