2015

Hella PHP Events

INSTALLATION AND USER MANUAL

JENN HELLA

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Hella PHP Events
Installation and User Manual

Installation

You will need:

- Downloaded zip file of this software
- Text editor
- FTP client
- Access to your server's PhpMyAdmin

Instructions

Extract the zip files to your hard drive, leaving the file and directory structure intact (this is important for the site to function properly).

Use PhpMyAdmin to Install the Database

Log into your server's PhpMyAdmin using your credentials (contact your host if you do not know your credentials). Create a new database using utf8_general_ci collation. One the database has been created, open it and click the Import tab at the top. Click the "Choose File" button and select the hellaphpevents.sql from the extracted zip. Click Go.

Update the MySQL Credentials

Open "uploads/mysqli_connect.php" and replace the values for DB_USER, DB_PASSWORD, DB_HOST, and DB_NAME in their define statements with your MySQL credentials and name of the database you created. Save and close the file.

Editing the Site Title

Open the file "includes/languages.inc.php" and locate this line:

```
define('SITENAME','Hella PHP Events');
```

Change the words Hella PHP Events to your site title. Save and close the file.

Changing the Graphical Banner

To change the graphical banner, open the images/ folder and replace the banner images with your own images using the same names and image dimensions. The image dimensions for each banner size are as follows:

- blurredbanner.png – 1800 x 450
- blurredbanner1024.png – 1024 x 256
- blurredbanner768.png – 768 x 192

Editing the Main Page Content

Open the "includes/index.inc.php" file. The page is divided into 3 sections: the first paragraph of the main page content, the "rest" of the main page content, and the side bar content. Locate html the comments in the code that indicate what areas are safe to edit for each section, and replace that content with your own. Save and close the file.

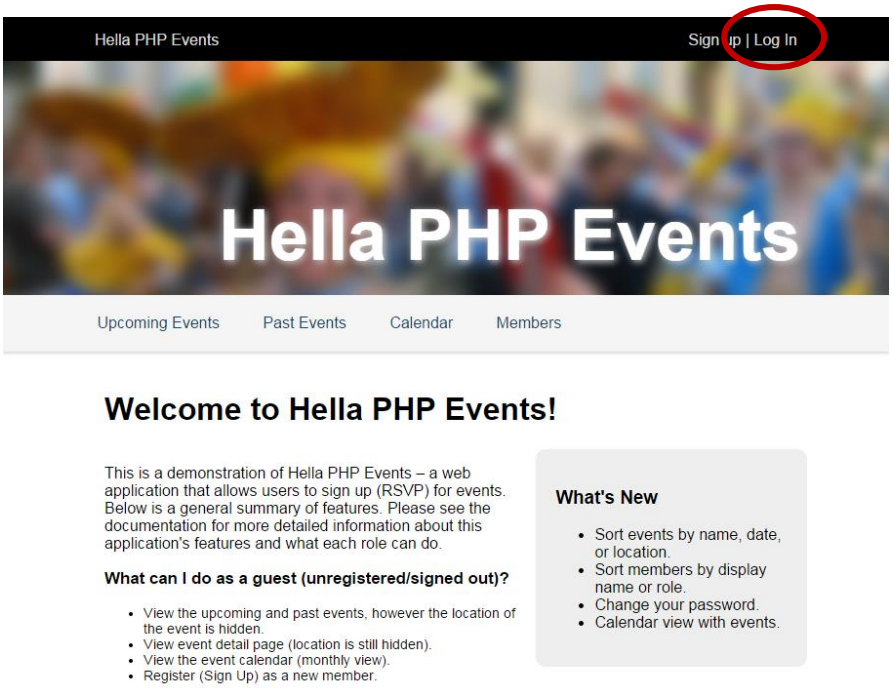
Upload Files

Log in to your server with your favorite FTP client. Upload the contents of the "public_html" directory to your server's public web directory (usually "public_html", "www", or "htdocs"). Make sure that the file and directory structure remains intact. Upload the "uploads" folder so that it is on the same level as the public web directory folder.

Log In for the First Time.

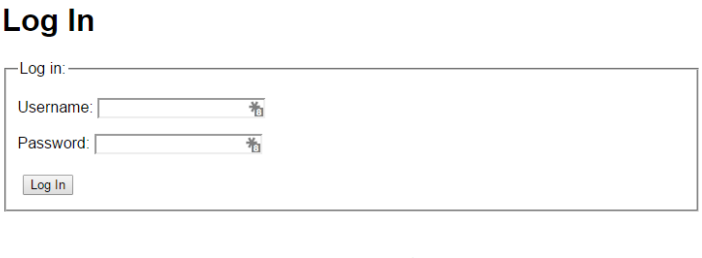
Log in as the super user and change the password.

Important: for security reasons you should log in as the super user immediately after installation, and change the default password.

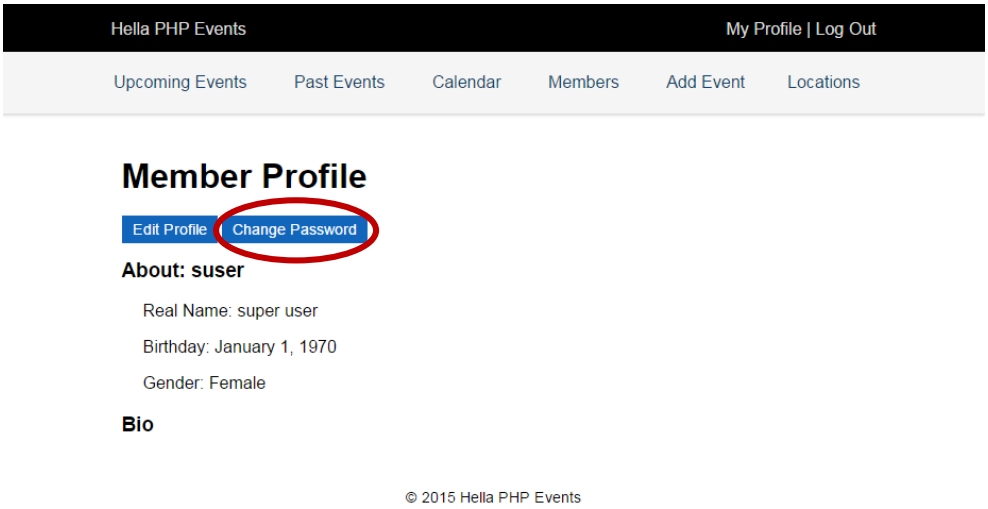


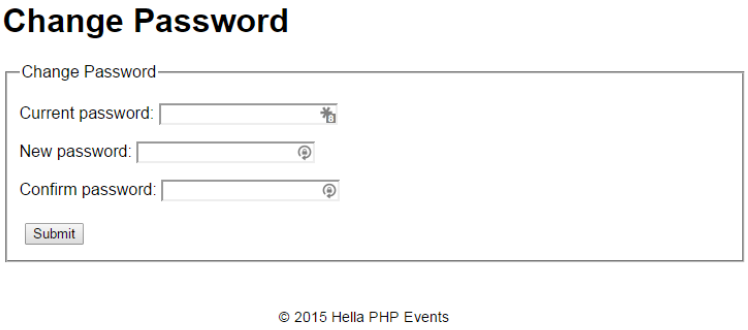
Using your favorite browser, visit your domain where you installed Hella PHP Events, and open "index.php". Click on the "Log In" button located at the top right of the web page. Once the log in page opens, enter the default Super user login and password:

```
Login: suser
Password: YyG-j62s!W
```



To change the super user password: Once logged in, click on the "My Profile" link located at the top right of the web page (next to the "Log Out" link). Under the heading "Member Profile" there is a button to "Change Password" – click this button to open the change password page. Enter the current (default) super user password. Enter your new password, and confirm it. Click Submit.





