
Scheduling Holiday Closings in SignUp, Spaces, and DIBS

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Please note: This article is no longer valid with the latest versions of SignUp, Spaces, and DIBS due to the new functionality for System-Wide Hours & Holiday/Emergency Closings (Released on 03/04/2020). See the kb articles for [system wide hours](#) and [holiday/emergency closings](#) for more information.

SignUp We recommend you instruct your staff to consult the library's closings schedule prior to creating an event as SignUp does not currently offer a complete solution to closing the system. SignUp does not respect the hours configured in *Location Setup*, and thus there is no high-level way to close all spaces at once. To prevent staff from creating events on days which your library is closed, you would need to create an all-day event in each space which is closed. Note you cannot just create an all-day event in the location and have it cascade down to the individual spaces within that location; a unique event must be created per space. If you have many spaces, this may not be a feasible workflow. An alternative workflow would be to create a single all-day event in that location with "No Space" selected as the space and train staff to look for such a closing event prior to creating new events.

Spaces and DIBS Closing your locations and spaces in Spaces and DIBS can be accomplished using alternate hours which you can configure in *Settings > Location Setup*. We recommend creating a new alternate hours listing with the date range set to the specific date of your closing. For instance, if you were closed on January 1, 2018, you would add a new alternate hours listing, set the Start Date and End Date both to 01/01/2018, and leave the hours to say "Closed." Please review our [article on configuring hours and alternate hours](#) if you are unfamiliar with the process.

Custom Fields Applicable To: Admin Users
Attachments: No
Summary: The proper protocol for closing the system for holidays/other closings.

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