



# WP Symposium

## Admin Guide [English edition]

Covers up to Version: 0.49.1

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Dated: 17th March 2011

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# Installation

## Automatic installation

WP Symposium is best installed from “within” your current WordPress installation.

Login as the administrator and click on Plugins -> Add New.

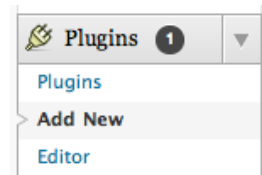
This will present you with a screen that allows you to search WordPress plugins.

Note: you must be connected to the internet when you do this!

To install WP Symposium, type “wp symposium” in the search box and click on Search Plugins.

This will show you a list of plugins that match, or mention, WP Symposium - look for the plugin that is simply called “WP Symposium”.

When you hover your mouse of that row of the results, and Install link will appear, click on it and WP Symposium will be downloaded and installed.



## Manual installation/upgrade

If you are doing a manual installation, or manually upgrading, then download the ZIP file from with the WordPress website at <http://www.wordpress.org/plugins/wp-symposium>.

If you are happy to accept the risks of doing so, at times a pre-release of the next public release is available from the download page on [www.wpsymposium.com](http://www.wpsymposium.com).

Extract the contents of the ZIP file over the top at wp-content/plugins/wp-symposium (your exact path may differ depending on your installation).

**Important! De-activate and re-activate the WP Symposium Core plugin after doing a manual installation/upgrade.**

# Activating WP Symposium

Once WP Symposium is installed, click on Plugins in the menu and you will see a number of WP Symposium plugins. There are several, each that provide functionality that you can choose to activate, or not.

For now, the assumption is that you may want all the plugins, so if any are not activated, click on the activate link for each one.

Below shows all plugins activated, apart from the last one (which will be activated when the “Activate” link is clicked on):

<input type="checkbox"/>	<b>WP Symposium</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Core code for Symposium, this plugin must always be activated, before any other Symposium plugins/widgets (they rely upon it). Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Forum</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Forum component for the Symposium suite of plug-ins. Put [symposium-forum] on any WordPress page to display forum. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Login</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Login component for the Symposium suite of plug-ins. Put [symposium-login] on any WordPress page. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Mail</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Mail component for the Symposium suite of plug-ins. Put [symposium-mail] on any WordPress page. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Members Directory</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Directory component for the Symposium suite of plug-ins. Put [symposium-members] on any WordPress page. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Notification Bar</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Bar along bottom of screen to display notifications on new messages, mail. Also controls live chat windows. Simply activate to add. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Profile</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Member Profile component for the Symposium suite of plug-ins. Also enables Friends. Put [symposium-profile] on any WordPress page to display forum. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Registration</b> <a href="#">Deactivate</a>   <a href="#">Edit</a>	Registration component for the Symposium suite of plug-ins. Put [symposium-register] on any WordPress page. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>
<input type="checkbox"/>	<b>WP Symposium Widgets</b> <a href="#">Activate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Widgets for use with WP Symposium. Version 0.1.26   By <a href="#">WP Symposium</a>   <a href="#">Visit plugin site</a>

If you have problems with WP Symposium, it is always worth de-activating, and re-activating the core WP Symposium plugin.

Also, check on the Health Check page (under Symposium in the WordPress menu) as any problems with your installation may well be highlighted there.

## What is each plugin for ?

The plugins included, each provide certain functionality. If you do not want a particular plugin it is best to deactivate it, keeping WordPress as efficient as possible.

Although within each plugin options can be changed and activated/deactivated, in general the plugins that are provided in the latest release provide the following:

Plugin	Function
WP Symposium	Core code, this <u>must be activated</u> at all times.
WP Symposium Forum	A forum/message board for online discussion.
WP Symposium Profile (now also incorporates the previous avatar plugin)	Provides extended “member” features: <ul style="list-style-type: none"> <li>• a member “home page”</li> <li>• a “wall” for posting messages and replying</li> <li>• allows “friends” to be requested and accepted</li> <li>• additional member information</li> <li>• personal preferences for the site</li> <li>• upload a profile picture (avatar)</li> </ul>
WP Symposium Mail	Allows members to send and receive mail within the site.
WP Symposium Members Directory	A searchable list of members.
WP Symposium Panel	<ul style="list-style-type: none"> <li>• Live information on mail and friends requests</li> <li>• Notifications on received mail, friends requests and friends activity</li> <li>• Live chatting with other members</li> <li>• Chat room for all site members</li> </ul>
WP Symposium Widgets	A growing number of widgets that provide features and functionality for WordPress sidebars (or other places that accept Widgets).

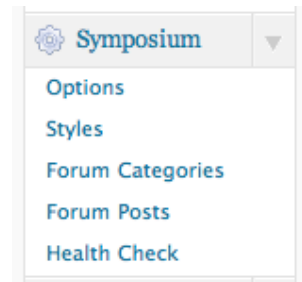
# Setting up for the first time

After installing and activating all the WP Symposium plugins, you should see a new set of menu items in your WordPress admin area.

These menu items will vary, but if you have all the plugins activated you will see all those shown to the right.

Each of the menu items will now be covered individually.