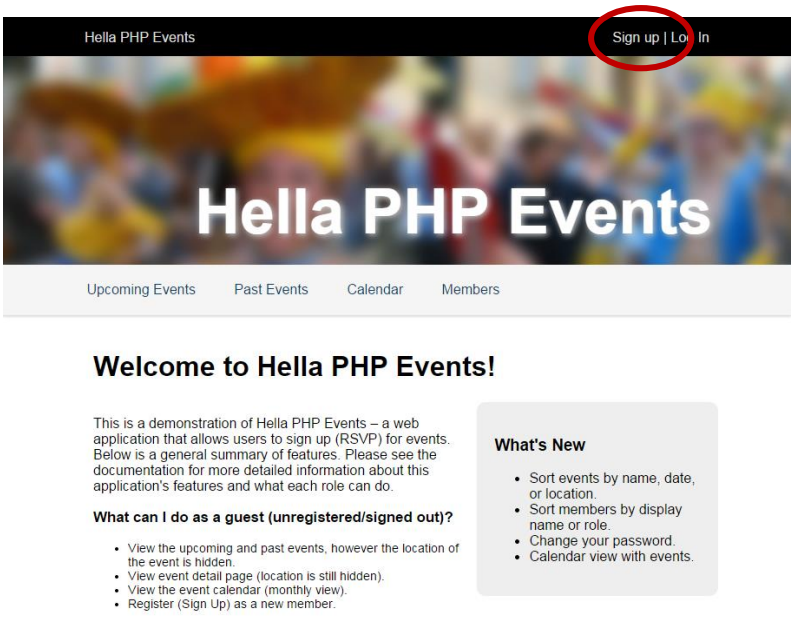
Note: While it is possible to use the super user account as an admin account, the super user account should only be used to promote members to Admin status. It is recommended that you create an Admin account for your own use. Only the super user account can promote and demote members to/from the Admin role. The following sections explain how to create new accounts and promote and demote members.

Using Hella PHP Events

Browsing as a Guest

Guests (unregistered users) can use the site to browse events, but cannot interact with the events or view member information. In order to make use of the site, users should sign up to become a member.

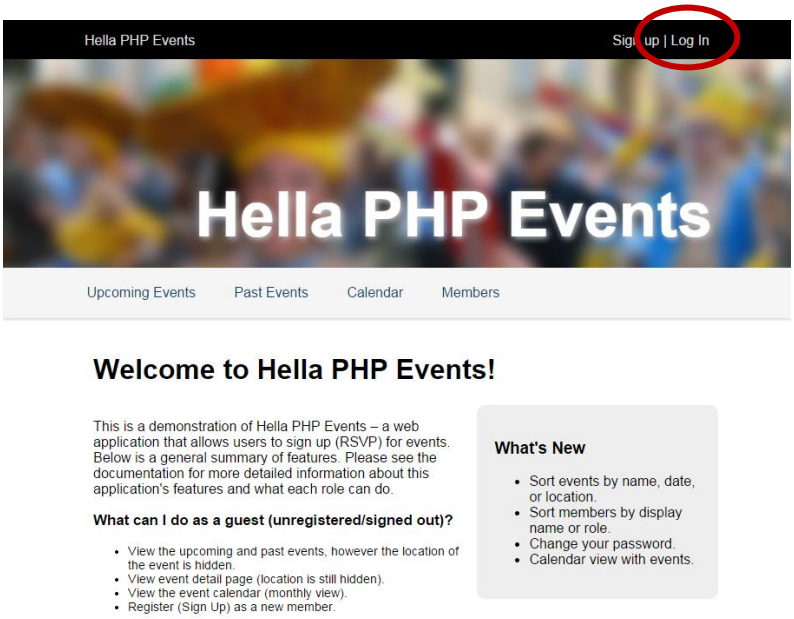
Signing Up



Click the Sign Up link at the top right of the site.

Complete the form with your email address, chosen username, and password. Please note that you must select a unique username. If the username is in use you will be prompted for a new one. It is recommended that you use a secure password that is not easily guessed.

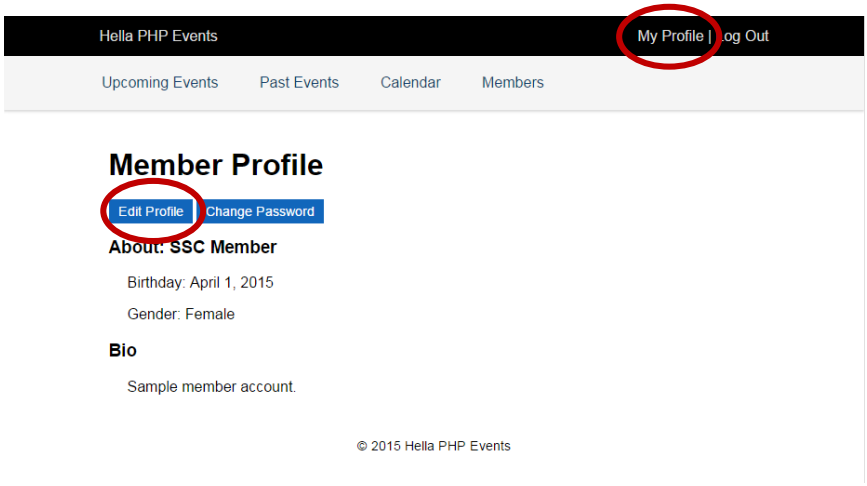
Logging In



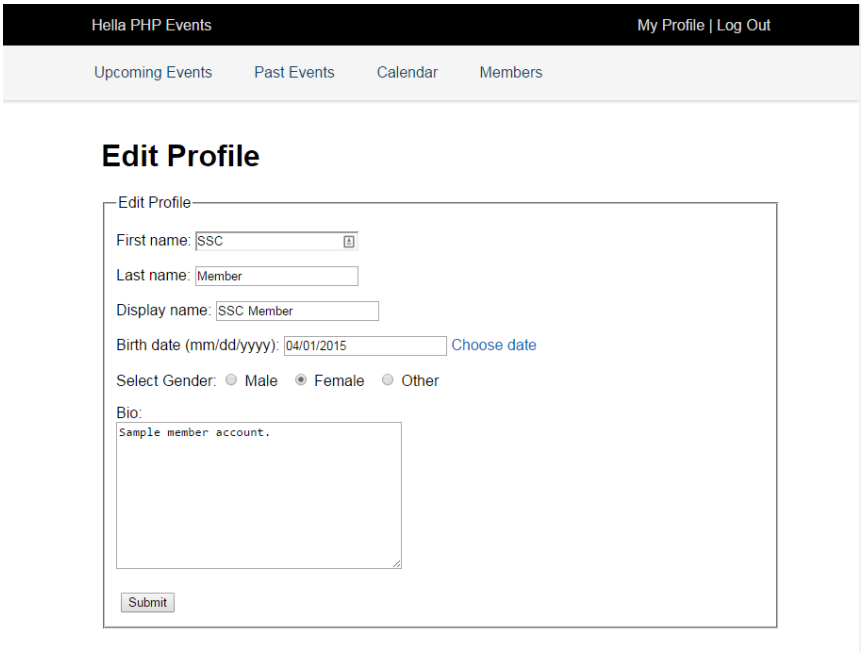
Once you have an account, click the Log In link located at the top right of the web page. Enter your username and password and click “Log In”.

Edit Profile and Display Name

Once you are logged in, click on the “My Profile” link that should now appear at the top right of the web page (replaces the Sign Up) link.



To edit your profile, including your display name, click the “Edit Profile” button. On the Edit Profile page, enter your first and last name (your real name is only visible to event coordinators and admins, who will need it to verify the guest list).



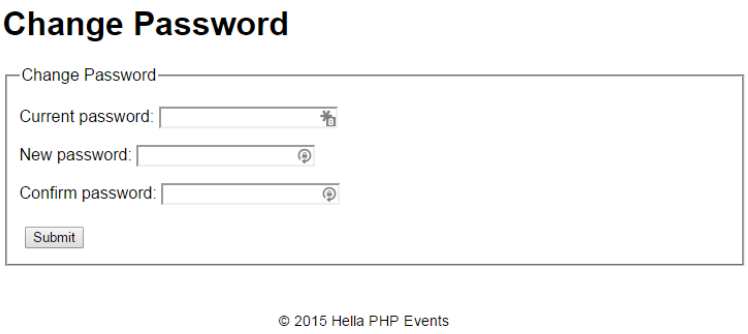
You may change you display name – this is how you will appear on the site to other members. Note that changing your display name does not change the username you use to log into the site.

