

Technology Classes for You!  
Connecting NIOGA's Communities



[www.niogamobile.tech](http://www.niogamobile.tech) [www.nioga.org](http://www.nioga.org)

## Schedule a Computer Training Session at Your Library

Please book only one session per month per library.

Booking training sessions will be done in a quarterly manner as follows:

Yearly Quarters	Date Booking Begins
January to March	December 1
April to June	March 1
July to September	June 1
October to November	September 1

Any requests made for a quarter BEFORE the date booking begins will not be considered. For example, booking for **January to March** begins on **December 1**. A library may put in a **maximum** of 3 class requests per quarter. Bookings are limited to one session per month per library.

Go to the website [www.niogamobile.tech](http://www.niogamobile.tech) (<https://niogamobile.tech>) and follow these steps:

Have any questions? ✉ [MobileTech@Nioga.org](mailto:MobileTech@Nioga.org)

**Mobile Tech**   Home   Schedule & Requests   Courses & Resources   Course Evaluations

Click on Schedule and Requests at the top

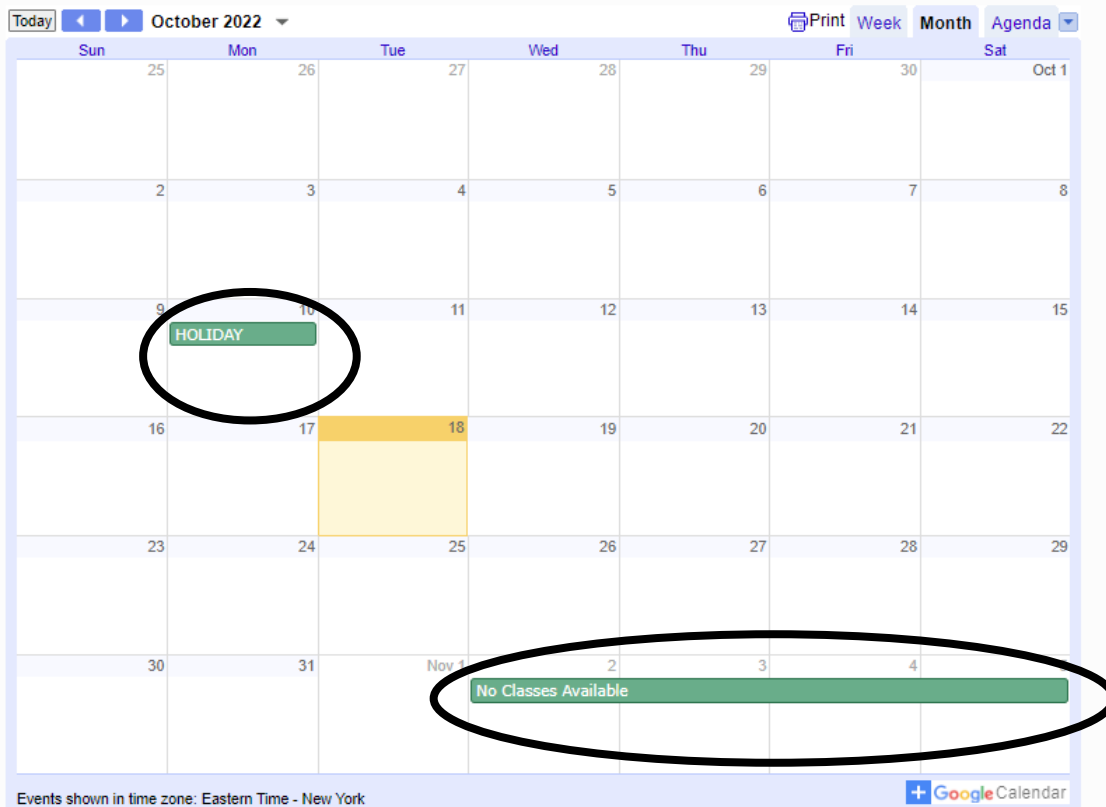
Computer and Technology Classes  
Technology made easy!

NIOGA Mobile

The first item on the page is the calendar, displayed by the month. **Open dates** are plain white in color. In the example below, the only day **not available** for classes is the one that says, "Holiday." Other unavailable dates will say, "No Classes Available."

