

# Introduction

EventTools is a small online package to provide web-based access to tour and clinic information for the X2011West NMRA convention. EventTools stores a single copy of information for events, including:

- Clinics
- General/Prototype Tours
- Layouts and Layout Tours
- Miscellaneous Events

From this, EventTools can create order forms, on-line shopping cart, calendars, schedules, printed masters, etc, with completely consistent information. As events sell out, get cancelled or modified, attendees can always be given the most up-to-date and consistent information.

There are two main copies of EventTools. There's a "test" one where the information is transient, and people can experiment with the tools without risk of damaging any real data. Its main menu is at <http://www.x2011west.org/test/eventtools/index.php>

The "production" copy contains the real data that will be used for the Convention itself. Its main menu is at <http://www.x2011west.org/eventtools/index.php>

When you first access an EventTools page, you may be asked to identify yourself. Enter your X2011West email address (from the Yahoo group); you can leave the password field blank for now.

The main page presents options for entering, editing and viewing each type of information:

## X2011West Event Tools

Provides access to the X2011West tour and clinic tools.

	General Tours	Layout Tours	Other Events	Layouts	Clinics	Op Sessions
Enter/Change Content	<a href="#">Enter/Change</a>	<a href="#">Enter/Change</a>	<a href="#">Enter/Change</a>	<a href="#">Enter/Change</a>	<a href="#">Enter/Change</a>	<a href="#">Enter/Change</a>
Other Edits		<a href="#">Add Layouts To Tour</a>	<a href="#">Add or remove tags</a>	<a href="#">Quick Entry</a>	<a href="#">Add or remove tags</a>	<a href="#">Enter/Change User Requests</a>
Review Content	<a href="#">List</a>	<a href="#">List</a>	<a href="#">List</a>	<a href="#">List</a>	<a href="#">List</a>	
Index Example	<a href="#">Index</a>	<a href="#">Index</a>	<a href="#">Index</a>	<a href="#">Index</a>	<a href="#">Index</a>	<a href="#">Index</a>
Format Example	<a href="#">Formatted View</a>	<a href="#">Formatted View</a>	<a href="#">Formatted View</a>	<a href="#">Formatted View</a>	<a href="#">Formatted View</a>	
X2011west Test Pages	<a href="#">X2011west Table</a> <a href="#">X2011west Index</a>	<a href="#">X2011west Table</a> <a href="#">X2011west Index</a>	<a href="#">X2011west Table</a> <a href="#">X2011west Index</a>	<a href="#">X2011west Table</a> <a href="#">X2011west Index</a>	<a href="#">X2011west Table</a> <a href="#">X2011west Index</a>	<a href="#">User request</a>
Other Displays	<a href="#">Interactive General/Proto Tour Calendar</a>	<a href="#">Tour Maps (put tour number in URL)</a> <a href="#">Interactive Layout Tour Calendar</a>	<a href="#">Misc Events Grouped by Location</a> <a href="#">Interactive Misc Events Calendar</a>		<a href="#">Clinics Grouped by Location</a> <a href="#">Interactive Clinics Calendar</a>	<a href="#">Request Summary</a> <a href="#">Operating Layout Table</a>

General Displays	<a href="#">Index Advanced Section Tours</a>
	<a href="#">All Advanced Section Tours</a>
	<a href="#">Download Events Calendar</a>
	<a href="#">Full Interactive Calendar</a>

For more information on using EventTools, please see the most recent draft of the [EventTools User Guide](#).

## Intended Workflow

- Gather information
- Enter information
- Review and approve listings
- Display to user
- Update as needed

You enter and update (edit) entries on different web pages for each type. There's an entry/edit page for clinics, another for layouts, another for layout tours, another for general tours (including prototype and other non-layout tours) etc. Information can be entered and accumulated using those until it's ready for display, and then marked to be presented to the user.

Each entry can be marked with a status value chosen from:

Internal Name	Shown to User
Unknown	Proposed
Incomplete, Some Data Entered	Proposed
Waiting Approval	Under Construction
Approved: Under Construction	Under Construction
Approved: (on sale)	(shows link to on-line store entry)
Sold Out	Sold Out
Cancelled	Cancelled

EventTools can be configured to only show entries with a certain status and above (but see note about layouts below). Normally, "Under Construction" etc. are shown, but that can be changed.

Note: Both layouts and layout tours have a status field. If you set a layout or layout tour so that it's visible, it will be shown. In a perfect world, they would be set consistently: When the layout tour is approved for sale, the layouts would be visible. This isn't the case with the X2011, however, so a layout will also be displayed if it's attached to a layout tour that is being displayed, even if its entry is tagged as some lesser code like Incomplete or even Unknown. This keeps the layout tour's list of layouts complete.

## Entering Information into EventTools

The X2011West committee has various people responsible for different aspects of the planning. They generate information that needs to be entered into EventTools so that it can do its job. That can either be done as a batch process, where spreadsheets or other documents in well-defined formats are inserted directly into the EventTools database. This makes sense for large, already-existing documents. There is no need to create those documents for import, however, because there are web pages that allow you to directly enter and change information. The rest of this section is a short tutorial on those.

