

Attend Events

Version 0.9.x

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Chapter 1

Introduction

Attend Events is a Joomla! 1.0.x component for managing event registration. This manual has been written for a novice Joomla user, and assumes the reader is somewhat familiar with basic Joomla concepts (such as the difference between front-end and back-end), as well as navigating the administration interface.

Finally, before proceeding any further, some terminology needs to be straightened out. For historical reasons, the “events” managed by Attend Events are called *sessions*. I suppose the component should have been called Attend Sessions to avoid this confusion, but it isn’t. And if it were, come to think of it, that probably would have raised more questions!

1.1 Features

Attend Events includes a variety of features to handle many different registration scenarios. Each of these can be enabled or disabled to suit your needs. A brief synopsis of features is listed here. More detailed descriptions can be found in § 3.

- Create registration forms unique to each session using a WYSIWYG form management tool
- Associate fees with each session. These can be mandatory or optional (depending on the user’s responses to questions in the registration form).
- Allow users to leave comments which are displayed on the session’s details page.
- Create templated email messages and web pages (unique to each session, if you want) to communicate with the user through the registration process.
- Track any payments that are received for each registration.
- Use a PayPal business account to receive payments and have them automatically tracked by Attend Events.

- Manage a list of frequently used venues, so that you don't have to specify the location of the session each time.
- Specify a capacity for your session. Attend Events will automatically mark the session as 'Full' when no additional spaces are available.
- Integrate with the Community Builder component so that the registration form is automatically filled-out for registered users of your Joomla site (based on information in their CB profile).

1.2 JEvents Integration

Although Attend Events can function entirely on its own, many users find it useful to augment the functionality of Attend Events with JEvents (another Joomla component). Some popular reasons for doing so are:

- Having your events displayed using a calendar interface (instead of a list)
- Having your events grouped by category
- Managing registration to multiple sub-events that are part of a larger event, such as workshops at a conference

Integration with JEvents is carried out using either a module or plugin (or both), depending on your needs. The necessary set-up details are covered in Appendix B.

Chapter 2

Installation and Set-Up

The instructions here assume you do not have a copy of Events Sessions or a previous copy of Attend Events installed. Upgrade instructions are in Appendix D.

2.1 Installation

Installation is performed using the Joomla! component installer:

1. Navigate to the *Component Installer* in the back-end administration.
Menu: **Installers** → **Components**
2. In the “Upload Package File” section of the page, click the “Choose File” button and navigate to the copy of the *joomla-com-attend-events-09x.zip* file on your computer.
3. Click the “Upload File & Install” button.
4. After a successful installation, click the “[Continue]” link.

2.2 Adding a New Front-End Menu Item

If you are running Attend Events as a stand-alone product—i.e., you are not integrating with JEvents (see Appendix B)—you’ll probably want to create a menu item in the front-end so users of your site can see a list of available sessions¹:

1. Navigate to the appropriate Menu Manager menu in the back-end administration under which the link to this component should be displayed.
Menu: **Menu** → **mainmenu**
2. Click the “New” button on the toolbar.

¹Alternatively, you can use the *Attend Events* module (see Appendix C)

3. In the “Components” section, click “component” (or click its radio button and then the “Next” button on the toolbar).
4. Enter the text to display as this menu item in the “Name” field, and select “Attend Events” in the “Component” list. Make sure the “Published” attribute is set to “Yes”, and select an appropriate “Access Level”.
5. Click “Save” on the toolbar.

Chapter 3

Configuration

Attend Events has a number of additional features to supplement the core task of collecting registrations. However, in most applications, not all of these features are required. To keep the user interface as simple as possible, features which have been disabled are normally not visible on the main interface pages of Attend Events (like the page for creating a session).

Since the initial configuration of features which are enabled and disabled may not be suitable for your needs, you should double check the configuration of Attend Events before proceeding to create a session.

Modifying some configuration parameters (such as integration with Community Builder) may require refreshing (edit and save) existing sessions for changes to take effect.

Changes to any default value settings will only take effect when new sessions are created.

3.1 Configuration Manager

For simplicity, the configuration of Attend Events is handled over several different pages—each pages contains several parameters¹ grouped around a particular theme. The *Configuration Manager* is used to navigate between these different sections.

