



Quick Reference Guide

Version 6.00.08a

Thanks for choosing the Event Registration for Wordpress. This project has come along way since I first started with version 1.0.

I originally tried to find a plugin to suit my needs to have a quick and efficient way to provide online registrations for the various events an organization may have or sponsor. After an exhaustive search through available plugins, I could not find a simple solution. With most online services charge \$1.00 per registered person plus a % of the fee, this can get expensive quickly, thus the need for my plugin.

Thanks to your comments and contributions I have been able to keep this project going and continue to improve and make changes. Please continue both.

This guide will help you get started. I have tried to make the application as intuitive as possible, but have found that its not always the case.

In this version I have made some significant changes, and hope you find it a bit easier to find your way around.

It is important and necessary that you complete the company settings tabs first, as this information is critical for the proper operation of the registration process and payment process.

You do not have to take online payments, as there is a feature to support checks/cash.

The payment management system is a manual system and will require you to post payments manually. For those who are using PayPal, I have incorporated IPN so your payments should post automatically.

Events are displayed based upon starting date. Once an event's start date is passed, the event will no longer be displayed in the Events list, but can be accessed in the admin panel.

Events can be copied with the click of a single button to handle yearly events with ease.

Registration data has a couple of standard fields that are required and some that are optional. Additionally you can create your own questions and response options to add to the form in an easy fashion.

That's all. There are many features that I did not list, but you will find and discover. Please take a moment and provide me your feedback and of course if you like it and find it useful, please donate.

Thanks.

David

support@wordpresseventregister.com

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QUICK GUIDE

If you are upgrading from a previous version, please see upgrading directions.





1. Download and install the plugin.
2. Activate the plugin.
3. Create a new page on your site and title it Registration. On that page, in html view, put this text: {EVRREGIS} Save the page.
4. Create another page on your site and title it Calendar. On that page, in html view, put this text: {EVR_CALENDAR} Save the page.
5. Create another page on your side and title it Event Payments. Make the page hidden from navigation. On that page, in the html view, put this text: [EVR_PAYMENT] Save the page
6. Now you are ready to configure the plugin for operation. To get started, once you activate the plugin, please go into the Company settings and complete the information as it is requested. In the company information.
7. In the company information, under page settings, that you set the main registration page, there will be a dropdown box, select the page you setup as Registration.
8. In the company information, under page settings, the events payment page, there will be a dropdown box, select the page you setup as Payment.
9. Next go to the Category section. In the Categories section, create a few categories for your events.
10. Now you are ready to create events. Go to the Events section and select add new event. Complete the requested information in all tabs. The submit button is located in the last tab.
11. Event creation and event pricing are handled as separate tasks. You are able to create multiple pricing levels and optional pricing items with this version. Once you have created an event, view the event listing and you will see a button to add tickets/items. Add items such as registration fees, sales items or whatever you want to charge for or give away. You must create an item in order to take registrations.
12. Next create custom questions if you need additional registration information.
13. Once you have created your event, pricing items and questions, you are now ready to take registrations. Go to your registrations and click the event and try it out.

Page Shortcodes

{EVRREGIS} - Code to use for listing all events with register button. This is the main code that the plugin runs on. Placing this code on the page in HTML view, you wish to display the event listing/registration form. Note that you can enter text above and below the **{EVRREGIS}**, but that text will be displayed throughout the registration process as this function merely replaces **{EVRREGIS}** with the event listing, then the form, then the payment data, while staying on the same page.

Registration

Permalink: <http://localhost/test/registration/> [Edit](#) [View Page](#)

Upload/Insert     [Visual](#) [HTML](#)

b *i* [link](#) **b-quote** ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **lookup** **close tags** **fullscreen**

```
{EVRREGIS}
```

Word count: 0 Draft saved at 8:24:29 pm. Last edited by admin on November 11, 2011 at 8:08 am.

Registration

Click on Event Name for description/registration

EVENT	START	-	END
Some Event	Dec 14, 2011 11:30:00	-	13:15:00

There is no longer a shortcode for Widgets, they are available in the appearance widgets area. Simply drag and drop the widget to the sidebar. No configuration is available.

Widgets

Screen Options Help

Available Widgets

Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.

Archives

A monthly archive of your site's posts

Calendar

A calendar of your site's posts

Categories

A list or dropdown of categories

Custom Menu

Use this widget to add one of your custom menus as a widget.

Event Registraion

Event Registraion

Links

Your blogroll

Meta

Log in/out, admin, feed and WordPress links

Pages

Your site's WordPress Pages

Recent Comments

The most recent comments

Recent Posts

The most recent posts on your site

RSS

Entries from any RSS or Atom feed

Search

A search form for your site

Tag Cloud

Your most used tags in cloud format

Text

Arbitrary text or HTML

Primary Widget Area

The primary widget area

Meta

Secondary Widget Area

First Footer Widget Area

Second Footer Widget Area

Third Footer Widget Area

Fourth Footer Widget Area

Inactive Widgets

Drag widgets here to remove them from the sidebar but keep their settings.

Recent Posts

Recent Comments

Archives

Categories

Search

Primary Widget Area

The primary widget area

Meta

Event Registraion

There are no options for this widget.

Delete | Close

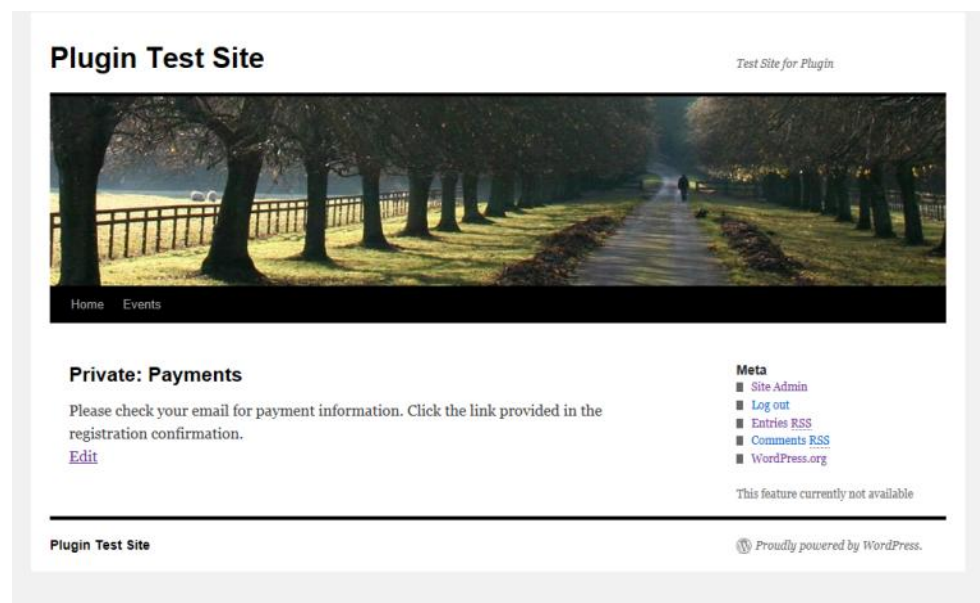
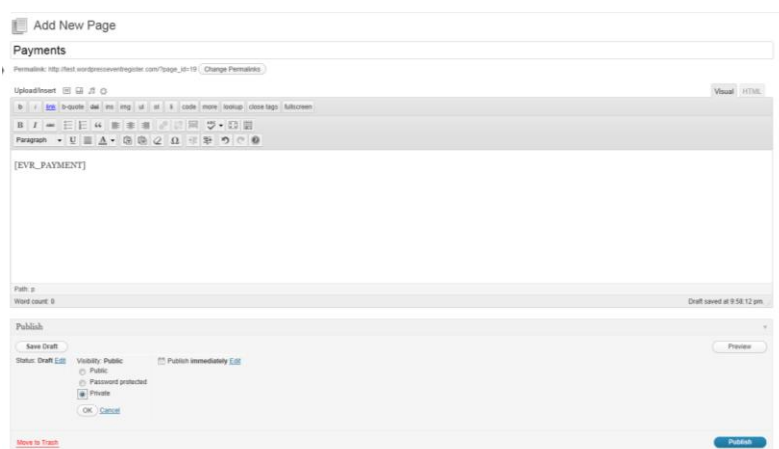
Secondary Widget Area

