

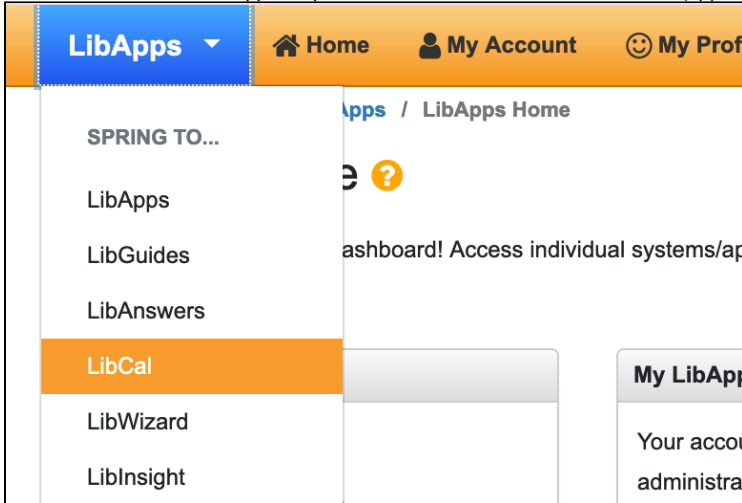
LibCal Curbside Pickup Calendar

The following help article outlines how to access and use Access Service's curbside pickup calendar.

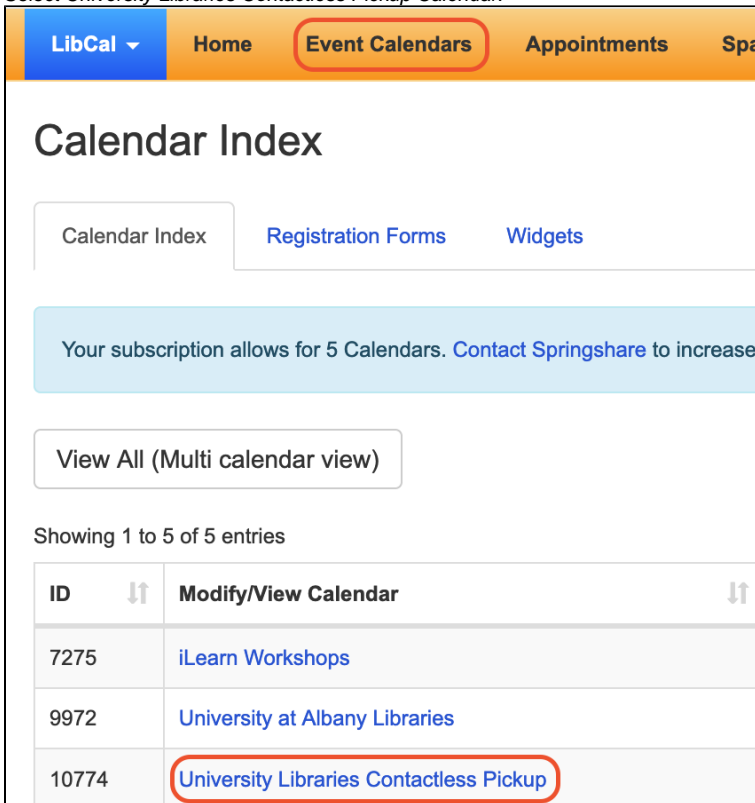
- [Accessing the Curbside Pickup Calendar](#)
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Accessing the Curbside Pickup Calendar

1. Log into LibApps (albany.libapps.com) using your email and password.
2. Select *LibCal* from the *LibApps* drop-down menu located in the menu ribbon (upper, left-hand screen).

