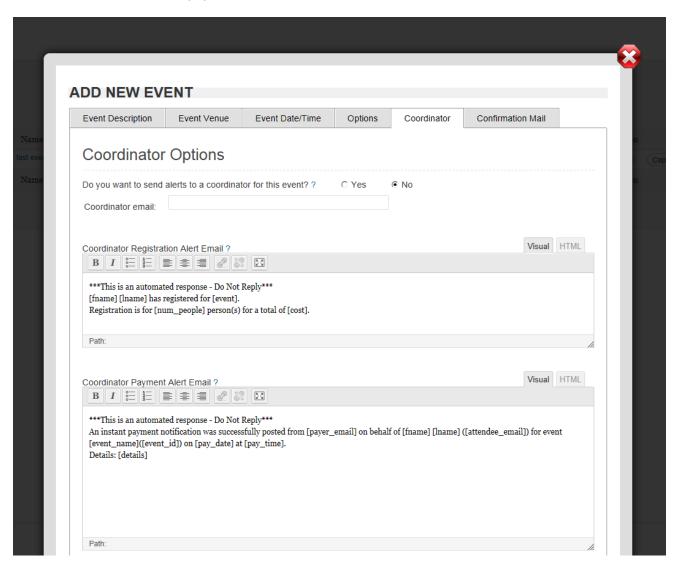
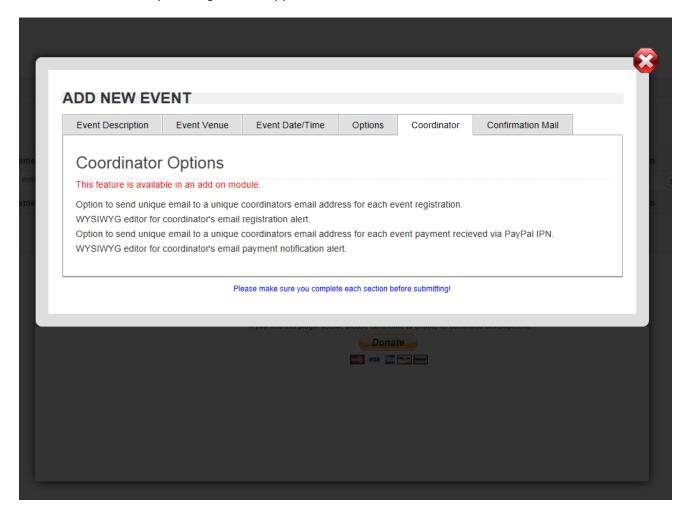
Realizing that some organizations have different event coordinators for different events, I have created an add on module available with version 6.00.13 that allows you to assign a unique coordinator for each event.

## Options available are:

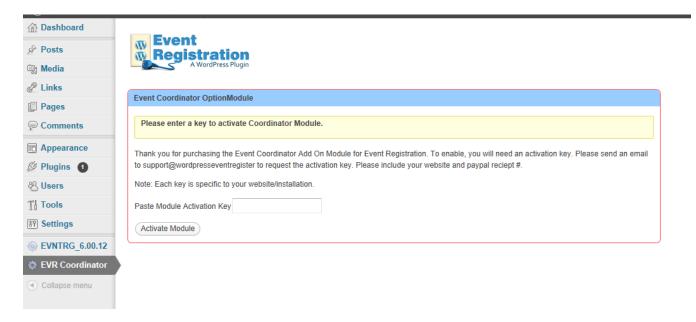
- Yes/No use event coordinator
- Email address of event coordinator (should be different from primary contact from company settings)
- WYSIWYG editor for email alert
- WYSIWYG editor for payment alert



Version 6.00.13 comes preconfigured to support the event coordinator module.

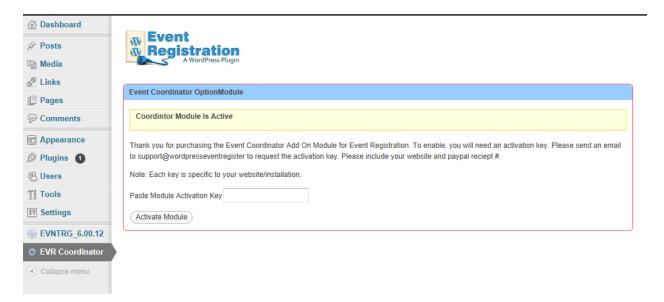


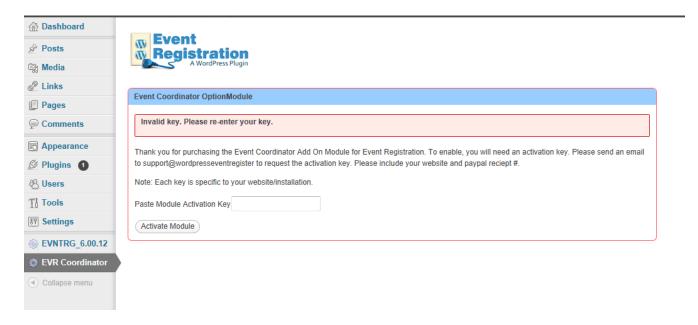
Once you purchase the/download the module you will install it following typical plug-in loading guidelines. Once installed, select EVR coordinator from the left navigation menu.