First Footer Widget Area

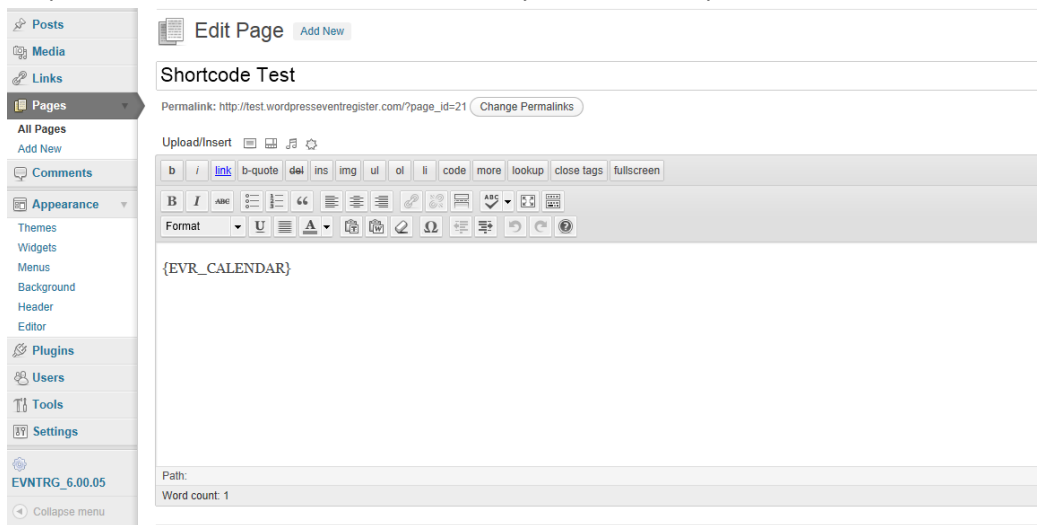
[EVR_PAYMENT] - Code to use when setting up a return url for attendees to return and make payments and for PayPal IPN notifications. Occasionally attendees will exit the registration process without making a payment or you will allow partial payments and attendees will need to return the registration process to complete payment. Placing this code in a page and then using that pages URL as the return payment link in the Organization setup will allow attendees to return to make payments or can be used to allow online donations. This page should be hidden from navigation.

If you click on the page alone, it will display “[Please check your email for payment information.](#)
[Click the link provided in the registration confirmation.](#)”

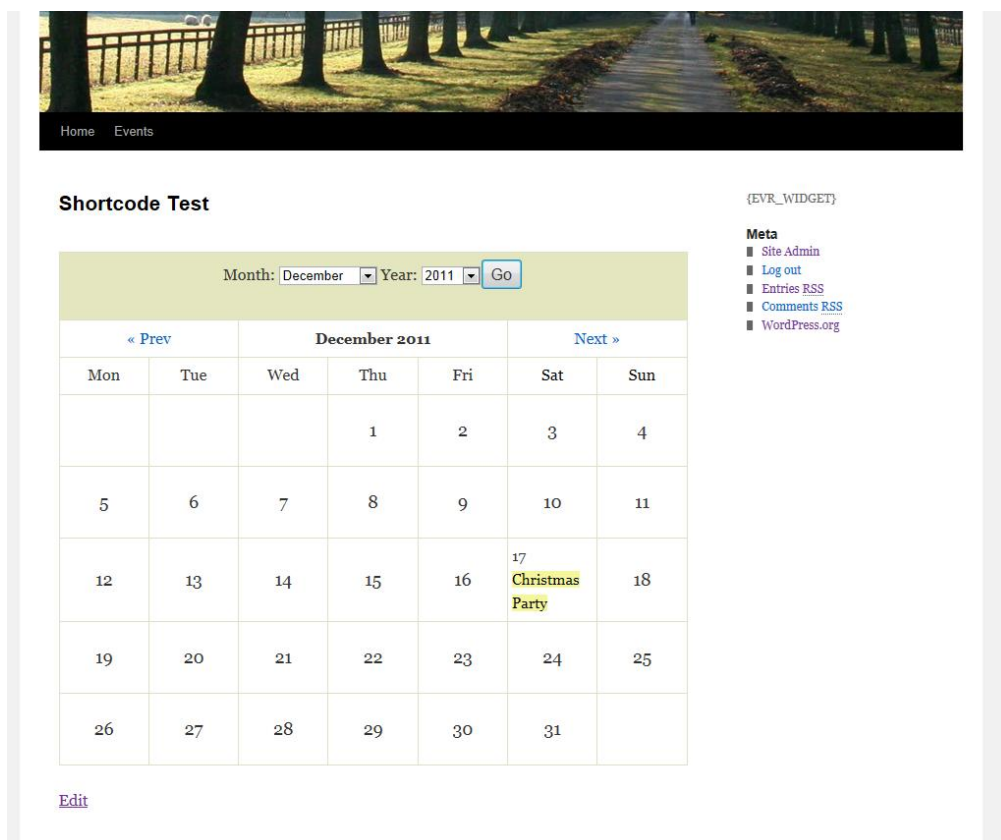
However, when the URL is sent to the attendee it will include the attendee’s unique registration ID for that event in the URL, allowing his/her information to be displayed.



{EVR_CALEDAR} - Shortcode for showing the Events Calendar. This shortcode displays a calendar on the page. The calendar can move from month to month using Next/Prev Links or you can use a dropdown selector and choose month and year to view a specific month.



WordPress 'Edit Page' interface showing the 'Shortcode Test' page. The sidebar on the left includes links for Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays the 'Shortcode Test' page with the shortcode `{EVR_CALEDAR}` entered in the text editor. The top of the editor shows the 'Edit Page' button and the 'Add New' button. The bottom of the editor shows the 'Path' and 'Word count'.



WordPress 'Events' page showing a calendar for December 2011. The page includes a header with 'Month: December' and 'Year: 2011'. The calendar grid shows days of the week and dates. The date 17 is highlighted in yellow and labeled 'Christmas Party'. The page also includes a 'Meta' section with links for Site Admin, Log out, Entries RSS, Comments RSS, and WordPress.org.

