

## Event Planner & Registration Module User Guide

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## Overview

This document is intended as a user guide for Event Planner & Registration Module for DotNetNuke.

It is assumed you are familiar with basic DotNetNuke operations. Further information on DotNetNuke can be found at <http://www.dotnetnuke.com>

## Install Event Planner Module

This section outlines the steps needed to install and setup the Event Planner Module.

Event Planner is installed using the standard DotNetNuke install module wizard. Cart Viper is made up of several modules they are bundled together in the same install zip file.

**Event Planner is compatible with version 5.x onwards of DotNetNuke and MS SQL SERVER 2005 onwards (MS SQL EXPRESS is supported).**

jQuery 1.7.0 or greater is required, you can check the jQuery version you have installed in DNN by viewing the *Host > Host Settings > Advanced Settings > JQuery Settings* section

In the example below DNN has 1.3.2 installed locally however we are loading jQuery from Google Ajax Hosting. We recommend using Google Ajax Hosting since this can improve the performance of your site.

From the *Host JQuery URL* field we can see we are using <https://ajax.googleapis.com/ajax/libs/jquery/1.5.2/jquery.min.js>



To install Event Planner login to your portal as a “super account user” and navigate to: *Host - > Modules Definitions - > Install module*

Browse to the zip file containing the module on your local machine and click *Next* to start the installation process. Follow the steps of the install wizard to complete the process.

## Initial Setup

The primary module that contains the module settings, event planner admin and the calendar / list view is called “**Event Planner module with RSS Feed**”.

The other modules in the Event Planner module suite are “satellite” modules and need to be linked to the page you have added the “Event Planner with RSS feed module on it”. When you add a satellite module to a page you need to go to that modules settings and select the page you added the Event planner with RSS feed module

In order to begin configuring the module you 1<sup>st</sup> need to add the “**Event Planner module With RSS Feed**” to a page within your DNN setup, this will be the main page for your calendar.

Once you have added the module to the page, you will be greeted with the following view:



Before you can start adding events to the module you 1<sup>st</sup> need to complete the Event planner module with RSS feed settings that are accessed via the standard DNN settings link, highlighted above.

The basic Event planner module settings are listed below and can be changed at any time:

Setting Name	Purpose
Primary Admin Email	The primary email address the module uses, this email address will receive a copy of all the emails the module generates and be used as the “from” email address in the emails it sends.
Additional Emails	Here we can enter additional email addresses “;” separated e.g. nigel@cartviper.com;nigel@nadevelopment.co.uk These email addresses will also receive a copy of all the emails the module generates.
Store region	The region the store is located in, this is used to determine if VAT or tax needs to be applied bookings.
Store country	The country the store is located in, this is used to determine if VAT or tax needs to be applied to bookings.
Enable responsive layout	If selected we will enable a responsive layout, see the section “Responsive Layout” for more details.

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Time Zone	The time zone that the module is based in, this can be outputted in the UI to the user to confirm the time-zone the events will be held in.
Default View	The default view we should display when the modules 1 <sup>st</sup> loads either “calender” or “event list view”
Display RSS Feed	If selected an RSS 2.0 feed will be displayed containing the modules events.
RSS Feed Title	The title of the RSS feed.
RSS Feed Description	Description of the RSS feed.
Allow User Reminders	If selected the user will be able to sign up for an email reminder for an event that will automatically be emailed to them at their chosen time.
Default Region	If the user does not have a region specified in their DNN profile, this is the region we will default to on the event sign up page.
Default Country	If the user does not have a country specified in their DNN profile, this is the country we will default to on the event sign up page.
Allow anonymous users to sign up for events.	If selected users will not be required to register for an account with your portal before signing up for an event.
Auto create anon user account	If selected and a user checks out anonymously we will auto create them a DNN user account based on their booking information and assign the booking to that DNN user account.
Remove event when fully booked	If selected once an event is fully booked it will be removed from the calender and RSS feed.
Manage events role	Allows you to define a DNN role so users in this role will only have access to admin areas relating to events, e.g. add / edit events, sign up questions etc.
Add events only role	Allow you to define a DNN role that users in this role can add events however before they appear on the system they require moderation by the admin of the module. Note these users can only view and edit events they have added in the event management admin section.
Bookings role	Allows you to define a DNN role so users in this role will have access to admin areas relating to bookings. e.g. view all bookings, export to CSV, etc.
Add attractions role	Allows you to define a DNN role so users in this role can only add attractions, note they will only be able to edit attractions they have created. Also you can further specify if the changes they make require moderation before appearing live in module.
Force SSL at Checkout	If selected we will for a HTTPS URL when the user attempts to checkout, this is recommended if the payment gateway takes the credit card details on your site. Note a valid SSL certificate is required and installed for the site.
Complete Registration Form For All Attendee's	If selected a customer must complete the registration form and sign ip questions for all attendee's in their party. These details will be recorded against the booking and all attendee's will be sent a booking confirmation email.
Do not include form	If we are completing the form for all attendee's we can optionally not

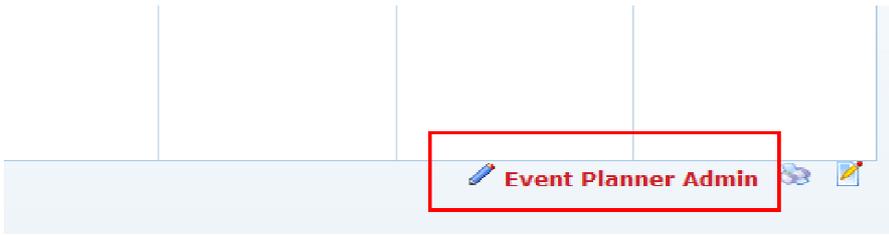
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completer as attendee	included the form completer as an attendee
Display Default Image	If selected we will display a default “image coming soon” image if no image has been uploaded for a given event.
Event image thumbnail image	The width that we will resize any event images to for the thumbnail size.
Event image medium image width	The width that we will resize any event images uploaded to for the medium image size.
Default event color	The default color we will use for events, this can be overridden on an event by event basis.
Default event background color	The default color we will use for events, this can be overridden on an event by event basis.
Default allow registration	By default do we allow registration for events, this can be overridden on an event by event basis.
Default allow reviews	By default do we allow reviews for our events, this can be overridden on an event by event basis.
Create events using 12 hr format	If selected when creating events the time picker will use 12 hr format rather than 24 military style format.
Auto copy start to end date	If selected when you are creating events we will auto copy the start date to end date to speed up the process of creating events.
Display category key	If selected and you have assigned colors to the different categories we will output a key on the calendar view showing which color relates to which category.
Auto remind user before event starts	If a value is entered here we will automatically send an email reminder to all confirmed users booked onto the event informing them the event will start. Here you can enter the number in hours the email will be sent before the event starts.
Show event details in a DNN page	If selected when an event is clicked upon we will show the details on its own physical dnn page rather than a modal popup window.
Allow wish list	If selected we will allow a logged in user to add events to a wishlist to view at a later date, note this is only supported when we are showing events in their own DNN page.
SiteMap	Allows you to install the EventPlannerModule site map, this will include all the events within the module inside the standard DNN site map. This will allow you to submit your site map to Google for optimal indexing of your event content.
Include iCal file in booking confirmation email	If selected we will attach a copy of the iCal file for the event in the email that is sent to the customer and admin.
Request address 1	If selected we will output a field on the sign up form to capture the address 1.
Request address 2	If selected we will output a field on the sign up form to capture the address 2.
Request city	If selected we will output a field on the sign up form to capture the city.
Request region	If selected we will output a field on the sign up form to capture the

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	region.
Request country	If selected we will output a field on the sign up form to capture the country.
Request zipcode	If selected we will output a field on the sign up form to capture the zipcode.
Request telephone	If selected we will output a field on the sign up form to capture the telephone.
Request Company Name	If selected we will output a field on the sign up form to capture the company name.
Request Mobile Phone	If selected we will output a field on the sign up form to capture the users mobile phone.
Request Fax Number	If selected we will output a field on the sign up form to capture the users fax number.
Event List View template	The template we should use to render the event list view, default is EventListView.htm
Event Details template	The template we should use to render the event details when the event is being shown in their own DNN page , the default is EventDetailsPage.htm
Event Details jQuery Hover Template	The template we should use to output the event summary when hovering over the event in the calendar ViewEventSummary.htm is the default.
Event Details Modal Popup	The template to use to display in the modal popup, the default is ViewEventDetailts.htm
Attraction List View	The template we use to render the attractions list view, the default is AttractionsListView.htm
Attraction Details	The template we should use to render the attractions details, the default is AttractionsDetailsPage.htm
My Wish List Template	The template we should use to render the users wishlist, the default is MyWishList.htm.
Include pdf in booking confirmation email	If selected we will send a copy of the booking pdf in the email that is sent to the customer / admin when a booking is placed.
Booking PDF Icon	Optionally include an image that will be outputted in the booking PDF that a user can download.
Header Text	Optionally include header text that will be outputted in the booking PDF that a user can download.
Footer	Optionally include header text that will be outputted in the booking PDF that a user can download.

