

IMCPL's Calendar of Events

Home Page

The Calendar of Events Home Page provides Search boxes to allow you to find events by Location, Category, Age Level and/or Date Range.

Immediately below the Search boxes is a listing of each event that will be occurring for the current date and next six consecutive days. This includes all events at all locations. You can sort this list by Location, Category or Date.

Once search information is entered into the Search boxes, the listing will be changed to show only those events matching your search. Any box left blank will default to ALL.

Event Detail

Click on an Event Title in the Events Listing to get more details including all other occurrences of this event at all locations.

Registering for an Event

If registration is required for an event, we will specify this above the event description. To register, click on the "Register" button.

If you have an IMCPL library card, register under "Use your library card". We will send you emails regarding registration, event reminders and event cancellations if we have your email address on record.

If you do not have an IMCPL library card, register using "Without a library card" to obtain the same results.

No email address? Use "Without a library card" and include a phone number so we can contact you in case the event is cancelled.

Waiting List

When all of the seats are full for a Registration Required event, a "Wait-list this event" button will be displayed in the Events Listing. Click on it to add your name to the waiting list by the same options discussed previously: "Use your library card" or "Without a library card".

If we get a cancellation, the person at the top of the waiting list will be automatically registered for the event and all others waiting will move up. If an email address has been provided, that person will also be sent an email informing them of their registration.

If you have not provided an email address, we will be unable to notify you of your move from waiting list to registration. You may want to check back on your **My Events** list periodically to see if your status changes to registered.

The Waiting List will not be used if a cancellation occurs within twenty-four hours of the scheduled event.

Emails

If you have provided us with an email address (either on your borrower record or during registration) you will receive emails in the following situations:

- Registration Confirmation of an event
- Wait-list Confirmation of an event
- Event reminders 24 hours in advance of a registered event
- Registration Cancellation Confirmation
- Event Cancellation Notice

My Events

The My Events feature is offered to our library cardholders only. It allows you to track events that are of interest to you. All events that you have registered for, including those where you are on a waiting list, will be automatically added to your My Events list. You may add other events of interest by locating the event on the Calendar of Events home page Events listing and clicking the "Add to My Events" button.

You can access your My Events list from either link at the top of Calendar of Events Home Page. You will be required to enter your 14 digit library barcode (found on the back of your library card) and PIN to login to your My Events list.

My Events contains of two sections:

My Current Events lists upcoming events you are registered for, events you are on the waiting list for, and any events you have specifically added. You may cancel registrations or remove items from My Events by clicking the appropriate button.

My Previous Events lists any of your events that have already past. By default we "Hide" these old events. If you wish to have them displayed, click the down arrow button and select "Show".

Frequently Asked Questions (FAQs)

1. What happens if I mistakenly register more than once for the same event?

The same patron cannot register for the same event using the same barcode number. Likewise, the Calendar of Events will not allow two patrons to register with the same name and same email address or the same name and same phone number.

2. What situations constitute an email message being sent to the patron?

- *Registration Confirmation of an event
- *Event reminders 24 hours in advance
- *Registration Cancellation Confirmation
- *Event Cancellation Notice
- *Waitlist Confirmation of an event

3. What happens if my library card information is not accepted during registration?

We do not accept registration on cards that have been reported Lost or those that have been expired for more than 90 days. Contact your local branch library to determine if there is a problem with your account.

4. If I register for an event and don't have an email address will there be any reminders (phone call, standard mail)?

Without an email address, the only notice we can provide is a phone call if the event is cancelled. You may want to check your My Events lists periodically in case there have been any changes in your registered or wait-list status.

5. How far in advance are events listed?

Normally we list events two months in advance. Special activities, such as Summer Reading, may be listed up to four months in advance.