Appendix V

My Calendar PRO

This is the user's guide for My Calendar Pro, which is a paid add-on for My Calendar. The add-on allows several custom features:

– Public submission of events (paid, free, or members only)

– Post new events from your blog posts, Pages, or other custom post types

– Create blog posts when you post a new event using My Calendar

– Use an advanced search form to query your events.

There are many additional features planned for My Calendar Pro; your purchase of this manual and of My Calendar Pro help to support future development!

Visit My Calendar Pro to purchase the add-on!

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1. Installation

Since My Calendar Pro is an add-on to My Calendar, you must have My Calendar installed **and up to date** to run the submissions add-on. My Calendar Pro does not do anything on its own, and must be installed with My Calendar 2.4 or later to function.

- **Download** My Calendar Pro
- **Extract** the .zip archive
- **Upload** the extracted directory to yourdomain.com/wp-content/plugins/
- **Navigate** to WordPress > Dashboard > Plugins and activate the plugin.
- **Navigate** to WordPress > My Calendar > My Calendar Pro
- **Enter** your license key in the 'License Key' field.
- **Save** your settings.

Note: My Calendar and My Calendar Pro are continuously updated to work together. Keeping both plug-ins up to date will best ensure full functionality. Allowing one plug-in to fall behind while updating the other may have undesirable results…

2. Event Submission Settings

View pending event submissions

License key: test

Event Submission Page ID 8003

Date format hint 8 August 2015 ▼

Time format hint 07:37 pm ▼

☐ Prevent conflicting events. (if locations are used, checks only for conflicts at that location.)

☐ Allow public event submitters to upload their own images

☐ Submitted events do not require approval.

☑ Disable submitter email notification on automatically approved events.

☑ Disable admin email notification on automatically approved events.

These settings take up a fair amount of space, but there aren't actually that many of them. From the top:

Link to view pending events: All events submitted via the public submission forms are automatically assigned "Pending" status, and require approval to be posted to your calendar. This link will display the standard event manager view in My Calendar with only 'Pending' events shown. My Calendar includes mass approval options, so you can check off each event you wish to approve and hit the "Approve all" option at the bottom of the screen.

License Key: required to use the My Calendar: Submissions features.

Date Format hint: What date format is used in the My Calendar date selector.

Time format hint: What time format is used in the My Calendar time selector.

Prevent Conflicting Events: If checked, My Calendar: Submissions will reject event submissions that conflict with a previously scheduled event (in the same location, when location information is being submitted as well.)

Allow event submitters to upload images: If checked, submitters will be able to

upload images to your site for their event image when that field is included in your form. Otherwise, they must provide a URL to the image.

Submitted events do not require approval: Normally, all events are expected to go through approval. If you want them to just go immediately to the calendar, however, you can allow all events to be automatically approved. By default, any events submitted by users who already have permission to post events to the calendar will be automatically approved.

New event messages

☐ Send email notifications as HTML.

Sent to administrators

Send notifications to: design@joedolson.com

Send notifications from: design@joedolson.com

Notification Subject New event on {blogname}

Notification Subject (Edits) New event on {blogname}

Notification message

    A new event has been submitted by {first_name} {last_name}.

    {title}
    {date}, {time}

Available template tags: *first_name , last_name , email , title , date , time , description , short , image , url , location , street , city , phone , blogname , edit_link*

Sent to event submitter

Confirmation Subject Your event submission has been received.

Confirmation Subject Your event submission has been received.

Submitter confirmation message

    Thanks for proposing a new event, {first_name} {last_name}!

    {title}
    {date}, {time}

Available template tags: *first_name , last_name , email , title , date , time , description , short , image , url , location , street , city , phone , blogname , edit_link*

New Event Messages: My Calendar: Submissions sends notifications to administrators and to event submitters after a successful submission. These fields allow you to customize the texts sent to both parties. The first set of fields are the messages sent to the site administrator (or other responsible party). The second set is the thank you message sent to the event submitter.

Send email notifications as HTML: Just what it says: use HTML email messages to make your notifications pretty, instead of using plain text.

Subject vs. Subject (edits): If you're sending the {edit_link} option to event submitters, then a different subject line will be sent in the notification email depending on whether the event is a new event or an edited event. Only **logged-in** users are allowed access to edit events via the front-end form.

