



# Event Calendar - User Guide

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# 1 Introduction

If you conduct online events such as webinars, you need to announce about their dates and allows people who want to participate in to sign up for them. Offline events may also require similar management on your website.

With the Event Calendar add-on installed on your website you to create various events such as meetings or webinars, list them on a web page and have visitors sign up for these events without leaving the page.

## Composite C1 for web professionals

🕒 8/2/2014 2:00 PM-3:00 PM 📍 Online Event

Get a non-technical overview of Composite C1. Learn about the Composite C1 project and get an overview of the many Composite C1 features.

Get a peek at the user interface and let's solve some of the basic tasks.

In other words, let's look at how the Composite C1 project can help you and your business.

### Sign up for this event

**Name**

**Email**

Submit

Figure 1: An event on a website

Each event includes its description, schedule and location.

It also provides a link to a signup form and you can manage the signup deadlines and the number of participants. Participants can be notified of their changed signup statuses via customizable email messages: signed up, queued, or canceled. To gather specific information about the participants, you can use your own signup forms.

If a person signs up for the event where all the seats were used up, he or she will be automatically add to the queue. And if a seat becomes available, this person will be automatically signed up and notified thereof.

### 1.1 Who Should Read This Guide?

This guide is mostly intended for editors who will create events and publish them on a website.

As an editor, you will primarily work within the Content perspective, creating events as well as doing some advanced tasks such as creating locations, signup configurations and customizing email notification messages.

To install the add-on, you will need permissions to install add-ons in the System perspective as well as edit the website's configuration (web.config).

To customize sign up forms, you will need permissions to create and edit data types in the Data perspective.

## 1.2 Getting Started

To get started with the Event Calendar add-on, you are supposed to take a number of steps.

Getting Started		
Step	Activity	Chapter or section
1	Prepare the website	<a href="#"><i>Prerequisites</i></a>
2	Add the event calendar to the website	<a href="#"><i>Adding the Event Calendar to a Website</i></a>
3	Create events	<a href="#"><i>Creating Events</i></a>
4	Show event teasers	<a href="#"><i>Showing Event Teasers</i></a>
5	Create locations	<a href="#"><i>Creating Locations</i></a>
6	Create signup configurations	<a href="#"><i>Creating Signup Configurations</i></a>
7	Customize email notifications	<a href="#"><i>Customizing Email Notifications</i></a>
8	Customize signup forms	<a href="#"><i>Customizing Signup Forms</i></a>

## 1.3 Terms and abbreviations

The following is the list of terms and their definitions used throughout this guide.

Terms and Definitions	
Term	Definition
Email notification	An email message sent to a participant to notify of his or her changed signup status. Sent when a participant signs up or is signed up (if earlier queued) for an event, is added to the queue, or cancels his or her participation.
Event	A gathering of people at an arranged place and time in order to discuss or engage in some common interest, most commonly based upon industry, profession, and fandom.
Location	The place of an event. Can be both online (identified by an URL) and offline (identified by an address).
Participant	A person who has signed up for an event.
Signup configuration	A configuration used when a person signs up for an event, which includes, email addresses of the sender, email notification messages, signup forms etc.

Signup form	A form displayed on a page when a user signs up for an event.
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## 1.4 Prerequisites

Before you install and use the Event Calendar add-on, please make sure that you have:

1. Configured the email host,
2. Installed the Forms Renderer add-on

The Event Calendar add-on requires configured email host to send email notifications on various signup-related activities.

Please see "[Email Host Setup](#)" for more information about email host setup options.

It uses the Forms Renderer add-on to create signup forms on a website.

Please see "[Forms Renderer](#)" for more information about installing and using the Forms Renderer add-on.

You install the Event Calendar add-on from the CMS Console as any other CMS add-on.

Please see "[Packages](#)" for more information about installing CMS add-ons.

## 2 Adding the Event Calendar to a Website

To start using the event calendar on your website, you should:

1. [Meet pre-installation requirements](#) (the email host, Forms Renderer)
2. Install the Event Calendar add-on.
3. Set up a page that will host the event calendar.

The first two steps are described in the previous chapter. Now let's see how you can set up the event calendar.

You have two options:

- [You can create a new page for the event calendar](#)
- [You can add the event calendar to an existing page](#)

### 2.1 New Pages

When you create a new page that will host the event calendar, you should select the Event calendar page type for it. This will automate a few setup steps and all the required functionality will be in place immediately.

1. In the **Content** perspective, add a page by selecting the parent page and clicking **Add Page** on the toolbar.
2. In the **Add New Page** window, enter the title for the page in the **Page title** field, for example, "Events".
3. In the **Page type** list, select "Event calendar" for the page type.
4. Click **Finish**.

