



SignUp is the program MLS is using for including events in the online calendar and to reserve room space. It is not a replacement for marketing. The goal is to standardize the events and to make them more meaningful for our customers. Additionally, some of the events in the online calendar will be included in the info Magazine and some will be *'featured'* events (see page 11). To help ensure consistency among the events and to provide the most accurate and informative data to our customers here are some things to keep in mind:

- Check with other locations for the same program and ensure that you use the same title and description.
- Check the Blurb Bank for already prepared descriptions.
- Using the completed PPC, enter the approved events into SignUp.
- On the PPC if an event has a sponsor a Marketing Request Form is required.
  - Sponsor – Individuals/Organizations who have contributed funding for the event.
  - Presenter – Entity (person or organization) leading an event.
  - Co-Sponsor – DO NOT USE

Since TLC will use the information from SignUp for the catalog, we need to consider how we enter so that the fields they use are the most meaningful. Additionally, the Summer Reader and our webpage can make use of this information.

## IMPORTANT LINKS:

Admin site: <http://metrolibrary.evanced.info/Admin/>

Customer Site: <http://metrolibrary.evanced.info/signup>

# SIGNUP PERMISSIONS

	STAFF	LIBRARIAN	PUBLISHER	MANAGER	ADMIN
<b>EVENTS</b>					
View Events (All Locations)	X	X	X	X	X
Cancel Event (All Locations)					X
Cancel Event (Local)		X	X	X	X
Edit Event (All Locations)					X
Edit Event (Local)		X	X	X	X
Create Event		X	X	X	X
Delete Event (All Locations)					X
Delete Event (Local)		X	X	X	X
Create Event (from Local Template)		X	X	X	X
Publish Event			X	X	X
Copy Event (Local)		X	X	X	X
Bulk Publish Events					X
Unpublish Event (Local)		X	X	X	X
Create Template		X	X	X	X
Edit Template (Local)			X	X	X
Delete Template (All Locations)				X	X
View Recycle Bin					X
Restore Recycled Event					X
<b>REGISTRATION</b>					
Register Patron	X	X	X	X	X

	STAFF	LIBRARIAN	PUBLISHER	MANAGER	ADMIN
Group Registration – Limit #	10	10	10	10	10
Registration Override		X	X	X	X

## PATRONS

View Patron	X	X	X	X	X
Edit Patron	X	X	X	X	X
Delete Patron		X	X	X	X
Modify Subscriptions		X	X	X	X

## REPORTS

Run Saved Report	X	X	X	X	X
Create New Report		X	X	X	X
Edit Saved Report	X	X	X	X	X
Delete Saved Report					X

## ATTENDANCE

View Attendance	X	X	X	X	X
Update Status	X	X	X	X	X
Transfer Attendance	X	X	X	X	X
Update Attendance	X	X	X	X	X
Email Attendees		X	X	X	X
Attendance Absence	X	X	X	X	X
Add Attendance Notes	X	X	X	X	X

## GENERAL WORKFLOW

1. Librarian/Staff completes the PPC Process
2. PPC Approved
3. **Librarian Role** enters and saves information into SignUp – Room is automatically reserved in Spaces. Since our policy allows customers to book 3 months out, staff need to always be finished with 3 months planning and working on the 4th month to stay ahead of the public requests. By the 20th of each month, all entries for the next 3 months out are fully entered to reserve the space and to have sufficient time for publicity (e.g. By June 20 all of September entries are complete. July was completed in April and August was completed in May)
4. **Publisher Role** proofs/edits the event to ensure that the location, date, time, description, etc. is all accurate. S/he will use Excel as a tool for ensuring entries are accurate in content for public viewing as well as the procedures for entering data. By the 29th of each month the entries for the next 3 months out are verified as accurate.
5. **Publisher Role** publishes the event by the deadline for inclusion in the *info Magazine*
6. **Manager Role** reviews the entries and holds each role accountable for their work.
7. Marketing exports the published items and sends each location a proof prior to publishing the *info Magazine*. The goal is to have no errors due to incorrect entries since these were proofed by the Librarian and Publisher roles earlier.
8. **Publisher Role** makes any corrections to a published event after the *info Magazine* has been proofed so that the entry matches the *info Magazine*.
9. **Publisher and/or Manager Roles** are responsible for corrections or updates to any published event at their library. This includes cancellations.
10. **Staff, Librarian, Publisher and/or Manager Roles** may enter registrations for events that are “Staff Registration” only.
11. **Librarian Role** is responsible for the registrations.