1. Navigate to *Configuration Manager*.

Menu: **Components** → **Attend Events** → **Configuration**

In addition to enabling and disabling features, Attend Events also allows you to control the default state for certain elements when creating a new session. For clarity, the *Configuration Manager* page is divided into two areas. The upper box (labelled ‘Component’) handles enabling and disabling features. The lower box (labelled ‘Defaults’) handles what the default communication messages (email and HTML pages) and form layouts will be when new sessions are created.

¹Some parameters may appear disabled. This happens for parameters which depend on certain features being enable, and these features are currently disabled. Usually, a warning icon will be appear next to the disabled parameter explaining why the parameter is disabled and/or what feature needs to be enable for this parameter to become configurable.

3.2 Component Configuration

3.2.1 Registration Control

Display Name and Email Fields for Registered Users

The minimum information that needs to be collected for every session attendee is a *name* and *email address*. When guests try to register for a session, these fields are mandatory, since no personal information about them is available in advance. However, registered users have already entered this information when registering for your site. If the name and email address fields are shown for registered users: (1) the default values of these fields will be based on the information contained in the Joomla database, and (2) registered users will be able to modify this information. If you want to ensure that contact information is consistent with your Joomla users database, you can disable showing these fields to registered users.

Allow Multiple Registrants Per Transaction

You can control whether each registration *transaction*—i.e., submitting a registration form—is restricted to including a single individual only. If multiple attendees are allowed per transaction, the first registrant is denoted the *primary registrant*, and all others *secondary registrants*. When multiple registrants are allowed, the registration form on the front-end incorporates a tabbed interface, with each tab containing a registration form for each individual² (there are buttons to add and delete attendees as required).

Capacity Management

Capacity management adds an additional *maximum number of registrations* property to each of your sessions³. As people register for the session, Attend Events will automatically track the number of available spaces remaining. If no spaces remain, the session's status is changed to *full*, registrations are no longer accepted, and the session is excluded from listing in the front-end (see Section 3.2.2).

Allow Cancellation

In some circumstances, you may want to give your guests an opportunity to cancel their registration. This must be done before the *registration period* closes (§ 4.2.3).

²When enabled, the WYSIWYG form tool (see Appendix A) will contain an additional *Applies To* property (possible values are *group* and *individual*). Properties specified as *group* appear on the *primary registrant's* form only. Properties specified as *individual* appear on each registration form.

³Even if capacity management is enabled, you can still mark sessions as having unlimited capacity by setting the maximum number of registrations to zero (0).

Allow Comments

Similar to eVite™, Attend Events can collect comments from people during the registration process. You can make these comments visible to other users through the Front-End Configuration Manager.

3.2.2 Front-End Control

Start Listing Sessions

Controls which sessions are included in the front-end listing by requiring a specific temporal milestone to have taken place.

Stop Listing Sessions

Controls which sessions are included in the front-end listing by requiring a specific temporal milestone to not have taken place.

List Sessions that are Full

If *capacity management* is enabled, sessions which are *full* will not be included in the front-end listing (since there are no more spaces available). If you choose to include sessions that are full in the front-end listing, an error message stating ‘no more spaces are available’ will appear in place of the registration form when viewing the details of the session.

Display Footer in Front-End

Toggles whether Attend Events’ credits footer should be displayed in the front-end.

Show Registration Numbers

Toggles whether a session’s capacity details (maximum number of registrations, number of available registrations, etc.) should appear in the front-end.

Display List of ‘Already Registered’ Users

Toggles whether the list of current registrants should be displayed on the session’s details page⁴.

Show Comments

If comments are enabled (§ 3.2.1), this option controls whether each registrant’s comments should appear along with their name.

⁴If Attend Events is configured to integrate with *Community Builder* (§ 3.2.4) and the *Show Avatar* option is selected, each registrant’s avatar will be displayed along with their name.

Link to Google Maps

Toggles whether the text ‘map’ should appear next to a venue’s location information, which links to Google Maps.

3.2.3 Date and Time Formatting

Attend Events provides a limited set of built-in time and date formats, which can be chosen from the pop-up menu beside each parameter (see below for descriptions of each parameter). The last option in each list is always *Other*, which allows the user to specify an alternative format not available from the other list items. When *Other* is selected, a text input box will appear under the pop-up menu. Users can then specify their own format string (see the PHP documentation on `strftime()`⁵ for details about time and date format strings).