## Adding a Tour

To add a new layout tour, you start on the layout tour enter/edit page:

[http://www.x2011west.org/eventtools/edit\\_layout\\_tour\\_all.php](http://www.x2011west.org/eventtools/edit_layout_tour_all.php)

### Edit Layout Tour

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<input type="radio"/>	Tour Number	Tour Name	Start date	End date	(Start of) Description, click view for rest
<input checked="" type="radio"/>	Sorted By: Start date ascending, Tour Number ascending				
<input type="radio"/>		Layouts Santa Cruz	2011-07-01 13:00:00	2011-07-01 17:30:00	
<input type="radio"/>		Layouts Fremont - Pleasanton	2011-07-01 18:00:00	2011-07-01 22:00:00	
<input type="radio"/>		Layouts San Jose - Los Altos	2011-07-02 08:00:00	2011-07-02 12:00:00	
<input type="radio"/>		Layouts Oakland - Walnut Creek	2011-07-02 12:45:00	2011-07-02 17:00:00	Return Stop - Jack London Square
		Layouts San			

The page goes on for a while, but at the bottom there are control buttons:

<input type="radio"/>	L305	NARROW GAUGE	2011-07-05 00:00:00	2011-07-05 00:00:00	This tour features seven narrow gauge
<input type="radio"/>	L401	S Scale Layout Tour and Train Rides	2011-07-06 00:00:00	2011-07-06 18:30:00	This tour is comprised of three S-scale
<input type="radio"/>	L402	EAST BAY HALF TRACK	2011-07-06 00:00:00	2011-07-06 00:00:00	
<input type="radio"/>	L403	PETALUMA AND SANTA ROSA	2011-07-06 00:00:00	2011-07-06 00:00:00	

Click the “Add” button, which switches to a page where a new layout can be entered:

Tour ID	<input type="text" value="0"/>
Tour Number	<input type="text"/>
Tour Name	<input type="text" value="&lt;none&gt;"/>
Start date	<input type="text" value="2011-07-01 08:00:00"/>
End date	<input type="text" value="2011-07-01 17:00:00"/>
Description	<input type="text" value="&lt;none&gt;"/>
Status	<input type="text" value="(0) Unknown"/>
Price	<input type="text" value="0.00"/>
Seats	<input type="text" value="0"/>
Bus Type	<input type="text" value="0"/>
Number Buses	<input type="text" value="0"/>
Mileage	<input type="text" value="0"/>

Fill that out with as much information as you have. Leave blank any fields you don't have, or don't know.

Most of the fields are just text, but there are a few that have special formatting:

- Start and end time fields must use a specific date/time format: 2011-07-02 13:00:00 for example. If you don't know the time, leave the field blank and a default will be used. If you know the day, but not the time, enter the time as all zeroes, e.g.: "2011-07-04 00:00:00".
- The price field must not contain a dollar sign. You can include the cents or just use dollars without a decimal point, so "12" and "12.00" are both fine. A "0" price can be entered. As a special case, if you want to have "TBA" shown, enter a "-1".
- The "Description" field is HTML so that it can be formatted, include links, etc. Generally, you can just cut&paste text into it, but there are a couple of exceptions to that:
  - If you're cutting and pasting from Microsoft Word, you might have "curly quotes" in your text. Anything that looks like a quote mark, including apostrophes, should be replaced with the apostrophe that's at the right side of the home row of keys on a US keyboard.
  - If you want to have a line break, don't just leave an empty line, also insert `<p/>` at the desired spot.
  - If you enter code for a hyperlink or other tag, use single quotes instead of double quotes

to mark attributes. (If you don't know what this means, don't worry about it).

- Double-quote characters " should be replaced with &quot; and ampersands should be replaced with &amp; when noticed. It's not a problem if any of these are missed, however, as they're checked during a later step.

In general, just enter your text into the Description field, and the fine details will be sorted out later.

- URLs should be entered with a "http://" at the front to ensure they access reliably.

"Save" saves your new entry and takes you back to the prior page. Click that if you're just entering one tour. "More" saves your new entry, clears the page, and leaves you here so you can enter another tour efficiently. "Cancel" deletes your new information and goes back to the prior page.

A very similar process, except on a different initial page (see the index), is used to enter a general/prototype tour, clinic or miscellaneous event.



## Editing Tour Information

To add a new layout tour, you start on the layout tour enter/edit page:

[http://www.x2011west.org/eventtools/edit\\_layout\\_tour\\_all.php](http://www.x2011west.org/eventtools/edit_layout_tour_all.php)

### Edit Layout Tour

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	Tour Number	Tour Name	Start date	End date	(Start of) Description, click view for rest
	Sorted By: Start date ascending, Tour Number ascending				
<input checked="" type="radio"/>		Layouts Santa Cruz	2011-07-01 13:00:00	2011-07-01 17:30:00	
<input type="radio"/>		Layouts Fremont - Pleasanton	2011-07-01 18:00:00	2011-07-01 22:00:00	
<input type="radio"/>		Layouts San Jose - Los Altos	2011-07-02 08:00:00	2011-07-02 12:00:00	
<input type="radio"/>		Layouts Oakland - Walnut Creek	2011-07-02 12:45:00	2011-07-02 17:00:00	Return Stop - Jack London Square
		Layouts San			





To edit a layout tour, you first select it, and then go to an edit page. To select it, you check the radio box on the left side of the tour's row. If the tour isn't shown on the first page, you can use the buttons at the bottom of the page to move to the next page, first or last page or a specific page:

