

Events Manager for Magento

User Guide

version 1.0

created by "IToris"

IToris

Please, visit us at: http://www.itoris.com or contact directly by email: sales@itoris.com



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1. Introduction

1.1. Purpose

This document is a **User Guide** for Events Manager module for Magento. It describes how work with the extension.

This module is to create events and organize them in calendar. There are several ways to display the events - monthly, weekly or daily. Features also include sorting, search as well as ability to create events block.

2. Installation and License

2.1. System Requirements

The extension works under Magento from 1.4.x and higher. The extension works with Apache 1.3.x and higher, PHP 5, Linux or IIS.

The extension's correct work is guaranteed with the following browsers:

- IE7, IE8, IE9
- FireFox 4.x, 5.x
- Google Chrome 15.x
- Safari 5.x

The correct work with other Magento versions, other browsers and Apache/PHP versions is not guaranteed.

2.2. Installation

All our Magento extensions and templates are installed via IToris Installer.

Download IToris Installer from here <u>http://www.itoris.com/itoris-magento-installer.html</u> and un-pack to the root of your website. It will then appear in menu System ->IToris extensions -> IToris Installer.

Open it and you will see all our Magento Extensions and Templates, both installed and available. You can install, update and un-install them with one click now.

Find Events Manager in the list of extensions and press **Install** button. It will ask for the license key that you will receive after the purchase. Enter the key and submit. The extension will be installed. It will be available in menu **System ->IToris extensions -> Events Manager**.

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2.3. License

Events Manager extension is website-dependent. By 'website' here we understand the website in Magento terms. Under one Magento installation one license key of the extension can activate all stores/storeviews within one website.

If your configuration has several Magento websites - a separate license will be required for each.



You can switch the license from one website to another – login to <u>http://www.itoris.com</u> using the credentials you will receive after the purchase. Go to **My Downloads** area, find your key there and reset it from the current website. Then use it again to activate another website.

The license also includes free life-time updates for the extension.

In addition to the website the license will cover an unlimited number of sub-domains for development/testing:

http(s)://mydomain.com - your production host

- http(s)://www.mydomain.com, http(s)://www1.mydomain.com, http(s)://www2.mydomain.com, http(s)://www3.mydomain.com, and so on.
- http(s)://dev.mydomain.com, http(s)://dev1.mydomain.com, http(s)://dev2.mydomain.com, http(s)://dev3.mydomain.com, and so on.
- http(s)://development.mydomain.com, http(s)://development1.mydomain.com, http(s)://development2.mydomain.com, http(s)://development3.mydomain.com, and so on.
- http(s)://test.mydomain.com, http(s)://test1.mydomain.com, http(s)://test2.mydomain.com, http(s)://test3.mydomain.com, and so on.
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- http(s)://stage.mydomain.com, http(s)://stage1.mydomain.com, http(s)://stage2.mydomain.com, http(s)://stage3.mydomain.com, and so on.
- http(s)://staging.mydomain.com, http(s)://staging1.mydomain.com, http(s)://staging2.mydomain.com, http(s)://staging3.mydomain.com, and so on.
- http(s)://extensions.mydomain.com, http(s)://extensions1.mydomain.com, http(s)://extensions2.mydomain.com, http(s)://extensions3.mydomain.com, and so on.
- http(s)://beta.mydomain.com, http(s)://beta1.mydomain.com, http(s)://beta2.mydomain.com, http(s)://beta3.mydomain.com, and so on.

3. How to Use

3.1. Back-end. Overview

There are 2 areas created when Events Manager is installed - Events and Configuration.

🍿 Mage	nto ⁻ Adm	nin Panel			Global Re	cord Search		Logged	in as admin Mond	ay, September 1	7, 2012 <u>Try Magento Go for Free</u> <u>Log</u>
Dashboard	Sales	Catalog	Mobile	Customers	Promotions	Newsletter	CMS	Reports			③ Get help for this particular that is a set of the
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Dashboard									IToris Extension		
									Tools	IToris Instal	ller
Choose Store	View: All Sto	ore Views 🔻] @						Web Services		n Fields Manager
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			30 20						Transactional E		Events
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inorago	-0.040.04						Revenue	e	Permissions		Quantity

Configuration - in this area you can set the events calendar, select how it should look and function.