You will probably see the following at the top of the admin screen after installation:



**Important! Please set URLs in WP Symposium Options immediately (set to none if you are not using a particular plugin).**

For WP Symposium to operate correctly, you have to tell it on which WordPress pages you have each plugin installed. You can actually put each plugin on more than one page, but you have to have at least a single main page.

For example, if you are going to let members access their mail via <http://www.example.com/mail> then, in the options page you will need to fill in the appropriate field with <http://www.example.com/mail>.

In other words, you need to do a little bit of planning when first setting up WP Symposium, although you can change these at any time. You will probably start by adding some pages to your WordPress website for WP Symposium features and functionality.

## Adding Pages to WordPress for WP Symposium

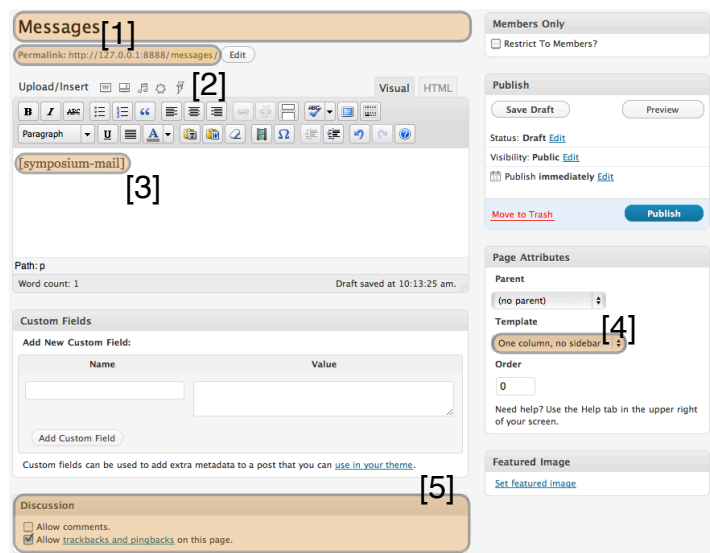
This isn't a WordPress user guide (visit [www.wpsymposium.com/download](http://www.wpsymposium.com/download) for a free guide to using WordPress). However, briefly, WordPress can be set up to have a number of pages that represent your web pages on your website.

To add pages, use the Pages -> Add New menu item and add at least the following information as a minimum:

- [1] The title of your new page.
- [2] This is important, it's the "permalink", or "URL" of your webpage, what visitors to your site will type - or what you'll put in any hyperlinks to go to this particular page.

***You'll also need this when you set up your options in the next section!***

- [3] On your page you need to put in a "short-code". This short-code will literally be replaced by the plugin's functionality and features. For a list of the short-codes available, please see later in this document.



- [4] Although the WP Symposium plugins should work in any WordPress theme, most of the plugins will look better if you can use them with enough space, or width, on the page. If you can select a template that doesn't show the sidebar, for example, the mail and forum plugins will look better.

Alternatively, you can use theme templates that allow the user to have width - right across the browser - rather than limited to a fixed width template.

- [5] It's up to you whether you allow comments on your page, but more often than not it would probably be best not to. A forum with comments at the bottom of it, would look rather odd!

## Setting the URLs

With your page created, and your plugin on the page (i.e. the short-code), you can now tell WP Symposium where to find it.

On the admin menu, click on Symposium -> Options, then the Settings tab (all the tabs will be explained in full in the next section).

You will see a series of fields that you need to change, at the moment they are probably all set as "Important: Please update!".

Very Important! You must set the URL's of the components you are using, eg: <http://www.example.com/forum> – enter none if not being used

Forum URL	<input type="text" value="http://www.example.com/forum"/>	Full URL of the page that includes [symposium-forum]
Mail URL	<input type="text" value="http://www.example.com/mail"/>	Full URL of the page that includes [symposium-mail]
Profile URL	<input type="text" value="http://www.example.com/profile"/>	Full URL of the page that includes [symposium-profile]
Members Directory URL	<input type="text" value="http://www.example.com/members"/>	Full URL of the page that includes [symposium-members]
Groups URL	<input type="text" value="http://www.example.com/groups"/>	Full URL of the page that includes [symposium-groups]
Group Profile URL	<input type="text" value="http://www.example.com/group"/>	Full URL of the page that includes [symposium-group]

In our example, we put the short-code [symposium-mail] on our page that members will use to access mail messages and/or send mail to other members.

Remember point [2] where we set the permalink or “URL”? It’s that value that you will put in the fields beside Mail URL. So for our page we would put <http://www.example.com/messages>.

For your website it may be something like <http://www.example.com/mail> (depending on how you set up the page). Remember it can be anything you want, all the following are reasonable examples:

- <http://www.example.com/privatemail>
- <http://www.example.com/messages>
- <http://www.example.com/mail>

If you were using other plugins, on other pages, you would following the same process.

For example, if you have a page for your forum, which has a permalink set as <http://www.example.com/forum> - this is what you would put beside the Forum URL.

**This URL is the main page on which your members will access these plugins.**

You can actually have them on more than one page, but you must enter at least one of them here.

## Setting the URL for a plugin you’re not using

If you are not using a particular plugin - let’s say the login URL, for the sake of an example - you would enter **none** instead of Important: Please update!

