

Cheat Sheet: How to Add an Event (branch staff level)

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Adding Calendar Events (Branch Staff)

1. Log in

2. Select your library.

[Note: Modify steps 1 and 2 as per your library's procedures]

3. Type in your password. _____

4. Under "event maintenance

Online URL: <https://kb.demcosoftware.com/article.php?id=216>