EVENTS IN EASYDNNNEWS 7.0

USER'S GUIDE

www.easyDNNsolutions.com

1 CONTENTS

2 EVENTS AND GENERAL FUNCTIONALITIES IN EASYDNNNEWS

Events share all the standard functionalities when adding and displaying them with standard articles. They share the same interface for adding. You can organize events into unlimited number of categories. It is possible to add tags to articles and events. The advanced image management enables simple adding of images, gallery images, documents and links. The built-in Google Maps editor enables location adding in Google map.

Also, it is possible to enable comments on events, and social media icons enable article sharing through social networks. Multilingual contents are supported, meaning that it is possible to localize the content on more languages. The module generates SEO optimized links and it implements other good SEO practices for accomplishing better ratings on search engines.

HTML templates and tokens are used for displaying the list of articles and events. It enables a full control over the appearance of articles. Here you can also find the advanced system of permissions what enables precise setting up of the editing right and access to the content. Events are possible to search with the DNN search or the search engine that comes with the EasyDNNnews module. Let us mention also RSS and iCalendar that enable import of events to Outlook and similar applications.

3 ADDING EVENTS IN EASYDNNNEWS MODULE

Adding an event in the EasyDNNnews module is identical to adding a normal article. If you want to publish an article as an event then it is necessary to tick the option **"Add as event"** in the **Add/edit form**. Then the additional fields will be **Start date** and **End date**.

If the option **"All day event"** is ticked, then it indicates an all-day event without time limitations. The option **"Show end date"** indicates the display of the event ending time.

Recurring events

The EasyDNNnews also supports recurring events. If you want to create recurring events then it is necessary to tick the option **"Recurrence"**. After you have ticked the option **"Recurrence",** additional options are displayed which you can configure.
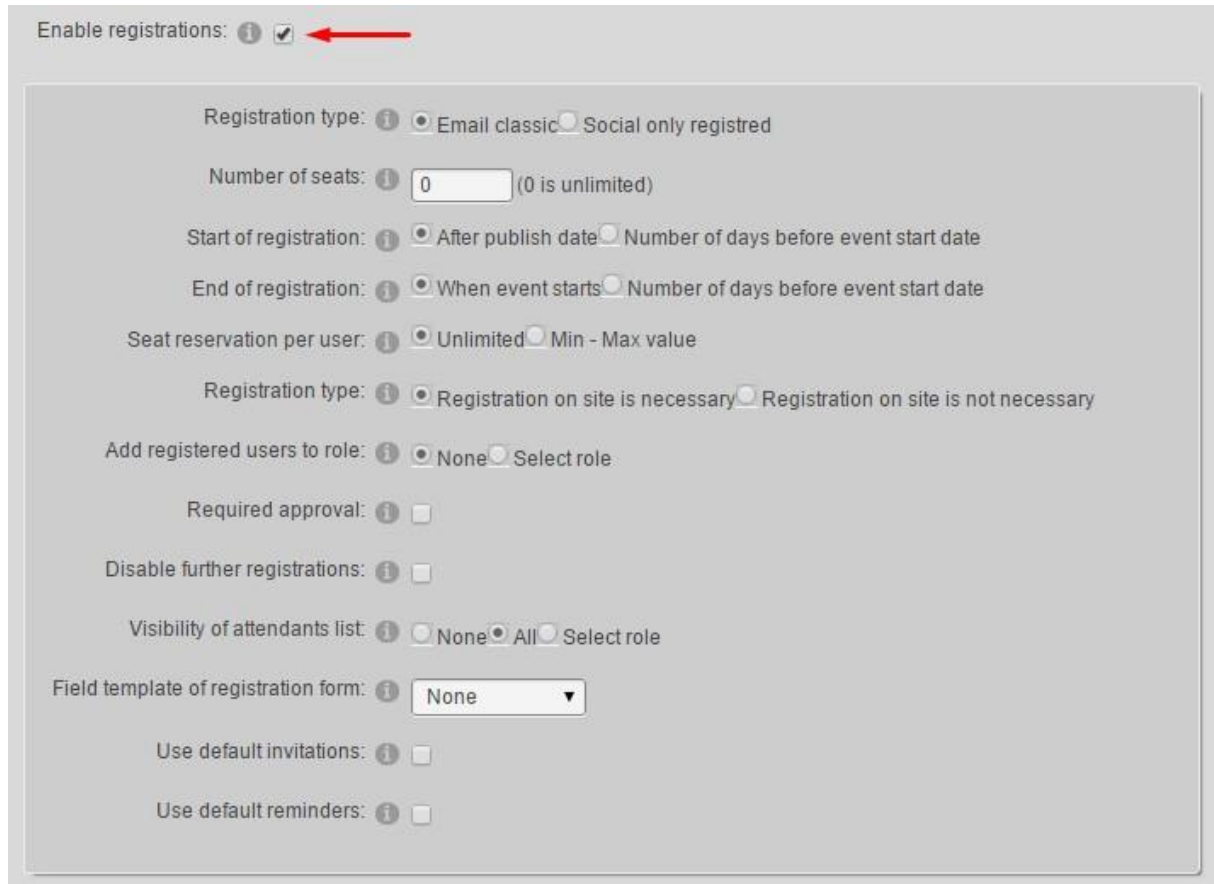
Recurrence type – here you can determine a type of recurrence which can be **daily, weekly, monthly or yearly**. The selection of each recurrence type enables further settings.

Event registration

Events can be intended only for showing on the web site and also it is possible to enable the event registration. If you would like to enable the event registration then it is necessary to turn on the option **"Enable registrations".** Turning this option on will show the additional form with registration options.

Enable registrations

Turn this option on if you would like to enable user registration to an event. This option is not possible to turn off afterwards if there is an existing registration to an event.

Number of seats

The maximum number of seats (attendants) who can apply for an event.

Start of registration

Determine the time when the user registrations are enabled. The first possible choice is **"After publish date"** which means that the registrations are possible immediately after publishing. The second choice is **"Number of days before event"** where we can set the number of days before the beginning of an event when registration is enabled.

End of registration

Determine the time when the possibility of registration ends. The first possible choice is **"When**

events starts" which means that registrations are closed at the beginning of the holding event. The second possible day is **"Number of days before event"** where you can set number of days before the event starts when the further registration will be disabled.

Seat reservation per user
Here you can determine how many seats a single user can register. If the option **"Unlimited"** is chosen, then the user can register unlimited number of seats. If the option **"Mix-Max value"** is chosen then it is possible to set the minimum and maximum number of seats a single user can register.

Registration type: registration on site is necessary, registration on site is not necessary
Here you can choose a type of registration. If the option **"Registration on site is necessary"** is chosen then the user has to be registered on site or has to register. If the option **"Registration on site is not necessary"** is chosen, then users can register to an event without the need to be registered on the site.

