



Redback Solutions

Event Manager Manual

Updated 29/09/2011

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 - Unauthorised updating of information through the CMS or any other channels where updating of the website could occur
 - All editable content accessible by the CMS is the responsibility of the website owner.
3. Any additions to the functionality of the CMS will be charged at a standard hourly rate.

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Event Manager

The Event Manager module is used to manage events that are run by your company. The Event Manager module is an optional module - if you are interested in having this module added to your website please contact the Redback Solutions office on (02) 4962 2236 to discuss.

Accessing Event Manager

The Event Manager module can be accessed via the **Module Tab** on the left hand side of the **Main Visionscape** window (see **figure 1**).

The screenshot shows the Visionscape dashboard interface. On the left, there is a sidebar with two main sections: 'OPTIONS' and 'MODULES'. The 'EVENTS' module under 'MODULES' is highlighted with a yellow circle and a mouse cursor. The main content area displays a 'Page List' table with columns: ID, Page Name, Friendly URL Name, Template, and Publish. Below this is an 'Orphaned Pages (ordered alphabetically)' table with columns: ID, Page Name, Friendly URL Name, Template, and Publish. The top right of the dashboard shows 'Welcome Demonstration' and a 'Sign Out' link. Below the header, there are buttons for 'Add Page', 'Reorder Pages', and 'Page List'.

ID	Page Name	Friendly URL Name	Template	Publish
19538	Home	Home	Homepage	
19539	About	About	About Us	
19540	Services	Services	Services	
19541	Portfolio	Portfolio	Content	
19543	01. Web	Web-Design	Portfolio - Web	
19544	02. Graphic Design	Graphic-Design	Portfolio - Print	
19545	03. eMarketing	E-Marketing	Portfolio - Email	
21678	Careers	Careers	Careers	
19542	Contact	Contact	Contact Us	

ID	Orphaned Pages (ordered alphabetically)	Friendly URL Name	Template	Publish
21548	Disclaimer	Disclaimer	Content	
21549	Privacy	Privacy	Content	
21547	Sitemap	Sitemap	Content	

Figure 1 - Accessing the Event Manager

Event Manager – Main Page

Once selected from the menu, you will be redirected to the **Event Manager** page (see **figure 2**). This page displays a table listing all events currently in the system (or an empty table is displayed if there are no events). From this page, you will be able to add new events and edit existing ones.

For each event created in your site, you will see the event name, the date of the event, the number of occurrences of the event, and links to edit and delete the event.

Welcome Demonstration
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OPTIONS

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MODULES

[Career Manager](#)
[Data Form Management](#)
[Events](#)
[Flash Gallery](#)
[News](#)
[Payment Gateway](#)
[Product Catalogue](#)
[Random Content Block](#)

HELP

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Event Manager

1

2

3

4

[Add New Event](#)
[Venues](#)
[Configure List](#)
[Delete Selected](#)

Event Name	Date of Event	Number of Events		Delete
Christmas Dinner Shows - Abbalanche!	Saturday, 3 December 2011	0	Edit	<input type="checkbox"/>
The Angels	Saturday, 26 November 2011	0	Edit	<input type="checkbox"/>
Tim Finn	Saturday, 19 November 2011	0	Edit	<input type="checkbox"/>
Leo Sayer	Saturday, 12 November 2011	0	Edit	<input type="checkbox"/>
Tony Hadley & Go West	Saturday, 5 November 2011	0	Edit	<input type="checkbox"/>
Taylor Dayne	Wednesday, 26 October 2011	0	Edit	<input type="checkbox"/>
Arj Barker	Saturday, 22 October 2011	0	Edit	<input type="checkbox"/>
Adam Brand	Saturday, 15 October 2011	0	Edit	<input type="checkbox"/>
Daryl Braithwaite	Friday, 7 October 2011	0	Edit	<input type="checkbox"/>
Icehouse - SOLD OUT	Wednesday, 28 September 2011	0	Edit	<input type="checkbox"/>
1927	Saturday, 24 September 2011	0	Edit	<input type="checkbox"/>
Roy - A Tribute to Roy Orbison Presented by Damien Leith	Saturday, 10 September 2011	0	Edit	<input type="checkbox"/>
Elvis to the Max	Saturday, 27 August 2011	0	Edit	<input type="checkbox"/>
Altiyan Childs	Saturday, 20 August 2011	0	Edit	<input type="checkbox"/>
Richard Clapton	Saturday, 13 August 2011	0	Edit	<input type="checkbox"/>
Brian Cadd & Russell Morris - SOLD OUT !	Saturday, 6 August 2011	0	Edit	<input type="checkbox"/>
Diesel -- SOLD OUT !	Saturday, 30 July 2011	0	Edit	<input type="checkbox"/>
Marcia Hines	Saturday, 23 July 2011	0	Edit	<input type="checkbox"/>
Christmas in July Charity Ball	Saturday, 9 July 2011	0	Edit	<input type="checkbox"/>
Il Dago 2 .. Now with Noodles	Saturday, 2 July 2011	0	Edit	<input type="checkbox"/>
Jimeoin ... Something Smells Funny	Saturday, 18 June 2011	0	Edit	<input type="checkbox"/>
Craig Pesco presents Freddie Mercury	Saturday, 11 June 2011	0	Edit	<input type="checkbox"/>
Adam Harvey & Beccy Cole	Saturday, 21 May 2011	0	Edit	<input type="checkbox"/>

Figure 2 - Event Manager Main Page

- 1 - Add New Event Button
- 2 - Venues Button (functionality coming soon)
- 3 - Configure List Button
- 4 - Delete Selected Button

Adding a New Event

To add a new event, click the **Add New Event** button on the **Event Manager** page (see **figure 2**). You will be redirected to the **Event Item** page, ready to enter details about the event (see **figure 3**).

OPTIONS
—

 Sitemap
Page List
Site Settings
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Image Manager
User Accounts
Manage Components

 MODULES
—

 Career Manager
Data Form Management
Events
Flash Gallery
News
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Product Catalogue
Random Content Block

 HELP
—

 Documentation
Request Assistance
View Support Tickets
Schedule Maintenance

Event Item

Save New Event
Close

Event Details

Name:	<input type="text"/>
Course Code:	<input type="text"/>
Appearance Date	<input type="text" value="29-09-2011"/> <small>(date the event should begin to display on site)</small>
Event Date	<input type="text" value="29-10-2011"/> <small>(date the event occurs or starts)</small>
End Date	<input type="text" value="29-10-2011"/> <small>(date the event finishes - if one day event use same date as above)</small>
Archive Date	<input type="text" value="29-11-2011"/> <small>(date the event should stop displaying on site)</small>
Multiple Dates	<input type="text"/>
Duration	<input type="text"/>
On Demand	<input type="checkbox"/> (overrides start date and end date)
Venue	<input type="text"/>
Time	<input type="text"/>
Buy Tickets Link	<input type="text"/>
Sold Out	<input type="checkbox"/> (indicates whether the event has been soldout)

RSVP

☐ Check if this event requires RSVP

Date of RSVP

Associated Files/Images

Small Picture	<input type="text" value="No Image"/>
Main Picture	<input type="text" value="No Image"/>
Flyer	<input type="text" value="No File"/>

Abstract

☒ No Abstract
☐ Write my own abstract (maximum of 250 characters)
☐ Automatically use the first 50 words of the description

