BookedUp

Library events for the whole family

Find story times, classes and clubs at your library. Register everyone in your family in a few clicks.

1 Make an account
Add your kids at the same time.

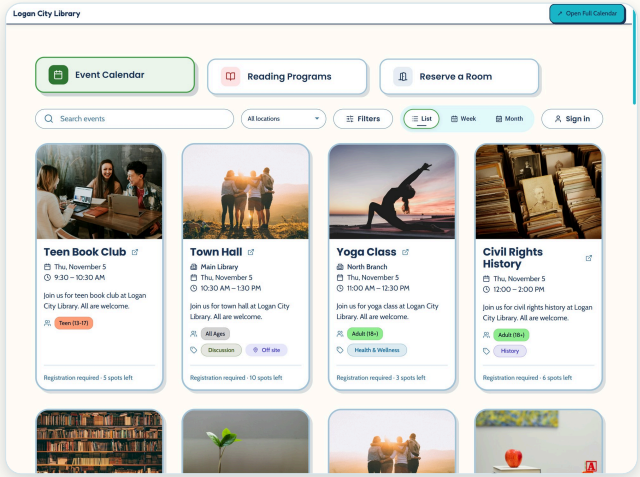
2 Your profile
Find it and add more family.

3 Register for events
Pick who is going and save spots.

4 Register as a guest
No account? Just your name and email.

5 Drop-in events
No sign-up needed. Just show up.

6 My Events
All your plans in one place.



Your account is free. Page 2 shows how to make one.

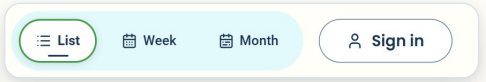
1 MAKE AN ACCOUNT

Make your free account

Add your kids while you make your account. Kids don't need their own account.

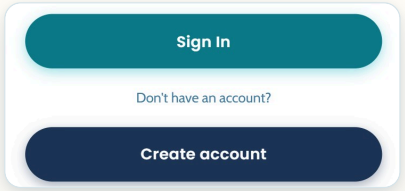
1

Click Sign in. It is at the right end of the search bar on your library's event calendar.



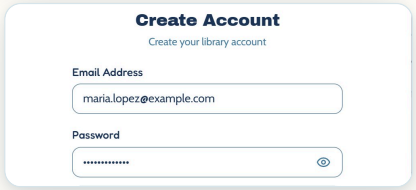
2

Click Create account.



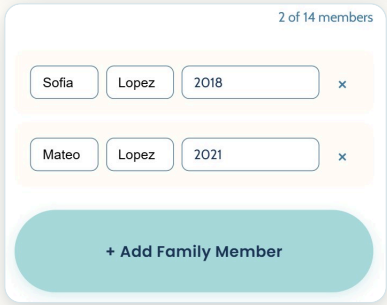
3

Type your email and a password. Then type your first and last name.



4

Click Add Family Members. Type each child's name. The birth year is optional. Then check the two boxes and click **Create Account**.