<input type="radio"/>	L305	NARROW GAUGE	2011-07-05 00:00:00	2011-07-05 00:00:00	This tour features seven narrow gauge
<input type="radio"/>	L401	S Scale Layout Tour and Train Rides	2011-07-06 00:00:00	2011-07-06 18:30:00	This tour is comprised of three S-scale
<input type="radio"/>	L402	EAST BAY HALF TRACK	2011-07-06 00:00:00	2011-07-06 00:00:00	
<input type="radio"/>	L403	PETALUMA AND SANTA ROSA	2011-07-06 00:00:00	2011-07-06 00:00:00	

<<
 <

You can also search for a specific layout tour by clicking the “V” button in the upper left corner. This will open an entry box at the top of each column, in which you can enter a search string, then hit enter to show only rows that match:

 	<u>Tour Number</u>	<u>Tour Name</u>	<u>Start date</u>	<u>End date</u>	<u>(Start of) Description, click view for rest</u>	<u>Status</u>	<u>Price</u>
	<input type="text"/>	EAST BAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sorted By: Start date ascending, Tour Number ascending						
	Current Query: (PMetable0`.name` LIKE '*EAST BAY*')						
	L301	EAST BAY BY RAIL	2011-07-05 00:00:00	2011-07-05 00:00:00		(0) Unknown	0.00
	L402	EAST BAY HALF TRACK	2011-07-06 00:00:00	2011-07-06 00:00:00		(0) Unknown	0.00



Add
View
Change
Copy
Delete


Go to

After you check a row, click “Change” to get a new page:

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Tour ID	<input type="text" value="20"/>
Tour Number	<input type="text" value="L402"/>
Tour Name	<input type="text" value="EAST BAY HALF TRACK"/>
Start date	<input type="text" value="2011-07-06 00:00:00"/>
End date	<input type="text" value="2011-07-06 00:00:00"/>
Description	<div></div>
Status	<input type="text" value="(0) Unknown"/>
Price	<input type="text" value="0.00"/>
Seats	<input type="text" value="0"/>
Bus Type	<input type="text"/>
Number Buses	<input type="text" value="0"/>
Mileage	<input type="text" value="0"/>

This is similar to the “Add” page, except that the existing content is filled-in already. Edit it as needed, then click “Save” to save your changes, or “Cancel” to abandon them.

## ***Adding a Layout***

The process for adding a layout is very similar to that for adding a layout tour, except that there are a lot more information fields. The starting URL is [http://www.x2011west.org/eventtools/edit\\_layouts\\_all.php](http://www.x2011west.org/eventtools/edit_layouts_all.php)

A few fields might require more explanation:

“Owner URL”: If the owner has provided a URL for a web page describing their layout, it should be entered here starting with the http:// prefix.

“Local URL”: This is a URL for an X2011west web page that describes the layout, if one exists. In general, you can leave this blank and let the X2011west webmaster fill it out.

“Access”: X2011west has decided to present handicapped accessibility to layouts using a 6 point code:

1. Handicapped Hostile
2. Several steps and/or duck-under(s)

3. Average house (1-2 steps)
4. No hazards
5. Special adaptations for the handicapped
6. Unknown/not entered

For the access item, you just pick one of those.

“Short Description”: A one-line description that appears in various summaries, in the tour listings, etc.

“Long Description”: This can be much larger. Special formatting, including URLs, can be done using HTML tags, but in general you don’t have to worry about this. Just enter the text, and IT will fix up the formatting as needed.

“Scale”: If there are multiple scales, for example a layout with separate HO and HOn3 sections, enter them with a space in between, not a comma, slash or other punctuation. This will help attendees search for layouts of interest to them.

## Editing Layout Information

This is very similar to the process for editing a layout tour described earlier. Note that you can search on any of the fields to find the layout you want to edit, including the description. The starting URL is [http://www.x2011west.org/eventtools/edit\\_layouts\\_all.php](http://www.x2011west.org/eventtools/edit_layouts_all.php)

## Adding a Layout to a Tour

Start on “Enter/Change Layout” page:

[http://www.x2011west.org/eventtools/edit\\_layout\\_tour\\_add\\_layout.php](http://www.x2011west.org/eventtools/edit_layout_tour_add_layout.php)

### Layout Tour Add Layout

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<input type="radio"/>	Tour	Layout	Order
<input checked="" type="radio"/>	Sorted By: Tour ascending, Order ascending		
<input checked="" type="radio"/>	L201 SIERRA SUNRISE (2011-07-04 07:30:00)	Steve's Western Pacific Railroad (Steve Hayes)	5
<input type="radio"/>	L201 SIERRA SUNRISE (2011-07-04 07:30:00)	Sierra Railroad (John Zach)	10
<input type="radio"/>	L211 RAILTOWN WITH LAYOUTS (2011-07-04 00:00:00)	Steve's Western Pacific Railroad (Steve Hayes)	5
<input type="radio"/>	L211 RAILTOWN WITH LAYOUTS (2011-07-04 00:00:00)	Sierra Railroad (John Zach)	10
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Lone Pine & Tonopah (Kermit Paul)	10
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	C&O Alleghany Sub (Andy Schnur)	20
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Midland Rockies and Western (Bob Wirthlin)	30
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	(Dave Connery)	40
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Chicago and Mackinac (Bob Osborn)	50
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Yosemite Valley RR (Jack Burgess)	60
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	(Jim Dias)	70
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	California Central (Ron Kerkes)	10
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	(Raymond Fernandes)	20
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	NWP (Richard Batho)	30
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Union Pacific - Columbia River Gorge (Tom Weisgerber )	40