Once these settings have been completed you will be free to enter the main admin area of the module by clicking the below link:



## License Admin

The current license status of your Event Planner module can be viewed by selecting the license admin from the main admin area. To install or upgrade an Event Planner license you must upload the license file via the user interface.

[License Admin](#) | [Add New Event](#) | [View All Events](#) | [View All Bookings](#) | [Payment Admin](#) | [Return To Calendar View](#)

Below is the current status of your license for the Event Planner Module.

You can purchase a license at any time by visting [N.A. Development](#)

- License Status
- License Type
- License Expiry Date
- Upload New License:

**Valid license**  
Single host license

**Upload**

## Trial Mode

The Event Planner module can be used unlicensed for 14 days in trial mode, this allows you to test the functionality of the module, after the 14 days have expired you will then be required to purchase a license to continue using the module.

If you do not purchase a license after your trial has expired your will not be able to view the calender or use any of its functionality:

Event Planner Module

Your license has expired, please purchase a new license from [www.nadevelopment.co.uk](http://www.nadevelopment.co.uk)

Whilst in trial mode the module will function as if fully licensed. The only limiting factor is that you will be able to install the module on a single portal rather than having multiple Event Planners in different portals.

## Single Portal License

A single portal license enables you to install the Event Planner module on a single portal within your DotNetNuke installation.

To install on multiple portals you would require a single host license. Upgrades are available please contact us at [enquiries@nadevelopment.co.uk](mailto:enquiries@nadevelopment.co.uk)

## **Single Host License**

A single host license enables you to install the Event Planner module on an unlimited amount of portals within a single DotNetNuke installation.

If you have multiple instances of DNN installed on your server then you will need a Host License for each host running the Event Planner module.

## **Payment Admin**

The payment admin section configures how payment should be handled for bookings that have a fee. Note you only need to configure this section if you are charging a fee to sign up to your events. If your events have no cost this section can be skipped.

Currently the payment gateways we support are listed below, if however you need another payment gateway please contact us at [enquiries@nadevelopment.co.uk](mailto:enquiries@nadevelopment.co.uk) and we would be happy to discuss this with you.

## **Online Payment Surcharge**

By entering a value here you are defining the subtotal of the users booking will be increased by this percentage if they chose to pay via any of the online payment methods defined. The surcharge will be listed as a separate line item in the booking so the customer can clearly see this charge.

## **Currency**

The currencies that are support by the Event Planner module are:

<b>Currency Code</b>	<b>Description</b>
AUD	Australian dollar
CAD	Canadian dollar
CHF	Swiss franc
DKK	Danish Krone
EURO	Euro
GBP	Great British pound
NZD	New Zealand dollar
MYZ	Malaysian ringgit
USD	United States dollar

## **Authorize.Net Payment**

In order to use this gateway you need to sign up for an account with <http://www.authorize.net/> . Credit card details are taken on your site and sent to authorize.net for authorization, with that in mind you need to purchase a SSL certificate and enable SSL at checkout, see initial set up *above* for more information on this. More information on this gateway can be found at: <http://welcome.authorize.net/>

## **Eway Direct Payments**

In order to use this gateway you need to sign up for an account with <http://www.eway.com.au/developers/api/direct-payments> . Credit card details are taken on your site, so therefore requires an SSL certificate is required and enabled SSL at checkout must be set. See initial set up *above* for more information on this.

### **PayPal Web Payments Standard**

In order to use this payment gateway you need to sign up for an account with <http://www.paypal.com> , this is the simplest gateway to use. Once the user has clicked checkout they are re-directed to the PayPal website where they enter their payment details and are then returned to your website.

No SSL certificate is required for this gateway.

More information about this gateway can be found here, [https://merchant.paypal.com/cgi-bin/marketingweb?cmd=\\_render-content&content\\_ID=merchant/wp\\_standard](https://merchant.paypal.com/cgi-bin/marketingweb?cmd=_render-content&content_ID=merchant/wp_standard)

### **PayPal PayFlow**

In order to use this gateway you need to sign up for an account with <http://www.paypal.com>. Credit card details are taken on your site, so therefore requires an SSL certificate is required and enabled SSL at checkout must be set. See initial set up *above* for more information on this.

### **Heartland Payments Secure Submit**

In order to use this gateway you need to sign up for an account with <http://www.heartlandpaymentsystems.com/Products-Services/Payment-Processing/eCommerce> . Credit card details are taken on your site, so therefore requires an SSL certificate is required and enabled SSL at checkout must be set. See initial set up *above* for more information on this.

### **DirectOne Hosted Payments**

In order to use this gateway you need to sign up for an account with:  
[http://www.directone.com.au/html/welcome/services.html#hosted\\_payments](http://www.directone.com.au/html/welcome/services.html#hosted_payments)  
Note an SSL certificate is not required for this gateway.

### **Stripe Payments**

In order to use this gateway you need to sign up for an account with:  
<https://stripe.com/>  
As the credit card information is taken directly on your website a valid SSL certificate is required to use this gateway.

### **Offline Payment**

By enabling “offline payment” you are allowing your customers to book a place for an event however they would then pay for it via offline means such as cash, cheque, etc. The module will not record any payment information for this booking it is up to a 3<sup>rd</sup> party to organize payment. Once payment has been made it is possible to update the order status to “paid” via the booking management section:

**Additional Information:**

Booking Status Management

Comment To Customer (Optional):

Change Status: AwaitingPayment  Email Customer New Status: Save

[Return To Booking List](#)

When the status of the order is updated it is possible to email the customer and add a custom message to confirm that their order status has changed.

## Offline Payment DNN Roles

If the offline payment option is enabled it is also possible to select a number of DNN roles that a customer must have in order to use this payment method. If the customer does not have all the DNN roles defined they will not be able to use this payment method.

## Tax / VAT Admin

This section allows you to define the tax or settings that will be applied to your store. The module will automatically determine if VAT or tax should be applied to your store based on the store location information that is defined in the settings admin section.

### Tax

If your store is located within the USA you will be able to configure your store for tax with the following options, note if you store is based in a non- EU country you will only have the option to select standard or no tax rate.

Furthermore you can select certain products to be “tax free” regardless of the settings that are entered below, see event edit for more information.

### Home State Only:

Using the example below, we would charge all users that have their billing address in our home state (Nevada) a tax rate of 25%, if they were outside this state or the USA we would not charge tax.

 **Tax Options:** Home\_State\_Only ▾

 **Tax Rate:** Alabama ▾ 0.25

*Example, 10% should be entered at 0.10 into the textbox*

[Save Tax Rate](#)

## Tax Tables

By selecting tax tables we can configure individual tax rates based on the state the buyers billing address is located in, if the buyers state is not in a state you have defined a tax rate for or outside the USA they will not be charged tax.

**Tax Options:** Tax\_Tables

**State Taxes:**

State	Tax Rate	Delete
AL	0.10	Delete
ME	0.30	Delete
IL	0.30	Delete
NV	0.10	Delete
VA	0.20	Delete
OR	0.30	Delete
KY	0.20	Delete
SD	0.10	Delete

**Tax Rate:** Alabama

*Example, 10% should be entered at 0.10 into the textbox*

Save Tax Rate

### Standard Rate

By selecting standard rate all users will be charged the standard rate regardless of their state, in the below example 15%.

**Tax Options:** Standard\_Rate

**Tax Rate:** Alabama 0.15

*Example, 10% should be entered at 0.10 into the textbox*

Save Tax Rate

### No Tax

By selecting this option no tax will be charged on bookings within the store.

**Tax Options:** No\_Tax

**Tax Rate:** Alabama 0.0

*Example, 10% should be entered at 0.10 into the textbox*

Save Tax Rate

### VAT

If your store is located within the EU you will have the option to charge VAT if the users billing address is also located within the EU.

If, however, the billing address is outside the EU no VAT will be charged on the user's cart.

Using the example below you can define the different rates of VAT for each band, i.e. zero VAT rate would not charge vat, reduced vat rate as 5% and standard vat rate at 20%.

**VAT Rates:**

**Zero VAT Rate:**   
*Example, 10% should be entered at 0.10 into the textbox*

**Reduced VAT Rate:**   
*Example, 10% should be entered at 0.10 into the textbox*

**Standard VAT Rate:**   
*Example, 10% should be entered at 0.10 into the textbox*

[Save VAT Rates](#)

Bookings are assigned to each individual VAT rate from the product edit page, see event section for more information.

## Coupon Admin

By creating coupons you can create promotions or give specific users a discount at the point of checkout:

Coupons can be created here and the codes distributed to customers, who at the point of checkout will be able to enter them to receive either the monetary or percentage discount of their subtotal, provided they meet the criteria to use the coupon that you have defined. More information relating to coupons can be found in our user guide.

**Coupons Basics**

**Coupon Code:**  \*

**Description:**  \*

**Coupon Type:**

Percentage Discount Coupon  
 Monetary Discount Coupon

**Discount Amount:**  \*

**Coupon Restrictions**

**Minimum Subtotal:**

**Can Use Multiple Times:**

**Unique customer email address:**

**Coupon Date Restrictions**

**Coupon Start Date:**

**Coupon Expiry Date:**

There are 2 types of coupons that can be created:

- Percentage discount coupon – discount the defined % from the users total booking.
- Monetary discount coupon – discount a fixed amount from the users total booking.