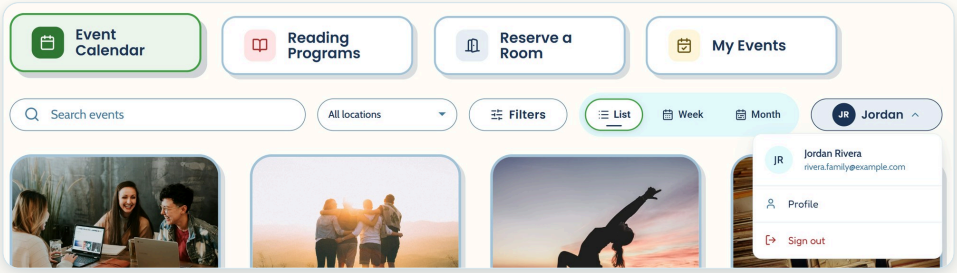


2 YOUR PROFILE

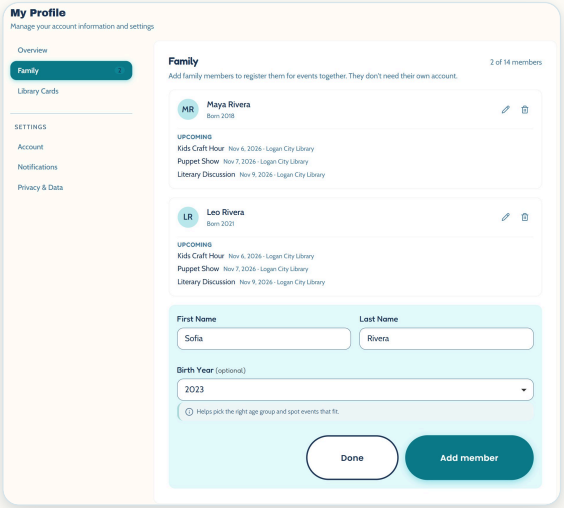
Your profile and family

Your profile holds your family list and your account details. It opens right on your library's calendar.

Click your name at the right end of the search bar. Then click **Profile**.



Add more family any time



Forgot someone? Click **Family**, then **Add family member**. After that, they're one click away every time you register.

A birth year is optional. It helps you find events for the right age.

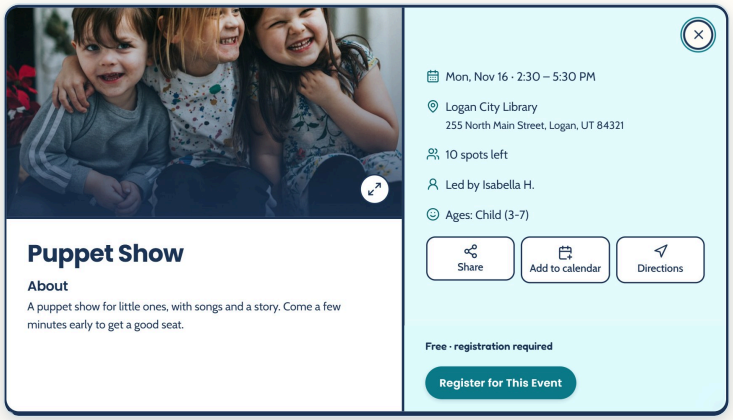
> **Reading programs too.** Family you add here can also join your library's reading programs.

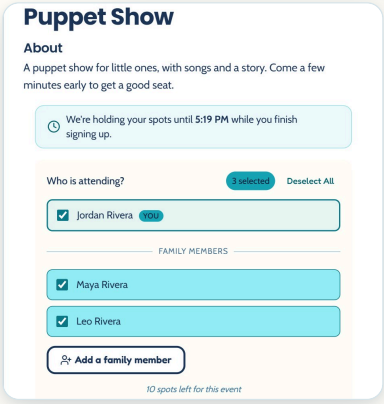
Shortcut: booked-up.org/profile works from any device.

3 REGISTER FOR EVENTS

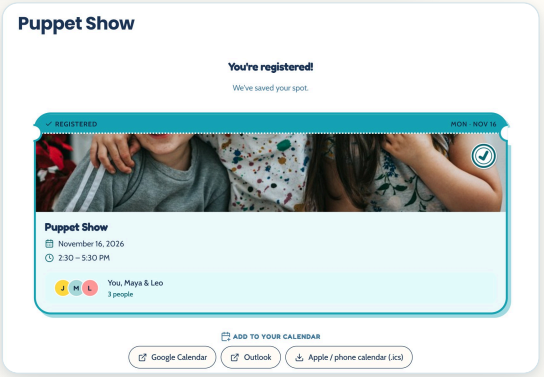
Save spots for everyone

Click an event to see the date, time, place and ages. Click **Register for This Event**, check who is going, then click **Confirm**.





Pick who is going. Your spots are held while you finish.



You're registered. Add it to Google, Outlook or your phone calendar.

Event full? Many events have a waitlist. If a spot opens, it goes to the next person in line.

