# LibCal Program Entry Procedures

Go to https://elmhurstpubliclibrary.libcal.com/admin to log in

1. Click on **Events** in the top toolbar. Depending on your settings, you may be taken directly to the Programs calendar or given a choice of calendars. If you see all three calendars, click on "Programs" in the Modify/View Calendar column.
2. Use the arrows to switch months or use the Go To Date option to navigate to the date on which you would like to schedule an event.
3. Before adding an event, check there is not:
   A. An event scheduled in the same room you want at that time
   B. An event scheduled at the same time for the same demographic in *any* space
   C. More than six events on the date
4. If there are no conflicts, click on the white space of that date's square.
5. Select a template from the pop-up window's drop-down list. If the program you want to schedule is listed, select that template. The majority of programs will use the **Hybrid Event** or **Create From Scratch** option.
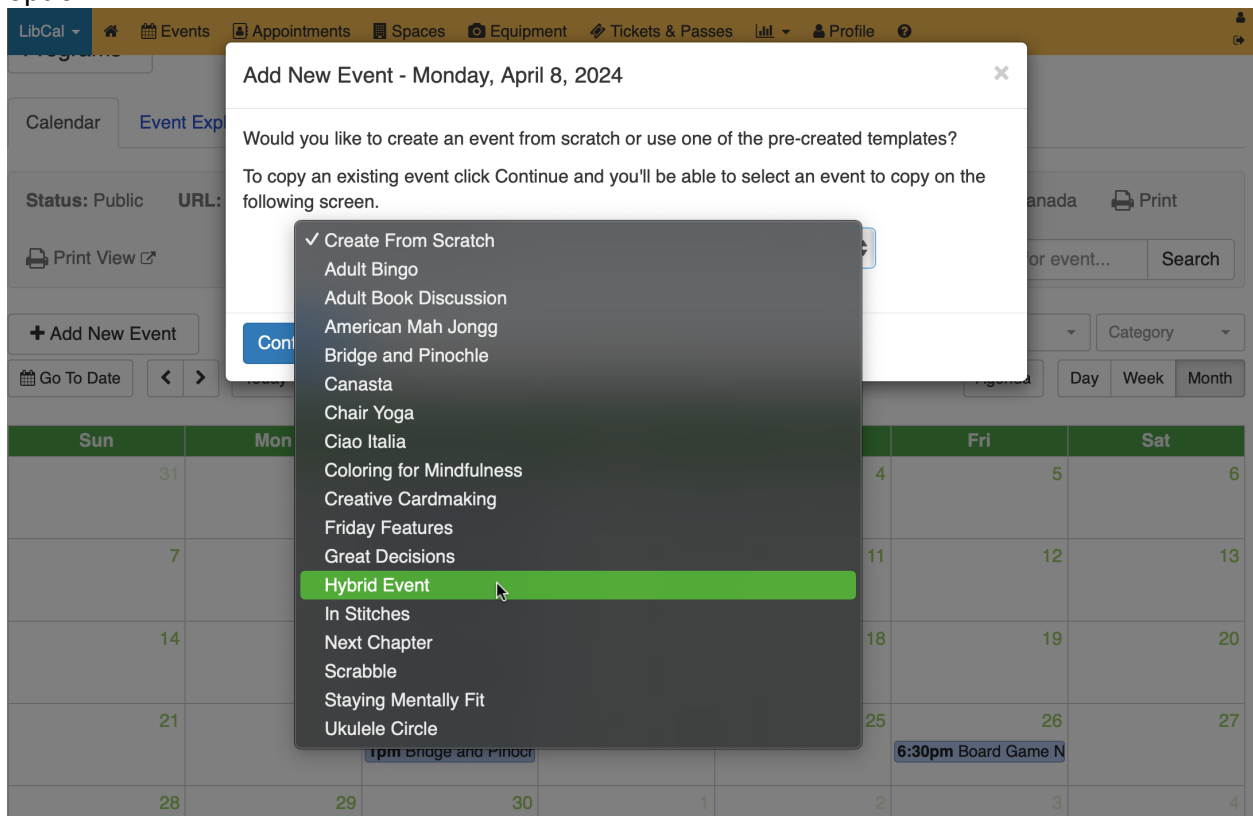
Note: For Read to the Dogs and Resume Review programs, select the appropriate template, set the date and time (steps 6-10), then scroll to the bottom of the page and save as an **unpublished draft** (step 26). Then, email Jez the date, time, and number of available spaces in each time slot and she will complete setup in the Spaces module for you.