12. **Staff Role** will print reports to know how to set up a room for an event.
13. **Librarian Role** is responsible for entering attendance numbers after the event.
14. **Publisher and/or Manager Role** is responsible for ensuring that the attendance is entered by the end of the current month. (These are necessary statistics for ODL and the MLS Annual Statistical Report, plus they are an important measurement to be used in the PPC)
15. After items have been published updates may be made by any of the three roles. Care must be taken to ensure that the information visible to the public is accurate. Use the software to cancel all events and specify the reason.

## **Publishing**

The person designated with the **Publisher** role will proof and publish each entry individually making sure that the entry follows all the format requirements, that all the information is accurate and ready for visibility to the public. The **Manager** role has all the same permissions as the **Publisher**.

Either do a filtered search of all *not published* items during the month being reviewed or create a report and use Excel to determine that all intended events have been published.

Once the item(s) have been published, changes can be made by the **Librarian**, **Publisher** or **Manager** roles, so it is important to be very cautious about what is visible to the public.

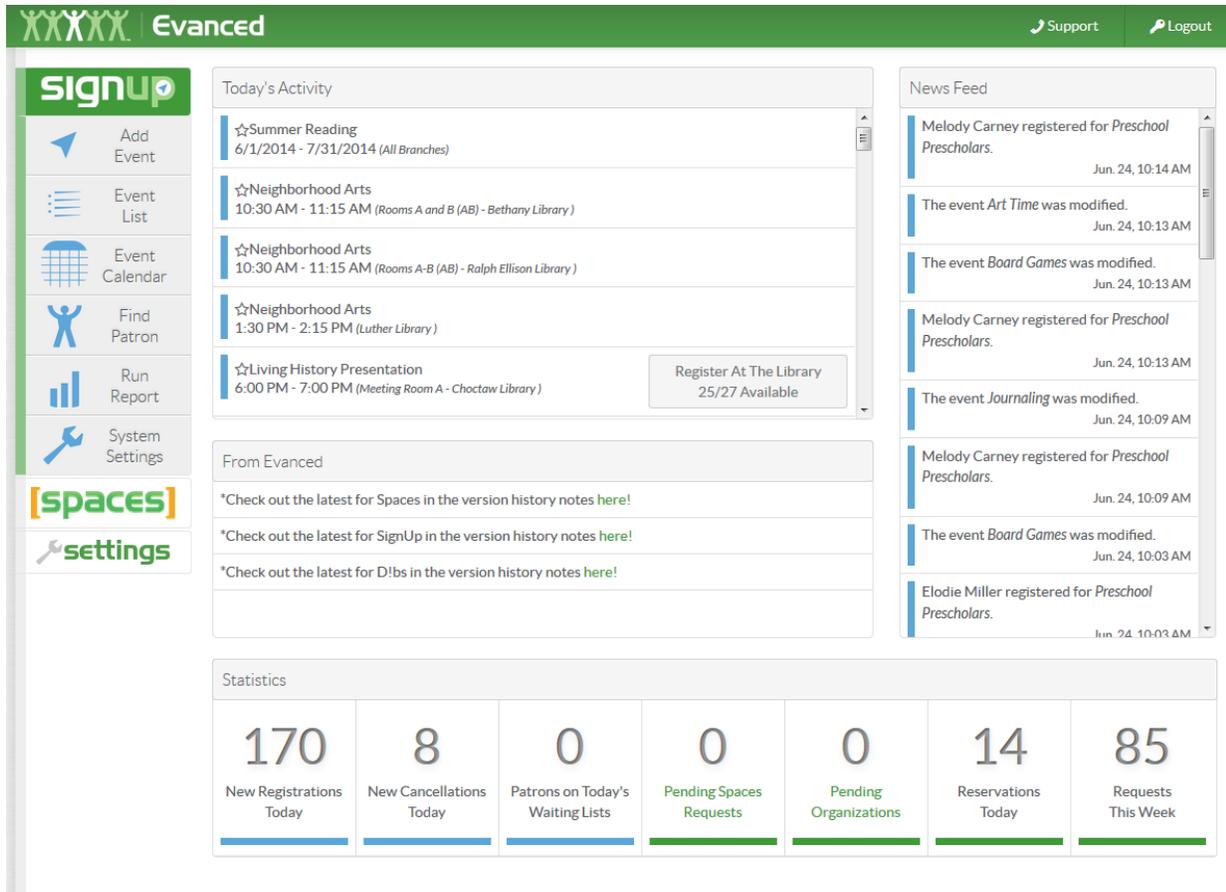
## **Reports**

Each role will be able to generate and print canned reports. Some roles will also be able to create reports. Once a report is created it may then be exported as an Excel or csv file.

*NOTE: MaC will have a canned report of the event information that they will use for inclusion in the Info Magazine.*

# SOFTWARE OVERVIEW

SignUp and Spaces are two products offered by Evanced. SignUp provides event management solutions offering customers a calendar of events and online reservations to attend library events. Spaces is room management software. *Soon an online component will be available for customers to reserve meeting rooms on their own.*



