

### Documentation of the Mastery: LibraryCalendar Staff Login

1. This shows your mastery of logging into LibraryCalendar with a staff account.
2. Checking the Registration list for a program, and
3. Registering someone for a program

#### Proof of Mastery: You will

- Log into the Staff login for LibraryCalendar:
  - Go to [baldwinsville.librarycalendar.com/user](http://baldwinsville.librarycalendar.com/user)
  - Log in with username staff and password Baldwinsville
- Pull up an event and print the registration list (1 page needed only)
  - On the red bar at the top, click on Events Calendar
  - Find a PUBLIC event that has people registered; it will be either labelled **FULL** or Register Now
  - Click on the event name to see details.
  - Scroll to the bottom to find the Registration list.
  - Click View Printer Friendly Version
  - Click Print This Page. On the Print dialog box, be sure to change printing to page 1 only.
- Register a yourself for a program
  - While logged into LibraryCalendar, search for Staff Training Day. When it finds no results in the current month, click on **Upcoming** Programs.
  - Find the Staff Training Day entry that says **Register Now**.
  - Register yourself for training that day.
- Write on your printout "Signed Up for Staff Training Day" and your name.
- Put the printout in the mailbox of a Proctor.

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

- Nancy Howe
- Julia Schult

#### Resources:

This task is estimated to take 20 minutes for someone to master.

#### They will need:

- access to the web on a computer that is able to print
- this documentation