Field	Required	Description
Coupon Code	True	The coupon code which the user will enter to receive the discount.
Description	True	Describes the coupon and discount, this is only used in the back office for admin purposes.
Minimum Subtotal	False	Allows you to create a subtotal value which the cart must be greater than in order to use the coupon.

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Discount Amount	True	The amount of discount which is applied, this is either a percentage or monetary amount. This option is not applicable when using a "Free shipping coupon".
Can Use Multiple Times	False	If this field is checked then the coupon can be used multiple times, otherwise the coupon can only be used once.
Unique Customer Email Address	False	If this contains an email address then only the user with that email address will be able to redeem this coupon.
Coupon Start Date	False	Optional start date for the coupon.
Coupon End Date	False	Optional expiry date for the coupon.

Using the above fields it is possible to create whatever type of coupon you need for you store. For example you can create

- Discount coupons for a percentage or monetary value if the booking has a total greater than \$50
- A \$5 discount for a loyal customer by defining their email address in the coupon.
- A coupon which is only valid for Black Friday.

## Event Management

Once an event has been added it will be visible within the calender / RSS feed provided the user is looking at a date selection for that event, once a user clicks on that event within the calender they will be able to view more details relating to the event or sign up to the event.

[License Admin](#) | [Add New Event](#) | [View All Events](#) | [View All Bookings](#) | [Payment Admin](#) | [Return To Calender View](#)

Below are all existing events that have been added and will be displayed in the calender. New events can be added, edited or deleted from the below UI.

It is also possible to send email notifications relating to an event by clicking the option below.

You can also choose to view any bookings that have been made for your events.

Event Name	Event Start Date	Event End Date	Is Recurring	Places Left	Actions
test	9/28/2011	9/28/2011	No	25	 Actions
Limited Spaces	9/28/2011	9/28/2011	No	8	 Actions

All valid events are listed in "View All Events", from here you can administrate the different events:

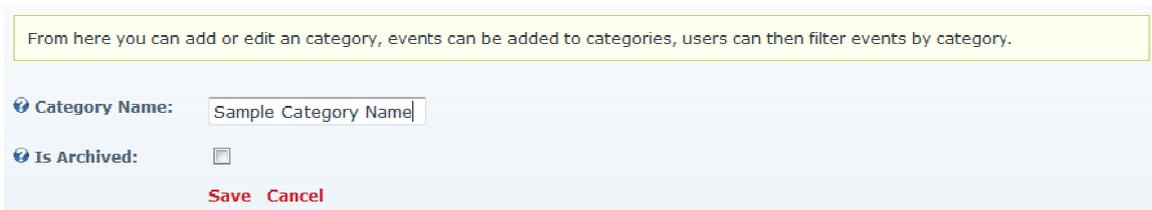
## Adding a Category

An unlimited number of categories can be created with a parent child hierarchical category structure, it is possible to assign events to categories in order to make it easier for users to find events that are of relevance to them.

It is also possible to define the background and font color for events within this category, this can be overridden on a per event basis. Also you can define an dnn role that the user must be in to view

this category.

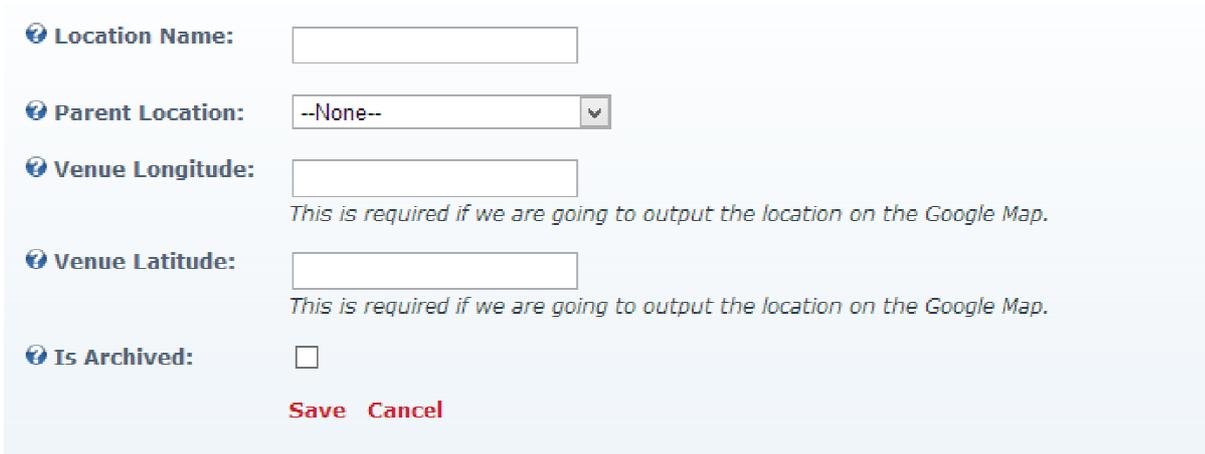
To create a category select “Add Category” from the admin menu, you will be presented with the below screen:



It is possible to view all active categories via the “All categories” admin menu option.

## Adding a Location

It is possible to create an unlimited number of locations and then assign an event to a location, then the user will be able to filter events by locations to quickly and easily find events that are of interest to them.



By defining a parent location it is possible to create a hierarchical structure: e.g.  
America → Nevada → Las Vegas

Note events can be assigned to multiple locations so this gives you the flexibility you need.

## Event Planner Map Module

When you create a location it is possible to enter a longitude and latitude, if these values are set for the location we will then output this location on the Event planner map module.

### Settings:

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## Event Planner Map Module Settings

Events Calendar Page:	AKPK Events
Map Location Popup Template:	EventMapLocationPopup.htm
Map Height:	550 PX
Map Width:	550 PX
Map Centre Longitude:	-2.9617
Map Centre Latitude:	53.4308
Map View Type:	Road View
Map Initial Zoom:	5

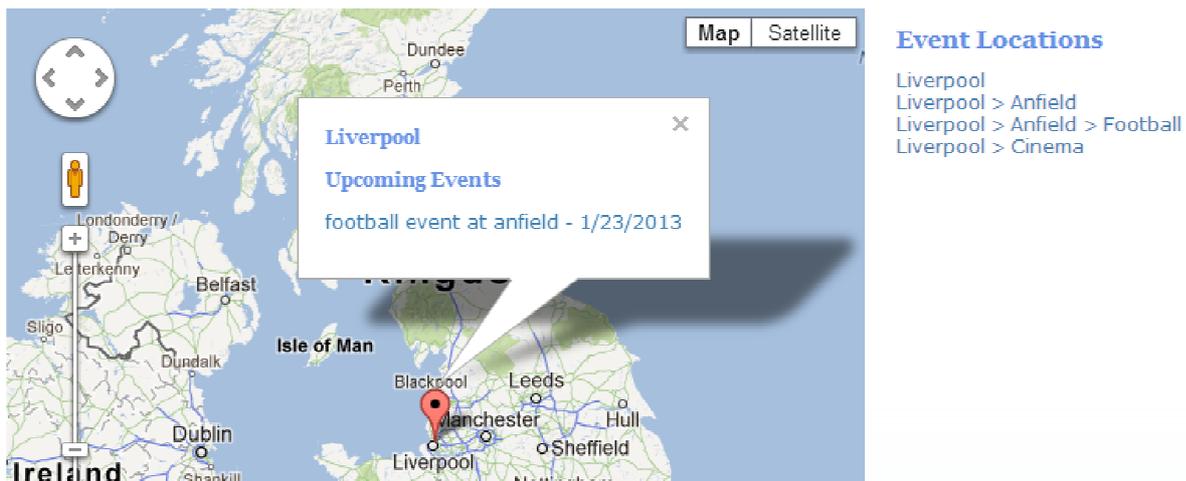
 Update  Delete  Cancel

Setting	Notes
Event calendar page	The page that contains the Event planner module.
Map Location popup template	The template that we will use to render the content when a map location is clicked upon.
Map Height	The height of the map in px.
Map Width	The width of the map in px.
Map view type	The type of view we should use for this map.
Hide location side bar	If selected we will not display the event locations in a list to the side of the map.

When the map settings have been saved any locations that have been assigned longitudes and latitudes we will then output on the map:



When the location on the map is clicked we will display an info window showing the upcoming events at this location. Note we only show future events and if the event is a recurring event we will only display the next event in the sequence rather than all recurring events.



### Adding An Attraction

To add an attraction select the relevant link from the admin menu. An attraction can be thought of a venue / point of interest at a given location e.g. the Golden gate bridge would be an attraction at San Francisco. Once an attraction has been created they will be listed in the module and also allows the ability to assign events to attractions to help promote the event.

It is also possible to assign categories to attractions so the user can use these to quickly filter to find the attractions they are interested in.