Add registered users to role
Here you can set the possibility of adding a certain DNN security role for a user after the registration. If the selected option is **"None",** then users do not add a security role. If the option **"Select role"** is ticked, then you can choose a role to which user can apply after the registration.

Requested authorization
If this option is turned on, for submitted registrations authorization is required.

Disable further registrations
If this option is turned on, further registrations are disabled regardless the duration set in the settings.

Visibility of attendants list: None, All, Select role
Here you can set to whom the list of registered users is visible. If the option **"None"** is chosen, then the list is not visible to anyone. When the option **"All"** is chosen, then the list is visible to all, and if the option **"Select role"** is chosen, then you can choose a security role to which the list is visible.

Field template of registration form
Here you can choose a group of custom fields for the registration form. A group of custom fields is created in **"Dashboard > Custom fields".**

Turn on default invitations
If this option is turned on, then the event will use the default settings for invitations. The default settings are valid for the whole portal. Additional changes and adjustments of the rules per event are possible.
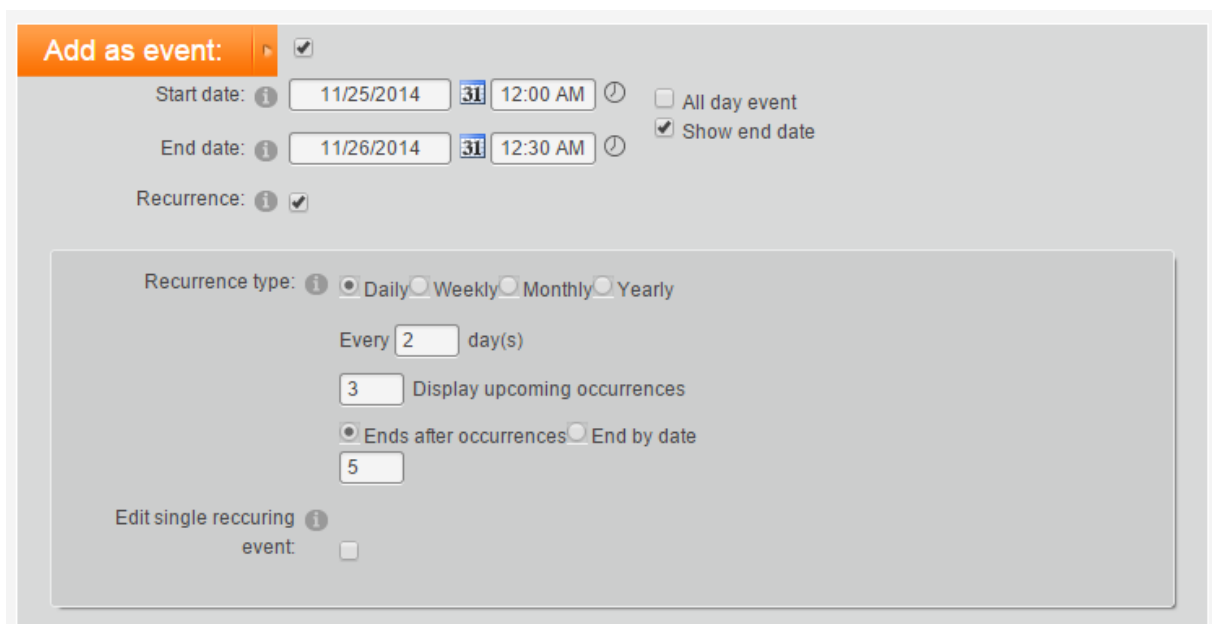
Turn on default reminders

If this option is turned on, then the event will use the default settings for reminders. The default settings are valid for the whole portal. Additional changes and adjustments of the rules per event are possible.

After you have configured all the options, you **save** the article (the event in this case).

3.1 RECURRING EVENTS

EasyDNNnews enables adding of recurring events. To create a recurring event it is necessary to turn the option **"Recurrence"** on when adding an event. After that, the panel with the options for adjusting settings for recurrence will appear. The following recurrence types are possible: **Daily, Weekly**, **Monthly**, **Yearly**.

Daily recurrence type
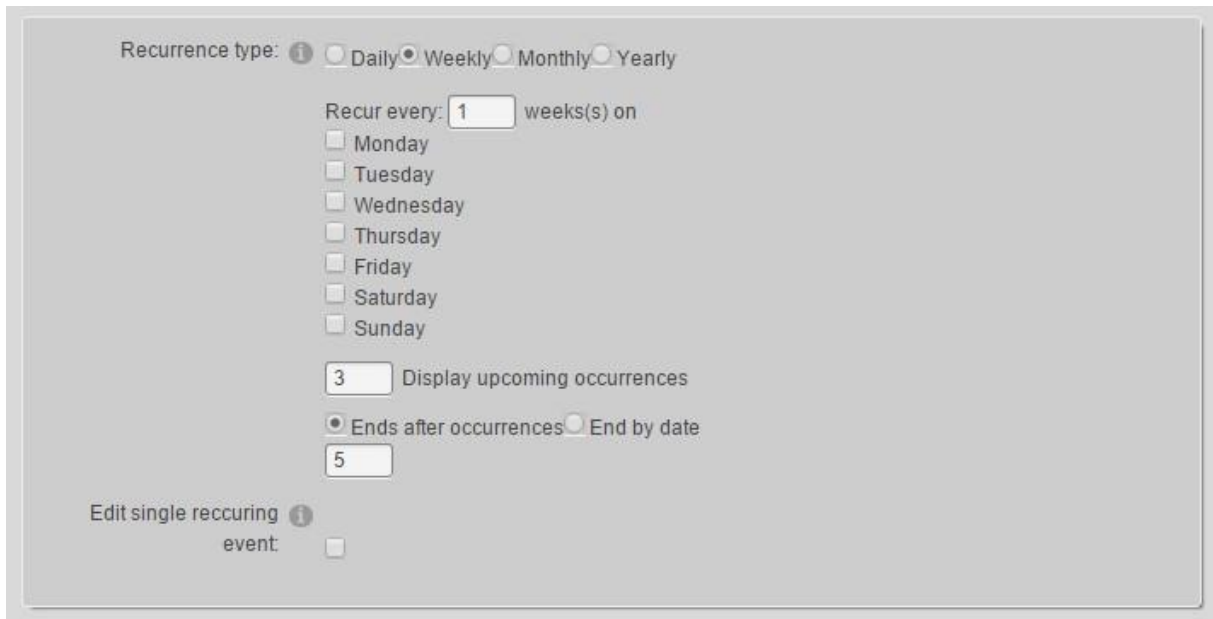
In the field **"Every"** you enter the interval (number of days) in which the recurrences will occur.