## Missing some plugin URLs?

There are additional plugins that are compatible with WP Symposium that may not appear in your list (for example, Groups are shown in the image above). If and when installed, they will appear here - until then, they are not shown.

## Adding Short-codes to pages

Short-codes are small pieces of text that you put on a WordPress page that will be “replaced” with content and functionality from a plug-in.



The short-codes that you have available as part of WP Symposium is as per the following table.

Please note that:

- there are no spaces
- they are square brackets at the start and end
- it is a hyphen in the middle, not an underscore

### Full Functionality Short-codes

Plugin	Short-code
WP Symposium Forum	[symposium-forum]
WP Symposium Profile (Wall)	[symposium-profile]
WP Symposium Profile (Extended info)	[symposium-extended]
WP Symposium Profile (Friends Activity)	[symposium-activity]
WP Symposium Profile (All Activity)	[symposium-all]
WP Symposium Profile (Settings)	[symposium-settings]
WP Symposium Profile (Personal)	[symposium-personal]
WP Symposium Profile (Friends)	[symposium-friends]
WP Symposium Profile (Avatar)	[symposium-avatar]
WP Symposium Mail	[symposium-mail]
WP Symposium Members Directory	[symposium-members]

### Partial Functionality Short-codes

These short-codes are for use by those more advanced site admin's who want to create page with partial functionality.

Plugin	Short-code
Show the "Profile page" menu	[symposium-menu]
Show the "Profile page" member header	[symposium-member-header]

For example, on [www.wpsymposium.com](http://www.wpsymposium.com) the forum page in WordPress is like this:

```
[symposium-member-header]

<div style='width:170px; float: left'>

[symposium-menu]

</div>

<div style='width:690px; float: left;'>

[symposium-mail]

</div>
```

## Adding Features to pages

In addition to short-codes, you can add certain functionality to your templates, by inserting the following code:

PHP	Provides
<code>symposium_members('bar')</code>	small member search bar

For example, the following is a snippet from the header.php in the theme used on the [www.wpsymposium.com](http://www.wpsymposium.com) website:

```
<div id="access" role="navigation">

    <?php /* Allow screen readers / text browsers to skip the menu and get right to the good stuff */ ?>

    <div style='float:right; font-size:13px;'><a href='/'><?php bloginfo( 'name' ); ?></a></div>

    <div style='float:right; font-size:13px;'>

        <?php echo symposium_members('bar'); ?>

    </div>

    <div class="skip-link screen-reader-text">

        <a href="#content" title="<?php esc_attr_e( 'Skip to content', 'twentyten' ); ?>">
        <?php _e( 'Skip to content', 'twentyten' ); ?></a>

    </div>

    <?php

    /* Our navigation menu. If one isn't filled out, wp_nav_menu falls back to wp_page_menu.
    The menu assigned to the primary position is the one used.
    If none is assigned, the menu with the lowest ID is used. */

    wp_nav_menu( array( 'container_class' => 'menu-header', 'theme_location' => 'primary' ) );

    ?>

</div><!-- #access -->
```

# WordPress Multi-Site (WPMS)

Core to WordPress since v3.0 is the ability to add as many sites as you want, from the same installation. From v0.37, WP Symposium is compatible with WPMS.

## How WPS works in a multi-site environment

WordPress uses the same set of users across all sites within a multi-site setup.

Therefore, it makes sense for the “personal” features of WP Symposium to be “global”, i.e. across the whole installation, and others to be specific to individual sites.

## Which WPS modules are global?

The following table shows which features of WP Symposium are global, and which are site-specific.

Global	Site-Specific
Mail Friends online Chat windows Chat room Personal information Preferences (settings) Profile photo Wall / Activity	Forum

# WP Symposium

# Options

Clicking on the Symposium -> Options menu item will bring up a series of tabs. The number of tabs, and which tabs are displayed, depends on which WP Symposium plugins you have activated.

## Notes

An information only screen that displays release notes. Please check this page after installing or upgrading WP Symposium.

If the version displayed (in the “Version Numbers” box to the right) is different to that shown on the plugins page, try deactivating and then re-activating the WP Symposium Core plugin. This should synchronise the versions, and apply the latest database changes.

## Settings

Label	Purpose
Forum URL	The full web address (URL) of the WordPress page on which you have put the [symposium-forum] short-code.
Mail URL	The full web address (URL) of the WordPress page on which you have put the [symposium-mail] short-code.
Profile URL	The full web address (URL) of the WordPress page on which you have put the [symposium-profile] short-code.
Members Directory URL	The full web address (URL) of the WordPress page on which you have put the [symposium-members] short-code.