Submission Criteria

Who may use the front-end event submission widget?

- ⦿ General public.
- ○ Members.
- ○ Members with the "mc_add_events" capability.

Submission Criteria: My Calendar: Submissions can be set up to allow submissions from any visitor, only from visitors who are logged-in, or only from visitors who are logged-in **and** have been granted the "Add Events" permission in the My Calendar permissions settings.

When using these submission criteria, the shortcode can either return a message or empty space if the current user can't submit events. The message is the content area of the shortcode:

```
[submit_event]

Hey, you can't submit events! Create an account to submit an event.

[/submit_event]
```

3. Event Payment Settings

My Calendar Submissions Payment Settings

☑ Require payment to submit an event

☐ Place gateway in Testing mode

☐ Visitors may purchase multiple-use payment keys

Payment Form Message (shows above payments form)

Payment is required to submit an event! Submission costs {price} {currency}.

Available template tags: `blogname`, `begins`, `ends`, `price`, `discount`, `currency`

New purchase messages

Payment Notification Subject | New event submission payment on {blogname}

Payment Notification message

A payment to create events has been submitted by {first_name} {last_name}.

New payment key: {key}
Paid: ${price} for {quantity} event/s

Available template tags: `blogname`, `first_name`, `last_name`, `price`, `key`, `quantity`, `receipt`

Payment Confirmation Subject | Your event submission payment has been received.

Payment Submitter confirmation message

Thanks for purchasing an event submission key for {blogname} a new event, {first_name}!

Your payment key: {key}. You paid ${price} for {quantity} event/s.

Your receipt: {receipt}

Available template tags: `first_name`, `last_name`, `price`, `key`, `quantity`, `receipt`

Base price: 1.00

Currency: U.S. Dollars ($)

Member discount (%) 0   Member's discounted cost: 1.00

Require payment to submit an event: Obviously, it's not the default to require payments. The additional settings here will only be visible if payment is required, generally.

Testing mode: When you first set this up, you'll want to use the testing mode to check your payment processing using the Paypal Sandbox

Visitors may purchase multiple-use payment keys: My Calendar: Submissions isn't a direct "pay to post" set up. Instead, purchasers buy a payment key which allows them to post events. By default, it's a simple "make a payment, post an event" setup, but you can also allow visitors to purchase multi-use keys; enabling them to make a payment once to purchase any number of keys.

Payment form message: Text that displays to the user indicating that payment is required.

New purchas messages: Like the event submission messages, except that they are notifying you about payments, not about event submissions. Same idea, though. There's one set which is the notification to the purchaser, and another notifying the seller.

Base price: The basic price for submitting an event.

Currency: Self explanatory, I should hope.

Member discount: The percentage discount that logged-in members get under the base price. If the base price is $5.00 and members get a 10% discount, they'll pay $4.50 per event.

Payment Gateway Settings

You can select either PayPal or Authorize.net as your Payment Gateways.

Use SSL for Payment pages: While the methods that My Calendar: Submissions uses for payment don't require a secure connection, using SSL can significantly impact the trust level your customers show. To use SSL reliably, you need to indicate what page or post ID is the location of your purchase form.

Paypal email, merchant ID: Email and merchant ID are required.

Authorize.net API login ID, Transaction Key, and MD5 Hash Value: all of these values are configured in your Authorize.net merchant account, and are required to use Authorize.net.

Button images: The button image allows you to use a custom image. If left blank, the button will be a standard text-based submit button; otherwise, it'll be replaced by the button image you provide. (Text: "Buy a payment key").

Sales: You can set up an event sale based on dates and a percentage discount. The sale discount is not compounded with a members discount.

Manual Entry of Payments

Navigate to My Calendar > Payments

My Calendar: Submissions does only offer one method of payment – but it also allows you to manually enter payments, which allows you to accept payments in any way you wish, without needing to use the payment methods in My Calendar: Submissions.

Register a payment

Enter Payment

Use this form to manually register a payment and send payment notification messages.

Quantity (event submissions purchased) 1   Price Paid 5.00

First Name

Last Name

Email

Transaction Date 12 September, 2012

Enter Payment

My Calendar: Submissions doesn't track an enormous amount of information, so this is pretty easy to do:

Quantity: How many events this payment key is good for. Enter 4 and the person can enter four events.