In the field **"Display upcoming occurrences"** you enter how many recurrences of events we want to show in advance.

If the option **"Ends after occurrences"** is chosen, then you can set a number of recurrences after which an event ends.

If the option **"End by date"** is chosen, then you can set a date to which the recurrences end.
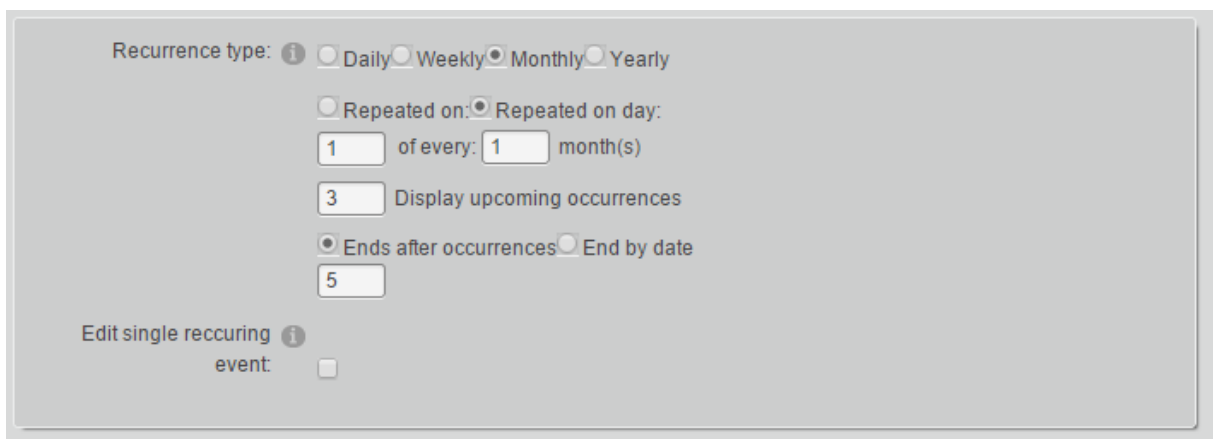
Weekly recurrence type

In the field **"Recur every week(s) on"** you enter the interval (number of weeks) in which the recurrences will occur.

Then you choose a day in a week when the recurrences will occur.
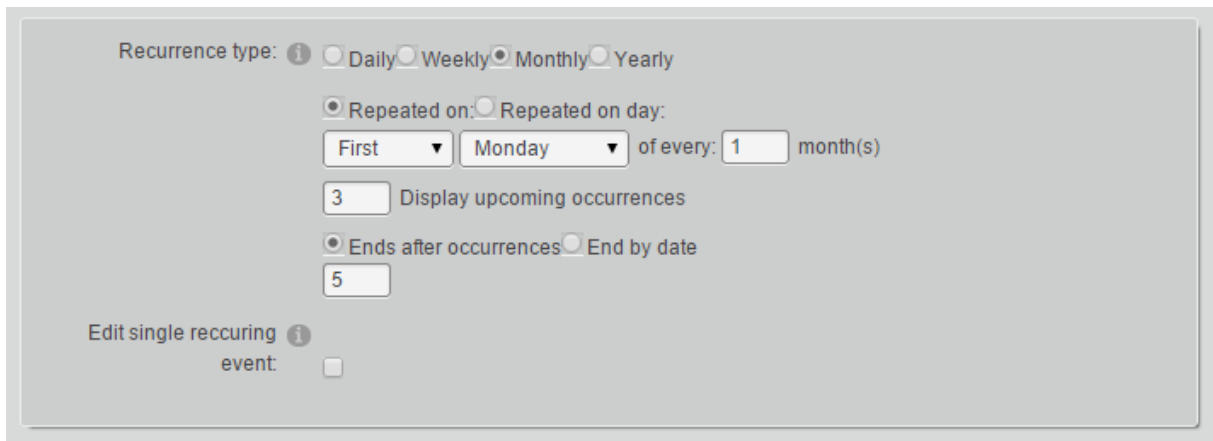
In the field **"Display upcoming occurrences"** you enter how many recurrences of events we want to show in advance.

If the option **"Ends after occurrences"** is chosen, then you can set a number of recurrences after which an event ends.

If the option **"End by date"** is chosen then you can set a date to which the recurrences end.

Monthly recurrence type

If the option **"Repeated on"** is chosen, then you can select the first, the second, the third, the fourth or the last specific day in a week and a monthly interval of recurring events.

If the option **"Repeated on day"** is chosen, then you can choose the recurrences of an event on a specific date in a month and a monthly recurrence interval.

In the field **"Display upcoming occurrences"** you enter how many recurrences of events we want to show in advance.

If the option **"Ends after occurrences"** is chosen, then you can enter a number of recurrences after which an event ends.

If the option **"End by date"** is chosen then you can set a date to which the recurrences end.

Yearly recurrence type

If the option **"Every"** is chosen, then you can set a month in a year and a certain day in a month when the recurrences of an event will occur.

If the option **"The"** is chosen, then you can select the first, the second, the third, the fourth or the last specific day in a week and a month in a year when the recurrence will occur.

In the field Display upcoming occurrences you enter how many recurrences of events we want to show in advance.

If the option **"Ends after occurrences"** is chosen, then you can enter a number of recurrences after which an event ends.

If the option **"End by date"** is chosen then you can set a date to which the recurrences end.

3.2 EDITING OF SINGLE RECURRING EVENTS

Each event from a series of recurring events can be edited and content and time of a holding event can be changed. Also, in a series of recurring events it is possible to add a new event with an optional time of occurrence.

To be able to edit a single recurring event from a series, it is necessary to turn the option **"Edit single recurring event"** on. This will show a panel with all recurring events. In front of each recurring event there is an icon which enables content editing of each single recurring event from a series.

If you want to add an optional event to a series of recurring events then you click the **"Add event"** button. From there you can choose **Start date** and **end date.** After choosing **Start date** and **end date** click the **"Save"** button. This will add an event to a list of recurring events.

Important: If the registration for the main event from a series of recurring events is turned on, then it will be turned on for each single event from a series of recurring events.

3.3   WHO CAN ADD EVENT

A web site can have more users and you want to set which of them can add events. By the default settings, events can be added by every DNN user who has the permission of adding an article. If you want for a user only to add articles than you can in **"Settings > 1.Permissions"** under **"Permissions for the add/edit form"** click on **Select field** and in the **pop-up window** turn the option **Events** and **Events registration** off.

Interesting possibilities for adding events you can find in **"Settings > 10. Edit form default presets"**. The section **"Events in add/edit form"** has three options.

User can enable adding article as event

In this case a user can turn the option **"Add as event"** on when adding articles and add an article as an event.