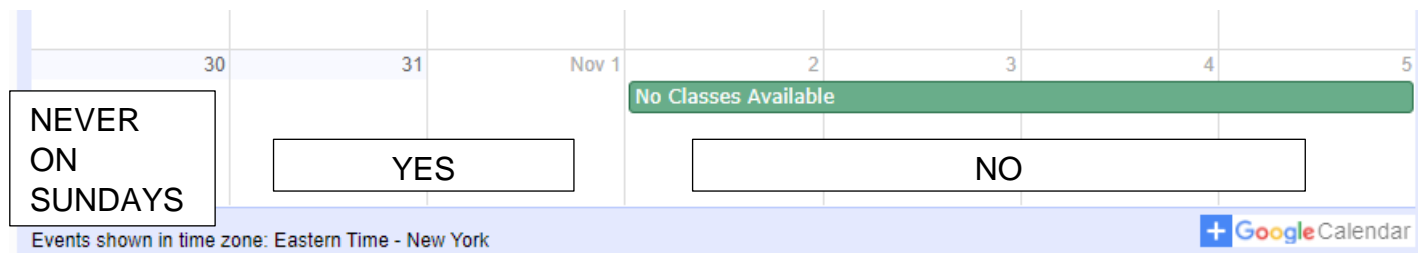
# Schedule

[Click here to learn how to schedule a Training Session](#)



**Requests cannot be made on the calendar; the request form must be submitted.** After a proper submission, the calendar is then updated. If the library makes a request that is denied, alternatives will be offered **via email** as the schedule allows.

Here is an example week on the Nioga Mobile calendar:



November 2 through the 5<sup>th</sup> shows “No Classes Available,” and this means that any requests made for this time would be immediately rejected. There are never classes on Sundays. However, Monday, October 31 is available, as is Tuesday, November 1. If one of these dates works for your library, fill out the request form **underneath** the calendar.

If the calendar displays a class booked at **one time**, then **one** other class, **in a different time slot**, may be requested for that day. Times for classes are:

10am to Noon  
2pm to 4pm  
6pm to 8pm

The limit is currently two (2) sessions per available day, and the 2-hour break between classes is necessary for equipment breakdown and travel. If your library is open at a slightly different time, fill out the entire request form, using “Other” for the time. Fill in the 2-hour timeframe needed, for example, 11am to 1pm. Requests are accommodated as much as possible.

### Send a Request

Do you have a request for a specific date or a specific class? Use the form below to let us know. We will be in touch!

[Click here to learn how to schedule a Training Session](#)

## Request for Nioga Mobile Tech

For Administrators only (Libraries, Partners, etc.) Please find a date and time on the calendar that is BLANK. If a blank date/time corresponds with your room availability, then please submit your request. Any dates that say, “No Classes Available,” means that no classes may be requested at any time on that day. If a date has a class booked at ONE TIME, then ONE other class, in a different time slot, may be requested for that day. Times for classes are:

10am to Noon  
2pm to 4pm  
6pm to 8pm

This allows for equipment breakdown and travel between sites. TWO sessions per day is the MAXIMUM we can provide at this time. Thank you for your patience!

Requests should, ideally, be submitted at least one month in advance, the greater the lead time the better chance of getting your requested date(s) or alternative dates. Please view the Schedule prior to submitting your request, it is updated frequently BUT the calendar does not guarantee availability. Please note: you will need to fill out a form for EACH course you are requesting; multiple courses may be requested.



(not shared) [Switch account](#)



\* Required

Contact Name \*

Your answer \_\_\_\_\_

Here's the top part of the online form. Fill out the **entire form on the site so your class can be properly scheduled. One form equals one class request.** Multiple classes **cannot** be filled in on a single form.

Location of Course \*

If the location is NOT on the list, please enter the EXACT ADDRESS where the class will take place.

Choose ▼

If your location is not in the list above, enter exact address here, please

Your answer

Contact Email \*

Your answer

Contact Telephone

Your answer

Is your institution able to provide a staff member to assist the trainer during the class?

Yes

No

The **Contact Email** is vital, as this is the way libraries will be notified about pending requests.

Notifications are sent via email with the following subject lines:

- NiogaMobile Training Confirmed
- NiogaMobile Training Denied
- NiogaMobile Training Request Needs Clarification

**Date Preferred \***

Enter one date only. Saturdays may be requested. See posted schedule above for best dates/times. Schedule is NOT a guarantee of availability for request.