Enter your birthday using the 2 digit month and day (include leading zeros) and 4 digit year. Alternatively, you can use the date picker by clicking on the Choose date link.

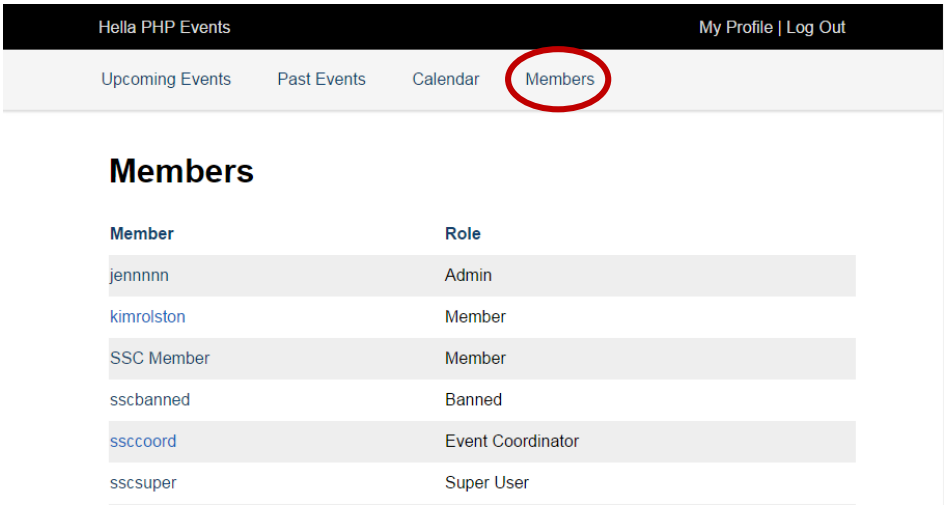
Select your gender from the 3 options (male, female, or other). Optionally, complete a short biography to tell fellow members about yourself. Click Submit to complete the changes.

Changing Your Password

Once you are logged in, click on the "My Profile" link that should now appear at the top right of the web page (replaces the Sign Up) link. Once on your profile page, click the "Change Password" button. Enter the current (default) super user password. Enter your new password, and confirm it. Click Submit.



View the Member List and Member Profiles



Member can view the list of registered members and their role on the side (Admin, coordinator, or member). Once logged in, click on the "Members" button on the main navigation menu. The members list can be sorted by display name or by role. Click on the column header to change how the members are sorted.

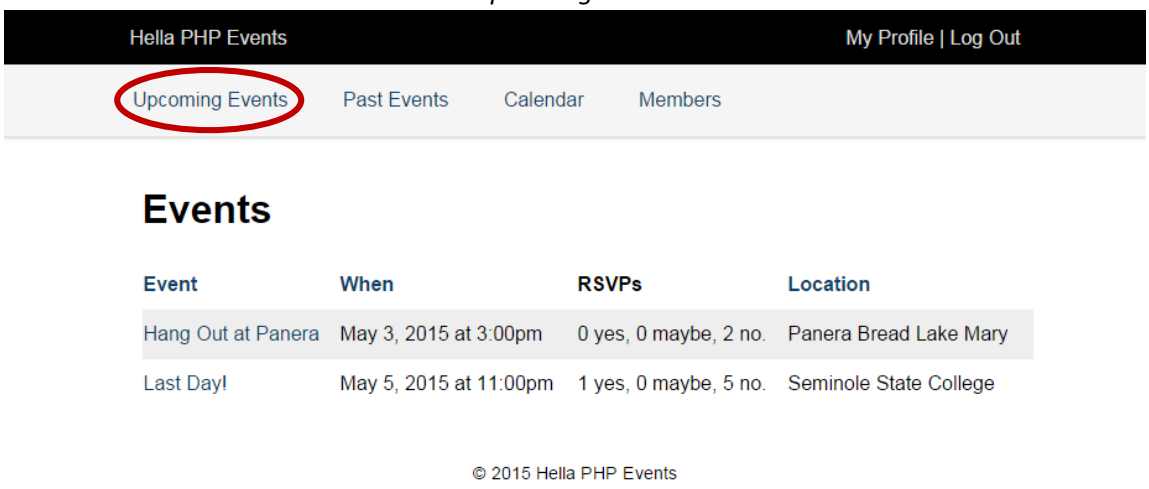
Members who have been banned will be displayed with their role as "Banned".

To view a member's profile, click on the member's display name from the Members list.

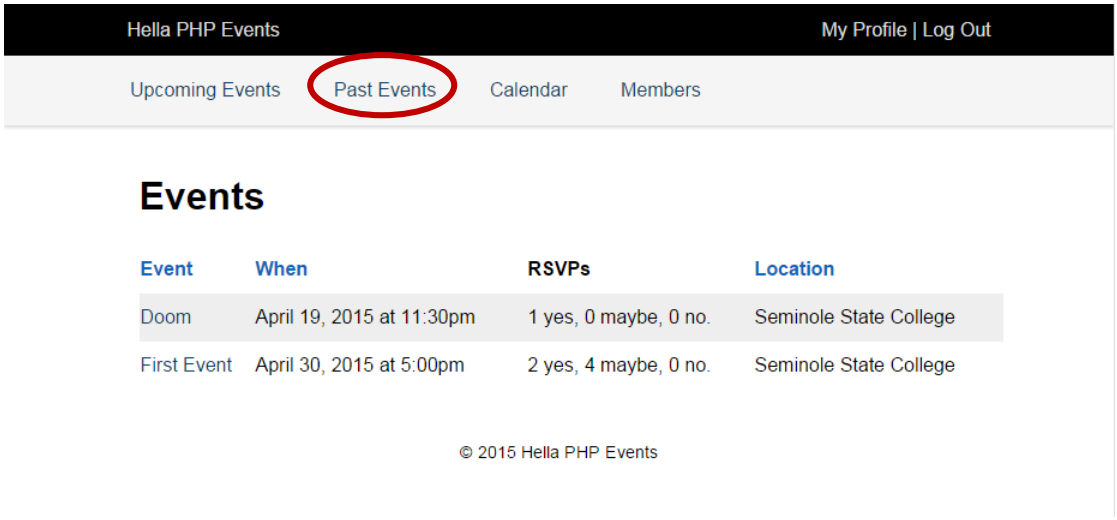
Viewing Events

Both guests and registered members can view upcoming and past events but clicking the “Upcoming Events” button or “Past Events” button on the main navigation menu. Events can be sorted by event name, event date, or location name. Click on the column headers to change how events are sorted. To view the even detail page, click on the event name.