Abstract Type

Abstract

Costs

Cost Description

Cost \$

Early Bird ☐ (check if this event takes early bird cost values)

Early Bird Expiry

Description

insert internal link
insert image
insert file

Source

Figure 3 - Event Item Page - Adding a New Event

To create an event, you need to supply details about the event. These include:

Event Details:

- **Name**
- **Course Code**
- **Appearance Date** – the date the event should begin to display on site
- **Event Date** – the date the event occurs or starts
- **End Date** – the date the event finishes, if a one day event use same date as above
- **Archive Date** – the date the event should stop displaying on site
- **Multiple Dates** – use this if the event is to be run on multiple dates
- **Duration**
- **On Demand** – check this box if the event is to be run on demand (this overrides start date and end date)
- **Venue**
- **Time**
- **Buy Ticket Link** – enter the URL where tickets for this event can be purchased if not from your own website
- **Sold Out** – check this box if the event has been sold out

RSVP Details:

- **RSVP** – check this box if the event requires a RSVP. Tickets cannot be purchased for the event if this is checked
- **Date of RSVP** – the date that a person must RSVP by if they want to attend the event

Associated Files/Images:

- **Small Picture** – a small picture associated with this event that will be displayed on your website
- **Main Picture** – the main picture associated with this event that will be displayed on your website
- **Flyer** – the name of a file containing the flyer about this event that will be displayed on your website

Abstract:

This is the description that will be used for the event on the event details page of your website.

- **Abstract Type** – check the appropriate button for the type of abstract the event has
- **Abstract** – a multi line description of the event to be used if the write my own abstract button is selected

Costs:

- **Cost Description** – the description of the event e.g. Adult, Child etc.
- **Cost**
- **Early Bird** - check if this event takes early bird cost values
- **Early Bird Expiry** – the date that the early bird cost expires

Note: Only one cost can be entered when initially creating an event. Other costs can be added at a later time by editing the event.

Description:

This is an editor window used to enter the description of the event.

Save New Event

Once all the details of the event have been filled in, click the **Save New Event** button at the top of the page.

The **Event Manager** page will be redisplayed showing a green box with the message '**Event successfully saved**' (see **figure 4**) and the event list will contain the new event.



Figure 4 - Adding a New Event - 'Event successfully saved!'

Note: Only the main details of the event can be entered when creating the event. Other occurrences of this event can be added at a later time by editing the event.

Editing an Event

To edit an existing event, click on the **Edit** link on the **Event Manager** page. You will be redirected to the **Event Item** page, showing the details of the event (see **figure 5**).

This page also shows a table of event instances that have been created for this event (or an empty table is displayed if there are no event instances - see **figure 5**). This table shows the date, time, venue, sold out indicator, capacity, a view enrolments link and edit link.

Event instances are used when there will be multiple recurring occurrences of an event. They are used so that your website users can purchase tickets or RSVP to a specific event occurrence.

There is also a table of costs for the event (see **figure 5**). New costs can be added for the event by entering the details and clicking the **Add New Cost** button. To delete a cost, check the **delete** checkbox for the relevant cost, and then click on the **Delete Selected** button below the table of costs. You will be asked to confirm the deletion. This can be used to delete multiple costs at one time if required. The delete checkbox on the title bar can be used to delete all costs for the event.

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HELP

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Event Item

Save Changes
Delete
Add New Instance
View Archived Instances
Close

Event Details

Name:
The Angels

Course Code:

Appearance Date:
19-08-2011

(date the event should begin to display on site)

Event Date:
26-11-2011

(date the event occurs or starts)

End Date:
26-11-2011

(date the event finishes - if one day event use same date as above)

Archive Date:
27-11-2011

(date the event should stop displaying on site)

Multiple Dates:

Duration:

On Demand:
☐ (overrides start date and end date)

Venue:

Time:

Buy Tickets Link:

Sold Out:
☐ (indicates whether the event has been soldout)

RSVP

☐ Check if this event requires RSVP

Date of RSVP:

Associated Files/Images

Small Picture:
Angels_600x242_-_November_2011.jpg

Main Picture:
No Image

Flyer:
No File

Abstract

☐ No Abstract
☐ Write my own abstract (maximum of 250 characters)
☒ Automatically use the first 50 words of the description

Abstract Type:

Abstract:

Event Instances

1
There are currently no upcoming instances for this event

Costs

Cost Description:

Cost \$:
0.00

☐ (check if this event takes early bird cost values)

Early Bird Expiry:

Add new cost

Description

insert internal link
insert image
insert file

Source
Format

B
I
U
x₂
x²

Aussie rock icons *The Angels* are back on the road with Newcastle's Dave Gleeson up front together with original members Chris Bailey and the legendary Brewster Brothers. The "Waiting For The Sun" tour hits the Spinnaker Room on **Saturday 26 November** with Gleeson's powerhouse vocals and dynamic stage presence

Figure 5 - Editing an Event

- 1 - Event Instances
- 2 - Event Costs

6

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After you have made any necessary changes, click the **Save Changes** button to confirm the updates.

The **Event Manager** page will be redisplayed showing a green box with the message '**Event successfully saved**' and the event list will show the changes you have made (see **figure 6**).

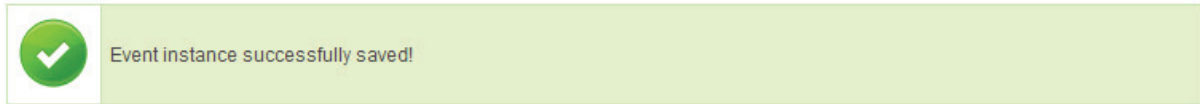


Figure 6 - Editing an Event - 'Event successfully saved!'

Deleting an Event

To delete an existing event, click on the **Edit** link on the event table on the **Event Manager** page. You will be redirected to the **Event Item** page, showing the details of the event. Click the **delete** button on the top of the page. You will be asked to confirm the deletion.