## Adding an Event

To add an event select the relevant option from the Event Planner admin section, you will be presented with the below UI, note each tab must be completed:

### Event Details

From here it is possible to add or edit an event, define the start and end date or whether the event is a recurring.  
 Note ALL tabs must be completed before the event can be saved.

Setting Name	Description
Event Sku	This is an internal value that should uniquely identify the event.
Event Name	The name of the event.
Attraction	The attraction this event is associated with, by assigning an attraction this event will be listed on the attractions details page.
Page Title	If the event is being shown in its own physical dnn page we output this option to set the page title.
SEO Keywords	If the event is being shown in its own physical dnn page we output this option to set the pages SEO keywords.
SEO Meta Keywords	f the event is being shown in its own physical dnn page we output this option to set the pages meta keywords.
Event Summary	Brief description of the event, this is displayed when “hovering” over event and in the event list view.
Event Description	The description of the event, full HTML is supported here.

## Event Planner & Registration Module User Guide

Is Active	Determines if the event is active or not, if the event is not active it will not appear in the calender, RSS feed and users will not be able to sign up for it.
Allows Reviews	Do we allow reviews to be submitted for this event,
Event Color	This is the hexadecimal color that is used as the color for the background of the event when in calender view. Any valid hexadecimal color can be entered e.g. #6490e6.
Event Font Color	This is the hexadecimal color that is used as the color for the font color of the event when in calender view. Any valid hexadecimal color can be entered e.g. #6490e6.
Calendar Day Background image	Here you can select an image that will be outputted in the calendar view for the selected day.
DNN Role	Optionally assign a DNN role to the event, meaning the user will have to be in this role to view the event.
Event Owner	If you have specified a role for "add events only" so users can add events that require moderation this field will be displayed. Here you can define the owner of the event, that means the user will be able to edit it. This would allow you to initially create an event then allow this user to edit it.
Contact phone number	The phone number for this event, this can be outputted via the template
Contact email address	The email address for this event, this can be outputted via the template.

## Event Categories

Event Details	Event Categories	Event Locations	Event Date & Times	Event Registration
	Afternoon Events		<input type="checkbox"/>	
	Free Event's		<input checked="" type="checkbox"/>	
	Premium Events		<input type="checkbox"/>	
	Weekend Specials		<input type="checkbox"/>	

Save Cancel Duplicate Event

All events that have been entered into the system will be outputted here and allow you to enter all categories this event should be assigned to.

## Event Locations

Event Details	Event Locations	Event Date & Times	Event Registration
	Liverpool		<input type="checkbox"/>
	Liverpool > Anfield		<input type="checkbox"/>
	Liverpool > Anfield > Football		<input type="checkbox"/>
	Liverpool > Cinema		<input type="checkbox"/>

Save Cancel

All locations that have been entered into the system will be outputted here, it is then possible to assign an event to multiple locations by selecting the location in this UI.

## Event Date & Times

## Event Planner & Registration Module User Guide

From here it is possible to add or edit an event, define the start and end date or whether the event is a recurring.

Note ALL tabs must be completed before the event can be saved.

Event Details
Event Date & Times
Event Registration

All Day Event:

Start Date & Time:

End Date & Time:

Is Recurring Event:

Recurring Intervals:  Daily  Weekly  
 Monthly  Yearly

**Recur Daily Options:**

Every  day(s)

Every Weekday

End After:  occurrences

From here it is possible to define dates that a recurring event will not recur on. For example you could exclude public holidays etc. The exclude date only applies to the START date.

Note you must have saved your event before this section is enabled.

Exclude Date:

Save
Cancel

Setting Name	Description
All day event	If selected the event will last all day and a start and end time will not be able to be set.
Event Start Date	The start date of the event.
Event Start Time	If it is not an all day event the start time of the event.
Event End Date	The end date of the event, events can span multiple days.
Event End Time	If it is not an all day event, the end time of the event.
Duration	The length of the event.
Is Recurring Event	Selecting defines this as a recurring event, if selected you can determine how often the event should recur. For example daily, weekly, monthly or yearly.
Exclude Date	This is only applicable if the event is a recurring event, here you can enter dates the event should not recur on. This would allow you to exclude public holidays etc.

## Event Registration

Setting Name	Description
Allow Registration	If selected users will be able to sign up for this event,
Spaces Available	Number of spaces available.
Allow Waitlist	If selected once this event becomes fully booked we wont take anymore bookings but the customer can still complete the sign up form and join the wait list. Admin will be notified when people join the waitlist and then from the Event Planner admin view the waitlists and then contact the user if a place became available.
Min number of spaces per booking	If a number is entered here this is the minimum number of places a customer must purchase per transaction.

## Event Planner & Registration Module User Guide

Max number of spaces per booking	If a number is entered here this is the maximum number of places a customer can purchase per transaction.
Event color when fully booked.	The color the event should be displayed in when this event is fully booked. Any valid hexadecimal color can be entered e.g. #6490e6.
Charge By	Here you can chose to calculate the total cost the customer will be charged for this event: "flat fee" - Cost = fixed amount regardless of number of attendees. "Number of attendees" - Cost = number of attendees * cost per place
Fixed Cost	The total amount a user will pay for the event if we are charging by "fixed cost".
Tax free	If selected regardless of the tax settings you have defined NO TAX will be charged on this booking.
VAT Rate	The VAT rate that should be used when calculating VAT for this booking.
Registration Start Window	Optionally enter the number of hours or days before the event starts the event can be signed up to.
Registration End Window	Optionally enter the number of hours or days after the event starts the event can be signed up to. To close the window before the event starts enter a negative number or 0 to close registration when the event is due to start.
Apply Role	Once a user has signed up for the event and the booking has a status of "paid" optionally add the user into a DNN role.
Role Expiry	If the user is getting added into a DNN role once their booking has a status of paid, you can optionally also enter a number of days they will be in the role for. If no value is entered they will be in that role until manually removed by admin.
Booking confirmation message	Here you can include a message that is included in the email that is sent to the user when the booking is confirmed.

Once an event has been added it should then be visible in the calender, **provided you are looking at a view that contains the event start date:**

## Pricing Tiers and User Pricing

If the selected charge by is "number of attendee's you can create your own pricing tiers that will then be outputted on the event registration page for the customer to select. Each tier can have its own price and optionally a dnn role that the user must have in order to select this role. This will

Charge By:  Number Of Attendee's e.g. Cost = number of attendee's \* cost per place  
 Fixed Cost e.g. Cost = fixed amount regardless of number attendee's

Pricing Tiers:

Tier Name	Cost Per Place	Sort Order	DNN Role
No: Adult Places	20.00	0	-- None --
No: Child Places	10.00	1	-- None --
No: Senior Citizen Place:	14.00	2	-- None --
No: Student Places	17.00	3	-- None --
			-- None --

allow you to create user pricing e.g. better prices for loyal customers etc.

The above tiers would be outputted as per the below on the booking page:

## Event Planner & Registration Module User Guide

**Booking Information**

No: Adult Places	<input type="text"/>	\$20.00 per place.
No: Child Places	<input type="text"/>	\$10.00 per place.
No: Senior Citizen Places	<input type="text"/>	\$14.00 per place.
No: Student Places	<input type="text"/>	\$17.00 per place.

**Additional Information**

Confirm Booking

By entering a sort order you are able to control the output the ordering of the price bands, the bands will output by sort order low to high then price low to high. Note on the token [EVENTPRICE] will output the 1<sup>st</sup> price band in the sequence, depending on how you have configured the bands this will either by the price band with the lowest sort order number or the cheapest band.

## Formatting Event Date & Time

It is possible to control the formatting of the date / time that is outputted throughout the module. There are two different formats used for dates depending on whether they are “all day events” or “part day events” i.e. if they require the time portion being displayed.

By default all day events are formatted: *DD/MM/YYYY*

By default part day events are formatted: *DD/MM/YYYY HH:MM*

However this can be changed as per your needs, in order to change this you will need to alter the below resource file:

Desktopmodules/eventplannermodule/app\_localresources/sharedResources.ascx.resx

The token that controls the “all day formatting” is AllDayFormatString.Text and the token that controls the part day formatting is PartDateFormatString.Text.

The below website shows an example of all available formatting options:

<http://www.csharp-examples.net/string-format-datetime/>

So for example if you wished to format the “part day event” to format to “Sunday, March 09, 2008 4:05:04 PM” you would replace the existing format value with “F”.

## Event Images

It is possible to upload an unlimited number of images for an event, the main image for an event is the 1<sup>st</sup> image and is highlighted in “yellow”, this will be outputted in the event list view, the rest of the images will be outputted in gallery form on the modal pop-up window.

**Add / Edit Images For: standard VAT rate**



Name	Status	Size	Progress
Chrysanthemum.jpg	Complete	147.34 K	✓
Desert.jpg	Complete	143.63 K	✓
Hydrangeas.jpg	Complete	99.8 KB	✓
Jellyfish.jpg	Complete	86.9 KB	✓

Total: 4      477.67 KB of 477.67 KB      00:00:00

Select Files   Upload   Clear

The default event image is the first image, this is highlighted in the yellow box.

