

# Quick Start: Using EventTools to Set Up an Ops Meet

This note walks you through basic setup for an operating meet. This is a weekend-sized get-together of 10 to 100 operators who operating on a dozen or so layouts.

## Get Started

- Get EventTools installed and configured on your web server.
- You can take a look at the index page (<http://adaumann.com/eventtools/>), but don't click on the links yet; we'll walk you through that.

## Enter Some Layouts

- You enter or edit the layouts on the “Enter/Change Layouts” page:  
[http://adaumann.com/eventtools/edit\\_layouts\\_all.php](http://adaumann.com/eventtools/edit_layouts_all.php)
- Go there. It should look like (the test layout might not be there):

### Edit Layouts

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|  | <a href="#">v</a>                    | <a href="#">ID</a> | <a href="#">Owner first name</a> | <a href="#">Owner last name</a> | <a href="#">Layout Name</a> | <a href="#">Status</a> | <a href="#">Access</a> | <a href="#">Wheelchair access</a> | <a href="#">Duck Entry</a> | <a href="#">Street address</a> | <a href="#">City</a> | <a href="#">State</a> | <a href="#">Zip code</a> | <a href="#">Distance</a> | <a href="#">Owner Email</a> | <a href="#">Owner phone</a> | <a href="#">Call time</a> | <a href="#">Short Description</a> | <a href="#">(Start of) Description, click view for rest</a> |
|--|--------------------------------------|--------------------|----------------------------------|---------------------------------|-----------------------------|------------------------|------------------------|-----------------------------------|----------------------------|--------------------------------|----------------------|-----------------------|--------------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------------------|---|
| <a href="#">X</a>  | Sorted By: Owner last name ascending |                    |                                  |                                 |                             |                        |                        |                                   |                            |                                |                      |                       |                          |                          |                             |                             |                           |                                   |   |
| <a href="#">+</a>  | 9                                    | Test first         | Test Last                        | Test Layout                     | (0) Unknown                 | (1)...                 | N                      | N                                 |                            |                                |                      |                       |                          |                          |                             |                             |                           |                                   |   |
| <div>&lt;&lt; &lt; Add View Change Copy Delete &gt; &gt;&gt; Go to 1 ↻</div> |                                      |                    |                                  |                                 |                             |                        |                        |                                   |                            |                                |                      |                       |                          |                          |                             |                             |                           |                                   |   |

6.249 milliseconds

- Click the “Add” button to get a screen that looks like this:

## Edit Layouts

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|                   |   |
|-------------------|---|
| ID                | <input type="text" value="0"/>                                |
| Owner first name  | <input type="text"/>  |
| Owner last name   | <input type="text"/>  |
| Layout Name       | <input type="text"/>  |
| Status            | <input type="button" value="(0) Unknown"/>                    |
| Access            | <input type="button" value="(1) Handicapped hostile"/>        |
| Wheelchair access | <input checked="" type="radio"/> N<br><input type="radio"/> Y |
| Duck Entry        | <input checked="" type="radio"/> N<br><input type="radio"/> Y |
| Street address    | <input type="text"/>  |
| City              | <input type="text"/>  |
| State             | <input type="text"/>  |
| Zip code          | <input type="text"/>  |
| Distance          | <input type="text"/>  |
| Owner Email       | <input type="text"/>  |
| Owner phone       | <input type="text"/>  |
| Call time         | <input type="text"/>  |
| Short Description | <input type="text"/>  |
| Full Description  | <div></div>   |

(There's a bit more further down) Fill it out:

- ID: You can't change this.
- Owner first name, Owner last name, Layout name: These will appear in listings
- Status: If you want this to appear to users, select the bottom entry "Offering Sessions". If you don't want it to appear (maybe you're still negotiating with the owner), select "Waiting approval".

Everything below this is optional. Fill it out if you want to and have the information. If you decide to use them, best if you do it consistently for all layouts.

- Access, wheelchair entry, duck entry: If you fill these out, people can sort on them when looking through the pages on layouts.
- Street Address, City, State, Zip code, Distance: For your purposes, generally not visible to

attendees (but see the description of creating a map web page in the manual)

- Owner email, Owner phone, Call time: never displayed to the attendees
- Short Description: Displays in the dense tables
- Full Description: Displays on layout pages

The rest are various other items that can appear on the layout web pages. You don't have to use any particular piece of information, but it's good to be consistent about what you fill out or not.

Once you've filled out the info, click “Save” to store it and return to the prior screen. Alternately, if you have another layout to enter, click “More” to save it and give you a clean entry page.

