

ALL LIBRARY STAFF

Donald W. Reynolds Library Serving Baxter County

Updated Tuesday, October 22, 2013

EVENTS by EvancedSolutions.com

EVENTS provides everyone across our library and community instant, online access to our library's programs and events. More than a Web calendar, Events is a full featured program/event management and planning utility with online registration options & outreach and public relations tools.

All BCL Staff: EVENTS Staff Track Training Videos

BASIC

Additional Features:

[Calendar/List View](#)

[Event Registration*](#)

[Attendee Lookup](#)

[Understanding Patron Options](#)

[Subscriber Lookup and Details](#)

[Running Reports](#)

*Register individuals NOT GROUPS unless you are a Dept. Head.

Public EVENTS Views

EVENTS Monthly Calendar View

(Public room reservations will be visible)

Go to Public Events: <http://baxlib.evanced.info>



EVENTS List View

(Public room reservations will be visible)

Go to Public Events: <http://baxlib.evanced.info>

The default is Calendar View.
In the left Search box, click on Display Format: List



EVENTS Calendar Module - Read-Only Level: All Staff

Typical Use : Search for an EVENT LIST VIEW

1. Login to Event Management System: <http://baxlib.evanced.info/maintenance.asp> Enter User ID and Password.
2. Under Event Maintenance, click on [Add/Edit/Archive](#)
3. Enter a search Keyword and then click **Search**.

Typical Use: Search for an EVENT CALENDAR VIEW

1. Login to Event Management System: <http://baxlib.evanced.info/maintenance.asp> Enter User ID and Password.
2. Under Registration & Attendance, click on **Calendar/Registration** Click on both the **Published and Not Published** events checkboxes.
3. Enter a Keyword.
4. Click **Search**.

Typical Use: Register a patron for an EVENT

1. Login to Event Management System: <http://baxlib.evanced.info/maintenance.asp> Enter User ID and Password.
2. Under Registration & Attendance, click on either GO or Calendar/Registration
3. Events requiring registration will be underlined. Click on it.
4. Fill out each patron's information and click Complete Registration. Don't register a group even though you will see a place to do so. Patrons do not see that option when they register.

Typical Use: Cancel a patron's registration for an EVENT

1. Login to Event Management System: <http://baxlib.evanced.info/maintenance.asp> Enter User ID and Password.
2. From the drop down menu "Registration & Attendance", choose "Attendee Lookup"
3. Several options are available for lookup, enter Last Name, or Library Card number, etc. and click "Search"
4. When you locate the attendee, click on "View/Edit"
5. At the bottom of the Attendee Lookup Report screen, click "Cancel"
6. A window will pop up asking you to confirm cancellation, click "Continue"

Typical Use: View an EVENT Class List

1. Login to Event Management System: <http://baxlib.evanced.info/maintenance.asp> Enter User ID and Password.
2. Under Registration & Attendance, click on Event Attendance.
3. Navigate to and click on the event.
4. Print the list by exporting it. .csv (comma separated value) files can be "SAVE (d) AS" Excel files - a format you're probably used to using.

Typical Use: Accept payment from a patron for an EVENT they've registered for

1. Login to Event Management System: <http://baxlib.evanced.info/maintenance.asp> Enter User ID and Password.
2. Under Registration & Attendance, click on either GO or Calendar/Registration
3. Navigate to and click on the event.
4. At the page top under "Registration & Attendance" click on "Event Attendance."
5. Again: navigate to and click on the event.
6. At left you'll see a box for payment. Click in it and in the notes box add cash or the check #, your initials, and the date.
7. At the bottom of the page Update or Save.

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Patron's (public) ROOM RESERVE

ROOM RESERVE is room scheduling software to manage our public meeting and study rooms as well as the equipment in our library. **Mainly for patrons**, but accessible to staff, self-service options for making room reservations will be provided through Room Reserve.