Label	Purpose
Images in database	<p>If checked, images uploaded are stored in the database, otherwise they are uploaded to the filesystem. If you select filesystem, you will also need to set the following two options, otherwise they are not shown.</p> <p><b>DO NOT CHANGE THIS ONCE WPS IS “LIVE”</b></p> <p>The advantage of using the filesystem is that it minimises the size of the database.</p> <p>The disadvantage is that all uploaded images are available to anonymous browsing, if the URL of the image is known (although this could also be an advantage if you want to share links to individual photos, for example).</p> <p>The advantage of using the database is that, should you wish to, you could scale up your website to use multiple webserver(s) and/or a database server(s), i.e. an n-tier infrastructure.</p> <p>The disadvantage of using the database is that some hosting companies may throttle the use of databases, possibly add additional charges and may have restrictions.</p>
Images directory	<p>The path on the server to the folder where images will be stored. WPS will default this when the core plugin is activated for the first time, but you can change it.</p> <p><b>DO NOT CHANGE THIS ONCE WPS IS “LIVE”</b></p> <p>The path will be different for different servers, but will be something like path-to/wp-content/wp-content.</p> <p>The admin page will try and create this folder, but if permissions do not allow, you may need to create it manually. Be sure to set permissions such that files can be moved into the folders, and deleted.</p>
Images URL	<p>The URL to the images - not the server path. For example, the default value will be /wp-content/wp-content.</p> <p><b>DO NOT CHANGE THIS ONCE WPS IS “LIVE”</b></p>
Crop Images	<p>If you want members to be able to crop uploaded profile and group photos, enable this option</p>
Email Notifications	<p>The text that is automatically added to the bottom of every email generated by WP Symposium.</p>

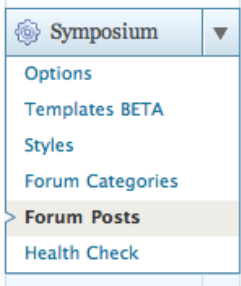
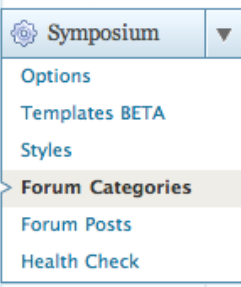
Label	Purpose
Width	As a percentage (eg: 99%) or in pixels (eg: 500px), the width applied to all WP Symposium plugins.
Alignment	Whether WP Symposium plugins align on the page to the left, in the centre or to the right.

If you are having problems with plugin “clashes”, i.e. errors that are appearing because a WP Symposium plugin is activated along with another plugin, the following settings should all be disabled, and then enabled one at a time until the clash is identified.

Label	Purpose
Load jQuery	If activated, jQuery will be loaded on all non-admin pages.
Load jQuery UI	If activated, jQuery UI will be loaded on all non-admin pages. This is a custom version of the jQuery UI code, including only those features required by WP Symposium. If other plugins include a greater number of features, then you can deactivate the loading of jQuery UI.
Smilies / Emoticons	<p>Automatically replaces all smilies and emoticons with a graphical equivalent on activity and the forum. For example:</p> <p>:) becomes 😊</p> <p>{{good}} becomes 👍</p> <p>For a full list, go to <a href="http://www.wpsymposium.com/support/smilies-emoticons">http://www.wpsymposium.com/support/smilies-emoticons</a></p>

## Forum

Label	Purpose
Use AJAX	When activated, navigation around the forum will not cause page re-loads, it can appear as a nicer and faster user experience. For site admin's who would rather have hyperlinks that navigation, un-check this option. This will mean the web page reloads when navigating.

Label	Purpose
<p>Moderation</p> 	<p>If activated, a site administrator has to approve (or reject) every new post or reply before it appears on the forum.</p> <p>The site administrator is sent an email when a post/reply is awaiting approval/rejection. The menu will also show how many are awaiting a decision, as show to the left (in the title, and beside “Forum Posts”).</p> <p>The author of the post/reply will see it on the forum, but with [pending approval] after the title/text.</p> <p>When the post/reply is approved/rejected, the author receives an email informing them of the decision.</p>
<p>Daily Digest</p>	<p>If enabled will send a summary report of all forum activity each day (sent when the site is first accessed after midnight).</p> <p>Members can choose to disable receiving the daily digest email on their profile preferences page (requires profile plugin to be activated).</p>
<p>Categories</p> 	<p>Enable to organise forum topics into categories.</p> <p>If enabled, categories are managed via the “Forum Categories” menu item, as shown to the left.</p> <p>Categories can be arranged in order, and set to allow or disallow new topics by users. Not allowing new topics will allow the administrator to set up a category as a set of Frequently Asked Questions (for example).</p>
<p>Admin Views</p>	<p>Enable to include forum views when logged in as administrator in the total views count.</p>
<p>Order of Replies</p>	<p>Older first, or newest first in the list of replies shown for a topic.</p>
<p>Preview length</p>	<p>How many characters are shown in the preview text for forum topics, and forum replies.</p>
<p>View forum level</p>	<p>The minimum level a member has to be, to be able to view the forum.</p> <p>If you want your forum private for members only, don't select Guest.</p>

Label	Purpose
Closed word	So that the forum can be used for support purposes, and show “closed” topics, you can set a word that, if it appears in the topic title, causes that topic to be opaque. For example, enter closed for [closed] to cause the effect.
Sharing icons included	At the top of an individual topic you can show as many of the “sharing” icons as you want by ticking them here. Un-tick them all not to allow forum topic sharing.  Sharing allows your members to post a message on Facebook, for example - spreading links back to your forum on other common social networking sites.
Forum Ranks (or “titles”)	If enabled, post authors on the forum will have a “title” or “rank” shown beside their name based on how many posts they have made that the site admin sets here. You have to set the title for the top poster, and then up to ten titles to represent each of the ranks with the minimum number of posts that are required for the title. If you only want three levels for example, leave the rest blank.

