Learning Objectives

Getting Started with LibCal will cover the basic features of LibCal including system settings and administrative functions, calendar, room reservation, and registration features.

By the end of this session users will be able to:

- Create a calendar
- Create a room booking
- Add events to a calendar, and manage with or without registration
- Navigate the administrative functions

Administration Functions

Setting-up your LibCal calendars:

- System Name
- Institution Reference
- Multiple Sites Label
- Define Institution Multiple Sites
- Event Locations/Rooms
- Your Local Time Zone

The administrator controls system settings and user accounts. Under the State Library subscription, libraries get three calendars and three My Scheduler features. More can be purchased separately from Springshare. Administrators can also reset passwords, and promote/demote users.
Creating a Calendar

Calendar Index

The Calendar Index screen displays a complete list of calendars in your system.

Your subscription allows for 3 Calendars. Contact Springshare to increase your subscription allowance.

Create a new Calendar

Show: All 0 Calendars | Only my Calendars

Create a Calendar

Title:

Short Description: (1000 chars. max):

Visibility: Select Visibility...

Default Registration Form: Full Name & Email

Optional Friendly URL: http://lr.libcal.com/

To create a friendly URL for this calendar, type in the desired shortcut above. You may only enter alphanumeric characters, dashes, and underscores. The friendly URL is case sensitive, so we recommend only use lowercase letters.

Note: Giving an internal calendar a Friendly URL makes it visible to people who know the calendar URL, without logging in. Think of it as a private publicly accessible calendar!

- Allow Regular account holders access to modify any Event.
- Make 'Registration Required' option turned on by default.

Save Cancel
Adding Events to the Calendar

Library Training Calendar

Status: Public  |  URL: http://lr.libcal.com/training  |  Print version

October 2013

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Creating a Registration Form

Manage Registration Forms

Manage the registration forms used in Event sign up.

Calendar Index  |  Registration Forms  |  Widgets

<table>
<thead>
<tr>
<th>Create New Form</th>
<th>Copy existing Form</th>
</tr>
</thead>
</table>

Please note: A form can only...

<table>
<thead>
<tr>
<th>ID</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1631</td>
<td>Reservation</td>
</tr>
</tbody>
</table>
Room Bookings

Carl A. Rudisill Library » LibCal

Room Availability

Set up Room availability times. This will become the opening hours that each room can be booked.

- Room Availability
- Bookings Explorer
- Booking Mediation
- Booking Forms
- Settings

No rooms have been set up yet! An Admin level account holder can create rooms from the Settings page!

Hours

Your subscription allows for 1 Opening Hours Location. A Library is a site you want to manage Opening hours for, such as Main Library, Law Library, etc. Each Library can contain Departments, such as Reference Desk Hours or Special Collection Hours. You can create these after a Library is setup.