

Events Manager for Magento

User Guide

version 1.0

created by “IToris”

IToris

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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.

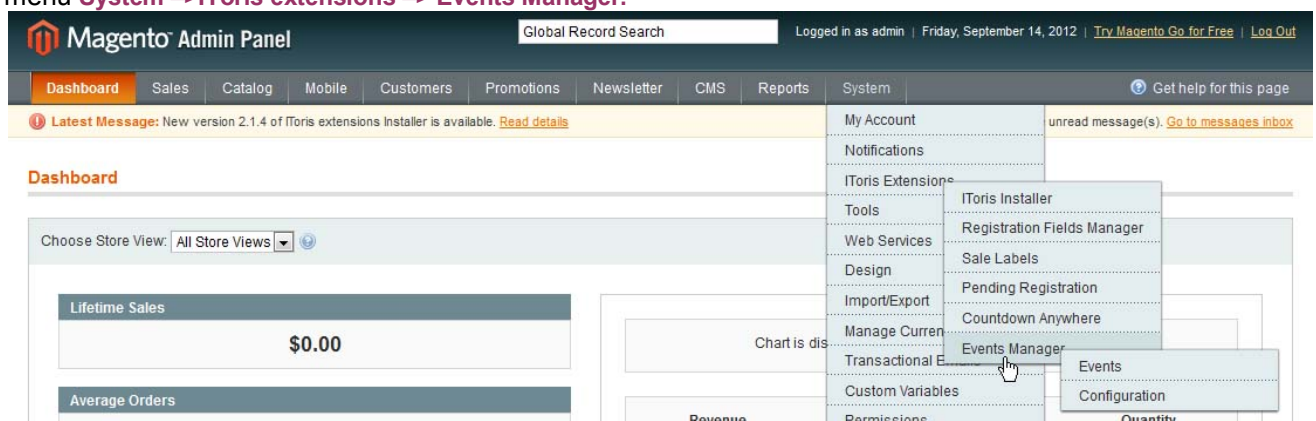
2.2. Installation

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

Download **IToris Installer** from here <http://www.itoris.com/itoris-magento-installer.html> 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**.



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 <http://www.itoris.com> 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:

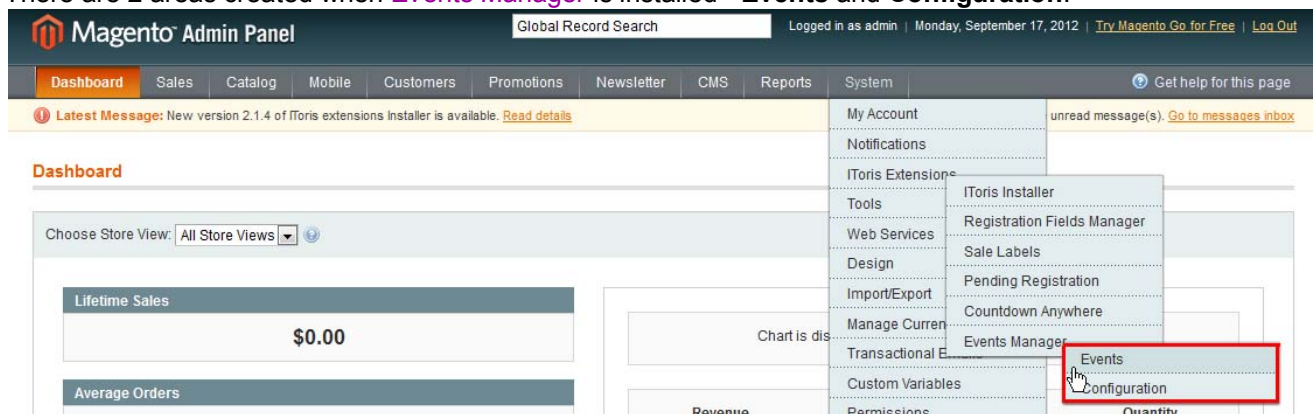
[http\(s\)://mydomain.com](http(s)://mydomain.com) - your production host

