

LibCal for Desk Staff

Public Side: Finding a Program

Go to <https://elmhurstpubliclibrary.libcal.com/calendar?cid=19398> (the <https://elmlib.org/events> shortlink will redirect here after May 13)



Elmhurst Public Library / LibCal / Programs

Browse programs by month

« 2024 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Search for event... Search

Calendar *
Programs

Filter by

Category

Audience

Show All Events

Clear All

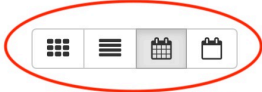
Search by title or keyword

Browse by topic

Browse by age group

Filter to only in-person or virtual events

Change preferences to see tiles, list, calendar, or daily view



Programs - May - 2024

Time Zone: Central Time - US & Canada (change)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28	Apr 29	Apr 30	May 1	May 2	May 3	May 4
		Bridge and Pinochle Kossmann Room 1:00pm	American Mah Jongg: Open Play Kossmann Room 10:00am	Learn & Grow Book Discussion: Verified: How to Think Straight, Get Duped Less, and Make Better Decisions about What to Believe Online Gathering Room 7:00pm	Friday Features Large Meeting Room 2:00pm	Canasta: Open Play Kossmann Room 10:00am
May 5	May 6	May 7	May 8	May 9	May 10	May 11
	Exam Anti-Stress Kits All Day Event	Bridge and Pinochle Kossmann Room 1:00pm	American Mah Jongg: Open Play Kossmann Room 10:00am	Culture Club: All Around the Aegean Sea Large Meeting Room 10:30am	Chair Yoga Large Meeting Room 11:30am	Canasta: Open Play Kossmann Room 10:00am
	iPhone iOS 2nd Floor Computer Lab 10:00am	Staying Mentally Fit Meeting Room B 1:30pm	Excel Advanced 2nd Floor Computer Lab 6:00pm	Registration Test Event (DELETE BEFORE MAY 13) Admin Conference Room 7:00pm	Friday Features Large Meeting Room 2:00pm	
	Scrabble Kossmann Room 10:00am	How to Sell Your Stuff Online Large Meeting Room 7:00pm	Next Chapter Book Club Meeting Room B 6:30pm			
	Introduction to Radio-Controlled Airplanes Large Meeting Room	Virtual Author Visit: The Many Lives of Kal Penn				


Click on program title for more information or to register

Public Side: Viewing Program Details and Registering for a Program

1. Hover over a program title to view basic details

May 5	May 6	May 7	May 8	May 9	May 10	May 11
	Exam Anti-Stress Kits All Day Event iPhone iOS 2nd Floor Computer Lab 10:00am Scrabble Kossmann Room 10:00am Introduction to Radio-Controlled Airplanes Large Meeting Room 7:00pm	Bridge and Kossmann 1:00pm Staying Me Meeting Room B 1:30pm How to Sell Your Stuff Online Large Meeting Room 7:00pm Virtual Author Visit: The Many Lives of Kal Penn 7:00pm	Registration Test Event (DELETE BEFORE MAY 13) Time: 7:00pm - 8:00pm Audience: Adults Categories: Staff Meeting Seats: 275 seats remaining / 275 seats. Description: Test for staff training	Excel/Advanced 2nd Floor Computer Lab 6:00pm Next Chapter Book Club Meeting Room B 6:30pm	Registration Test Event (DELETE BEFORE MAY 13) Admin Conference Room 7:00pm	Open Play Kossmann Room am

2. Click program title to view full details and register



Elmhurst Public Library / LibCal / Programs [Return to full calendar](#)

Registration Test Event (DELETE BEFORE MAY 13)

[In-Person / Online](#) [Program Title](#)

Program Type (in-person, virtual, or both)
Test for staff training

Program description

Date: Thursday, May 9, 2024
Time: 7:00pm - 8:00pm
Time Zone: Central Time - US & Canada [\(change\)](#)
Location: Admin Conference Room
Age group: Adults
Audience: Adults
Categories: Staff Meeting

Registration is required. There are 75 in-person seats available. There are 200 online seats available.

Registration Type In-Person Registration Online Registration [Choose to attend in-person or virtually](#)

Number of people attending?