Month: December Year: 2011 Go						
« Prev	December 2011					Next »
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Christmas Party	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

[Edit](#)

Event are displayed by Name on the calendar. If you assigned an event to a specific category, it will be colored according to the category definition. The Event name is a hyperlink to the registration for that event. Each Event name has a hover displaying the event details. Simply hover over the event name to view the details. Events open in a new window when selected.

Shortcode Test

Month: Year:

« Prev

December 2011

Next »

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Christmas Party	18
19	20	21	22	23	<div>Christmas Party</div> <div>Time: 7:00 pm - 11:00 pm, In Event Registration Offices</div> <div>We're planning a Holiday Party so please say you'll be here.</div> <div>Let us celebrate the Christmas Season with good friends and good cheer!</div>	
26	27	28	29	30		

Meta

[Site Admin](#)
[Log out](#)
[Entries RSS](#)
[Comments RSS](#)
[WordPress.org](#)

This feature currently not available

Plugin Test Site

Test Site for Plugin



[Home](#) [Events](#)

Events

Christmas Party

We're planning a Holiday Party so please say you'll be here.

Let us celebrate the Christmas Season with good friends and good cheer!

First Name

Last Name

Email Address

Phone Number

Meta


- [Site Admin](#)
- [Log out](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

This feature currently not available

[EVR_CATEGORY event_category_id="????"] - Shortcode for showing a list of events by category. Replace ?? with the id # of the category. The actual shortcode is shown next to each category in the Category setup page. Placing this code on the page in HTML view, where you wish to display the event listing by the specific category.





Unlike other shortcodes, you can use multiple codes on a single page.

When setting up the categories you have the option to have the description display or not to display for each category.




























 **Edit Page** [Add New](#)

Shortcode Test

Permalink: http://test.wordpressregister.com/?page_id=21 [Change Permalinks](#)

Upload/Insert    

b *i* [link](#) **b-quote** ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **lookup** **close tag**

B **I** **ABC**                           

`[EVR_CATEGORY event_category_id="PRTY"]`

 **Edit Page** [Add New](#)

Shortcode Test

Permalink: http://test.wordpressregister.com/?page_id=21 [Change Permalinks](#)

Upload/Insert    

b *i* [link](#) **b-quote** ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **lookup** **close tags** **fullscreen**

`[EVR_CATEGORY event_category_id="TCHG"]`

`[EVR_CATEGORY event_category_id="PRTY"]`



Shortcode Test

Parties

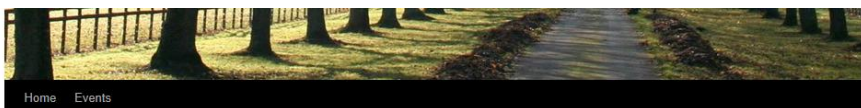
Party with Family and Friends

EVENT	START	-	END
Christmas Party	Dec 17, 2011	Dec 17, 2011	

Meta

- [Site Admin](#)
- [Log out](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

This feature currently not available



Shortcode Test

Teaching Time

Teaching Events

EVENT	START	END
-------	-------	-----

Parties

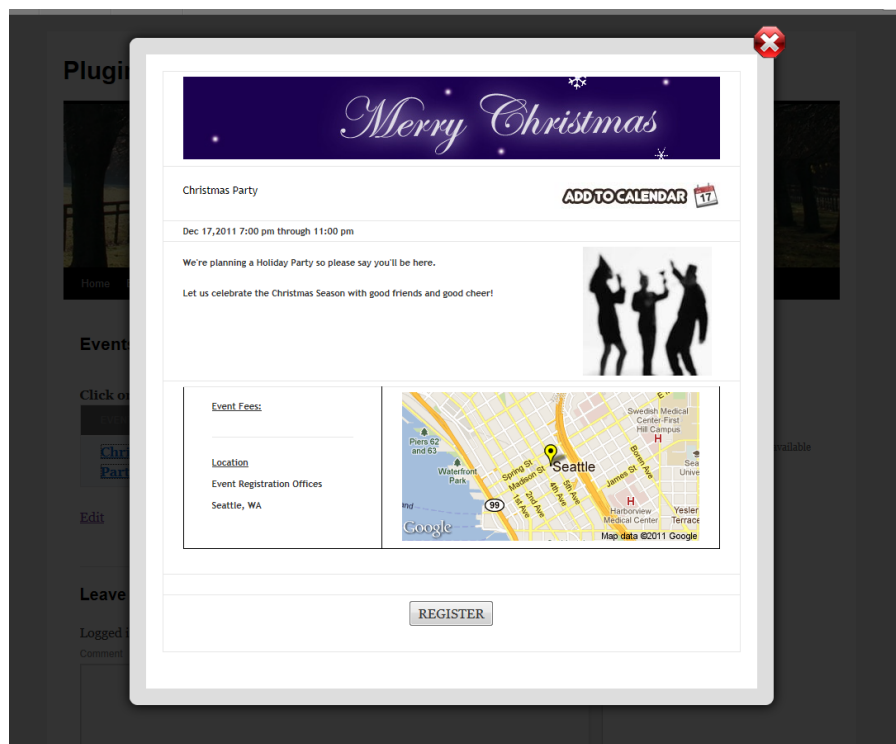
Party with Family and Friends

EVENT	START	END
Christmas Party	Dec 17, 2011	Dec 17, 2011

Meta

- [Site Admin](#)
- [Log out](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

This feature currently not available



[EVR_SINGLE event_id="??"] Shortcode for showing registration page for a single event. Replace ?? with the id # of the event. The Event id is shown on the Event Listing in the Admin panel. This

Start Date	Event ID	Name	Location	City	Status	# Attend
2011-12-17	1	Christmas Party	Event Registration Offices	Seattle	ACTIVE EVENT	0 / 40
Start Date	Event ID	Name	Location	City	Status	# Attend

shortcode will display the actual registration form for that event on the page. Placing this code on the page in HTML view. Note that you can enter text above and below the shortcode, but that text

will be displayed throughout the registration process as this function merely replaces the shortcode with the registration form, then the payment data, while staying on the same page.

You can only use one event short code per page.

The image shows the WordPress editor interface for a page titled "Shortcode Test". At the top, there are buttons for "Edit Page" and "Add New". Below the title, the permalink is shown as "http://test.wordpressventregister.com/?page_id=21" with a "Change Permalinks" button. The editor has a "Visual" and "HTML" tab, with "HTML" currently selected. The HTML view shows the shortcode `[EVR_SINGLE event_id="1"]`. At the bottom, it says "Word count: 2" and "Last edited by on November 15, 2011 at 11:17 pm".





The image shows the frontend view of the WordPress site. At the top is a banner image of a path lined with trees. Below the banner is a navigation menu with "Home" and "Events". The main content area is titled "Shortcode Test" and "Christmas Party". It contains two lines of text: "We're planning a Holiday Party so please say you'll be here." and "Let us celebrate the Christmas Season with good friends and good cheer!". Below the text are four input fields for "First Name", "Last Name", "Email Address", and "Phone Number". On the right side, there is a "Meta" section with links for "Site Admin", "Log out", "Entries RSS", "Comments RSS", and "WordPress.org". At the bottom of the meta section, it says "This feature currently not available".