User can disable adding article as event

In this case the option **"Add as event"** is turned on, but a user can turn the option off and save an article as a regular article, not as an event.

User can't disable adding article as event

In this case by default the option **"Add as event"** is turned on and a user cannot turn the option off. This option is a good choice if you want to make users to publish only events, not articles.

3.4 ADDING LOCATIONS WITH THE HELP OF BUILD-IN GOOGLE MAPS EDITOR

You can add a location of an event with the help of the built-in **Google Map editor**. The Google Map editor is available in the **add/edit form**. Although, for its availability, it is necessary to enter the **Google Maps API key** in the module settings.
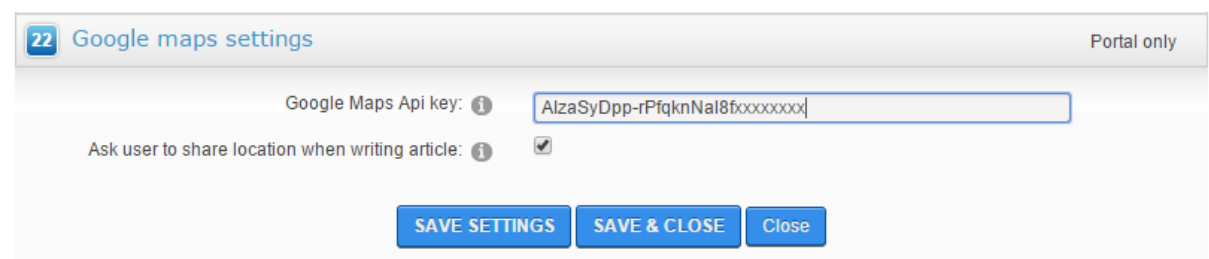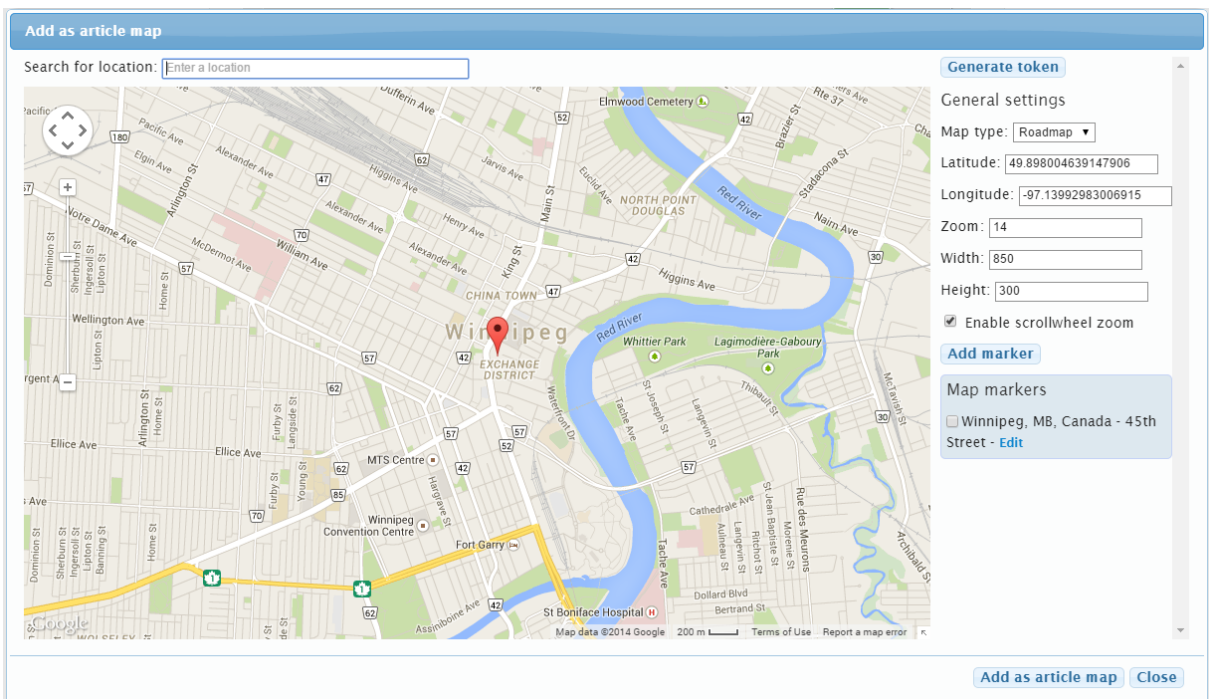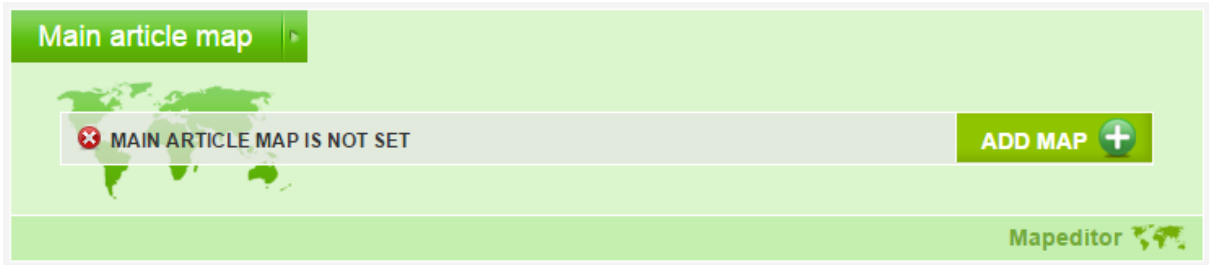
4 EVENT REGISTRATION

4.1 PERMISSION SETTINGS

For users to be able to register to an event, it is necessary to set the permissions on who can register. Registration permissions are possible to set in the same way as other permissions in **"Settings > 1. Permissions"**. The default permissions are valid for all the events there.

Additionally, it is possible to adjust the permissions which are valid only for a single event. To adjust settings for a single event it is necessary to turn on the option **"Permissions per article"** and choose a role or add users who have the right to register. Permissions per article overwrite the permissions set in **"Settings > 1. Permissions".**

4.2 REGISTRATION NOTIFICATIONS

The module can send notifications about the progress of registration process, like new registrations or a request for registration confirmation. Notifications can be configured in **"Dashboard > System notifications"**. Here it is possible to choose which DNN security roles will receive these notifications. It is possible to add a single user using the option **"Add user by username"** and edit special permissions.

If the option **"Send notification to author of article when someone registers to event"** is turned on, then notifications are sent to author who added the event.

4.3 EVENT REGISTRATION IN EASYDNNNEWS – BEFORE THE BEGINNING OF USE

After installing the EasyDNNnews 7.0, there is the advanced system of notifications, invitations and reminders at your disposal. Before using these new functionalities, it is necessary to configure them for a proper work.