- [http\(s\)://www.mydomain.com](http(s)://www.mydomain.com), [http\(s\)://www1.mydomain.com](http(s)://www1.mydomain.com), [http\(s\)://www2.mydomain.com](http(s)://www2.mydomain.com), [http\(s\)://www3.mydomain.com](http(s)://www3.mydomain.com), and so on.
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- [http\(s\)://beta.mydomain.com](http(s)://beta.mydomain.com), [http\(s\)://beta1.mydomain.com](http(s)://beta1.mydomain.com), [http\(s\)://beta2.mydomain.com](http(s)://beta2.mydomain.com), [http\(s\)://beta3.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**.



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

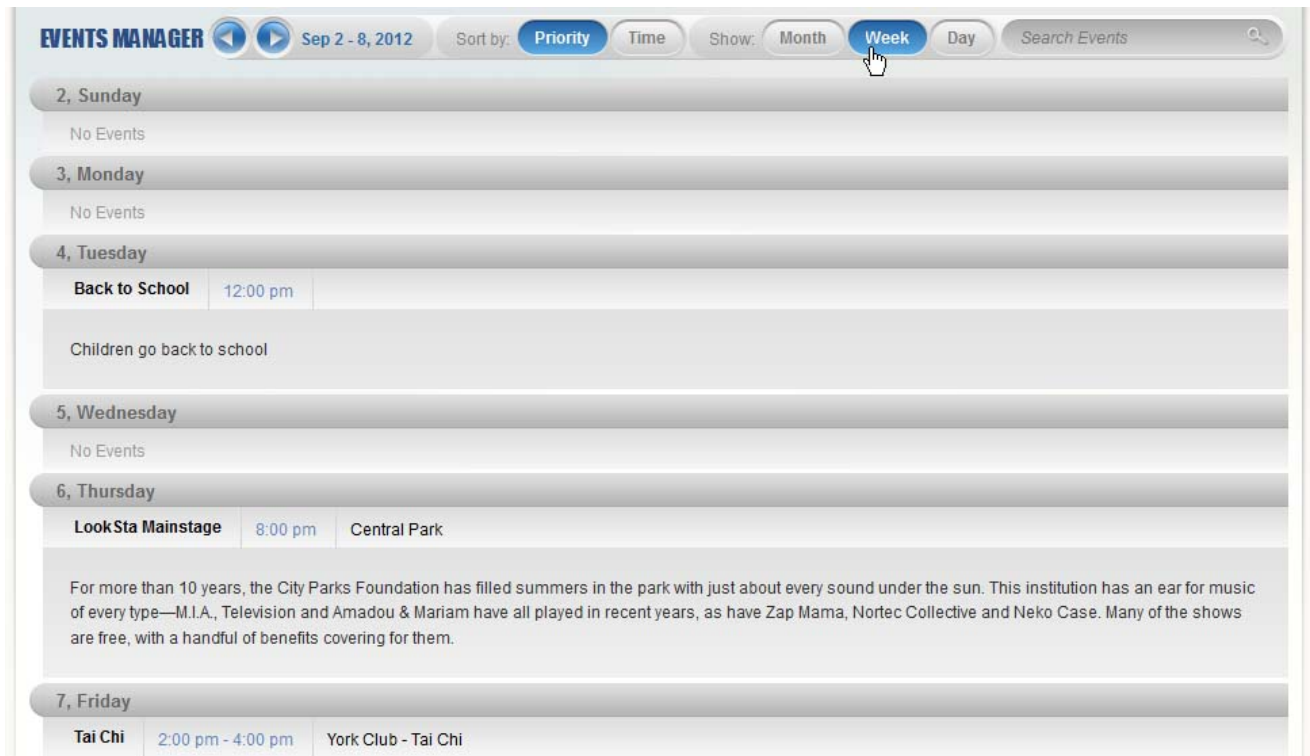
To configure events calendar select **System → IToris extensions → Events Manager → Configuration**

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.

