Learning Objectives

Getting Started with LibCal will cover the basic features of LibCal including system settings and administrative functions, calendar, room bookings, appointments, hours, 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
- Create an appointment
- Create Hours widget
- Navigate the administrative functions

Administration Functions

The administrator controls system settings and user accounts. Under the State Library subscription, each library system (not each branch) get THREE calendars, THREE room bookings, and THREE My Scheduler features. More can be purchased separately from Springshare. Administrators can also create accounts, reset passwords, and promote/demote users.
Create a Calendar

Title: add the name of your calendar

Short Description: more details about the calendar

Visibility:

- Internal – visible only to logged-in users, and via embedding or widgets
- Public – visible to everyone via home page and browsing screens

Default Registration Form: Full Name & Email (more options provided if additional registration forms are created)

Optional Friendly URL: shorten URL
Adding Events to the Calendar

1) Event Date/Time
   Once On: Use the drop down to choose the date.
   Repeated: If your event repeats, easily add it multiple times by choosing Repeated, then choosing Daily, Weekly, Monthly, or Multi Date Picker. (You can easily mark this repeating event as a series for registrations in the Registration section. When someone signs up for one, they're signed up for all dates).
   Time: Add a Start & End time, or Choose All Day. (You can manually edit the times: just click on the time and use the arrow key to move over to the number(s) you want to edit).

2) Event Information
   Title: The title that appears on your calendar and in all event listings.
   Rich Text Box: Add a description/information about your event. You can also include images and add widgets by using the HTML button.

3) Location and Campus (or whatever you decide to call Campus) are required.
   There are options for "No Location" and "No Campus". Users can limit by Campus on the public side. Go to ADMIN STUFF > System Settings > System-Wide tab to define Locations and Campuses.
   Presenter is optional. Choose from a list of accounts in your system, or enter a name in the text box.
   Category: Add the event to one or more categories; your users can limit by categories on the public side.
   Color: Choose one of the preset colors or add a hex value to define your own. The event will be the color you choose when you see it on the calendar.

4) Registration
   If you'd like to require registration, check of the Registration required: Yes box at the bottom. Once selected, you can choose the maximum registrations, which form to use, when registrations close, and whether or not you want this event to be a series (registering on one date registers you for all occurrences).
   You can also activate a waiting list for the event. If registration is full, the user will be put on the waiting list. If a registration is cancelled, the first person on the waiting list will get an automatic confirmation email that they are now registered for the event.
   You don't have to do a thing!
Creating a Registration Form

Registration Form: Question Types

- Radio Buttons
- Checkboxes
- Drop-Down
- Single Line Text
- Multi-Line Text
Room Booking

Manage room reservations with ease, use custom registration forms and limit bookings to specific domain names.
Appointments

Schedule appointments, allows patrons to schedule research appointments and one-on-one consultations with librarians.
Hours

An easy way to tell your users when the library is open & closed

**Daily View of Hours**

**Weekly and Monthly View of Hours**

**Step 1.** Create your standard Weekly Opening Hours, such as Semester Hours or Vacation Hours. These become your templates.

**Step 2.** Create a Library or location that you want to manage Opening Hours for. Each library can contain departments, such as a Reference Desk, etc.

**Step 3.** Map out your Opening Hours by applying your templates to a date range.

**Step 4.** If you have unique times that don't match your template (usually Public Holidays, etc.), add them as Exceptions.