

As we begin creating online events, our BiblioCommons website is there to support us! Our BiblioEvents platform now offers a new option called “Online Event.” This new option makes it easy for the public to search for upcoming online events, whether they are for the Library District’s YouTube channel, or other relevant external online events from our programming partners and local services.

Until our in-branch programming is restored, the new “Online Event” feature will be a vital resource for our community. Your online event listings will help the Branding & Marketing Department (BAM) promote these programs by populating upcoming event widgets that are placed on all of our different audience browse pages across the website.

Below are step-by-step instructions and best practices for listing your upcoming online events:

1. Create a BiblioEvent as you would normally do so on the website. Full step-by-step instructions can be referenced on Voyager under the BAM section:
 - Log into your account at LVCCLD.org and select “Events” from the drop-down menu.
2. You will find the new option for “Online Event” under the locations area:
 - Make sure this option is checked. When your event is published on LVCCLD.org, it will be searchable as an “Online Event” and the listing will not indicate any branch locations nor will it include a map so as to not confuse customers.

Events Admin > Edit

[Preview](#) [Save](#) [Back to Event Listing](#)

Fields marked with a * are required.

Featured Event NO

Title*

Online Event: Coffee & Commerce

Type*

Discussion Group

Program

Select a Program

Location*

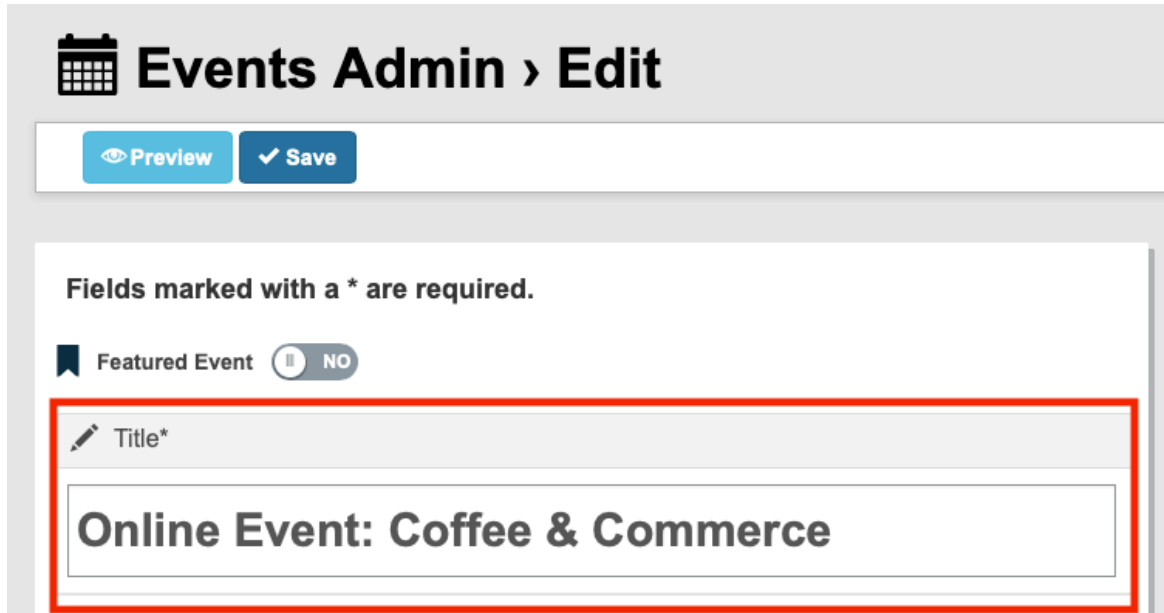
Online event

Branch Non Branch

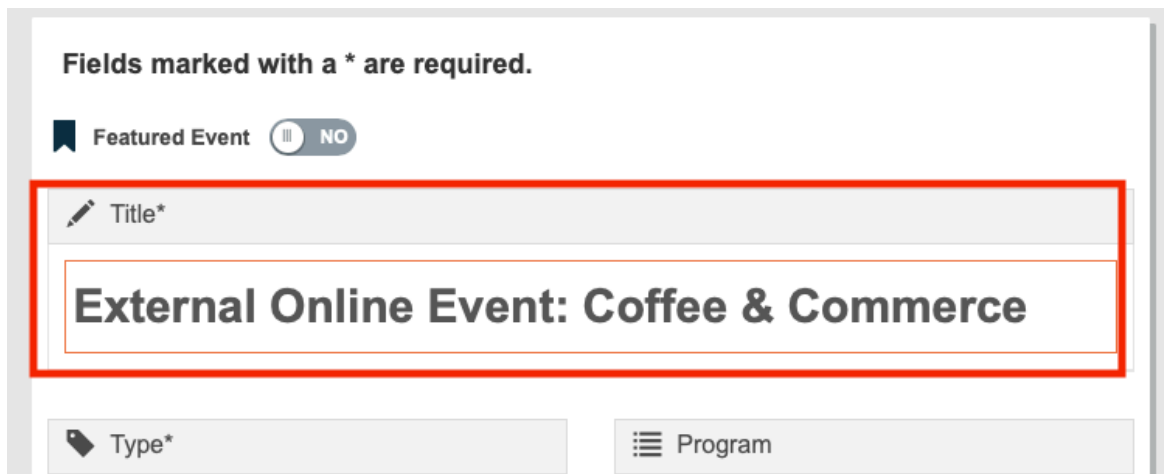
Select a Branch Location

3. Indicate in Title “Online Event”

- Please ensure that you include “**Online Event:**” before the title of the event. If you are creating an online event for an outside programming partner or local resource, you would include “**External Online Event:**” before your title. Please see below for examples:



The screenshot shows the 'Events Admin > Edit' interface. At the top, there are 'Preview' and 'Save' buttons. Below them, a message states 'Fields marked with a * are required.' A 'Featured Event' toggle is set to 'NO'. The 'Title*' field is highlighted with a red border and contains the text 'Online Event: Coffee & Commerce'.



