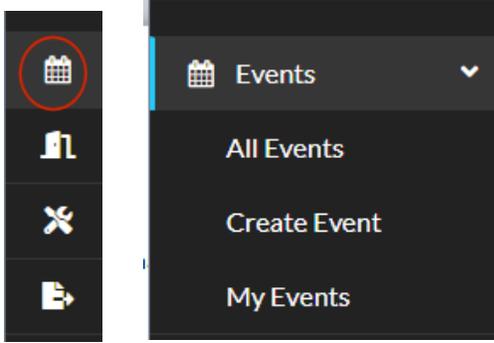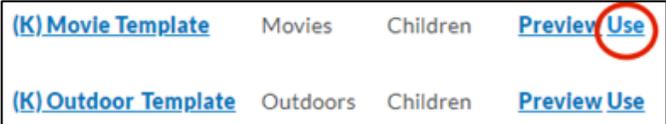# Using Intercept to Create Events
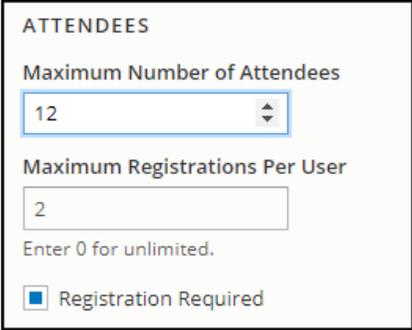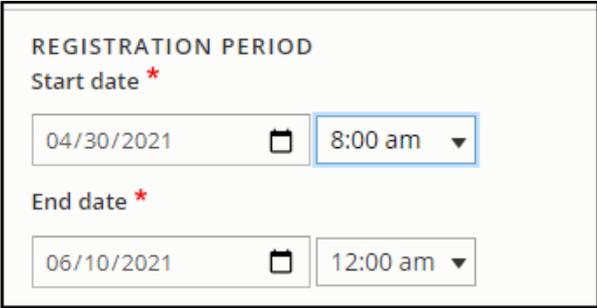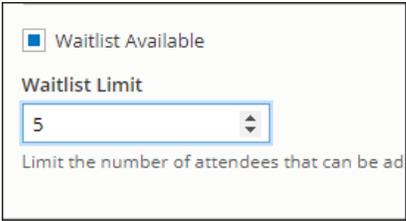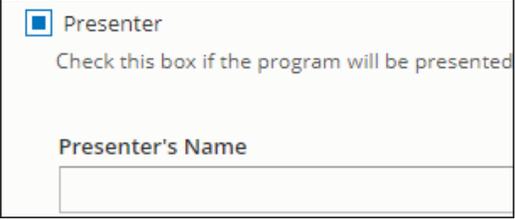
Start at events.camdencountylibrary.org. Click on "Log in / Sign up" at the top right, and log in with your user name and password.	**LOG IN / SIGN UP**
Click on the calendar icon in the left column, and click on the dropdown next to "Events." You will be able to view all events, just your own events, or you can create a new event. Click on "Create Event."	Events ∨ All Events Create Event My Events
You can see an option to start from scratch, but you will want to choose from the list of all the templates in the system. Choose the one with the category of the event you are creating. You can change the audience, location, description, and other details later. Click on "Use" in the far right "Actions" column.	(K) Movie Template Movies Children **Preview Use** (K) Outdoor Template Outdoors Children **Preview Use**
The first field, the Title field, must contain the category code and the new title. The category code is used to create the color coding in the calendar and the Audience badges that overlay the events in list view. There are four possible category codes: (A) is Adult, (K) is Kids, (T) is Teens, and (F) is Family. Make sure you include the open and close parentheses!	Title * (K) Harry Potter Film Festival
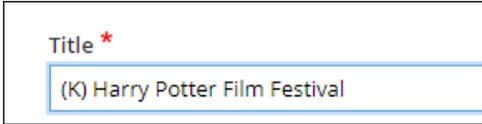
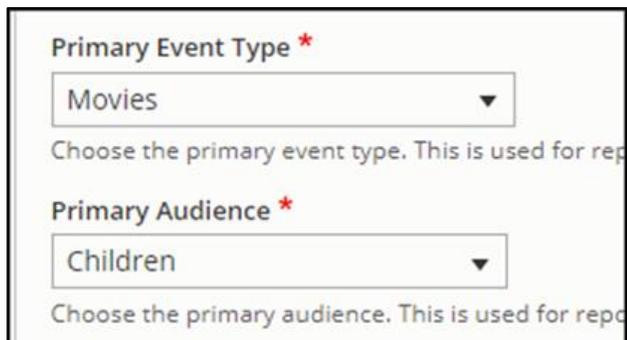|	
The next field you need to change is the Event Description (you don't need to do anything with the image). Type in your own description. Note: You do not need to ask for an email to included, since an email address is required with this system. You might want to include a sentence like "The Zoom link will be sent to the email you registered with."	**PRIMARY IMAGE** Name — Operations Movie Stock Image — [Remove] **Event Description** B _I_ ∞ ⊗ ⠿ ⠿ ❞ 🖼 Normal ▾ Source We're watching a double feature of the first two Harry Potter films!
Next, enter the date and time. Enter the Start Date and Start and End times. The End Date will be automatically filled in	**DATE & TIME** * Start date * 04/27/2021 📅 - Select - ▾ End date * 9:45 am 10:00 am 10:15 am 04/27/2021 📅 10:30 am 10:45 am
The default location is currently "Virtual." Click on the Location dropdown menu to choose a branch or if the program is off site.	Location * Virtual - None - Anthony P. Infanti Bellmawr Branch Nilsa I. Cruz-Perez Downtown Branch Riletta L. Cream Ferry Avenue Branch
The online meeting link field can be used to store the Zoom link for a virtual meeting. We are working on a way to automatically send this out to participants, but for now the Zoom link must be sent out to participants manually.	**ONLINE MEETING LINK** URL https://camdencountylibrary-org.zoom.us/j/882219566 This must be an external URL such as _http://example.com_. Link text Join event If this is an online event, place the link for the meeting here