SignUp events and statistics can be easily recognized by the color **blue** in Today's Activity, News Feed, and Statistics. SignUp buttons are also in **blue**. Spaces can be recognized by the color **Green**.

The Global Menu (left-side menu) is accessible on every page within SignUp and Spaces. If you ever need to get back, use the Global Menu. **DO NOT USE THE BACK BUTTON. Trust us, it will eat your browser.**

# SEARCHING

**Best Practice:** Find your library's events more quickly using the **Event List**. The **Event Calendar** section takes several minutes to load. So, save some time by using Event List.

To Search for your events, use the pre-defined filters at the top of the page.



Narrow down by date range, keyword, library location, event type, age group, or presenter.

You can also filter your results in the Options section to show:

- Published
- Not Published
- Show Ongoing Events
- Featured Events Only
- Show Spaces Events

**Best Practice:** The keyword is an auto “and” search, making the search as a phrase. For instance if you search for story time, it would search for all of the instances of the phrase “story time” but would not pull up anything where story or time is listed independently not as a phrase.

# TEMPLATES

**Best Practice:** Use your library's pre-created templates to help avoid mistakes and to save time!

Begin as if you are creating an event. Once the required (\*) information is entered on the Quick Event tab you will need to select 'Save as Template' at the bottom to create the template. If 'Save' is selected at the bottom you will have created a single event. If this is an error, you will need to delete the event and re-enter the information again and select 'Save as Template'.

## Creating Events Using Templates Process:

Add event -> From Template -> search by keyword/location to find desired template -> select the template -> Change location and other information as necessary to fit your event -> Save

