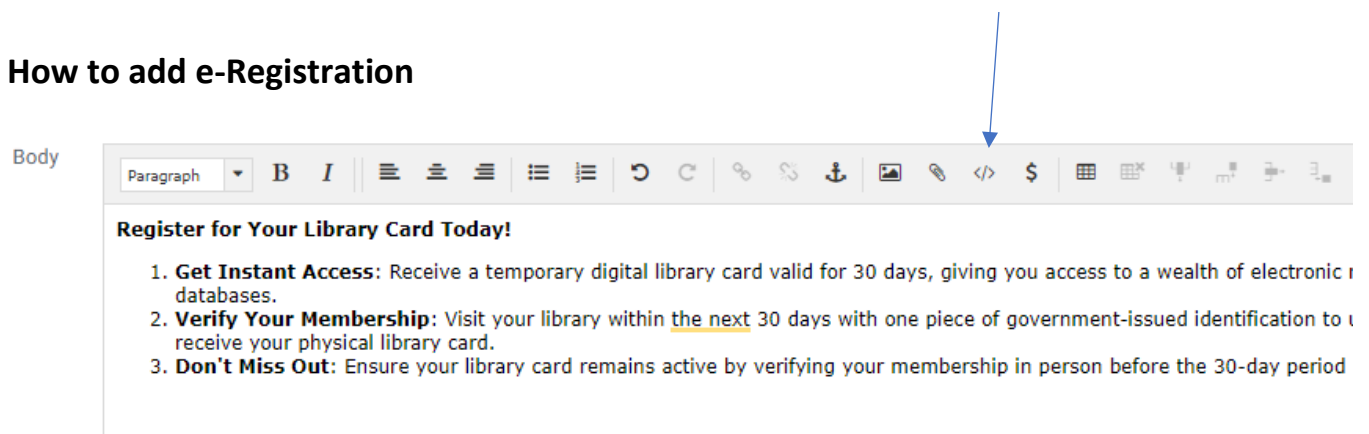## Self- Registration Guide

- Your website has a new custom tag called "Ecard Registration Form" that can be added to the body of a General Page.
- This feature produces a registration form that integrates with Polaris to provide a temporary barcode and membership for patrons registering on your website.
- Temporary memberships are valid for 30 days and provides access to e-resources.
- Patrons need to visit the library and show government issued ID to complete their card and upgrade to a full membership within 30 days, or the registration expires.

- When library staff set up e-registration on the website, they will be asked to enter an email to receive new e-membership information.
- Staff will receive an email with the temporary barcode ex. PACREG###### and registration information.
- The email also includes directions for staff.

[Click here to view a sample self-registration form.](#)
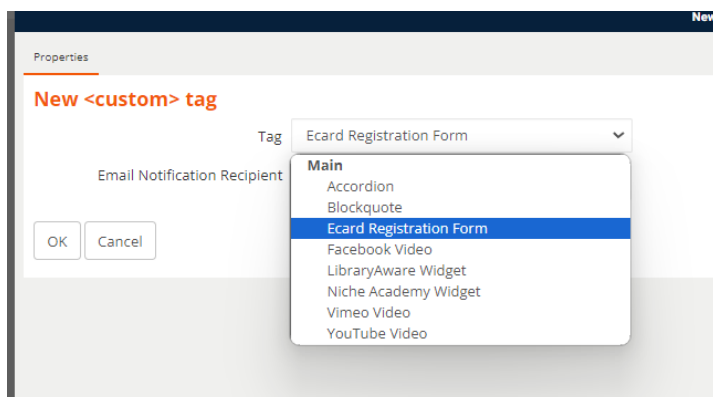
How to add e-Registration