Upcoming Events



Past Events

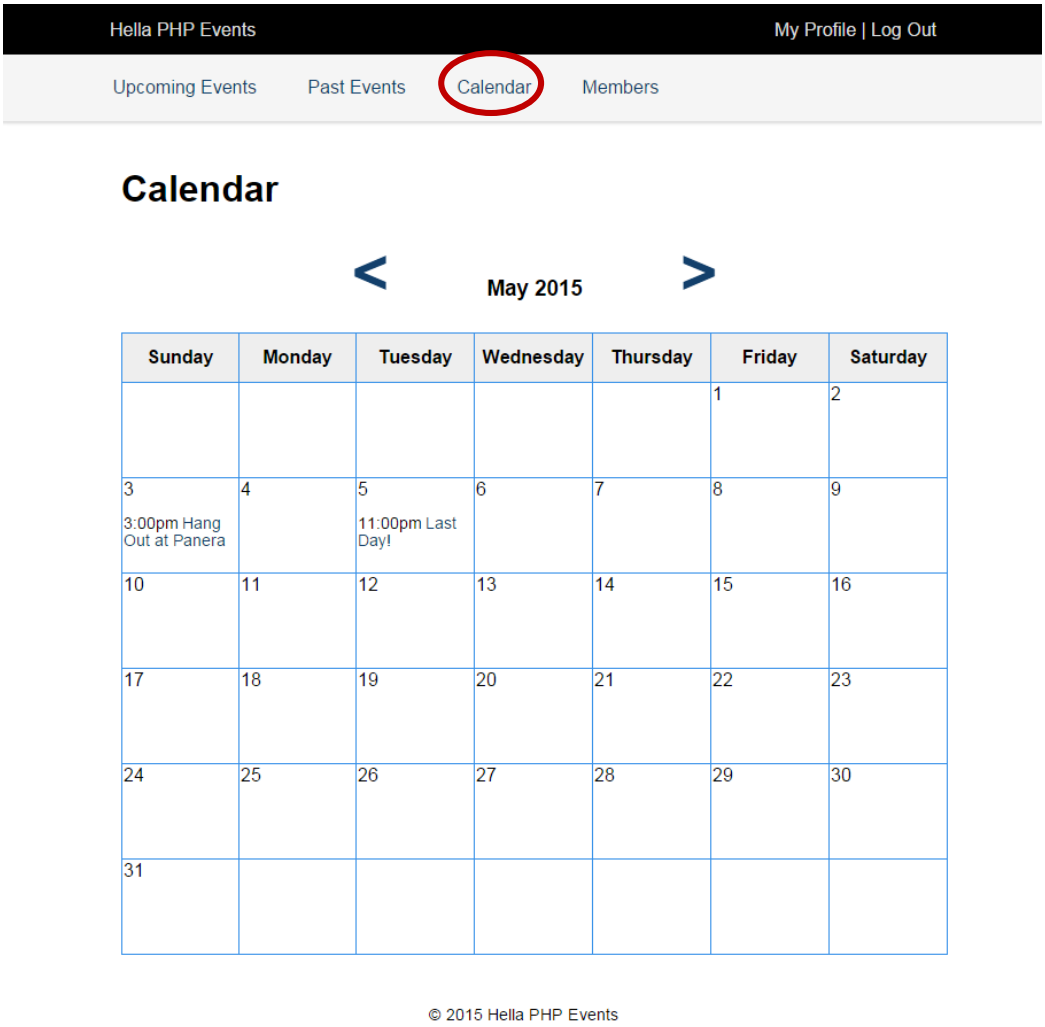


Members can see which members have RSVPed and their RSVPs but their real names are only visible to event coordinators.

Note: Only registered members can see the event’s location on the listing page and on the event detail page.

Calendar

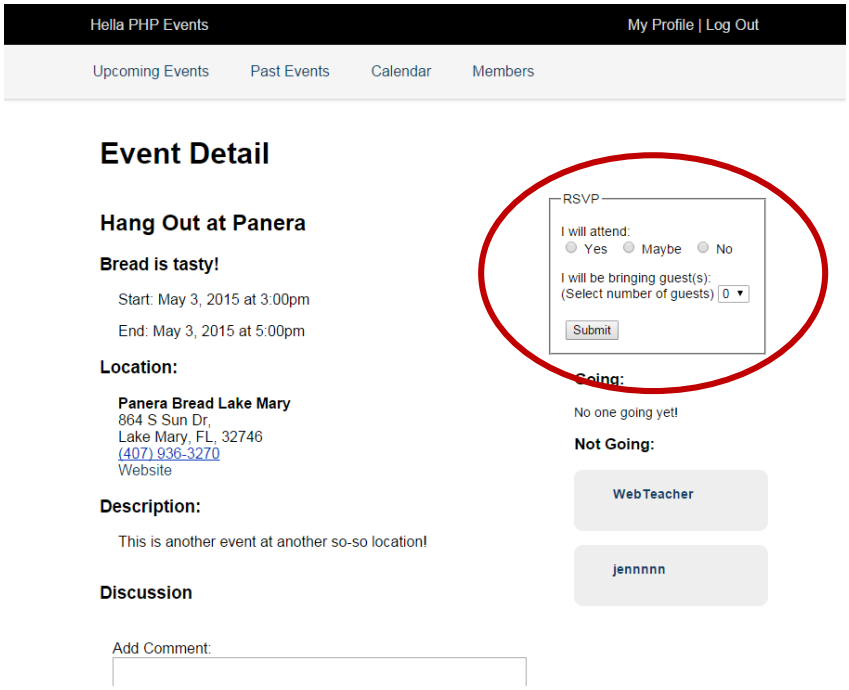
In addition to the upcoming and past event list pages, event listings can also be viewed on a monthly calendar. Click the "Calendar" button. The default month is the current month. You can browse through future and past months using the < and > buttons located on either side of the month name.



Event names and the event start time is displayed on the calendar day that the event starts on. View the event detail page by clicking on the event name.

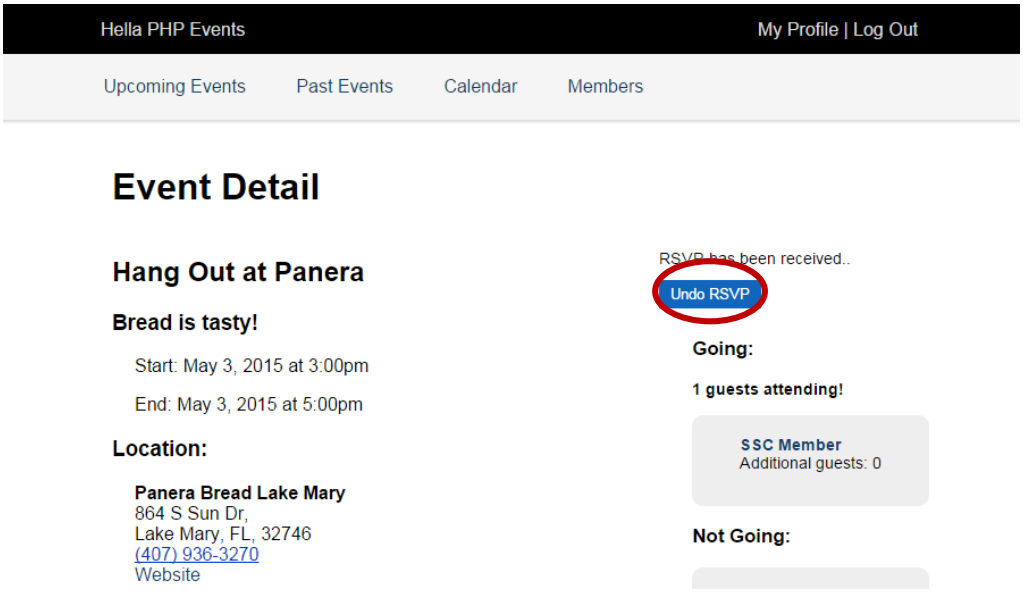
RSVPing to Events

Members can RSVP to upcoming events (past events cannot have new RSVPs) by navigating to the event's detail page (see above). Locate the RSVP box on the right hand side of the page (or below the event details on mobile).



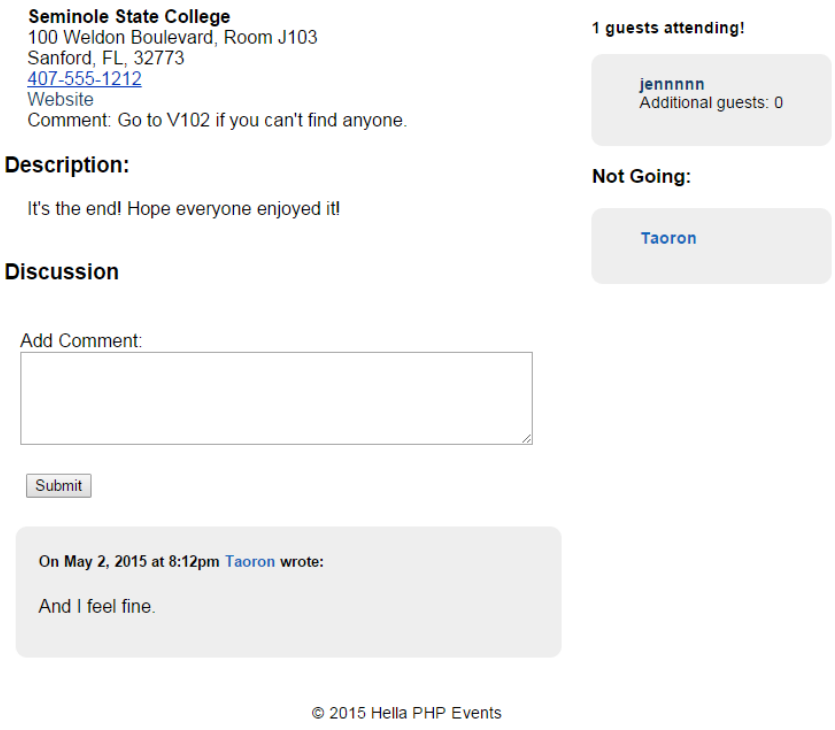
Select the option (Yes, Maybe or No) by clicking the appropriate radio button. You may bring up to 4 guests by selecting the number of guests that will be attending with you. You cannot select more than 0 guests if you select the "No" radio button. Click Submit to RSVP.