# ENTERING EVENT INFO INTO SIGNUP



## Tab 1 - Quick

<i>Title:</i>	keep it short and use important and consistent keywords. Remember that these entries are for the online calendar and the first view is very limited. Think of the title as a controlled vocabulary that is consistent across the system for similar events. List the event title (no bold or italics) i.e. Storytime, Children Reading to Dogs, etc. NOTE: Enter Babytime, Toddlertime, Storytime, Musictime as one word in the quick title so that keyword searching will find with fewer false drops. LEGO is all caps
<i>Branch:</i>	select from drop down menu
<i>Event Location:</i>	select specific space/room at the 'branch'
<i>Ongoing event:</i>	events such as Summer Reading or possibly exhibits that take place every day over a period of time
<i>Start time:</i>	the time the event begins
<i>Setup time:</i>	select the appropriate amount of time before the event begins. It is a negative number since it is subtracting the time from the start time of the event. If you need time to set up the day before an event, book a room for that through Spaces.
<i>Take down time:</i>	select the appropriate amount of time needed to clean the space. It is a positive number since it will add time from the end time of the event.
<i>Event type:</i>	choose up to 3 types of events. The first box should be the primary event type and the second and third boxes are for additional event types. <b>First box is the primary event type.</b>
<i>Age Group:</i>	choose up to 3 age groups. Entering information into these three boxes restricts the event to those age groups selected. <b>First box is the primary age group.</b>

*NOTES: Outreach will enter their programs in SignUp and save. The publisher at the library where the event will take place will review. S/he will proof the submission and publish if/when it's correct.*

*ADDITIONAL NOTE: MAC will only use the primary Event Type (ET) and Age Group (AG) of your events for info Magazine. The primary ET & AG are also used to populate the RSS Feeds and soon our catalog.*

### Best Practice: Copy Events

Only available with programs already created at your 'branch' location. Locate an event from the Event List or the Calendar View and click the 'copy' button. The information will then populate so that you can 'add event.'

## Tab 2 - Recurring

Use when there is a pattern with the event. The event needs to take place at the same 'branch', with the same beginning and ending times, and in the same room in order to be a recurring event when you first enter it. This is especially useful for easily extending an event into the future as well as performing global changes for the event. Changes can be made for one occurrence of the recurring event; however, global changes will no longer be able to be made since now the recurrences are not the same. The software will prompt you by asking if you want to make changes to all or only one occurrence. Also, if you choose all occurrences and one of the occurrences had previously been changed, the software will ask you if you want to overwrite all occurrences. Unless you really understand what you will be changing, I would recommend not overwriting those changes. NOTE: Additional dates may be used in the box and/or used in place of the automated recurrences.

### Best Practice: Recurring Events

Using the recurrence feature can help ensure less mistakes in entering event information. However, using this feature does not negate your responsibility to review all of the month's entries to ensure accuracy.

**It is necessary to use the following functions for any event that will occur more than once at a single or multiple locations:**

***Recurring Tab and/or Ongoing function*** for repeating events so that:

- Marketing easily can see which events repeat since the *info* Magazine consolidates recurring events into a single entry.
- Knowing which ones are ongoing or recurring will assist in streamlining the entry process and reducing errors in spelling, etc which helps in creating a more controlled vocabulary.

### Tab 3 - Event Details

#### Details section

Featured box –These events can be found by using the ‘filter’ option in searching. This is reserved for System events (e.g. Neighborhood Arts, Our World, etc.). *Featured Events must be stipulated in the PPC and require a MAC project request form.*

Description – It is important to remember that libraries and customers will print these and we need to be cognizant of the impact these additions have on the printed view. The field is NOT a replacement for advertising and needs to be succinct. Only three lines of the description will be viewable without selecting ‘see more’ to display the remaining text. Ages will not be included here.

Type the information in directly or follow specific instructions below to remove all formatting. Use only default font style, size, and color. The purpose of this is to have consistency in appearance which helps the reader and provides a more professional impression.

#### **Best Practice: Clear Formatting Before Pasting**

Stop the pains of clearing formatting with this little trick. Before pasting in the **Description** field, click **Edit** on the menu and select **Paste as Text**. Once you paste, it pastes your text as plain text. Which is empty from formatting. Trust us, this little trick will save you lots of time, heartache, and headaches.