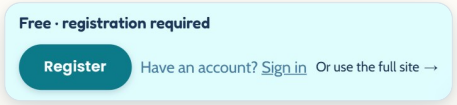
4 REGISTER AS A GUEST

No account? No problem

You can register for an event without an account. It takes three steps.

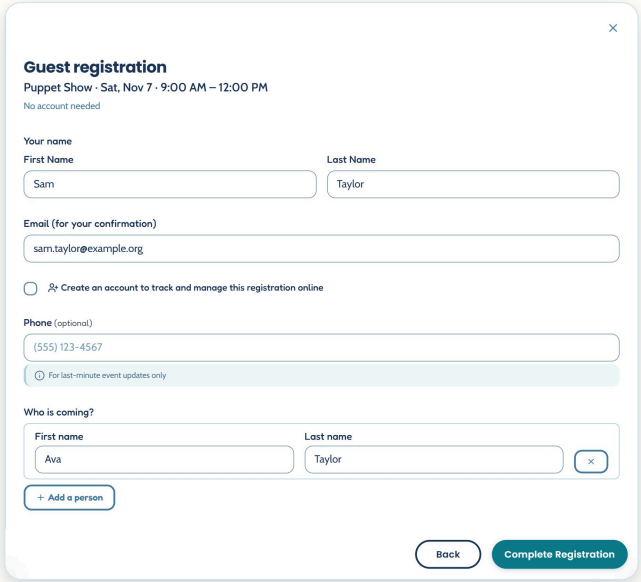
1

Click Register. Already have an account? Click **Sign in** instead.



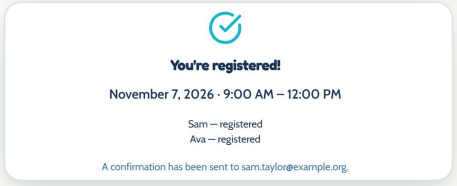
2

Type your name and email. Bringing kids? Click **Add a person** for each one.



3

That's it. We email you a confirmation. You can make a free account later.

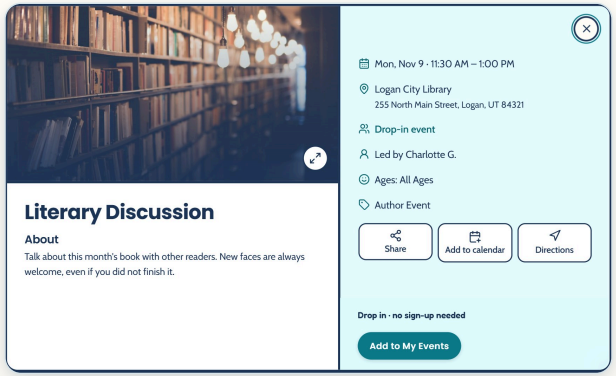


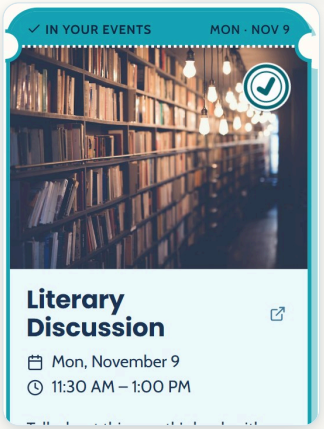
5 DROP-IN EVENTS

No sign-up? Just come

Events marked **Drop-in** don't need registration. Come when it starts.

- ✓ Look for the "Drop-in" label on the event
- ✓ Add it to your calendar so you don't forget
- ✓ Click **Add to My Events** to keep it on your list
- ✓ Bring the whole family





Easy to spot. Events you added say "In your events". No spot to hold. Just come when it starts.

6 MY EVENTS

All your plans in one place

Click **My Events** at the top of your library's calendar to see everything you're going to.

- ✓ See what's next and who is going
- ✓ Cancel if plans change
- ✓ Add all your events to your calendar
- ✓ Look back at past events