Events - this area is for creating and managing events.

3.2. Configuration

To configure events calendar select System ->IToris extensions -> Events Manager -> Configuration



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You will see the main settings of the events calendar. On the left there is ability to select if the settings should be applied to the whole Magento, to selected websites or stores. You can select different settings for different stores.

To activate the module on the front-end, select **Extension Enabled = yes**. Link to Calendar is the direct URL where the Events Calendar is available - add it to a menu or where you want.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 26	27	28	29	30	31	Sep 1
2	3	4 Back to School	5	6 LookSta Mainstage	7 Tai Chi	8
9	10	11	12	13	14	15

Default Calendar View - how the events calendar will be displayed. There is ability to display it Monthly

Weekly

2, Sunda	у
No Even	Is
3, Monda	ly .
No Even	ts
4, Tuesda	ау
Back to	School 12:00 pm
Children	go back to school
5, Wedne	esday
No Even	
	15
6, Thursd	
Look Sta For more of every t are free,	Iay Central Park a Mainstage 8:00 pm Central Park e than 10 years, the City Parks Foundation has filled summers in the park with just about every sound under the sun. This institution has an ear for musi type—M.I.A., Television and Amadou & Mariam have all played in recent years, as have Zap Mama, Nortec Collective and Neko Case. Many of the shows with a handful of benefits covering for them.
Look Sta For more of every t	a Mainstage 8:00 pm Central Park e than 10 years, the City Parks Foundation has filled summers in the park with just about every sound under the sun. This institution has an ear for musi type—M.I.A., Television and Amadou & Mariam have all played in recent years, as have Zap Mama, Nortec Collective and Neko Case. Many of the shows with a handful of benefits covering for them.
Look Sta For more of every t are free, 7, Friday Tai Chi	Iay Central Park a Mainstage 8:00 pm Central Park e than 10 years, the City Parks Foundation has filled summers in the park with just about every sound under the sun. This institution has an ear for musi type—M.I.A., Television and Amadou & Mariam have all played in recent years, as have Zap Mama, Nortec Collective and Neko Case. Many of the shows with a handful of benefits covering for them.
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If you plan to have plenty of events every day - select daily or weekly view. Otherwise select monthly view. If you select **Allow to switch between modes** - your customers will be able to change view from monthly to weekly to daily. If this setting is not selected - only the selected mode will be available for the customers.

Sort by - there is ability to set priority for events, normal or high. This settings allows your customers sorting events out by priority or by time. Select this as a default sorting setting. **Allow sorting** setting - if checked, your customers can change the sorting. If not - only the selected default sorting is available.

First Day of Week - select the day weeks should start from (Sunday or Monday).

Number of Month to show - for which period the calendar should be available onwards. Your customers will be able to leaf through the months using back and forward arrows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 26	27	28	29	30	31	Sep 1
2	3	4	5	6	7	8
L	5	Amateur Play Back to School Chess contest more	3	6 LookSta Mainstage	Tai Chi	U

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Activate search - select if you want your customers to search among events.

Time Format - select am/pm or 24 h format.

Items to show on monthly view per day and Items to show on weekly view per day - how many events to be shown in one day on monthly and weekly view. The rest of the events will be hidden with *more..*, or *more events*... links. Clicking the link will open up the daily view with the full list of the events.