The screenshot shows a dialog box titled "ADD NEW PAGE" with a close button in the top right corner. The dialog contains the following fields and options:

- Page title:** A text input field containing "Events".
- Description:** A large text area that is currently empty.
- Page type:** A dropdown menu with "Event calendar" selected.
- Position:** A dropdown menu with "Insert at the bottom" selected.

At the bottom of the dialog, there are three buttons: "NEXT" (disabled), "FINISH" (active), and "CANCEL".

Figure 2: Creating a page for the event calendar

The “Event calendar” page type adds these components:

- the Event Calendar application to the page
- the EventCalendarAndSignup function on the page

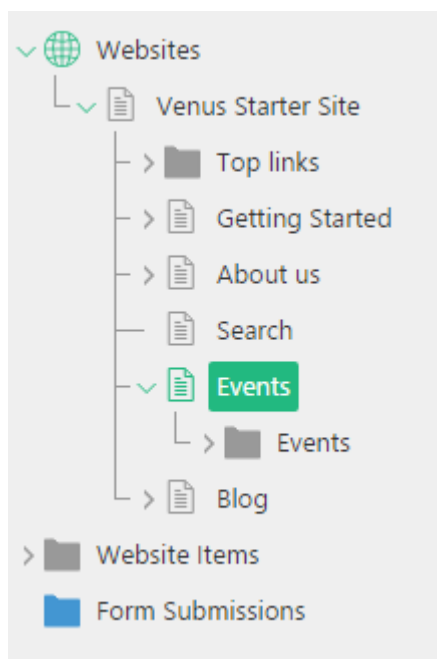


Figure 3: The event calendar (the application) added to the page

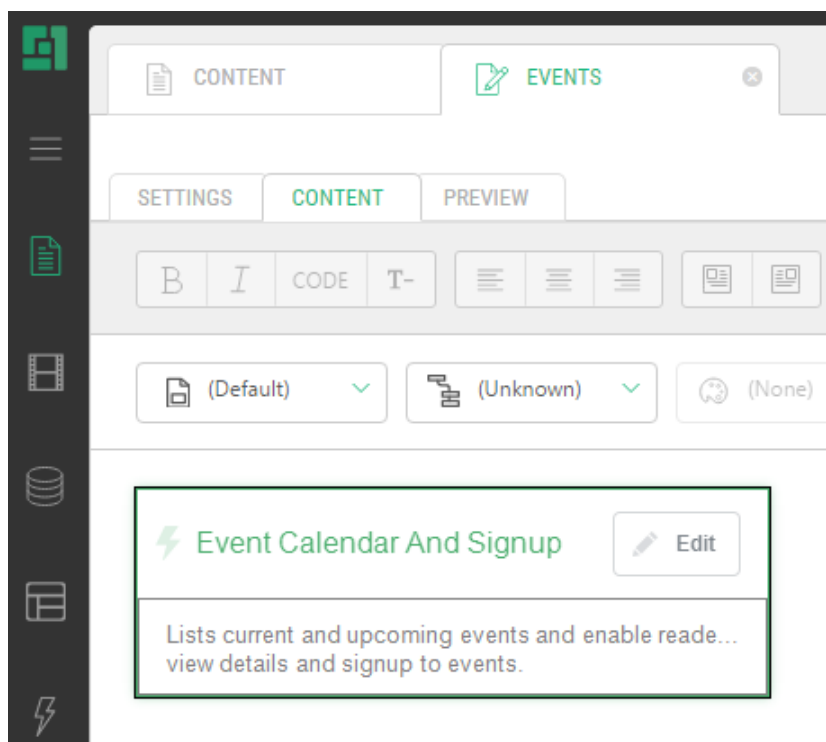


Figure 4: The event calendar (the function) added to the page

## 2.2 Existing Pages

If you want the Event Calendar on an existing page, you should add the Events application and the EventCalendarAndSignup function to the page manually.

To add the Event Calendar application to an existing page:

1. Right-click the page that will host the event calendar.
2. In the context menu, click **Add Application**.
3. In the **Add Application** window, select “Event Calendar” in the **Application** dropdown list.
4. Optionally, select the *Top* or *Bottom* position in the **Position** list.
5. Click **Finish**.

