Listing Your Yale-United Way Campaign Event

Go to:

1. Yale Calendar of events:
   http://calendar.yale.edu/cal/main/showEventList.rdo;jsessionid=6km8jLCBBcJmVMO-V8WM5RqSWTpckHmkQ5AJY376.ip-10-0-10-227

2. Under Options, Click Submit an Event > Entering events > Start
   • It may take up to 2 business days to post, so plan accordingly.

3. Select location > Next

4. Select a contact or name a new one > Next
   • name/organization, phone, email; for URL: unitedway.yale.edu

5. Topic area > Yale & New Haven

6. Event Format > Charitable and volunteering

7. Open to > make selection

8. Enter contact information > add comments if desired

9. Submit for approval