

Do you have a local group that you'd like to highlight to our patrons?

Now when patrons search for a topic; e.i. knitting, autorepair, hiking, if you've added your event or meeting, patrons will see your group in the search results.

Use the **Community** feature to promote your organizations, clubs, events, workshops, or any activities other library patrons might find fun or helpful. You can submit a post for the group/event, and pending approval, the post will then display in search results.

When you search the catalog, you will see your posts and any that other people have submitted on the **Community** tab. This allows you to connect with other library patrons who have similar interests.

Using the Community feature

1. **Log into your account** on our Online Public Access Catalog, your username is your last name and your PIN is your library card number.
2. **Click on the Interests tab** in the middle of the page.
3. Under "My community" you will be able to create a community post and you'll also see a listing of all your current events.
4. Click **Create Community Post** to open the **Community Post Wizard**.
5. **Enter a name and detailed description** of your event or group in the related fields (required). For instance, specify a time and place for a one-time event or the day of the week/month for recurring group meetings, an age range if applicable, etc.
6. **Enter keywords or tags** to ensure that other patrons find your post even if their search term is not in your name. For instance, if this is a Scrapbooking workshop, you might include "crafts," "art," or "photographs" as keywords, or if this is a Programming Club, you might enter "software," "coding," "developers," "mobile apps," and more.
7. Click **Next**.
8. **Enter a contact name, email, phone**, and other information in the applicable fields so other library patrons know how to contact you with questions or comments.
9. Click **Next**.
10. If the group or event has a website or social media accounts, enter the URLs in the corresponding fields.
11. If the post is for a group that has a Google calendar, enter the email address associated with the Google account in the last field.
12. Click **Next**.
13. If you have a picture or logo that would help other patrons recognize the group/event or make it stand out, use the **Browse** or **Choose File** button (depending on your browser) to upload an image from your current machine.
14. Enter any other notes in the remaining field if something was not covered earlier in the wizard.
15. Click **Previous** at any time to page back through the wizard and make changes.
16. When you are ready to submit your post, click **Save**. Otherwise, click **Cancel** to close the wizard and start over.