If it is an event that does not require registration, uncheck the box for "Registration Required." This will close the registration options. If you do require registration, choose the maximum number of attendees, the number of registrations per user, and waitlist options. Use the registrations per user feature to prevent a user from registering for many slots and keeping others from being able to register.	**ATTENDEES** ☑ Registration Required **ATTENDEES** Maximum Number of Attendees 12 Maximum Registrations Per User 2 Enter 0 for unlimited. ☑ Registration Required
If registration is required, enter the dates for the registration period. By default the end date is set for midnight of the night before the event, so that reminder emails sent out on the day of the event go to all registrants.	**REGISTRATION PERIOD** Start date * 04/30/2021 8:00 am End date * 06/10/2021 12:00 am
If you would like a waitlist, click on the "Waitlist Available" box and enter the maximum number.	☑ Waitlist Available **Waitlist Limit** 5 Limit the number of attendees that can be ad
If you have an outside presenter, click on the Presenter box. A field will open where you can type in the presenter's name.	☑ Presenter Check this box if the program will be presented **Presenter's Name**
At this time, the only Event Series is Summer Reading. If your event is a summer reading event, choose this. Otherwise, leave blank. If you have chosen Summer Reading, you will also need a main Event Category.	**Event Series** - None - - None - Summer Reading
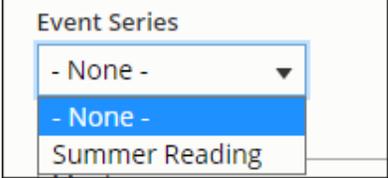
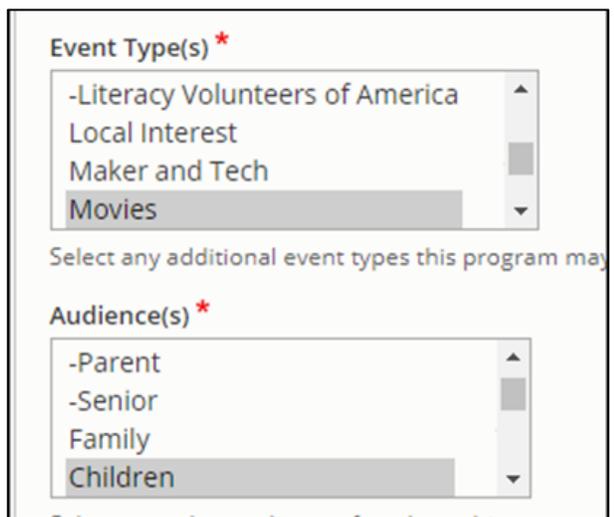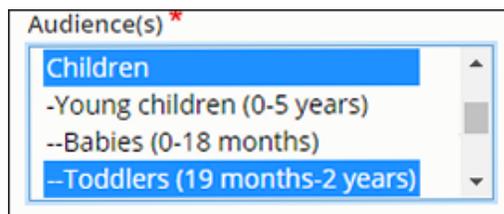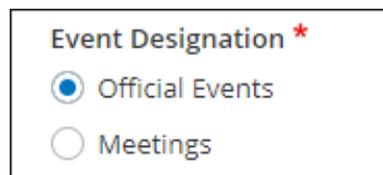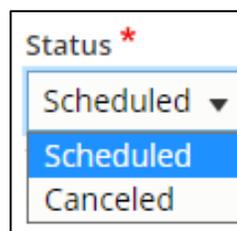|	
The Event and Audience Categories have already been filled in. You may need to change the audience. If so, click on the dropdown for Primary Audience and choose the appropriate age group. You may need to change the Event category for a Summer Reading program.	**Primary Event Type** * Movies ▼ Choose the primary event type. This is used for rep **Primary Audience** * Children ▼ Choose the primary audience. This is used for repo
The next two fields are used for additional categories and audiences. The primary event type and audience is chosen by default. In order to select additional categories, **please hold down the Ctrl key while clicking.** This will let you choose multiple categories.	**Event Type(s)** * -Literacy Volunteers of America Local Interest Maker and Tech Movies Select any additional event types this program may **Audience(s)** * -Parent -Senior Family Children **Audience(s)** * Children -Young children (0-5 years) --Babies (0-18 months) --Toddlers (19 months-2 years)
You can choose if your program is an Event or a Meeting. The Meeting category is just for meetings that you do not want to show up on the calendar, like staff meetings.	**Event Designation** * ⦿ Official Events ◯ Meetings
If an event has been cancelled, you can change the Status from Scheduled. This will add the word Canceled to the event, and cancel any recurrences for a series if the main entry is canceled.	**Status** * Scheduled ▼ Scheduled Canceled

You can Preview before you save the event. You can also create a working draft. Click the "Published" button to make the event live. Click the "Save" button.	☑ Published **Save** Preview
If you create a draft, it will not show up in the public calendar, but it will show up in the list of "All Events" and "My Events" in the menu on the left. If you want to see the events other staff members have created on specific dates, use the All Events link. If you want to get to your own draft quickly, click on the "My Events" link.	See table below

DATE	PUBLISHED	EVENT TITLE	LOCATION	CREATED BY
May. 4, 2021	Yes	(K) Craft Time	Virtual	staff
May. 4, 2021	No	(A) Computer Class Template	Virtual	mwynkoop
May. 4, 2021	Yes	(K) Kids Create Club	Virtual	rpallante

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