To change or remove your RSVP, navigate to the event detail page (see above) and click the" Undo RSVP" button. You can now re-RSVP.



Commenting on Events

To add a comment on an event, navigate to the event detail page (see above). Scroll to the comment section of the page (bottom) and enter your comment in the space provided. Click the submit button below the text area to submit your comment. Note that guests can see comments including the member's display name.

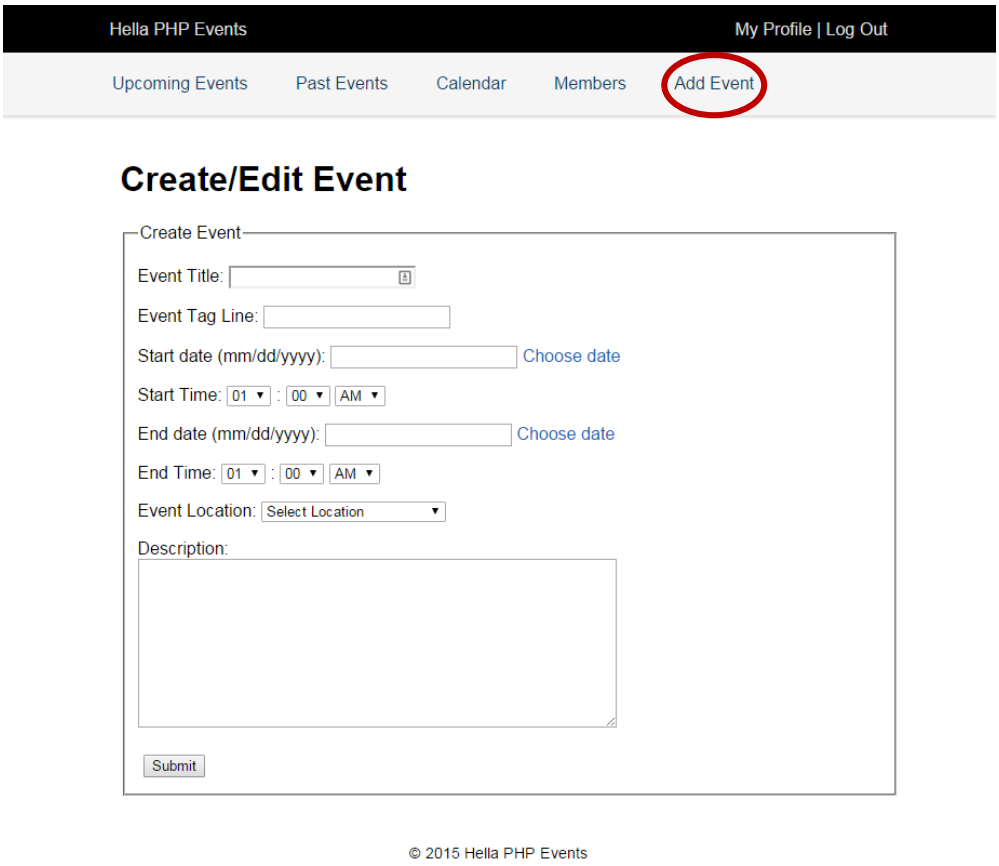


Coordinator Functions

The following site functions are available to coordinators role members and above. See the section on editing member roles (under administrator functions) for how to promote members to coordinators.

Adding Events

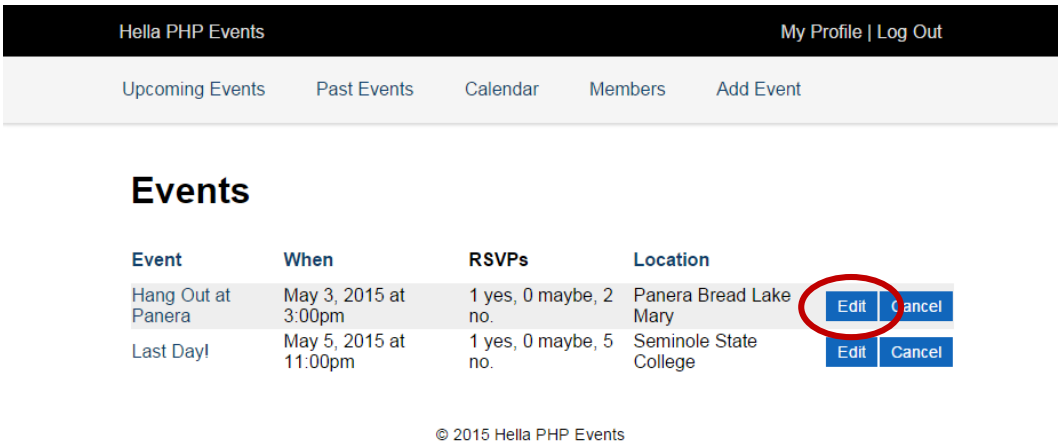
Log into your event coordinator or administrator account. The "Add Event" button will now appear on the main navigation menu. Click the "Add Event" button. Complete the form with all the event details including name, tag line, and description. Select the start and end date using the date picker or enter the dates in the format *mm/dd/yyyy* with leading zeros. Select the time, ensuring the start time occurs before the end time. Select the location from the drop down list. Click Submit to create the event.



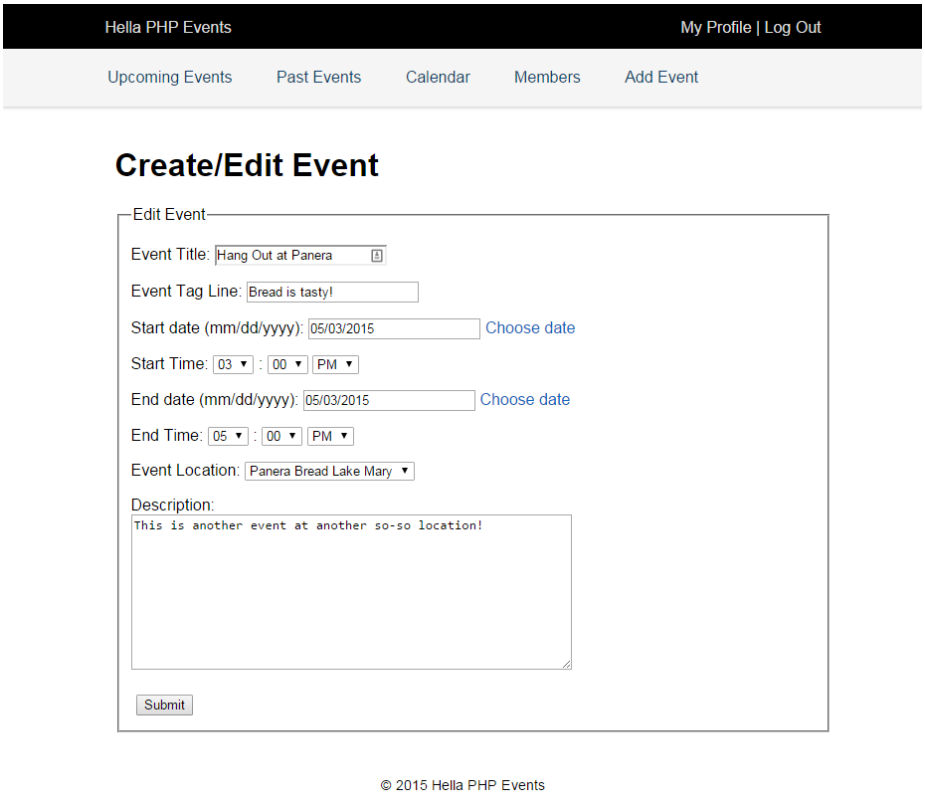
Note: Locations must be added to the system before they can be selected for events. See the section on adding locations (under administrator functions).