You will be prompted for an activation key. This key will be emailed to you from THE EVENT REGISTRATION support staff. If you did not receive an activation key please email <a href="mailto:support@wordpresseventregister.com">support@wordpresseventregister.com</a> and list your sites url, payment date, and transaction ID. Our staff will email you an activation key.

Once you enter the key and the system accepts it, you will see a confirmation stating the module is active. NOTE: do not reenter again as this will erase the key and deactivate the module.





Once activated, return to Event Registration Management to add or edit events. You will now see the screen options for configuring event coordinator email alerts.

### **CUSTOM REGISTRATION ALERT EMAIL:**



- to send a custom registration email alerts that can include:
  - O Unique registrant ID = "[id]"
  - o Registrant first name = "[fname]"
  - Registrant last name = "[Iname]"
  - Registrant email address = "[email]"
    - If collected in registration form:
      - Registrant address = "[address]"
      - Registrant city = "[city]"
      - Registrant state = "[state]"
      - Registrant zip = "[zip]"
      - Registrant phone (if collected in registration form) = "[phone]"
  - Number of people being registered by registrant = "[num\_people]"
  - Name of attendees (first and last name) = "[attendees]"
  - Response to custom questions = "[custom]"
  - Payment link for registrant to return to pay = "[payment\_url]"
  - Default currency format = "[currency]"
  - o Amount registrant owes = "[cost]"
  - o Event name = "[event]"
  - o Event description = "[description]"
  - o Event start date = "[start\_date]"
  - o Event start time = "[start time]"
  - o Event end date = "[end\_date]"
  - o Event end time = "[end time]"
  - Primary contact (from company settings) = "[contact]"
  - Specific event coordinator email address = "[coordinator]"
  - Company name = "[company]"
  - Company address line 1 = "[co\_add1]"
  - Company address line 2 = "[co add2]"
  - Company city = "[co\_city]"
  - o Company state = "[co\_state]"
  - o Company zip = "[co\_zip]"

## Sample registration email alert:

# \*\*\*Automatic Notification\*\*\*

A registration was received for [event], starting on [start\_date] at, [start\_time]. Registration due in the amount of [currency] [cost].

Details:

Name: [fname] [Iname] Registration ID: [id] Email: [email]

Phone: [phone],

Address: [address], [city], [state], [zip] Number of people: [num\_people] Names of People: [attendees]

### **CUSTOM PAYMENT ALERT EMAIL:**



- to send a custom payment email alerts that can include:
  - Unique registrant ID = "[id]"
  - Registrant first name = "[fname]"
  - Registrant last name = "[Iname]"
  - Registrant email address = "[email]"
  - Payment link for registrant to return to pay = "[payment\_url]"
  - Payer email address (from IPN) = "[payer\_email]"
  - o Amount paid = "[amnt\_pd]"
  - Paypal transaction ID = "[txn\_id]"
  - Payment details (IPN data) = "[details]"
  - o Event name = "[event]"
  - o Event ID = "[event\_id]"
  - o Event location = "[location]"
  - o Event city = "[event\_city]"
  - o Event start date = "[start\_date]"
  - o Event start time = "[start time]"
  - Event end date = "[end\_date]"
  - o Event end time = "[end\_time]"

## Sample payment alert:

## \*\*\*Automatic Notification\*\*\*

An instant payment notification was successfully posted from [payer\_email] on behalf of [fname] [lname] ([attendee\_email]) for event [event\_name]([event\_id]) on [pay\_date] at [pay\_time].

Details: [details]

An instant payment notification was successfully posted from <a href="mailto:buyer@paypalsandbox.com">buyer@paypalsandbox.com</a> on behalf of David Fleming (<a href="mailto:consultant@avdude.com">consultant@avdude.com</a>) for event test event(1) on 12/28/2011 at 9:05 AM.

Details: test\_ipn: 1

payment\_type: instant

payment\_date: 22:10:17 Dec 27, 2011 PST

payment\_status: Completed address\_status: confirmed payer\_status: verified first\_name: John last\_name: Smith

payer\_email: <a href="mailto:buyer@paypalsandbox.com">buyer@paypalsandbox.com</a>

payer\_id: TESTBUYERID01 address\_name: John Smith address\_country: United States address\_country\_code: US address\_zip: 95131 address\_state: CA

address\_state: CA address\_city: San Jose

address\_street: 123, any street business: <a href="mailto:seller@paypalsandbox.com">seller@paypalsandbox.com</a> receiver\_email: <a href="mailto:seller@paypalsandbox.com">seller@paypalsandbox.com</a>

receiver\_id: TESTSELLERID1 residence\_country: US item\_name: something item\_number: AK-1234

quantity: 1 shipping: 3.04 tax: 2.02

mc\_currency: USD mc\_fee: 0.44 mc\_gross: 12.34 mc\_gross\_1: 9.34 txn\_type: web\_accept txn\_id: 171228610 notify\_version: 2.1 custom: xyz123 charset: windows-1252

verify sign: AewCZjLLYZZMUGXXviTE5Swve.meA24pyizsOkJ7Mb55YMO1a9MWSjFK