[EVR_ATTENDEE event_id="??"] - Shortcode for showing the list of attendees for an event on a webpage. Replace ?? with the id # of the event (use only single digit if ID is single digit). This shortcode will display the listing of the attendees who have signed up for the event. Place this code on the page in HTML view. Note that you can enter text above and below the shortcode. Content on this page will not refresh or change until you refresh or reload the page.

For identity security of the attendees, the attendee list only displays the First and Last name of each attendee, in Last name order. The list does include all names, so when someone registers for more than one person at a time, all names will be entered and displayed.

Event Attendees

Permalink: <http://claremcormack.co.nz/event-registration/event-attendees/> [Edit](#) [View Page](#)

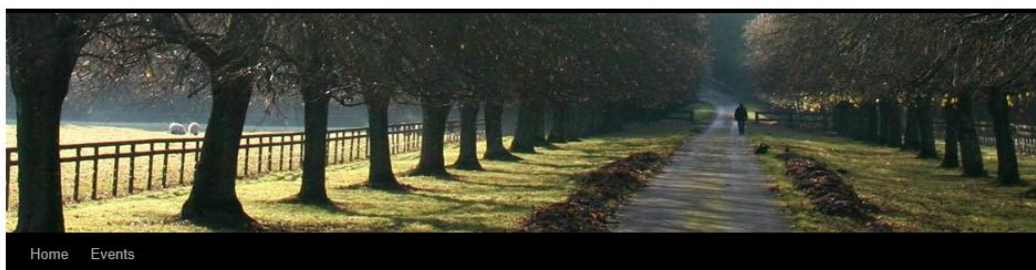
Upload/Insert    

b **i** **link** **b-quote** **del** **ins** **img** **ul** **ol** **li** **code** **more** **lookup** **close tags** **fullscreen**

[EVR_ATTENDEE event_id="8"]

Plugin Test Site

Test Site for Plugin



Shortcode Test

Attendee List for Christmas Party

- 1.) Chid1 Last
- 2.) Child2 last
- 3.) Child3 Last
- 4.) First Last
- 5.) Second Last

[Edit](#)

Meta

- [Site Admin](#)
- [Log out](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

This feature currently not available

Sample Registration for Multiple People

[Home](#) [Events](#)

Events

Please verify your registration details:

Event Name/Cost:	Christmas Party - USD0.00
Attendee Name:	First Last
Email Address:	support@wordpresseventregister.com
Number of Attendees:	5
Order Details:	2 REG-Adult USD 0.00 3 REG-Child USD 0.00

You are registering for 5 people. Please provide the first and last name of each person:

Attendee #1 First Name: Last Name:

Attendee #2 First Name: Last Name:

Attendee #3 First Name: Last Name:

Attendee #4 First Name: Last Name:

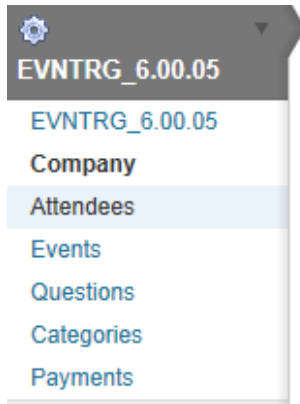
Attendee #5 First Name: Last Name:

Event Registration
A WordPress Plugin

Page 14

Navigating the Admin Panel

Plugin Side Menu



EVENT REGISTRATION

for Wordpress

Event Registration Plugin - Current Information

Data Table Information	
Attendee Table Name:	wp_evr_attendee
Attendee Table Version:	6.00.05
Event Table Name:	wp_evr_event
Event Table Version:	6.00.05
Question Table Name:	wp_evr_question
Question Table Version:	6.00.05
Answer Table Name:	wp_evr_answer
Answer Table Version:	6.00.05
Category Table Name:	wp_evr_category
Category Table Version:	6.00.05
Cost Table Name:	wp_evr_cost
Cost Table Version:	6.00.05
Payment Table Name:	wp_evr_payment
Payment Table Version:	6.00.05

Configuring The Company

Before you can successful use the plugin it is necessary to complete the information in the Company tabs.

This area is divided into six tabs: Contact Info (all required fields), Payment Settings, Captcha, Page Config, Confirmation Settings, and Done.

The setup of your company is fairly straight forward. Complete each section and click to the tab title to move between tabs.



Company Settings

Contact Info	Payment Settings	Captcha	Page Config	Confirmation Settings	Done
<div><p>Company Name: <input type="text"/></p><p>Company Street 1: <input type="text"/></p><p>Company Street 2: <input type="text"/></p><p>Company City: <input type="text"/></p><p>Company State: <input type="text"/></p><p>Company Postal Code: <input type="text"/></p><p>Primary contact email: <input type="text"/></p></div>					

Please make sure you complete each section before submitting!

[Update Company Settings](#)

If you find this plugin useful, please contribute to enable its continued development: [Donate!](#)

Contact Info

This area is where you provide information that is used throughout the plugin. This information is displayed onscreen if you accept checks for mailing checks, the Primary contact email is used for email notifications. Please complete each area. For international locations, you can substitute your province for State.

Contact Info	Payment Settings	Captcha	Page Config	Confirmation Settings	Done
--------------	------------------	---------	-------------	-----------------------	------

Online Payment Vendor:

Online Payment ID

Authorized.Net Txn Key

[Sign Up Now](#)

Payment Button Text

Currency Format:

Will you accept donations?

For Paypal Users Only

Image URL
(For your logo on PayPal page)

Cancel Return URL
(used for cancelled payments)

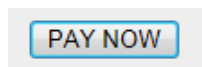
Notify URL
(used to process payments)

Return Method:

Use PayPal Sandbox ☐ Yes ☐ No
(used for testing/debug)

The Payment Settings tab defines how your registration system will handle attendee payments. The plugin supports online payments through Paypal, Google Pay, Authorize.net and has future capability for easily adding a custom payment solution. If you currently do not wish to accept online payments, you can choose None.

If you choose to utilize online payments, you should have an ID provide by your payment vendor. For Paypal this is typically your email address. For Google, this is a unique ID number. For Authorize.net, you will need your ID number plus and an additional transaction key (leave blank for all other payment forms)



The Payment Button Text allows you to customize the button that appears on the registration form.

The lower portion of this tab is for those who are using PayPal settings, all others can leave this area blank.

For Paypal Users Only

Image URL
(For your logo on PayPal page)

Cancel Return URL
(used for cancelled payments)

Notify URL
(used to process payments)

Return Method:

Use PayPal Sandbox
(used for testing/debug)

☐ Yes ☐ No

The image URL is for a custom logo you wish displayed on your PayPal page when your users pay.

The Cancel Return URL is the URL your users will be returned to if they select cancel from the PayPal site. Some people prefer to create a special page with a customized message for those who do not complete the payment process.