1. Click the </> button.

2. In the TAG field select – Ecard Registration Form.
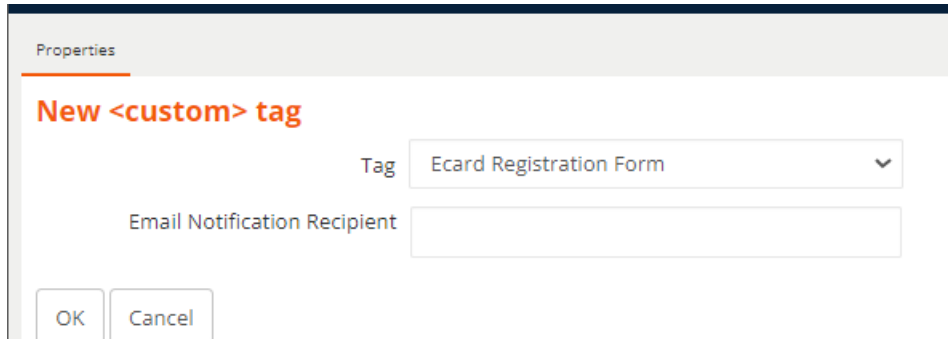
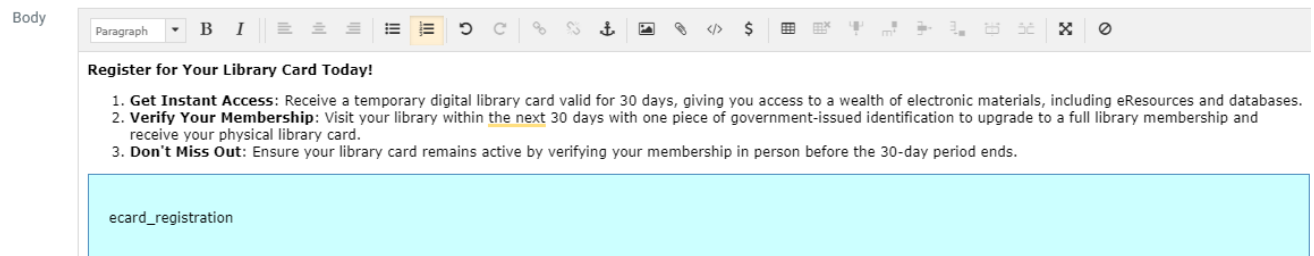**3. In the Email Notification Recipient field, enter the email address you would like to receive incoming registration information.**

In the back end, the form will look like the blue rectangle pictured below.

4. You may preface the form with the following text (pictured above).

Register for Your Library Card Today!

1. Get Instant Access: Receive a temporary digital library card valid for 30 days, giving you access to a wealth of electronic materials, including eResources and databases.

2. Verify Your Membership: Visit your library within the next 30 days with one piece of government-issued identification to upgrade to a full library membership and receive your physical library card.

3. Don't Miss Out: Ensure your library card remains active by verifying your membership in person before the 30-day period ends.

You can also link to your membership information page.

5. Click the blue publish button at the bottom of the screen.

Once published, the form will display like this on the frontend:

Online Registration

Register for Your Library Card Today!

1. **Get Instant Access**: Receive a temporary digital library card valid for 30 days, giving you access to a wealth of electronic materials, including eResources and databases.
2. **Verify Your Membership**: Visit your library within the next 30 days with one piece of government-issued identification to upgrade to a full library membership and receive your physical library card.
3. **Don't Miss Out**: Ensure your library card remains active by verifying your membership in person before the 30-day period ends.

First Name *

Last Name *

Date of Birth *

yyyy-mm-dd

Guardian's Name

Home Town *

Select a home town ▾

Username *

Password *

Password Confirmation *

Please provide at least one form of contact.

Email Address *

Phone Number *

(555) 123-4567

Address

Street *

Street Additional I

Postal Code *

City *

Province *

Alberta ▾

☐ the Regional Automation Consortium will hold confidential all user record information. Access to user records will be in accordance wit the provisions of the Freedom of Information and Protection of Privacy Act.II.6.I All member libraries are required to comply with the policy on confidentiality of patron records at the local level.

Get Your Library Card!

Library staff experience

1. Once the patron registers for a new library account in TRACpac, a new patron record is created automatically.

2. Polaris issues the patron a temporary barcode that allows the patron to do certain operations online, such as request a hold, but blocks the patron from checking out materials in person until the new record is verified by staff.

3. An automatic notification email will be sent to a library staff account. When the notification arrives, staff members can review the registration..

Sample Notification

The designated staff email address will receive the following message when a patrons registers.

Congratulations! A patron has registered for a membership at Peace Library System via your website. *The information that the patron has provided is:*

Barcode: PACREG######
Registration Date:
First Name:
Last Name:
Email Address:
Phone Number:

==The patron has been issued a temporary digital library card and a 30-Day membership to your library that will grant them access to electronic materials including eResources and databases.==

They have been instructed to visit your library within the next 30-Days with one (1) piece of government issued identification to receive their full library membership and a physical library card.

If the patron does not visit your library within 30-Days, their temporary membership will expire.

Upon the patron's first visit to the library, please confirm that the information they have provided matches the information on their government issued identification and ==replace their temporary barcode with the barcode of a physical card in Polaris.==

As this patron has signed up for a membership at your library they are now considered your library's patron and subject to your policies and procedures, including membership fees, item loan limits, and more.

NOTE: Please do NOT reply to this automatically generated email as it will not be received. If you need to speak with someone, please call or email your library directly.

Questions? Need help setting up the eRegistration form? Contact jkergan@peacelibrarysystem.ab.ca.