



# Attend

CALENDAR AND EVENT MANAGEMENT

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

## Patron features

- ✔ **Explore 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, printable pdf version of the calendar to download or email.
- ✔ **Event page**  
 A custom page is generated for every event with library branch details, upcoming branch events, social media sharing and add to calendar options. Patrons can register for events and add others to their registration too.
- ✔ **Listing page**  
 The main listing page provides options for keyword search, with filters by branch, age, and event type. Use an easy calendar picker, with day, week, and month 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.

The screenshot displays the library's website interface. At the top, navigation links include 'EBOOKS & MORE', 'CALENDAR', 'VISIT', 'RESOURCES', and 'CATALOG'. The main content area features a large event card for 'Tuesday Morning Book Discussion' of 'South Pole Station' by Ashley Shelby. The card includes a book cover image, the event date and time (Tuesday, June 05, 10:00am - 11:00am), and a 'REGISTER' button with '22 Seats Remaining'. Below the event card, there is a section for 'DES PLAINES PUBLIC LIBRARY' with contact information, hours, and a map. The 'Hours' section shows a table of operating times for various days. The 'About the library' section describes the building's location and features. The 'Upcoming events' section lists other activities like 'Sunday Afternoon Movies' and 'DPPL Writing Group'. At the bottom, there is a 'Subscribe to eForward' form and a footer with contact details and social media links.

## 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 single or recurring events, using pre-populated templates or working from scratch. Along with the basics, each event allows for inclusion of:

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

## Registration options

Events can be set so patrons must register to attend. The number of attendees can be capped.

- ✓ Mandatory library card option
- ✓ Mandatory email address option
- ✓ Mandatory age group option
- ✓ Mandatory phone number option
- ✓ ILS authentication
- ✓ Series registration
- ✓ Automatic waitlist
- ✓ Guest/Group registration option
- ✓ Custom questions
- ✓ Scheduled registration open
- ✓ Custom Email and SMS notifications

## 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 post event

After publishing, events can be canceled, rescheduled, and unpublished.

- ✓ Attendance capture
- ✓ Notes capture
- ✓ Patron lookup
- ✓ Change event venue or time
- ✓ Change booked assets or layout
- ✓ Automatic patron notification of changes
- ✓ Customized event widgets
- ✓ Export widgets to 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.co](http://www.communico.co)