## Profile

Label	Purpose
Default Friend	Enter the user ID of a WordPress user that will automatically send a friend request to new members of the site. Enter 0 for no-one.
Profile Photos	If activated (which it is by default), members can upload a profile photo (avatar) to be used by WP Symposium. If not activated, then the default WordPress member avatar will be used (normally fed from gravatar.com).
Show profile menu	By default a sub-menu is shown on the profile page. If you want to use your own navigation with the appropriate short-codes, then you can switch this off.
Profile info on wall	You can include the member’s profile information and recently active friends down the right of the wall posts and replies.  Sites with a narrow template, or those that show the sidebar, may prefer to disable this option.



Label	Purpose
Enable password change	Many WordPress site administrators have other plugins that they use to allow members to manage their passwords, or simply don't want members to be able to change their passwords.  Disable to hide the change password option on the Profile Preferences page.
Inactivity Period	How many minutes, after which a member is assumed to be off-line (not an active user of the website) and logged out (not used the website for some time).  These values are used with the WPS Panel plugin, to show the status of the members, and with the members directory plugin.
Extended Fields	To customise your members profile page, you can add extended "meta" information.  For example, if you were running a website on scuba diving, you would probably want your members to list their level of qualification, how many dives they've done and so on. If you were running a dating website, then marital status and so on would be more appropriate.

## Extended Fields

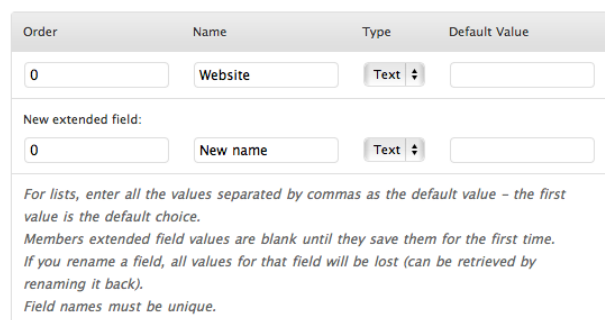
You can add as many extended fields as you like.

However, if you change a field name at a later date, your members will lose all previously entered information - plan your extended fields with care.

You can set default values - for drop down lists, where you want to set the possible values yourself, enter all the possible values in the default value field, separated by commas. The first item on your list will be the default value until another is selected.

Members do not have values stored against their extended fields until they save their profile.

Fields with no values are not shown on the profile page.



Order	Name	Type	Default Value
0	Website	Text	

New extended field:

0	New name	Text	
---	----------	------	--

*For lists, enter all the values separated by commas as the default value - the first value is the default choice.  
Members extended field values are blank until they save them for the first time.  
If you rename a field, all values for that field will be lost (can be retrieved by renaming it back).  
Field names must be unique.*

## Panel

The panel is an area at the bottom-right of the screen where members are informed of unread mail, new friend requests, and how many friends are online, access to the chatroom and a logout icon.

Via the box that shows whether their friends are online or not, they can click on a friend's name and a live chat box will open up on their screen - and on their friends screen.

Label	Purpose
Show to Visitors	Enable to show the bar to visitors, on which a login and register link will be shown.
Label	Optional text shown to the left of the bar.
Default sound alert *	The sound that plays when new mail, a new friend request, etc arrives.
Enable chat windows	Whether to enable real-time live chat windows.
Enable chat room	<p>Activate the site-wide chat room for all members. Not all chat is visible to all members.</p> <p>Administrators can clear the chat using the link on chat room window title bar.</p>
Chat room banned word	A comma separated list of words that are will be replaced by *** if used in the chat room.
Polling Intervals	<p>1.How frequent in seconds the notification bar checks for new mail, new friend requests and friends' online status.</p> <p>2.How frequent in seconds the live chat checks for additional comments/replies</p> <p>It is very important to set the polling intervals to match your hosting server/environment. If you set them too frequent, you may get performance issues.</p> <p>It is recommended that you do not set the intervals less than 120/10.</p>
Profile link	Should the members name link to the WordPress profile page (if disabled, and the profile plugin is activated, the link will go to the profile page - if not deactivated, then there will be no link.

\* Members can change this on their profile preferences page (assuming profile plugin is activated).

## Integration with Cometchat

Cometchat ([www.cometchat.com](http://www.cometchat.com)) is an advanced chat bar, with extra features that include:

- Who's online
- Chat windows
- Chatrooms
- Games (single player and with friends)
- Scribble board between friends
- Instant page translation

... and much more.

You can integrate Cometchat with WP Symposium easily.

Go to [www.wpsymposium.com/cometchat](http://www.wpsymposium.com/cometchat) to find out how.

# Templates

Templates are a way for you to change the layout of various page elements. The free version of WP Symposium available at [wordpress.org](http://wordpress.org) includes the profile page header.

