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Attend
CALENDAR AND EVENT MANAGEMENT

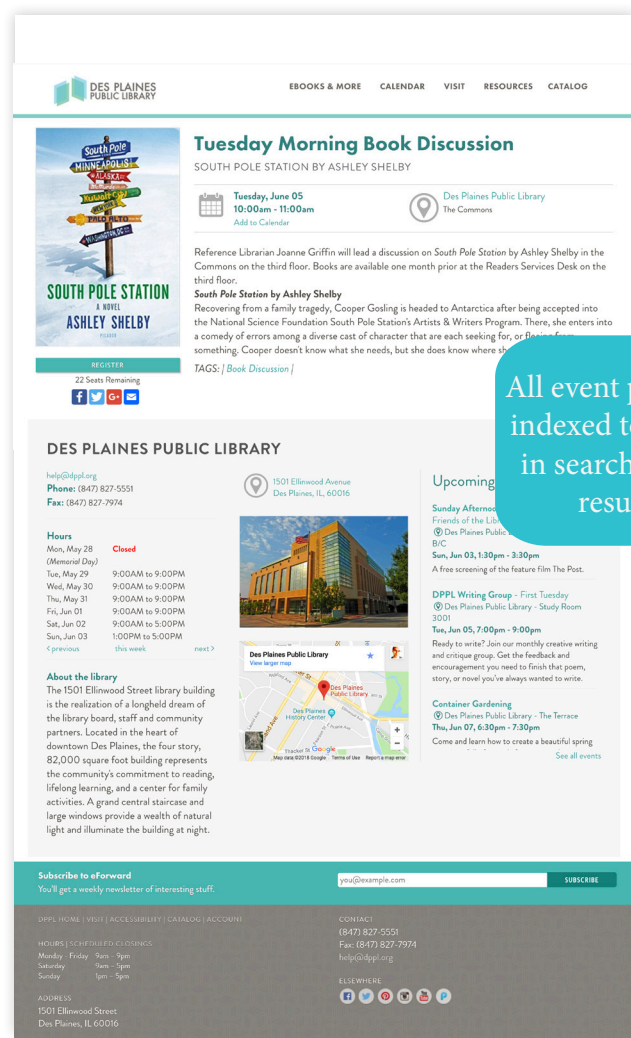Attend is a powerful event creation and management tool that allows for multiple levels of branch-specific mediation prior to publication. Registered events, series events and private events are easily created and managed via the Communico control panel.

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.

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.

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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.

✓ CREATOR ✓ APPROVER ● PUBLISHER

- ✓ 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