## Related Events

It is possible to add an unlimited number of related events, this will aid in cross-selling. To do this simply type the event name, as you type the module will suggest events that match what you are typing. Once you have added a related event they will appear in the modal window when you click “view event details”.

Note events that are deleted or marked as “not active” will not be outputted in the related events, you can also control the layout of the related events by modifying the “ViewEventDetail.htm” template, this is discussed later in this document.

The below section allows you to assign / remove related events, any related events will appear in the “view event details modal popup window” when an event is clicked.

### standard VAT rate - assign / remove related events

Event Name:  Add

#### Related Products

Delete Selected

Event Name	Action
standard tax	<input type="checkbox"/>
reduced vat rate	<input type="checkbox"/>

## Event Tabs

From here you can add / edit tabs that will be displayed in the modal window when an event is clicked to view. The tab content support full HTML giving you the flexibility to create content rich layouts. Once you have added your tab you can control the list order that the tabs will be displayed

## Event Planner & Registration Module User Guide

in by clicking the appropriate up / down arrow:

From here you can add / edit tabs that will appear in the modal window to the user when they click the "view events details" link.

### standard VAT rate - Add / Edit Tabs

Tab Name:

Tab Content:

Save Cancel

### Existing Tabs

Tab Name	Sort Order	Action
tab 2	↑ ↓	Edit Delete
tab 3	↑ ↓	Edit Delete
tab 4	↑ ↓	Edit Delete
tab 1	↑ ↓	Edit Delete

## Digital Downloads

It is possible to assign an unlimited number of .ZIP or .PDF files for an event so a user has booked this event and their booking has a status of "paid" they will be able to download these files from their booking details page.

The below UI allows you to specify the files the user is allowed to download, note files must be uploaded via the standard DotNetNuke admin → File Manager menu.

### Add / Edit Digital Downloads For: Test Event

Download File:

File Location:

Root

File Name:

<None Specified>

Save Cancel

### Existing Files

Download File	Action
Harness safety.pdf	Delete
BannerRotator.1.0.0.zip	Delete
googleMapsModule.1.0.1.zip	Delete

Below shows the view a customer will have once they have placed their booking for an event that has digital downloads assigned:

# Event Planner & Registration Module User Guide

## Booking Details

<b>Booking ID:</b> 1236	<b>Date Of Booking:</b> 4/13/2012 2:42:41 PM	<b>Coupon Code:</b> --	<b>Payment Status:</b> Paid
<b>Booking Address:</b> nigel allan 123 st las vegas Nevada United States 89109 555-555 nigel@cartviper.com		<b>Event Details:</b> Event Name: Test Event Event Start Date: 4/12/2012 - Event End Date: 4/12/2012 Number Of Adult Places Booked: 3	
<b>Subtotal:</b> \$30.00			
<b>Discount:</b> \$0.00			
<b>Total Cost:</b> \$30.00			

### Additional Information:

Some additional information I would like recorded with my booking.

### Digital Downloads:



[Return To Booking List](#) [Download ICalendar Format](#) [Return To Calender View](#)

## Event Sign Up Questions

Once an event has been added it is possible to add a number of questions for the user to complete at the time of registration, depending on their answers the cost of their booking could increase. For example you could use this feature to allow a user to pick a class of seating, if they require a meal, etc.

To configure this select “Event Sign Up Questions” for the event in question from the Events management section, you will be presented with the below UI:

[License Admin](#) | [Add New Event](#) | [View All Events](#) | [View All Bookings](#) | [Payment Admin](#) | [Return To Calender View](#)

This section allows you to create custom questions that will be presented to the user when they register for this event.  
Below are all questions that will be presented to the user when they register for this event.

**Sample - Sign Up Questions.**

[Add New Sign Up Question](#)

Question Name	Control Type	Options	Actions
Select Venue	DropDownList	Great Hall,Sports Hall,Outside	<a href="#">Edit</a> <a href="#">Delete</a>
Seating	DropDownList	Standard,VIP	<a href="#">Edit</a> <a href="#">Delete</a>
Meal Required	RadioButton	Yes,No	<a href="#">Edit</a> <a href="#">Delete</a>

To add a new question simply click the “add” button:

# Event Planner & Registration Module User Guide

[License Admin](#) | [Add New Event](#) | [View All Events](#) | [View All Bookings](#) | [Payment Admin](#) | [Return To Calendar View](#)

The below UI allows you to control the question that can be asked to a user at the point they sign up to this event. From here you can control the HTML control that will be used to present the question, the possible answers, if the question is mandatory as well as if that option increases the cost of the booking. If your control type is a TextBox you can only enter a single option for this.

**Question:**

**Control Type:**

**Sort Order:**

**Is Mandatory:**

Option Name	Sort Order	Price Adjustment
<input type="text" value="Great Hall"/>	<input type="text" value="0"/>	<input type="text" value="5.00"/>
<input type="text" value="Sports Hall"/>	<input type="text" value="1"/>	<input type="text" value="4.00"/>
<input type="text" value="Outside"/>	<input type="text" value="2"/>	<input type="text" value="3.00"/>

As you can see from the above example we are asking the user to select a venue for their booking and based on their choice of venue the cost of the booking will increase:

e.g. Great hall = \$5.00 extra, etc.

It is also possible to define the order the questions will be outputted to the user as well as if the question is mandatory or not.

Following our example when the user registers for this event they will then be presented with the below screen:

## Sample - Sign Up To Event

**Event Start Date:** 10/6/2011      **Event End Date:** 10/6/2011

There are currently **2000** places left, at **\$20.00** per place.

<b>First Name</b>	<input type="text" value="nigel"/>
<b>Surname</b>	<input type="text" value="allan"/>
<b>Address 1</b>	<input type="text" value="123 st"/>
<b>Address 2</b>	<input type="text"/>
<b>City</b>	<input type="text" value="las vegas"/>
<b>Region</b>	<input type="text" value="Nevada"/>
<b>Country</b>	<input type="text" value="United States"/>
<b>Zip Code</b>	<input type="text" value="89109"/>
<b>Phone Number</b>	<input type="text" value="555-1234"/>
<b>Email Address</b>	<input type="text" value="nigel@nadevelopment.cc"/>
<b>No: Of Places Required</b>	<input type="text" value="2"/>
<b>Select Venue</b>	<input type="text" value="Great Hall (+\$5.00)"/>
<b>Seating</b>	<input type="text" value="VIP (+\$10.00)"/>
<b>Meal Required</b>	<input checked="" type="radio"/> Yes (+\$10.00) <input type="radio"/> No
<b>Additional Information</b>	<input type="text"/>

**Register** **Cancel**

Once they have made their selections they will be asked to confirm before they checkout:

## Event Planner & Registration Module User Guide

**Please Confirm Your Booking Details**

<b>Booking Address:</b> nigel allan 123 st las vegas Nevada United States 89109 555-1234 nigel@nadevelopment.co.uk	<b>Event Details:</b> Event Name: <i>Sample</i> Event Start Date: <i>10/6/2011</i> - Event End Date: <i>10/6/2011</i> Number Of Places Booked: <i>2</i> Select Venue: <i>Great Hall</i> Seating: <i>VIP</i> Meal Required: <i>Yes</i>
--	---

Total Cost: **\$65.00**



[Confirm Booking](#) [Cancel](#)

### **Import Events Via CSV File**

Events can be imported into Event Planner Module from CSV data files. All csv files must have a header on the first line, this defines what each column in the csv represents. During the import if the column “EventSku” is supplied that event will be updated rather than inserted.

All columns that the import supports can be found by clicking the “additional information” link on event planner admin → import events, any other column names are ignored.

The below screen shot shows a valid example CSV file:

```
eventsImportbasic.csv
1 EventSku,EventName,AllDayEvent,EventStartDate,EventEndDate
2 nigel001,All Day Event,True,01/20/2012 09:00:00,01/20/2012 23:00:00
3 nigel002,Morning Event,False,01/20/2012 09:00:00,01/21/2012 11:00:00
4
```

### **Send Email Notifications**

## Event Planner & Registration Module User Guide

From here you can select to send users an email notifying them about the selected event. The users can be selected via confirmed attendees to the event, DNN role or you can manually create attendee's via "create attendee lists" admin option and then selecting all or a subset of these users to email.

If this event is a recurring event, the next event in the sequence will be the one that the user is informed about.

Confirmed Attendee's  Select Users By DNN Role  Select Users From Attendee List

▼ Select All

Booking ID	Event Date	Attendee First Name	Attendee Surname	Attendee Email Address	
4145	12/30/2013 1:30 PM - 12/30/2013 4:00 PM	nigel	allan	nigel@cartviper.com	<input type="checkbox"/>
4138	1/6/2014 1:30 PM - 1/6/2014 4:00 PM	nigel	allan	nigel@cartviper.com	<input type="checkbox"/>
4137	12/30/2013 1:30 PM - 12/30/2013 4:00 PM	mark	mcavoy	nigel@cartviper.com	<input checked="" type="checkbox"/>
4136	12/30/2013 1:30 PM - 12/30/2013 4:00 PM	nigel	allan	nigel@cartviper.com	<input type="checkbox"/>

By selecting "Send Email Notifications" from the "View All Events" menu for an event it is possible to send an email notification relating to this event to users who have booked onto the event, all users within a specific DNN role or you can create a list of users via the "create event attendee list" and these users will be selectable from this menu,

If a user is in multiple DNN roles they will only be sent a single email relating to this event.

