



CREATE AND MANAGE EVENTS

The events feature allows you to set up events which patrons can view and register for from the OPAC.

CREATE A NEW EVENT

1. Go to **Assets > Find/Add Events**.
2. Click **New**.
3. Enter information into the fields as required.
 - 3.1. **Type:** If the type is set to Public, the event can be viewed by everyone on the Discovery Layer. If it is set to Private, only patrons in the group(s) selected in the "By Invitation Only Group(s)" grid will be able to see the event on the Discovery Layer.
4. **All Day:** Check if this event is an all day.
5. **Single:** Use this radio button if this is event only occurs once.
6. **Repeat:** Use this radio button if this is a repeating event.
 - 6.2. **Must sign up for entire series:** If this checkbox is checked, patrons who sign up for the event on the discovery layer will be prompted to sign up for the entire series and will be unable to sign up for a single event in the series.
7. If you would like to book a room for the event, go to **Assets > Bookings** to create a room booking first. Then, if the time of the event coincides with that of the room booking, the room will appear in the Room dropdown menu in the Events feature.
8. **Require Registration:** Check if this event requires patron registration.
9. **Allow Online Registration:** Check to allow patrons to register for events on the OPAC.
10. **Last Day to Register:** Set a deadline for patrons to register for the event.
11. **Participants Require Approval:** Check to approve/disapprove patrons who have registered for the event through the Discovery Layer.
12. **Notify contact of new registrations:** When new participants are added to the event, an email will be sent to the contact shown in the Contact Name field.
13. Click **Save**.



PARTICIPANTS

If registration for an event is required, use the Participants tab to track and send notifications to registered patrons.

1. Go to **Assets > Find/Add Events**.
2. Select the Participants tab.
3. By the top grid, click **Add Patron(s)**.
 - 3.1. Search for patrons to add to the event. Use the checkboxes next to the patrons listed to add multiple patrons if they appear in the same grid. Click **Apply** to add them to the event. Repeat to add more patrons.
 - 3.2. Click **OK** when finished.
1. Enter a message into the Notification field if you want to send a notification to the participants to remind them of an event they have registered for.
 - 1.1. To save the notification, click **Save Notification**.
 - 1.2. To send the notification right away, click **Send Notification**.
2. If the maximum amount of participants has been reached, patrons can be added to the Waiting List in the bottom grid.
 - 1.1. Click **Add Patron(s)**.
 - 1.2. Search for patrons to add to the waiting list. Use the checkboxes next to the patrons listed to add multiple patrons if they appear in the same grid. Click **Apply** to add them to the event. Repeat to add more patrons.
 - 1.3. Click **OK** when finished.
 - 1.4. To remove patrons from the waiting list, select the patron and click **Delete Patron**.
2. If a slot opens in the list of participants, move a patron from the Waiting List to the Participants List by selecting the patron in the bottom grid and clicking **Participate**.

PICTURES

Use this tab to add a picture to the event, which will appear on the Discovery Layer when the event is selected.

1. Go to **Assets > Find/Add Events**.
2. Select the Pictures tab.
3. Click **Add Image(s)** and browse your computer for one or more images. Alternatively, you can drag and drop the images from your computer in the *drop files* area.
4. The pictures will be automatically applied and will show on the Discovery Layer.
5. To delete a picture, select the thumbnail from the left column and click **Delete**.

FEEDBACK

The Feedback tab shows feedback patrons have submitted through the Discovery Layer.

1. Go to **Assets > Find/Add Events**.
2. Select the Feedback tab.
3. Search for an event using the search criteria.
4. View the feedback and comments which will appear in the grid below.