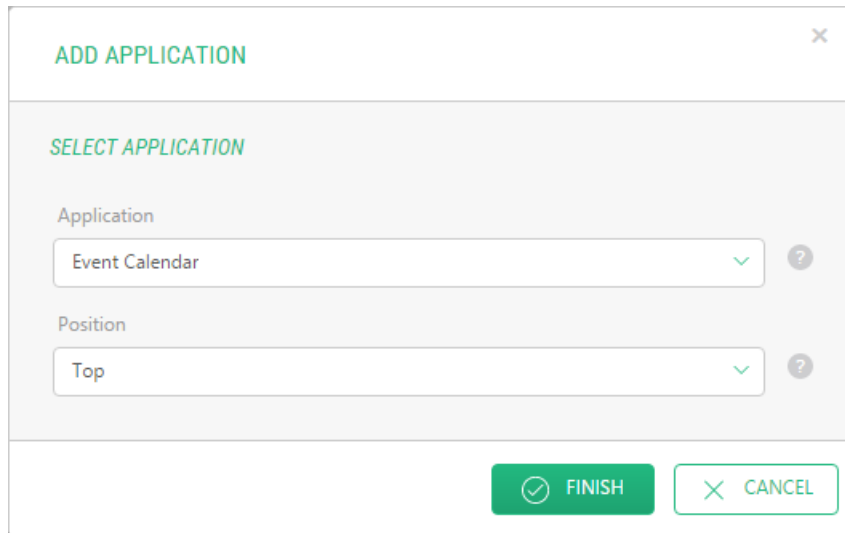


Figure 5: Adding the Event Calendar application

To add the EventCalendarAndSignup function on an existing page:

1. Edit the page. This must be the same page you have added the Event Calendar application, too.
2. On the **Insert** menu, click **Function**, locate and select the **Composite.Community.EventCalendarAndSignup** function and click **OK**.

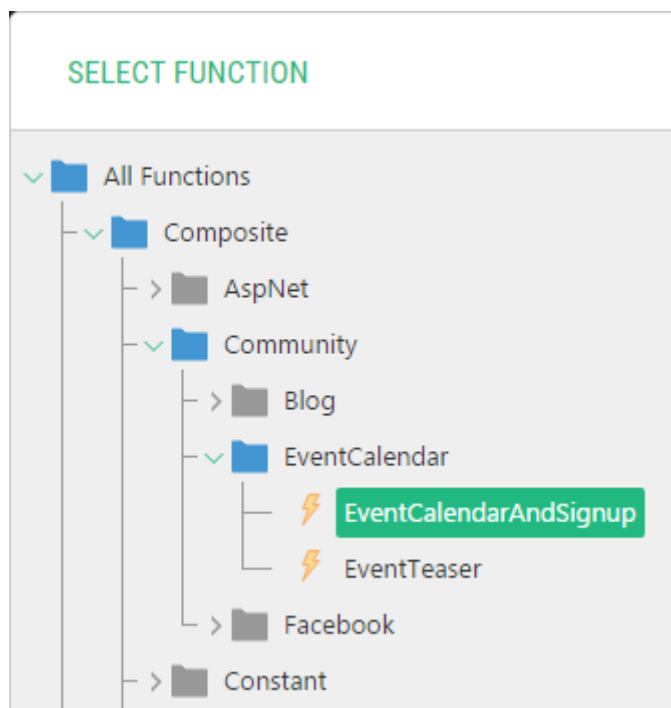


Figure 6: Selecting the EventCalendarAndSignup function



3. If necessary, set its optional parameters and click **OK**. The parameters are:
  - **Event List Intro:** Custom content to show above the event list (default view). This content will not show up on more detailed views and is intended as a general introduction to your event list.
  - **Options:** Additional options of the event:
    - **Show Event Hours:** If true, dates will be shown with the hours (hh:mm). False by default.
    - **Use International Dates:** If “true”, dates will be shown in the internationally recognizable format YYYY-MM-DD; otherwise, a localized short date format will be used. False by default.

Figure 7: Setting the function's parameters

4. Save and publish the page.

Once you have set up the event calendar, you can start using it by adding events.

### 3 Creating Events

Before you create an event, you may want to consider:

- Specifying the sender's name and email address for email notifications - none is specified by default
- Creating one or more locations - in addition to "Online Location" available by default
- Creating one or more signup configurations - in addition to "Standard signup" available by default. This may includes customizing email notification messages and customizing the signup form(s).

When you create an event, you normally:

- Specify its title and short description (teaser), dates and location, which appear in the event list on the page and in the detailed view of an event on the web page.
- Select the signup configuration and specify the number of seats for the event and the signup deadline - to allow people visiting your website to sign up for the event, you should
- Write a detailed description of the event that will be displayed when the user "opens" the event on the web page.

To create an event:

1. Select **Events** below the page set up to host the event calendar.
2. Click **Add Event** on the toolbar.
3. On the **General** tab, provide the required information in these fields:
  - **Event title:** The title of the event
  - **Start time:** The date and time the event starts
  - **End time:** The date and time the event ends
4. If necessary, provide the optional information in these fields:
  - **Location:** Where the event is taking place. (Please see [Creating Locations.](#))
  - **Short description:** A short description for this event.