## Booking Management

The "View All Bookings" option allows the admin to view all bookings that have been made for this module, they can optionally filter by the event name or unique booking ID:

[License Admin](#) | [Add New Event](#) | [View All Events](#) | [View All Bookings](#) | [Payment Admin](#) | [Return To Calender View](#)

Below is a list of all bookings that have been made, to view more details about the booking click "view".

It is also possible to search for bookings by event name or booking ID.

🔍 Event Name:

🔍 Booking ID:

[Search](#) [Export To .CSV File](#)

Booking ID	Customer Name	Event Name	Start Date	End Date	No: Places	Actions
1045	SuperUser Account	half day event	10/3/2011 9:00 AM	10/3/2011 1:00 PM	2	<a href="#">View</a>

In depth details relating to each booking including the payment status, booking time, etc can be seen by clicking "view":

## Event Planner & Registration Module User Guide

Below are the details relating to your booking, if you need to contact us regarding your booking please use the booking ID below as a reference.

### Booking Details

**Booking ID:**

1014

**Date Of Booking:**

10/6/2011 11:57:34 AM

**Total Cost:****\$65.00****Payment Status:**

Paid

**Booking Address:**

nigel allan  
123 st  
las vegas  
Nevada  
United States  
89109  
555-1234  
nigel@nadevelopment.co.uk

**Event Details:**

**Event Name:** *Sample*  
**Event Start Date:** *10/6/2011* - **Event End Date:** *10/6/2011*  
**Number Of Places Booked:** *2*  
**Select Venue:** *Great Hall*  
**Seating:** *VIP*  
**Meal Required:** *Yes*

**Additional Information:**[Return To Booking List](#)

## Changing Booking Status - Cancel Bookings

Via the booking management section it is possible to change the status of a booking, for example if the user paid via the “offline method” and you have received the cheque etc here you could update the status to reflect this. You can also choose to email the user and include a message.

If however you cancel the booking, the number of places they reserved will become available for other users to book.

## Export Booking To .CSV

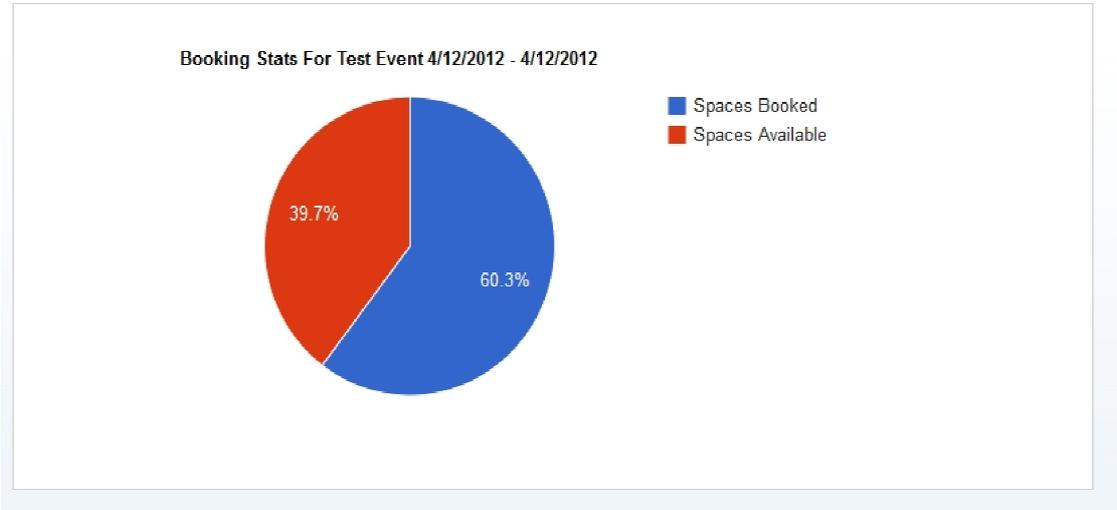
It is possible to export booking information to .CSV file format via the booking management interface, once you have filtered the booking you want, simply click “export to .CSV file”.

## Event Attendee Lists

It is also possible to download a list of all attendees for a given event to Excel format or create a graph showing the number of spaces booking vs the number of spaces available, the below UI allows you to filter the events you would like to download the attendee list for or create the graph for:

# Event Planner & Registration Module User Guide

**Start Date:** 
  
**End Date:**  
  
**Select Event:**



You can enter a start and end date and the module will query for any events that are scheduled to start between the supplied dates, events can only be included if they have received at least 1 booking. Note bookings will only be included in the list if they have a status of “paid”.

Below is an example of the .xls file format that can be created:

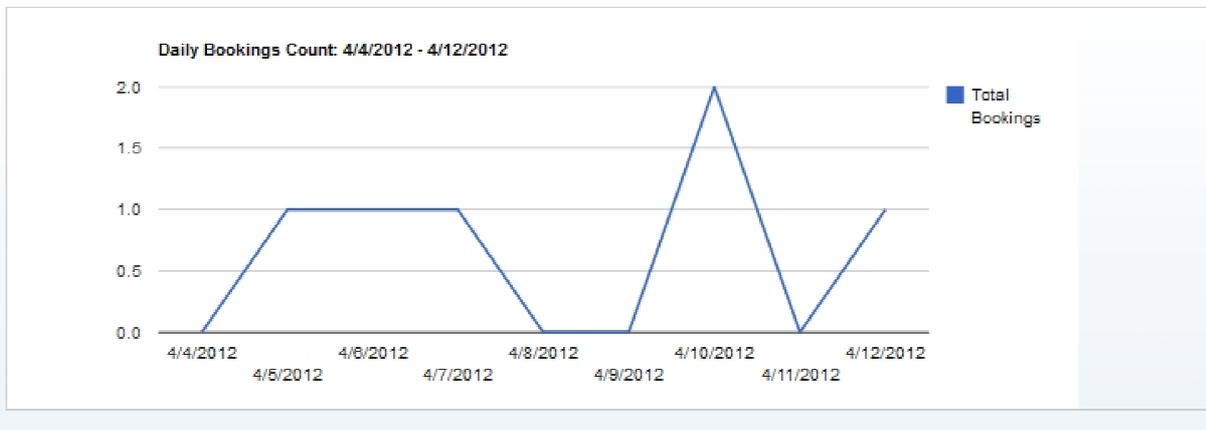
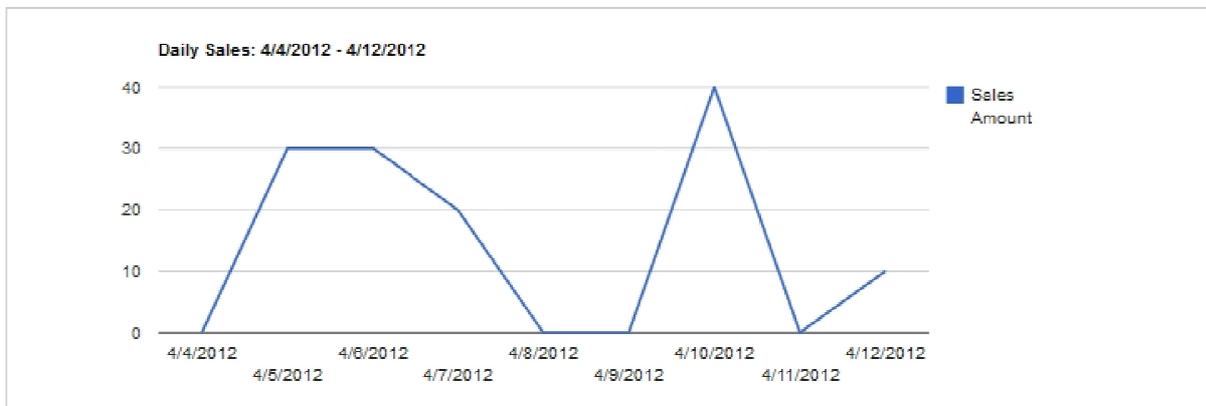
Monday Night Quiz attendee list: 3/30/2012 6:00 PM - 3/30/2012 9:00 PM					
Booking ID	No. Places Booked	Name	Contact Details	Sign Up Questions	
1217	1	Nigel Allan	123 street	Meal Required: Yes	
			Las Vegas	Seating Type: VIP	
			Nevada		
			United States		
			89109		
1218	3	John Doe	555-5555		
			nigel@cartviper.com		
			1234 Street	Meal Required: No	
			Las Vegas	Seating Type: VIP	
			Nevada		
1219	3	Steven Stevens	United States		
			89777		
			555-333		
			5 Street	Meal Required: No	
			Las Vegas	Seating Type: VIP	

## Sales Stats

Through the sales stats option it is possible to create and plot graphs indicating the sales performance of the system. By selecting a start and end date all bookings made between the supplied dates will be plotted on a number of graphs to indicate sales performance. Below is an example of the graphs that can be created:

Start Date:   
End Date:

Total No: Bookings:	6
Total Booking Amount:	\$130.00
Average No: Booking Per Day:	0.75
Average Sales Per Day:	\$16.25



## Events Reviews

Once a review has been submitted for an event the admin will be notified via email, they can then login to the application and view all reviews for the module via the “View All Reviews” menu option. When they login to this page they are presented with the below screen:

## Event Planner & Registration Module User Guide

Below are all reviews that have been submitted, from here you can delete or moderate the review.

