LibraryMarket

LibraryCalendar
Launch Checklist

Taxonomy Terms

- Program Type
- Age Groups
- Branch
- Room Type
- Equipment
- Room Set-up*
  - I'll go in behind you and upload the room set up icons if you want to use them. Otherwise, feel free to delete them.
- Rooms*
- Default Images
- Disclaimers*
- Program Descriptions*
- Internal Categories
- Registrant Age
- Registrant Grade
- Organization Type
- Referral Source (How did you hear about this program?)
- Town (What town are you visiting from?)

*Note: Items with an asterisk are the terms in which the Description field can be used. Otherwise, ignore this field as it will not appear anywhere.

If you have questions about entering this information, please review the Session I recording located in Documentation folder of your content package or review the *LibraryCalendar Manual* beginning on page 90.

Create Users & Confirm Permissions

Ensure that all user accounts have been created.

Also, using the test credentials provided in the "Session I Recap" email, ensure that the permissions we've configured from Session IV are aligned with your expectations.

Event, Registration, & Registration Form Review

In Session II, we talked about how to use the field settings sections to adjust the fields that appear on the forms. Take a moment to ensure no additional changes need to be made.

Settings Review

In Session III, we talked about how to control the behavior of the calendar. Ensure that all settings are as desired.

Email Configuration

If you haven't already, please be sure to have IT staff review the *Mail Setup Documentation* and advise what email method is preferred and what email address notifications should be sending from.

ILS Configuration (If Applicable)

Ensure the ILS Configuration document found in Session III > folder of your content package is populated with the necessary API credentials and test cards. If you do not see your ILS API information listed, we'll want to establish a connection with your ILS via SIP2. Please reach out to your project manager for further assistance.

eCommerce Configuration (If Applicable)

In the Session III folder > Library Information of your content package, you will see a document titled "eCommerce." Please ensure your BrainTree or Square API information is documented. If you are having trouble locating this information, please reach out to your project manager.

Training

Ensure you've scheduled training with your project manger. We are pretty flexible with the training sessions, but this is the general structure:

- ***Event training*** for event creators to cover creating and editing events and managing registrants; plan for 1.5 hours
- ***Reservation training*** to cover reservation approvals, reports, etc.; plan for 1 hour
  - Alternatively, we can cover the above two together if there is a lot of staff overlap who manage both events and reservations; for ***combined events/reservations session***, plan for 1.5 hours
- ***General staff training*** to cover basic calendar navigation and registration functions; plan for 45 minutes

Please click the links above to schedule your training session(s). All training sessions are recorded and will be placed in the Phase IV folder of your content package.

Content Entry

After Training, library staff will enter any events, reservations, and registrations you would like to have in the calendar upon launch. This is a great time to practice entering events and other content in the system and helps catch any necessary configuration changes.

Launch!

Please advise your project manager of your desired launch date 48 - 72 hours before your desired launch date. We'll want to ensure the live URL has been assigned. This is generally something like **[libraryname].librarycalendar.com** instead of the staging URL of **live-[libraryname].pantheonsite.io**, which we never want to expose to patrons.

Frequently Asked Questions

If you have any questions or concerns, please reach out to your project manager or call us at 479.668.2905.

How do I integrate the calendar into the website?

This is typically done by the use of feeds. The ***feeds documentation*** will elaborate on the process of how to build any queries you need.

If you have a WordPress site, you'll need to use a plug-in to style the feeds and display them on your website.

When I'm creating a reservation or registration, I'm getting an "Unable to send notification" error message.

This is totally normal and is a result of the emails not being enabled yet. Emails are enabled the morning of launch day.

How can I preview what the emails will look like? Can I make changes to this verbiage?

In your Documentation folder, you will see documents outlining what the verbiage of the notifications will look like. Most of the verbiage is hardcoded and cannot be changed. However, you can add verbiage above the "Thank you" line where you see "Custom Message" in the documentation. This is typically used to convey event-specific information like links for virtual programs.

How do I edit the text that is on the Reserve a Room landing page?

Click here to see a quick video on how to change this body copy.