Date Format (short)

The short date format is primarily used when data is viewed in table format.

Date Format (long)

The long date format is primarily used for displaying the registration period and session duration on the front-end page showing the details of a session.

Time Format

The time format is used throughout the component, in both the front-end and back-end pages.

3.2.4 Integration with Other Components

Attend Events automatically checks whether the third-party components *JEvents*, *Community Builder* and *JCron* are installed on your Joomla! system. If these components are not detected, the integration options will be disabled.

JEvents

Controls whether Attend Events should integrate with JEvents (see Appendix B).

Community Builder

Attend Events integrates with *Community Builder* so that form fields can be automatically filled out for registered users. If enabled, the form editing tools (see Appendix A) provide an additional *Associated Community Builder Field* property for each field. When a registered users is presented with a registration form, Attend Events pulls any necessary data from their profile and uses this

⁵<http://www.php.net/strftime>

to fill out the fields. Option based fields, such as radio or select lists, will fall-back on their default configuration if the users profile does not contain suitable information. **Show Avatar** Toggles whether the approved avatars in *Community Builder* should be displayed on pages generated by Attend Events.

JCron

Attend Events uses JCron for scheduling reminder emails (§ 4.2.13). In addition to configuring Attend Events to integrate with *JCron*, you need to ensure that *JCron* has added appropriate *hook* code to the front-end template of your site⁶:

1. Navigate to the *JCron Configuration Page* in the back-end administration. Menu: **Components** → **JCron** → **Configuration**
2. Click the “Enable CRON RUN” button. The page should reload, and the button should now read “Disable CRON RUN”.

3.2.5 Payment Gateways

At this writing, Attend Events only supports **PayPal** and **Manual** payment gateways. The manual gateway has no configuration parameters, so it does not appear on this screen.

PayPal Mode

Determines with which PayPal server Attend Events should interface. The *sandbox* server is used for testing the transaction process with simulated bank accounts, credit cards, etc. The *live* server will conduct real transactions.

Default PayPal Account

The email address of the PayPal account which should receive payments. You can override this when creating a PayPal payment option on a session’s details page.

Activity Log

PayPal transactions are recorded to a text file log (primarily for handling errors). The path to the directory in which the file should be saved must be writeable by Joomla. In addition, for security, the file should lie outside your site’s web serving tree.

⁶These guidelines were written with respect to JCron 1.2. Check the documentation included in your copy of *JCron* for additional notes or changes.

3.2.6 Currency and Formatting

Attend Events allows you to control in what currency transactions should be conducted, as well as how currency values should be formatted. Unlike other configuration parameters, these can not be overridden by a session.

Currency

The currency in which transactions should be conducted. Only PayPal supported currencies are shown.

Currency Symbol

The currency symbol which should be appended to the amount when displayed in web pages and emails.

Symbol Placement

Determines whether the symbol appears before or after the amount.

Decimal Symbol

The symbol used to represent the decimal place.

Decimal Places

The number of digits to include after the decimal place. Must be a natural number—i.e., zero (0) or greater.

Thousands Separator

The symbol used to divide columns to the left of the decimal in groups of three.

3.2.7 Automated Emails

Attend Events can send certain emails automatically:

Confirmation Email

Sent to the attendee when the submitted registration form is successfully processed. An email is also sent when the registration is successfully updated.

Cancellation Email

Sent to the attendee when their request to cancel their registration is successfully processed.

Notificaiton Email

Sent to the event host whenever a new registration is received, or an existing registration is updated or cancelled.

Reminder Email

Sent to all attendees a certain amount of time before the session starts.

3.2.8 Version Checking

You can enable Attend Events to automatically check for updates. If this is enabled, the program will check with *Joomla! Forge* once a week for any updates. If your version of Attend Events becomes outdated, you will see a warning icon next to the version information in the back-end footer.

3.3 Defaults Configuration

Attend Events has a large set of parameters to configure when creating a session (§ 4.2). In some scenarios, the values for these parameters may remain the same, regardless of session details, such as the fields in the registration form, or the confirmation message emailed to attendees after registering. To avoid re-entering the desired values for each parameter when creating a new session, the Configuration Manager allows you to control the default values of these parameters.