Sunday	
No Events	
Monday	
No Events	
Tuesday	
Amateur Play Stage plays, scrip all at a very reaso	5:30 pm Its, sketches, pantos and monologues for Amateur and Professional Theatre. Find new, interesting and in a lot of cases, award winning plays nable cost.
Stage plays, scrip	ots, sketches, pantos and monologues for Amateur and Professional Theatre. Find new, interesting and in a lot of cases, award winning play
Stage plays, scrip all at a very reaso Back to School	ats, sketches, pantos and monologues for Amateur and Professional Theatre. Find new, interesting and in a lot of cases, award winning plays nable cost. 12:30 pm
Stage plays, scrip all at a very reaso	ats, sketches, pantos and monologues for Amateur and Professional Theatre. Find new, interesting and in a lot of cases, award winning plays nable cost. 12:30 pm

3.3. Events

To create or manage events select System ->IToris extensions -> Events Manager -> Events



ÎN N	lagento ⁻ Admin Pan	el	Global Rec	ord Search		Logged	l in as ad	min Monday, S	September 17, 2012	Try Ma	igento Go for f	iree Log (
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Manage	e Events										Ð	Add Event
Page 📄	1 of 1 pages View	/ 20 💌 per page To	otal 7 records found							F	Reset Filter	Search
Select A	II Unselect All Select Visib	le Unselect Visible 0 it	ems selected						Actions		•	Submit
	Event Time 🕴	Name	Location		Group			Priority	Store View		Status	Actio
Any	From: 📰 📃				All Gr	oups	•	-	All Store Views	•		
	Oct 31, 2012 at 7:00 pm	Camper Halloween	Werrerside Provi	ncial Park	All Gro	ups		Normal	All Store Views		Enabled	Edit
	Oct 5, 2012 6:00 pm - 11:30 pm	Jazz Fest	Ghost Club, 234	Ghost Road	All Gro	ups		Normal	All Store Views		Enabled	Edit
	Sep 7, 2012 2:00 pm - <mark>4</mark> :00 pm	Tai Chi	York Club - Tai Cl	ni	All Gro	ups		Normal	All Store Views		Enabled	Edit
	Sep 6, 2012 at 8:00 pm	LookSta Mainstage	Central Park		All Gro	ups		Normal	All Store Views		Enabled	Edit
<u></u>	Sep 4, 2012 at 7:30 am	Back to School			All Gro	ups		Normal	All Store Views		Enabled	Edit
(1 ¹¹)	Sep 4, 2012 at 5:30 pm	Amateur Play			All Gro	ups		Normal	All Store Views		Enabled	Edit
	Sep 4, 2012 at 5:00 am	Chess contest			All Gro	ups		Normal	All Store Views		Enabled	Edit

You will see the list of events, their details as well as ability to manage them and create new events.

3.3.1.Create new Events

To create a new event press Add Event button. You will get an area to create a new event. Some fields here are mandatory, while the rest are optional and can be left blank.

Event Name - the title of the event, this is how your customers will see it. The unique URL of the event will be formed based on the title as well.

Enabled - events will be visible on the front-end only when they are enabled.

Priority - there is ability to make some events more significant than the rest by selecting *high* priority for them. The default priority is *normal*.

Event date - select the date the event will happen.

Time start and **Time finish** - time of the event. Only start time is mandatory, you can leave finish time blank.

Location - optional field. Enter a location or leave it blank.

Short Description - optional area. Short description will be shown on weekly and daily modes.

Details - this is the main events description that customers will see when they open the event. This area is mandatory, you can enter text, add links, insert images here.

Image - upload the event's image. This is optional

Store view - select on which stores/storeviews the event should be displayed. By default all storeviews are selected.

User Groups - select which customer groups will see the event and which will not. By default all groups are selected.



New Event	Back Reset Save and Continue Edit
Event	
Event Name *	
Enabled	
Priority	Normal
Event Date *	
Time Start *	
Time Finish	
Location	
Short Description	
	li.
Details *	Show / Hide Editor
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	Path: p
Image	Browse_
Store Views	All Store Views A
	Main Store English
	French
	German
User Groups	
ober oroupa	All Groups
	General
	Wholesale
	Retailer QAAAA

When all data is populated - press **Save** button on the top right pane.

