

The following summarizes the tasks performed on the Event Planning System (EPS) based on an email from Bob Revel dated March 23, 2021.

1. added 3 new fields in the database
2. following fields in database used as;
  1. Site – venue of event
  2. SiteCode – venue code
  3. SiteRoom – text field to hold any special venue instructions
  4. SiteAddr – retired/not used
  5. Site2 - meeting site (new)
  6. Site2Code – meeting site code(new)
  7. Site2Addr – text field to hold any special meeting site instructions (new)

It is expected that the new fields will be populated with choices from the predefined venues on the database. Existing venues plus new ones specifically defined for event meeting points for a specific event should be entered as unique venue sites.

Note that the ‘Site Code’ (number 1 in the following illustration) associated with the venue and meeting selection lists are populated when a choice is made from the respective list. They are shown in blue to indicate that they are ‘hot’ links. When clicked a display of the information about that venue is displayed.

The screenshot shows a web form with two main sections. The left section has two dropdown menus: 'Event Site:' with 'Embarcadero' selected, and 'Meeting Site:' with 'Morro Rock' selected. Both dropdowns show a blue link for the selected item, labeled '(Site Code:EM)' and '(Site Code:MR)' respectively. A red circle with the number '1' is placed between these two links. The right section has two text input fields: 'Event Site Inst:' and 'Meeting Site Inst:'. A red circle with the number '2' is placed to the right of these fields. Red arrows point from the blue links in the left section to the text input fields in the right section. Specifically, one arrow points from the '(Site Code:EM)' link to the 'Event Site Inst:' field, and another arrow points from the '(Site Code:MR)' link to the 'Meeting Site Inst:' field.

The ‘instruction’ fields (number 2 in the preceding illustration) are text fields that allow entry of specific event related instruction regarding access, parking etc. for each location.

On the event update page, there is a hard link between the venue field and the meeting site field. If the venue site selection is changed AND the meeting site selection field is blank, the venue selection is propagated into the meeting site selection field as well. This can be over ridden in the event that there is a difference. The assumption here is that the meeting site will be the same as the venue site unless otherwise specified.

In all pages, utilities and reports, the word ‘Site’ is replaced with ‘Venue’ and, where appropriate, the new fields are added and referred to as Venue, Venue Code, Venue

Instructions, Meeting Site, Meeting Code, and Meeting Instructions.

In the utility to validate the database and events an error is generated if either the venue or the meeting site fields are empty.

In addition, table sorting is introduced for those pages where it makes sense to do so. Column headings in red will be sorted by clicking on the column heading name. A second click will reverse the sort order.

## Sandbox Provisions

A copy of the 'events' table was created with the name of 'eventsdev'. This was provided to allow testing of the 2019 state of the events data that would align with the state of the registration data held at the agency doing the booking. This would allow the development and testing of the new system that will present the booking data to be merged with the event data, venues, and leaders of the EPS system.

To support this new table 3 pages were cloned and modified to allow access and update to the new 'eventsdev' table. The URL of:

<https://morrobaybirdfestival.org/mbbfevents/devlister.php>

is the only method of accessing this facility.