The screenshot displays the C1 CMS event creation form. At the top, there are tabs for 'GENERAL', 'SIGNUP', and 'DESCRIPTION', with 'GENERAL' selected. A 'SAVE AND PUBLISH' button is located in the top right corner. The form is divided into two main sections: 'INFORMATION' and 'DATE AND TIME'. Under 'INFORMATION', there are three fields: 'Event title' (with the value 'Composite C1 for web professionals'), 'Location' (with a dropdown menu showing 'Online Event'), and 'Short description' (with the value 'Get a non-technical overview of Composite C1'). Under 'DATE AND TIME', there are two fields: 'Start time' (with the value '12/2/2015 3:00 PM') and 'End time' (with the value '12/2/2015 4:00 PM'). Each field has a calendar icon to its right. The interface also shows a sidebar on the left with various icons and a top navigation bar with 'ADMIN' and other settings.

Figure 8: Creating an event

- On the **Description** tab, if necessary, add an HTML formatted long description of the event.

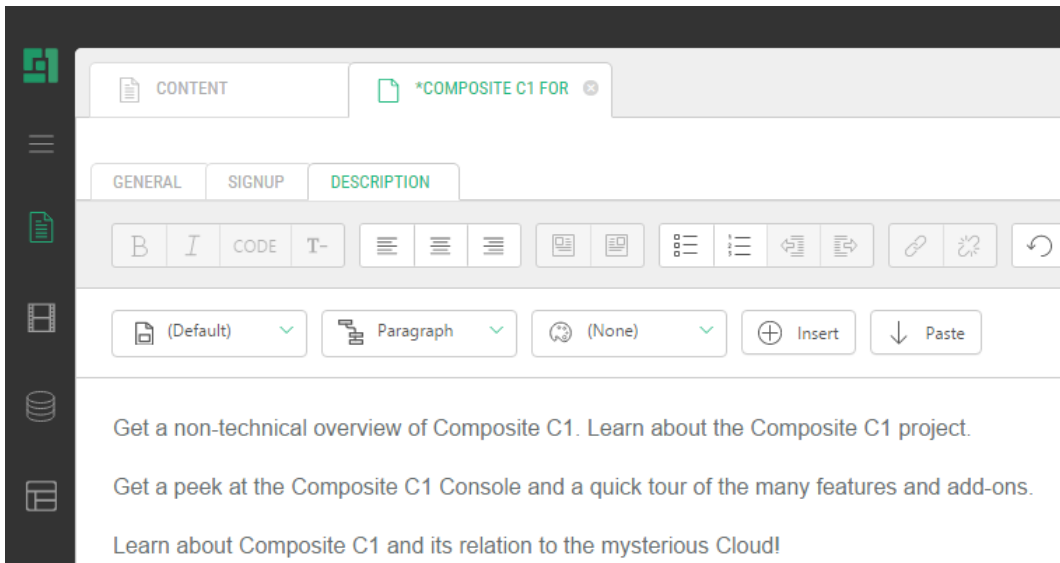


Figure 9: Adding a long description to the event

If you want people to sign up for this event:

- On the **Signup** tab, provide the optional information in these fields:
  - Number of seats:** The maximum number of available seats for this event.
  - Signup deadline:** Signups will not be possible past this deadline
  - Signup configuration:** The settings to use for signups. If none is selected, signup is not available. (Please also see [Creating Signup Configurations](#).)

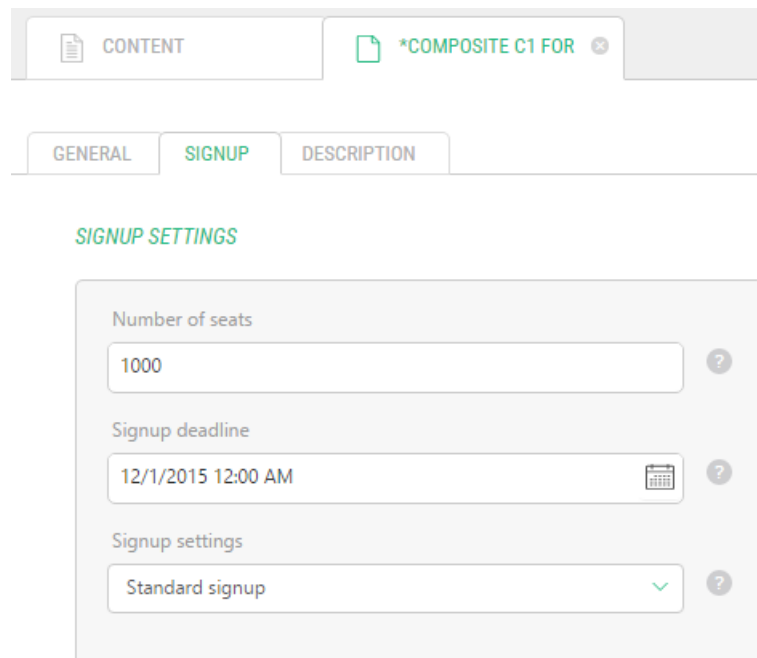


Figure 10: Specifying signup settings for the event

**Note:** The link to the signup form appears on the event page only if (a) the signup configuration is selected and (b) the number of seats is greater than 0.