Price Paid: The total amount paid for this key. It can be any number – this is a great way to handle bulk purchases where you want to provide a special deal. The manually entered payments do not enforce any relationship at all between the number of events purchased and the total payment.

Name/Email: Needed for sending notification to the purchaser with their payment key and other purchase information.

Transaction Date: Defaults to today's date, but you can always change it if you need to. Doesn't impact the use of the license key in any way, however. A future dated transaction will not prevent that license key from being used now.

Search Transactions

My Calendar: Submissions provides a basic search of your past transactions, searching by name, email, transaction ID, payment key, or status of payment. It also provides very basic statistics giving your total earnings, earnings during the current year, and earnings during the current month.

Search Transactions

Name of Payer	
Email of Payer	
Transaction ID	
Payment Key	
Status of payment	All ▼

Search Payments

Earnings to date: **$5.00**

Earnings this year: **$5.00**

Earnings this month: **$5.00**

The list of transactions (default view shows the most recent 50 transactions, with pagination to see older transactions) looks like this:

My Calendar Event Payments

1 Transactions found

Trans ID	Key	Price	Status	Date	First	Last	Email	Remaining
Manual Entry	E5050fdc28ec62	5.00 USD	Completed	2012-09-12 08:09:00	Joe	Dolson	joe@joedolson.com	4/4
Trans ID	Key	Price	Status	Date	First	Last	Email	Remaining

It shows the transaction ID (which shows as 'Manual Entry' if done manually), the payment key used to add events, the price paid, the date of the transaction, the name and email of the purchaser, and how many events they have left to submit.

4. Blog New Events

Post New Events as Posts

☑ Copy new events as posts

Events as Posts Settings

Blog Post Content Custom Content added at event creation ▼

Blog Post Title Event Title ▼

Custom Title Format New Event: %s

Blog Post Author Event Author ▼

Blog Post Status Published ▼

Post Type Posts ▼

Post Publish Date Publication Date ▼

Custom Post Time (in seconds before event date) -3600 **1 hour** before event happens

With this option enabled, every time a new event is created, a new blog post will also be created. (With one exception: if you **also** have "Events from Posts" enabled, creating an event from a blog post will **not** create a new blog post. That would be insane.)

There are only a handful of settings to explain here; most of them should be fairly self explanatory. The post publication date is one that requires some explanation. There are three options to select: the publication date (the blog post will be published using the time that you publish the event); the event date (the blog post will be published on the event date); and custom. If you select the custom date option, you'll then set a custom post time in seconds. If you use a negative number, you're scheduling the post for an amount of time prior to the event. If you use a positive number, you're scheduling the post for an amount of time after the publication of the event.
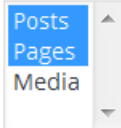
5. Events from Posts

Post New Events from Posts

☑ Post events from posts

Events as Posts Settings

Post from Post Types

| Posts |
| Pages |
| Media |

☑ Events from Posts are always unapproved.

Save Settings

Once you enable posting new events from posts for a post type, you'll have access to a new post meta box on that post type, which you can use to add event data. This form is not usable for editing events; it's only intended to create them. As a result, the form will go away as soon as you've added information to it and saved your post; from that point on, you'll need to do any further editing of the post from the My Calendar manage events interface.

My Calendar Event

Event Title

Event Description

Host joedolson ▼

Category General ▼

URL ☐ Link will expire after event

Date (YYYY-MM-DD) 8 August 2015 From To

☐ All day event
☐ Hide end time

End Date (YYYY-MM-DD, optional)

Choose a preset location: -- ▼

Not all features are available in the event from posts meta box; you can create recurring events, but you can't create multiple occurrences of events. However, for basic event creation, this will do almost everything you need.

If you want an image associated with the event, any featured image you set for the post will be copied over to the event as it's featured image, as well.

6. Advanced Search Form

Advanced Search

Advanced Search Page 8196   http://dev.josephdolson.com/advanced-event-search/

Enabled Search Fields

☑ Dates
☑ Author
☑ Host
☐ Category
☑ Location

Search Results Template

```
<strong>{date}</strong> {title} {details} {image} Isn't this true?
```

See templating help for template assistance.