1) CONFIGURATION OF EMAIL SETTINGS

Go to Dashboard > Event registration manager and configure E-mail settings

E-mail event links – choose an instance of the news module in which the links from emails will be opened

E-mail notification templates – choose predefined templates for each type of notifications and click on the button **Load** that will load templates in the field **Email content**. Templates loaded in such ways can be edited. **Notice:** email notifications will be created based on the content in the field **Email content**. If you edit the predefined template, then the notification will be created based on the changes made.

Templates need to be loaded for each notification type.

Email settings – enter the settings that will be used for email sending

Save the changes made by clicking the button **Save**.

2) SETTING UP AND CONFIGURING DEFAULT INVITATIONS

The default invitations are created in Dashboard > Event registration manager > Default invitations

After the module installation, it is possible to create the default invitations. It is possible to create more invitations. These invitations, viz. the rules to which they are going to be send after the creation of an event, can be used for every new added event. Additional editing of invitations for each event is possible.

3) SETTING UP AND CONFIGURING DEFAULT REMINDERS

Default reminders are created in **"Dashboard > Event registration manager > Default reminders".**

After the module installation, it is possible to create the default reminders. It is possible to create more reminders. These reminders, viz. the regulations to which they are going to be send after the creation of an event, can be used for every new added event. Additional editing of reminders for each event is possible.

4) CONFIGURATION OF PERMISSIONS AND NOTIFICATIONS

The advanced system of permissions in the EasyDNNnews module enables you setting of permissions on who can register to events. Also, you can disable the adding of an event to authors of articles. Permissions can be configured in **"Settings > 1. Permissions".**

Settings for event adding in **the add/edit** form can be additionally configured in **"Settings > 10. Edit form default presets"**.

More about permissions in the EasyDNNnews module you can learn here.

Notifications that are used for informing about new registrations and the course of the registration process can be configured in **"Dashboard > System notifications".**

5 EVENT REGISTRATION MANAGER
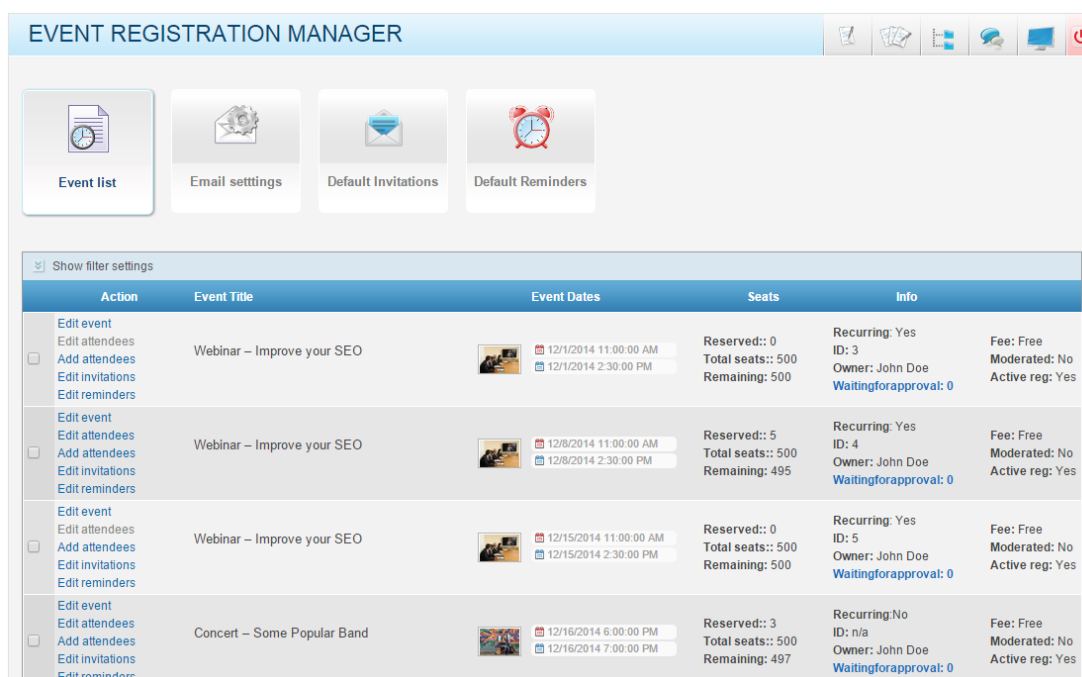
The interface for event management is called the **Event registration manager.** The **Event registration manager** is placed in **"Dashboard > Event registration manager".**

After clicking the **Event registration manager** button in the **Dashboard**, the **Event registration manager** screen is shown. In the top section you will notice four buttons: **Event list, Email settings**, **Default Invitations** and **Default Reminders.**
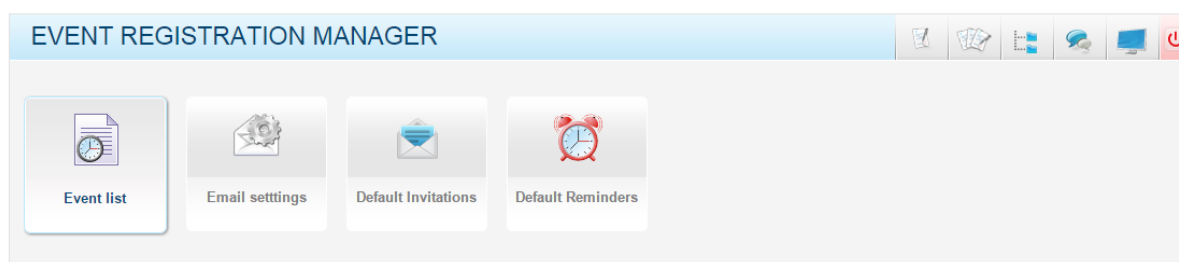
5.1 EVENT REGISTRATION MANAGER – EVENT LIST

The event list shows a list of events for which the registration is turned on, the most important information of each event and possible actions. Possible actions are **Edit event**, **Edit attendees**, **Add attendees**, **Edit invitations** and **Edit reminders**.

Edit event

Here you can open an event editing and change all the data and settings entered.

Edit attendees

Here you can see incoming registrations to an event and their statuses. By clicking **Edit user** you can edit user data. The registration can be deleted by clicking **Delete registration**. The registration can be confirmed by ticking the option **"Approved"**. Clicking **Reject** we reject the registration process. It is possible to enter a message why the registration is rejected.