### Profile Header

```

<div id='profile_header_div'>
<div id='profile_header_panel'>
<div id='profile_details'>
<div id='profile_name'>[display_name]</div>
<p>[location]<br />[born]</p>
<div style='padding: 0px;'>[actions]</div>
</div>
</div>
<div id='profile_photo' class='corners'>[avatar,200]</div>
</div>

```

[Reset to default](#)

Code	Output
[display_name]	Display Name
[location]	City and/or Country
[born]	Birthday
[actions]	Friend Request/Send Mail/etc buttons
[avatar,x]	Show avatar, size x in pixels (no spaces)

## Template Codes

Each template has a number of codes that can be used to output certain elements relevant to that page area.

For example, to display the name of the member in the profile page header, you would use the code [display\_name].

To return the template to the default version as shipped with WP Symposium, click on Reset to default.

## More templates?

If you are a Bronze member (or higher) at [www.wpsymposium.com](http://www.wpsymposium.com) then you will be able to change other page/area templates.

The templates currently available include:

- Profile Page Header (provided in the free version of WP Symposium at [wordpress.org](http://wordpress.org))
- Profile Page Body (menu and page content, the activity for example)
- Page Footer (displayed at the bottom of every WP Symposium page)
- Forum Header (breadcrumbs, new topic button, sharing icons, etc)
- Mail Page (internal private WPS mail), including “tray” items and the mail message
- WP Symposium Emails (the template used for all notification emails)

## Examples of Changing the Templates

The following are examples of different layouts for the various templates. Copy and paste into the relevant template text box on the templates page in the WordPress admin area.

Note that you can use HTML in addition to the template codes. If you put your styles in, for example, my-symposium.css as discussed in the next section, then you can use ID's and classes to reference your styles instead of putting the styles in the templates themselves.

### Mail Page

The following changes the mail page from a two column layout to a two row layout, as used in some email clients. You need to change both of the following mail templates. This example is assuming a fixed width of 640 pixels.

```
[compose_form]
<div id='mail_sent_message'></div>
<div id='mail_office'>
<div id='mail_toolbar'>
<input id='compose_button' class='symposium-button' type='submit' value='[compose] '>
<div id='trays'>
<input type='radio' id='in' class='mail_tray' name='tray' checked> [inbox] <span id='in_unread'></span>
<input type='radio' id='sent' class='mail_tray' name='tray'> [sent]
</div>
<div id='search'>
<input id='search_inbox' type='text' style='width: 160px;'>
<input id='search_inbox_go' class='symposium-button' type='submit' style='width: 70px; margin-left:10px;'
value='Search'>
</div>
</div>
<div id='mailbox'>
<div id='mailbox_list' style='width:640px; height: 200px; overflow:auto; margin-bottom:15px;'></div>
</div>
<div id='messagebox' style='width:640px; height: 300px; float: left; overflow:auto;'></div>
</div>
```

### Mail Page: Tray Item

```
<div id='mail_mid' class='mail_item mail_read'>
<div class='mailbox_message_from' style='width:180px; overflow:hidden; float:left;'>[mail_from]</div>
<div class='mailbox_message_subject' style='width:330px; overflow:hidden; float:left;'>[mail_subject]</div>
<div class='mail_item_age' style='width:100px;overflow:hidden;float:left;font-style:normal;'>[mail_sent]</div>
<div class='mailbox_message' style='clear: both;font-style:italic;'>[mail_message]</div>
</div>
```

### Forum Header

This is an alternative layout for the area above the forum, with the button, for example, on the left instead of the default position on the right.

```
<div style='float:right;'>[breadcrumbs]</div>
<div style='float:left;'>[new_topic_button]</div>
<div style='clear: both;'>[new_topic_form]</div>
<div style='clear:both; float:right;'>[digest][subscribe]</div>
<div style='clear:both; float:right;'>[forum_options]</div>
<div style='float:left;'>[sharing]</div>
```

## Page Footer

The page footer appears on every page, so it is a convenient place to put important messages, or to place something important automatically on every page - like a link to the WP Symposium website... ;)

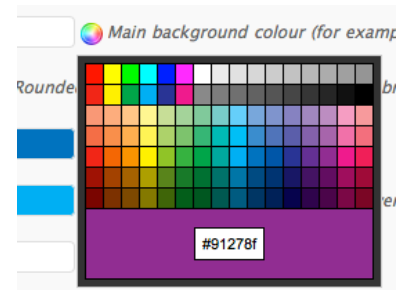
```
<div style='width:100%; text-align:center; margin-top:15px;'>
Thank you for using our website, please contact us for more information.
</div>
```

# Styles Menu

You can modify a lot of the design of WP Symposium plugins through this menu item.

It allows you to match the overall style of your website without knowing about Stylesheets.

To pick a colour, click on the colourful circle as shown to the right.



## Included Style Templates

A number of styles are included which you can use to see how different styles may look, and maybe inspire you.

Simply select a template from the list at the bottom of the page, and click on “Apply Template”.

At the moment there is no support for altering styles via a stylesheet. However, soon you will - if you want - be able to change every style used by WP Symposium.

## Disabling the Styles

Simply uncheck the option at the top of the styles page, and the WP Symposium stylesheet will be used (in the css folder, inside the WP Symposium plugin folder).