Sometimes people do not complete the payment and will need to return at a later date. In order to allow them to return, retrieve their payment info and pay, you will need to provide a return URL. To do this, simply create a new page on your site and place **[EVR_PAYMENT]** in the body section, in HTML view. Then paste the link to this page in the Notify URL. This will allow the link with a unique key to allow an attendee to return and see their information and make a payment. They can also return and see their payments made, provide you post the payments in the system.

Contact Info Payment Settings **Captcha** Page Config Confirmation Settings Done

Use Captcha on registration form? ☐ Yes ☐ No

Enter the security code as it is shown (required):

horse

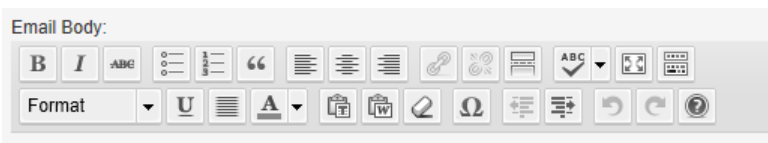
The third tab, Capcha, allows you to have Captcha security on your registration forms. Enable this option if you find you are getting a number of spam registrations. There are approximately 190 images that randomly rotate on the registration page.

The fourth tab, Page Config is essential for the plugin to operate. Without proper completion of this tab, the registration form will not display or work. When you activated the plugin, you should have followed the setup steps and created two pages, one for registration and one for payments.

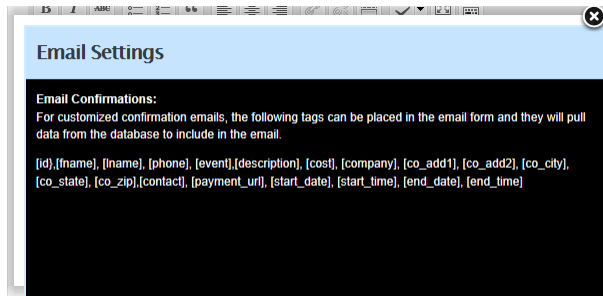
A sample email would look like this:

This is an automated response - Do Not Reply
Thank you [fname] [lname] for registering for [event].
We hope that you will find this event both informative and enjoyable.
Should have any questions, please contact [contact].
If you have not done so already, please submit your payment in the amount of [cost].
Click here to reveiw your payment information [payment_url].
Thank You.

The plugin features a wysiwyg editor for formatting text areas.



Popup Help is available on the Confirmation Settings tab.



The code inside the plugin allows you to pull data directly into any email sent from the system. There are a series of codes that correspond to actual data from the database. Refer the the information provided in the help popups for direction.

Email Confirmations:

For customized confirmation emails, the following tags can be placed in the email form and they will pull data from the database to include in the email.

[id],[fname], [lname], [phone], [event],[description], [cost], [company], [co_add1], [co_add2], [co_city],[co_state], [co_zip],[contact], [payment_url], [start_date], [start_time], [end_date], [end_time]

Sample Email

This is an automated response - Do Not Reply

Thank you [fname] [lname] for registering for [event]. We hope that you will find this event both informative and enjoyable. Should have any questions, please contact [contact].

Thank You.

That should complete the organization settings and now you are ready to get going.

Contact Info	Payment Settings	Captcha	Page Config	Confirmation Settings	Done
--------------	------------------	---------	-------------	-----------------------	------

Congratulations!

You have setup your company information. Please click the **UPDATE COMPANY SETTINGS** button, below the tabs.

Please make sure you complete each section before submitting!

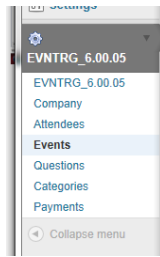
Update Company Settings

If you find this plugin useful, please contribute to enable its continued development: [Donate!](#)

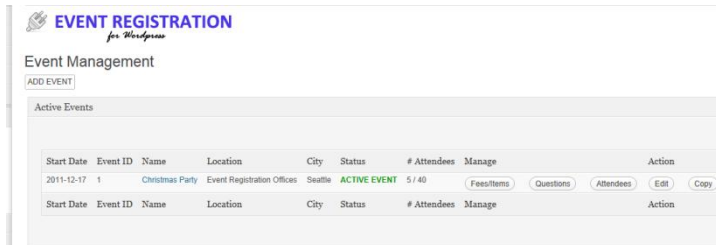
Please make sure you complete each section before submitting!

Update Company Settings

Adding An Event



To add an event, from the Events page or Dashboard, click the Event item on the side menu. This will then display the Event Listing page.



Press the **ADD EVENT** button to create a new event.

ADD EVENT

Once the button is pressed the Add New Event popup opens. The Add New Event is broken down into five tabs, Event Description, Event Venue, Event Date/Time, Options, and Confirmation Mail. Please be sure to complete all sections prior to submitting an event. The submit button is located on the last tab. It is strongly recommended to have several Categories created prior to creating events.

ADD NEW EVENT

Event Description | Event Venue | Event Date/Time | Options | Confirmation Mail

Event Name/Title ?

Unique Event Identifier ?

Display description on registration form page? ? ☒ Yes ☐ No

Detailed Event Description ?

Event Categories ?
 ☐ Parties ☐ Teaching Time

Please make sure you complete each section before submitting!

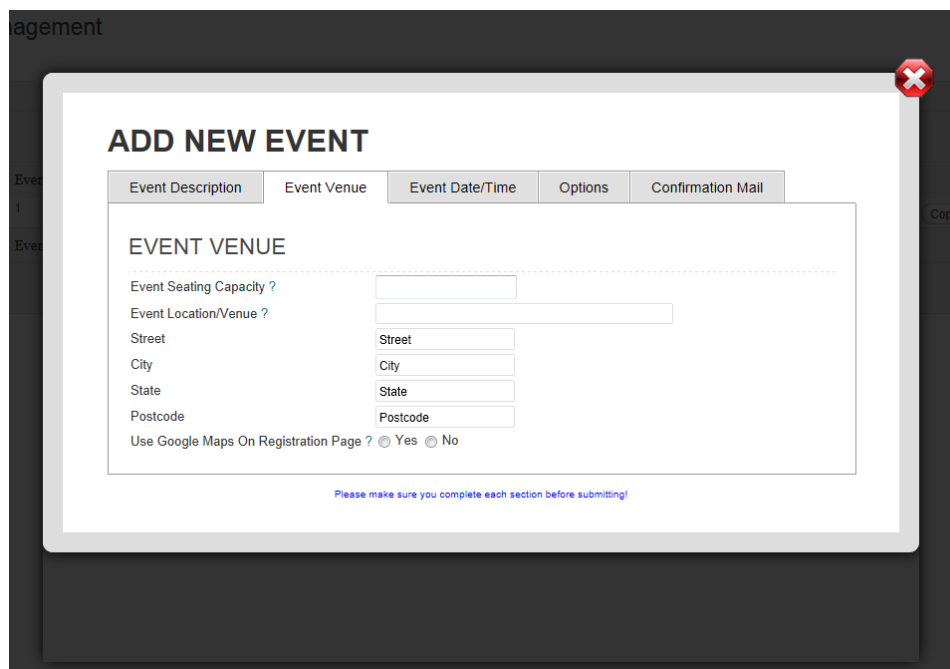
Event Name: This should be the Event's Title. It is recommended to keep this title fairly limited in length as to ensure it displays properly throughout.

