Calendar Views & Filters

30 Day Calendar & Upcoming Events

You can view events in a month format or an upcoming events list format. Switch between views by using the Upcoming and Month buttons above the calendar. When you are on a desktop, hovering over any event will load a sidebar that displays an event preview. Clicking an event title will take you to the details page for that event.

Week & Day Calendars

You also can browse events by clicking the Week and Day buttons at the top of the calendar to browse what events are happening this week and today. Click the navigational arrows to browse other days or click the month and year to type in the date you wish to see.

Event Filters

Calendar views include a filter to help you locate events. Enter a keyword search and/or select specific age group(s), type(s), and location(s).

Click Apply to search and Reset to remove filters. You can open or close the filter at any time by clicking the Filters icon and label at the top of the filter.

The calendar is color coded by age groups, you can see the color key using the Age filter.
Event Details & Registration

Event Details

Every event has a details page with a map, description, and other information.

Some events happen on a regular basis. These are indicated by an Also Occurs On button underneath the room, date, and time information.

Click that button to show all the dates, and click any date to visit the detail page for that event.

Interaction buttons at the top of the detail page provide options for signing up for a reminder, adding to your personal calendar, printing, and sharing on social media or email.

Event Registration

Some events require registration. They are noted on the calendar views with a pencil and pad icon. Others may require a payment to register and these are indicated by a dollar sign.

Registration information is listed in a light blue box above the description.

To register, fill out the form and click the blue Register button. Be sure to enter an email address to receive confirmations, updates, and reminders.

For additional help or questions, please contact us at (631) 286-0818

Reserving a Room

Select by Room or by Day & Time

You can request a meeting room or study room. Click the Reserve option in the main menu to get started. You can browse a list of all rooms to pick the right one for you or see what is available on a specific date and time. The pages for these options include filters on the left to help you find rooms by type and location.

Selecting a Time to Reserve

If you select your room first, go to its detail page to see an availability calendar. Click the blue + icon to choose a start time. Keep in mind that the room you choose may require a setup and/or teardown buffer when selecting your time.

After selecting a room and time, you'll go to the request form. Fill this in with information about your reservation. Room request require staff approval. You'll receive email confirmations, updates, and reminders about your room.