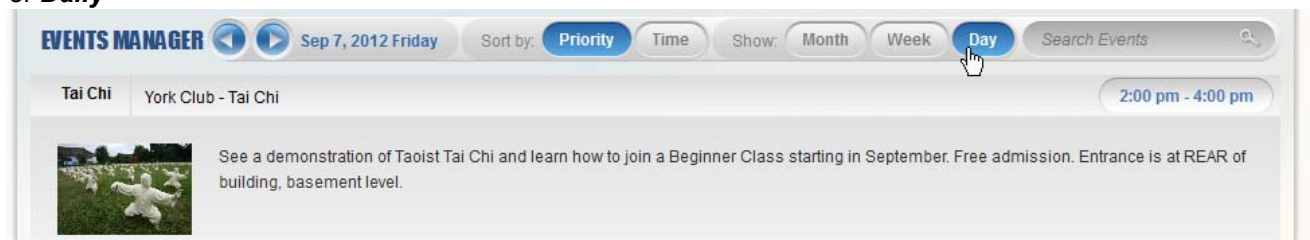
To activate the module on the front-end, select **Extension Enabled = yes**. **Link to Calendar** is the direct URL where the Events Calendar is available - add it to a menu or where you want.

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

Weekly



or **Daily**



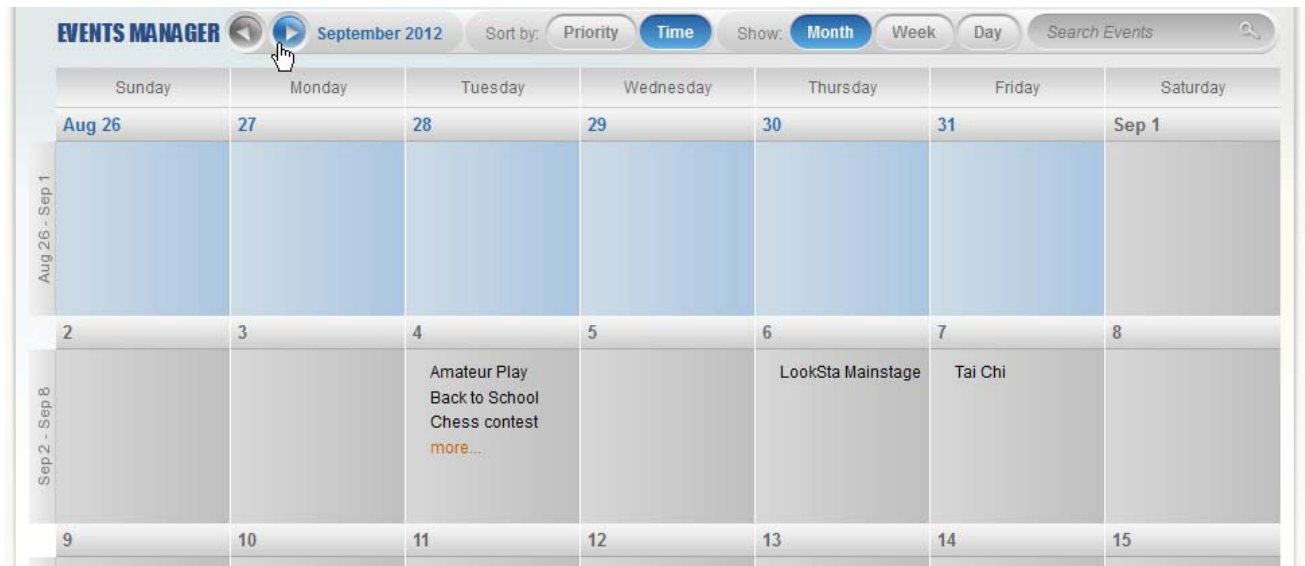
If you plan to have plenty of events every day - select daily or weekly view. Otherwise select monthly view. If you select **Allow to switch between modes** - your customers will be able to change view from monthly to weekly to daily. If this setting is not selected - only the selected mode will be available 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).

