## **Event Calendar**

A Stand alone event calendar that will enable multiple users to submit new events, amend and delete.

This event calendar will be used for a popular online MUD to populate and advertise upcoming events.

## Backend

The events calendar will be hosted on a centos server that has a number of websites and services already in place. It is important that there is no conflict or clash with the existing content.

There is to be three levels of access

Admin: This account will have the following privileges

- Add Events
- Remove any event regardless of who created it
- Amend any event regardless of who created it
- List all submitted upcoming events regardless of event date
- List all previous events submitted, exportable to csv
- Create new 'user' account
- Disable 'user' accounts

User: This account will have the following privileges

- Add Event
- Remove any event that account has created
- Amend any event that account has created
- List all submitted upcoming events regardless of event date, regardless of who created
- List all previous events created that account has created

Master Admin: This account will have the following privileges

- Add Events
- Remove any event regardless of who created it
- Amend any event regardless of who created it
- List all submitted upcoming events regardless of event date
- List all previous events submitted, exportable to csv
- Create new admin account
- Create new 'user' account
- Disable 'user' accounts
- Disable 'Admin' accounts

Account Page: This is the view once the user logs in. The number of options available will of course be relevant to what type of account is logged in. On the right side of the page I have listed who should have access to each menu item

Menu

Create New Event ALL

Cancel Event ALL

Amend Event ALL

List Submitted Events ALL

List Previous Events ALL

Create New User Admin/M/A

Create New Admin M/A

Disable User Account Admin/M/A

Disable Admin Account M/A

**Create New Event** 

To create an event, the following steps would be followed

- 1: Click 'create new event'
- 2: Select the date of the event from the date picker
- 3: Select the time of the event
- 4: Select the timezone from a picklist There should be an 'add additional timezone' option that would add a new line under the first timezone. This is to allow viewers to see events in their own timezone.
- 5: Enter a title for the event (alpha numerical)
- 6: Add a short description (optional)
- 7: Submit event

Please note that should there already be an event scheduled for the same date and time as the event being created, a prompt should be shown with the following text

'An event has already been created with this date and time. Do you wish to continue? 'Continue with event creation' 'Select new date or time' Should continue with event creation be selected, the event is created and will display on the front end Should select new date or time be selected, the user is returned to the create new event screen with all data intact to allow them to amend the date and/or time. Upon successful completion of the form, they are taken to a page that shows the following information. Please note that the time zone lines will display a line for each time zone selected in the event creation page. **Event Created** Date << DATE>> Time <<TIME>> <<TIME ZONE>> Time <<TIME>> <<TIME ZONE>> Title: <<TITLE>> Description << DESCRIPTION>> **Cancel Event** This would display a list of all events that the account has access to (depending on account type). This would be a list view showing. Amend and Cancel would be clickable links Title Created By Date Time Amend Cancel Should 'cancel' be clicked, they must be prompted once more with a 'are you sure you want to cancel' If no is selected they are taken back to list view page, if yes is selected, the event is cancelled, and they are returned to the list view.

## Amend Event

This would display a list of all events that the account has access to (depending on account type).

This would be a list view showing. Amend and Cancel would be clickable links

Title Date Time Created By Amend Cancel

Should 'amend' be clicked, they are taken to the same page view as 'create an event' with the data from this event populated. They would then be able to amend any details and submit as normal. Please note that should an admin or master admin amend an event that a regular user had created, this event is then assigned to the person that amended it, not the original creator of the event. This will impact the 'user' accounts ability to amend or cancel it.

Listed Submitted events
Same list view as amend or cancel. This would still be based off the user account type and their privileges. There also needs to be an 'export to csv' button at the top right of this page to allow t list to be exported to csv.
Fields to be exported are
Created date
Created by (i.e. user name)
Title
Date
Time and Timezone
List Previous Events
This is a similar list view but with the amend and cancel options removed. This would also be exportable with the following fields
Created date
Created by (i.e. user name)
Title
Date
Time and Timezone
Create New User

This would take the admin or master admin to a new page with the following fields to be completed

User Name

Account Type (picklist with user or admin)
Upon submission it would generate an email to the email account input showing the user name an a link to login for the first time, upon clicking this link the user would be prompted to create a password. This would then become their account password
Create New Admin
The same as create new user.
Disable User Account
This would be a simple list view with the following fields
Account Name Account Email Outstanding Events Account Type Amend Disable
Amend and Disable would be clickable links. Amend would take the person back to the account creation page, this may be due to an incorrectly entered email address or simply to amend the use name. Outstanding events is the number of events that the account listed has that are set to a dat in the future. Disable would disable the login of the account. This would not affect any of the events that the account currently has listed.
Disable Admin Account
The same as disable user account
Login
A simple login page asking for user name and password. There would need to be a forgotten

password link that would require the user to reenter their user name. This would trigger a forgotten

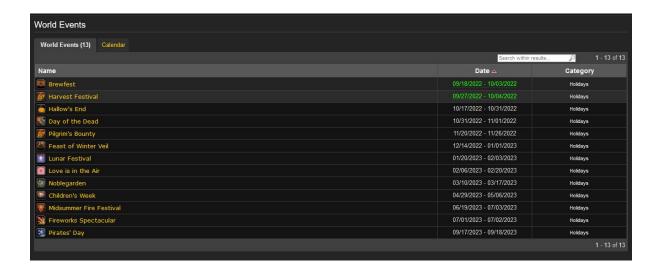
password email with a link to reset it to be sent to that accounts registered email address.

**Email Address** 

## FRONT END

To display to all viewers. No limited to view. This will be displayed on the site and also framed or at a later date data provided via API to third party sites.

Month view by listing. Similar in view to the image below



Title

Date

Time

No need for category.

When a line is clicked on, it will expand downwards to show the event description if added.

This will by default show a 30 day view of upcoming events. No search functionality is required on the front end.

No icons are required at this time. Simply text.