## Changing the Styles

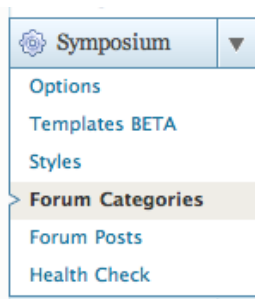
Because the stylesheet is updated each time the plugin is upgraded, you shouldn't edit the stylesheet directly.

Instead, create a file called my-symposium.css and save it in your active theme folder (the root of the folder). This way, it won't be replaced.

WP Symposium looks for this file and will use and styles there in addition (or replacing) the default styles. You should deactivate styles on the Styles page if you are using your own stylesheet.

**Back up my-symposium.css,  
If your theme is upgraded it may be removed!**

# Forum Categories



Via the menu item, you can add categories, delete them and change their order.

You can also set whether a category allows new topics to be added by users, and what the default category will be for new forum topics.

If you start your forum, and then introduce categories at a later date, you will be shown a list of posts that need to have a category chosen for them.

It is highly recommended that you set your strategy early, or else you may end up with a lot of posts to categorise!

ID	Parent ID	Category Title	Order	Allow new topics	
1	0	General Topics	0	Yes	<a href="#">Delete</a>
... 2	1	Support Issues	0	Yes	<a href="#">Delete</a>
..... 4	2	Test category	0	No	<a href="#">Delete</a>
..... 3	2	Feedback	1	Yes	<a href="#">Delete</a>

Default Category: General Topics

---

**Add New Category**

Parent ID	Category Title	Order	Allow new topics
0	Add New Category...	0	<input checked="" type="checkbox"/>

[Save Changes](#)

## Creating Sub-Categories

By setting the parent ID to the ID of another category you can create a hierarchy of sub-categories.

There is no limit to the number of levels you can create.



# Health Check

## Menu

You can use this page to check that your WP Symposium installation is “healthy” - i.e. there are no problems.

After first installing WP Symposium, you should check this page that all is OK, that you can upload an image, and AJAX is working okay.

If WP Symposium is not working as expected, it is worth checking this page first.

## Uploading images

As is discussed in the previous section covering the Settings page (please refer to it again if you have not read it), you have the choice of uploading images to the database or the file system.

If you find that you can't upload images on the Health Check page, you can try the alternative method.

The more common problems are:

Problem	Suggestion
Files can't be uploaded	upload_tmp_dir may not be set in PHP.INI
Files can't be moved/copied	Permissions may be restricting PHP functions, you may need to CHMOD (change the permissions) of certain folders yourself.  If you're using the database to store images, the folder path-to/wp-content/uploads is still used - this folder must allow new files to be copied into it, and deleted from it.
Big images upload fail	This is probably a restriction in PHP.INI, changes will need to be made to upload_max_filesize and post_max_size.
Folder for storing images can be created	Create the folder (defaults to path-to/wp-content/wps-content) and set permissions to allow new files and folders.

# Widgets

## Latest New Members

Shows members who have recently joined the site.

Change the maximum number shown to increase or decrease the number of new members listed.

Symposium: Latest New Members ▾

Widget Title:

Max number shown:

[Delete](#) | [Close](#) [Save](#)

## Latest Forum Posts

Displays recent new posts and replies on the forum.

You can change the number of posts/replies listed, along with the length of the text that is included as a link.

Symposium: Latest Forum Posts ▾

Widget Title:

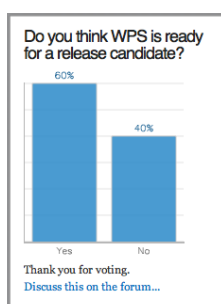
Max number of posts:

Max length of preview:

[Delete](#) | [Close](#) [Save](#)

## Yes/No Vote

Gives an attractive and simple question and yes/no answer to your members (who have to be logged in to vote).



Shows votes in a graphical bar chart.

Only allows one vote per site member.

Include a link to the forum - leave blank if you don't want to show a link.

**Saving clears all the votes and the record of who has voted, do not re-save once your question is "live".**

Symposium: Vote ▾

Results so far  
Yes: 0  
No: 0

Question:

Forum Link:

(saving clears results)

[Delete](#) | [Close](#) [Save](#)

# Troubleshooting

## Try this first

- Step 1:** Upgrade WP Symposium to the latest version
- Step 2:** De-activate and re-activate the core WPS plugin. This ensures that
- the tables are up to date
  - the version numbers are updated
  - the reference to the correct WPS Javascript file is updated
- Step 3:** Try accessing your website with Firefox and the Firebug add-in enabled to spot Javascript errors

## Buttons don't work, can't post, etc..!

This is the most common problem, and is usually because of a clash with another plugin causing Javascript problems. And typically because the other plugin is loading jQuery or jQuery UI that isn't compatible with Symposium (meaning some features aren't loaded). If you use Firefox with Firebug, you may see an error similar to this one:

```
Query(".elastic").elastic is not a function  
[Break On This Error] jQuery('.elastic').elastic();
```

To confirm this is the problem, de-activate all your other plugins leaving just WP Symposium plugins active. If this cures the problem, re-activate each of the other plugins until the error re-occurs.

You then know the plugin that is loading an incompatible version of jQuery or jQuery UI. Contact the author of the plugin to ask them how to disable their version, or if you are comfortable editing PHP, see if you can remove the line that loads jQuery or jQuery UI.