### Best Practice: Removing Formatting

If you cut and paste information from other sources visible and hidden formatting is also copied. Follow these steps to remove formatting:

1. highlight the content
2. select format --> clear formatting
3. check for any remaining formatting by selecting Tools → Source Code
4. Double-check for additional lines (gaps) between sentences. Only one line should be between each sentence break. Also, no additional breaks should happen after the last sentence.

### Best Practice: Template Sample

Use the following template for each event for consistent format - You will delete the parts not needed

#### Promotion section

##### Description

##### **Subtitle** (optional)

Bacon ipsum dolor sit amet turducken shank pork chop, venison rump jowl doner fatback jerky. Sausage chuck t-bone biltong, shoulder turkey flank ham hock filet mignon cow capicola. Flank tail leberkas chuck ground round frankfurter kielbasa ribeye filet mignon spare ribs tongue doner.

[Note: The description is the same as the MLO approved one on the PPC checklist , which follows what is taught in the BLT workshop. You may include the name of the presenter/organization conducting the event only when it lends meaning or credibility to the program. Limit the use of hyperlinks for the same reason as discussed in the presenter field.]

This is a recurring event and takes place...(throughout the year, every Monday, on the first Tuesday of each month, on the 15th of each month).

This is a recurring club event and takes place...(throughout the year, every Monday, on the first Tuesday of each month, on the 15th of each month).

This event is held at multiple libraries.

A similar club exists at multiple libraries.

Similar clubs exist at multiple libraries.

Funded in part by *Sponsor 1, Sponsor 2, Sponsor 3, etc.*

Note: The subtitle should not match the Title given in the Quick tab. The subtitle must be a unique title. Example: **Storytime** would be listed as the Title in the Quick tab; **Reading Buddies Rocking Stories** could be the subtitle.

MLS Recommendations:

- For book titles use italics rather than quotations or underlining.
- Spell out first, second, third, fourth for recurrence information and only include it in the sentence about recurrence frequency.
- Limit the use of the word free.

Internal Notes - Anything entered here will not be seen by the public. We will use brackets to denote 4 pieces of information so that we can use the Excel functions to parse the data. Enter each of these four pieces of information on a new line using a hard return. The order is in the frequency of information needed. The first two pieces of information are required and the third and fourth lines are only completed when appropriate:

1. [setup: audience, tables: 2, chairs: 40, notes: tables at front for presenter] If there is no setup required enter as [setup: no setup required] Separate the bracketed pieces of information by a comma.

2. [staff: aemmons] or [staff: rachel.kopchick] Staff member responsible for planning the event. Enter using the person's SignUp username. If multiple staff are involved separate the usernames by a comma.
3. [presenter: Ginger Waldrip, phone: 405-722-2379, email: gingersmusic@cox.net] If the presenter name is not listed in the public field named Presenter, then include the person or group's name here as well. The bulk of the presenter's contact information must be contained on the PPC form for reference.
4. [outreach: ewilliams] include Outreach staff involved with event. In our old program we were able to pull out the OUT events using the group function. To emulate this function we are using this internal note field in Signup to accomplish this task.
  - i. NOTE: When no info is needed, it does not make any difference whether there is a space or not after the colon.

PR Request/PR Detail – Houses the BLT approved Blurb Bank. Blurb Bank will be updated by LO and PLA staff. It will list the recommended primary Age Group and primary Event Type.

## **Details section**

Contact: All of this information is available for the public to see enter for the contact field: *Library* (without the word library. Ex: Northwest)

Email: LEAVE BLANK

Phone: enter the main number of the library where the event is happening (e.g. 405-631-4468). Do not use a specific person's phone number. You only need to enter the numbers as the program will add the () around the area code and place the dash. *Ext.:* leave this field blank or enter the number 2 for circulation or 3 for reference.

Presenter: This information is visible to the public, is searchable and has a filter search option. We will use this for the presenter name and it must be entered the same way each time so that we can accurately search and filter. Spelling differences, commas, etc. must be the same for the same presenter. A staff member who is performing an event as a part of his/her job do not have his/her name listed in the event description or in the presenter field.

