









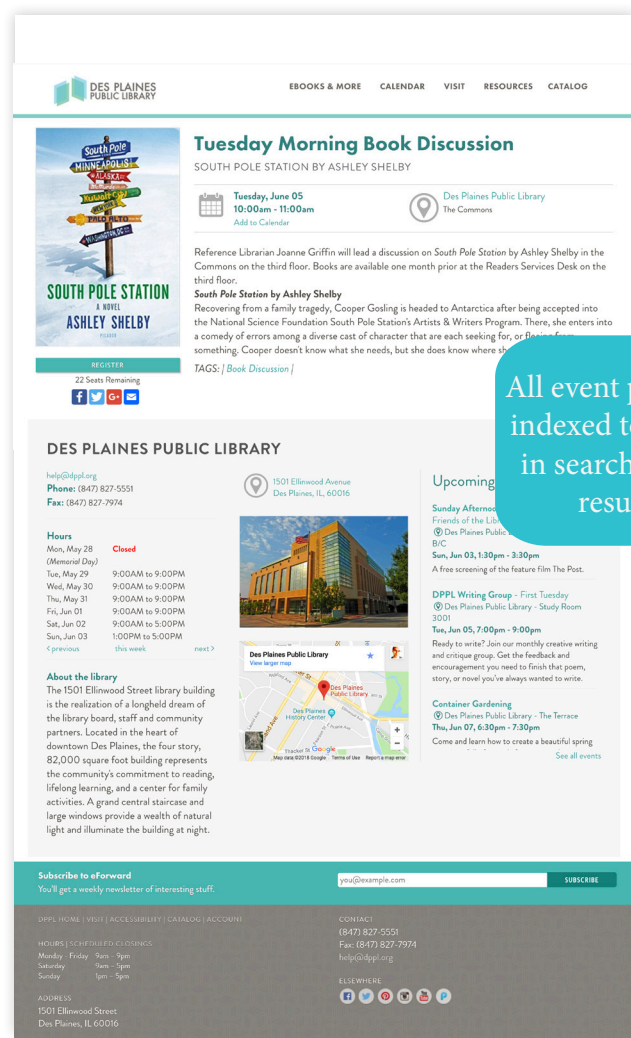
Attend

CALENDAR AND EVENT MANAGEMENT

Attend is a powerful event creation and management tool that allows for multiple levels of branch-specific mediation prior to publication. Registered events, series events and private events are easily created and managed via the Communico control panel.

Patron features

-  **Discover your amazing events**
 A library-branded page showcases your library's featured and promoted events, together with easily navigable sections for your event categories.
-  **Custom events brochure**
 Patrons can generate a bespoke PDF version of the calendar to download, print or email.
-  **Event page**
 A unique page is generated for each event with library branch details, upcoming branch events, social media sharing and add-to-calendar options. Patrons can register for events and add guests to their registration, too. Pages are indexed by search engines.
-  **Listing page**
 The main listing page provides options for keyword search with filters by branch, age and event type. Patrons can easily use calendar picker for daily, weekly and monthly views.
-  **Calendar view**
 Color-coded either by age group or event type, the branded monthly grid view creates an easily digestible calendar view with a full day's events viewable in each day block.
-  **My events page**
 Provide self-service by allowing patrons to view and cancel their registrations, as well as manage their guests, using an authenticated library card or a unique registration number.



DES PLAINES PUBLIC LIBRARY

EBOOKS & MORE CALENDAR VISIT RESOURCES CATALOG

Tuesday Morning Book Discussion
SOUTH POLE STATION BY ASHLEY SHELBY

Tuesday, June 05
10:00am - 11:00am
Add to Calendar

Des Plaines Public Library
The Commons

Reference Librarian Joanne Griffin will lead a discussion on *South Pole Station* by Ashley Shelby in the Commons on the third floor. Books are available one month prior at the Readers Services Desk on the third floor.

South Pole Station by Ashley Shelby
Recovering from a family tragedy, Cooper Gosling is headed to Antarctica after being accepted into the National Science Foundation South Pole Station's Artists & Writers Program. There, she enters into a comedy of errors among a diverse cast of character that are each seeking for, or fleeing from, something. Cooper doesn't know what she needs, but she does know where she's going.