[Begin Registration](#)

3. Select the registration type (in-person or online/virtual)
4. Select the number of attendees (if more than one is allowed per registration)
5. Click “Begin Registration”
6. If an EPL card is required for registration, the next screen will ask for the Library card number and PIN. If a card is not required, this screen will not appear.

Please enter your Library Card Number and PIN to login.

Cookies must be enabled.
Browser Support: Chrome, Firefox, Safari, Edge. Cookies must be enabled.

7. If EPL card was required, some fields will auto-fill. If a card is not required, fill in necessary information.

In-Person Registration (75 seats left)

Registration is required for this event.

* Required Field

Full Name *	CARD PROGRAMMING
Email *	programming@elmlib.org
Phone Number	<input type="text"/>

8. Click “register” to finish! Patron will receive a confirmation email within minutes. Email verification is not required.

Staff Side: Finding a Program

Option 1: Calendar View

LibCal Home Events Appointments Spaces Equipment Tickets & Passes Stats Profile Help programming@elmplib.org Logout

Programs ← Switch between calendars (Programs or Staff Events)

Calendar Event Explorer Embed / Export Back to Calendar List Click here to view the public (patron view) calendar

Status: Public URL: https://elmhurstpubliclibrary.libcal.com/calendar?cid=19398 Time Zone: Central Time - US & Canada Print Print View

Search for event... Search

Search by title or keyword

Filter to only in-person or virtual events Show All Events Audience Browse by age group Category Browse by topic

+ Add New Event

Go To Date < > Today Jump to this month

Jump to specific date

Agenda Day Week Month Change calendar view

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
		1pm Bridge and Pinochle	9am [REVIEW] Spring Family Scaven 10am American Mah Jongg: Open P 11am [REVIEW] Teddy Bear Picnic 7pm From Fedoras to Fascinators	7pm Learn & Grow Book Discussion	9:30am [REVIEW] Little Wigglers 2pm Friday Features 4pm [REVIEW] Make Your Own Post	[DRAFT] FYI - Art in Wilder Park (DO 9:30am [REVIEW] Romp & Rhyme 10am Canasta: Open Play
5	6	7	8	9	10	11
[DRAFT] FYI - Art in Wilder Park (DO	Exam Anti-Stress Kits 9:30am [REVIEW] Mother Goose & 10am Scrabble 10am iPhone iOS 6pm [REVIEW] Middle School Influe 7pm Introduction to Radio-Controll	9:30am [REVIEW] Little Wigglers 1pm Bridge and Pinochle 1:30pm Staying Mentally Fit 4pm [REVIEW] Relax With Yoga 7pm How to Sell Your Stuff Online 7pm Virtual Author Visit: The Many	10am American Mah Jongg: Open P 4pm [REVIEW] Art Club 6pm Excel Advanced 6:30pm Next Chapter Book Club	10:30am Culture Club: All Around th 7pm Registration Test Event (DELETT	9:30am [REVIEW] Little Wigglers 11:30am Chair Yoga 2pm Friday Features	9:30am [REVIEW] Getting Started w 9:30am [REVIEW] Romp & Rhyme 10am Canasta: Open Play
12	13	14	15	16	17	18
9:30am [REVIEW] Mother Goose & 3pm Fall Prevention: A Multifactor A 6pm [REVIEW] Middle School Volun 7pm Garden to Plate	Makery Craft: Acrylic Suncatcher 9:30am [REVIEW] Little Wigglers 12pm In Stitches 1pm Bridge and Pinochle 1pm [REVIEW] Homeschool Explore 6pm [REVIEW] Handlettering 7pm Understanding the Application	10am American Mah Jongg: Open P 2pm Jack Benny: An Illinois Original 5pm [REVIEW] 3D Printing 6:30pm Sew a Tote	10:30am Family History Beyond the 1pm Adult Book Discussion: Trading 7pm Adult Book Discussion: Trading	9:30am [REVIEW] Little Wigglers 2pm Friday Features 7pm Art Therapy Night	9am [DRAFT] FYI - Elmhurst Univ. co 9:30am [REVIEW] Romp & Rhyme 10am Canasta: Open Play 2pm [REVIEW] Open LEGO Building	