If the review has a moderated status of "False" it will not appear on the site and will not be used in the average rating calculation.

Filter Reviews By:

Reviewer	Event	Rating	Moderated	Review	
average	Standard Event	4	True	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tempus, mi at laoreet bibendum, elit metus pellentesque tellus, sed viverra est felis vitae tellus. Nam eget scelerisque orci. Cras rutrum tellus vitae velit sollicitudin consectetur. Nam laoreet tristique est at lobortis. Curabitur ornare dictum risus. Cras sagittis magna non neque molestie non sollicitudin lectus tristique. Mauris interdum lectus eget magna convallis ac imperdiet nisl scelerisque. Mauris malesuada magna non mi feugiat placerat.	 Actions
SuperUser Account	Standard Event	1	True	short review	 Actions
SuperUser Account	test event	5	False	amazing	 Actions

Whilst the review has a moderated status of “False”, it will not appear on the site and will not be used in the calculation of the average rating of the event. Whilst a review is in this status the admin can either “accept” or “decline” the review. If the review is declined it will be permanently deleted.

If however the review is accepted it will then appear of the site, an accepted review can then be deleted or suspended in the future.

### Quick User Registration

This section is a simple 3 step process to allow the admin to search for an event , then an existing user in the dnn site and then manually assign them to an event. The key things to note with this process is that even if the event requires payment this will be bypassed and the user automatically assigned to the event. Furthermore if you are assigning a user to a recurring event, the next event in the sequence will be selected.

Once the user is assigned they will be sent the standard confirmation email informing them they have been booked onto the event.

### Template Admin

From here it is possible to directly edit the templates that the module uses for both the layout and emails. Simply select the template you wish to edit from the drop downlist, modify as required then select “update template”. Note changes to the templates will appear instantly in the module:

## Event Planner & Registration Module User Guide

Select Template:

```
<div style="float:left" class="nadevViewEventDetails nadevViewEventDetailsImagePadding">
[MEDIUMIMAGE]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding" style="float:left">
  <p>[EVENTTITLE]</p>
  <p>[STARTDATE]</p>
  <p>[ENDDATE]</p>
  <p>[AVERAGERATINGLABEL] [AVERAGERATING]</p>
  <p>[ADDREVIEWURL]</p>
  <p>[SHAREWITHFRIENDLINK]</p>
</div>
<div style="clear:both"></div>
<div class="nadevViewEventDetails nadevViewEventDetailsImagePadding
nadevViewEventDetailsPadding">[ADDITIONALIMAGESGALLERY]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[SHAREWITHFRIENDCONTROL]
</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[USERNOTIFICATIONSIGNUP]
</div>
<div class="signUpToEventLabel nadevViewEventDetails nadevViewEventDetailsPadding">
[SIGNUPLABEL]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[NOPLACESAVAILABLE]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[COSTPERPLACE]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[SIGNUPTOEVENTLINK]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[EVENTDESCRIPTION]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[RELATEDEVENTS]</div>
<div style="clear:both"></div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding">[EVENTLOCATIONS]</div>
<div class="nadevViewEventDetails nadevViewEventDetailsPadding
nadevViewEventDetailsTabsPadding">[TABS]</div>
<div style="clear:both"></div>
```

[Update Template](#)

For more information on the tokens that each template support please check the templating section of this userguide.

## Responsive Layout

Within the settings of the module it is possible to enable a responsive layout, meaning that the layout will be optimized for the size of the screen that is viewing the page giving a better browsing experience if you are using a mobile or tablet device.

When selecting the responsive templates the skin that the site is using must be using Twitter Bootstrap 3.0.0 or greater. The module does not install the Twitter Bootstrap CSS this is something which the skin is responsible for doing.

It should be noted to that to get the responsive functionality the skin should be using a doctype of HTML5.

```
<!DOCTYPE html>
```

Additional the page header needs to contain this element.

```
<meta name="viewport" content="width=device-width, initial-scale=1.0">
```

## Module Layout Templates

It is possible to control the layout of a number of sections of the module by modifying the accompanying template and adding / remove tokens. When the page is created the tokens are replaced with actual event data.

The module layout templates are located in the below folder:  
DesktopModules/EventsPlannerModule/Template/Layout

### ***EventListView.htm***

This template is used to output the event details on the event list view section.

### ***ViewEventSummary.htm***

This template is used to display the output when the user hovers over an event and a jQuery tooltip is displayed.

### ***ViewEventDetails.htm***

This template is used to output the display when an event is clicked on to “view more details”, when the event details are being displayed in the modal popup window.

### ***EventDetailsPage.htm***

This template is used to output the display when an event is clicked on to “view more details”, when the event is being displayed in its on physical dnn page:

### ***MyWishList.htm***

This template is used to output the users wishlist.

The above templates all support the below tokens:

<b>Token Name</b>	<b>Notes</b>
VIEWMOREDETAILSURL	Returns only the url to view the event details page or modal popup window.
READMORELINK	Returns the full html a tag to link to the event details page or modal popup window.
DURATION	Returns the duration of the event that has been entered.
EVENTMONTH	The numerical representation of the event start month e.g. January = 1
EVENTDAY	The numerical representation of the event day e.g. 10
EVENTLOCATIONS	Returns an un-ordered list of all the locations this event is assigned to.
TIMEZONE	Returns the timezone that has been defined for the module.
TABS	Returns the jQuery tabs that have been defined for this event.
RELADEEVENTS	Returns an unordered list of all the related events that have been defined for this event.
SIGNUPLABEL	If this event allows registration a label stating “Sign up to event”
ADDITIONALIMAGESGALLERY	If this event has more than 1 image return all the additional images in a gallery format.

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MEDIUMIMAGE	Returns the primary image for this event in the medium image size.
THUMBNAILIMAGE	Returns the primary image for this event in the thumbnail image size.
AVERAGERATINGLABEL	If this event allows reviews display an “average rating” label.
AVERAGERATING	If this event allows reviews display the start rating for the event.
REVIEWSLINK	If this event allows reviews returns the a tag link to leave a review for this event.
ADDREVIEWURL	If this event allows reviews just return the url needed to leave a review for this event.
EVENTDAYNAME	The name of the day this event will start on e.g. Wednesday
EVENTDAYNAMESHORT	The short version of the event start day e.g. Wed
EVENTNAME	The name of the event.
EVENTSTARTTIME	The time the event will start
EVENTENDTIME	The time the event will end.
STARTDATE	The full date and time the event will start this includes the time if the event is not a full day event.
ENDDATE	The full date and time the event will end this includes the time if the event is not a full day event.
EVENTSTARTDATE	The date part only the event will start on.
EVENTENDDATE	The date part only the event will end on.
USERNOTIFICATIONSIGNUP	Renders a control that allow the user to enter their email address and receive a reminder about the event in the defined time period.
NOPLACESAVAILABLE	If this events allows registration it will return the number of places currently available.
EVENTPRICE	If this event allows registration it will return the first cost per place for the event.
ADDITIONALCOSTPERPLACE	If this event allows registration it will return the first price band additional cost per place (if defined for that price band).
SIGNUPTOEVENTLINK	If this event allows registration returns an a tag to the event sign up page.
EVENTDESCRIPTION	Returns the description for the event.
EVENTSUMMARY	Returns the summary for the event.
REGISTEREDUSERS	Returns a list of all users that have registered for this event, note their booking needs to have a status of “paid” for them to be included in this list.
EVENTCONTACTEMAIL	The email address that has been defined as the contact email address for this event.
EVENTCONTACTPHONE	The phone number that has been defined as the contact phone number for this event.
ATTRACTION	If this event has been assigned to an attraction we will output a hyperlink to that attractions details page.
ADDTOWISHLIST	Allows a logged in user to add an event to their wishlist, only supported when we are displaying events in their own DNN page.
DELETEFROMWISHLIST	Allows a user to delete an event from their wishlist.
RAZOR:EventDetailsLocationMap.cshtml	Loads a Razor script that will output an event location(s) to a Google map. Note this token is only supported when we are outputting the event to its own DNN page. Locations are only included in the map if they have a valid longitude and latitude.

RAZOR:CanonicalUrl.cshtml	Loads a Razor script that will output the canonical URL for this event into the HTML of your event details page. Note this token is only supported on the event details page when we are displaying an event in its own DNN page.
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### ***EventMapLocationPopup.htm***

This template is used to display the output when a user clicks on the event location of the map module.