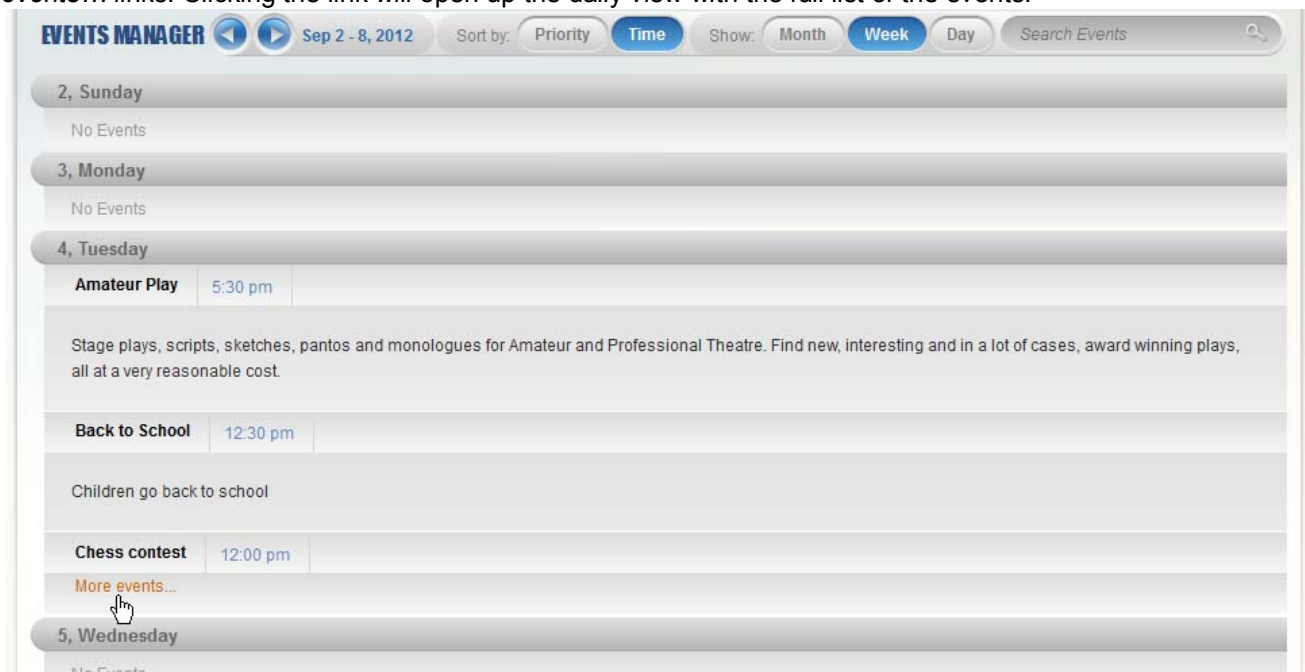
Number of Month to show - for which period the calendar should be available onwards. Your customers will be able to leaf through the months using back and forward arrows:



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.



3.3. Events

To create or manage events select **System → IToris extensions → Events Manager → Events**

Magento Admin Panel Global Record 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 Message: New version 2.1.4 of IToris extensions Installer is available. [Read details](#) You have 1 notice unread message(s). [Go to messages inbox](#)

Manage Events

[Add Event](#)

Page 1 of 1 pages | View 20 per page | Total 7 records found

[Reset Filter](#) [Search](#)

Select All Unselect All Select Visible Unselect Visible 0 items selected								Actions
Event Time	Name	Location	Group	Priority	Store View	Status	Action	
Any	From: To:		All Groups		All Store Views			
<input type="checkbox"/> Oct 31, 2012 at 7:00 pm	Camper Halloween	Werrerside Provincial Park	All Groups	Normal	All Store Views	Enabled	Edit	
<input type="checkbox"/> Oct 5, 2012 6:00 pm - 11:30 pm	Jazz Fest	Ghost Club, 234 Ghost Road	All Groups	Normal	All Store Views	Enabled	Edit	
<input type="checkbox"/> Sep 7, 2012 2:00 pm - 4:00 pm	Tai Chi	York Club - Tai Chi	All Groups	Normal	All Store Views	Enabled	Edit	
<input type="checkbox"/> Sep 6, 2012 at 8:00 pm	LookSta Mainstage	Central Park	All Groups	Normal	All Store Views	Enabled	Edit	
<input type="checkbox"/> Sep 4, 2012 at 7:30 am	Back to School		All Groups	Normal	All Store Views	Enabled	Edit	
<input type="checkbox"/> Sep 4, 2012 at 5:30 pm	Amateur Play		All Groups	Normal	All Store Views	Enabled	Edit	
<input type="checkbox"/> Sep 4, 2012 at 5:00 am	Chess contest		All Groups	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.