Click on program title for more information or to register

Option 2: Event Explorer

Programs

Calendar **Event Explorer** Embed / Export Back to Calendar List

From 2024-05-01 **To** 2024-05-11

Search test event OR **Patron Search**

Include Event Description

Event Organizer All Users **Presenter** All Presenters

Audience All Audiences **Category** All Categories

Internal Tags All Internal Tags **Location** All Locations

Booking Form All Forms **Campus** All

Registration Type Any Registration Type **Publishing Status** All

Show Registration Responses No Yes **Registration Response Type** All

Submit **Clear Filters** **Export Data**

Search by title or keyword

Select dates to search

Browse by age group

Browse by topic

Filter to in-person, virtual, or hybrid events

Showing 1 to 1 (1 total)

Programs													
Event ID	Title	Date	Start Time	End Time	Location	Campus	Event Organizer	Presenter	Audiences	Categories	Publishing Status	Internal Tags	Registration Required
12299859	Registration Test Event (DELETE BEFORE MAY 13)	Thursday, May 9, 2024	7:00pm	8:00pm	Admin Conference Room		Jez Layman		Adults	Staff Meeting	Published		Yes Show

Click on event tile for more information or to register

Staff Side: Viewing Program Details and Registering for a Program

1. Click program title to view details in pop-up window.
2. Main details available on this screen
3. Registration numbers (the highlighted square) detail how many people are registered, how much space is available overall, and if there is anyone on the wait list.
4. If there is a virtual component to the program, the Zoom link and password will be displayed here. If it is a hybrid discussion, you will find the elmlib.org/virtual link here. There is no password for virtual meeting rooms.
5. To register a patron, click the eye button next to the event URL (you can also copy the URL from here to share the event info).
6. Refer to pages 2-3 for information on how to register a patron from the public calendar.

Registration Test Event (DELETE BEFORE MAY 13) In-Person / Online ×

Published

Time Zone: Central Time - US & Canada

Date & Time: 7:00pm - 8:00pm, Thursday, May 9, 2024

Title: Registration Test Event (DELETE BEFORE MAY 13)

Description: Test for staff training

Location: Admin Conference Room

Audiences: Adults ← Age Groups

Categories: Staff Meeting

In-Person Registration: 75 seats. 1 registration. Waiting list enabled (currently empty).

Online Registration: 200 seats. No registrations. Waiting list enabled (currently empty).

Owner: Jez Layman

Event URL: <https://elmhurstpubliclibrary.libcal.com/event/12299859> 👁️ 📅 📘 📌 🐦

URL to Join Event: <http://elmlib.org/virtual> ← Zoom or virtual meeting link & password

Event created: 2:46pm Thursday, March 28, 2024

Reminder Email: Scheduled to be sent @ 7:00pm Wednesday, May 8, 2024

Internal Note: Jez -- test location, no space/setup needed

To manage registrations, email attendees, leave notes, create event buttons, etc. click on the Manage Event button below.

Close

Manage Event

Staff Side: View Registration List and Edit or Cancel a Patron Registration

1. On the staff side of LibCal, find a program (pages 4-5) and click on the title for information.
2. At the bottom of the pop-up screen (page 6), click "Manage Event"
3. This will bring you to the "Registrations" tab of Event Management

Registration Test Event (DELETE BEFORE MAY 13)



Thursday, May 9, 2024 / 7:00pm - 8:00pm / Admin Conference Room (Time Zone: Central Time - US & Canada)

Overview

Registrations

Waitlist

Cancelled

Email Attendees

Create Event Button

← Back to Programs

This page shows the list of current registrations for this event. To confirm attendance at the time of the event, click the "Confirm Attendance?" checkbox. To view the full history of events a patron has registered for, select "View User History". To view/edit a patron's registration form information, select "Edit Registration"

+ New Attendee Print Export **75 in-person seats (1 registered, 0 confirmed)** **200 online seats**

Columns Search:

Name	Email	Phone Number	Registered On	Registration Type	Confirm Attendance?	Action
CARD PROGRAMMING	programming@elmlib.org		3:56pm Thursday, March 28, 2024	In-Person	<input type="checkbox"/> View patron history	

Annotations: "Edit patron information" points to the edit icon; "Cancel registration" points to the trash icon.