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To put an additional layout on a layout tour, click “Add” at the bottom of the screen. It becomes:

### **Layout Tour Add Layout**

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link number	<input type="text" value="0"/>
Tour	<input type="text" value="Layouts Fremont – Pleasanton (2011-07-01 18:00:00)"/>
Layout	<input type="text" value="( Asquaga)"/>
Order	<input type="text"/>

From the top selection box, select the layout tour that should receive the new layout. From the lower box, select the layout you want to add.

When a tour is displayed, the “order” numbers are sorted lowest-to-highest to determine the order of the layouts on the tour. The order numbers don't have to be consecutive, and it'll be easier to renumber the tours later if you leave some extra space between them. We recommend putting 10 in for the first layout on the tour, 20 for the second, 30 for the third, etc. Or you can leave this blank and handle it later.

Finally, click “Save” to enter this value and leave this page, or “More” if you want to enter more layouts on tours.

### ***Removing a Layout from a Tour***

Start on “Enter/Change Layout” page:

[http://www.x2011west.org/eventtools/edit\\_layout\\_tour\\_add\\_layout.php](http://www.x2011west.org/eventtools/edit_layout_tour_add_layout.php)

## Layout Tour Add Layout

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<input type="radio"/>	Tour	Layout	Order
<input checked="" type="radio"/>	Sorted By: Tour ascending, Order ascending		
<input type="radio"/>	L201 SIERRA SUNRISE (2011-07-04 07:30:00)	Steve's Western Pacific Railroad (Steve Hayes)	5
<input type="radio"/>	L201 SIERRA SUNRISE (2011-07-04 07:30:00)	Sierra Railroad (John Zach)	10
<input type="radio"/>	L211 RAILTOWN WITH LAYOUTS (2011-07-04 00:00:00)	Steve's Western Pacific Railroad (Steve Hayes)	5
<input type="radio"/>	L211 RAILTOWN WITH LAYOUTS (2011-07-04 00:00:00)	Sierra Railroad (John Zach)	10
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Lone Pine & Tonopah (Kermit Paul)	10
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	C&O Alleghany Sub (Andy Schnur)	20
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Midland Rockies and Western (Bob Wirthlin)	30
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	(Dave Connery)	40
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Chicago and Mackinac (Bob Osborn)	50
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Yosemite Valley RR (Jack Burgess)	60
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	(Jim Dias)	70
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	California Central (Ron Kerkes)	10
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	(Raymond Fernandes)	20
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	NWP (Richard Batho)	30
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Union Pacific - Columbia River Gorge (Tom Weisgerber )	40

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Click the “V” symbol at the upper left to open up a search box, type the tour number in the box over the “Tour” column, and hit enter:

## Layout Tour Add Layout

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<input type="radio"/>	Tour	Layout	Order
<input checked="" type="radio"/>	Sorted By: Tour ascending, Order ascending		
<input checked="" type="radio"/>	Current Query: (CONCAT(IFNULL(CAST(PMEjoin1.`number` AS CHAR),"")," ",IFNULL(CAST(PMEjoin1.`name` AS CHAR),""), " (",IFNULL(CAST(PMEjoin1.`start_date` AS CHAR),""),")") LIKE '*L302*')		
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	California Central (Ron Kerkes)	10
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	(Raymond Fernandes)	20
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	NWP (Richard Batho)	30
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Union Pacific - Columbia River Gorge (Tom Weisgerber )	40
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Oahu Sierra (Bill Eversault)	50

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This will restrict the display to just that layout tour. It will show even if it wasn't on the front page originally. You can also enter layout information in the “Layout” column and search for that.

Now select the layout you want to remove by checking the radio button on the left side, and clicking

“Delete”. You'll be asked to confirm that before the deletion is done.

## Reordering the Layouts on a Tour

Start on “Enter/Change Layout” page:

[http://www.x2011west.org/eventtools/edit\\_layout\\_tour\\_add\\_layout.php](http://www.x2011west.org/eventtools/edit_layout_tour_add_layout.php)

### Layout Tour Add Layout

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<input type="radio"/>	Tour	Layout	Order
<input checked="" type="radio"/>	Sorted By: Tour ascending, Order ascending		
<input checked="" type="radio"/>	L201 SIERRA SUNRISE (2011-07-04 07:30:00)	Steve's Western Pacific Railroad (Steve Hayes)	5
<input type="radio"/>	L201 SIERRA SUNRISE (2011-07-04 07:30:00)	Sierra Railroad (John Zach)	10
<input type="radio"/>	L211 RAILTOWN WITH LAYOUTS (2011-07-04 00:00:00)	Steve's Western Pacific Railroad (Steve Hayes)	5
<input type="radio"/>	L211 RAILTOWN WITH LAYOUTS (2011-07-04 00:00:00)	Sierra Railroad (John Zach)	10
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Lone Pine & Tonopah (Kermit Paul)	10
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	C&O Alleghany Sub (Andy Schnur)	20
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Midland Rockies and Western (Bob Wirthlin)	30
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	(Dave Connery)	40
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Chicago and Mackinac (Bob Osborn)	50
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	Yosemite Valley RR (Jack Burgess)	60
<input type="radio"/>	L301 EAST BAY BY RAIL (2011-07-05 00:00:00)	(Jim Dias)	70
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	California Central (Ron Kerkes)	10
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	(Raymond Fernandes)	20
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	NWP (Richard Batho)	30
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Union Pacific - Columbia River Gorge (Tom Weisgerber )	40