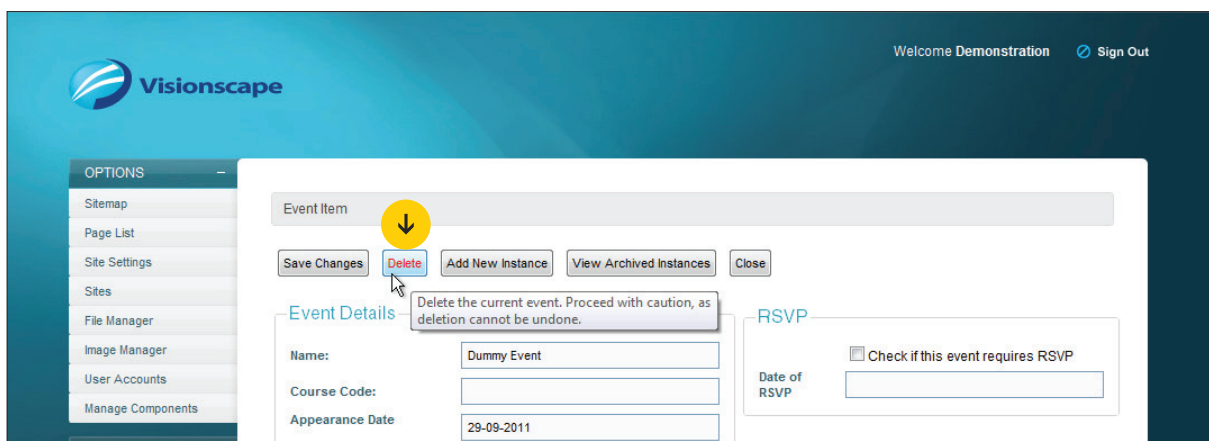


Figure 6 - Deleting an Event

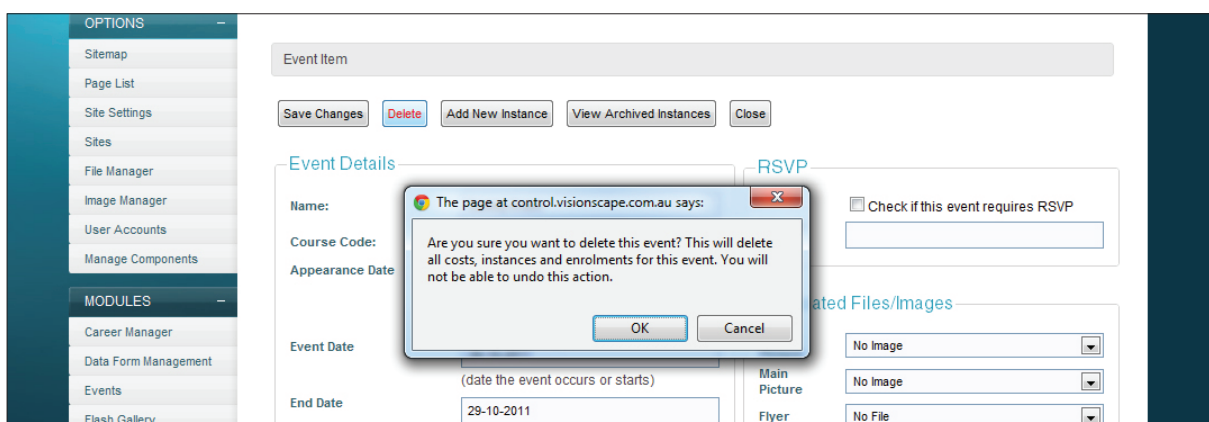


Figure 7 - Deleting an Event - 'Are you sure you want to delete this event?'

The **Event Manager** page will be redisplayed showing a yellow box with the message ‘**The event “...” was successfully deleted**’ and the event list will reflect the changes (see **figure 8**).

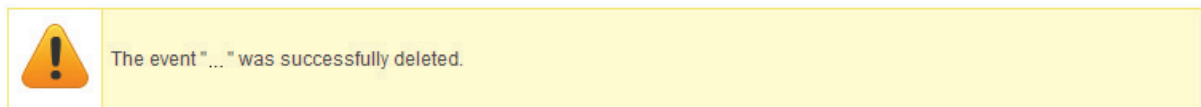
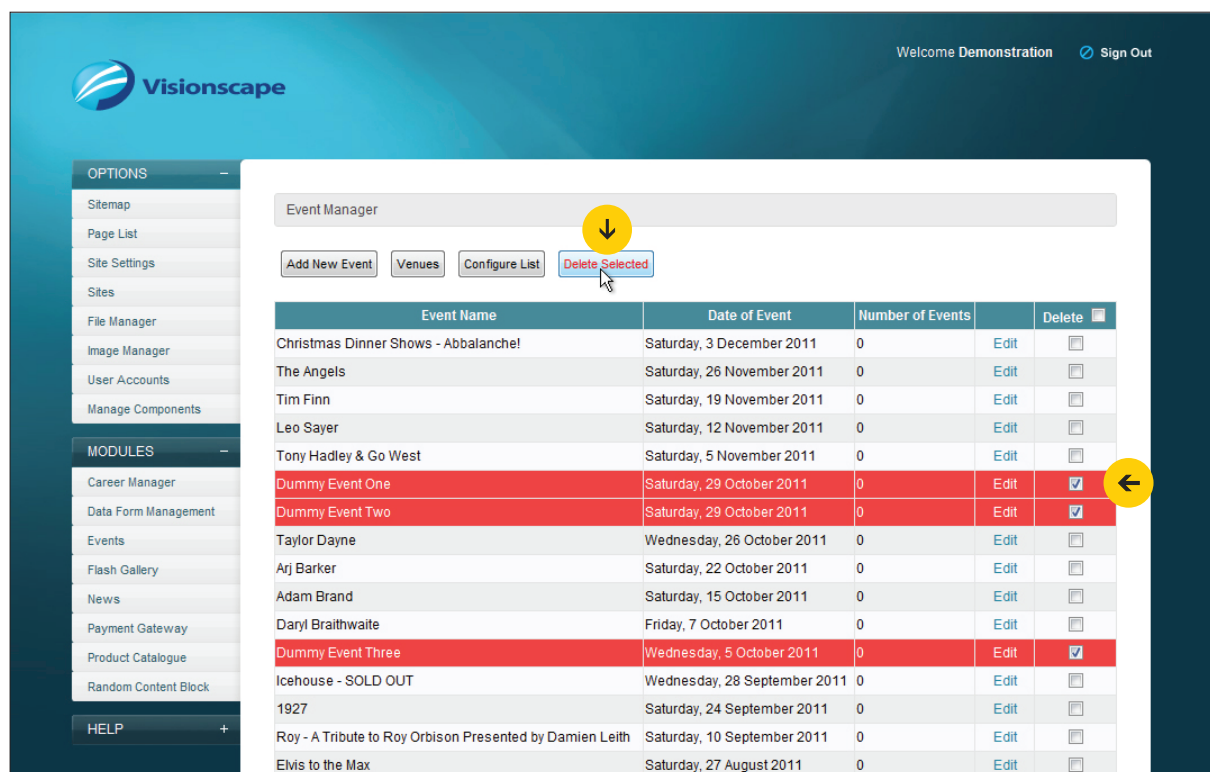


Figure 8 - Deleting an Event - ‘The event “...” was successfully deleted.’

You can also delete an event from the **Events Manager** page. To delete an event this way, check the **delete** checkbox for the relevant event then click on the **Delete Selected** button on the top of the page (see **figure 9**). You will be asked to confirm the deletion. This can be used to delete multiple events at one time if required. The **delete** checkbox on the title bar can be used to delete all events.



Event Manager

Add New Event Venues Configure List **Delete Selected**

Event Name	Date of Event	Number of Events	Edit	Delete
Christmas Dinner Shows - Abbalanche!	Saturday, 3 December 2011	0	Edit	<input type="checkbox"/>
The Angels	Saturday, 26 November 2011	0	Edit	<input type="checkbox"/>
Tim Finn	Saturday, 19 November 2011	0	Edit	<input type="checkbox"/>
Leo Sayer	Saturday, 12 November 2011	0	Edit	<input type="checkbox"/>
Tony Hadley & Go West	Saturday, 5 November 2011	0	Edit	<input type="checkbox"/>
Dummy Event One	Saturday, 29 October 2011	0	Edit	<input checked="" type="checkbox"/>
Dummy Event Two	Saturday, 29 October 2011	0	Edit	<input checked="" type="checkbox"/>
Taylor Dayne	Wednesday, 26 October 2011	0	Edit	<input type="checkbox"/>
Arj Barker	Saturday, 22 October 2011	0	Edit	<input type="checkbox"/>
Adam Brand	Saturday, 15 October 2011	0	Edit	<input type="checkbox"/>
Daryl Braithwaite	Friday, 7 October 2011	0	Edit	<input type="checkbox"/>
Dummy Event Three	Wednesday, 5 October 2011	0	Edit	<input checked="" type="checkbox"/>
Icehouse - SOLD OUT	Wednesday, 28 September 2011	0	Edit	<input type="checkbox"/>
1927	Saturday, 24 September 2011	0	Edit	<input type="checkbox"/>
Roy - A Tribute to Roy Orbison Presented by Damien Leith	Saturday, 10 September 2011	0	Edit	<input type="checkbox"/>
Elvis to the Max	Saturday, 27 August 2011	0	Edit	<input type="checkbox"/>

Figure 9 - Deleting an Event from the Event Manager Page

When deleting an event, all instances of the event, and all enrolments for an event instance will be deleted as well. Please be careful when doing this, as this action cannot be undone.