If you choose to use the signup configuration, make sure that you have provided the sender's proper name and email address (please see [Creating Signup Configurations](#)).

## 4 Showing Event Teasers

You can add a list of upcoming events from all the event calendars on your site to any page.

# Upcoming Events

### Composite C1 4.2 Release Party

🕒 6/1/2014 6:00 PM-10:00 PM

Join us and celebrate the release of the latest Composite C1 version.

### Composite C1 for seasoned developers

🕒 7/4/2014 12:00 PM-2:00 AM

Dive into the code behind your favorite Composite C1 CMS.

### Composite C1 for web professionals

🕒 8/2/2014 2:00 PM-3:00 PM

Get a non-technical overview of Composite C1.

Figure 11: Event teasers

1. Edit the page where you want the list of event teasers to appear.
2. On the **Insert** menu, click **Function**, locate and select the **Composite.Community.EventTeasers** function and click **OK**.

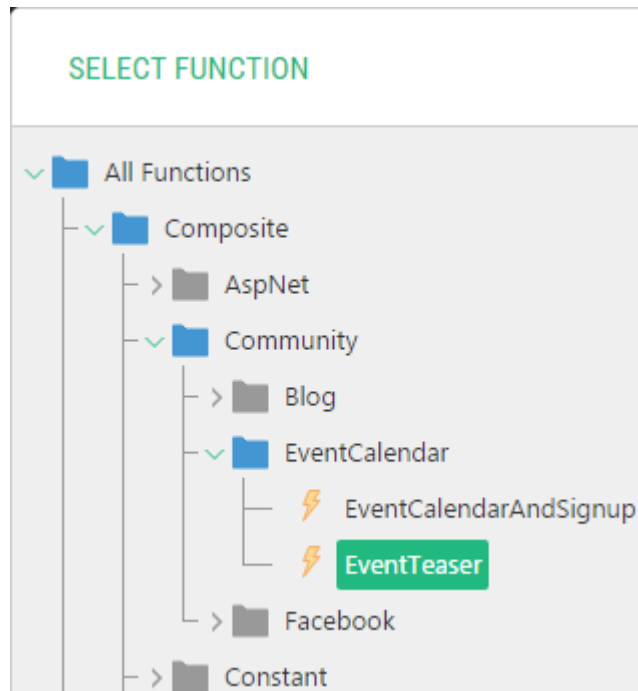


Figure 12: Inserting the EventTeaser function

3. If necessary, set its optional parameters:
  - **Events count:** A number of events to show as teasers
  - **Options:** Additional options of the event:
    - **Show Event Hours:** If true, dates will be shown with the hours (hh:mm). False by default.
    - **Show Short Description:** If true, short descriptions of events will be shown below their titles.
    - **Use International Dates:** If true, dates will be shown in the internationally recognizable format YYYY-MM-DD; otherwise, a localized short date format will be used. False by default.