Date

 **Time Preferred \***

Example: 2pm-4pm or 6-8pm. Every class provided by Nioga Mobile Tech is 2 hours in length. 10am is the earliest start time, 8pm is the latest end time. If your start time and end time are not listed below because your library is not open at these exact times, please choose "Other" and type in your request. We will do our best to schedule each request first come, first served.

 10am to 12pm 2pm to 4pm 6pm to 8pm Other: 

Remember, if your library is open at a slightly different time, fill out the entire request form, using "Other" for the time. Fill in the 2-hour timeframe needed, for example, 11am to 1pm. Requests are accommodated as much as possible.

**Select Course \***

Please choose one course per request

 **Additional Comments**

Click the Submit button and there will be a message stating that the form was submitted for processing.

## Request for Nioga Mobile Tech

Thank you for your interest!

Your response has been received. A representative will be in contact with you within 24-48 hours.

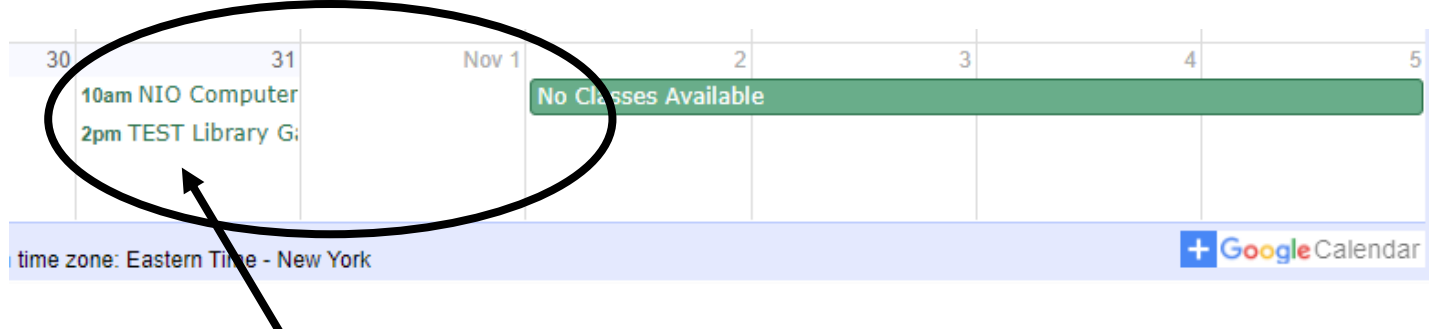
[Submit another response](#)

If another class session is available and your library can accommodate it, click the link to submit a new form. One form **must** be submitted for each class request.

Google Forms This form was created inside of Nioga Library System.

Clicking the **Submit** button sends the form to the database for processing. The database attaches an exact date and time stamp to the submission, allowing for the “first come, first served” policy.

**The calendar is updated from the database. Once updated, it appears as following:**



There's the starting time, the 3-letter library code, and the class title. In the above example, BOTH slots are taken for Monday, October 31, but Tuesday, November 1 is still free. If another class request comes in for Monday, it will be denied via email. If a request comes in for Tuesday, it will be updated on the calendar.

**REMEMBER: THE CALENDAR IS UPDATED VIA PROCESSING OF A COMPLETED SUBMISSION FORM.  
NO ONE ALTERS THE CALENDAR ON THE WEB SITE.**

30	31	Nov 1	2	3	4	5
10am NIO Computer	6pm XYZ Library Int	No Classes Available				
2pm TEST Library C						

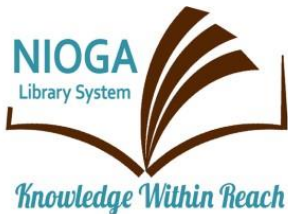
Time zone: Eastern Time - New York + GoogleCalendar

A new request was submitted via the Request Form, processed through the database, and updated on the calendar. Now, Tuesday, November 1 has **one time left**. "XYZ Library" has booked a class from 6pm to 8pm, but 10am to noon OR 2pm to 4pm times are still OPEN.

At this point, these (made-up) "libraries" **should not book any more sessions** for the month. In this example, "XYZ Library" is finished for November, but can book another session for December.

**Please remember booking is per quarter and begins on the dates listed at the beginning of this handout.** Each library may have one class per month.

Computer Training Program is provided by:



## NIOGA LIBRARY SYSTEM

6575 Wheeler Road - Lockport, NY 14094  
Phone - (716) 434-6167 Fax - (716) 434-8231

