

Using the Events and Programming Calendar

LIMIT SEARCH TO LOCATIONS

In the left hand column in the SEARCH box check box next to ALL LOCATIONS to see all library programs or uncheck box next to ALL LOCATIONS, then click box next to those locations you want to view, then click FIND

Find at the top of the column.

Locations:

ALL LOCATIONS

<input checked="" type="checkbox"/> Arlington	▲
<input checked="" type="checkbox"/> Brier	■
<input checked="" type="checkbox"/> Camano Island	
<input checked="" type="checkbox"/> Clinton	
<input checked="" type="checkbox"/> Coupeville	▼

LIMIT SEARCH TO EVENT TYPES

In the left hand column in the SEARCH box check box next to ALL EVENT TYPES to see all library events or uncheck box next to ALL EVENT TYPES, then click box next to those events you want to view, then click FIND

Find at the top of the column.

Event Types:

ALL EVENT TYPES

<input checked="" type="checkbox"/> Adult	▲
<input checked="" type="checkbox"/> Book Discussion	■
<input checked="" type="checkbox"/> Family Program	
<input checked="" type="checkbox"/> Friends of the Library	
<input checked="" type="checkbox"/> Multilingual Program	▼

LIMIT SEARCH TO AGE GROUPS

In the left hand column in the SEARCH box check box next to ALL AGE GROUPS to see all library events or uncheck box next to ALL AGE GROUPS, then click box next to those age groups you want to view, then click

FIND **Find** at the top of the column.

Age Groups:

All Age Groups

<input checked="" type="checkbox"/> Children and Families
<input checked="" type="checkbox"/> Teens
<input checked="" type="checkbox"/> Adults
<input checked="" type="checkbox"/> All Ages

TOGGLE BETWEEN LIST VIEW AND CALENDAR VIEW

In the left hand column in the SEARCH box check box under DISPLAY FORMAT click on either Calendar or List to change the display. You can do this in any search.

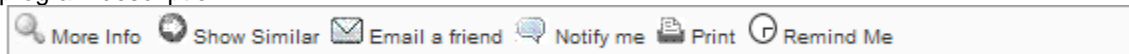
Display Format:

Calendar List

Notification

EMAIL A FRIEND ABOUT A PROGRAM

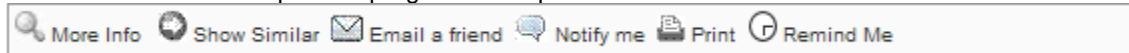
To get to the notification screen you can go to LIST VIEW or if you are in CALENDAR VIEW, click on the program description. To email a friend about a specific program, look for the tool bar across the top of the program description:



Click on Email a friend, enter your name, your Email address, the recipient's Email address and optional message. Click on send at bottom of page.

GET NOTIFIED ABOUT SIMILAR PROGRAMS YOU CHOOSE

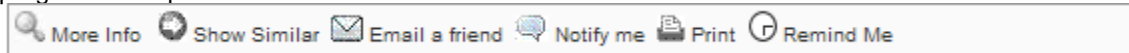
To get to the notification screen you can go to LIST VIEW or if you are in CALENDAR VIEW, click on the program description. To get notified about future programs that are similar to the one you are viewing, look for the tool bar across the top of the program description:



Click on Notify me. You will see the EVENT TYPE listed at the top of the page that you will receive notifications for. Enter your first name, last name and your Email address. Click on submit at bottom of page.

GET A REMINDER ABOUT A PROGRAM

To get to the notification screen you can go to LIST VIEW or if you are in CALENDAR VIEW, click on the program description. To receive a reminder about a specific program, look for the tool bar across the top of the program description:



Click on Remind Me. You will see the program information at the top of the page. Enter your first name, last name and your Email address. Click on submit at bottom of page.