Save Settings

The advanced search creates a page where you can search using multiple parameters: search between two specific dates, limited to author or host, limited by category, and limited by location. This is great for sites with a large number of events, where using the traditional calendar interface can be extremely clumsy.

You can also customize the search results using the template editor on this screen.

The advanced search uses the same date formatting rules you set up for event submissions.

Advanced Search

Search Events

From

2015-08-08

To

2015-09-08

Author All authors ▼

Host All hosts ▼

Category All categories ▼

Location All locations ▼

SEARCH EVENTS

7. Widgets and Shortcodes

My Calendar: Submissions has only one major output element: the submissions form. When payments are enabled, the payment form appears with the submissions form. You can also output the payment form independently via shortcode, but it doesn't have a widget.

The Widget

The Submissions widget is long, but pretty simple. The bulk of the fields are simple checkboxes, where you select the fields you want to have appear in the form. Event title, date/time, name, and email are always required; but all other fields are optional.

If omitted, "End date" and "End time" will still save values: "End date" will default to the same value as the date; "End time" will default to one hour later than the start time.

Event image doesn't grant people the ability to upload images to your site; it merely provides them with a field for a URL to the image.

The default category for publicly submitted events allows you to set a default category but omit the list of categories; all events will be submitted to that default category.

Locations are complicated: you can restrict to selecting from a defined list, provide the ability to either select from the list or enter a new location, or you can only allow new locations to be entered. (Or none of the above.) You can then select each individual location field you want to use (which I've cropped out, so that I could keep this on one page.)

The Shortcode

The essential shortcode is:

```
[submit_event]
```

As written, that shortcode will produce a submissions form with essentially all fields enabled. To customize it, there are six available attributes:

```
[submit_event fields="end_time, short_description, event_link, event_recurring"
categories="1" category="1" locations="either" location="5"
location_fields="street,phone,city,state,url"]
```

This example form uses all six of the attributes. It will create a submissions form which includes the four required fields plus the end time, short description, event link, and recurring options. It will include categories (1), and will preselect category 1. It will allow users to enter or select locations, and the default location will be the location with ID 5. Location fields allowed will be the location name (which is required), the street, phone, city, state, and URL.

With locations, if you set the 'locations' attribute to disable the form, but provide an ID for the 'location' attribute, that location will be used for all submissions.

While the fields attribute defaults to requiring only the field names, you can customize field labels as well, using this format:

```
[submit_event fields='end_time=Time,short_description=Brief,event_link=Your
Home Page']
```

Attributes:

fields —	end_date, end_time, description, short_description, event_link, event_recurring, event_image
location_fields —	street, street2, phone, city, state, zip, region, country, url, gps
categories —	"0" to exclude; omit or "1" to include
category —	Specify a category ID to be default
locations —	"either", "choose", "enter" or "neither"

`location –`   Use a location ID
to specify as the default

Shortcode Generator

That's all quite complicated. Thankfully, My Calendar: Submissions comes with a shortcode generator that allows you to configure all of these settings. It's a long form, but allows you to customize form labels and choose which fields to use.

Payments Shortcode:

The payment button shortcode is very simple: `[submit_payment]`

Advanced Search Shortcode:

```
[advanced_search date='true'
author='true' host='true'
category='true' location='true'
home='custom URL']
```

In the advanced search shortcode, most parameters are just true or false, to indicate whether you want that option to appear. The 'home' parameter should be a URL indicating where this shortcode has been set up.

My Calendar Shortcode Generator

Main   Upcoming   Today   Submissions

My Calendar: Submissions

Event Field Settings

Enable Field	Label
(Required) Title	
(Required) Date	
(Required) Time	
☐ End date	
☐ End time	
(Required) Name	
(Required) Email	
☐ Recurring	Custom Label Not available
☐ Description	
☐ Short description	
☐ Access	
☐ Link	
☐ Image	
☐ Registration	Custom Label Not available

Enable Category Dropdown	☐
Select default category	Test Category ▼
Enable Location Options	User cannot enter locations ▼
Select default location	And another one, just in case. ▼

Location Field Settings

Enable Location Field	Label
☐ Label	
☐ Street	
☐ Street2	
☐ Phone	
☐ City	
☐ State	
☐ Zip	
☐ Region	
☐ Country	
☐ Url	
☐ Gps	

Generate Shortcode

8. Import Events from CSV and iCal Sources

As of My Calendar PRO 1.5.0, you're able to import events from external sources. You can do this either via a file upload, using a CSV you've created or a .ics file you've downloaded from another source, or you can do it by entering the URL for a file online and importing it directly from that source.

iCal files are of limited scope; you can only import the fields supported within the iCal format. Specifically, you'll be able to set the event's start and end dates and times, provide a description and a title, and you can use a location, though the entire location will be saved in the location's "label" field, as iCal doesn't support multiple fields for locations.