3.3.2. Manage Events

There is bulk management available for the list of events. Select checkboxes near events you want to apply an action to. Then choose an action and press **Submit** button:

Select A	II Unselect All Select Visit	ble Unselect Visible 2 ib	ems selected			Actions	•	Submit
	Event Time	Name	Location	Group	Priority		elete	Actio
Any	From: 📰 🗾			All Groups		All Store Views	ange status	•
V	Oct 31, 2012 at 7:00 am	Camper Halloween	Werrerside Provincial Park	All Groups	Normal	All Store Views	Disabled	Edit
V	Oct 5, 2012 6:00 am - 11:30 pm	Jazz Fest	Ghost Club, 234 Ghost Road	All Groups	Normal	All Store Views	Disabled	Edit
	Sep 7, 2012 2:00 am - 4:00 pm	Tai Chi	York Club - Tai Chi	All Groups	Normal	All Store Views	Enabled	Edit
	Sep 6, 2012 at 8:00 am	LookSta Mainstage	Central Park	All Groups	Normal	All Store Views	Enabled	Edit
	Sep 4, 2012 at 7:30 am	Back to School		All Groups	Normal	All Store Views	Enabled	Edit
	Sep 4, 2012 at 4:30 am	Amateur Play		All Groups	Normal	All Store Views	Enabled	Edit
	Sep 4, 2012 at 5:00 am	Chess contest		All Groups	Normal	All Store Views	Enabled	Edit

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Two bulk actions are available - change status and delete. When change status action is selected - there is additional drop-down to select the status (enabled/disabled).

To change any other information of an event open it up for editing (there is **Edit** link in *Actions* column for each event). The event's page (pre-populated with previous data) will be opened for editing. Change any data you need there and save the changes.

🝿 Mager	nto ⁻ Admin Pan	el		Global Re	cord Search		Logged	in as admin	Monday, September 17, 2012	Try Magento Go for Free Log Out
Dashboard	Sales Catalog	Mobile	Customers	Promotions	Newsletter	CMS	Reports	System		🕑 Get help for this page
🕖 Latest Messa	ge: New version 2.1.4 c	of Moris extension	s Installer is avail	able. <u>Read details</u>					You have 1 notice unrea	d message(s). <u>Go to messages inbox</u>
Edit Event	- Tai Chi						Back	Reset	Save	Save and Continue Edit
Event										
Event Name *		Tai Chi								
URL key		tai-chi								
Enabled		V								
Priority		Normal			•					
Event Date *		2012-09-07								
Time Start *		2 am 💌 :	00 💌							
Time Finish		4 pm 💌 :	00 💌							
Location		York Club -	Tai Chi							
Short Descrip	tion	how to join : September.	a Beginner Clas	n. Entrance is at	arn					

3.4. Events URLs

Each mode of the events calendar (month, week, day) as well as each event has a unique URL.

Direct URL to the events calendar can be found on System ->IToris extensions -> Events Manager -> Configuration It is formed as http://yourwebsitename.com/index.php/events

This URL will open up the default configuration of the events calendar.

You can switch to other modes in the calendar (month/week/day), change sorting, etc. - each new mode and change will have its own unique URL. You can open up an event's page that will have a unique URL as well.



3.5. Add Events to Customer Menu

Events calendar is available via direct URL, so you can make it available anywhere on your website. If you want to add link to the top right user menu - please follow the instruction below.



- 1. Open customer.xml file
- 2. Find <default><reference name="top.links"> and add after the tag:

```
<action method="addLink" translate="label title"
module="itoris_eventsmanager"><label>Events</label><url
helper="itoris_eventsmanager/getEventsUrl"/><title>Events</title><prepare/>
<urlParams/><position>1</position></action>
```

3. Save the file

3.6. Add Events Block

In addition to the events calendar you can add a small events block on the pages you need:



To create this block follow the instruction:

- 1. Open /app/design/frontend/{package}/{theme}/layout/catalog.xml file, where {package} is your package and {theme} is the name of your design theme.
- 3. Save the file