Adding a New Event Instance

To add a new event instance, click the **Add New Instance** button on the **Event Item** page (see **figure 10**). You will be redirected to the **Event Item Instance** page, ready to enter details about the event instance (see **figure 11**).

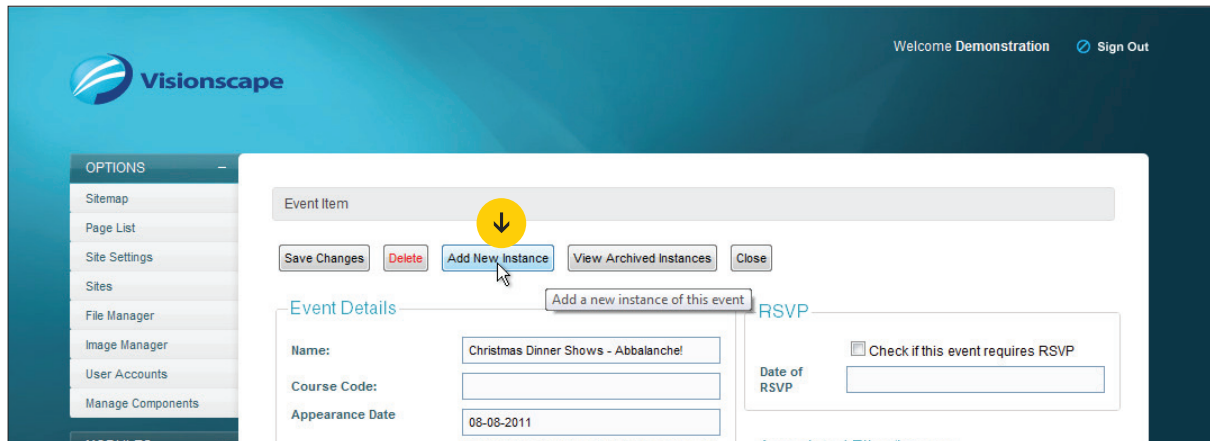


Figure 10 - Adding an Event Instance

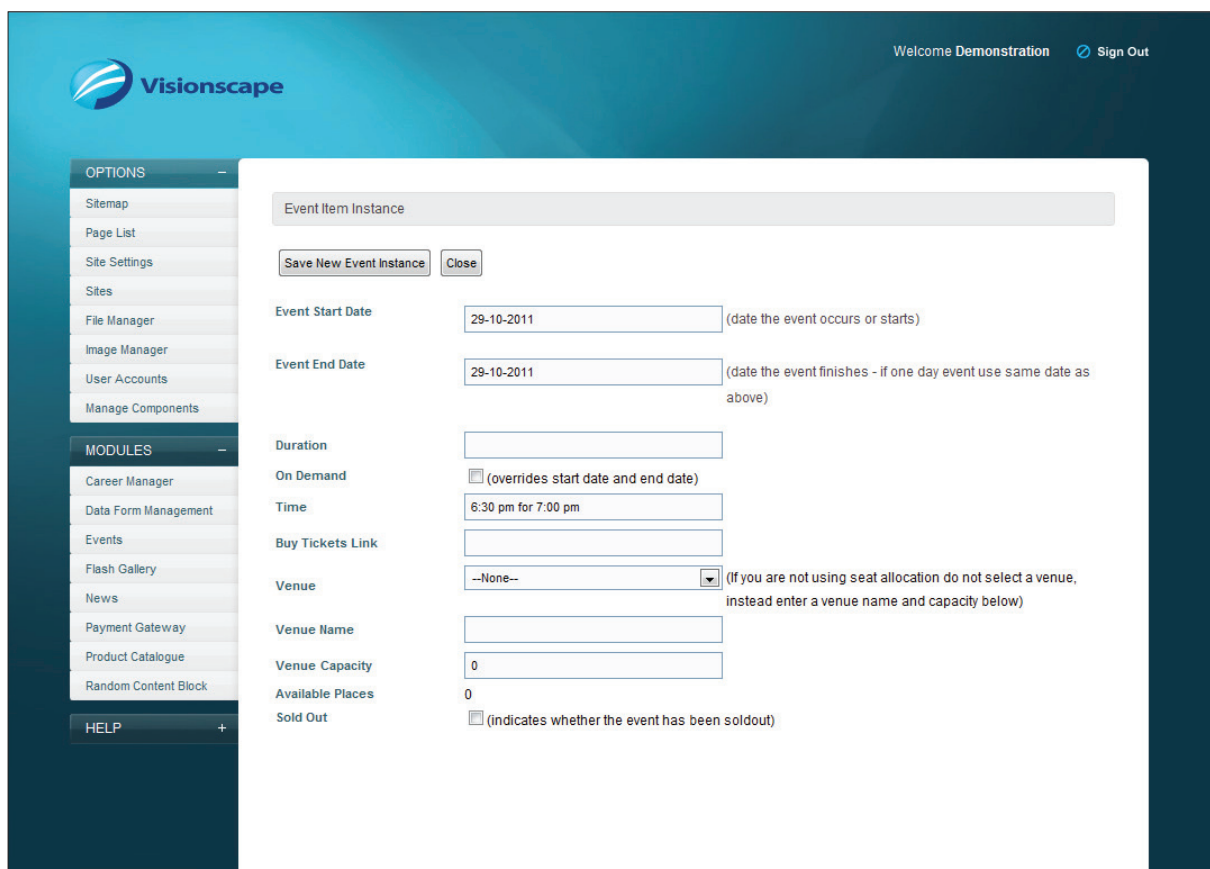


Figure 11 - Event Item Instance

An event instance has similar details to an event. These are:

- Event Start Date
- Event End Date
- Duration
- On Demand
- Venue
- Time
- Buy Ticket Link
- Sold Out

Other details include:

- **Capacity** – this indicates the maximum number of enrolments that can be made for this event instance
- **Available Places** – this shows the number of places that are available for this event instance

Once all the details of the event instance have been filled in, click the **Save New Event Instance** button at the top of the page.

The **Event Item** page will be redisplayed showing a green box with the message '**Event instance successfully added**' and the event instance list will contain the new event instance (see **figure 12**).

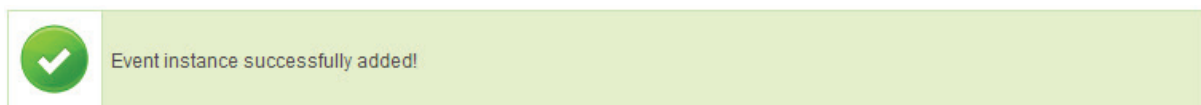


Figure 12 - Adding an Instance - 'Event successfully added!'

