

How to get your event info on the CAD Calendar

The following people are identified as the CAD Calendar collaborators throughout CAD:

- **SPAS** Lisa DeRomanis
- **SOFA** Karen Henry
- **SOD** Jude Kamel
- **SOA/SAC** Thomas Moore
- **Student Services** Sharon Kompalla-Porter
- **Galleries** Shane Durgie & John Aasp
- **Dean's Office** Grace Gladney & Beth Schoenfeld
- **CAD Marketing** Aaron Garland & Erica Hickey

**Please note, Aaron will not be adding events to the CAD Calendar on behalf of the schools and galleries. He will have reviewer rights and help define the process*

Users will not add items directly to the CAD Calendar. When entering events, you, or the collaborator in your area can invite CAD College Calendar cadcalendar@rit.edu to the entry.

- Remember that the CAD College Calendar will be publicly available, so you may need to create a separate entry if personal notes need to be retained for you or someone you support.
- Please be as specific as possible with the Subject and Location (include building and room numbers).
- The notes area should include pertinent details as well as a contact or web link where people can seek additional information if needed (this may be a generic school office number or email, a specific contact, and/or a link to a page containing additional information).
- Continue to promote your events using RIT Events when appropriate, sharing with CAD Marketing, and sending targeted communications. This calendar does not take the place of those methods. The CAD College Calendar is intended to be a central calendar where members of CAD can view all pertinent activities, deadlines, etc.
- Program or school specific items that do not pertain to all of CAD would not be listed on this calendar. I am crafting some quick reference guidelines, so please do ask questions, and share your observations/findings as they will help to inform & enhance the documentation.
- You can 'add to calendar' from the RIT Events calendar and it may save you time and energy with your entries! You can click on the 'learn more' links in that email to go to the RIT Events page.

Beth Schoenfeld is happy to connect with you 1:1 if you have any questions about how to proceed or would like to work through a few entries together.