- When a MLS staff member with the title of librarian is the presenter please use “professional librarian”
- When the presenter has a different MLS job title use “skilled library staff”. This includes Associated Librarians, Circulation Clerks, Library Events Coordinators, and Public Computer Specialists.
- For Children Reading to Dogs put “certified therapy dog”

This means that no reference will be made to a staff person by name. The purpose is to help the public understand the credibility or authority of who is presenting based on position. Additionally, if there is staff turnover or absence the event description is still valid. *Note: You do not need to include a presenter on every event. Customer driven events (clubs and games) do not need to include a presenter.*

Link: Leave this blank unless the link is to an MLS page such as to our press release or other MLS publicity. We need to be extremely careful about this link field. Many presenters tailor their presentations to a public audience but their website might not be.

Image: Do Not use this field



## Tab 4 - Registration

Registration can be added to the following types of events:

- Individual
- Recurring
- All-day

NOTE: Registration cannot be added for Ongoing events.

### Start & End Section:

#### Registration types:

- *None* - No registration required.
- *Patron and Staff only* - Customers can register on their own from the Evanced calendar site or staff can register on their behalf. (*Event is Full* only shows when this is selected)
- *Staff only* - Registrations can only be added by a staff member.

#### Start Registration:

- Patron Status Display [only visible on Staff Only registration option] - Do not use. It basically customizes the button customers will see on the event listing.
- On Date - Sets the date when registration is to begin (e.g. the 15th of the month or the 1st of the month)
- Days Before Event - Sets the number of days before the event to open the registration (e.g. 30 days, 21 days, or 14 days prior to the event)
- Starting Time - Certain time the registration is to open on the beginning registration day (e.g. 9am, 12am, 1pm, etc.)

#### End Registration:

- On Date - Sets the date when registration will end (15th of the month, day of event, etc.)

- Days Before Event - Sets the number of days before the event to end the registration (e.g. 30 days, 21 days, 14 days, before the event)
- Starting Time - Certain time the registration is to end (e.g. 9am, 12am, 1pm, etc.)

### **Registrants Section:**

Attendance Type (only shows up for recurring events)

- Individual - register for a single event of a recurring event (e.g. Storytime that happens weekly but is not a part of a series)
- Shared - register for events that are part of a series (entered as same 'branch', time and room) need to all have the same registrants. Editing a single occurrence of a recurring event will not impact the 'shared' registration relationship.

Max Attendees - the maximum number of participants who can attend.

Max In-house & In-house Timeout - Not useable fields

Use Waiting List - set up a waiting list for your event.

Maximum - number of individuals who can be added to the waiting list.

Patron Group Registration - turns on the group registration option. If used, set max at 10.

Maximum - maximum number of group members who can register. A max of 10 is a system-level decision and we want the customer to have the same definition of a large group.

Be sure to include the following statement in the description: *Groups of 10 or more please contact the library.*

Group -- if a family or group may register for the event then select to enable 'group' and enter the maximum number as 10.

Email Information: Information entered in this box will be included in the confirmation email sent to the registrant. In some cases, you may need to include some special instructions, for the registrant. Always include the following message to let customers know how to cancel their registration:

*Do not reply to this email. Please contact us if you need to cancel your reservation.*

**Question Section:**

Enable Registrant Stipulations - OPTIONAL - Questions asked of the customer when the registrant registers for an event.

**Notifications Section:**

Internal Email - email address(es) to receive notification of **Be Notified When selections** when a customer registers for an event and/or waiting list is full.

Be Notified When - indicates notification preference for customer registration and/or waiting list full.

NOTE: Customers who register, and the Shared option is enabled, will automatically be enrolled in the other parts of the series.

**Tab 5 - Payment** – [Not a usable field at this point]

**Tab 6 - Summary** – Contains a summary of the event including the *Audit Log*, which lists the users who enter/edit the event. An edit may, in fact, have had no changes made, but records a person who was logged in and viewed the entry.