The screenshot shows the 'Events Admin > Edit' interface. At the top, there are 'Preview' and 'Save' buttons. Below them, a message states 'Fields marked with a * are required.' A 'Featured Event' toggle is set to 'NO'. The 'Title*' field is highlighted with a red border and contains the text 'External Online Event: Coffee & Commerce'. Below the title field, there are 'Type*' and 'Program' fields.

4. Please make sure to select Event Type, Program, and Audience:

- **Event type** is a required field. If you have a question on your event type, please look at similar event listings and see how they are categorized. When in doubt, ask BAM.
- **Program & Audience types** are important since this helps to populate widgets on our website for specific program types. For example, selecting Summer Challenge will help populate an online events widget on the Summer Challenge pages. *If your event does not fall into one of the listed programs, then you do not need to include this in your event listing. This is not a required field.*

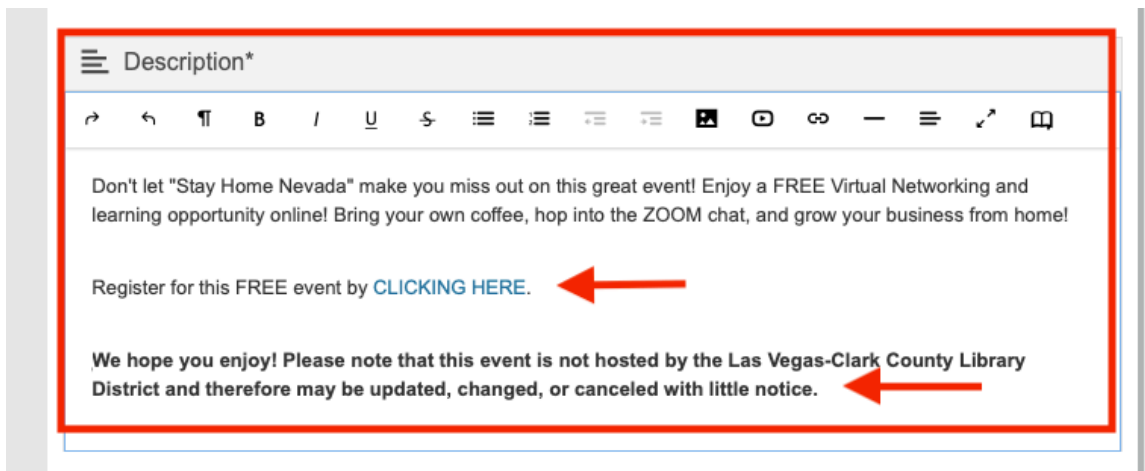
- Please select the audience type that best matches the online event. If this is a program targeted towards Teens, do not select Kids too. Please be specific.

5. Online Event Descriptions:

- A compelling event description starts strong. Since only the first 140 characters (about one or two sentences) will be pulled into website cards for the homepage and browse pages of the website, make sure you lead with the most important information.

Your description should follow this template for online events (see picture below):

- Describe the event and the event host if it is an external event
- Link to access event in ALL CAPS for easy access
- **You must add a disclaimer if you are posting an external event:** “We hope you enjoy! This event is not hosted by Las Vegas-Clark County Library District and therefore may be updated, changed, or canceled with little notice.”



6. EVENT LISTING PHOTOS:

- All BiblioEvent events and programs have pre-approved auto-generated images for you to select from when creating your event listing. Only use the image associated with your event type.
- Please do not upload your own photos. If you want to use a different image, you must send your requested images to BAM by completing a Graphic Request form listed on Voyager. BAM will review for resolution, color, etc.
- Once the online event image has been approved and sized by BAM, it will be added to your BiblioEvent online listing.

7. Published Online Event on LVCCLD.org

- After you publish your online event, it will be searchable on LVCCLD.org and displayed as below:

The screenshot displays the LVCCLD.org website interface. At the top left is the logo for Las Vegas-Clark County LIBRARY DISTRICT. A search bar at the top right contains the text 'online event' and is highlighted with a red box. Below the search bar is a navigation menu with options like 'Browse', 'eResources', 'Using the Library', 'Events', 'About Us', 'Support Us', and 'Español'. A yellow banner message is visible below the navigation menu. The main content area shows the search results for 'online event', indicating '1 events' and 'Clear filters'. The date 'Wednesday, May 13, 2020' is displayed. The event details include a clock icon, the time '9:00AM - 10:30AM', and the title 'Online Event: Coffee & Commerce'. A red box highlights the 'Online event' filter in the sidebar, which is selected. The event is categorized as 'Discussion Group / Adults'.

Have additional questions? Email Digital Content Manager Ryan Simoneau at simoneaurr@lvccld.org or Senior Digital Projects Associate Paula Loop at loopp@lvccld.org.

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