Note: If you are only displaying the event information on your website there is no need to use event instances. If however, you are taking payments or RSVPs, you will need to use event instances to allow enrolments to be made.

Editing an Event Instance

To edit an existing event instance, click on the **Edit** link on the event instance table on the **Event Item** page (see **figure 13**). You will be redirected to the **Event Item Instance** page, showing the details of the event instance.

After you have made any necessary changes, click the **Save Changes** button to confirm the updates.

The **Event Item** page will be redisplayed showing a green box with the message '**Event instance successfully saved**' and the event instance list will show the changes you have made (see **figure 14**).

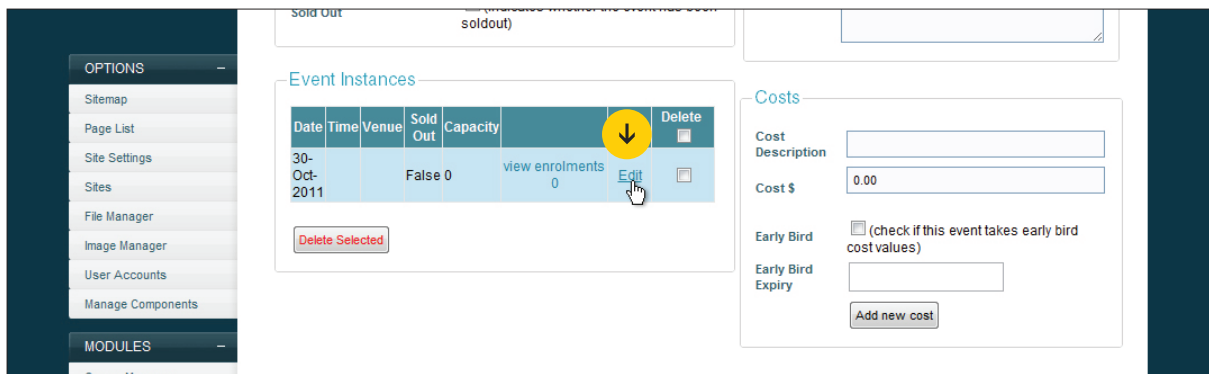


Figure 13 - Editing an Event Instance

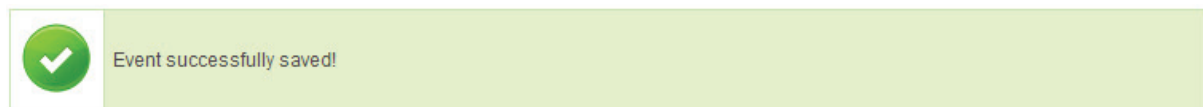


Figure 14 - Editing an Event Instance - 'Event successfully added!'

Deleting an Event Instance

To delete an existing event instance, click on the **Edit** link on the event instance table on the **Event Item** page. You will be redirected to the **Event Item Instance** page, showing the details of the event instance. Click the **delete** button on the top of the page (see figure 15). You will be asked to confirm the deletion.

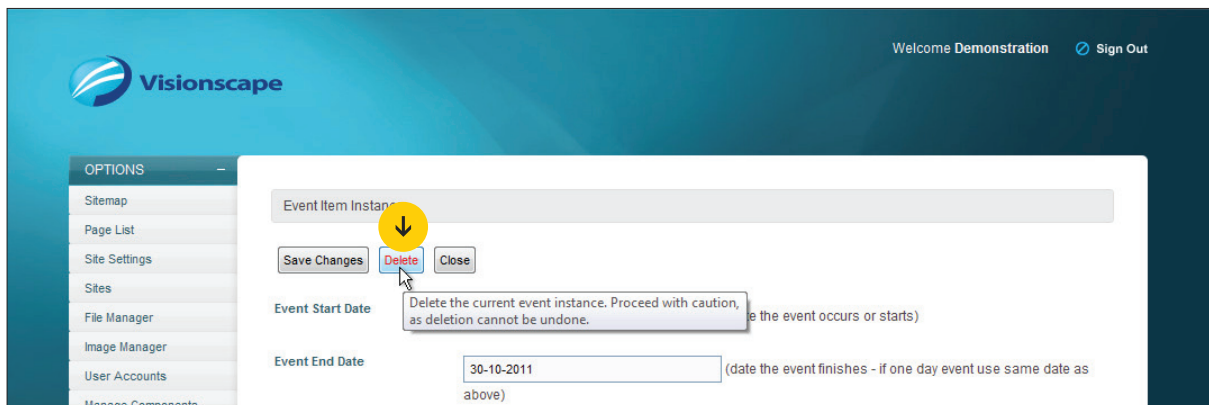


Figure 15 - Deleting an Event Item Instance

The **Event Item** page will be redisplayed showing a yellow box with the message '**The event instance was successfully deleted**' and the event instance list will reflect the changes (see figure 16).



Figure 16 - Deleting an Event Instance - ‘The event instance was successfully deleted.’

You can also delete an event instance from the **Events Item** page. To delete an event instance this way, check the **delete** checkbox for the relevant event instance, and then click on the **Delete Selected** button below the table of event instances (see **figure 17**). You will be asked to confirm the deletion. This can be used to delete multiple event instances at one time if required. The **delete** checkbox on the title bar can be used to delete all instances for the event.

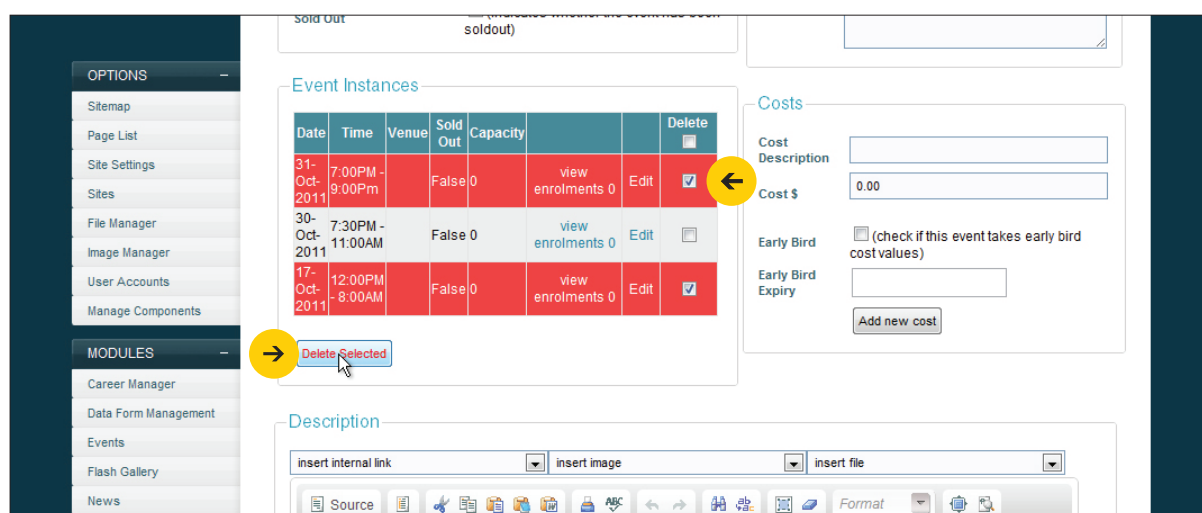


Figure 17 - Deleting an Event Instance from the Event Item Page

Note: when deleting an event instance, all enrolments for the event instance will be deleted as well. Please be careful when doing this, as this action cannot be undone.