# RESERVING SPACE

When needing to reserve space before finalizing an event follow these steps:

Complete only the required fields in the Quick tab.

- Title, enter the appropriate title:
  - Hold for Child event
  - Hold for Adult event
  - Hold for YA event
- Enter the needed information on the specific space and time you need.
- Event type: select Spaces Reservation (P) -- this means it is private and will not be visible to the public.
- Save, never publish.

Once the details of the event are finalized, use this entry to update with the full details. If it turns out that the space is not needed, delete the entry. All roles will need to search for Spaces Reservations (P) entries to ensure that all space is, in fact, going to be used.

# CUSTOMERS

## **Registering Customers**

Option 1 - By the Event:

1. Hit the Register Now button on the event.
2. Fill out the information for the customer needing to register:
3. Staff can only add a Group with up to 10 members.
4. Customers receive notification when they register for the event and can be notified via Email or Text prior to the event.

Option 2 - Using Find Patron side-tab to locate customer:

1. Search for the customer
2. Hit the Register link
3. Locate the event the customer wants to register for
4. Hit the Register Now or Register at the Library button
5. The customers information pre-populates in the registration form.

Customers will receive a confirmation number and a notice of the date they registered.

Note: If the event registration is "shared" it will only show the first date of the event series.

## **Canceling Customer Registration**

Option 1 - Using attendance link on the Event:

1. Locate the customer who needs to unregister
2. Click the Cancel link
3. Confirm the cancellation with the Yes button

Option 2 - Using the Find Patron side-tab to locate customer:

1. Search for the customer first or last name, phone number, email or confirmation number.

2. Locate the customer and click the View link
3. Hit Cancel next to the event they need to cancel
4. Confirm the cancellation with the Yes button.

## **Transfer Customer**

1. Visit the event the customer originally registered for.
2. Click the Attendance link
3. Hit the Transfer link next to the customer who needs to transfer to a different event date/time.
4. A calendar will pop up with all of the events.
5. Select the event to Transfer
6. Click Submit Change
7. Transfer complete and you'll be redirected back to the original event you viewed the Attendance for

## **Customer Records**

You can use the Find Patron (side tab) to locate customers.

You can see their First/Last Name, email address, phone number and the following information:

- Last Event Date – the last date the customer registered/attended an event.
- Last Absence – The last event the customer missed.
- Total Absences – The number of times a customer missed a pre-registered function.
- Total Subscriptions – The number of subscriptions the customers subscribe too and receive notifications.
- View – View the events the customer has registered and if they attended or cancelled prior to the event.
- Edit – Edit the customer personal information.

- Delete - Delete the customer from the customer database.
- Register – Register customer for an event.

### **Customer Subscriptions**

Customers can register for subscriptions based on Event Type or by Location.

You can add several subscriptions for customers. Use the following process:

1. Locate a customer in the Find Patron (side tab)
2. Click the hyperlinked number besides Total Subscriptions
3. Add a subscription based on event type at a location.

# PROOFING

There are several ways to proof your library's entries. The first method would be to view the events in the Event List. Look for any noticeable formatting, title, date, time, age group, and event type issues. After completing a visual look at the events, you may create a report to review your library's events more fully.

1. Export the information by creating a report or using the pre-created Proofing report. You can pick and choose which fields you wish and save the report so you don't have to recreate the fields each time. Arrange the fields so that comparison is easier. For example, have the Library column adjacent to the contact name and contact phone number so that you can easily see that they all match for the library.
2. We also recommend using a date range for the next three months. You can see patterns and trends easier by comparing several months.
3. Import a CSV to Excel
4. Compare the following columns:
  - a. Library field is the name of the same library in the Contact Name field
  - b. Library field is the same library's Contact phone
  - c. The correct room(s) are reserved
  - d. The start time & end time match the time of the event with the correct AM/PM
  - e. The setup time and takedown time reflect the accurate amount of time needed
  - f. Similar events have the same order of Event Type and use the priority order
  - g. Similar events have the same order of Age groups and use the priority order
  - h. The Quick Title uses the established protocol
  - i. The description field has no "p" tags
  - j. Spelling is accurate
  - k. The events are all actually taking place
5. Use the following HTML guide to help you view formatting issues in the markup.