If the iCal event is recurring, the recurring events will be propagated and created as individual events.

CSV files, or 'character separated values' files can be considerably more flexible. You can generate a CSV file from an Excel document by choosing the option to save as CSV.

Your CSV file **must** have a header row that includes the field names as they'll be handled

by My Calendar. Any field without a recognized header will be ignored during the import.

The only required fields are 'event_title' and 'event_begin', which provide the title of your event and the beginning date without a time, but you can add a large number of additional fields.

The CSV formatted file can use either a semi-colon, comma, or pipe character to separate fields. Strings should be quoted "like this". HTML entities should **not** be encoded, e.g. "<p>This is my funky text.</p>".

Complete List of Available Fields:

'event_title'
The event title.

'event_begin'
Starting Date in string format: For example, 2019-01-24 or January 24th, 2019

'event_end'
Ending Date in string format

'event_time'
Starting Time in string format: For example, 10:00 pm or 22:00

'event_endtime'
Ending Time in string format

'content'
Description in string format

'event_short'
Short Description

'event_link'
External event URL

'event_link_expires'

Link expiration; boolean: 0 if no, 1 if yes.

'event_recur'
Recurring frequency period codes: S - single,D - day,E - weekdays,W - weekly,M - month/date,U - month/day,Y – year

'event_repeats'
Number of repetitions: 4 = event repeats 4 times, for a total of 5 occurrences.

'event_every'
Recurrence frequency multiplier: 3 == every 3 days if period set to D, 2 == every two weeks if period set to W

'event_image'
Event Image URL: any URL accessible from the importing site.

'event_all_day'
Event is all-day: boolean, default 0, 1 if event is all day.

'event_author'
Author ID: WordPress User ID

'event_category'
Category Name or ID. If name, DB is checked for matching category name; if no, category is inserted. If ID, must match existing category ID.

'event_fifth_week'
Omit week 5 recurrences: Boolean, default 0, 1 if event should omit 5th week.

'event_holiday'
Cancel on Holidays: Boolean, default 0, 1 if event should be canceled if overlapping holiday.

'event_group'
Event is grouped

'event_group_id'

Event Group ID

'event_span'
Event spans multiple days

'event_hide_end'
Hide end date - boolean, default 0, 1 if the end date should not be shown on the front-end.

'event_host'
Event Host ID: WordPress User ID

'events_access'
Serialized array of accessibility services for the event

Ticketing/Registration data

'event_tickets'
Event Tickets Link: URL to purchase tickets.

'event_registration'
Event Registration Info: Text about registration information.

'event_open'
Open for registrations: three-way value: 0 - closed, 1 - open, 2 - not applicable (default 2)

Location Data

'location_preset'
Location ID - Integer location ID from locations database (if provided, overrides all other location data)

'event_label'
Location Label – String

'event_street'
Location Street – String

'event_street2'
Location Street (2) – String

'event_city'
Location City – String

'event_state'
Location State – String

'event_postcode'
Location Postcode – String

'event_region'
Location Region – String

'event_country'
Location Country – String

'event_url'
Location URL – URL

'event_phone'
Event Phone Number - primary location phone

'event_phone2'
Alternate Event Phone - secondary location phone number

'event_longitude'
Location longitude - float value up to 6 precision digits

'event_latitude'
Location latitude - float value up to 6 precision digits e.g. 0.000000

'event_zoom'

Map zoom level   - integer value from 0 – 22

'event_access'

location accessibility data - serialized array

Meta Data: (instructions with the event.)

'mc_copy_location' = 1 or 0.

Copy location into DB - when providing a new location, using this setting set to '1' will also insert that location into the Locations DB.