Editing Events

Log into your event coordinator or administrator account. Click the "Upcoming Events" button on the main navigation menu.



Locate the event you wish to edit and click the "Edit" button on its row. The form will pre-populate with the current event details.

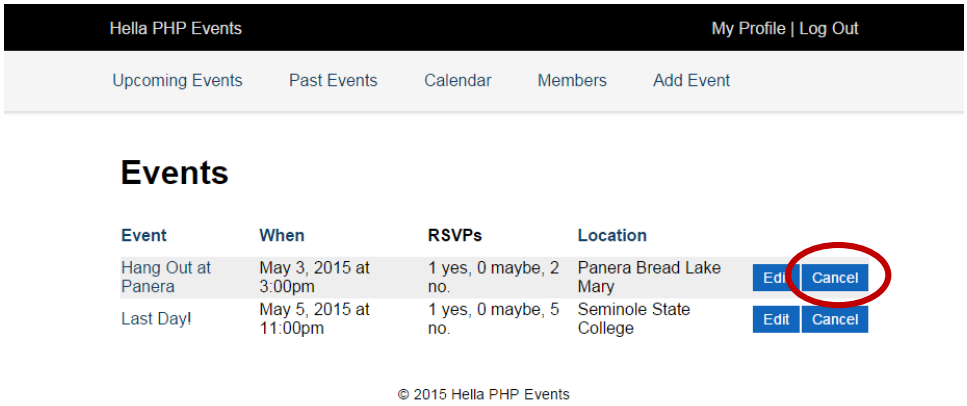


Make any changes and click the Submit button to complete the changes. Changes are permanent and cannot be undone.

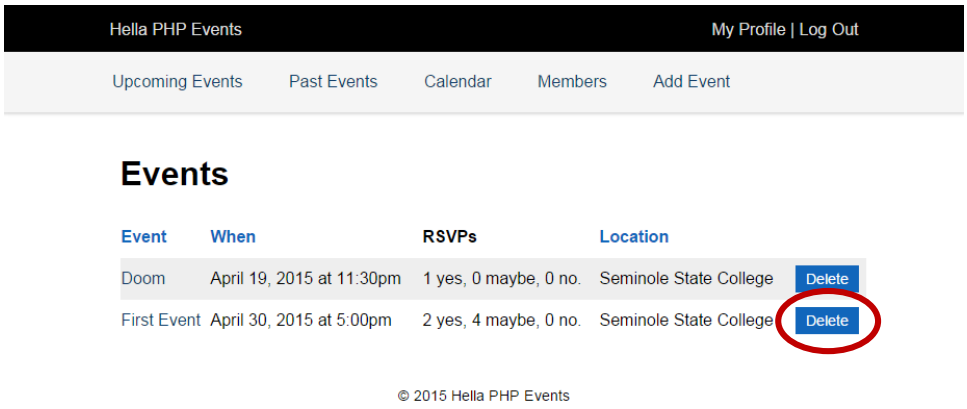
Canceling/Deleting Events

Log into your event coordinator or administrator account. Click the "Upcoming Events" or "Past Events" button on the main navigation menu.

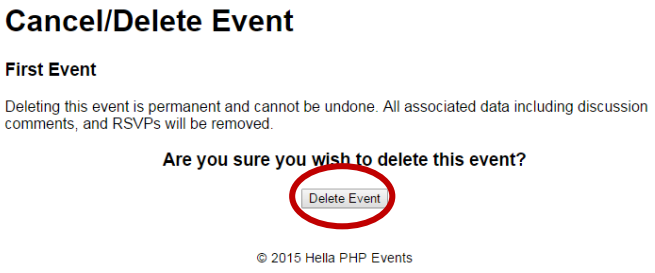
Upcoming Events



Past Events

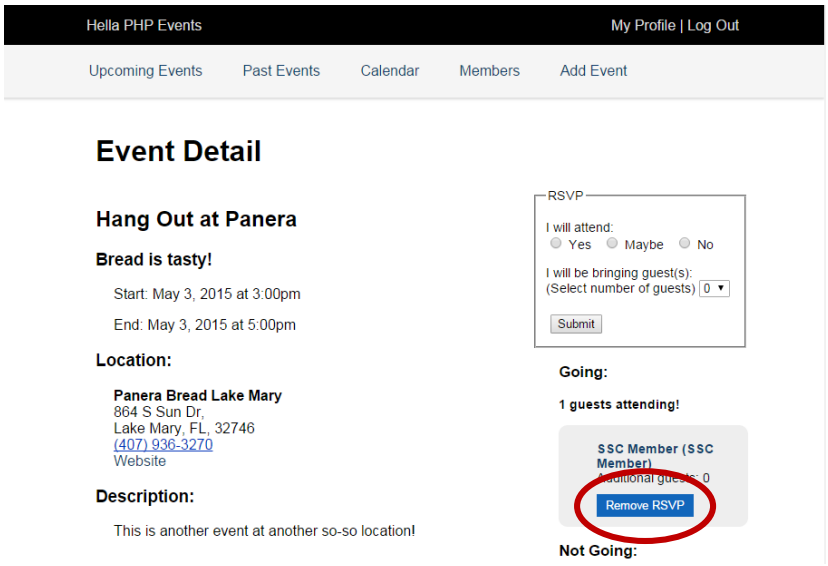


Locate the event you wish to edit and click the "Cancel" (upcoming events) or "Delete" (past events) button on its row. Note the warning that canceling and deleting events is permanent and cannot be undone. All RSVPs and discussion comments will also be permanently deleted. If you are sure you wish to remove the even, confirm by clicking the "Delete Event" button.



Removing RSVPs

Log into your event coordinator or administrator account. Navigate to the event detail page (see related instructions above).



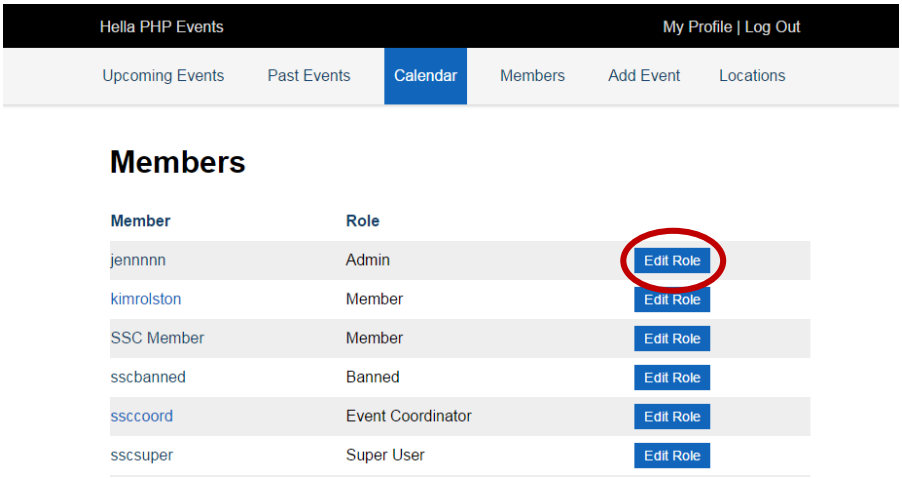
Member RSVPs are listed on the right side of the page (under the event details on mobile). Locate the RSVP you want to remove and click "Remove RSVP". Removing an RSVP is permanent and cannot be undone. The member must RSVP again in order to reinstate his or her RSVP. Note that "No" RSVPs cannot be removed.

