SIRSIDYNIX
Connections
SUMMIT

The Community Engagement Platform: The How-To's

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Community Engagement

P   L   A   T   E   O   R   M

Agenda

- Create a room
- Make an event
- Setup an RSVP
- Sign up for an event (including receiving the email)
- Book a room
- Make a smart list
- Make an email
- Make a newsletter (including receiving the email)
- See how a CEP email campaign performed

🧭 Dashboard

- 🏪 Rooms
- 🗓 Events
- 🖼 Images
- 📄 Pages
- ✉️ Emails
- 📌 Smart Lists

- 👤 Profile
- ◎ Collapse menu

Welcome to
Community Engagement Platform

GET STARTED
What do you want to do?

🗓 Create Event   ✉️ Create Email   📊 View Reports

EVENT & EMAIL REPORTS

EMAILS   THIS YEAR

6,284 EMAILS SENT ❯ **5,804** DELIVERED ❯ **73%** OPENED ❯ **21%** CLICKED

EVENTS   THIS YEAR

🗓 UPCOMING

EMAILS

✉️🕐 9:00 AM **Event Reminder for: Food Around the**
List : Adults w/children

✉️🕐 10:00 AM **Newsletter for December**
List : All Library Members

✉️🕐 11:00 AM **Happy Birthday!**
List : April Birthdays

How to Create a Room

Dashboard

Rooms

All Rooms

Add New Room

Room Types

Events

Images

Pages

Emails

Smart Lists

Profile

Collapse menu

Add New Room

Add title

Publish

Save Draft   Preview

🔑 Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Publish **immediately** Edit

Publish

CEP Booking Rooms

Location: Select any option

Room Type: Select any option

Room Capacity: [   ] people

Map: Add Image

Availability:

Start Date   End Date

📅 05/15/2020   📅 05/15/2020

Weekdays

S M T W T F S

Start Time   End Time

🕐 12:00 AM   🕐 12:00 AM

Equipment:

Requirements:

How to Create an Event

🏠 Dashboard

🏪 Rooms

🗓 Events

📊 Images

📄 Pages

✉ Emails

📌 Smart Lists

👤 Profile

◀ Collapse menu

Events

Add New

Events

Add New

Tags

Event Categories

Locations

Presenters

Ticket Fieldsets

Events   Add New

All (26) | Mine (4) | Published (26) | Trash (45) | Ticketed (6) | Unticketed (20)

| Bulk Actions ▾ | Apply |

🔍 [   ] Search Events

26 items   « ‹ [1] of 2 › »

	Title	Author	Event Categories	Tags	Attendees	Recurring	Start Date	End Date
☐	**Kids Book Club**	Julie Santana	Child	—	—	Yes	June 19	June 19
☐	**Kids Book Club**	Julie Santana	Child	—	—	Yes	June 15	June 15
☐	**Kids Book Club**	Julie Santana	Child	—	—	Yes	June 12	June 12
☐	**Kids Book Club**	Julie Santana	Child	—	—	Yes	June 8	June 8
☐	**Kids Book Club**	Julie Santana	Child	—	—	Yes	June 5	June 5
☐	**Story Time**	Julie Santana		—	—	—	May 30	May 30
☐	**Kids Book Club**	Julie Santana	Child	—	—	Yes	May 29	May 29

SUMMIT LIBRARY

Catalog   Get a Library Card   About Us   Contact Us

« All Events

An event every week that begins at 8:00 am on Tuesday, repeating until June 23, 2020

Craft Classes for Adults

May 26 @ 8:00 am – 5:00 pm MDT|Recurring Event (See all)

How to Setup an RSVP

SUMMIT LIBRARY

Catalog   Get a Library Card   About Us   Contact Us

« All Events

Craft Classes for Adults

May 26 @ 8:00 am – 11:00 am MDT|Recurring Event (See all)

SIRSIDYNIX
Connections
SUMMIT

How to Sign People in for an Event

🏠 Dashboard

🏪 Rooms

📅 **Events**

Events
Add New
Tags
Event Categories
Locations
Presenters
Ticket Fieldsets

📊 Images

📄 Pages

✉️ Emails

📌 Smart Lists

👤 Profile

◀ Collapse menu

Events   Add New

All (31) | Mine (9) | Published (31) | Trash (45) | Ticketed (7) | Unticketed (24)

Bulk Actions ▾   Apply   31 items   « ‹   1   of 2   › »

☐	Title	Author	Event Categories	Tags	Attendees	Recurring	Start Date	End Date
☐	Craft Classes for Adults	SD Library Member	Adult	—	—	Yes	June 23	June 23
☐	Kids Book Club	Julie Santana	Child	—	—	Yes	June 19	June 19
☐	Craft Classes for Adults	SD Library Member	Adult	—	—	Yes	June 16	June 16
☐	Kids Book Club	Julie Santana	Child	—	—	Yes	June 15	June 15
☐	Kids Book Club	Julie Santana	Child	—	—	Yes	June 12	June 12
☐	Craft Classes for Adults	SD Library Member	Adult	—	—	Yes	June 9	June 9

How to Book a Room

Dashboard

Rooms

Events

Events

Add New

Tags

Event Categories

Locations

Presenters

Ticket Fieldsets

Images

Pages

Emails

Smart Lists

Profile

Collapse menu

Edit Event Add New

Story Time

Permalink: https://preprod-cep.bc.sirsidynix.net/event/story-time/ Edit

Visual | Text

Paragraph ▾ B I ≔ ⋮≡ " ⬚ ⬚ ⬚ 🔗 ⬚ ⌨

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Word count: 69   Last edited by SD Library Member on May 15, 2020 at 8:08 am

The Events Calendar ▲

TIME & DATE

Start/End: 2020-05-30 10:30am to 12:30pm 2020-05-30   Time Zone: America/Denver

☐ All Day Event

This event is from 10:30am to 12:30pm on May 30, 2020.