# QUICK GUIDE TO HTML

## Headings, Paragraphs & Text Formatting

TYPE	SAMPLE CODE	DESCRIPTION OF CODE/EXAMPLE	ACCEPTABLE
<b>Heading</b>	<code>&lt;h1&gt;&lt;/h1&gt;</code> <code>&lt;h4&gt;&lt;/h4&gt;</code> <code>&lt;h2&gt;&lt;/h2&gt;</code> <code>&lt;h5&gt;&lt;/h5&gt;</code> <code>&lt;h3&gt;&lt;/h3&gt;</code> <code>&lt;h6&gt;&lt;/h6&gt;</code>	Wraps each heading and makes text larger with pre-determined styles.	
<b>Paragraph</b>	<code>&lt;p&gt;&lt;/p&gt;</code>	Wraps each paragraph	
<b>Div</b>	<code>&lt;div&gt;&lt;/div&gt;</code>	Content divider. Think of it as an invisible folder with content in it.	
<b>Line Break</b>	<code>&lt;br&gt;</code>	New line or carriage return	✓
<b>Block Quote</b>	<code>&lt;blockquote&gt;&lt;/blockquote&gt;</code>	Indents a block of text	
<b>Subscript</b>	<code>&lt;sub&gt;&lt;/sub&gt;</code>	H <sub>2</sub> O	
<b>Superscript</b>	<code>&lt;sup&gt;&lt;/sup&gt;</code>	E=mc <sup>2</sup>	
<b>Bold</b>	<code>&lt;strong&gt;&lt;/strong&gt;</code> - or - <code>&lt;b&gt;&lt;/b&gt;</code>	<b>This is bold</b>	✓
<b>Italic</b>	<code>&lt;em&gt;&lt;/em&gt;</code> - or - <code>&lt;i&gt;&lt;/i&gt;</code>	<i>This is italic</i>	✓
<b>Font Size</b>	<code>&lt;font size="5"&gt;&lt;/font&gt;</code>	1 to 7 (smallest to largest)	
<b>Span</b>	<code>&lt;span style="background-color: #c0c0c0; color: #ff0000;"&gt;&lt;/span&gt;</code>	Span places additional formatting on the text, highlights, colors, etc. → <span style="background-color: yellow;">Span is the stuff nightmares are made of.</span>	
<b>Align</b>	<code>align="left"</code> <code>align="center"</code> <code>align="right"</code>	Alignment works with text, graphics, headings, tables, paragraphs.	
<b>Table</b>	<code>&lt;table border="0" width="284" cellspacing="0" cellpadding="0"&gt;&lt;/table&gt;</code>	Groups information in a table format with rows and columns.	


# QUICK GUIDE TO HTML

## *Headings, Paragraphs & Text Formatting*

SPECIAL CHARACTER	CODE	ACCEPTABLE
"	&quot;	✓
“	&ldquo;	✓
”	&rdquo;	✓
‘	&lsquo;	✓
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<b>&amp;</b>	&amp;	✓
©	&copy;	✓
®	&reg;	✓
<b>TM</b>	&trade;	✓
<i>It's there, but you can't see it!</i>	&nbsp;	✓

### Proofing for Attendance

1. Follow same steps as proofing for publishing but create a report with the attendance and import to Excel.
2. Make sure each event has the attendance recorded.

## PUBLISHING

After you have proofed and reviewed your library's events, visit each event and publish it. Simply click the **Publish** link under the event listing and it will publish it to the Event List and Event Calendar for our customers.

**Please do not publish prior to reviewing and proofing.**