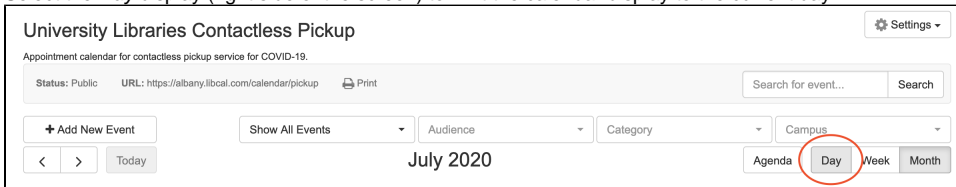


3. Select *Events Calendars* from the menu ribbon.
4. Select *University Libraries Contactless Pickup Calendar*.

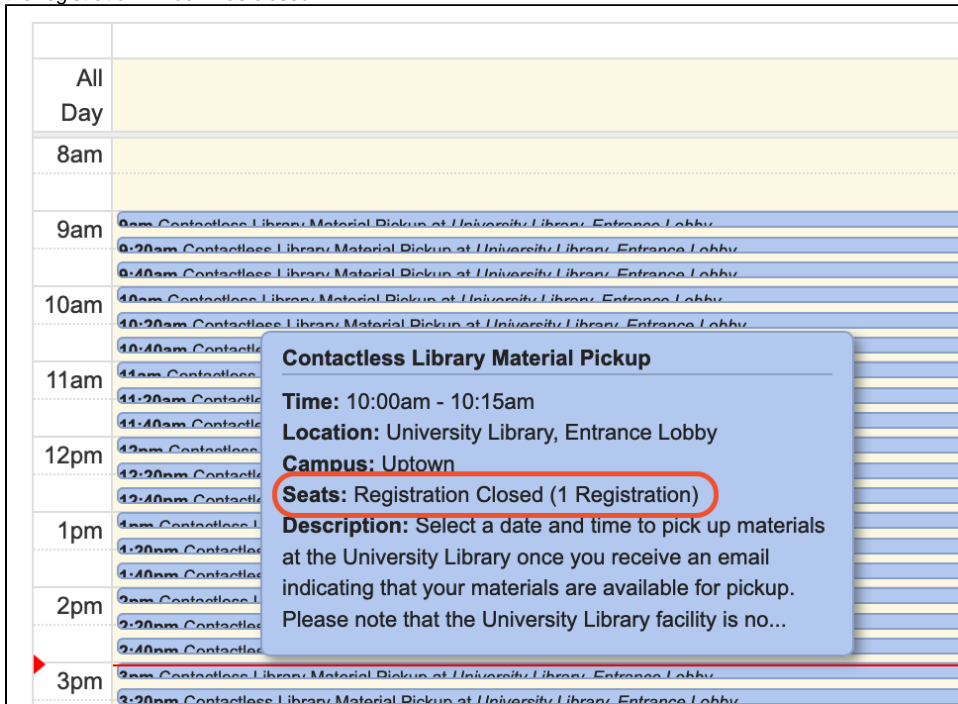


Monitoring/Printing appointments for curbside pickup

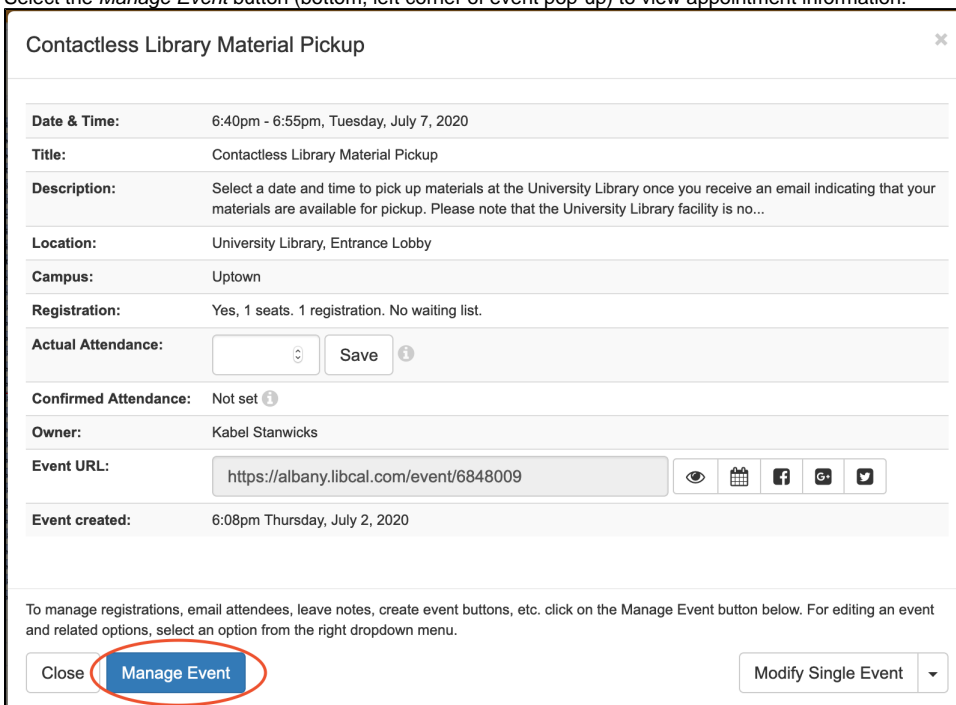
1. Select the *Day* display (right side of the screen) to limit the calendar display to the current day.



