LibCal help and training

LibCal is an appointment booking and event management system. It is the app recommended by the University for scheduling bookable appointments of any sort and for creating and promoting non-timetabled events which require registration.

The LibCal appointments feature allows people to set up a webpage which they can send others to to book appointments with them. It integrates with Microsoft Teams to allow for online appointments if required, and integrates with Outlook to ensure that booked appointments are automatically added to your calendar. You can customise various settings related to things like appointment length and confirmation emails, and set custom availability in a way that best meets your requirements. See the Getting started guide for LibCal appointments.

The LibCal event calendar feature allows you to set up, manage and promote events. It is integrated with Teams for delivery of online events when applicable, and you can personalise many settings to customise the way your calendar works in line with your requirements. You can manage various elements of the event registration process including tracking attendance. Every academic department, each faculty and many professional services divisions have LibCal calendars available to use. See the Getting started guide for LibCal event calendars.

Frequently asked questions

If you do not already have one, you will first need to create yourself a LibCal account (linked to your University IT account) to use the appointments or event calendars features. Create a LibCal account now. After creating the account, you can ignore the email you get from LibApps - there is no need to set a password as you will log in to LibCal using WebLogin.

Event promotion

The University News and Events system provides a central university events calendar containing all events run by the university for which publicity is required. Events can either be manually added via the web-based forms or automatically imported from existing events systems (e.g. LibCal, TerminalFour, TargetConnect, Lancaster Arts). Events can be configured to be delivered via one or more channels – e.g. Student Channel (Student portal help and iLancaster), Staff Channel (Staff intranet help and iLancaster staff view), University Events homepage (www.lancaster.ac.uk/events), etc.
LibCal is currently being updated so that any LibCal event calendar owner can select from University event system channels where they want their events to be posted, and this will happen automatically. For the latest updates on this, please see the LibCal user group.

Categories will be used to determine which events appear in which university events system channels. Against an individual event, scroll to the bottom of your category list and tick the appropriate boxes against the Red system wide categories to ensure your event is promoted on the relevant events system channels.

**Room bookings**

LibCal does not integrate with the University Room Booking system. If you are looking to book rooms for an event or series of events, including any events administered in LibCal, please use the Room Booking system.

For more information on using this system, please see Room Booking.

**Timetables**

Any appointment or event that a student or staff member registers for will automatically show on their timetable in the Student Portal/Staff Intranet and in iLancaster.

**Online appointments and events**

You can create appointments and events that automatically have online Microsoft Teams meeting spaces generated if you wish.

For help using the appointments feature, see the Getting started guide for LibCal appointments. For help using the event calendar feature, see the Getting started guide for LibCal event calendars.

If you have further questions about how to use LibCal, please post them in the LibCal User Group.