## Other problems?

Problem	Suggestion
The login and registration plugins have disappeared	Before releasing the first stable version of WPS, it was decided to remove these and let WordPress handle authentication and registration. If you want to tailor the way this happens, have a look at the Theme-My-Login plugin, we use it on <a href="http://www.wpsymposium.com">www.wpsymposium.com</a> ...
The avatar plugin has disappeared	This functionality is now merged with the profile plugin. You can de-activate member avatars via Settings.

Problem	Suggestion
I get lots of “errors” appear on screen	Check the Health Check page, more information is displayed there.
I try and post to a wall, or edit a forum post and nothing seems to happen	Sounds like AJAX, and in particular Javascript, isn't working as expected on your website, confirm on the Health Check page and try reading the section on the previous page.
The WP Symposium version on the plugin page is different to the health check page	De-activate and re-activate the WP Symposium Core plugin.
My site is running very slow	Try reducing the polling frequency of the panel. If you have a popular site you may need to consider upgrading your hosting arrangements. Also try removing the Panel completely (you will need to wait for all users to reload their webpage without it activated or re-boot your server).
I still need help...	Use the support forum on <a href="http://www.wpsymposium.com">www.wpsymposium.com</a>
Can someone log in to my website and sort out the problems?	Certainly - please read the page at <a href="http://www.wpsymposium.com/profile/membership/members-support">www.wpsymposium.com/profile/membership/members-support</a>

# You want more?

WP Symposium's free version provides the following, and always will:

- Forum
- Wall™ of activity for member posts and replies
- Members Directory
- Widgets
- Friends
- Profile Photo (avatar)
- Personal settings and preferences
- Template for Profile Page header
- Health Check page

## WP Symposium Subscribers

However, Bronze members (and higher) at [www.wpsymposium.com](http://www.wpsymposium.com) can download other plugins that are compatible with WP Symposium, namely:

- Groups (group Wall™ of activity, group avatar, settings, join/accept/reject, etc)
- Others are planned, including photo albums

## Helpdesk

The community forum at [www.wpsymposium.com](http://www.wpsymposium.com) is a lively, active and free place to look for support. It will always remain free.

However, Bronze members (and higher) also get access to an exclusive priority helpdesk for logging issues and problems. More information is available at <http://www.wpsymposium.com/profile/membership/members-support/>.

# Groups

*Note: this plug-in is not part of WP Symposium provided via wordpress.org under the GPL licence. It is compatible and is provided to Bronze members (and higher) at [www.wpsymposium.com](http://www.wpsymposium.com).*

Members can create groups - and set them up as private or public. Once created, if private, other members can apply to join, or if public join without having to be accepted.

Groups have their own activate wall, and a variety of settings. In time, groups will also have their own optional forum, and their own optional photo album.

## Installing/Upgrading

- If you are installing for the first time, create a folder called wp-symposium-groups in your path-to/wp-content/plugins folder.
- If you are upgrading, make a copy of your current wp-symposium-groups plugin folder just in case anything goes wrong.
- Download the ZIP file from <http://www.wpsymposium.com/downloadinstall>.
- Extract the contents and upload **into** the wp-symposium-groups folder.
- A groups plugin should then be available for you to activate in WordPress admin.

## Adding to your site

- Make sure your Groups plugin is activated
- Create a new page in WordPress and put the shortcode [symposium-groups] on it. This will be the page that lists groups, and allows members to search groups. It also allows members (if that is how you set up Groups) to create new groups. Typically, this page would appear on the menu for members.
- Create a new page in WordPress and put the shortcode [symposium-group] on it. This page is used to display the group, and should not appear on the menu as a page for members to directly visit.
- Configure Groups via WordPress admin -> Symposium -> Options -> Groups

## Configuring Groups

Label	Purpose
All users can create	If checked, all members can create groups, otherwise only administrators can create groups.

## Group Settings

The group administrator, via the Group Settings menu item, can configure the following:

Label	Purpose
Group name	Change the name of the group.
Group description	A useful description of the group, also used by members searching groups.
Do members have to be accepted?	If checked, the group administrator must accept group join requests, otherwise the group is open to anyone joining.
Is content hidden from non-members?	If checked, the group activity can only be seen by members, otherwise anyone can see content (although they can't participate).
Group image...	Allows you to change the group image (avatar).

# Legal Stuff

## Copyright

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## Distribution

With reference to the GPL license, you are granted permission to install the software on any website with WordPress as per the GPL license. It is not necessary to credit WP Symposium and you have freedom to edit the source code that is distributed as a package via [www.wordpress.org](http://www.wordpress.org).

Other plugins compatible with WP Symposium are distributed elsewhere (i.e. not via [www.wordpress.org](http://www.wordpress.org) and they are not within the scope of this declaration).

## Donations

Although we love doing it, development of WP Symposium, and the hosting of [www.wpsymposium.com](http://www.wpsymposium.com) takes time and costs money. Donations can be made via the WP Symposium website - any and all donations are received with gratitude, appreciation and thanks!

## Use WordPress

We love WordPress - it rocks! Please do what you can to support it!