Chapter 4

Sessions

4.1 Session Manager

The session manager is used to navigate through a large collection of Attend Events sessions. You can apply filters to certain session properties (like venue, host, status, etc.) as well as searching for a partial session name (using the search box). When you change a particular search or filter parameter, the page will automatically reload to display the new results. You can change the sorting order using the arrows next to each column heading. Click on the currently selected arrow (coloured orange), which change the sorting direction.

4.2 Session Editor

The page for editing a session is quite long, and has been broken up into multiple sections for clarity. Some sections, such as *Session Details*, are mandatory, while others are optional. In addition, the number of optional sections which are displayed depends on how the component is configured (see the **Configuration** section for details).

4.2.1 Session Details

Every session must have a title and duration specified. The start time needs to occur before the end time. An optional description can be entered as well.

4.2.2 Publishing Tab

The publishing tab determines whether the session should be published, what user access level is required to view the session's details page on the front-end, and who published the session (the host). You can optionally specify an alias for the host if you don't want the host's name to appear on the front-end. The lower half of the publishing tab lists properties about the session that can't be

changed directly. These correspond to the id of this session as stored in the database, and the status of the session.

4.2.3 Registration Period

The registration period controls the time interval during which people can register for this session.

4.2.4 Venue

Venues created with the **Venue Manager** will appear in the pop-up menu for *Common Venues*. If you'd prefer to enter information for a venue which does not appear in this list, select 'Other:' and enter the venue information in the fields below.

4.2.5 Additional Registration Information

Attend Events automatically creates a registration form that prompts attendees to enter their name and email address. If you would like to augment this form to collect additional information, you can do so here using the WYSIWYG form creation tool (see Appendix A).

4.2.6 Session Fees

Similar to the *additional registration information* form except each field (or selectable option) has an *amount* attribute. When combined with the *applies to* property, a variety of pricing structures can be created. For instance, an session fee that is a fixed per person costs can be accomplished by creating a mandatory fee which applies to every individual.

4.2.7 Payment Options

The Payment Options form allows registrants to choose how to pay the session fees. As such, this form is limited to a single field, and includes the following additional field properties:

Gateway The gateway for the transaction. Currently, only *manual* and *PayPal* are supported.

Instructions Text which is displayed to the user on the confirmation page, informing them about the payment process. For manual transactions, this normally includes details about how payment is to be received—i.e., at the door, cheque in the mail, etc. For PayPal transactions, a default message informing that the registration process is being redirected to PayPal, and will return back to the site afterwards is included.

4.2.8 Guest Comments

This form is limited to a single field.

4.2.9 Confirmation Page

The confirmation page is displayed to the registrant after they register (or modify their registration) to a session.

4.2.10 Confirmation Email

The confirmation email is sent to the registrant after they register (or modify their registration) to a session.

4.2.11 Cancellation Page

The cancellation page is displayed to the registrant after they request their registration to be cancelled in the front-end.

4.2.12 Cancellation Email

The cancellation email is sent to the registrant after they request their registration to be cancelled in the front-end.

4.2.13 Reminder Email

Reminder emails are sent to all registered attendees before the session starts. The time at which these emails are sent is determined by the *Amount of Notice* field, which specifies the time by as the number of hours before the session starts.

JCron requires a Joomla! page to be accessed to trigger any pending events. Therefore, to ensure reminder emails are sent, you'll need to load at least one Joomla! page on your site after the send time has passed.

4.2.14 Notification Email

The notification email is set to the session host whenever a registration is added, modified or cancelled.

Chapter 5

Venues

Chapter 6

Registrations

6.1 Registration Manager

The registration manager is used to navigate through a the collection of registrations received by Attend Events. You can apply filters to certain properties, as well as searching for a partial attendee name (using the search box). When you change a particular search or filter parameter, the page will automatically reload to display the new results. You can change the sorting order uses the arrows next to each column heading. Click on the currently selected arrow (coloured orange), which change the sorting direction.

6.2 Registration Editor

6.3 Exporting

The Registration Manager also provides a simple export function would should suffice for most applications. You can specify which registrations should be exported by either: (1) specify search and/or filter parameters, or (2) clicking the checkboxes on the left hand side of the screen. Once you have specified which records you want to export, click the 'Export' button on the toolbar.