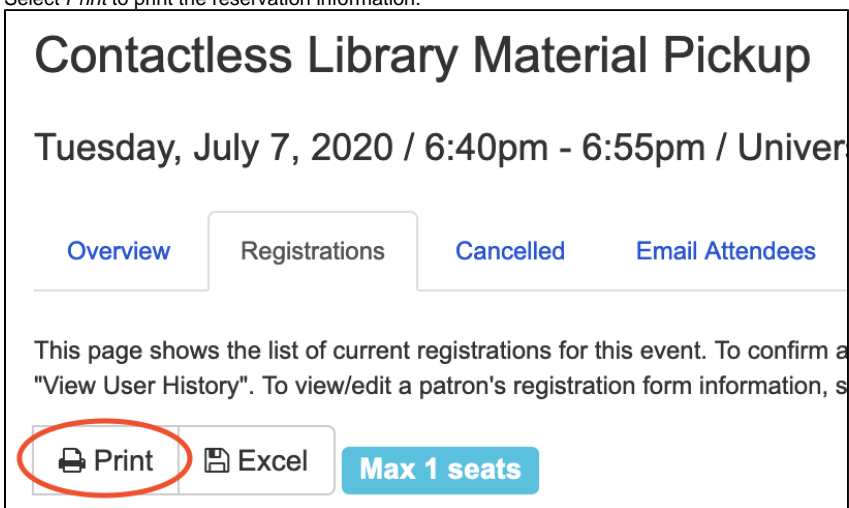
2. Hover over the individual appointments to determine if users have registered for a pickup time, and look at the information included in the *Seats* note.
 - a. Appointment booked: the appointment will display "Registrations are FULL" OR "1 registration"
 - b. No appointment booked: the appointment will display "1 seat left" if the appointment time is open and available, or "no registrations" if the registration window has closed.



3. Select the individual appointment if the *Seats* note reads "Registrations are FULL" OR "1 registration" to see patron information for the appointment.
4. Select the *Manage Event* button (bottom, left corner of event pop-up) to view appointment information.



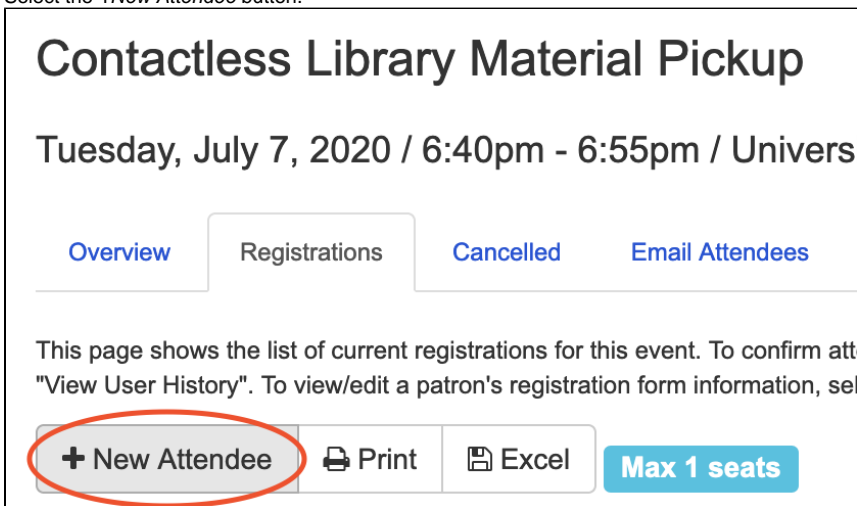
5. Select *Print* to print the reservation information.



