Using LibCalendar
Ephrata Public Library

Creating an Account
To create a Libcalendar account you must include 2 of the following: Email Address, Library Card Number, and a Password. You can use any 2 of these, or sign up using all three and use them interchangeably when logging in.

1. Click the Create Account button in the top right corner
2. Fill out the form
3. Click Create Account
4. If you used your e-mail, verify your e-mail address by clicking on the link LibCalendar sends you

Logging in to LibCalendar
When logging into libcalendar, patrons only need two of the three requested items. (Email, Library Card Number, and Password) All staff accounts require all three when logging in.

1. Click the Log in button in the top right corner (Next to Create Account)
2. Enter your information in each field
3. Click Log in

Editing Your Profile
If you fill out your LibCalendar profile, the information will be saved and you’ll never have to type it again. Each program you register for the information will automatically be submitted.

1. Click My Profile in the top right corner
2. Fill out the form (Municipality is required)
3. Click Update to save the changes

Policies
Policies are listed on your profile. Some library programs require agreement to policies before registering for an event. You can review the policies on your profile page.

Viewing and Agreeing to a Policy
In this example we’re going to use the Computer Class policy.

1. Make sure you’re on the My Profile screen
2. Click View Computer Policy
3. Review the policy
4. When you’re finished click OK
5. Click the Agree button if you agree to the policy
6. Click Update to save the changes
Guardians and Dependents
You can add guardian and dependents to your LibCalendar account. This means that families can list all family members in one account. Taking the time to add guardians and dependents to your account can save you time while registering for library events.

1. Click on My Profile
2. Click on Additional Guardians or Dependents (Whichever you’re interested in adding.)
3. Fill out the form

Why is the birthday required?
Some library programs have age restrictions. We only use the information to make sure the age restrictions are met. This information isn’t used for anything else.

4. Click Add

The guardian or dependent will be listed at the bottom of the screen. You can add as many guardians or dependents as you would like to your account.

Editing a Guardian or Dependent
You can edit the information provided about a guardian or dependent.

1. Go to the Additional Guardian or Dependents menu
2. Scroll to the bottom of the screen
3. On the left side there’s a pencil icon, this is the Edit menu (Shown Below)

4. Change any of the information
5. Click floppy disk icon, this is the Update/Save button

If you wanted to remove a guardian or dependent from your account, you click the Trash Can icon (Next to the pencil icon.) to delete their information from your account.
Navigating LibCalendar
LibCalendar gives you different options for filtering, and viewing events. You can even search for specific events!

Filtering
You can filter LibCalendar by Event Type, and Audience Type. You can use both or just one filter to find specific programs. The drop downs are located at the top left of the screen.

You can mix both event type AND audience type to limit your search results.

To remove filters click the Reset Filters icon. (Shown above)

Changing Views
There are two different views built into LibCalendar. Calendar view, which is the default view, shows a calendar with all the events listed on each day of the month. List view will show you all the events in a list with their descriptions in the order they will be happening at the library.

To change to list view click the List View button (Shown below)

To switch back to calendar view click the Calendar View button next to the List View button.

Searching for Programs
If you know the name of the program you want to attend, you can search for it without knowing the date.

1. Click into the Search Bar
2. Type the name of the program
3. Press Enter on the keyboard
Registering for Events

Having a LibCalendar account when registering for events saves you valuable time. It’s not required to have an account to register for events, but it is recommended.

Registering for Events with a LibCalendar Account

1. Log into your LibCalendar account if you haven’t already
2. Find the Event you’re interested in and click on it
3. Review the event page
4. Click Register

On the registration screen any guardians and dependents on your account will be listed along with your information.

5. Click Select next to each person you want to register
6. Click Register on the bottom right of the screen

A confirmation page will appear on your screen. This verifies that you’ve registered for the event.

If you included an e-mail in your account, you will automatically receive an e-mail confirmation. If you didn’t include an e-mail and would like a confirmation, you can fill out the e-mail confirmation box at the bottom of the screen. You can also print a confirmation from this screen.

Warnings

Sometimes when you’re registering for a program you’ll see warning indicators on the screen. These are LibCalendar’s way of communicating with you when you haven’t met all the requirements to register for an event. To view a warning message, hover your mouse over the icon.

Red Warnings

The red warnings (shown below) will prevent you from registering for an event, until you take action and correct the problem. These warnings can consist of policies you need to agree to, or other requirements for events.

1. Click the Red Warning

You will be taken to your profile information.
2. Review the policy
3. Click Agree
4. Click Update
5. Click on the back button at the top of your screen (shown right)
   Don’t use the back button in your browser.

Make sure to use the back button (the Ephrata Public Library button) when you’re finished editing your account. This will take you back to the event registration page you were previously on.

Yellow Warnings
The yellow warnings convey information LibCalendar feels you need to know. This can be if your age is outside the audience type this program is geared for. Yellow warnings will not prevent registration, they’re only there as an FYI.

Guest Registration
Accounts in LibCalendar are not required. LibCalendar allows guest registration for library events.

To Register as a Guest
1. Click on the event you want to register for
2. Review the event details page
3. Click Register
4. Fill out the form, and agree to any required policies
5. Click Add
   Your information will be listed below. You aren’t registered yet!
6. If you want to register anyone else, repeat steps 4 & 5
7. Click Select next to each person you want to register
8. Click Register

You can register for other events using the same people you listed earlier. That information will be saved until you close your browser. The next time you visit LibCalendar you will need to enter your information again.
My Events
If you have a LibCalendar account you have a My Events page. Any events you register for will be listed on this page. If you have guardians and dependents on your account, their events will be listed here as well.

Contacting the Event Organizer
If you have a question about the program you’re attending you can contact the event organizer.
1. Click My Events in the top right corner of the screen
2. Click on the name of the event organizer

A box to send an e-mail will pop up automatically.

Deregistering for Events
You can remove yourself from events you’ve registered for.
1. Click on My Events
2. Find the event you want to remove yourself from
3. Click Deregister

The event organizer will be e-mailed automatically that you will no longer be attending the event.

For Video Tutorials visit the Help and How-To section on LibCalendar located the bottom right corner of the screen.