Event Date/Time Section

Event Date/Time

Time Zone ⓘ	Central Time - US & Canada
⑥ **Date** *	Monday, April 8, 2024
⑦ **Start Time** *	[ ] 🕐 **End Time** * [ ] 🕐
⑧ **Setup Padding** ⓘ	No Padding ▾ **Teardown Padding** ⓘ No Padding ▾
⑨	☐ All Day Event ☐ This Event Repeats ☐ Multi-Day Event

6. **Date:** Ensure the date is correct.
7. **Time:** Select your **Start Time** and **End Time**. These are the actual start and end of the event that will appear in *Fine Print* and on the calendar. When you click on the box for time, it will give you options for hour and minute. Click on the combination you need, paying attention to AM and PM.

Start Time *	7:00pm 🕐	**End Time** *	8:30pm 🕐	
Setup Padding ⓘ	No Padding ▾	**Teardown Padding** ⓘ		
	☐ All Day Event	☐ This Event Repeats		

	Hour						Minute		
am	12	1	2	3	4	5	00	05	10
	6	7	8	9	10	11	15	20	25
pm	12	1	2	3	4	5	30	35	40
	6	7	8	9	10	11	45	50	55

8. **Setup Time:** Do not add **Setup Padding** for events held in the Large Meeting Room, Meeting Room A, Meeting Room B, Kossmann Room, or the Gathering Room unless you need more than one hour. These rooms automatically put one hour between bookings. If you are holding an event in the Kids' Program Room, Makery, or other space, select the **Setup Padding** and **Teardown Padding** as needed. These fields are not public.
9. **All Day:** Check the **All Day** box if the event is all day (from open to close). Do not create multi-day events. This option is used primarily for passive programs and will appear on the first day of the event only.
10. **This Event Repeats**: Only select this option if the events in the series share **all** of the same information, aside from date. If the room, time, or description are different, you need to create separate events. *E.g. Mah Jongg is a weekly recurring event and can be created as a series, but Culture Club cannot because even though it happens once a month, the topic is different for each iteration.*
    All repeating events must be added a quarter at a time, i.e. you cannot set an event to repeat all year, but rather need to set up a separate series for spring, summer, etc.
    A. **Repeats Daily**: Use this option only for programs that have multiple sessions over consecutive days (e.g. Spring Break Movies), not a single program that stretches multiple days (e.g. passive programs).

- Consecutive events will repeat every 1 day. If the event dates are nonconsecutive, use the

☐ All Day Event ⑩ ☑ This Event Repeats ☐ Multi-Day Event		
● Daily ○ Weekly ○ Monthly ○ Multi-Date Picker		
Repeat every 1 ⇕ day(s) Ⓐ		
End Date * Monday, April 8, 2024 Ⓑ		

Multi-Day Event option instead.
- Set an **End Date** for the last day of the repeating events.

B. **Repeats Weekly:** Most weekly occurring programs are every week (i.e. game groups), but if you are scheduling an event such as Next Chapter Book Club, which meets every other week, set the repeat option to every 2 weeks.

☐ All Day Event ☑ This Event Repeats ☐ Multi-Day Event		
○ Daily ● Weekly ○ Monthly ○ Multi-Date Picker		
Repeat every 1 ⇕ week(s) on		
☐ Sun ☑ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat		
End Date * Friday, May 31, 2024		

- Select the day of the week the program needs and set an end date (most likely the end of the quarter).

C. **Repeats Monthly**: If you are entering an event such as Great Decisions, which is a set time of

☐ All Day Event ☑ This Event Repeats ☐ Multi-Day Event		
○ Daily ○ Weekly ● Monthly ○ Multi-Date Picker		
○ Day 29 ⇕ of every 1 ⇕ month(s)		
● The 3rd ⇕ Wed ⇕ of every 1 ⇕ month(s)		
End Date * Friday, May 31, 2024		

month, you can use the **monthly** type and select the second radio button and change settings to the **3rd Wednesday, 4th Tuesday,** etc. of every **1 month.** Remember to set an end date (most

likely the end of the quarter).

D. **Multi-Date Picker**: Instead of using **This Event Repeats**, you can enter each date manually. This is helpful for weekly events that need to skip a week due to a holiday. You will still need to ender these by quarter.
- To add a date, click in the **Pick Date** field and select from the calendar, then click **Add Date**. All included dates will appear below next to **Selected Dates**.