All BCL Staff: ROOM RESERVE Staff Track Training Videos

- Patron View~
- Creating a Patron Reservation~
- Making a Reservation for a Patron~
- Finding a Reservation
- Room Request Tabs


~Equipment is reservable ONLY with a room.
 ~Public ROOM RESERVE-ations is enabled but e-commerce is not. Payment is cash or check only.
 ~~~All rooms are mediated

**Public ROOM RESERVE View**

**ROOM RESERVE**

Requests are limited to  
**Knox Community Rooms,  
 Small Conference Rooms, Study Rooms  
 and the Computer Lab**

Go to Public Room Reserve:  
<http://baxlib.evanced.info/ROOMREQUEST.ASP>  
 To see all rooms, click **Check All/Uncheck All**  
 and then **Refresh**



### ROOM RESERVE Calendar Module - Read-Only Level: All Staff

**Typical Use: Creating a reservation for a patron ROOM RESERVATIONS ONLINE**  
 (Paper forms will be available for those who do not want to submit their requests online.)

1. Go to the public **PATRON ONLY** accessible ROOMS - don't log in:  
<http://baxlib.evanced.info/ROOMREQUEST.ASP>
2. In the column on the left, put a check in the box next to the room you'd like to request. Click REFRESH. (Room descriptions appear as you hover your mouse over the room names.)
3. Navigate to the date in the calendar you'd like to request and click on the numeral in that box. (To submit multiple requests click on SEARCH/RECURRING in the menu bar.)
4. Put checks in the boxes next to the times you'd like to reserve the room. Click CONTINUE and finish filling out the form.
5. Click VERIFY REQUEST and then SUBMIT.

**Typical Use: Accept Payment for Room Fees**

1. Go to *Rooms System Maintenance*:  
<http://baxlib.evanced.info/roommaintenance.asp>  
 Enter User ID and Password.
2. Under **Reservation Maintenance**, Room: click on **Requests/Reservations**.
3. In the Tab Menu at the top of the page click on "Pending Payments".
4. Enter a search Keyword and then click **Search**.
5. Find the event that the patron wishes to pay for and click "View".
6. Scroll to the bottom of the page and click "View Confirmation".
7. You'll see what's owed and can accept a check or cash for that amount. Receipt it and give the payment to Brenda with a note who it's from, or print the page as a copy of their invoice. (Control Key + P)