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

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:

Manage Events Add Event

Page 1 of 1 pages | View 20 per page | Total 7 records found Reset Filter Search

Select All | Unselect All | Select Visible | Unselect Visible | 2 items selected Actions Submit

	Event Time	Name	Location	Group	Priority	Store View	Actions
Any	From: To:			All Groups		All Store Views	Delete Change status
<input checked="" type="checkbox"/>	Oct 31, 2012 at 7:00 am	Camper Halloween	Werrerside Provincial Park	All Groups	Normal	All Store Views	Disabled Edit
<input checked="" type="checkbox"/>	Oct 5, 2012 6:00 am - 11:30 pm	Jazz Fest	Ghost Club, 234 Ghost Road	All Groups	Normal	All Store Views	Disabled Edit
<input type="checkbox"/>	Sep 7, 2012 2:00 am - 4:00 pm	Tai Chi	York Club - Tai Chi	All Groups	Normal	All Store Views	Enabled Edit
<input type="checkbox"/>	Sep 6, 2012 at 8:00 am	LookSta Mainstage	Central Park	All Groups	Normal	All Store Views	Enabled Edit
<input type="checkbox"/>	Sep 4, 2012 at 7:30 am	Back to School		All Groups	Normal	All Store Views	Enabled Edit
<input type="checkbox"/>	Sep 4, 2012 at 4:30 am	Amateur Play		All Groups	Normal	All Store Views	Enabled Edit
<input type="checkbox"/>	Sep 4, 2012 at 5:00 am	Chess contest		All Groups	Normal	All Store Views	Enabled Edit

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.

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Edit Event - Tai Chi Back Reset Delete Save Save and Continue Edit

Event Name *
URL key
Enabled
Priority
Event Date *
Time Start *
Time Finish
Location
Short Description

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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**

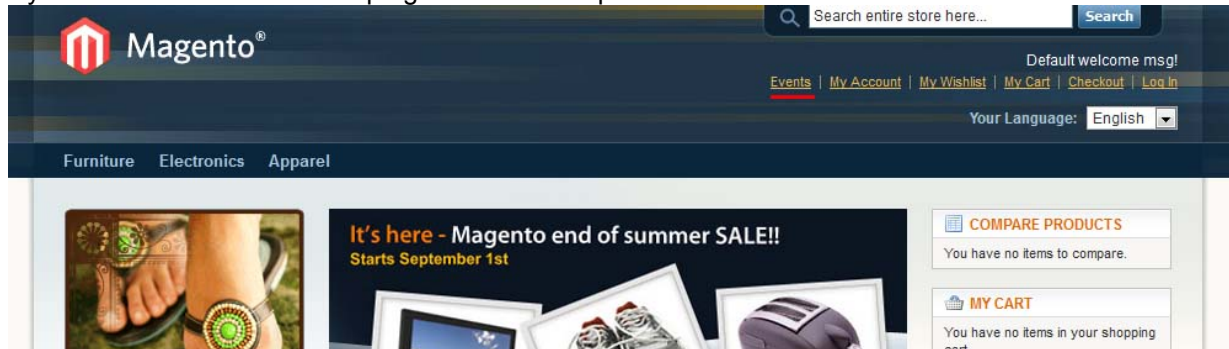
It is formed as <http://yourwebsitename.com/index.php/events>

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.
2. Find `<default><reference name="right">` and add after it:

```
<block type="itoris_eventsmanager/dayEvents" name="day_events" />
```
3. Save the file