4. The first few columns (red) will display the patron's information
5. The green box lists the registration type (in-person or online/virtual)
6. Click the arrows at the top of any column to resort the attendee list.
7. The final box (blue) gives three options for action.
8. The trash can will cancel a patron's registration.

- Click the person icon to view a patron's registration history, including other programs they have registered for or canceled.

User Event History - programming@elmlib.org



This page displays the event history for the selected user.

Search:

Event	Event Time & Date	Registration/Cancellation Date	Moved From Waitlist Date	Registration Status	Attended
On Stage with Carol Channing	7:00pm Tuesday, May 21, 2024	6:15pm Thursday, March 28, 2024	-	Registered	-
Registration Test Event (DELETE BEFORE MAY 13)	7:00pm Thursday, May 9, 2024	3:56pm Thursday, March 28, 2024	-	Registered	-
Registration Test Event (DELETE BEFORE MAY 13)	7:00pm Thursday, May 9, 2024	2:52pm Thursday, March 28, 2024	-	Cancelled	-

- The pencil icon will allow you to edit a patron's registration information. Remember to click save!

Edit Registration

Full Name *

Email *

Phone Number

Staff Side: Look up a Patron

To look up a patron's information and all of the programs for which they are registered, use the patron search in the Event Explorer tab. You can only search by email address.

Programs ▾

[Calendar](#)

Event Explorer

[Embed / Export](#)

[← Back to Calendar List](#)

From ⓘ

2024-03-28

To ⓘ

2024-04-28

Search ⓘ

OR **Patron Search** ⓘ

programming@elmlib.org

Include Event Description

Event Organizer ⓘ

All Users

Presenter ⓘ

All Presenters

Audience ⓘ

All Audiences

Category ⓘ

All Categories

Internal Tags ⓘ

All Internal Tags

Location ⓘ

All Locations

Booking Form ⓘ

All Forms

Campus ⓘ

All

Registration Type ⓘ

Any Registration Type

Publishing Status ⓘ

All

Show Registration Responses ⓘ

No Yes

Registration Response Type ⓘ

All

Submit

Clear Filters

Export Data

Registration for Read to the Dogs or Resume Reviews

These programs use the Seats module and are treated a little differently. The below directions apply to these two programs only.

1. Select Spaces from the top menu
2. From the Location drop down, select Program Appointments
3. In the Category drop-down, select Kids Programs for Read to the Dogs or Adult Programs for Resume Reviews
4. In the Space drop-down, select the name of the program
5. Click Go To Date and set it to the date of the program
6. Scroll right to view available times, if needed, and click the green box for the time slot you want. There are multiple seats available for each time slot.

Category booking limits (opening hours, maximum duration, frequency limits, etc...) do not apply to bookings created on this page. If a Space is designated as a container Space (meaning it contains bookable Seats), it will not display on the public booking page. [More info...](#)

The Program Appointments location has no future availability defined.

Zone: Spaces not assigned to a
Category: Kids Programs
Space: Read to the Dogs
Filters: No Filters
Go

Add Booking View Public Page QR Code iCal Print View

Saturday, July 20, 2024
Go To Date

Seat	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Seat 1		Red	Green				
Seat 2		Red	Green				
Seat 3		Red	Green				
Seat 4		Green	Green				

7. In the pop-up window, click Submit Times
8. On the next page, fill out the patron's information.
9. Click the "Optional: Complete Booking Form Questions" to additional questions related to Read to the Dogs. There are no additional questions for Resume Review.
10. Click Add Booking to complete registration.

First Name *

Last Name *

Email *

Account

The account identifier for this patron. If left blank this will default to the email address. When using LibAuth, set this to the patrons username/login/barcode.

> Optional: Complete Booking Form Questions

Send confirmation email to user

Cost Override i

Enter a figure here to override the default booking cost. Enter 0 to not charge for this booking.

Internal Note

Add an initial internal note here, more notes can be added after the booking has been created.