Title and Event Info Section

11. **Event Title**: Create a clear, concise program title. Do not include descriptive information. If you need help creating a title, contact the Programming Librarian or Marketing.
12. **Event Description**: This is where the bulk of the program information will go and what will be visible to the public and used in *Fine Print*. Don't worry if it isn't perfect; all descriptions go through multiple edits before getting published. Feel free to add "MARKETING HELP" to the description or email the Marketing department for help with wording.
    A. **IMPORTANT:** NEVER paste from Microsoft Word or an email! If you need to paste a description, first copy it into Notepad or another simple text program to remove all formatting, then copy and paste into LibCal.
    B. For Kids' programs, the first part of the description should include specifics on the age group.
    C. Include additional information the public will need, such as:
       - Presented with the Elmhurst History Museum.
       - All materials provided.
       - Dress for a mess.
       - Bring your iPhone, Apple ID, and password to class.
    D. After the description, include program format and registration information. Here are the most common versions. Refer to the **LibCal Scripts** document on the Programming OneDrive.
       - **In-Person Only:** Live in-person. Registration required.
       - **Virtual Only:** Live on Zoom. Register to receive the information to join.
       - **Hybrid:** Live in-person and virtually on Zoom. Registration required to receive the information to join.
13. **Featured Image**: If you have a regularly recurring program with an image already created, it will be automatically added as part of the program template. All other images will be added by Marketing. Do not add your own image.

Event Details Section

14. **Equipment:** Select equipment from the drop-down menu to reserve equipment for program use. Equipment that is always available, such as hybrid equipment, microphones, podiums, etc. does not need to be requested. You *do* need to reserve equipment that is used in multiple spaces or needs to be set up by Building & Grounds, such as the Programming Laptops, Owl Meeting Pro, or Rolling Stovetop.

   A. "Virtual Conference Equipment" is not the same as hybrid equipment and that option is for patron meeting room requests.

Event Details

(14) **Equipment** ⓘ	2 items selected ▾	Check Availability
(15) **Event Organizer** ⓘ	Jez Layman ▾	
(16) **Presenter** ⓘ		👤▾
(17) **Audiences** * ⓘ	Select Audiences ▾	
Anticipated Attendance ⓘ	0 ↕	
(18) **Category** ⓘ	Select Category ▾	
(19) **Color*** ⓘ	#B3C8EF 🟦🟦🟪🟩🟩🟥🟨🟨🟥🟪⬜⬜	
(20) **Internal Note** ⓘ		

Hidden from public view

15. **Event Organizer**: Select the staff member who is organizing this event. Do **not** select any of the department accounts as this will prevent you from seeing any drafts when logged into your own account. Never add or edit events from department or other generic accounts.

16. **Presenter**: Add the presenter's name here, if you want it displayed. We do not add staff names if the program is being led by staff.

17. **Audiences**: Select <u>all</u> of the audiences allowed to attend this program. For children's programs, select "Kids" and then specify the age group in the **Event Description (12).**

18. **Category:** Select <u>all</u> of the categories that apply to this event.
    A. **IMPORTANT:** The first category chosen will help determine where an event is placed in the newsletter. For general adult events, select "Enrich."

19. **Color**: The color will be chosen by the first **Category** chosen. Do not select any other colors.

20. **Internal Note:** This information will not be seen by the public and will contain all of the information that is used in-house. <u>This is a required field.</u>
    A. Items to include:
       - Name of staff running the event (even if staff is listed under **Event Organizer**)
       - **Room Setup**
         1. Refer to the **Room Setup Binder** in your department for standard room layouts. If you would like to use one of these layouts, simply add the layout title and the number of chairs and tables needed.
            a. Example: Jez—Hybrid setup in binder with 50 chairs
         2. Generic layouts such as conference, classroom, and auditorium can be used, but must include the number of chairs and tables needed, as well as the direction setup should face.
            a. Example: Jez—50 chairs facing West Wall with extra table and chair at back of room. 2 tables under projector screen.

3. If you need additional setup outside of the room, such as a table and chair for staff to check in attendees, add that information here.

In-Person Location/Space ㉑ ⓘ

| Large Meeting Room ▾ | Check Availability |

Large Meeting Room (capacity of 80)

Please make sure each date has time slots covering the event.

Sunday, April 14, 2024:

Available   1:00pm - 2:00pm, Sunday, April 14, 2024

Event Location Section

For Hybrid events, you must specify both an In-Person Location and an Online Location. You do not need to create two separate events.

Online Location ⓘ ○ No Online Location ⓘ
㉒ ● Online Event via Zoom ⓘ
Ⓐ **Meeting Organizer** ⓘ | Programming Generic ▾ |

Success: This user is valid and linked to a paid Zoom account. Please note that Zoom applies some limits ⧉ on participant numbers.