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Click the “V” symbol at the upper left to open up a search box, type the tour number in the box over the “Tour” column, and hit enter:

## Layout Tour Add Layout

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<input type="radio"/>	<u>Tour</u>	<u>Layout</u>	<u>Order</u>
<input type="radio"/>	L302		
<input checked="" type="radio"/>	Sorted By: Tour ascending, Order ascending		
<input checked="" type="radio"/>	Current Query: (CONCAT(IFNULL(CAST(PMEjoin1.`number` AS CHAR),"")," ",IFNULL(CAST(PMEjoin1.`name` AS CHAR),""), (" ,IFNULL(CAST(PMEjoin1.`start_date` AS CHAR),""),")") LIKE '*L302*')		
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	California Central (Ron Kerkes)	10
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	(Raymond Fernandes)	20
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	NWP (Richard Batho)	30
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Union Pacific - Columbia River Gorge (Tom Weisgerber )	40
<input type="radio"/>	L302 US 50 EAST (2011-07-05 00:00:00)	Oahu Sierra (Bill Eversault)	50

<< < Add View Change Copy Delete > >> Go to 1

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This will restrict the display to just that layout tour. It will show even if it wasn't on the front page originally. You can also enter layout information in the “Layout” column and search for that.

The order column, on the left, determines the order that the layouts are listed in the tour. It's sorted from lowest-to-highest numbers. To change the listing order, you change those values. They need not be consecutive, or spaced in any particular way. For example, to move the NWP layout from 3<sup>rd</sup> to 2<sup>nd</sup> in this sample tour, you could change it's order number to 15.

To do that, select the radio box at the left of the NWP row, and click change. You'll get a new page:

## Layout Tour Add Layout

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




















link number	18
Tour	L302 US 50 EAST (2011-07-05 00:00:00)
Layout	NWP (Richard Batho)
Order	30

Save Apply Cancel

Type a new value in the “order box” and click Save.

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 	<u>Tour</u>	<u>Layout</u>	<u>Order</u>
	<input type="text" value="L302"/>	<input type="text"/>	<input type="text"/>
	Sorted By: Tour ascending, Order ascending		
	Current Query: (CONCAT(IFNULL(CAST(PMEjoin1.`number` AS CHAR),"")," ",IFNULL(CAST(PMEjoin1.`name` AS CHAR),""),(" ",IFNULL(CAST(PMEjoin1.`start_date` AS CHAR),""),")) LIKE '*L302*')		
	L302 US 50 EAST (2011-07-05 00:00:00)	California Central (Ron Kerkes)	10
	L302 US 50 EAST (2011-07-05 00:00:00)	NWP (Richard Batho)	15
	L302 US 50 EAST (2011-07-05 00:00:00)	(Raymond Fernandes)	20
	L302 US 50 EAST (2011-07-05 00:00:00)	Union Pacific - Columbia River Gorge (Tom Weisgerber )	40
	L302 US 50 EAST (2011-07-05 00:00:00)	Oahu Sierra (Bill Eversault)	50
<div>        </div> <div> </div>			

1 record  
changed

Page: 1 of 1  
Records: 5

## Reviewing and Approving Listings

You can review the information using the “Review Content” or “Listing” pages on the main page. By default, these display all listings regardless of status, highlighting missing information. Typical entries for general tours look like:

### G502 SACRAMENTO UNDERGROUND

description: (description)

status code: Unknown

tour number: G502

start date: 2011-07-07 00:00:00 (start)

end date: 2011-07-07 00:00:00 (end)

price: (price unset)

seats: (seats = 0)

bus type: 0

buses: (buses unset)

mileage: (miles unset)

And a layout entry with missing information looks like:

**Antioch** (last name)  
layout name: Black Diamond Lines  
short desc: (short desc)  
long desc: (long desc)  
  
status code: Unknown  
**Error: Unapproved layout visible on approved tour**  
  
scale: (scale)  
prototype: (proto)  
era: (era)  
scenery: (scenery)  
size: (size)  
mainline length: (main len)  
plan type: (plan type)  
ops scheme: (ops scheme)  
control: (control)  
accessibility: (6) Unknown/not entered  
wheelchair access: N  
duckunder entry: N  
owner url:  
first name: Antioch  
last name: (last name)  
phone: (phone)  
.. .

High-priority missing information or errors are highlighted in red. Optional, but desirable, missing information and possible future errors are highlighted in yellow. The status code is not colored, because any value is considered correct.

There are also “formatted” displays available from the main page. These display the information using a simplified version of the format used on the main web pages. These let you easily get a quick view of what the user will see.

Missing information can be added using the same edit pages described previously. You can also use those to set the entry's status to one that will show it to the user.

## Displaying Information to the User

Generally, EventTools users don't have to worry about this step. Display on the main web site is automatic once the status has been set to a suitable value.