Viewing Archived Instances

An archived event instance is an instance of an event that has already taken place, i.e. the date of the event instance is before the current date. These event instances can be viewed by clicking the **View Archived Instances** button on the top of the **Event Item** page (see **figure 18**). You will be redirected to the **Event Item Instance Archive** page showing a table of archived event instances for the event (or an empty table is displayed if there are no archived event instances).

This page shows a table of event instances that have been archived for this event. This table shows the date, time, venue, and capacity, a view enrolments link and edit and delete links.

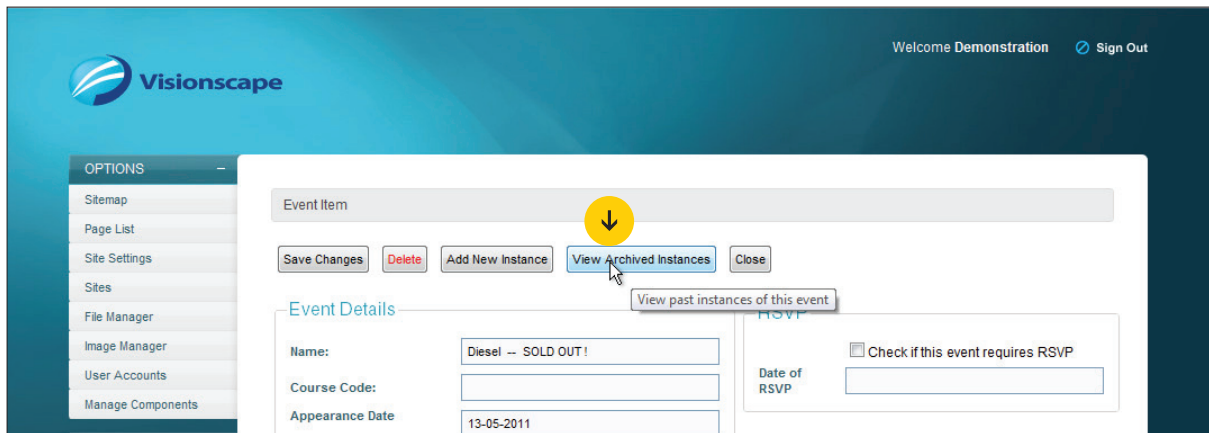


Figure 18 - Viewing Archived Event Instances

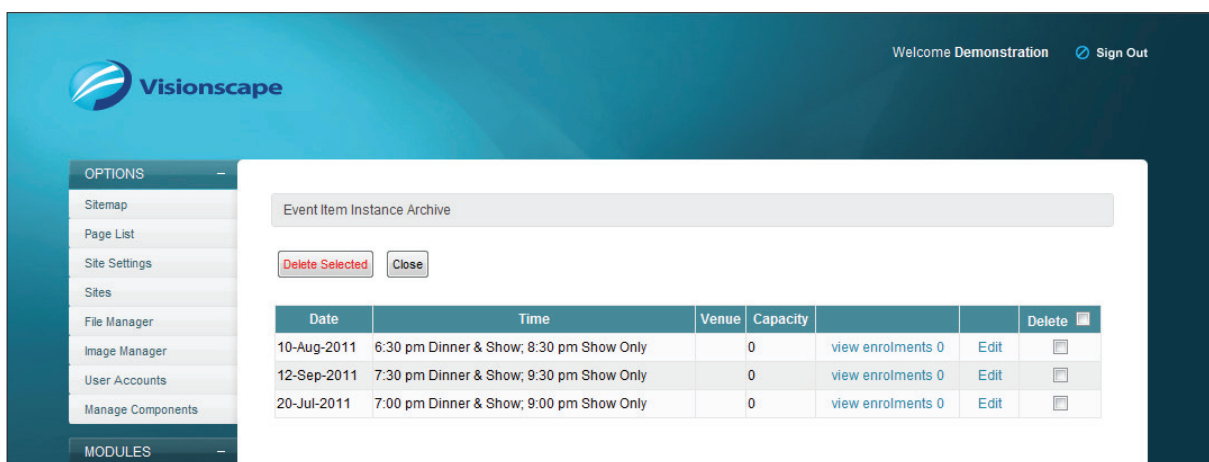


Figure 19 - Event Item Instance Archive Page

Editing an Archived Event Instance

The procedure for this is the same as editing an event instance.

Deleting an Archived Event Instance

To delete an archived event instance, check the **delete** checkbox for the relevant event instance then click on the **Delete Selected** button on the top of the page (see **figure 20**). You will be asked to confirm the deletion. This can be used to delete multiple event instances at one time if required. The **delete** checkbox on the title bar can be used to delete all archived event instances.

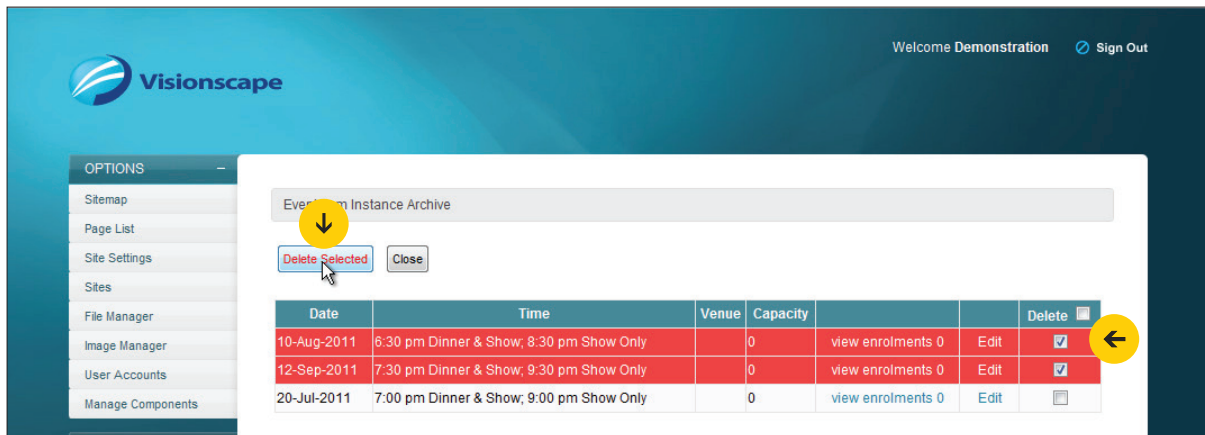


Figure 20 - Deleting an Archived Event Instance

Viewing Enrolments for an Event Instance

To view the enrolments for an event instance, click the **view enrolments** link on the event instance table on the **Event Item** page (see figure 21). You will be redirected to the **Event Instance Enrolments** page, showing a table of enrolments for the selected event instance (see figure 22).