Administrator Functions:

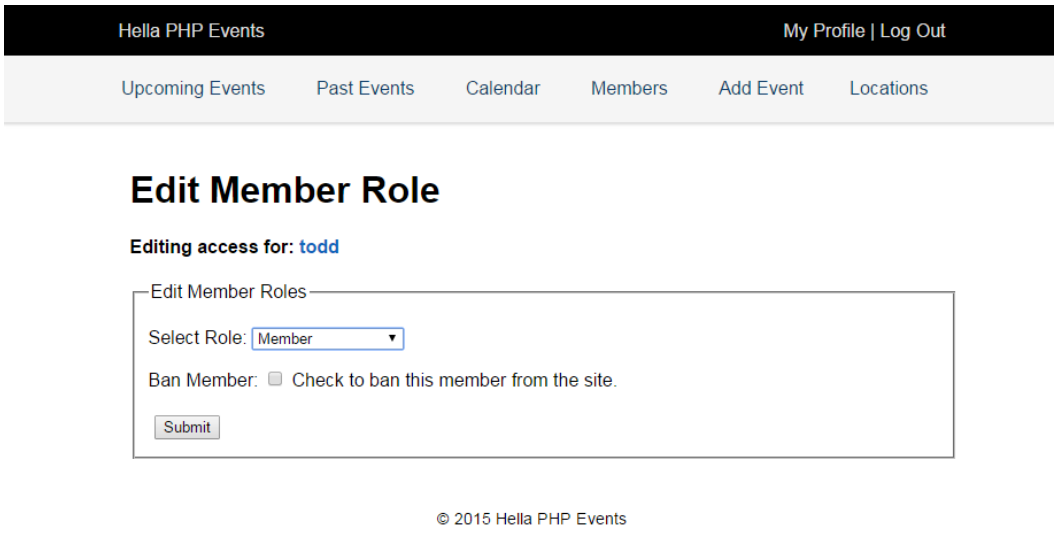
The following site functions are available to admin role members (and the super user account). See the section on editing member roles below for how to promote members to the administrator role using the super user account.

Editing Member Roles & Banning/Unbanning Members

Log into your administrator account. Click the "Members" button on the main navigation menu. Locate the member on the list and click the "Edit Role" button.



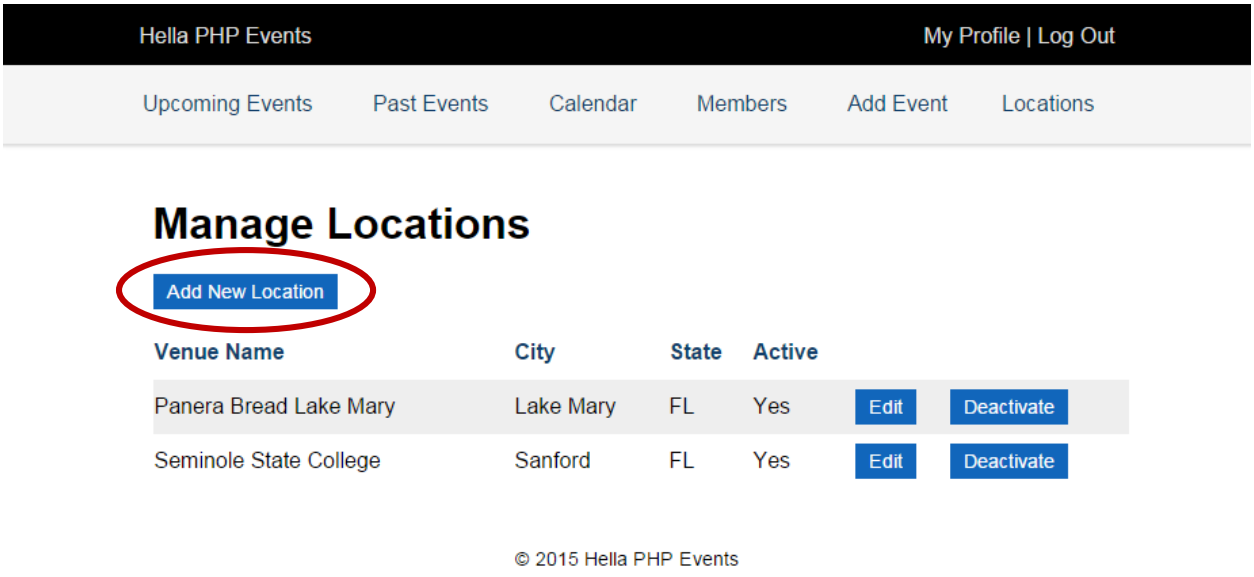
Select the new role from the drop down list. To ban a member, click the ban checkbox to select it. To unban a member, uncheck the ban button. Click the Submit button to complete the changes.



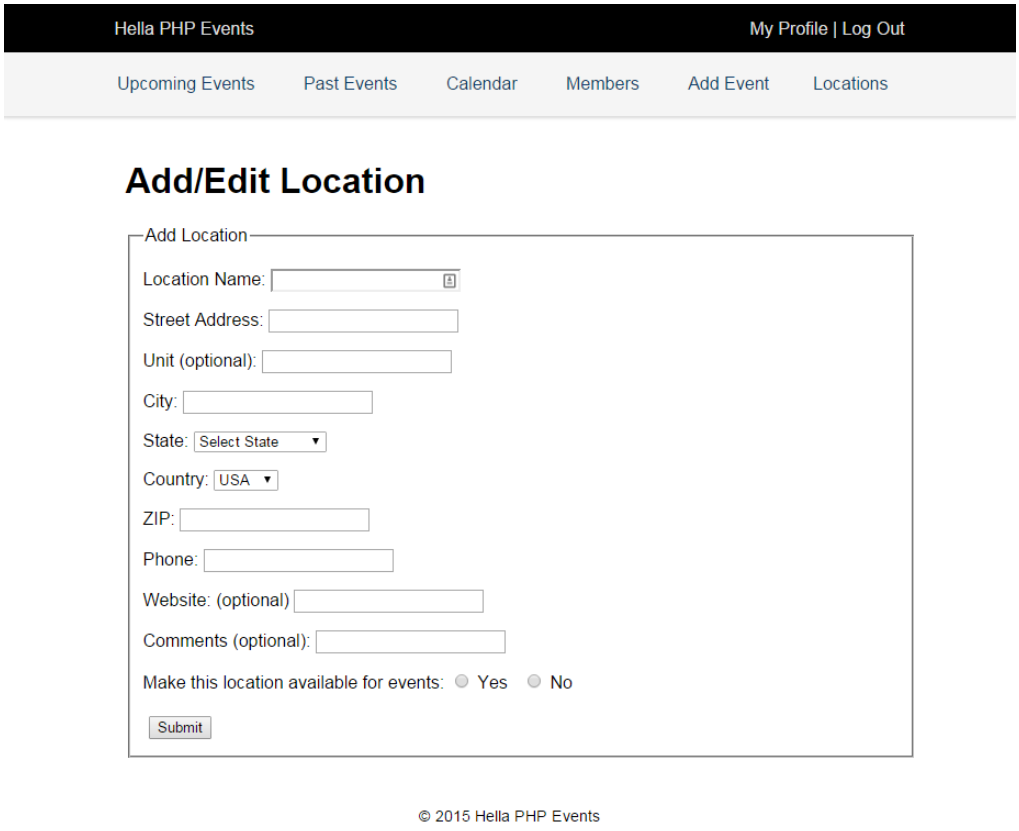
Note on promoting to Administrators: Only the super user account can promote members to (or demote from) the administrator role. Sign in as the super user and edit the member's role to promote to the administrator role.

Adding Locations

Log into your administrator account. Click on the "Locations" button on the main navigation menu.