Event Series: Schedule multiple events

Publish ▲

Preview Changes

🔑 Status: Published Edit

👁 Visibility: Public Edit

🕑 Revisions: 2 Browse

📅 Published on: May 1, 2020 at 08:20 Edit

Copy to a new draft
Move to Trash   Update

Tags ▲

[   ] Add

Separate tags with commas

Choose from the most used tags

Event Categories ▲

All Event Categories | Most Used

☐ Adult
☑ Child
☐ Pre-teen
☐ Teen

+ Add New Event Category

Event Options ▲

☐ Hide From Event Listings

How to Make a Smart List

Dashboard

Rooms

Events

Images

Pages

Emails

Smart Lists

All Smart Lists
New Smart List
Settings

Profile

Collapse menu

Smart Lists New Smart List

All (6) | Mine (1) | Published (6) | Trash (10)

Search Smart Lists

| Bulk Actions ▾ | Apply | All dates ▾ | Filter | | 6 items |

☐	Title		Date
☐	**All Ok Patrons**		Published 2020/05/15
☐	**Patrons w/Collection Status**		Published 2020/05/12
☐	**Winnefox Patrons**		Published 2020/05/12
☐	**Neshkoro Patrons**		Published 2020/05/12
☐	**Oxford Patrons**		Published 2020/05/12
☐	**Brandon Patrons**		Published 2020/05/12
☐	Title		Date

| Bulk Actions ▾ | Apply | | 6 items |

How to Make an Email

Dashboard

Rooms

Events

Images

Pages

Emails

All Emails

Add New Email

Smart Lists

Profile

Collapse menu

Emails [Add New Email]

All (6) | Mine (2) | Published (5) | Draft (1) | Trash (17)

| Bulk Actions ▾ | [Apply] | All dates ▾ | [Filter] | 6 items |

☐	Title	Date
☐	Library Newsletter – All Patrons	Published 1 hour ago
☐	Events March 2020	Published 2020/03/04
☐	2020.02.26 Blast	Published 2020/02/25
☐	2020-02-26 Email Blast — Draft	Last Modified 2020/02/25
☐	Library Announcement!	Published 2020/02/25
☐	Library Newsletter (do not delete)	Published 2020/02/24
☐	Title	Date

| Bulk Actions ▾ | [Apply] | | | 6 items |

Search Emails

*Easily Create
& Schedule a Newsletter*

Dashboard

Rooms

Events

Images

Pages

Emails

All Emails

Add New Email

Smart Lists

Profile

Collapse menu

Emails   Add New Email

All (7) | Mine (3) | Published (6) | Draft (1) | Trash (17)

Search Emails

Bulk Actions	Apply		All dates	Filter			7 items

	Title	Date
☐	**Upcoming Event for June**	Published 6 mins ago
☐	**Library Newsletter – All Patrons**	Published 2 hours ago
☐	**Events March 2020**	Published 2020/03/04
☐	**2020.02.26 Blast**	Published 2020/02/25
☐	**2020-02-26 Email Blast** — Draft	Last Modified 2020/02/25
☐	**Library Announcement!**	Published 2020/02/25
☐	**Library Newsletter (do not delete)**	Published 2020/02/24
	Title	Date

Bulk Actions	Apply		7 items

Dashboard

Rooms

Events

Images

Pages

Emails

All Emails
Add New Email

Smart Lists

Profile

Collapse menu

Edit Email   Add New Email

Library Newsletter - All Patrons

Send From: sdlibrarymember@gmail.com

Email Subject: Library Newsletter Sample

Email Smart List: Select List

Content : Summit Library May Newsletter   🗑

Layout: 2 Column   Change Layout

Button

Button

SECTION HEADER   ⊗ —

Header Title: H1   H2   H3

Summit Library May Newsletter

Header Text: B   I   U   🔗

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COLUMN 1   —

Image:

4029113-1501x2255.jpg
Dimensions: 2255 x 1501
Size: 697.01 KB

Replace   Remove

Title: H1   H2   H3

Lorem ipsum dolor sit amet

Save Email   ▲

Copy to a new draft

Preview

Send Sample

Schedule Email

Move to Trash   Update

How to See How a Campaign Performed

🏠 Dashboard ◄
ıl Reports
✉ Emails
🗓 Events
9ᵣ Media
👤 User

Welcome to
Community Engagement Platform

GET STARTED
What do you want to do?

🗓 Create Event   ✉ Create Email   ıl View Reports

EVENT & EMAIL
ıl **REPORTS**

EMAILS   THIS YEAR

6,284
EMAILS SENT

5,804
DELIVERED

73%
OPENED

21%
CLICKED

EVENTS   THIS YEAR

5,403
INVITES SENT

1,000,110
PAGE VIEWS

2,000
REGISTERED

500
ATTENDED

🗓 UPCOMING

EMAILS   TODAY

✉🕐 **Event Reminder for: Food Around the**
9:00 AM   List : Adults w/children

✉🕐 **Newsletter for December**
10:00 AM   List : All Library Members

✉🕐 **Happy Birthday!**
11:00 AM   List : April Birthdays

EVENTS   TODAY

8:00 AM - 10:00 AM
Learn How to Code!
Location : Serving Benton

9:15 AM - 9:45 AM

Pricing

Unlimited

Emails Sent

Events

Registrations

Tickets

Smart Lists

Rooms

Pricing

Number of Library Brands

Number of Patron Email Addresses

Thank You!

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