

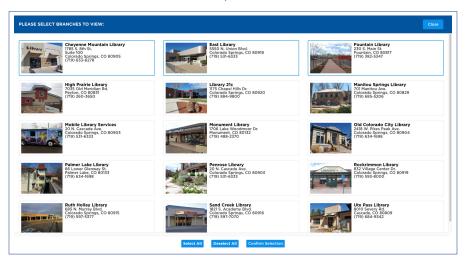
Events Calendar & Room Reservation System

A Guide to Library Calendar

Branch Selection

Choose Locations

The first time you open the calendar in a new browser, you will see a popup for selecting locations. Check one or more locations to see events and rooms available at those libraries. Click *Confirm Selection* to proceed.



Change Branches

After making your selection, you will only see events on the calendar and rooms to reserve from those branches. You can change which locations you are viewing at any time by clicking the *Change Selected Libraries* button in the top right corner of the header. Load times, especially for the month calendar, may be slow if all locations are selected.

Change Selected Libraries

Calendar Views & Filters

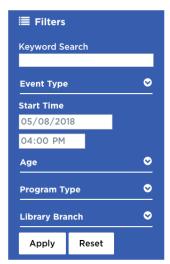
30 Day Calendar & Upcoming Events



III Fil	ters							
мач 9	STUDY 10:00am - TLOOam		MAY 9	TEST TODDLER TIME 10:30am - 11:00am		мач 9	TEST EVENT 12:00pm - 100pm	foeth
мач 9	TEST PAWS TO READ 4:00pm - 5:00pm		10	TEST BABY STORYTIME 9:00am - 9:30am	æ	14	TEST EAST CREATIVE WR GROUP 6:00pm - 8:00pm	STIN
15	TEST BABY STORYTIME 9:00am - 9:30am	œ	16	TEST TODDLER TIME 10:30am - 11:00am		16	TEST PAWS TO READ 4:00pm - 5:00pm	
мау 17	TEST BABY STORYTIME 9:00am - 9:30am	œ	17	TEST TWEEN PROGRAM 4:00pm - 5:00pm		22	TEST BABY STORYTIME 9:00am - 9:50am	
мау 23	TEST TODDLER TIME 10:30am - 11:00am		23	TEST PAWS TO READ 4:00pm - 5:00pm		MAY 24	TEST BABY STORYTIME 9:00am - 9:30am	G
мау 28	TEST CLOSING 12:00am - II:00pm		MAY 29	TEST BABY STORYTIME 9:00am - 9:30am	œ	30	TEST TODDLER TIME 10:30am - 11:00am	
MAY 30	TEST PAWS TO READ 4:00pm - 5:00pm		MAY 31	TEST BABY STORYTIME 9:00am - 9:30am	œ	JUN 5	TEST BABY STORYTIME 9:00am - 9:30am	G

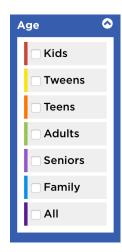
You can view events in a month format or an upcoming events list format. Switch between views by using the *Upcoming* and *Month* buttons above the calendar. When you are on a desktop, hovering over any event will load a sidebar that displays an event preview. Clicking an event title will take you to the details page for that event.

Event Filters



Calendar views include a filter to help you locate events. Enter a keyword search and/or select specific age group(s), type(s), and location(s).

Click *Apply* to search and *Reset* to remove filters. You can open or close the filter at any time by clicking the *Filters* icon and label at the top of the filter.



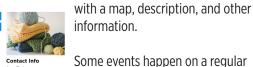
The calendar is color coded by age groups, and you can see the color key using the Age filter.

Event Details & Registration

Event Details

TEST KNITTING	CLUB
Upcoming Month	
Sand Creek Meeting Room Friday, May 18th, 2018 12:00pm - 1:00pm	REMINE
Also Occurs On 🗸	PRIN
Chicas &	Program Type: A Age: Adults Description Weekly sit & knit social group. Bri and ask any of o wishing to learn as well!
Sand Creek Library 1821 S. Academy Blvd. Colorado Springs, CO 80916 (719) 597-7070	This week's even June Test, who v several kinds of wool is turned in





Phone: 123-456-7890

basis. These are indicated by an Also Occurs On button underneath the room, date, and time information. Click that button to show all the

Every event has a details page

information.

dates, and click any date to visit the detail page for that event.

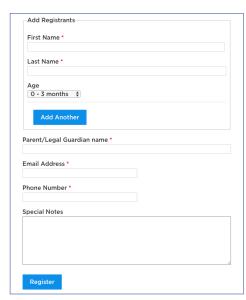
ADD TO MY CALENDAR

PRINT

SHARE

Interaction buttons at the top of the detail page provide options for adding to your personal calendar, printing, sharing on social media, and signing up for a reminder.

Event Registration



Some events require registration. They are noted on the calendar views with a pencil and pad icon.

Registration information is listed in a light blue box above the description.

To register, fill out the form and click the blue *Register* button. Be sure to enter an email address to receive confirmations, updates, and reminders.

This event is part of a combined series. If you register for this event. you will be automatically registered for all of the following events in the series and will receive a reminder email before each event. Registration for this event will close on July 5, 2018 @ 9:00am

Reserving a Room

Select by Room or by Day & Time

You can request a meeting room or study room. Click the **Reserve** option in the main menu to get started. You can browse a list of all rooms to pick the right one for you, or see what is available on a specific date and time. The pages for these options include filters on the left to help you find rooms by type and location.



Selecting a Time to Reserve

If you select your room first, go to its detail page to see an availability calendar. Click the green + icon to choose a start time. Keep in mind that the room you choose may require a setup and/or teardown buffer when selecting your time.

After selecting a room and time, vou'll go to the request form. Fill this in with information about your reservation. Some rooms may be approved automatically, but most require staff review. You'll receive email confirmations, updates, and reminders about your room.



	9:00am	+
9:00am	9:15am	+
9.00am	9:30am	+
	9:45am	+
	10:00am	+
10:00am	10:15am	+
10.004111	10:30am	+
	10:45am	+
	11:00am	
11:00am	11:15am	+
II.OOalii	11:30am	+
	11:45am	+
	12:00pm	•
12:00pm	12:15pm	+
12.00pm	12:30pm	+
	12:45pm	+

For additional help or questions, please contact the library at (719) 884-9827 or via meetingrooms@ppld.org.