The on-line store has to be updated manually, and the various printed documents such as the order packet are only updated periodically. It's important that people making changes that will effect those, for example changes to prices or schedules, stay in touch with the rest of the organizers.

## Updating as Needed

If you update something via a production-database page, the change on the web site is immediate. For example, a change to a description will appear the next time the user displays the page containing it.

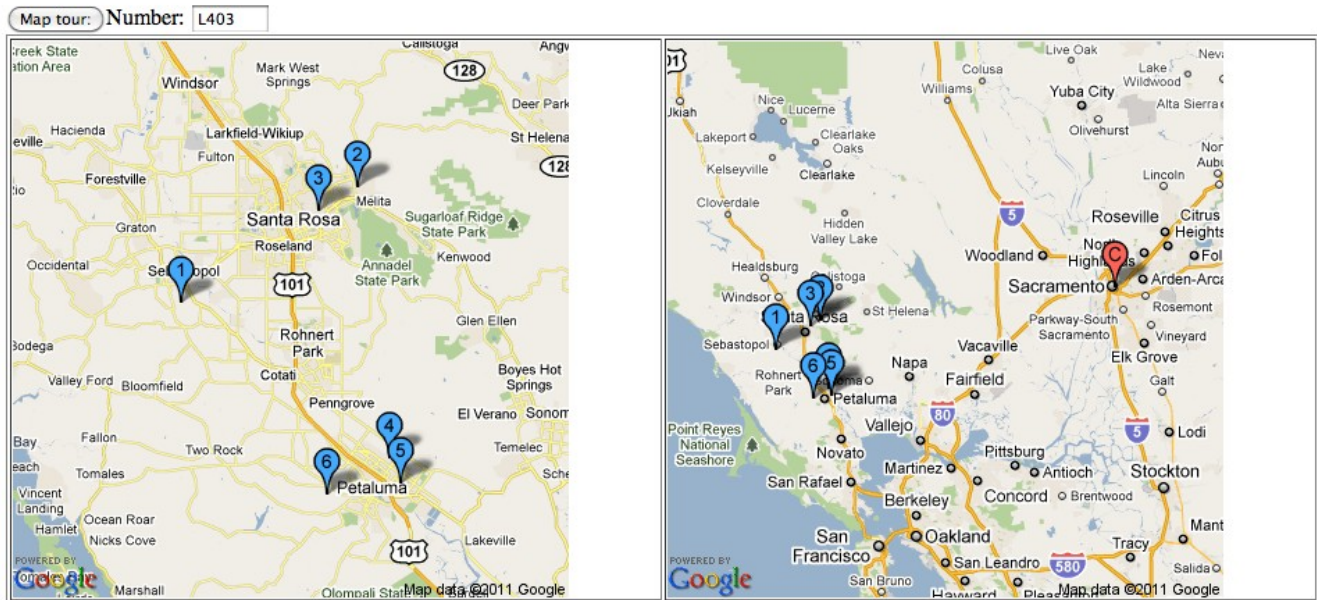


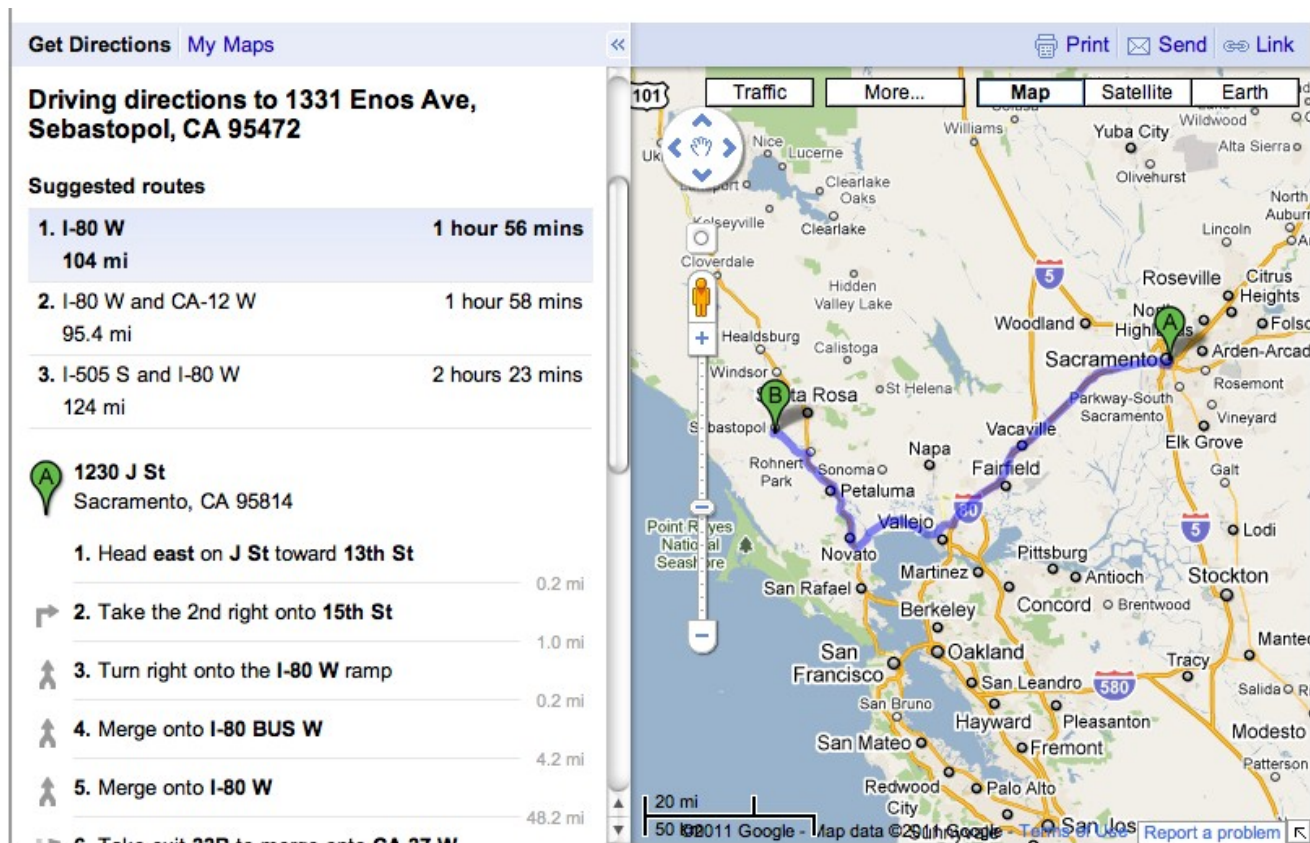
As discussed in the previous section, though, the on-line store and printed materials are updated less often.