The 'Export Manager' page should now appear, providing you with several options about how the data should be exported. Currently, two formats are supported: Comma Separated Values (CSV) and HTML. Specify a name for file which will contain the exported data. If you do not append a suitable extension ('.csv' or '.html'), Attend Events will add one for you.

You control which fields should be included in the export process (and their order) by dragging field labels between the two lists. The list on the left-hand side of the screen ('Fields Available for Exporting') will not be exported, while the list on the right ('Fields Being Exported') will. Simply drag fields from one list to the other, and/or drag elements within the list to reorder them.

If at least one session has been defined, the 'New' icon will appear in your *Registration Manager's* toolbar, allowing you to create registrations. You must select a session from the session filter before trying to create a registration.

When you have finished configuring the export parameters, click the 'Export' button on the toolbar. The file containing your exported data should be automatically downloaded by your browser.

Chapter 7

Transactions

7.1 Transaction Manager

7.2 Transaction Editor

Transaction ID This is the identity code used to identify the transaction for your particular implementation. For manual transactions, this might correspond to a cheque or invoice number.

Registration ID The registration to which this transaction belongs.

Amount The amount of the transaction.

Timestamp The time at which the transaction was conducted.

Description An additional text string to associate with the transaction if the transaction id is not sufficient for identifying the transaction.

Chapter 8

Templates

Attend Events incorporates the templating engine *patTemplate* to generate pages for its front-end. As with the response email and page templates, variable content¹ (such as the session's title) is inserted into the page template using set notation brackets.

8.1 Template Manager

Currently, five templates are included with the Attend Events component. Depending on what plugins and/or modules you have installed on your system, you may have additional templates listed. To edit a template, select the appropriate radio button and click the 'Edit HTML' button on the toolbar.

List of Sessions This is the default page generated by Attend Events for the front end. It presents the user with a list of sessions.

Details of Session This template governs the overall layout of a specific session's page – i.e., after clicking on a particular session in the list of sessions on the entry page.

Details of Venue This template is inserted into the *Details of Session* page and controls how the venue information is displayed.

Registration Form This template is inserted into the *Details of Session* page and controls how the registration form appears.

List of Registered Attendees This template is inserted into the *Details of Session* page and controls how the list of *People Already Registered* appears.

¹The documentation on variables available in each page is not yet complete, so you'll have to use the initial template configuration as a starting point.

8.2 Template Editor

Attend Events uses the same interface as Joomla for editing templates. A plain text editor is used to modify the contents of the file. When saving, you have the option to make the file unwriteable (or temporarily override the unwriteable status if necessary).

8.3 patTemplate Variables

SESSION_TITLE The title of the session.

SESSION_TEXT The description of the session.

SESSION_UP_RAW The date and time at which the session starts, unformatted.

SESSION_UP_SHORT The date on which the session starts, formatted using the *short* format.

SESSION_UP_LONG The date and time at which the session starts, formatted using the *long* format.

SESSION_DOWN_RAW The date and time at which the session ends, unformatted.

SESSION_DOWN_SHORT The date on which the session ends, formatted using the *short* format.

SESSION_DOWN_LONG The date and time at which the session ends, formatted using the *long* format.

SESSION_DURATION The duration of the session, formatted using the *long* format.

SESSION_REGISTRATION_UP_RAW The date and time on which the registration period starts, unformatted.

SESSION_REGISTRATION_UP_SHORT The date on which the registration period starts, formatted using the *short* format.

SESSION_REGISTRATION_UP_LONG The date and time at which the registration period starts, formatted using the *long* format.

SESSION_REGISTRATION_DOWN_RAW The date and time on which the registration period ends, unformatted.

SESSION_REGISTRATION_DOWN_SHORT The date on which the registration period ends, formatted using the *short* format.

SESSION_REGISTRATION_DOWN_LONG The date and time at which the registration period ends, formatted using the *long* format.

SESSION_REGISTRATION_DURATION The duration of the registration period, formatted using the *long* format.

SESSION_HOST The name of the person hosting this session.

SESSION_ACCESS The required user access level for registering for this session.