Add attendees

You can manually add registered DNN users to an event. In the menu **"Add users from roles"** you can choose roles which members will be added to an event. It is possible to add members from more roles. Select a role for which members you want to add and click **Add.**

You can also add a single DNN user. In the **Add user field** you enter a user name and click **Add**.
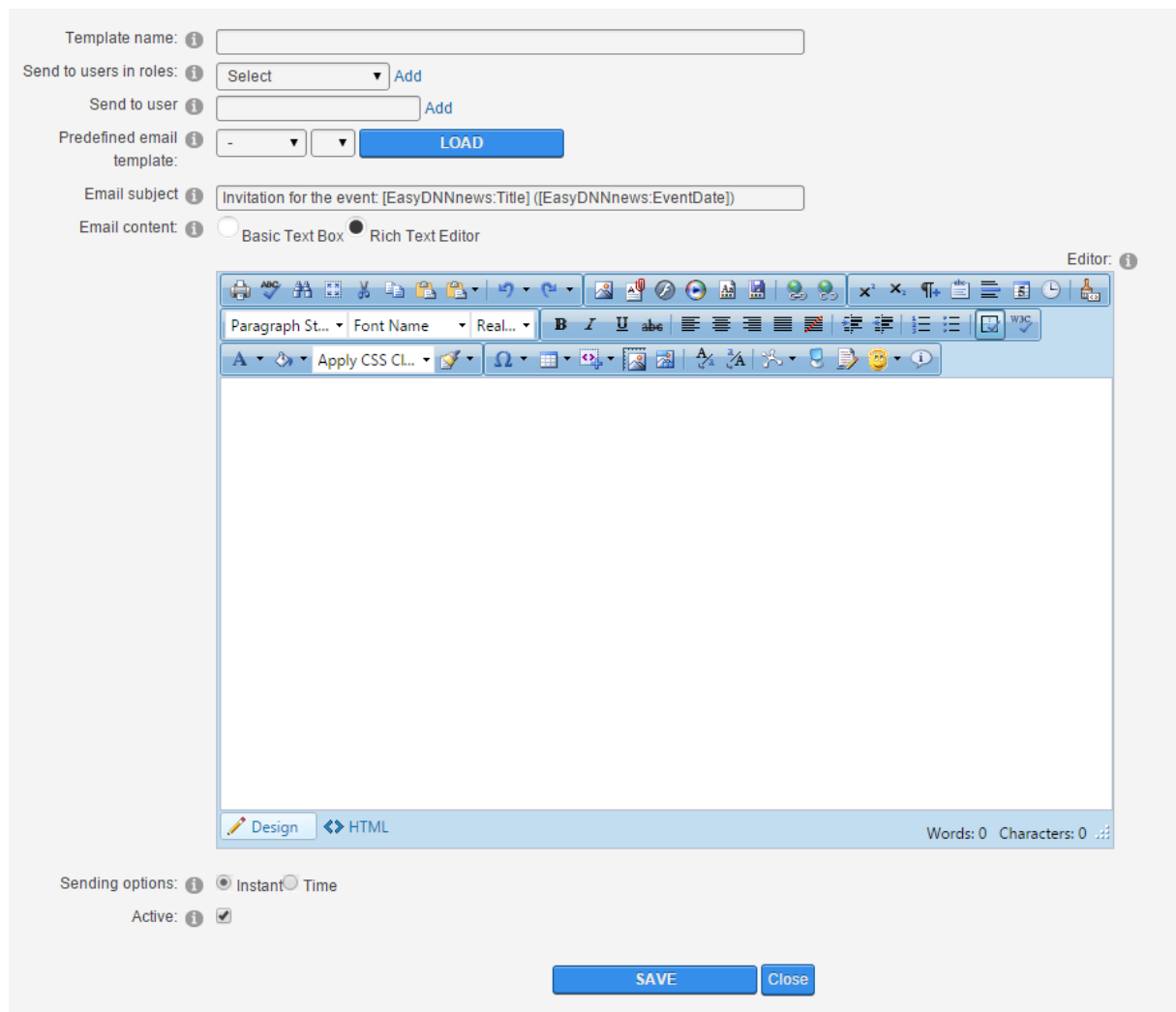
Edit invitations

Here you can edit event invitations. If we tick the option **"Use default invitation",** then the invitations are automatically added to an event and they are created in the **"Default invitations"** section.

To create a new invitation click on the **Add a new invitation** button.
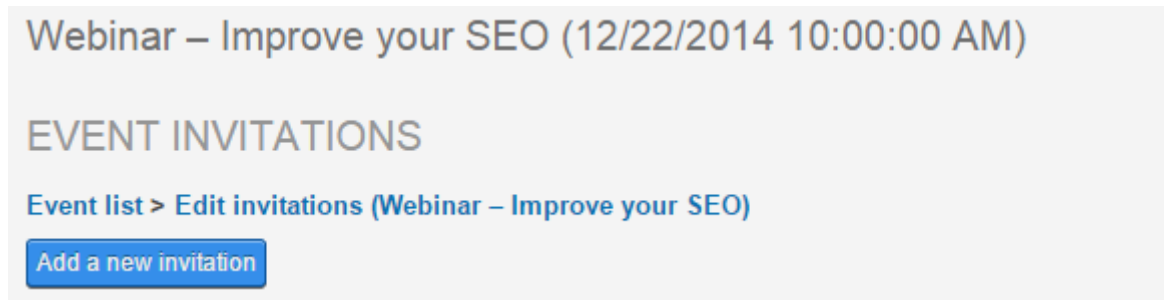
Webinar – Improve your SEO (12/22/2014 10:00:00 AM)

EVENT INVITATIONS

Event list > Edit invitations (Webinar – Improve your SEO)

Add a new invitation

In the new screen it is necessary to enter a template name, choose to whom the invitation is sent, and upload a predefined theme and a template which can be edit if necessary.

Finally, you choose instant sending by choosing the option "**Instant**" or you can specify a **time period** before beginning of the event when the invitations will be sent.

If the option **"Active"** is ticked then this means that the invitation will be sent when all the conditions are met.

Templates are saved by clicking the **Save** button.

Edit reminders

Here you can edit event reminders. If you ticked the option "**Use default reminder",** then reminders created in the **default reminders section** are automatically added to an event. In **Edit reminders** it is possible to edit or delete added reminders and it is possible to create and add new reminders only for this event.

To create a new reminder, click on the **Add a new reminder** button.

Webinar – Improve your SEO (12/15/2014 10:00:00 AM)

EVENT REMINDERS

Event list > Edit reminders (Webinar – Improve your SEO)

Add a new reminder

In the new screen it is necessary to enter a template name, choose to whom the invitation is sent and upload a predefined theme and a template which can be edit if necessary.

Finally, you choose instant sending by choosing the option **"Instant"** or you can specify a **time period** before beginning of the event when the invitations will be sent.

If the option **"Active"** is ticked then this means that the invitation will be sent when all the conditions are met.

Templates are saved by clicking the **Save** button.

5.2 EVENT REGISTRATION MANAGER – EMAIL SETTINGS

In the email settings section you can configure settings for sending email notifications.

