

# Joind.in User Guide

Welcome to the Joind.in User Guide, here to give you the most direct path through the Joind.in site to your destination. There's lots of good stuff tucked away in the site, and we want to make sure you get the best out of it you can. This guide will cover the features associated with the events, talks and general user maintenance too. So, without further ado – the events:

## Events

**Event admin looking for help?** Check out the “Event Admin Cheat Sheet” we've linked to from our “About” page. It's got lots of handy tips on getting started with your event and what some of the features are you can enable or disable to customize your event.

The events are the heart and soul of Joind.in. They're the reason the site's around, so it only makes sense that there's a lot of features associated with them. First off, we're going to take a general look at what the events are.

The events listed come either from user submissions or from the admins of the site, adding an event in for an organizer. Each events will have the same kinds of information:

- The event's name
- The start and end dates
- A location

From there, there's some optional fields:

- Links to the event homepage
- Hashtags to keep up with on Twitter
- Sessions/Talks

If you click on the “Events” tab at the top of the site, you can see a listing of the current events. By default, the list shows the upcoming events, but you can click on the other links (“Hot”, “Past” or “All”) to change the list you can view. Each of the items has a summary of the most important parts of the event – the name, date, location and a selection from its description. Below that are the number of comments that have been made on the event (this isn't the same as the session comments) and the number of people attending.

**Note on “Attending”:** The attending count is generated from the number of people that have marked themselves as going to attend or attended the event. How do they do that? Well, see that orange button next to the attending count? If you're logged in and click that, you've just marked yourself as attending. Simple, right? Don't worry – you can always come back later on and remove it if things change.

## Event Details

If you click on one of the event names from the main “Events” page, you'll get to the full details of the event. This is the main hub of activity for the event and is where you can not only get full information about the event, but you can also see the list of sessions, event comments and slides that have been added.

You'll see the attendance button there at the top where you can indicate that you'll be there (or were there) but you'll also see something new. Beside that there's a "Show" link you can click to see the list of others who'll be there too. When any logged in user visits the page they can indicate if they're going to be there by clicking on the "I'm attending" button. If the event has passed, the button will say "I attended" instead.

An event doesn't have to have sessions/talks to go along with it, but quite a few do. These sessions are loaded in by an event administrator and contain the details on the presentation at that time (see the "Talks" section for more on that). Events have comments of their own, too. You can comment on an even by clicking on the "Comments" tab on the detail page for the event.

The "Slides" tab gives you quick access to any of the slides that speakers for the event have opted to link to.

Event administrators have full access to all parts of the event including administrative access to talks and to all settings of the event. They can edit all of the usual sessions for the event as well as:

- The event's "stub", a shortcut that can be used to link directly to the event (i.e. a stub of "testevent" could be used like "<http://joind.in/event/testevent>" to get directly to your event's detail page)
- Making it a private event
- Changing the event's icon
- Whether or not to allow pre-event voting

What is pre-event voting? Glad you asked...turning this feature on allows people (ones that have marked that they're attending) to vote on the sessions inside you're event. Think of the situation of an unconference – people propose session ideas, but the organizers want to see which people would most want to listen to. They can turn on the voting and each user has one vote per session they can cast as for or against.

Another handy feature event admins have at their disposal is the ability to import their session information so they don't have to type them all in one by one. When an admin views the event's detail page, there's a button called "Import Event Info" they can use to upload the XML file. The contents are checked against a standardized structure (linked from that page) and added to the event.

When a user of the site submits a claim on a session, the event admins will receive an email. They can view these pending claims by clicking on the "Pending Claims" link in the "Event Admin" sidebar. Event administrators can also add and remove other event admins (by username).

## Talks

"Talks" are best defined as sessions – whether they are full-fledged talks or just related events – that are tied to an event. No talk can exist outside of an event. All talks have basically the same things:

- A title
- The speaker or speakers
- What type it is
- What event it was given at
- Its language

- A description
- A "quick link" to make getting to it easier (i.e. <http://joind.in/1234>)

Most sessions will just be of the type "Talk" but they could also be a "Social Event", "Keynote", "Workshop" or just "Event Related". This last one was added for flexibility – say there's something you want some feedback on, like the food served. By adding a "talk" as an event-related item, you can get the same rating and comment on it that you would any other session.

Once a user has claimed a talk for themselves, they can go in and edit the talk with the benefit of being able to put the link to their own slides in the talk record. Claimed users and admins can edit and delete the talk.

## Users

If you're a new user to the site, getting started with your own account is easy. Just put in a username, password, email address and full name over on the Registration page. You can get to this page via the "Register" link at the top-right of the site. Once you've registered and logged in, you can click on the "Account" in the top-right of the site to get to your user "home".

From this home page you can maintain your account by changing settings like your email address, name and changing your password. You can also see the list of any sessions you might have given including comment count and overall rating) as well as any comments you might have made on other sessions on the site.

Site admins will also see a few more features linked to in the sidebar:

- A link to the user administration tool
- A page to go and look at Pending Events
- See the listing of Talk Claims (for all events across the site)
- Show the listing of Event Claims

## HowTo

### Claiming Talks

When you're the speaker for a session, you want to claim it as your own so you can get the feedback from it and so that others know it's yours. To claim a talk, you'll first need to be logged in. Then head over to the talk/session's detail page and look for the "Claim Talk" button. When you click that button, a record is added that you're claiming it and a message is sent off to the event admins. All talk claims have to be approved before they're finalized. When it's approved, you'll receive an email telling you as much. This talk will then show up in your list and, when a user makes a comment on it you will get an email telling you a comment's been made.

### Submitting Events

To submit an event, first click on any of the "Submit your event!" buttons all over the site and go to the submission form. Most of the form is pretty straight forward, but there's a few fields that are a bit more tricky:

- The "event stub": This is the shortcut you can setup to get to your event. For example, if "testevent" were the stub, then to get to the event, you could use <http://joind.in/event/testevent>
- Event Admin checkbox: if you're logged in, you'll see this checkbox. If it's checked, your account is linked to the event automatically as an admin

- Call for Papers section: You can use it to define the start and end of the Call for Papers for your event.