Event Identifier: Is a unique ID code you use to help you differentiate between events that may have the same name. For instance if you are hosting an event in multiple cities, the Unique Identifier might include the city name, where the Event Names may all be the same.

Display description on registration page: If you would like to have the description displayed on the registration form page, select yes, otherwise no.

Detailed Event Description: Please provide a detailed description of your event. Descriptions support HTML encoding. There are some quick buttons below the text field for assisting.

Event Categories: Please select what categories you would like this event assigned to . All events should be assigned a category. Once the categories are created you can check them off if you wish the event to be listed on the page you used the category short code on.



The screenshot shows a web interface for adding a new event. The main heading is "ADD NEW EVENT". Below it are five tabs: "Event Description", "Event Venue", "Event Date/Time", "Options", and "Confirmation Mail". The "Event Venue" tab is currently selected. The form fields under this tab are:

- Event Seating Capacity ? (text input)
- Event Location/Venue ? (text input)
- Street (text input)
- City (text input)
- State (text input)
- Postcode (text input)
- Use Google Maps On Registration Page ? (radio buttons for Yes and No)

A small blue text note at the bottom of the form says: "Please make sure you complete each section before submitting!". A red 'X' icon is visible in the top right corner of the form window.

Event Seating Capacity: This is the total number of registrations you will allow for your event. If there is no limit, leave the field blank. Once your event reaches the limit, based on seating capacity, all registrations after that are placed on a waiting list, attendees are identified in the attendee listing in the admin panel as REG for registered or WAIT for waitlisted. You will have to manually process waitlist to register if a spot becomes available.

In addition to overall capacity limits, you can set limits on the amount of people each person can register. This is done in the ITEM/COST menu.

Event Location/Venue: This is where your event will be held, typically a business or home.

Street: Street address for the event location (the mapping feature needs this)

City: City where the event is being held (the mapping feature needs this)

State: State or Province where the event city is located (the mapping feature needs this)

Postcode: This is the zip or postal code of the event city (the mapping feature needs this)

Use Google Maps On Registration Page: If you would like a map displayed on the registration popup, select yes.



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Copy

ADD NEW EVENT

Event Description	Event Venue	Event Date/Time	Options	Confirmation Mail
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EVENT TIMES

Start Date	November	15	2011	Start Time	6:00 am
End Date	November	15	2011	End Time	6:00 am

Please make sure you complete each section before submitting!

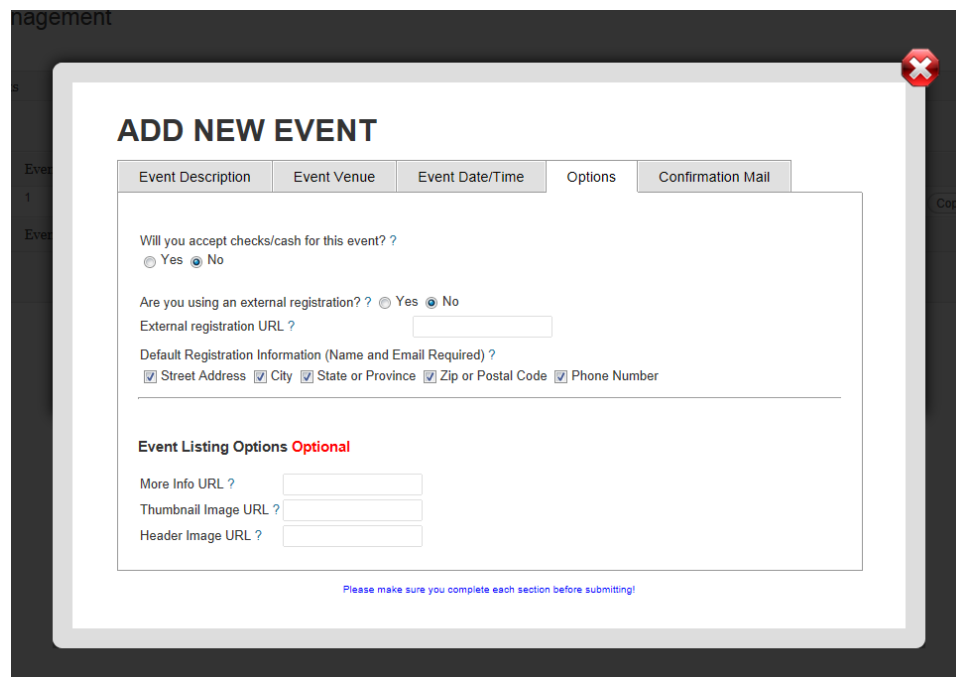
To provide consistency in the database, all event dates and times are handled through dropdown selections. Please complete each dropdown. All events default to today's date when created.

Event Times – Start Date: This is the date your event will start meeting.

Event Times – Start Time: This is the time your event will start meeting.

Event Times – End Date: This is the date your event will end. Note that once events reach the end date, the system automatically classifies them as inactive. Inactive events will not display on regular event lists, but will be visible by shortcode. In addition to being active, events also must have pricing items active to be open for registration. Please see directions on Cost/Items.

Event Times - End Time: This is the time your event will end.

The screenshot shows a web browser window displaying the 'ADD NEW EVENT' form. The form is titled 'ADD NEW EVENT' and has a red 'X' icon in the top right corner. It is divided into several sections: 'Event Description', 'Event Venue', 'Event Date/Time', 'Options', and 'Confirmation Mail'. The 'Options' section is currently active. It contains the following fields: 'Will you accept checks/cash for this event?' with radio buttons for 'Yes' and 'No' (selected); 'Are you using an external registration?' with radio buttons for 'Yes' and 'No' (selected); 'External registration URL ?' with a text input field; 'Default Registration Information (Name and Email Required) ?' with checkboxes for 'Street Address', 'City', 'State or Province', 'Zip or Postal Code', and 'Phone Number' (all selected); 'Event Listing Options Optional' with a red label; 'More Info URL ?' with a text input field; 'Thumbnail Image URL ?' with a text input field; and 'Header Image URL ?' with a text input field. At the bottom of the form, there is a blue text note: 'Please make sure you complete each section before submitting!'.

Will you accept checks for this event: Not everyone accepts online payments and some people collect both payment online and via check/cash. If you want to accept checks/cash for an event, you must select this option for your contact information to be displayed in the payment screen.

Are you using an external registration: One of the new features in the version is the ability to promote events that are not hosted by you. By using this feature, an event will display on your event listing, and have the popup display, however when they click register, they will be directed to the External

Registration URL if you select yes. You can use this feature to point to events hosted at other event registration companies/sites. No information will be collected by the plugin if you choose this option.

External registration URL: This is the URL of the site hosting an event you are merely promoting.

Default Registration Information (Name and Email Required): By default, all registration forms require First Name, Last Name and Email. Additionally normal contact information can be collected by checking the boxes Street Address, City, State or Province, Zip or Postal Code and Phone Number. Items not checked will not be displayed on the registration form. Note they you have the ability to add numerous other questions to the registration in the QUESTIONS area.