Repeat until you've entered a good sample of layouts.

## Check your Layout Table

You can get an idea of how your content will look on your web site by checking some sample pages, also available from the main page:

- Index example: [http://adaumann.com/eventtools/index\\_layouts.php](http://adaumann.com/eventtools/index_layouts.php)
- Format example: [http://adaumann.com/eventtools/format\\_all\\_layouts.php](http://adaumann.com/eventtools/format_all_layouts.php)

You can go back and make changes later.

## Define Operating Sessions

Basic operating sessions are a layout, start time and end time, and number of attendees.

- To define them, go to the “Edit Operating Sessions” page ([http://adaumann.com/eventtools/edit\\_ops\\_add\\_layout.php](http://adaumann.com/eventtools/edit_ops_add_layout.php)) which looks like:

### Edit Operating Sessions

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|  |   |                   |                     |                     |                        |                            |                            |                          |                  |                        |                 |                       |
|--|---|-------------------|---------------------|---------------------|------------------------|----------------------------|----------------------------|--------------------------|------------------|------------------------|-----------------|-----------------------|
| <div>&lt;&lt; &lt; Add View Change Copy Delete &gt; &gt;&gt; Go to 1</div> |   |                   |                     |                     |                        |                            |                            |                          |                  |                        |                 |                       |
| <div>v</div>   | <div>Number</div>   | <div>Layout</div> | <div>Location</div> | <div>Distance</div> | <div>Travel Time</div> | <div>Presenting Time</div> | <div>Start date/time</div> | <div>End date/time</div> | <div>Slots</div> | <div>Status</div>      | <div>Note</div> | <div>2nd Layout</div> |
| <div>X</div>   | <div>Sorted By: Layout ascending, Start date/time ascending</div> |                   |                     |                     |                        |                            |                            |                          |                  |                        |                 |                       |
| <div>0</div>   | <div>0</div>  |                   |                     |                     |                        |                            |                            |                          | <div>0</div>     | <div>(0) Unknown</div> |                 | <div>0</div>          |

<< < Add View Change Copy Delete > >> Go to 1 ⬇  
4.869 milliseconds

(Ignore the “2<sup>nd</sup> layout” etc fields for now; they're for combined sessions where you have to work on one layout first, then the other)

- Click “Add”. You'll get a new window:

## Edit Operating Sessions

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SaveMoreCancel

|                 |  |
|-----------------|--|
| Number          | <input type="text" value="0"/>                       |
| Layout          | <input type="text" value="Test Last (Test Layout)"/> |
| Location        | <input type="text"/>                                 |
| Distance        | <input type="text"/>                                 |
| Travel Time     | <input type="text"/>                                 |
| Presenting Time | <input type="text"/>                                 |
| Start date/time | <input type="text" value="2011-07-04 00:00:00"/>     |
| End date/time   | <input type="text" value="2011-07-04 00:00:00"/>     |
| Slots           | <input type="text"/>                                 |
| Status          | <input type="text" value="(0) Unknown"/>             |
| Note            | <input type="text"/>                                 |
| 2nd Layout      | <input type="text" value="None"/>                    |
| 3rd Layout      | <input type="text" value="None"/>                    |
| 4th Layout      | <input type="text" value="None"/>                    |

SaveMoreCancel

6.691 milliseconds

You can't change the “Number” field. For the rest, enter:

- Layout – select a layout from the ones you've already defined.
- Location, Distance, Travel Time: Hints for attendees to help them select sessions to request
- Presenting Time: If you want to display something other than the exact start time, e.g. “Sunday Morning” instead of “2017-01-02 10:30:00”, enter it here.
- Start date/time, End date/time: Enter in the format “2011-07-04 00:00:00” with a 24-hour clock
- Slots: Enter the max number of attendees
- Status: “Waiting Approval” if it shouldn't show yet, “Offering Sessions” if it should be.
- Note: Just for you, not displayed to the user.

## Check your Sessions

To get a look at the sessions, go to:

- Operating Session Index ([http://adaumann.com/eventtools/index\\_ops.php](http://adaumann.com/eventtools/index_ops.php)): This shows a compact listing
- Operating Session vs Day ([http://adaumann.com/eventtools/view\\_ops\\_by\\_day.php](http://adaumann.com/eventtools/view_ops_by_day.php)): This shows a grid of available sessions by time. (It doesn't work well until you have a few sessions defined for each day)

## ***Connect to Your Web Site***

Finally, embed EventTools code in your web site so that the site shows the layout and session information, and contains the registration form.