1) **Email event link**

Module instance where links will be opened

Since the EasyDNNnews module supports displaying of articles in different instances on the web site, here you can choose an instance which will open links sent in emails.

2) Email notification templates

Here you can edit all email notifications which are sent after the registration process.
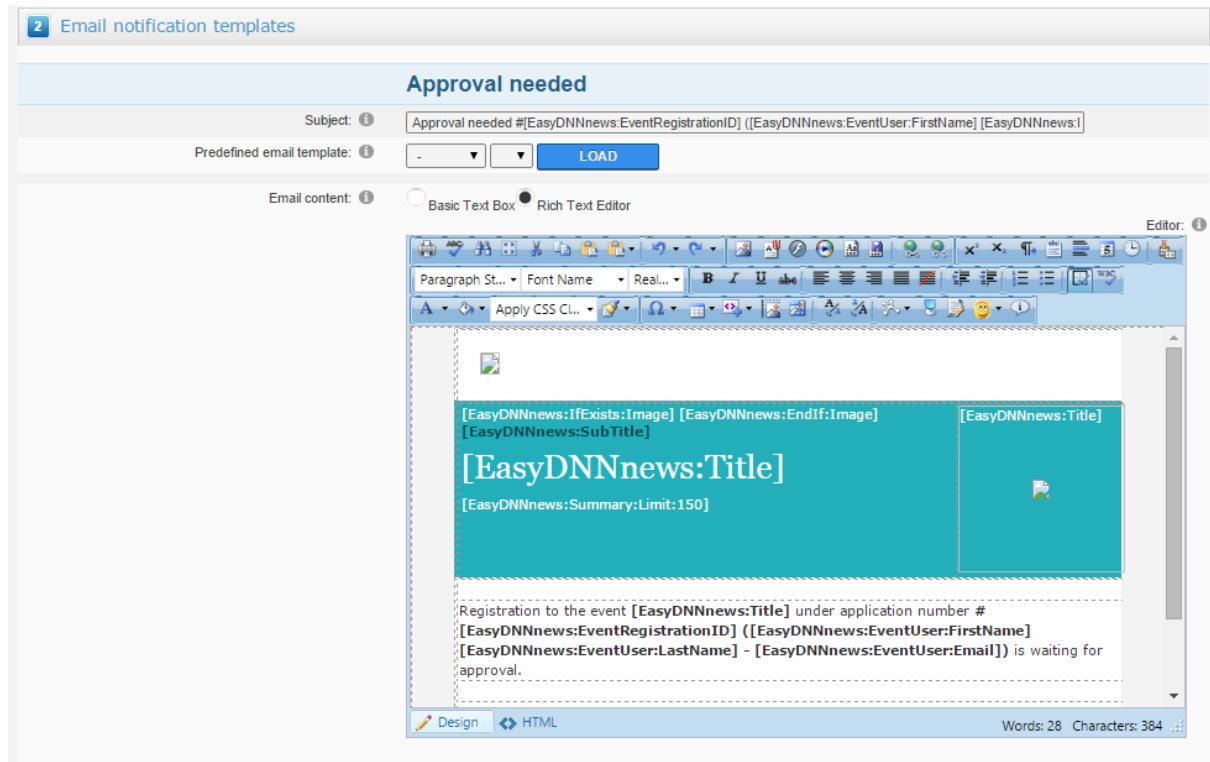
The following templates are available:

Approval needed – the email template which is sent when it is necessary to approve an incoming registration.

New event registration – the email template which is sent as a notification about a new event registration

Verifying registration for unregistered users – the email template which is sent to unregistered users which have to click on the link in the email and confirm their registration (double opt-in).

Awaiting registration approval – the email template which is sent to a user who has registered with a message that the registration is successfully received and awaiting approval.

Rejected registration – the email template which is sent to a user whose registration is rejected.

Confirmed registration – the email template which is sent to a user when the registration is approved.

3) **Email settings**
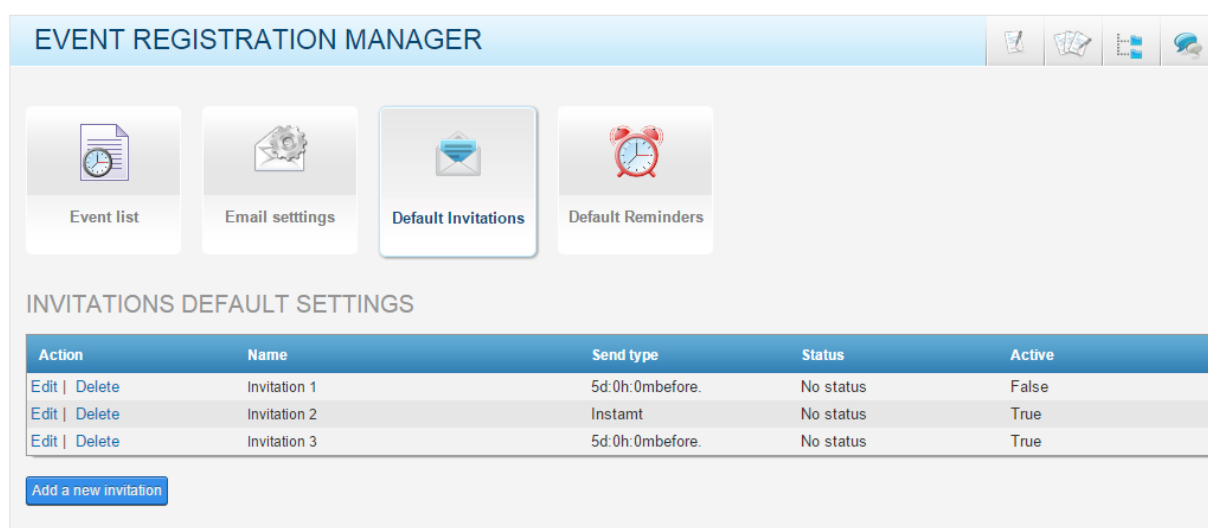
Here you can edit email settings which are used for sending emails.