8. NOTIFY CALENDAR ADMIN THAT PAYMENT FOR A ROOM HAS BEEN RECEIVED SO THAT PAYMENT CAN BE NOTED IN THE CALENDAR SYSTEM AND THE EVENT WILL APPEAR ON THE CALENDAR.

**Typical Use: Patron Self Cancellation Feature**

1. To Come

**List of links to individual organizations who meet at the Library whose meetings are open to the public is available at [baxlib.org](http://baxlib.org) on the Adult page**

Kathe

**From:** Kathe <kathe.a@baxtercountylibrary.org>  
**Sent:** Thursday, June 07, 2018 4:12 PM  
**To:** kathe.a@baxlib.org  
**Cc:** Jennifer  
**Subject:** Evanced Registrations

**HOW DO I REGISTER MULTIPLES**

**Registration – two kids – one card – same event**

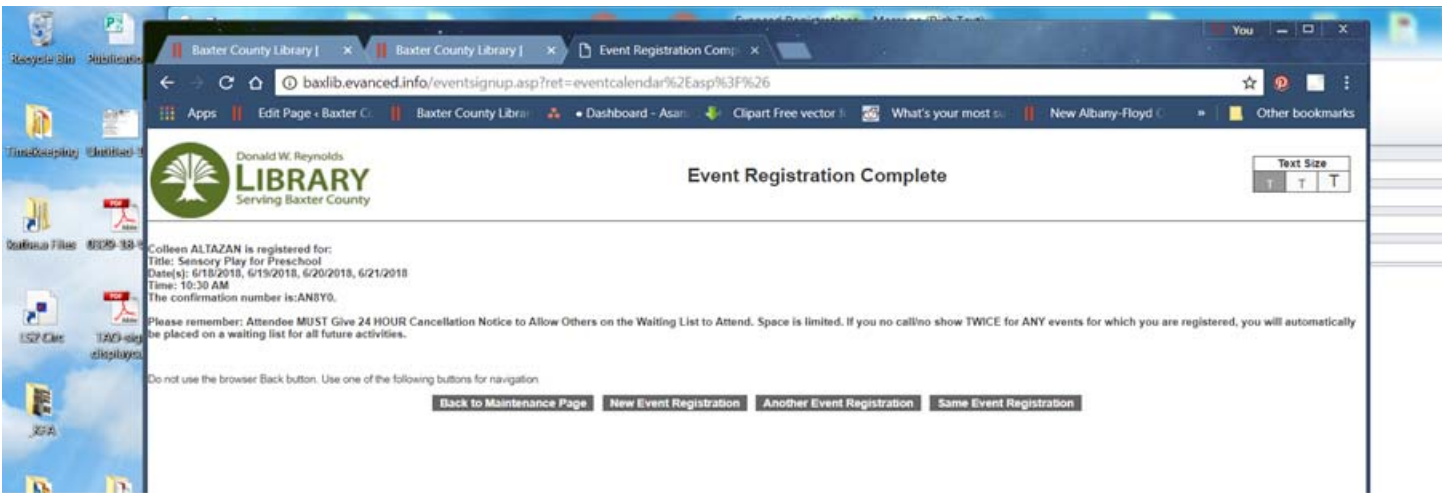
Donald W. Reynolds Library serving Baxter County  
Location: Children's - Teen's Multipurpose Room  
Registration Ends: 6/15/2018 at 10:00 AM  
Other Information: Preschoolers through age 5 will experience something for all their senses during this time of play. Register once for all four sessions. Dates June 18, 19, 20 & 21. Identical session will be held in July. All children registered for this course must be accompanied by an adult.  
Contact: Diane Porter  
Contact Number: 870 580 0703  
Status: Openings

**Please Note**  
Attendee must be between the ages of 1 Month and 5 Years old.  
Attendee MUST Give 24 HOUR Cancellation Notice to Allow Others on the Waiting List to Attend. Space is limited. If you no call/no show TWICE for ANY events for which you are registered, you will automatically be placed on a waiting list for all future activities.

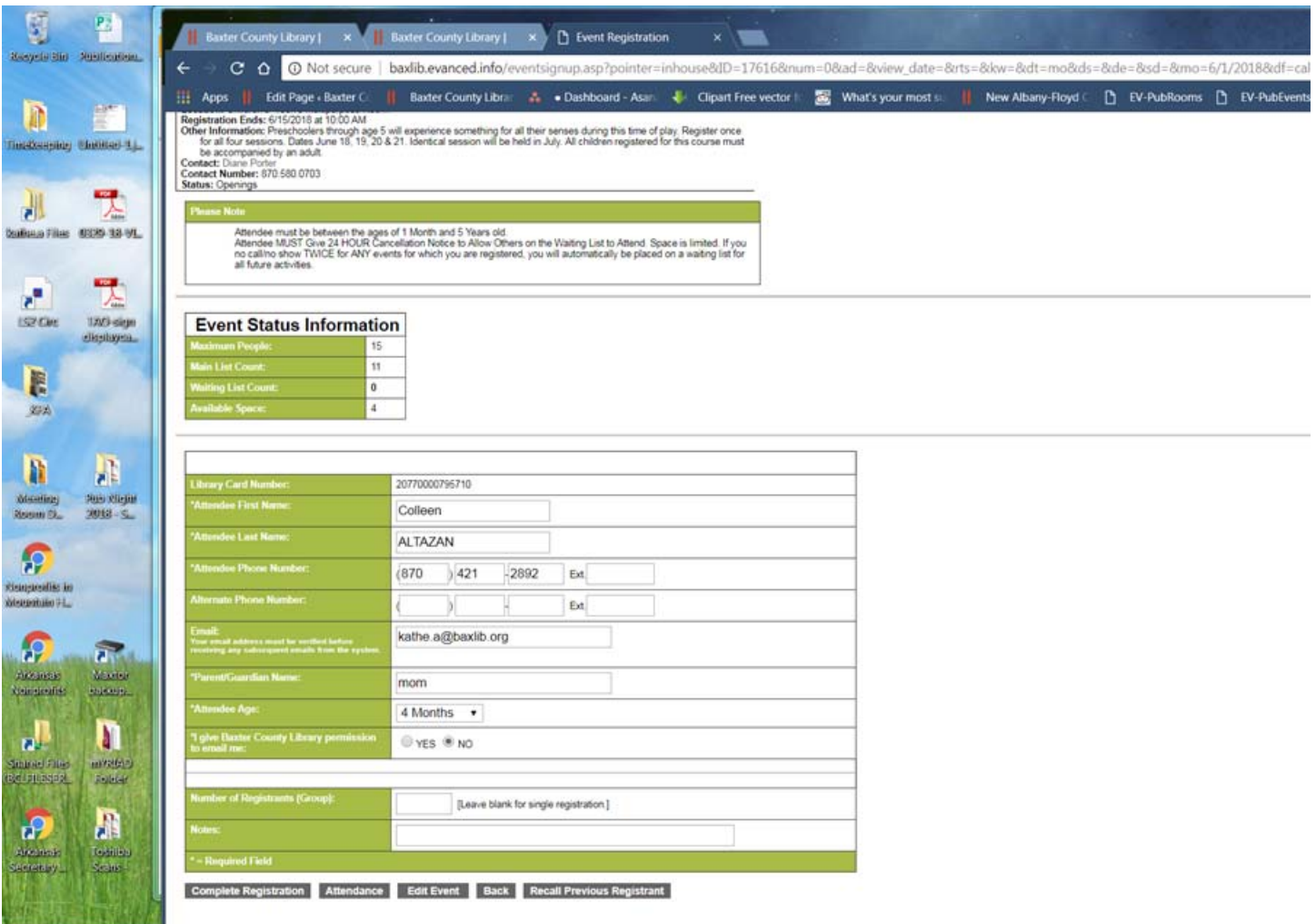
| Event Status Information |    |
|--------------------------|----|
| Maximum People:          | 15 |
| Main List Count:         | 10 |
| Waiting List Count:      | 0  |
| Available Space:         | 5  |

|                                                       |                                                               |
|-------------------------------------------------------|---------------------------------------------------------------|
