LibCalendar – Registration Admin

Ephrata Public Library

Having a staff account gives you extra perks. You will be able to view registration lists, deregister patrons from events, and view who is on the waiting list.

**Viewing a Registration List**
1. Log into your LibCalendar account
2. Click Site Settings
3. Click Event Management

The screen that shows gives you an overview of all the events on LibCalendar. You can also see who is in charge of the event on this screen.
4. Make sure the dates are set to show you the correct month of programs you want to view
5. Find the event you’re interested in
6. Click the **View Registered Patrons** button

You can also view registration lists by finding the event on the calendar. If you’re logged into your account you will see a **View Patrons** button across the bottom of the event.

**Viewing a Waiting List**

You can see who’s on the waiting list as well as registered patrons. On the registration screen there are three buttons.

These buttons can be active all at once. This means with each button you click it will add that variant to your list. If they’re green, the button is active. If it’s gray, the information is not currently showing.

**Registered** - Shows patrons that are already registered for the event.

**Waiting List** - Shows patrons on the waiting list for the event.

**Deregistered** - Shows any patrons that have deregistered from the event.
Deregistering Patrons in a LibCalendar Account
To deregister patrons from events you need to go to the registration list. This is the same page you use to view registered patrons, and waiting lists.

1. Log into your LibCalendar account
2. Click Site Settings
3. Click Event Management
4. Make sure the dates are set to show you the correct month of programs
5. Find the event you’re deregistering the patron from
6. Click the View Registered Patrons button
   If there are multiple time slots for the event, select the correct one by clicking View Registered Patrons on the time slot you want.
7. Click the Deregister button next to the patron you would like to remove

You can also deregister patrons by finding the event on the calendar. If you’re logged into your account you will see a View Patrons button across the bottom of the event.

When you deregister a patron the Event Organizer is automatically e-mailed.

Searching Patrons
If a patron has a LibCalendar account you don’t have to type their information to register them for an event.

1. Click the Patrons button in the top right corner

You can search by Name, Address, Phone #, Library Card #, or E-mail Address

2. Type your search and press Enter on the keyboard
3. Click the Select Patron Account button

   You will also see the name, account holder, email, phone, and address generator.

4. Click Site Events
5. Find the event the patron wants to register for
6. Click on the event
7. Click Register

The patron’s account along with any dependents or guardians will be listed on the registration screen.

8. Click Select next to the patrons to be registered
9. Click Register

The patron will now be registered for an event. You will continue using their profile until you log out, or when you go to register for an event click the Clear Selected Patron button. (Shown Below) This resets the information back to your profile.