Add Booking

Canceling a Registration for Read to the Dogs or Resume Reviews

1. From the top menu, select Spaces
2. Change the Location to Program Appointments if not already selected
3. Click on the Confirmed Bookings tab
4. Click Go To Date and select the correct date for the program. It may be helpful to change your view to Agenda or Month if not already selected
5. Click on the booking you want to cancel (hover over each option to see full details)

The screenshot shows the LibCal interface. At the top, the 'Spaces' menu item is circled in red. Below it, the 'Program Appointments' location is selected and circled. The 'Confirmed Bookings' tab is also circled. The calendar shows the date 'Sunday, July 14, 2024 – Saturday, July 20, 2024'. The 'Go To Date' button is circled. On the right side of the calendar, a booking for '2:00pm - 2:15pm Seat 1 Kids Programs' is circled in red.

LibCal | Events | Appointments | **Spaces** | Equipment | Tickets & Passes

Spaces in Location Program Appointments

Utilization | Booking Grid & Availability | **Confirmed Bookings** | Booking Explorer | Mediation 1 | Expiring Bookings | Heatmap

Contact Tracer | Occupancy Data | Widgets

The calendar below shows all confirmed bookings for the selected location/category. Click on any booking that is loaded on the calendar to display and/or modify any of the details. The details will load below the calendar.

Use the checkboxes below to to select/unselect individual spaces based on the selections at the top of the page. Click the 'All spaces from all locations' option to override the selections at the top of the page and load all spaces in the system.

All spaces from all locations

Go To Date < > Today **Sunday, July 14, 2024 – Saturday, July 20, 2024** Agenda

Day Week Month

Toggle All

Kids Programs

Read to the Dogs

Adult Programs

One-on-One Job Help



Toggle All

Sun 7/14	Mon 7/15	Tue 7/16	Wed 7/17	Thu 7/18	Fri 7/19	Sat 7/20
14	15	16	17	18	19	20
						2:00pm - 2:15pm Seat 1 Kids Programs
						2:00pm - 2:15pm Seat 2 Kids Programs
						2:00pm - 2:15pm Seat 3 Kids Programs
						2:15pm - 2:30pm Seat 1 Kids Programs
						2:15pm - 2:30pm Seat 2 Kids Programs

6. Scroll down to see all of the Booking Details
7. To cancel all registrations related to this booking, click the Cancel All button

Booking Details for booking ID cs_JmV83ksb ✕

The information below is about the currently selected booking. To edit the booking form details, click on the Full Name in the list below. To edit booking details or swap it with another space or item click on the individual booking Date/Time in the list below.

Full Name JEZ LAYMAN
Email jezlayman@gmail.com  
Account 21135002530870
Child's Name Test
Child's Grade Kindergarten
Date Submitted 2:53pm Thursday, June 27, 2024



Seat 1 of 1 Seat 3 - Confirmed
Date/Time 3:15pm - 3:30pm, Saturday, July 20, 2024

+ Add Resource ✕ Cancel All

8. If there is more than one booking associated with the registration and you only need to remove one (e.g. two bookings for siblings and only one needs to be canceled), click on the Date/Time of the booking that needs to be canceled. In the pop-up window, click Cancel Booking

Booking Details for booking ID cs_JmV83ksb ✕

The information below is about the currently selected booking. To edit the booking form details, click on the Full Name in the list below. To edit booking details or swap it with another space or item click on the individual booking Date/Time in the list below.

Full Name JEZ LAYMAN
Email jezlayman@gmail.com  
Account 21135002530870
Child's Name Test
Child's Grade Kindergarten
Date Submitted 2:53pm Thursday, June 27, 2024

Seat 1 of 1 Seat 3 - Confirmed
Date/Time 3:15pm - 3:30pm, Saturday, July 20, 2024

+ Add Resource ✕ Cancel All

Update Booking ✕


Use these settings to reassign this reservation to a similar item/space. You can bypass booking restrictions to create a longer booking period (up to 3 days for Seats/Spaces), but can't create a booking that overlaps an existing booking.

Patron Name JEZ LAYMAN


Current Seat Seat 3

New Seat Seat 3

Current Start Date/Time 3:15pm Saturday, July 20, 2024

New Start Date/Time 3:15pm Saturday, July 20, 2024 

Current End Date/Time 3:30pm Saturday, July 20, 2024

New End Date/Time 3:30pm Saturday, July 20, 2024 

Send confirmation email to user

Update Booking Close Cancel Booking