

**Documentation of the Mastery: Program Signups (For Librarians only)**

1. You should be able to log in to the Library Insight calendar.
2. You should be able to pull up a list of registrants for a program that has Sign Up enabled.
3. You should be able to print out the list, usually to give to the person running the program.

**Proof of Mastery:** Find an event on the calendar that has a Sign-Up list which people have used.

- Print off the sign-up list and
- give it to the proctor with your name, For Program Signups Mastery, and the date written on it.


**Current Training Proctors for this Mastery: [Name of Mastery Here]**

- Nancy Howe
- Julia Schult

**Documentation:** You can access the BPL Online Calendar site with a bookmark or the address.

- The reference desk computers have a bookmark or shortcut to LibraryInsight’s login page.
- Alternatively, go to the library calendar and change the url to the following, or just type this address into the web browser: [www.libraryinsight.net/login.asp](http://www.libraryinsight.net/login.asp)
- The User Name is bwnvy (stands for BaldWinsVilleNY).
- The password for read-only access is fish21can.  
(If you need edit access, talk to one of the full-time librarians.)
- Once logged in, click the Events List button
- Scroll down to an event that has a signup list, signified by an icon of a hand writing, with a number indicating how many people have signed up:

10/10/2019 Thu	7:00 PM 6:30 PM	8:30 PM 9:00 PM	Community Room 1 p s m	Card Making Workshop  4 
10/10/2019 Thu	7:00 PM	8:30 PM	Story Hour Room s Recd: 8/1/2019 9:23pm	Van Buren Republican Committee Meeting Darlene Van Der Wate / Van Buren Republican Committee
10/11/2019 Fri	10:00 AM 9:45 AM	11:30 AM 11:45 AM	Community Room 1 p s m	Card Making Workshop  4 

- Click on the Hand With Pen icon: 
- You will see the list of signups.
- Click on the Print button under the summary to print the list.



**This task is estimated to take up to 15 minutes for someone to master.**

**They will need:**

- the documentation (above)
- access to a computer in the library that can access the internet and can print