

Get started with Library Aware

You should have received your Library Aware account invitation, please follow the prompts to confirm your account. If there are any problems, let me know. Please remember your passwords, because I can't look them up!

Accounts have one of the following permissions:

- Administrator - you can add new users or edit current users, and change settings for your library (logo, address, etc.), in addition to all publisher permissions
- Publisher - you can create, edit, and publish materials

If you would like on-site training, email Lindsay Stratton (lstratton@pls-net.org) and we can schedule a time for me to visit.

In the meantime, there is a LOT of help documentation produced by Library Aware staff, which is very good. Here are a few links to get you started:

- Video introducing LA features
 - <https://libraryaware.uservoice.com/knowledgebase/articles/97377-welcome-to-libraryaware-for-public-libraries>
- Account settings
 - Your library's name, address, and various URLs have all been added for you, you mainly need to add your logo; you can also link to a B&T account/cart if applicable
 - <https://libraryaware.uservoice.com/knowledgebase/articles/88250>
- Connect to Facebook
 - <https://libraryaware.uservoice.com/knowledgebase/articles/88255-how-do-i-connect-to-facebook-and-twitter>

To get started creating content

- Creating a promotion - <https://libraryaware.uservoice.com/knowledgebase/articles/88267-how-do-i-create-a-promotion>
- Create items - <https://libraryaware.uservoice.com/knowledgebase/articles/88269>
- Edit items - <https://libraryaware.uservoice.com/knowledgebase/articles/88270>
- Deliver your content - <https://libraryaware.uservoice.com/knowledgebase/topics/15093-delivering-items>