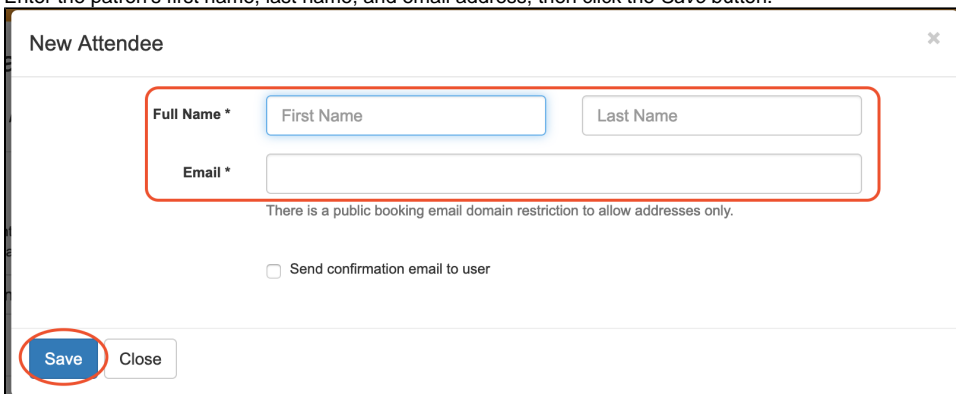
6. Pull materials from the hold shelf and place materials with the printed reservation information on the service desk so materials are ready for pickup ahead of the patron's scheduled pickup time.

Creating appointments for curbside pickup

1. Select the desired pickup date from the calendar.
2. Hover over the appointment times to find an available curbside pickup appointment. Available appointments will display "1 seat left" in the *Seats* comment.
3. Click the desired available appointment.
4. Select the *+New Attendee* button.



5. Enter the patron's first name, last name, and email address, then click the *Save* button.



Deleting appointments for curbside pickup

Follow these steps to delete an appointment if a patron needs to cancel an appointment or accidentally books multiple appointments.

1. Select the appointment pickup date from the calendar.
2. Click the appointment that needs to be cancelled.
3. Select the trash can icon on the right side of the screen to cancel the appointment.

Events In Series ▾

Contactless Library Material Pickup

Tuesday, July 7, 2020 / 6:40pm - 6:55pm / University Library, Entrance Lobby

[Overview](#)
[Registrations](#)
[Cancelled](#)
[Email Attendees](#)
[Create Event Button](#)
[Back to University Libraries Contactless Pickup](#)

This page shows the list of current registrations for this event. To confirm attendance at the time of the event, click the "Confirm Attendance?" checkbox. To view the full history of events a patron has registered for, select "View User History". To view/edit a patron's registration form information, select "Edit Registration"

Print
Excel
Max 1 seats

Columns ⓘ Search:

Name	Email	Registered On	Confirm Attendance?	Actions
Kabel Nathan Stanwicks	kstanwicks@albany.edu	3:27pm Tuesday, July 7, 2020	<input type="checkbox"/>	<div style="display: flex; align-items: center; gap: 5px;"> Cancel Registration 🗑️ </div>

Showing 1 to 1 of 1 entries

Related articles

- [Service Animals Overview](#)
- [Access Services Curbside Procedures \(Contactless pickup\)](#)
- [Libraries Weekly COVID stats](#)
- [LibCal Curbside Pickup Calendar \(Spaces\)](#)
- [LibCal Curbside Pickup Calendar](#)