FUNCTION PROPERTIES

ADVANCED VIEW

Events count

3

Options

- Show Event Hours
- Show Short Description
- Use International Dates YYYY-MM-DD

OK CANCEL

Figure 13: Setting the EventTeasers function's parameters

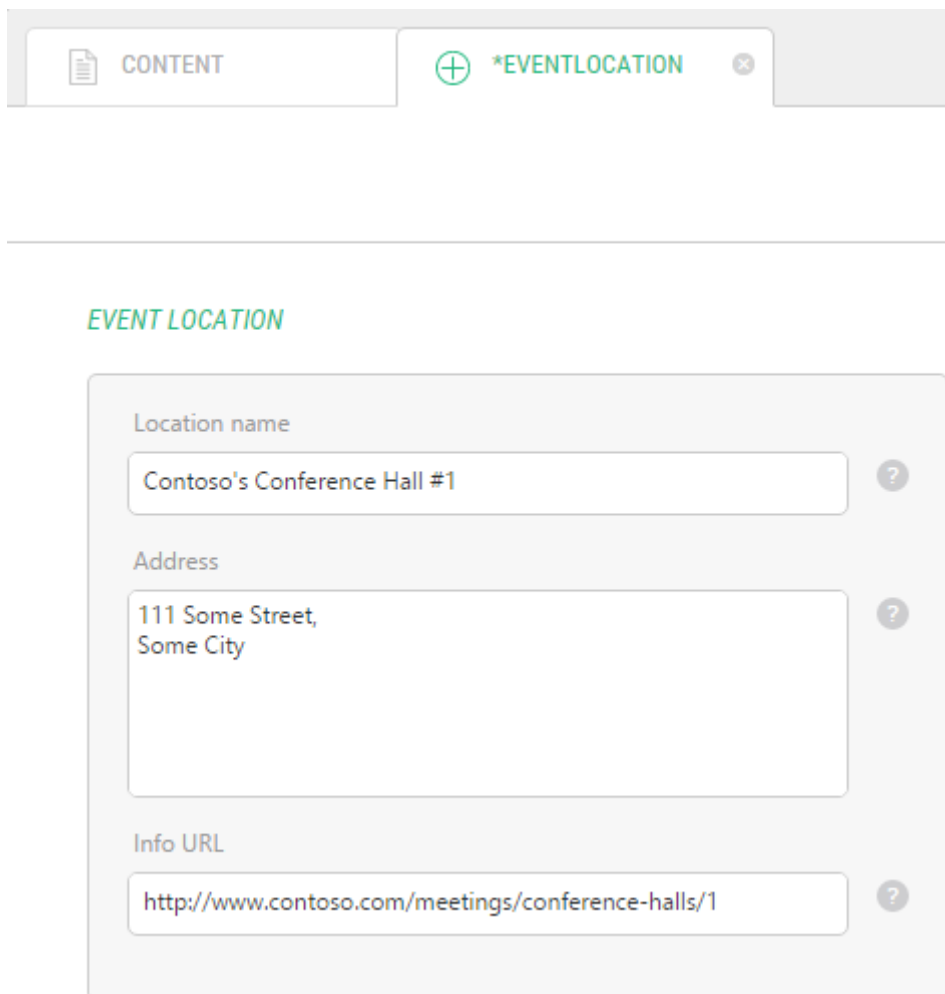
4. Save and publish the page.

## 5 Creating Locations

When you create an event, you can select its location, which you should set up in advance. The Event Calendar add-on comes with the default location called “Online Event”.

To create your own locations:

1. In the **Content** perspective, expand **Website Items** and select **Event location**.
2. Click **Add Data** on the toolbar.
3. Set the required parameter:
  - **Location name:** The name of the event location
4. If necessary, set the optional parameters:
  - **Address:** The address of the event location
  - **Info URL:** The web address associated with this location.
5. Save the location.



The screenshot shows the C1 CMS interface. At the top, there is a toolbar with a 'CONTENT' tab and a '+ \*EVENTLOCATION' button. Below the toolbar, the 'EVENT LOCATION' form is displayed. The form has three input fields: 'Location name' with the value 'Contoso's Conference Hall #1', 'Address' with the value '111 Some Street, Some City', and 'Info URL' with the value 'http://www.contoso.com/meetings/conference-halls/1'. Each input field has a question mark icon to its right.

Figure 14: Creating a custom location

## 6 Creating Signup Configurations

Signup configurations allow you to:

- specify the sender's name and email address
- choose whether to send email notifications
- set up custom email notifications
- set up custom sign up forms and manage signup events

The Event Calendar add-on comes with the default signup configuration called "Standard signup".

To create your own signup configuration:

1. In the **Content** perspective, expand **Website Items** and select **Event signup configuration**.
2. Click **Add Data** on the toolbar.
3. On the **Settings** tab, provide the required information in these fields:
  - **Configuration name:** The name of this signup configuration
  - **Sent-from e-mail:** The e-mail address used for the 'from' field in emails
  - **Sent-from name:** The name used for the 'from' field in emails
4. If necessary, provide the optional information in these fields:
  - **Internal notification e-mail:** When specified, notifications of new signups will be sent to this email address. Separate multiple e-mail addresses with a semi-colon (";").
  - **Send e-mails to participants:** When selected, emails will be sent to the person signing up. The participant will also be notified about queue changes and cancelations.
  - **Cancelation link text:** The text to show in the 'cancel signup here' link in emails.

The screenshot shows the configuration interface for a custom signup configuration. The interface is divided into several sections:

- Configuration name:** A text input field containing "Meetings".
- Send e-mails to participant:** A checkbox labeled "On signup and changes" which is checked.
- Cancelation link text:** A text input field containing "Cancel my signup for this event".
- Send-from e-mail:** A text input field containing "info@contoso.com".
- Send-from name:** A text input field containing "Event calendar".
- Internal notification e-mail:** A text input field containing "info@contoso.com".

