

Insead Events Extension - User Guide

Overview

The Insead Events extension enables event management functionality for your Magento store. This extension allows you to create, manage, and display events, handle registrations, and configure event-related email notifications.

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Installation

To install the Insead Events extension:

1. Upload the extension files to your Magento installation directory
2. Run the following commands:

```
php bin/magento setup:upgrade
php bin/magento setup:di:compile
php bin/magento setup:static-content:deploy
php bin/magento cache:clean
```

3. Log in to your Magento admin panel to configure the extension

Configuration

Navigate to **Stores > Configuration > Insead > Event Settings** to access the extension's configuration settings.

General Configuration



- **Enable Events:** Turn the event functionality on or off for your store
- **Events List Title:** Set the title that will appear on the event listing page
- **Events Per Page:** Define how many events to display per page in the listing view (must be a positive number)

Email Settings



The extension supports various email notifications for different stages of the event registration process:

- **Payment Confirmation Email Template:** Template sent after successful payment for a paid event
- **Free Registration Confirmation Email Template:** Template sent after successful registration for a free event
- **Registration Pending Email Template:** Template sent when a registration requires approval
- **Registration Approval Email Template:** Template sent when a registration is approved
- **Registration Rejection Email Template:** Template sent when a registration is rejected

Additional email configuration:

- **Sender Name:** The name that will appear in the "From" field of all event-related emails
- **Sender Email:** The email address that will appear in the "From" field (must be valid email format)
- **CC Email Addresses:** A comma-separated list of email addresses that will be CC'd on all event-related emails

Google Maps Settings



- **Enable Google Maps:** Turn Google Maps integration on or off
- **Google Maps API Key:** Your Google Maps JavaScript API key (required if maps are enabled)
- **Default Zoom Level:** The default zoom level for event location maps (1-20, higher values zoom in more)

Managing Events

Creating a New Event

1. Navigate to **Insead > Events > Manage Events**
2. Click **Add New Event**
3. Fill in the event details:
 - **Event Information:** Title, description, dates, times

- **Location:** Address, coordinates (if using Google Maps)
- **Registration Options:** Free/paid, capacity, approval requirements
- **Display Options:** Featured status, sorting order

Editing Existing Events

1. Navigate to **Insead > Events > Manage Events**
2. Find the event you want to edit in the grid and click **Edit**
3. Make your changes and click **Save Event**

Managing Event Registrations

1. Navigate to **Insead > Events > Event Registrations**
2. View all registrations or filter by event, status, or date
3. For registrations requiring approval, select the registration(s) and use the actions dropdown to approve or reject

Event Registration Process

The extension supports several registration workflows:

Free Events

1. Customer views event details and clicks "Register"
2. Customer fills in registration form
3. Registration is completed immediately or set to "pending" if approval is required
4. Confirmation email is sent to the customer

Paid Events

1. Customer views event details and clicks "Register"
2. Customer fills in registration form
3. Customer is directed to checkout to complete payment
4. Upon successful payment, registration is completed
5. Payment confirmation email is sent to the customer

Approval Process

For events requiring approval:

1. Customer registers for the event
2. Registration status is set to "pending"
3. Admin reviews the registration
4. Admin approves or rejects the registration
5. Approval or rejection email is sent to the customer

Frontend Display

Event Listing Page

The event listing page displays all published events according to your configuration settings. The page title is determined by the "Events List Title" setting in the configuration.

Event Detail Page

The event detail page displays:

- Event title and description
- Date, time, and location
- Google Maps (if enabled)
- Registration form or button
- Any custom fields configured for the event

Event Location Maps

If Google Maps is enabled, each event with location coordinates will display a map on the event detail page. The map will be centered on the event location with the zoom level specified in your configuration.

Troubleshooting

Common Issues

1. **Events not displaying:** Ensure the extension is enabled in the configuration
2. **Google Maps not showing:** Verify your API key is correct and the maps feature is enabled
3. **Email notifications not sending:** Check sender email configuration and email templates

Support

For additional assistance with the Insead Events extension, please contact support at support@insead-extensions.com or visit our documentation website at <https://docs.insead-extensions.com>.