## Additional Capabilities

Once EventTools has the data, it can help you do all sorts of things with it. By entering data early, even partial data, you can enlist the help of others to improve the data, check it, etc.

For example, it can draw maps of the locations of layouts on a layout tour, show distances and directions between the layouts, and generally help plan the tour time and cost:





Google maps can even tell you when you've mistyped the address, or have accidentally put it in the wrong town.

Tours can be displayed by day and time in a way that makes it easy to tell where buses can be shared, and mileage calculations can be done to ensure that limits are not exceeded.

Because everybody is inherently working off the same set of data, you can share out the work as needed without worrying about inconsistent data. Access can also be restricted in whatever way, with some people only being able to enter/edit certain kinds of data or only certain entries.

- Once you have layout owner email addresses entered, you can give them access to update and improve their own layout entry. They can fill in the detailed fields so that you don't have to worry about all that data. They can be asked to improve the entry until they're happy with it and approve it, removing the need to spend time going back and forth.
- Clinicians can be given access to update their clinic descriptions and attached URLs, without giving them the ability to change the schedule.

Since the data is being accumulated in a common place, it can be looked at in multiple ways to make planning easier.

- Clinics can be displayed by room and time to detect double-booking.
- By restricting the clinic display to only clinics with specific tags, you can easily see where conflicts have been built into the schedule.









- Non-rail tours and clinics can be displayed together to easily check for overlaps and conflicts.

## Op Sessions

EventTools can keep track of operating sessions, and allow users to request specific ones.

Operation sessions are built on top of the layout information that's separately stored in EventTools. See the preceding sections for instructions on how to enter layout information. Note that modelers interesting in operating are often interested in the optional fields on realism, control systems, card forwarding methods, scheduling, etc, so operating layouts should probably have more complete information than ones that are just included in layout tours.

Once the operating layouts have been defined, you can add operating session information to them. To do that, use the edit/change operating session page, linked from the upper right of the index page:

	Layout	Location	Distance	Travel Time	Presenting Time	Start date/time	End date/time	Slots	Status	Note	2nd Layout	3rd Layout	4th Layout
X	Sorted By: Layout ascending, Start date/time ascending												
	0							0	Unknown		0	0	0
	Adams (D&RGW Durlin Branch)	Advance Section	21 miles	25 minutes	Friday July 1 1900	2011-07-01 19:00:00	2011-07-01 23:00:00	8	Waiting Approval		0	0	0
	Adams (D&RGW Durlin Branch)	Advance Section	21 miles	25 minutes	Sunday July 3 0930	2011-07-03 09:30:00	2011-07-04 00:00:00	8	Waiting Approval		0	0	0
	Bowdidge (SP Vasona Branch)	Advance Section	22 miles	28 minutes	Friday July 1 1900	2011-07-01 19:00:00	2011-07-01 23:00:00	4	Incomplete, Some Data Entered		0	0	0
	Bowdidge (SP Vasona Branch)	Advance Section	22 miles	28 minutes	Sunday July 3 0930	2011-07-03 09:30:00	2011-07-04 14:00:00	4	Incomplete, Some Data Entered		0	0	0

Each line represents an operating session. The fields are:

Location: Typically “Advance Section”, “North Bay”, “Sacramento” or similar, this label appears on some of the index pages.

Distance and Travel Time: Presented in the operating session listings so attendees can plan how much time to allow to get to the session.

Presenting Time: Unlike for layout tours, where the time listings are automatically generated from start and stop times, the operating session organizers originally wanted to generate their own descriptions of layout times so they could say things like “Sometime Thursday” instead of a precise time. This field is displayed where-ever the start time is displayed to the user.

Start Time and End Time: If provided, these will be used to mark operating sessions in the general and attendee-specific calendars.

Slots: Number of people who can attend. Not used initially during the request phase, but eventually used as part of assigning people to requested layouts.