Ⓑ **Join Password** ⓘ | EPLPass |
Note: This is not your account password!

A password is required by your Zoom account settings.
Note that, depending on your account settings, Zoom may generate a random password if none is provided or use a pre-set PMI password.

Ⓒ **Meeting Type *** ⓘ
○ **Meeting:** Fully interactive and allows all participants to see, speak, hear & screen-share with each other. More Info ⧉
● **Webinar:** View-only where attendees cannot see each other & Host cannot see attendees. Webinar feature must be enabled for the selected account. More Info ⧉

○ Online Event via Facebook Live (or other) ⓘ
Ⓓ **Event URL *** ⓘ | |
Ⓔ **Password/PIN** ⓘ | |

21. **In-Person Location/Space:** Select the room you need. LibCal will automatically check availability. If the room is not available, you will need to try a different space or different date/time. If a room is not available, it will also list what is already booked in that space.
    A. If you make any changes, you will need to click the "Check Availability" button before continuing. You will also need to unselect the original space before continuing to avoid booking more than one space.
    B. In the case of special Library-wide events such as the Author Fair, you can select all of the spaces you need, but all of the other information (description, times, etc.) must be the same. This will reserve all of the spaces in one event and you do not need to create separate "do not publish" events.
    C. If the event is off-site, select "No Location" and specify the location in the **Event Details**.
22. **Online Location:** If your program is online-only or hybrid and will use the programming Zoom account, select **Online Event via Zoom**. If the program is in-person only, skip this section. This will create the Zoom Webinar for you. Do not create it again separately in Zoom.
    - The **Meeting Organizer** should be Programming Generic
    - **Join Password:** Customize this to make it easier for patrons. Always start with "EPL," then choose a word related to your program. You are limited to 10 characters.

- **Meeting Type:** Select **Webinar** for hybrid programs, with a few exceptions, such as meditations and hybrid discussions.
B. For Hybrid Discussions (e.g. book discussions, Ciao Italia), select the option for **Online Event via Facebook Live (or other)**. We will add our own link here to direct to the Virtual Meeting Rooms.
D. Event URL**:** http://elmlib.org/virtual
E. **Password/PIN**: Leave blank

Event Registration

23. **No Registration**: if your event is drop-in, passive, requires ticket pick-up, registration is handled outside of SignUp (e.g. Makery Crafts, Read to the Dogs), or otherwise does not require registration, leave this box unselected and move to the next section.
24. **Registration Is Required**: Use this for any program requiring registration through LibCal. Registration is required for any virtual program.

A. **Maximum In-Person Registrations**: Set the maximum number that can attend in-person. If the event is virtual only, leave this number set to zero.
B. **Maximum Online Registrations**: Set the maximum number that can attend online. For webinars, enter 200.
    a. **Do not enter a number here for hybrid discussions**. In order to limit the overall number of attendees between in-person and online, we will treat the event in LibCal as if it is in-person only. An extra question has been added to the registration form for those programs.
C. **Registration Form**: The majority of programs will use the Program Registration form. This is the default.
    - **Exceptions**:
        1. **Adult Hybrid Discussion**: This has an additional question asking if the patron is attending in-person or online.
        2. **Kids & Middle School**: These will ask questions about the child's name and grade.
        3. **Ukulele Circle**: This has an additional question asking if the patron needs to borrow a ukulele.

4. **Staff Only Registration**: This is not to be used for public programs. This is for in-house training that staff will attend.

D. **Activate LibAuth Authentication**
- **Inactive:** Select this if a Library card number is not required.
- **iii Sierra SIP2 Connection:** Select this if a Library card is required for registration. This will connect to Sierra and check their status as well as pull information from their Library account.

E. **Registrations Open:** Select **Custom Date/Time.** Refer to the Fine Print Newsletter Deadlines spreadsheet and use the specified registration date for the program quarter. The time will always be 9:00am.
- **Exceptions:** Makery, adult crafts, and Chair Yoga should have registration set to 2 Weeks Before Event.