| Library Card Number:                                  | 20770000795710                                                |
| *Attendee First Name:                                 | Camden                                                        |
| *Attendee Last Name:                                  | ALTAZAN                                                       |
| *Attendee Phone Number:                               | (870) 421-2892 Ext.                                           |
| Alternate Phone Number:                               | ( ) - Ext.                                                    |
| Email:                                                | kathe.a@baxlib.org                                            |
| *Parent/Guardian Name:                                | mom                                                           |
| *Attendee Age:                                        | 4 Months                                                      |
| *I give Baxter County Library permission to email me: | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| Number of Registrants (Group):                        | [ ] [Leave blank for single registration]                     |
| Notes:                                                |                                                               |

Complete Registration Attendance Edit Event Back Recall Previous Registrant



After submitting, clicked on same event registration to register Camden's twin



If after registering, patrons are having difficulty they can:  
 Close and reopen their browser and/or  
 Clear their browser cache (in Chrome, More tools, clear browsing data, be selective)

## **WHAT DID I JUST REGISTER FOR? HOW DO I CANCEL?**

**Patrons can obtain a list of the classes they have registered**

**Patrons can cancel classes they do not want to attend**

**GO TO**

- Programs
- Calendar
- Display Personal Schedule (search for carver Altazan)

## **STAFF SIDE**

### **CLASS LISTS AND CANCELLATIONS**

If you wish to see all persons registered for a class (and maybe cancel a reservation for someone)

**LOG IN AND GO TO**

- Registration and attendance
- Event attendance
- Click on the event