Changes are saved by clicking the **Save settings** button

5.3 EVENT REGISTRATION MANAGER – DEFAULT INVITATIONS

The **default invitations** are the invitations which can be used for every event. The default invitation can be turned when adding an event by turning the option "**Use default invitation**" on. S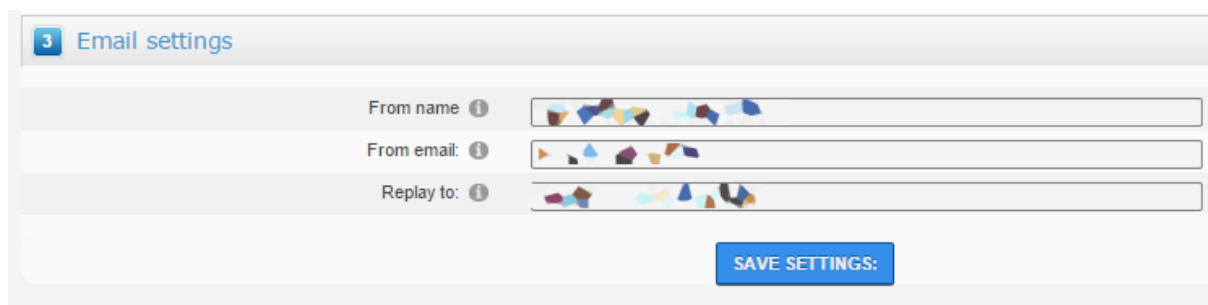ince invitations are actually emails which are sent in certain time and to certain users, using default invitations enables you a possibility of not creating invitations for every event, but you can use created default invitations which are sent according to set criteria. For example, you can create an invitation which is sent 7 days before a holding event. For every event that has the default invitations turned on, invitations will be sent 7 days before a holding event.

Here in the **Default invitations section** you can see the list of created invitations. By clicking the **Edit** button you can edit the invitations and by clicking the **Delete** button, you can delete it.

To create a new invitation, click on the **Add a new invitation** button. In the new screen it is necessary to enter a template name, choose to whom the invitation is sent and upload a predefined theme and a template which can be edit if necessary.

ADD INVITATION DEFAULT SETTINGS

Finally, you choose instant sending by choosing the option **"Instant"** or you can specify a **time period** before beginning of the event when the invitations will be sent.

If the option **"Active"** is ticked then this means that the invitation will be sent when all the conditions are met.

Templates are saved by clicking the **Save** button.

5.4 EVENT REGISTRATION MANAGER – DEFAULT REMINDERS

The **default reminders** are reminders which can be used for every event. The default reminders can be turned on when adding an event by turning the option **"Use default reminders"** on. Since invitations are actually emails which are sent in certain time and to certain users, using default invitations enables you a possibility of not creating invitations for every event, but you can use created default invitations which are sent according to set criteria. For example, you can create an invitation which is sent 7 days before a holding event. For every event that has the default invitations turned on, invitations will be sent 7 days before a holding event.

Here in the **Default reminders section** you can see the list of created reminders. By clicking the **Edit** button you can edit the invitations and by clicking the **Delete** button, you can delete it.

EVENT REGISTRATION MANAGER

Event list	Email setttings	Default Invitations	Default Reminders

REMINDERS DEFAULT SETTINGS

Action	Name	Send type	Status	Active
Edit | Delete	Reminder 1	Instamt	No status	False
Edit | Delete	Reminder 2	Instamt	No status	False
Edit | Delete	Reminder 3	Instamt	No status	True
Edit | Delete	Reminder 4	5d:0h:0mbefore.	No status	True

Add a new reminder

To create a new reminder, click on the **Add a new reminder** button. In the new screen it is necessary to enter a template name, choose to whom the invitation is sent and upload a predefined theme and a template which can be edit if necessary.

ADD REMINDER DEFAULT SETTINGS

Template name: ⓘ

Send to users in roles: ⓘ Select ▼ Add

Send to user ⓘ Add

Send to event attendees: ⓘ ☑

Predefined email ⓘ - ▼ ▼ LOAD
template:

Email subject ⓘ Reminder for the event: [EasyDNNnews:Title] ([EasyDNNnews:EventDate])

Email content: ⓘ ◯ Basic Text Box ● Rich Text Editor

Editor: ⓘ

Design <> HTML   Words: 0 Characters: 0

Sending options: ⓘ ● Instant ◯ Time

Active: ⓘ ☑

Finally, you choose instant sending by choosing the option **"Instant"** or you can specify a time period before beginning of the event when the invitations will be sent.

If the option **"Active"** is ticked then this means that the invitation will be sent when all the conditions are met.

6   USER EVENT REGISTRATION

Events for which you set that the registration is needed when you added them, show the **Register** button when registering.

To users who want to register to an event, after clicking the **Register** button a **pop-up form** will show up. The standard registration form includes **First name, Last name**, **E-mail**, **Number of seats** and **Additional information field**.

After filling this form a user will click on the **Register** button.

If the standard fields of the registration form are not enough, it is possible to expand them with additional fields. Additional fields can be created as custom fields, and these custom fields can be added in a group of custom fields. A group of custom fields is possible to choose during an event adding under the option **"Field template of registration form".**

Custom fields in the EasyDNNnews module are created in **"Dashboard > Custom fields"**. Besides expanding registration form you can use them as additional fields in articles.

7 DISPLAYING OF EVENTS IN EASYDNNNEWS MODULE

7.1 DISPLAYING OF LISTS OF ARTICLES AND EVENTS IN THE MAIN NEWS MODULE

You can display events in the EasyDNNnews module in the main news module, in the article list. Options for filtrating articles and events can be configured in **"Settings > 4. Filter articles".**

For the option **"Order articles by"** you can choose **"Event start date".** For the option **"Display articles and events"** you can choose if you want to display articles only or events or both.

The option **"Displaying of past events"** enables you to choose displaying of events which start date has already passed. You can choose **"Show All"** to show passed events or you can choose the option **"Limit number of days in the past"** where you can choose how many days after the start date will the events be shown.

7.2 DISPLAYING OF EVENTS IN THE CALENDAR MODULE

Events are possible to display using the EasyDNNnews calendar module in the **simple** and **advance calendar** and in the **upcoming events box**.

In the settings of the calendar module you can choose using the **Simple** or **Advanced calendar**. The option **"Display articles and events"** enables you to display only articles, or only events or both. Events can be displayed from the **start to the end date** or by the **publish date**.

Also, it is possible to configure event displaying of which the start date has already passed.

The EasyDNNnews calendar module enables the display of the **upcoming events list**.

8 DISPLAYING OF EVENTS IN EASYDNNROTATOR MODULE

The **EasyDNNrotator** module is our module that brings the collection of attractive sliders and image rotators. The module can work on its own but also in the integration with the EasyDNNnews module when **articles are automatically loaded from** the EasyDNNnews module.

The same as standard articles, the EasyDNNrotator module **can also display events** published in the EasyDNNnews module.

To configure the integration of the EasyDNNrotator module with the EasyDNNnews module, in the settings of the EasyDNNrotator module it is necessary to select the **News module** as content source.

Using the option **"Display articles and events"** you can configure the display to only articles, only events or both. The option **"Displaying of past events"** enables the configuration of the displayed events whose start date has expired.

In the rotator displays that support templates, it is possible to use tokens: [EasyDNNrotator:EventDate] and [EasyDNNrotator:Location].