

GETTING STARTED WITH LIBCAL VERSION 2

Learning Objectives

Getting Started with LibCal webinar will cover the basic features of LibCal version 2, such as system settings and other administrative functions (statistics and hours), along with other features: calendar, room bookings, appointments, hours, and registration forms.

By the end of this session users will be able to:

- ✓ Describe available features on LibCal v2 (free)
- ✓ Demonstrate awareness of how to create the following: calendar/events, room bookings, and appointments
- ✓ Navigate the administrative functions, such as system settings, statistics and hours module

Administration Functions

System Settings

System Name

Institution Name

Institution URL

Access Rules & Privacy

Admin Alert Boxes

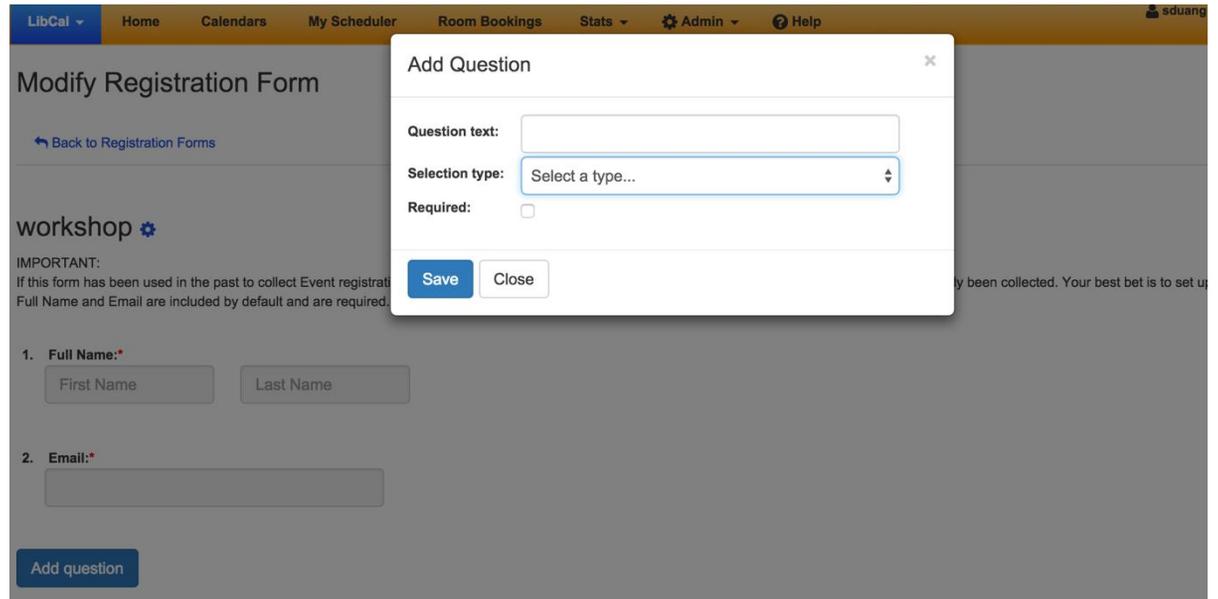
Date & Time Settings

The administrator controls system settings and user accounts. The free version of LibCal allows libraries to create one account per library that

consists of THREE calendars, THREE room bookings, THREE My Scheduler and ONE Hours module. More can be purchased separately directly from Springshare. Administrators can also create accounts, reset passwords, and promote/demote users.

System Settings		
Manage site-wide settings and properties.		
System Settings Access Rules & Privacy Admin Alert Box Email Settings Language Options		
▼ Institution Information		
System ID	Site ID #4361, Customer ID #255	
System Subscription	Calendars: 20, MySchedulers: 20, Rooms: 20	
System Name	LibCal	The name for your system, e.g. LibCal, Library Events, Training Sessions etc.
Institution Name	Wake Technical Community College	The name of your institution, as you want it to appear on the pages (e.g. "Downstate University", "Upstate County Library System", "Campbell Library", etc.)
Institution URL	http://library.waketech.edu/	Link to your institution's website, when users click on the Institution Name (above). Enter the full URL including the http:// part.
Admin Email	sduangudom@waketech.edu	The email address of the primary admin contact for this system. The address will be included on all support requests generated from within the system.
Support Link / Email	sduangudom@waketech.edu	URL or email address where we should direct visitors to the public pages who need assistance.
▼ Date & Time Settings		
Time zone	America/New_York	Your local time zone for your system.

Creating Registration Forms



Room Booking

Manage room reservations with ease, use custom registration forms and limit bookings to specific domain names.

Room Availability

Set up Room availability times. This will become the opening hours that each room can be booked.

Room Availability | [Bookings Explorer](#) | [Booking Mediation](#) | [Booking Forms](#) | [Booking Widget](#) | [Settings](#)

Northern Wake Campus Library | Monday, February 22, 2016

[+ Add Booking](#) |
 [⌚ Setup Room Availability](#) |
 [👁 View Public Page](#) |
 [📄 QR Code](#) |
 [📅 iCal](#) |
 [🖨 Print](#) |
 [📄 Excel](#)

	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
Room #266	Blue	Green	Blue	Blue	Blue	Blue																		
Room #353	Blue	Green	Blue	Blue	Blue	Blue																		
Room #355	Blue	Green	Blue	Blue	Blue	Blue																		
Room #357	Blue	Green	Blue	Blue	Blue	Blue																		
Room #359	Blue	Green	Blue	Blue	Blue	Blue																		
Room #371	Blue	Green	Blue	Blue	Blue	Blue																		
Room #373	Blue	Green	Blue	Blue	Blue	Blue																		
Room #375	Blue	Green	Blue	Blue	Blue	Blue																		
Room # 348	Blue	Green	Blue	Blue	Blue	Blue																		
Room #167	Blue	Green	Blue	Blue	Blue	Blue																		
Room #256	Blue	Green	Blue	Blue	Blue	Blue																		
Room #179	Blue	Green	Blue	Blue	Blue	Blue																		
Room #262	Blue	Green	Blue	Blue	Blue	Blue																		
Room #175	Blue	Green	Blue	Blue	Blue	Blue																		
Room #173	Blue	Green	Blue	Blue	Blue	Blue																		
Room #252	Blue	Green	Blue	Blue	Blue	Blue																		

Appointments

Schedule appointments, allows patrons to schedule research appointments and one-on-one consultations with librarians.

My Scheduler

Set up your appointment time slots, then let LibCal accept and manage your 1 on 1 patron meetings!

My Appointments Appointment Scheduler Settings Google Calendar Outlook/Exchange Calendar Widget/Embed Code

⊙ Set up My Availability Times

Monday, February 22, 2016

No Appointments!

Hours

An easy way to tell your users when the library is open & closed

Hours Preview

	«	»	Feb 21 Sunday	Feb 22 Monday	Feb 23 Tuesday	Feb 24 Wednesday	Feb 25 Thursday	Feb 26 Friday	Feb 27 Saturday
Northern Wake Library			Closed	7:30am – 8pm	7:30am – 8pm	7:30am – 8pm	7:30am – 8pm	7:30am – 5pm	Closed
Main Campus Library			–	–	–	–	–	–	–

Northern Wake Library

Northern Wake Library Library ⌚ Edit Hours ⇄ Exceptions ⚙ Settings 🗑

+ Add Department