TAGS: | Book Discussion |

22 Seats Remaining

Facebook Twitter YouTube

DES PLAINES PUBLIC LIBRARY

help@dppl.org
Phone: (847) 827-5551
Fax: (847) 827-7974

1501 Ellinwood Avenue
Des Plaines, IL, 60016

Hours
(Memorial Day)
Mon, May 28 Closed
Tue, May 29 9:00AM to 9:00PM
Wed, May 30 9:00AM to 9:00PM
Thu, May 31 9:00AM to 9:00PM
Fri, Jun 01 9:00AM to 9:00PM
Sat, Jun 02 9:00AM to 5:00PM
Sun, Jun 03 1:00PM to 5:00PM
9:00am - 5:00pm

About the library
The 1501 Ellinwood Street library building is the realization of a longheld dream of the library board, staff and community partners. Located in the heart of downtown Des Plaines, the four-story, 82,000 square foot building represents the community's commitment to reading, lifelong learning, and a center for family activities. A grand central staircase and large windows provide a wealth of natural light and illuminate the building at night.

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DPPL HOME | VISIT | ACCESSIBILITY | CATALOG | ACCOUNT

HOURS SCHEDULED CLOSINGS
Monday - Friday 9am - 5pm
Saturday 9am - 5pm
Sunday 1pm - 5pm

CONTACT
(847) 827-5551
Fax: (847) 827-7974
help@dppl.org

ELSEWHERE

ADDRESS
1501 Ellinwood Street
Des Plaines, IL 60016

Upcoming
Sunday Afternoon Friends of the Library
Des Plaines Public Library - BIC
Sun, Jun 03, 1:30pm - 3:30pm
A free screening of the feature film The Post.
DPPL Writing Group - First Tuesday
Des Plaines Public Library - Study Room 3101
Tue, Jun 05, 7:00pm - 9:00pm
Ready to write? Join our monthly creative writing and critique group. Get the feedback and encouragement you need to finish that poem, story, or novel you've always wanted to write.
Container Gardening
Des Plaines Public Library - The Terrace
Thu, Jun 07, 6:30pm - 7:30pm
Come and learn how to create a beautiful spring garden.
See all events

All event pages are indexed to appear in search engine results.



Customize

Attend is customizable to match your library's brand. Choose to use fully branded hosted pages, embed on your own site or access Attend via our API.

Staff features

Event creation

Easily create one-time or recurring events using pre-populated templates or creating your own. Each event allows for inclusion of:

- ✓ Library venue or external location
- ✓ Optional ILS-authenticated registration
- ✓ Featured images
- ✓ Public or private event designation
- ✓ Recurring events
- ✓ Unlimited event types and age groups
- ✓ Custom registration questions
- ✓ Scheduled event publishing
- ✓ Event search tags
- ✓ Reporting categories
- ✓ Review history

Registration options

The Attend module has feature rich registration options which can be set on a per-event basis.

- ✓ Mandatory library card option
- ✓ Mandatory email address option
- ✓ Mandatory age group option
- ✓ Mandatory phone number option
- ✓ ILS authentication
- ✓ Series registration
- ✓ Waitlist with automated notifications
- ✓ Guest/group registration option
- ✓ Custom questions
- ✓ Schedule when registration opens
- ✓ Custom email and SMS notifications
- ✓ Max attendees

Approval and mediation

The library may determine how many levels of mediation an event must pass through prior to publication, with Creators, Approvers and Publishers.



- ✓ Strict or flexible mediation
- ✓ History of staff edits
- ✓ Custom notes and comments
- ✓ Send back with change requests
- ✓ Quick-access Action Center
- ✓ Staff reminder emails

Event management and administration

Published events can be canceled, rescheduled and unpublished as needed. Additional functionalities include:

- ✓ Attendance capture
- ✓ Notes capture
- ✓ Patron lookup
- ✓ Change event venue or time
- ✓ Change booked assets or room layout
- ✓ Automatic patron notification of changes
- ✓ Customized event widgets
- ✓ Embed widgets in other sites
- ✓ Customized brochure generator
- ✓ Event reporting and scheduler
- ✓ PDF and CSV report exporting

More options

Top-level settings can be applied to restrict or enable particular Attend features.

- ✓ Event ticketing system
- ✓ Forced series registration
- ✓ Mandatory reporting category
- ✓ Automatic waitlist
- ✓ Custom questions
- ✓ Patron ILS authentication



Communico specification sheets

Available to download at www.communico.us