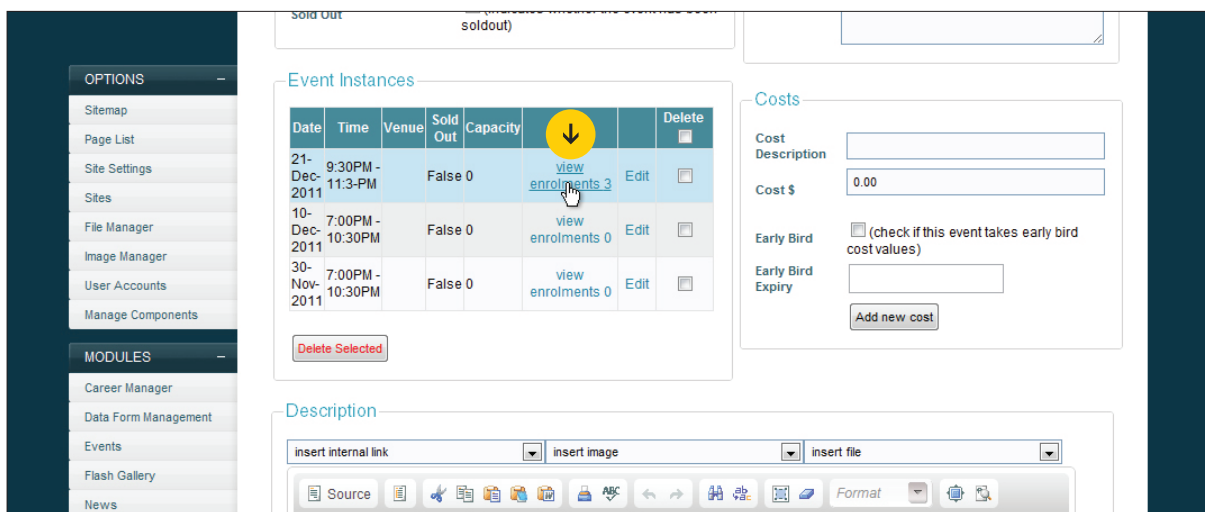


Figure 21 - Viewing Enrolments

To view the enrolments for an archived event instance, click the **view enrolments** link on the event instance table on the **Event Item Instance Archive** page. You will be redirected to the **Event Instance Enrolments** page (see figure 22), showing a table of enrolments for the selected archived event instance.

This page shows details of all enrolments for the event instance. These details include: name, email, enrolment date, RSVP indicator (indicates if the event instance has been purchased or RSVP'd to), a view order details link (if the enrolment has been purchased), an edit link, and a delete checkbox.

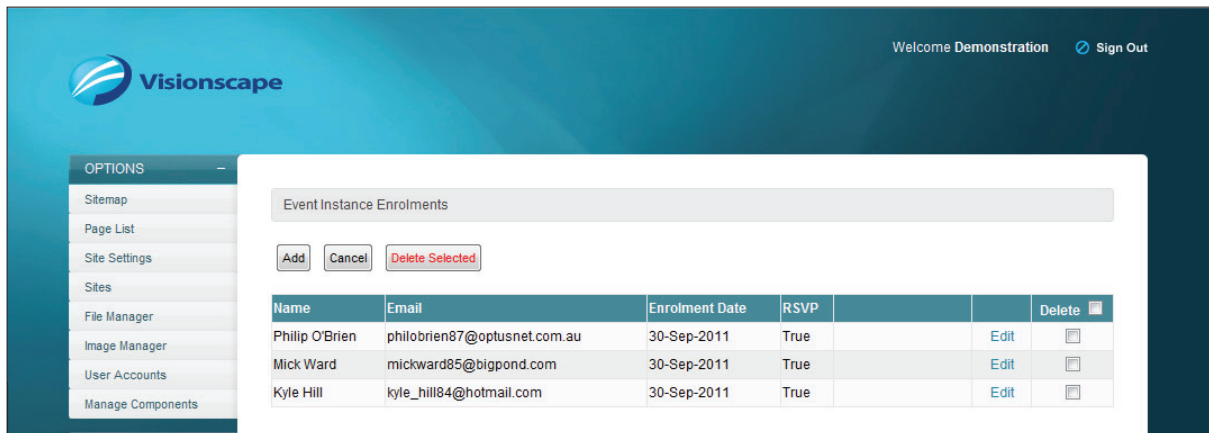


Figure 22 - Event Instance Enrolments Page

Adding an Enrolment for an Event Instance

To add an enrolment for an event instance, click the **Add** button on the **Event Instance Enrolments** page (see figure 23). The **Event Instance Enrolments** page will be redisplayed ready to enter details about the enrolment.

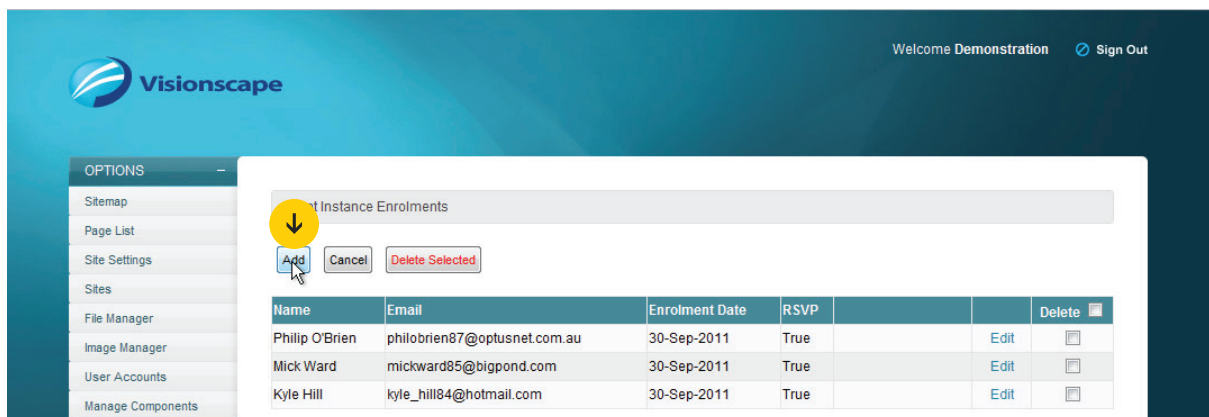


Figure 23 - Adding an Enrolment for an Event Instance

Visionscape

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- Random Content Block

HELP

Event Instance Enrolments

First Name

Last Name

Email

Phone

Address1

Address2

Suburb

Postcode

State

Country

Enrolment Date (Date the enrolment was made)

Notes

RSVP ☐ This enrolment is an RSVP

Figure 24 - Entering Enrolment Details for an Event Instance

To create an enrolment, you need to supply details about the enrolment. These include:

- First Name
- Last Name
- Email
- Phone
- Address1
- Address2
- Suburb
- Postcode
- State
- Country
- RSVP
- Notes

Once all the details of the enrolment have been filled in, click the **Add** button at the top of the page.

The **Event Instance Enrolments** page will be redisplayed showing a green box with the message '**Enrolment successfully added**' and the enrolment list will contain the new enrolment (see **figure 25**).



Figure 25 - Adding an Enrolment for an Event Instance - 'Enrolment successfully added.'

Editing an Enrolment for an Event Instance

To edit an existing enrolment for an event instance, click on the **Edit** link on the event instance enrolments table on the **Event Instance Enrolments** page (see **figure 26**). You will be redirected to the **Event Instance Enrolments** page, showing the details of the enrolment.