The interface also includes a "SAVE" button in the top right corner and a "SETTINGS" tab selected in the top navigation bar.

Figure 15: Creating a custom signup configuration

5. If necessary, modify the text of the messages sent to the participants.
6. If necessary, customize and configure the signup form.
7. Save the configuration.

## 7 Customizing Email Notifications

When you create a signup configuration, 4 email notification messages are set up with default content. However, you can customize their content to meet your requirements:

1. Create a new, or edit the existing signup configuration.
2. Click one of the following tab to modify the text of the corresponding message:
  - **Signup Success Message:** The message to send to users who have successfully signed up
  - **Signup Queued Message:** The message to send when the signup is queued
  - **Signup De-queued Message:** The message to send when the signup is de-queued
  - **Signup Canceled Message:** The message to send to users when their signup has been canceled
3. Save the configuration.

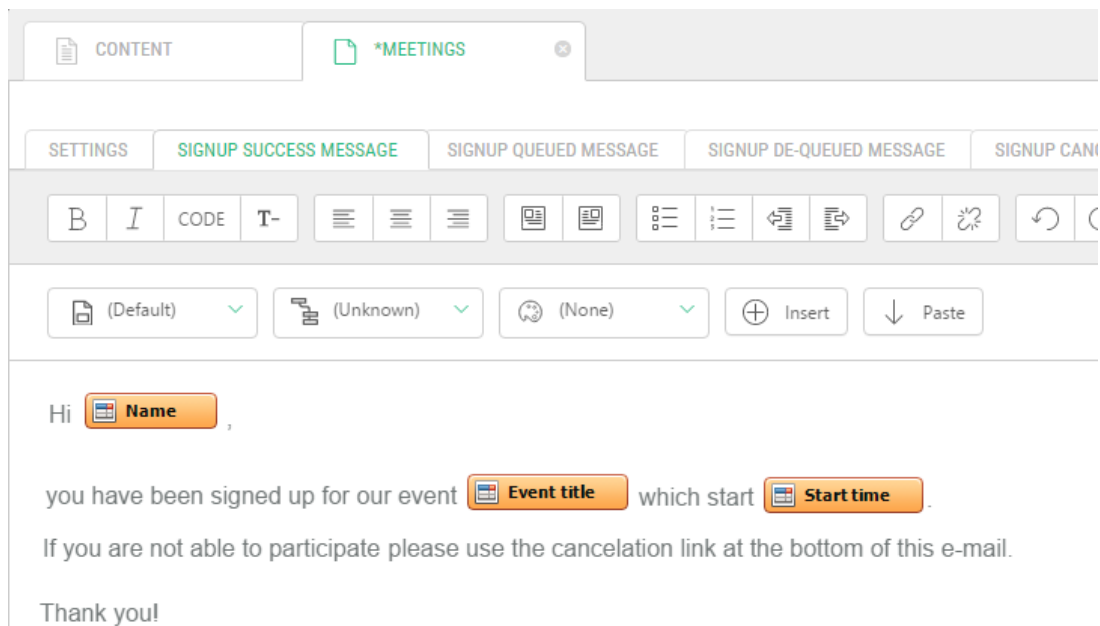


Figure 16: Customizing email notification messages

You can insert fields such as "Name" ("Insert" > "Field" > "<Field Name>") to personalize these messages.



## 8 Customizing Signup Forms

The event calendar uses the Forms Renderer add-on to create and display signup forms. The Forms Renderer generates a form based on the global data type. By default, the Event Calendar uses the `Composite.Community.EventCalendar.Signup` data type with two fields:

- **Name:** The name of the person who signs up
- **Email:** The email address of the person who signs up

To change the signup form, you should change the data type behind it.

Although you can change the `Composite.Community.EventCalendar.Signup` data type, we recommend that you create your own data type for signups and use it in your own signup configuration.

To customize the signup form, first of all, create a custom data type:

1. In the **Data** perspective, create a global data type to store signups. (Use `Composite.Community.EventCalendar.Signup` as a model.)
2. Make sure the fields to store the names (e.g. "Name") and email address (e.g. "Email") are added.