Status: The same status codes as for layouts and layout tours are available for operating sessions. See the first section above for more information on these, but not that the organizers are not currently using this for any specific purpose.

Note: Free form, for use as desired. Not visible to the attendees.

2<sup>nd</sup> Layout, 3<sup>rd</sup> Layout, 4<sup>th</sup> Layout: An op session can be a two-fer, three-fer, four-fer with multiple layouts. These can either be sequential (people operate at one then another) or in parallel (the group of attendees splits across the layouts and operates them at the same time).

To change an operating session, select its radio box and click “Change”. You'll get a new screen where the entry can be changed. Layouts are selected from drop-down boxes. The contents of those are in alphabetical order by layout owner last name. Once the box has been selected by tabbing or with the mouse, type a few characters of the name to go directly to a layout. Once the entry has been updated as you'd like, click “Save” to save your changes and go back to the index.

Users can enter requests via a custom URL that's also connected in the index as “User Request” in the Op Session column. You can view, change, add or delete those via the “Enter/Change User Request” entry in the Op Session column of the index. That leads to a screen that looks like:

<input type="radio"/>	<a href="#">Your email address</a>	<a href="#">1st priority</a>	<a href="#">2nd priority</a>	<a href="#">3rd priority</a>	<a href="#">4th priority</a>	<a href="#">5th priority</a>	<a href="#">6th priority</a>	<a href="#">7th priority</a>	<a href="#">8th priority</a>	<a href="#">Any session OK, not just priorities?</a>	<a href="#">Number of sessions you'd like</a>	<a href="#">Any comments?</a>
<input checked="" type="radio"/>	harvego@whidbey.net	Friday July 8 1800 Kent Williams Oregon, Washington Navigation & Railway	2011-07-05 18:00:00 Dave Houston Southern Pacific Rocklin Sub	2011-07-07 18:30:00 Phil Gulley Union Pacific & Summit County RR	2011-07-04 09:30:00 David Clemens Idaho- Montana Railway & Navigation Co					N	4	Carpooling with Al Frasch and Rich Thom. Please assign us to the same op sessions.
<input type="radio"/>	bdmorden@sbceo.org	Monday July 4 0930 David Clemens Idaho- Montana Railway & Navigation Co	2011-07-04 13:30:00 Steve Gust Clay & Mud Point							Y	1	
<input type="radio"/>	n1stars@xs4all.nl	Monday July 4 1800 Kent Williams Oregon, Washington Navigation & Railway								N	1	I'm coming together with my brother Hans (hans@n-stars.com) and Kent is a friend of us. We'll be at the Portola museum earlier that day (not by bus but on our own)

There are “Add”, “View”, “Change”, “Copy”, “Delete” and navigation buttons at the bottom of the screen. To change an entry, for example, select it with the radio button on its left side, and click “Change”. That will take you to a screen like:

## Edit Operating Session Requests

Your email address	<input type="text" value="peter@borcherds.com"/>
1st priority	<input type="text" value="Thursday July 7 1800 Bill Kaufman State Belt RR"/>
2nd priority	<input type="text" value="2011-07-06 18:00:00 Jim Providenza Santa Cruz Northern"/>
3rd priority	<input type="text" value="2011-07-08 10:00:00 Sacramento Modular Sacramento Central"/>
4th priority	<input type="text" value="2011-07-08 13:00:00 Sacramento Modular Sacramento Central"/>
5th priority	<input type="text" value="2011-07-10 10:00:00 Sacramento Modular Sacramento Central"/>
6th priority	<input type="text"/>
7th priority	<input type="text"/>
8th priority	<input type="text"/>
Any session OK, not just priorities?	<input type="text" value="Y"/>
Number of sessions you'd like	<input type="text" value="5"/>
Any comments?	<input type="text" value="New to operations, so not experienced with disciplined tone"/>

You change whatever information you'd like, and then click "Save", or click "Cancel" to go back without making any changes.

## Program (Timetable) Printing

We provide some special pages which format information for the printed program (timetable). This formatted information can then be transferred to the page-layout software being used to create the program master.

## Printing Updates

Changes, minor or major, after this date are marked in the database so that we can eventually identify them and select which ones to put on a printed update. This is automatic, and you don't have to do anything about it. This way, we get a list of \_all\_ changes that took place after the program freeze.

But not all changes require an update to the user. Whether a change does or doesn't really isn't something the machine can decide on.

So there's an additional facility. Your data entry pages now have two more columns on the right-hand side called "Changed?" and "Last mod time". (If I missed adding these to your favorite page, let me know)

"Last mod time" is automatically maintained. It'll be updated to a timestamp when/if that entry is changed after Gus froze the program. We can use that to e.g. ask "what's changed since yesterday?"

"Changed?" is something you can use to keep track of significant changes if you want to. The possible

values are blank (which is what everything is now) and "Y". I recommend that when you change an entry, you consider how significant that change is, and set "Changed?" to "Y" if it's significant enough to be included in a printed update. If it's not, leave it at blank. If you do this (or some other system) consistently, you won't have to go back through all the updates later and see which ones are significant enough to include.

When it's time to print update sheets, I'm planning on offering the choices of "Items marked as changed" and "Items marked as changed that have changed since (some date, e.g. yesterday)", and "Items that have changed since (some date, e.g. yesterday)".