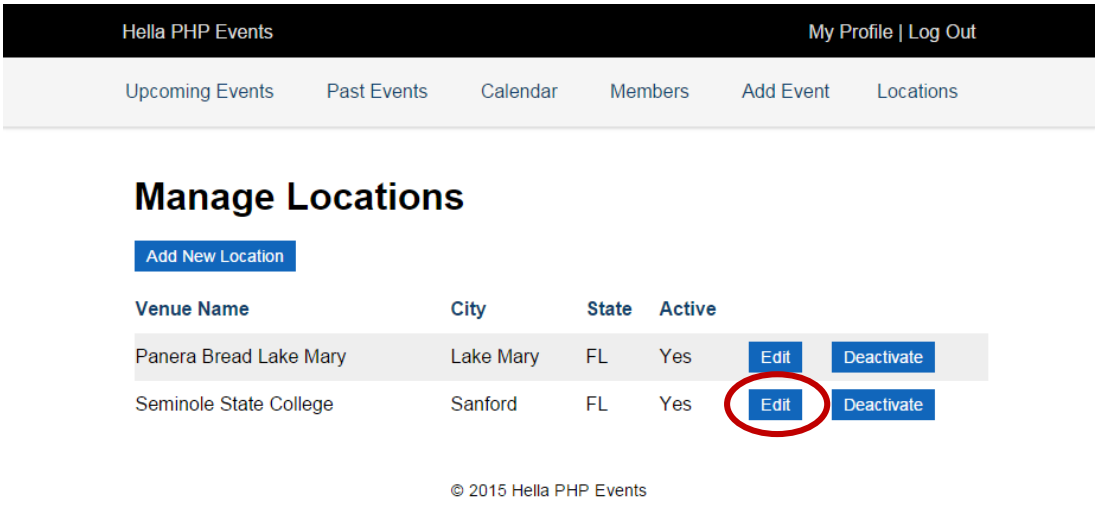
Click the Add New Location button (located above the location list).



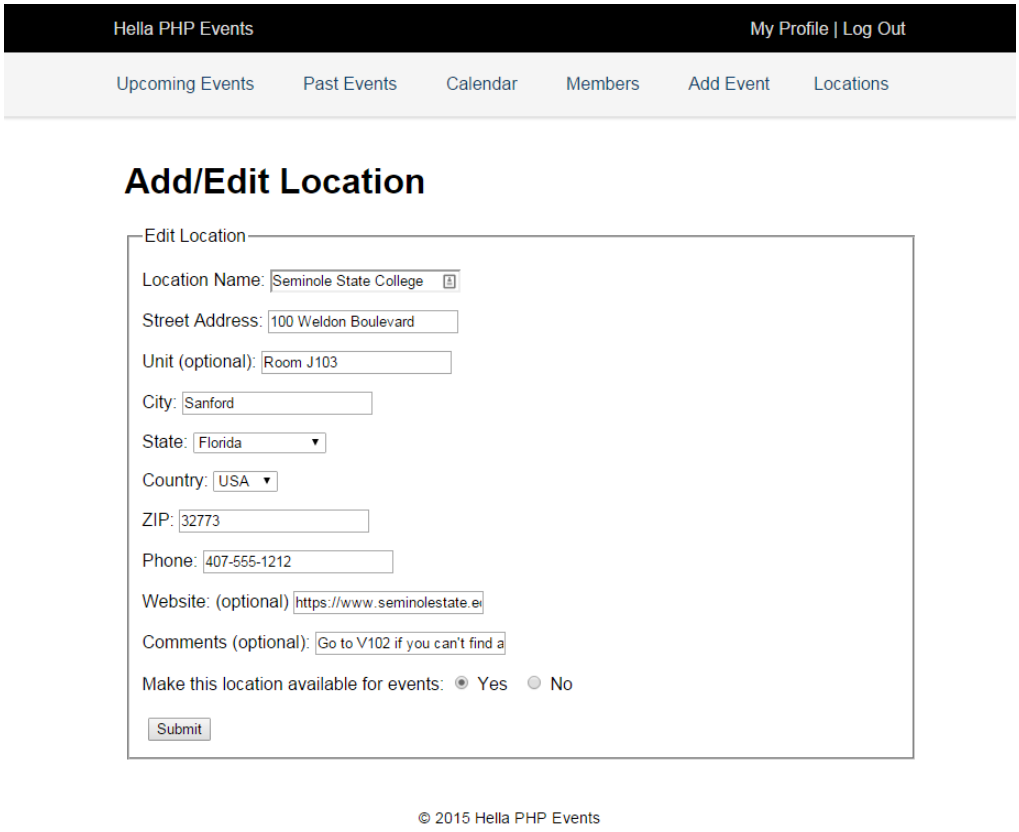
Complete the form. The website and comment fields are optional. If included, the website URL should include the leading "http://". Click Submit to add the location.

Editing Locations

Log into your administrator account.



Click on the “Locations” button on the main navigation menu. The location list can be sorted by venue name, city, state, or active status. Locate the location you wish to edit, and click the Edit button on its row.

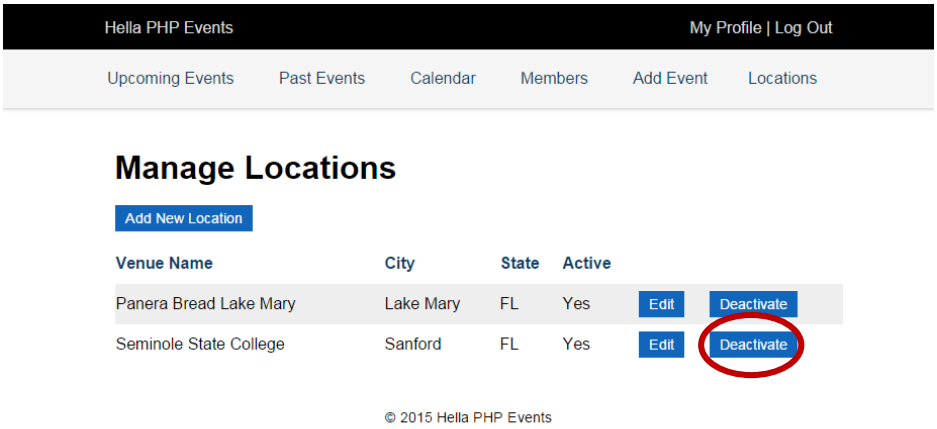


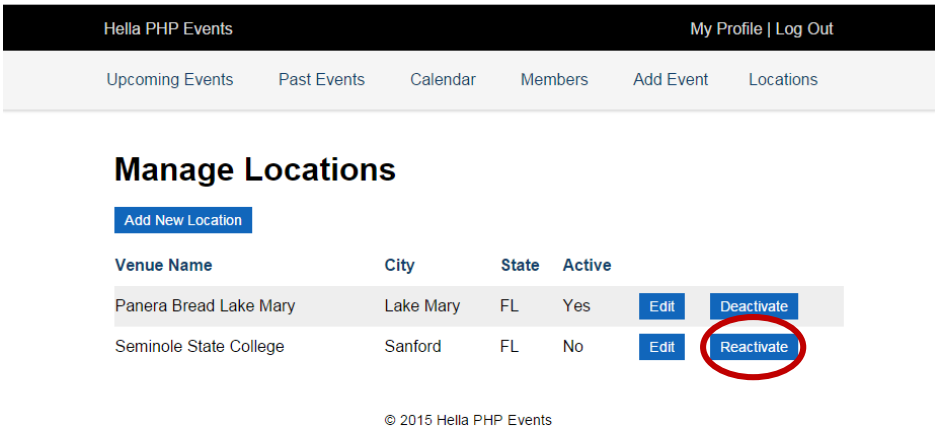
The form will be pre-populated with the current values for the location. Make the desired changes and click Submit to complete the edit. Once submitted, changes are permanent and cannot be undone.

Deactivating/Reactivating Locations

Locations cannot be deleted, but can be deactivated to prevent new events from using locations that are no longer available.

Log into your administrator account. Click on the "Locations" button on the main navigation menu. The location list can be sorted by venue name, city, state, or active status. Locate the location you wish to deactivate or reactivate.





Click the "Deactivate" button to deactivate an active location. To reactivate a location, click on the "Reactivate" button.

Known Issues & Bugs

- The Calendar Page needs to be adjusted for the small mobile layout.