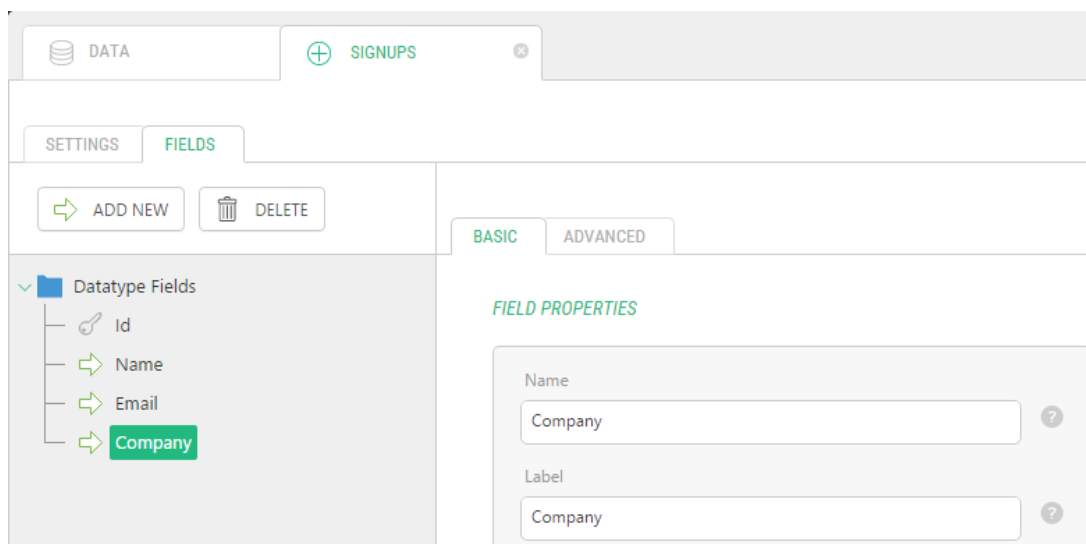


Figure 17: Creating a data type for custom signups

Next, create a new signup configuration or edit an existing one and use this data type instead of the default data type `Composite.Community.EventCalendar.Signup`:

1. In the **Content** perspective, expand **Website Items** and select **Event signup configuration**.
2. Create or edit a signup configuration and switch to the **Advanced** tab.
3. In the **Signup data type** field, specify your custom signup data type that will store users' signup data.
4. In the **Type e-mail field** field, specify the name of the field on the selected signup data type to contain users' e-mail addresses.

Finally, if necessary, configure how to handle the signups:

1. Check the **Monitor signup data events** box. When checked, the signup data type will be monitored for add/delete events, and signup/queue actions will be automatically executed. You should not check this option, if you are handling signup data yourself and calling `Composite.Community.EventCalendar.EventSignupManager` directly. (Checked by default.)

2. Check the **Temporary signup data** box. When checked, signup data elements are cleaned up when they are obsolete (the event is deleted or the user cancels his/her signup). Do NOT choose this element if your signup data type is used for other purposes! (Checked by default.)

The screenshot displays the 'SIGNUP DATA SETTINGS' configuration page. At the top, there are two tabs: 'CONTENT' and '\*MEETINGS'. Below these are several sub-tabs: 'SETTINGS', 'SIGNUP SUCCESS MESSAGE', 'SIGNUP QUEUED MESSAGE', 'SIGNUP DE-QUEUED MESSAGE', 'SIGNUP CANCELED MESSAGE', and 'ADVANCED'. The 'SIGNUP DATA SETTINGS' section is highlighted and contains the following settings:

- Signup data type:** A text input field containing 'Contoso.Signup'.
- Type e-mail field:** A text input field containing 'Email'.
- Monitor signup data events:** A section with a checked checkbox for 'Do queue handling on new data'.
- Temporary signup data:** A section with a checked checkbox for 'Delete when obsolete'.

Figure 18: Setting a data type for custom signups

## 9 Test Your Knowledge

### 9.1 TASK 1

1. Set up email host on the website.
2. Install the Forms Renderer add-on.
3. Install the Event Calendar add-on.
4. Create a page that will host the event calendar.

### 9.2 TASK 2

1. Create a custom location.
2. Specify its Name, Address and Info URL.

### 9.3 TASK 3

1. Add an event with the location from Task 2.
2. Provide short and long description.
3. Set up the event so that people could sign up for it. Use "Standard signup".

### 9.4 TASK 4

1. Edit "Standard signup".
2. Specify the sender's name and email address.

### 9.5 TASK 5

1. Create a custom signup configuration.
2. Specify the sender's name and email address.
3. Specify the internal notification email address.
4. Customize the email notification messages.
5. Make sure participants will receive these notifications.

### 9.6 TASK 6

1. Create a global data type "Demo.Signup" with these fields: "Name" (string (64)), "Email" (string (64)), "Company" (string (64)) and "Country" (string (64)).
2. Edit the custom signup configuration from Task 5.
3. Set the "Demo.Signup" data type as the signup data type.
4. Make sure the signup data events are monitored and temporary event data is deleted when obsolete.
5. Create an event that uses this signup configuration.
6. Open the event calendar's page in a browser and sign up for the event from Task 3.