Registrations Open * (E)	Custom Date/Time ▾
Open at a Custom Date/Time:	Saturday, May 18, 2024 — 9:00am
Registrations Close * (F)	At Event Start Time ▾
Event Cost (G)	0 ⬍ USD
Multiple Registrants (H)	☐ Allow multiple attendees within a single registration
Waitlist (I)	☐ Allow a waiting list when fully booked
BCC Confirmation Email (J)	
	Separate multiple email addresses with a comma (,)

F. **Registrations Close:** At Event Start Time
G. **Event Cost:** Leave this blank
H. **Multiple Registrations:** Select if you wish to allow a patron to register for a group. 10 is the maximum number in a group.
I. **Waitlist:** Always select this option.
J. **BCC Confirmation Email:** If you wish to be emailed whenever a patron registers for this program, enter your email address here.

25. **Email Reminder**: Select to send an email reminder 1 day before Event.
  K. **Reminder Email Subject:** Leave default
  L. **Reminder Email Body:** You can find the scripts below in the LibCal Scripts file on the Programming OneDrive. Do not change any of the information in the curly brackets. LibCal will auto-populate those fields for you.
    1. Text for Hybrid Programs

Hi {{FIRST_NAME}},

This is a reminder that {{{EVENT_TITLE}}} starts at {{START_TIME}}, {{DATE}}.

This is a hybrid event held both in-person and virtually on Zoom. If you registered to attend in-person, please join us {{#LOCATION}} in {{LOCATION}}{{/LOCATION}}.

{{#ONLINE_JOIN_URL}}
If you registered to join us virtually, please use the steps below
1. Open your Zoom app. If you are not logged in, log in now using your email and account password.
2. Click this link: {{{ONLINE_JOIN_URL}}}{{/ONLINE_JOIN_URL}}
3. Zoom should connect automatically, but if you are asked for a password, enter this: {{#ONLINE_JOIN_PASSWORD}} {{ONLINE_JOIN_PASSWORD}}{{/ONLINE_JOIN_PASSWORD}}
4. If the presentation has not yet started, you will see a screen with the event title. Hang tight, you will be let into the webinar shortly.
5. When the webinar starts, you will be asked to connect to sound. Select "Use Computer Sound."
6. There may not be sound right away as microphones are not turned on until the official start time of the presentation.
If you have issues connecting, please contact the reference desk at 630-279-8696.

To cancel this registration visit: {{{CANCEL_URL}}}.

2. Text for Hybrid Discussions (e.g. book discussions, Ciao Italia)

Hi {{FIRST_NAME}},

This is a reminder that {{{EVENT_TITLE}}} starts at {{START_TIME}}, {{DATE}}.

This is a hybrid event held both in-person and virtually on Zoom. If you registered to attend in-person, please join us {{#LOCATION}} in {{LOCATION}}{{/LOCATION}}.

If you registered to join us virtually, please use the steps below.
At the time of the meeting, go to http://elmlib.org/virtual. Zoom will automatically open and you will be placed in a waiting room. When a staff person appears on screen, let them know which program you want to attend and you will be placed into the correct virtual meeting room. You do not need a special Zoom link or password.

To cancel this registration visit: {{{CANCEL_URL}}}.

Publishing Status

26. If you are still working on your event, set **Status** to **Unpublished Draft.** You can continue editing this program until the Content Due deadline (refer to Fine Print Deadlines). Remember to click **Submit: Add New Event!**

27. If your program is ready to be sent for *Fine Print*, set **Status** to **Submit for Review**. If you have any notes you want to send to Marketing related to your event, you can type those into the box for **Message to Reviewers.** Remember to click **Submit: Add New Event!**

Appendix A: Additional Zoom Options

Important: If you set Zoom as the online location in LibCal, do <u>not</u> create a webinar in Zoom. This will create a duplicate.

Sending a Panelist Invite

When a presenter is joining via Zoom instead of presenting in-person, a special Panelist Invitation needs to be sent through Zoom. They will not be able to present using the link sent to attendees.

1. Go to https://zoom.us and log into the Programming account (programming@elmlib.org and the usual password)
2. Click **Webinars** on the sidebar
3. Find your program on the list and click on the title
4. Scroll to the bottom of the page under **Invitations**
5. In the section for **Invite Panelists**, click the **Edit** button
6. In the screen that pops up, enter the presenter's name (as it should appear on Zoom) and their email address.
7. If you have more than one virtual presenter, click **Add Another Panelist** and repeat step 6.
8. Leave the box checked for "Send invitation to all newly added panelists."
9. Click **Save**
10. An email invitation will be sent automatically. It is recommended to copy the information in an email to the presenter in addition to the automatic email.
    a. In the section for **Invite Panelists**, click **Edit** again. This time the presenter's information will appear, along with new options.
    b. Click **Copy**.
    c. Copy and paste into an email the information in the red box below. The rest of the text is not necessary.