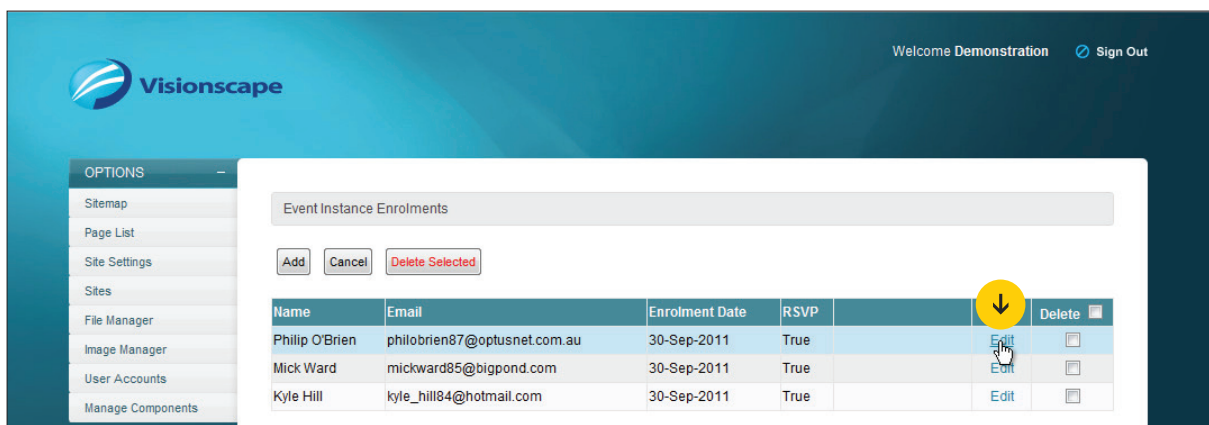


Figure 26 - Editing an Enrolment for an Event Instance

After you have made any necessary changes, click the **Save Changes** button to confirm the updates.

The **Event Instance Enrolments** page will be redisplayed showing a green box with the message '**Enrolment successfully updated**' and the enrolment list will show the changes you have made (see **figure 27**).

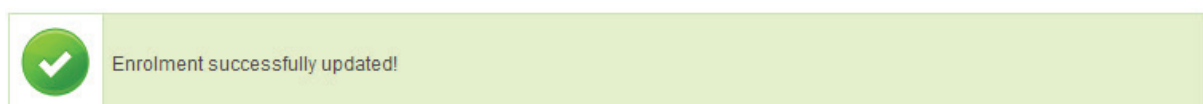


Figure 27 - Editing an Enrolment for an Event Instance - 'Enrolment successfully updated!'

Deleting an Enrolment for an Event Instance

To delete an existing enrolment, click on the **Edit** link on the enrolments table on the **Event Instance Enrolments** page. You will be redirected to the **Event Instance Enrolments** page, showing the details of the enrolment. Click the **delete** button on the top of the page (see **figure 28**). You will be asked to confirm the deletion.

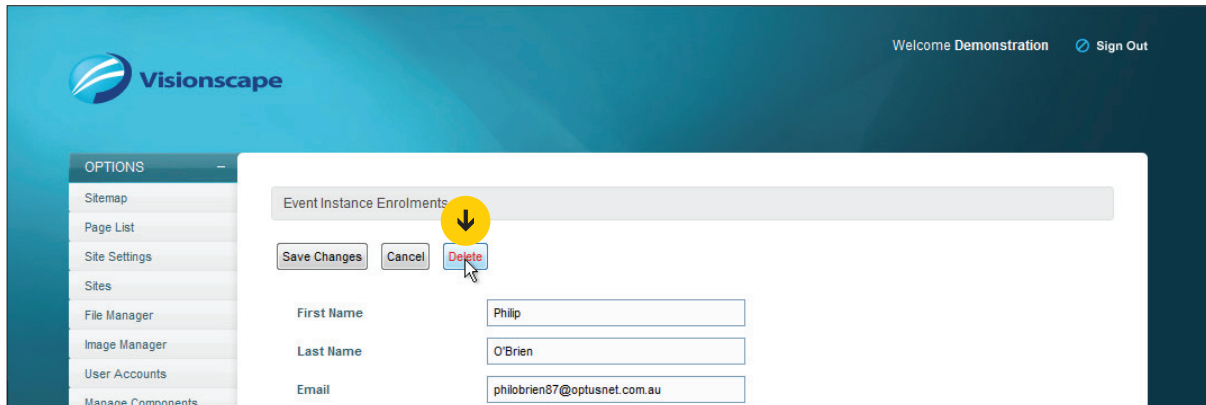


Figure 28 - Deleting an Enrolment for an Event Instance

The **Event Instance Enrolments** page will be redisplayed showing a yellow box with the message **'The event instance enrolment was successfully deleted'** and the enrolment list will reflect the changes (see **figure 29**).

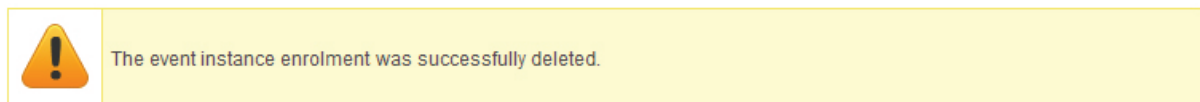


Figure 29 - Deleting an Enrolment for an Event Instance - 'The event instance enrolment was successfully deleted.'

You can also delete an enrolment from the **Event Instance Enrolments** page. To delete an enrolment this way, check the **delete** checkbox for the relevant enrolment, and then click on the **Delete Selected** button on the top of the page (see **figure 30**). You will be asked to confirm the deletion. This can be used to delete multiple enrolments at one time if required. The **delete** checkbox on the title bar can be used to delete all enrolments for the event instance.

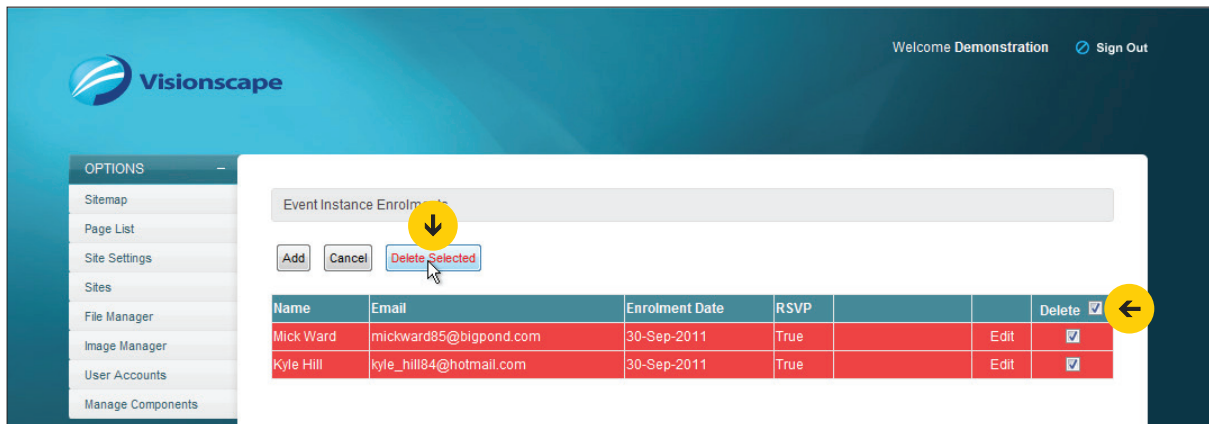


Figure 30 - Deleting an Enrolment for an Event Instance - Event Instance Enrolments Page