

# Training Webinars

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[Shared Shelf Training](#) (subscribers only)

[Shared Shelf Administrative Tool Training](#) (subscribers only)

[Shared Shelf Controlled Lists Training](#) (subscribers only)

Learn how to catalog and manage projects in Shared Shelf by attending our free webinars. We offer regularly-scheduled sessions weekly, or you can email [support@sharedshelf.org](mailto:support@sharedshelf.org) to schedule a time suitable for your schedule. Additional free webinars about the Artstor Digital Library and Shared Shelf are available at <http://www.artstor.org/webinars>.

To schedule an online training outside of the times listed below, please contact: [support@sharedshelf.org](mailto:support@sharedshelf.org) or (212) 500-2402 or toll-free (US and Canada) at 1-877-771-4908.

Once you have registered for a training, you will receive an email confirming your registration with information you need to join the Webinar.

## System Requirements

PC-based attendees: Windows® 7, Vista, XP or 2008 Server

Macintosh®-based attendees: Mac OS® X 10.8 or newer

On an iPad, iPhone, Android or Windows mobile device: Free GoToMeeting, GoToWebinar or GoToTraining app from the App Store, Google Play or Windows Store

## Shared Shelf Training

This 60-minute training session is *offered to Shared Shelf subscribers only* and will cover all you need to know to get started cataloging in Shared Shelf, including:

- Working with data in Excel
- Using master records and bulk editing
- Working with sets and filters
- Using integrated and external authorities

*Please register for your preferred session below:*

### January 2017

[Thursday, January 26 - 11:00 AM - 12:00 PM EST](#)

### February 2017

[Thursday, February 2 - 11:00 AM - 12:00 PM EST](#)

[Thursday, February 16 - 2:00 PM - 3:00 PM EST](#)

**Please note:**

- There will be time for questions, but you may also send questions and comments to [support@sharedshelf.org](mailto:support@sharedshelf.org).
- If our schedule doesn't accommodate yours, or if you'd like to set up a private session for your institution, please contact your Implementation Manager to make arrangements for an alternate time.

## **Shared Shelf Administrative Tool Training**

**This 60-minute training session is offered to Shared Shelf subscribers only and will teach project administrators how to use the Shared Shelf Administrative Tools. As administrators, you will be able to create projects, publishing targets, and manage user permissions.**

*Please register for your preferred session below:*

### **January 2017**

[Wednesday, January 25 - 10:00 AM - 11:00 AM EST](#)

### **February 2017**

[Wednesday, February 8 - 10:00 AM - 11:00 AM EST](#)

[Wednesday, February 22 - 2:00 PM - 3:00 PM EST](#)

**Please note:**

- There will be time for questions, but you may also send questions and comments to [support@sharedshelf.org](mailto:support@sharedshelf.org).
- If our schedule doesn't accommodate yours, or if you'd like to set up a private session for your institution, please contact your Implementation Manager to make arrangements for an alternate time.

## **Shared Shelf Controlled Lists Training**

**This 30-minute training session is offered to *Shared Shelf* subscribers only and will teach project administrators how to use create, manage, organize, and add to controlled lists.**

*Please register for your preferred session below:*

## **January 2017**

[Friday, January 27 - 11:00 AM - 12:00 PM](#)

## **February 2017**

[Monday, February 6 - 11:00 AM - 12:00 PM](#)

[Monday, February 24 - 2:00 PM - 3:00 PM](#)

### **Please note:**

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- If our schedule doesn't accommodate yours, or if you'd like to set up a private session for your institution, please contact your Implementation Manager to make arrangements for an alternate time.