# Find and Register for a Library Program or Event

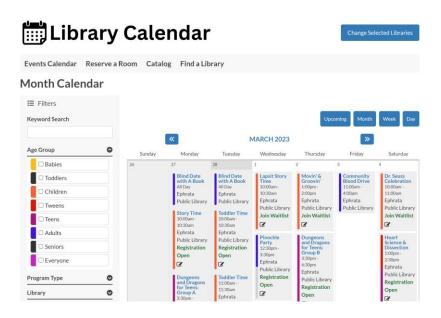
Browse our calendar to find library programs you'd like to attend! Just visit calendar.lancasterlibraries.org or click the calendar link on our website.

# **Using the Calendar to Find Events**

With Library Calendar, you can easily browse through the calendar to find programs that you'd like to attend. Because we offer a lot of options, you are also able to use filters to help narrow down what is displayed on the calendar. Filter by:

- Age group
- Program Type (Storytime, Technology Class, Book Clubs, Arts and Crafts, Health and Wellness, and SO much more)
- Library
- Event Type (Library Events vs Closings)
- Registration Type (is registration required?)

Once you've established your filters, click **Apply** to limit what's listed on the calendar. Want to see everything again? Just press **Reset**.



## **Event Information**

When you click on an event, you'll see a page of information about the event. It's important to review the information before registering.

#### **Event Date and Location**

On the left side of the page, you'll find the date, time, and location of the event. The room where the event is being held will be listed.

FEB Ephrata Public
Library
EPH 1/2
Multipurpose Room
Kitchen Side
Thursday, February 2, 2023
1:30pm - 2:30pm

# **Registering for Events**

If a program requires registration, it will include one of the following messages:

- Registration Open: There are still spots left! You can register today.
- Join Waitlist: The program is full, but we'll put you on a list to contact if anyone cancels.
- **Registration Closed**: The event has either already passed or there are no more seats available.

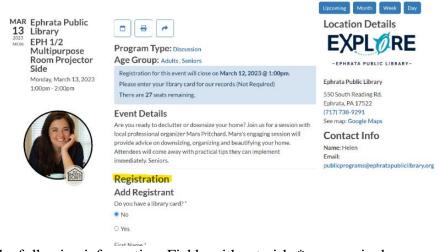
To register or join the waitlist, do the following:

1. From the calendar, click on the name of the event you're interested in.



2. Scroll down to the registration form.

Downsizing Tips for Seniors



- 3. Fill out the following information. Fields with asterisks\* are required:
  - 1. Whether or not you have a library card\*. Having one is not required, but if you do, please put your barcode number here!
  - 2. First Name\*
  - 3. Last Name\*
  - 4. Email Address (this will allow us to contact you if the event is cancelled for any reason).
  - 5. Phone Number
  - 6. Any special notes you have accessibility needs, write us a little note, etc
  - 7. How you heard about the program we want to be able to keep reaching you where you find information!

- 8. You may also be asked for the following, depending upon the program:
  - 1. Participant age\* (for age restricted events)
  - 2. Parent or legal guardian name\*
  - 3. Indicate any food allergies\*
  - 4. And more
- 4. Once you've filled out all required fields, you can click **Register**. You will receive a registration confirmation to the provided email address, as well as a reminder email shortly before the event begins. If you joined the waitlist, you will be emailed if a spot opens up for you.

### What's a Series?

A series is a collection of programs that go together. You may be able to register for all of them at once by registering for just the first event in the series. You may also find that you can't register for subsequent events if you haven't been attending from the beginning. This is for those events where the learning or activities build off of what was done in the previous program (for example, certain technology classes or long-spanning games like Dungeons & Dragons). Look for messages like the following for more information:

This event is part of a series. **Visit the first event in the series** to register.

Registration for this event will close on March 28, 2023 @ 3:30pm.

There are no more seats remaining.

There are 3 waitlist seats remaining.

# **Programs with Many Dates**

Some events are scheduled weekly, biweekly, monthly, etc. If you are trying to register for a program and want to see what other dates are available, you can click on **Also Occurs On** and see a list of dates.

You would click on the dates you would like to register for and fill out the form for each date.



## **Need to Cancel?**

Can you no longer attend the program? Please let us know! There may be people waiting for a spot. You can cancel by letting someone at the library know or by clicking on the cancellation link in your registration email.

See you at a library program or event soon!