More Info URL: You can link to a PDF flyer, document, site or page to provide more information about your event. When you put the link to your content it will display a MORE INFO button on the event popup linking to the content.

Thumbnail Image URL: One of the great features of the popup is to add images that promote your company, event or site. There is a place for two images, a thumbnail and a header image. Ideal dimensions for the Thumbnail should be 150 x 112. If you do not provide a thumbnail, there is a default calendar graphic that appears in its place.



Header Image URL: The header image is displayed across the top of the event popup. This should generally be a graphic that promotes your event. For best layout images should be 650 x 100. Taller images (over 100px) will work, but keep in mind the more content in the popup the lower it pushes on the page. Too much content will push the REGISTER button out of accessibility.



Please watch the plugin site, <http://www.wordpresseventregister.com> for sample graphics.

ADD NEW EVENT

Event Description | Event Venue | Event Date/Time | Options | **Confirmation Mail**

Confirmation eMail

Do you want to use a custom email for this event? ? ☐ Yes ☒ No

Custom Confirmation Email ?

This is an automated response - Do Not Reply
 Thank you [fname] [lname] for registering for [event].
 We hope that you will find this event both informative and enjoyable.
 Should have any questions, please contact [contact].
 If you have not done so already, please submit your payment in the amount of [cost].
 Click here to reveiw your payment information [payment_url].
 Thank You.

Submit New Event

Please make sure you complete each section before submitting!

Do you want to use a custom email for this event? The plugin supports sending confirmation emails to people registering confirming receipt of their information. In order to send confirmation emails, this feature must be turned on in the Company Settings and the this tab in order to function. If the Company Settings are enabled this event will send the default confirmation email unless you specify to us a custom one for this event. If you select yes, you can create your custom email in the space provided. By default a sample email is already populated.

Custom Confirmation Email One of the nice features is that you can pull registration information and include it in the email. Currently the plugin supports the following tags: [fname], [lname], [phone], [event],[description], [cost], [company], [co_add1], [co_add2], [co_city],[co_state], [co_zip],[contact], [payment_url], [start_date], [start_time], [end_date], [end_time]

A sample email would look like this:

This is an automated response - Do Not Reply
 Thank you [fname] [lname] for registering for [event].
 We hope that you will find this event both informative and enjoyable.
 Should have any questions, please contact [contact].
 If you have not done so already, please submit your payment in the amount of [cost].
 Click here to reveiw your payment information [payment_url].
 Thank You.

The email supports HTML tags.

Once you have completed all the tabs and the information is as you desire, click the Submit New Event button.

[Submit New Event](#)

Now that you have created the event you will need to setup the pricing and any custom questions. The event will not take active registrations unless the pricing items have been created. Please proceed to Cost/Items by selecting Events from the side menu and then FEES/ITEMS button on the event row you are setting up.

Start Date	Event ID	Name	Location	City	Status	# Attendees	Manage	Action
2011-12-17	1	Christmas Party	Event Registration Offices	Seattle	ACTIVE EVENT	5 / 40	Fees/Items Questions Attendees Edit Copy Delete	
Start Date	Event ID	Name	Location	City	Status	# Attendees	Manage	Action

Setting Fees and Item Costs

With this version of the plugin, event related costs have many options. You can create multiple pricing items for People, Merchandise, Discounts, Workshops and Meals. You can create multiple versions of each type. Each Item can be displayed for a defined period of time by start and end date, so offering an early bird discount and then going to full rate because an automated process once you setup the fees. You can also offer things like senior or member or child rates. Only items defined as REG in the dropdown count toward the registration totals.

You can use this feature to book workshops in your main event without having to create a new event for each one. You can also price meals and merchandise. Too many options and ideas to limit in this guide.



Event Management

Event Items:Christmas Party at Event Registration Offices 2011-12-17-2011-12-17

REGISTRATION/TICKET TYPES

Add tickets to set pricing for your event (Adult, Child, VIP, etc.)

Name	Price	Start	End	Actions
REG Adult	USD 0.00	2011-11-15	2011-12-15	
REG Child	USD 0.00	2011-11-15	2011-12-15	

Name	Price	Start	End	Actions
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[ADD COST/ITEM](#) [RE-ARRANGE ITEMS](#)

COUPON CODE

Do you want to use a coupon code for this event? ☒ Yes ☐ No

Enter the Code

Discount amount for Coupon Code

[UPDATE COUPON CODE](#)

Adding a Cost/Item

What type of Item/Cost is this? REG - Registration Attendee

Name of Cost/Item

Description of Cost

Available items/cost per registration/order?

What type of Item/Cost is this There are five categories of items. REG (Attendee Registration, MDS (Merchandise), DSC (Discounts), WRK (Workshops) and MLS (Meals). Please select the appropriate category for the item you are creating. It does not matter in what order you create your items, the plugin allows you to reorder how they will display once they have been created. This is handy if you have to add items later or if you are copying an event.

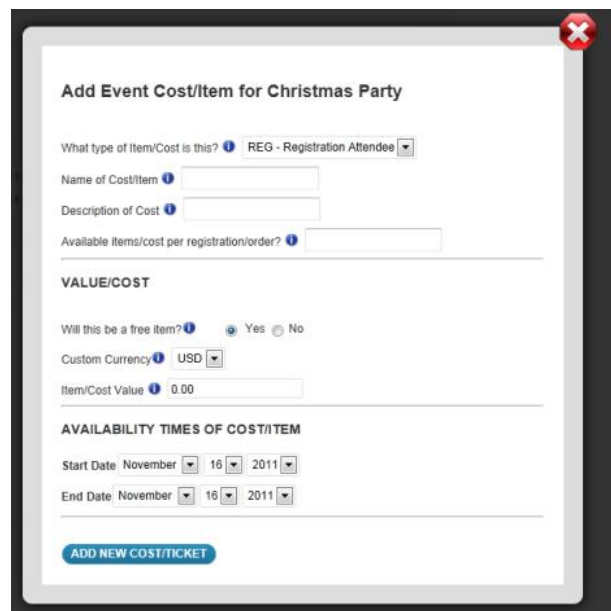
Name of Cost/Item This will be how the item will be displayed on the registration form, this is typically “Adult Registration”, “Child Registration”, “Early Bird Registration”, etc. This should be a brief title, only large enough to communicate what it is.

Description of Cost This information is for your reference only and will not be displayed to the attendee. This should be detailed enough for your records.

Available items/cost per registration/order Provide the number of available item/cost types per registration form. This is how many of this item or how many people a person may register on one order. If it is a REG item, the attendee will be given a blank field for each person based on the amount they select. If it is a REG item, available seats will impact overall amount available. Leave blank if no limit on the items.

Will this be a free item? For items that you want to get a count for but do not want to collect a fee, select YES. If you are going to charge for this item, select NO.

Custom Currency If this is a saleable item, select the currency format for which you will be taking. This field allows you to setup different events in different countries where the currency varies. Please select from the dropdown list. The list contains currency formats accepted by PayPal.



Item/Cost Value This is where the cost for the item is placed. Enter the amount using 2 decimal point (i.e. 10.00) for the cost. If the item is DSC, use minus symbol before for discount amounts (i.e. -5.00).