SESSION_PUBLISHED Text indicating whether the session is published or not.

SESSION_CAPACITY The maximum number of registrations that can be accepted for a session.

SESSION_BOOKED The number registrations received so far.

SESSION_FRACTION_BOOKED Returns the number of registrations received so far relative to the total number of available registrations.

SESSION_AVAILABLE The number of available registrations remaining.

SESSION_FRACTION_AVAILABLE Returns the number of available registrations remaining relative to the total number of available registrations.

SESSION_STATUS Text indicating whether the session is: new, open, full, or closed.

SESSION_URL The url to the session's details page.

SESSION_VENUE_TITLE The title of the venue at which the session is being held.

SESSION_VENUE_ADDRESS The address of the venue at which the session is being held.

SESSION_VENUE_CITY The city of the venue at which the session is being held.

SESSION_VENUE_STATE The state of the venue at which the session is being held.

SESSION_VENUE_POSTALCODE The postal code of the venue at which the session is being held.

SESSION_VENUE_COUNTRY The country of the venue at which the session is being held.

SESSION_VENUE_URL The url to the webpage of the venue at which the session is being held.

SESSION_VENUE_MAP_URL The url for finding the venue using Google Maps.

REGISTRATION_NAME The name of the registrant.

REGISTRATION_EMAIL The email address of the registrant.

REGISTRATION_DATE_RAW The date and time at which the registration was made, unformatted.

REGISTRATION_DATE_RAW The date and time at which the registration was made, unformatted.

REGISTRATION_DATE_SHORT The date on which the registration was made, formatted using the *shot* format.

REGISTRATION_DATE_LONG The date and time at which the registration was made, formatted using the *long* format.

REGISTRATION_CANCELLATION_DATE_RAW The date and time at which the registration was cancelled, unformatted.

REGISTRATION_CANCELLATION_DATE_SHORT The date on which the registration was cancelled, formatted using the *shot* format.

REGISTRATION_CANCELLATION_DATE_LONG The date and time at which the registration was cancelled, formatted using the *long* format.

REGISTRATION_QUANTITY The total number of people contained in this registration.

REGISTRATION_VIEWED Text indicating whether the registration has been viewed.

REGISTRATION_BALANCE The outstanding balance of the registration, formatted using the currency configuration settings.

REGISTRATION_URL The url to access the saved registration via the front-end.

REGISTRATION_AVATAR The avatar image of the registrant. (*Only available when integrated with Community Builder*)

Appendix A

Using formLib

Attend Events uses a WYSIWYG form creation tool throughout the component. The operational specifics may change slightly between various instances in the component, but the general operation is described here.

A preview of the form is shown on the left-hand side of the screen¹. Fields can be re-arranged by dragging them up or down. Clicking on a field will display its list of properties on the right-hand side of the screen, as well as a *Delete* button to the right of the preview for deleting the field. Fields have a variety of properties, which are grouped for ease-of-use.

General

Field Type The type of HTML form element that should be used.

Field Label The text displayed next to the form element for describing it.

Default Value The default value for the field when the form is loaded.

Tooltip The text that should be displayed as a pop-up in the front-end providing additional instructions about how to provide correct information for the field.

Input Control

Required Controls whether the field requires a response from the user. **Does not check if the user has modified the default value**, so you may want to make default values empty.

Access Level Controls whether this field should be visible on the registration form, depending on a user's user level.

¹Due to CSS limitations, the alignment of the label relative to the field is not reliable in these field previews

Applies To Controls whether this field applies to the entire group or to each individual in the group. Fields applying to the group only appear on the first registration form. **Multiple registrations per transaction must be enabled for this property to be available.**

Associated Community Builder Field Tells Attend Events which Community Builder Profile field to use as a default for this field when a registered user loads the form.

Options A list of possible options for field types that require a response by selecting one or more choices from a list of options. The order of the options can be re-arranged by dragging the options up or down the list. Each option contains its own *Access Level* attribute. *Default Value* is determined by configuring the *Default State* of each option.

Appearance

Label Style CSS code to be applied to the label.

Element Style CSS code to be applied to the form element.