The below tokens are supported:

<b>Token Name</b>	<b>Notes</b>
LOCATIONPATHNAME	Outputs the full path name of the location.
EVENTSLIST	Outputs all the upcoming events that are assigned to this location. Note only future events are shown and if the event is a recurring event only the next event in the sequence will be displayed.

### **Module Emails**

Throughout the module a number of emails are generated, the emails that are created are based on HTM template files and can be adjusted as per your needs. The templates are located in the below folder on your DNN instance:

DesktopModules/EventsPlannerModule/Template/Emails/

When the email is created by the module data is swapped in to replace the tokens that are in the template, a full list of the supported tokens and their meaning is listed below.

### ***AwaitingPayment.htm***

This email is sent to the user and admin when the user has created a booking and chosen to pay via the “offline method”.

Supported tokens:

<b>Field Name</b>	<b>Notes</b>
FIRSTNAME	First name of the user who booked the event.
SURNAME	Surname of the user who booked the event.
NOPLACES	Number of places the user booked.
EVENTNAME	The name of the event the user booked.
STARTDATE	The start date of the event the user booked.
ENDDATE	The end date of the event the user booked.
SUBTOTAL	Subtotal of the users booking
TAX	The tax or VAT that has been calculated for this booking.
DISCOUNT	Any discount that has been applied to the booking.
GRANDTOTAL	The grandtotal of the users order ((subtotal + tax) - discount)
BOOKINGID	Unique booking ID for the booking.
BILLINGADDRESS	Billing address used for the booking.

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SIGNUPQUESTION	If the event had sign up questions these are the users answers.
ADDITIONALINFORMATION	If the user entered any additional information when they booked this will contain it.

### ***BookingConfirm.htm***

This email is sent to the user and admin when the user has created a booking and the order has been paid.

Supported tokens:

Field Name	Notes
FIRSTNAME	First name of the user who booked the event.
SURNAME	Surname of the user who booked the event.
NOPLACES	Number of places the user booked.
EVENTNAME	The name of the event the user booked.
STARTDATE	The start date of the event the user booked.
ENDDATE	The end date of the event the user booked.
SUBTOTAL	Subtotal of the users booking
DISCOUNT	Any discount that has been applied to the booking.
TAX	The tax / VAT that has been calculated for this booking.
GRANDTOTAL	The grandtotal of the users order ((subtotal + tax) - discount)
BOOKINGID	Unique booking ID for the booking.
BILLINGADDRESS	Billing address used for the booking.
SIGNUPQUESTION	If the event had sign up questions these are the users answers.
ADDITIONALINFORMATION	If the user entered any additional information when they booked this will contain it.
BOOKINGCONFIRMATIONMESSAGE	This will output any message that has been defined for the even that has been booked.
[BOOKINGSURCHARGE]	If you have defined online payments require a surcharge, this token will output the surcharge that has been added to the booking.
[ADDITIONALATTENDEES]	If you have defined that the customer must complete the registration form for all users in their party, this token will output all additional attendee's.
[EVENTLOCATIONS]	Returns a list of all the locations that are assigned to the event that has been booked.

### ***BookingStatusChanged.htm***

This email is generated and sent to the user when the admin changes their booking status via the booking management section.

Supported tokens:

Field Name	Notes
------------	-------

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FIRSTNAME	First name of the user who booked the event.
SURNAME	Surname of the user who booked the event.
BOOKINGID	Unique ID of the booking that was made.
BOOKINGSTATUS	The new status of the users booking.
ADDITIONALCOMMENTS	Any additional comments that the admin entered when they changed the booking status.

### ***UserNotification.htm***

This email is generated and sent to the user when either they have signed up for a notification of an event or the admin manually sends out notifications for an event.

Supported tokens:

Field Name	Notes
EVENTNAME	Name of the event the notification applies to.
EVENTDESCRIPTION	Description of the event the notification applies to.
EVENTSTARTDATE	Start date of the event the notification applies to.
EVENTENDDATE	End date of the event the notification applies to.

### ***AdminNewReviewSubmitted.htm***

This email is generated and sent to the admin email address when a user submits a new review for an event.

Field Name	Notes
EVENTNAME	Name of the event the notification applies to.

## **Event Widget Module**

The purpose of the event planner widget module is to act as a satellite module and allow you to link it to the main events calendar module and use it to display events on different pages throughout your DNN website. For example you could use it to display the latest events on your homepage etc.

An unlimited number of event widget modules can be added to your DNN portal each can use their own template. **Note before you can use the event widget module you must have configured the events planner admin section in the above sections.**

### ***Event Widget Module Settings***

Before the event widget module can be used first the module settings must be completed:

Module Settings	Permissions	Page Settings	Event Planner Widget Module Settings
Events Calendar Page:		AKPK Events	▼
Display Mode:		<input checked="" type="radio"/> Standard <input type="radio"/> Carousel	
Main Widget Template:		EventWidget.htm	▼
Event Details Template:		EventWidgetEventDetails.htm	▼
Events To Show:		Starting_Soonest	▼
Event Location:		firlands	▼
Event Category:		Music	▼
Event:		sample - 4/7/2014	▼
Start Date :		<input type="text"/>	
End Date:		<input type="text"/>	
Max No: Events To Show:		10	
Show Events Outside Registration Window:		<input type="checkbox"/>	

Setting Name	Description
Events calendar page	The page on your DNN portal that contains the events calendar page you wish to link this widget to.
Display Mode	Are we using the standard display of a jQuery carousel to display the events.
Main widget template	The main template used to output the content for the widget module.
Event details template	The sub template that is used to output the event details for the widget module.
Events to show	How we should select events to display in the widget.
Event Category	If the selector we are using is category, here we would define the selected category. For all other selectors this option is disabled.
Event Location	If the selector is filtering on a location, the location we will optionally filter by.
Event	If the selector we are using is "single_event" here we would define the event to display. For all other selectors this option is disabled.
Start Date	If we are outputting events during a specific time window the start date of this window.
End Date	If we are outputting events during a specific time window the end date of this window.
Max no events to show	The maximum number of events to show in the module, this option is not applicable if a single event is being displayed.

### Event Widget Module Templates

The output that is generated by the widget module is determined via two templates, each widget module can use different templates and there is no limit to the number of templates that can be created.

## EventWidget.htm

This template contains the header and footer of the widget and any CSS that is used for the widget:

### Supported Tokens:

Field Name	Notes
EVENTDETAILS	This is the section where the sub template will be loaded and where the event details will be outputted.

## EventWidgetEventDetails.htm

This template is used to output the event details:

This template supports all tokens that are listed in the section “module template layouts” listed above.

## Event Planner Search Module

As per all our satellite modules this widget needs to be linked via the settings to the page on your portal with the main Event Planner with RSS feed module. Once linked it allows you to put the search module on any page on your portal and have users search for events.

## Attractions Templates

### *AttractionsListView.htm*

This template is used to output the attraction list view.

### *AttractionsDetailsPage.htm*

This template is used to output the attraction details page.

### *AttractionWidgetDetails.htm*

This template is used within the attraction widget to output the actual attraction details.

The above templates support all the tokens listed:

Setting Name	Description
ADDRESS1	Address 1 of the attraction
ADDRESS2	Address 2 of the attraction
CITY	City of the attraction
REGION	Region of the attraction
COUNTRY	Country of the attraction
TELEPHONE	Telephone of the attraction
UPCOMINGEVENTS	A list of all future events that have been assigned to this attraction.
ATTRACTIONMAP	If a longitude and latitude have been defined for this attraction we will output a Google map showing the location.
THUMBNAILIMAGE	The thumbnail version of the image for this attraction.

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MEDIUMIMAGE	The medium sized image for this attraction.
SOCIALMEDIAICONS	The social media icons that have been entered for this attraction.
ATTRACTIONNAME	The name of the attraction.
DESCRIPTION	The HTML description of this attraction.
SUMMARY	The summary of this attraction.
OPENINGHOURS	The opening hours for the attraction, note if the attraction does not have an opening and closing time defined for a given day it will be outputted as closed for that day.
ATTRACTIONDETAILSURL	Only contains the actual URL to visit the attraction details page.
READMORELINK	Contains the full html a tag to visit the attraction details page.
RAZOR:CanonicalUrl.cshtml	Loads a Razor script that will output the canonical URL for this event into the HTML of your event details page. Note this token is only supported on the event details page when we are displaying an event in its own DNN page.

## Attraction Widget Module

This satellite module allows you to display attractions on various other pages throughout your portal. In order to use the module you 1<sup>st</sup> need to configure the module settings:

Module Settings
Permissions
Page Settings
Event Planner Module - Attraction Widget Settings

Events Calendar Page: i

Main Widget Template: i

Attraction Details Template: i

Attraction Category: i

*Widget must be linked to an Event Planner and this page must be saved before this section is enabled.*

Setting Name	Description
Event calendar page	The page on your DNN site that contains the main "Event Planner with RSS feed module"
Main Widget Template	Template used to output the header and footer of this layout
Attraction Details Template	The template that is used to repeat the attraction details.
Attraction Category	Optionally limit the attractions that should be displayed by a category, if no category is selected all active attractions will be displayed. Note the widget needs to be successfully linked to an event planner calendar before this is enabled.