Start Date This is the date that the cost item will be displayed on the Event Registration page. Items can have different starting dates. Select the date you want the item to be displayed.

End Date This is the date that the item will disappear from the registration page.

Click the ADD NEW COST/TICKET button to finalize the item setup.

ADD NEW COST/TICKET

Name	Price	Start	End	Actions
REG Adult ⓘ	USD 0.00	2011-11-15	2011-12-15	⚙️ ✖️
REG Child ⓘ	USD 0.00	2011-11-15	2011-12-15	⚙️ ✖️
Name	Price	Start	End	Actions

Edit an item

Under the Actions section, click on the edit icon



Delete an item

Under the Actions section, click on the delete icon



Arranging Items

To rearrange the order of the items, press the RE-ARRANGE ITEMS button

RE-ARRANGE ITEMS



Event Management

ReOrder Event Items/Cost for display:Christmas Party at Event Registration Offices 2011-12-17-2011-12-17

REG | Child USD 0.00
Item Sales Begin: 2011-11-15 - Item Sales End: 2011-12-15 |

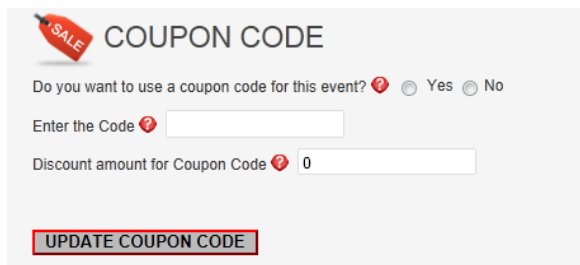
REG | Adult USD 0.00
Item Sales Begin: 2011-11-15 - Item Sales End: 2011-12-15 |

Apply Changes

Click on the Item and simply drag it to the order you want. Once you have the questions ordered like you want, press the APPLY CHANGES button to save the order.

COUPON CODE

The plugin allows you to offer discounts to people during the registration process by use of a Coupon Code. Coupon Code is a promotional code you can tie to your event. The code is valid for a discount off the total registration cost. It is a way for you to provide a one-time discount off the total registration of an attendee. Please be clear this is a discount off the total cost, not a discount off of an item.



The screenshot shows a form titled "COUPON CODE" with a red "SALE" tag icon. It contains three input fields: a radio button for "Do you want to use a coupon code for this event?" with "Yes" selected, a text field for "Enter the Code" with a red question mark icon, and a text field for "Discount amount for Coupon Code" with a red question mark icon and the value "0". At the bottom is a red button labeled "UPDATE COUPON CODE".

Do you want to use a coupon code for this event? You must check yes for the coupon code form field to be displayed on the registration form. To allow the use of the Coupon you must check yes in the allow coupon and then enter the code in the field. The coupon will not work without checking yes in the allow box.

Enter the Code The Coupon code is a unique name or number you create for this event. This should be a one word code or series of numbers with no spaces or extra characters. Recommend ALL CAPS.

Discount amount for Coupon Code Once you have setup the code, you will need to define the amount of the discount. This amount will be the amount deducted from the total registration cost. Enter the amount with two decimal places. Do not put a - sign, as that is done during calculations

Press the UPDATE COUPON CODE to finalize settings

UPDATE COUPON CODE

Adding Questions to the Registration Form



Event Questions

Select An Event			
Start Date	Event	Description	Custom Questions
2011-12-17	Christmas Party ()	Event Registration Offices, Seattle,	No Custom Questions
Start Date	Event	Description	Custom Questions



Event Question Management

[SELECT ANOTHER EVENT](#)

ADD NEW QUESTION for Christmas Party

Question:

Type:

Selections:

Required: ☐

[ADD QUESTION](#)

ReOrder Event Questions for display order: Christmas Party at -

[Apply Changes](#)

One of the nice features of the registration form is that you can add as many custom question to the form as you desire, to gain specific information from your attendees. The plugin support five types of questions.

Text: This is generally what I would call short answer questions, typically consisting of a single sentence. It will require the registering person to type in their response. You do not need to put anything in the Selections field for this question type.

Text Area: This is similar to the Text, except you are looking more for a paragraph/multiple sentence response. You do not need to put anything in the Selections field for this question type.

Single: This will provide radio button answers where the registering person will select one of several options. Yes/No, True/False are good examples of this type of question. Basically a multiple choice

question with one possible choice. When entering this question you will need to provide the list of choices that will appear. Separate your choices by a comma:

True, False **Do not provide answer choices that have a comma in the response!**

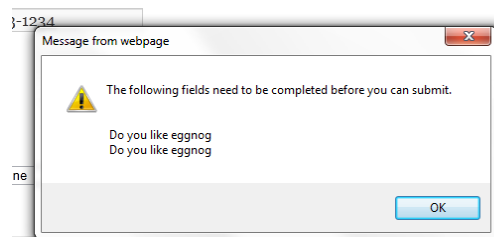
Multiple: This is similar to Single Type questions but gives them the option of selecting several of the choices instead of just selecting one item. Basically a multiple choice question with several possible choices. When entering this question you will need to provide the list of choices that will appear. Separate your choices by a comma:

Newspaper, Web, A Friend, Billboard **Do not provide answer choices that have a comma in the response!**

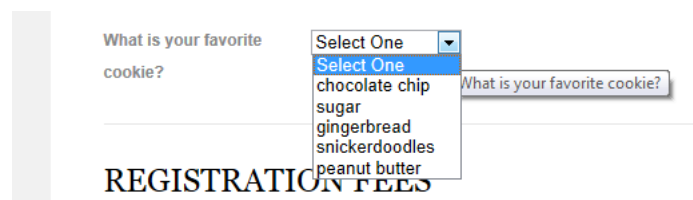
Dropdown: This question type is similar in nature to the Single, except instead of providing the choices in radio buttons, it provides them in a drop down box. This is handy if you have a lot of choices the person needs to choose from, it prevents them from taking up a lot space on your registration form.

The last feature of adding the question is whether or not you will need the response required. If you check required, the registration form will not submit until the attendee answer the question(s). A popup alert will notify them of the questions they need to answer if they do not answer required questions. You can have some questions required and some not if you desire.

Required: ☐



Once you have entered your question and possible answers hit submit. The question will go to the database and now be available on the registration form.



As well as create custom questions, you can change and rearrange the order the questions are displayed on the registration form. To rearrange the questions, simply drag the questions to the desired order. Once the questions are arranged as desired, APPLY CHANGES to make the order permanent (until you need to reorder again!)

ReOrder Event Questions for display order: Christmas Party at -

⬆ Drag Line Up or Down to ReArrange.	EDIT	DELETE	REQUIRED	TYPE: SINGLE	QUESTION: Do you like eggnog	RESPONSES: Yes, No
⬆ Drag Line Up or Down to ReArrange.	EDIT	DELETE	TYPE: DROPDOWN	QUESTION: What is your favorite cookie?	RESPONSES: chocolate chip, sugar, gingerbread, snickerdoodles, peanut butter	

Apply Changes

You can EDIT or DELETE the custom questions as well.