Appendix B

JEvents Integration

Integration with JEvents is accomplished by associated JEvents events with Attend Events sessions. An appropriate analogy for this relationship is the workshop–conference model: Events in JEvents correspond to conferences (which may span multiple days and take place in a large venue), and sessions in Attend Events would correspond to workshops at a particular conference (where each workshop can have its own timeslot and detailed venue information, such as specific rooms in a conference centre).

This model may seem too complex for some users. Fortunately, Attend Events handles the special case when a JEvent event should have the exact same details as an Attend Events session — i.e., only one session is associated with an event.

Integration with JEvents requires installing additional software on your Joomla site. Most users will probably want to install the *Attend Events-JEvents Bridge* plugin, but in some circumstances, users may prefer the interface of the *Attend Events module* (Appendix C).

Once the additional software is installed, you'll need to configure Attend Events to integrate with JEvents (§ 3.2.4), and specify which sessions should be associated with which events (§ B)

For proper operation, JEvents should have at least one event category defined before trying to integrate with Attend Events.

Attend Events–JEvents Bridge Plugin

The *Attend Events-JEvents Bridge* plugin modifies the front-end interface of JEvents. In its basic configuration, the plugin will display 'Sessions' on the details page of an event, followed by a list of links to associated sessions. The specifics of what text is displayed (and how) can be modified using the Template Manager (§ 8). The plugin can also redirect links in the JEvents calendar or list views directly to Attend Events for events which have only a single session associated with them.

Installation

1. Navigate to the *Mambots Installer* in the back-end administration.
Menu: **Installers** → **Mambots**
2. In the “Upload Package File” section of the page, click the “Choose File” button and navigate to the copy of the *joomla_botAttendEventsJEventsBridge.zip* file on your computer.
3. Click the “Upload File & Install” button.
4. After a successful installation, click the “[Continue]” link.

Set-Up

1. Navigate to the *Mambot Manager* in the back-end administration.
Menu: **Mambots** → **Site Mambots**
2. Click on the *Attend Events - JEvents Bridge* link.
3. Set the *Published* attribute to *Yes*
4. Configure the *Redirect* parameter depending on how you’d like the plugin to handle JEvents events which have only a single Attend Events session associated with them. If *Redirect* is set to *Yes*, links in the JEvents interface will point to the associated session detail page in Attend Events. Otherwise, the regular JEvent event details page is shown, and a link to the individual session will appear in the *Sessions* list.

Associating Sessions with Events

Once Attend Events has been configured to integrate with JEvents (§ 3.2.4), a *JEvents* tab will appear in the attributes section on the session editor page (§ 4.2). The pop-up menu for *Associated JEvents Event* will determine which event this session is associated with:

None This session should not be linked to any event.

Existing The non-repeating event to which this session should be associated can be selected from the pop-up menu that appears immediately below.

New Tells Attend Events to create a new JEvents event with the same details as this session when creating this session. **Only available when creating a new session.**

Appendix C

Attend Events Module

Appendix D

Upgrading

The necessary upgrade steps depend on what version of Attend Events you are upgrading from:

Version 0.8.x

1. Backup your database using phpMyAdmin or some other SQL utility.
2. Navigate to Joomla!'s component uninstaller.
Menu: **Installers** → **Components**
3. Click the radio element next to *Attend Events* in the *Installed Components* section and then the *Uninstall* button on the toolbar.
4. Install Attend Events 0.9.x (§ 2).
5. After a successful installation, immediately configure whether Attend Events should integrate with Community Builder (§ 3.2.4).
6. Sessions now have several new properties, so you edit each session to ensure that the default values for new properties are acceptable, and then save the session.

Version 0.9.x

1. Backup your database using phpMyAdmin or some other SQL utility.
2. Navigate to Attend Events' *About* page.
Menu: **Component** → **Attend Events** → **Credits**
3. Click the *Upgrade* button on the toolbar.
Attend Events will now copy your template and configuration files to `/administrator/backups/com_attend_events` and configure the Joomla!

component uninstaller not to erase any database information when uninstalling.

4. After being re-directed to the Joomla! component uninstaller, ensure that the status message indicated that the backup process was successful.
5. Click the radio element next to *Attend Events* in the *Installed Components* section and then the *Uninstall* button on the toolbar.
6. Install the new version of Attend Events (§ 2).

If an error message appears, do not uninstall the component—this will usually result in database information being erased!