



WP Symposium

Admin Guide [English edition]

Covers up to Version: 0.1.31

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Installation

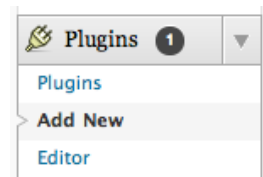
Automatic installation

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 over that row of the results, an 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.

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"/>	WP Symposium Deactivate Edit	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 WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Forum Deactivate Edit	Forum component for the Symposium suite of plug-ins. Put [symposium-forum] on any WordPress page to display forum. Version 0.1.26 By WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Login Deactivate Edit	Login component for the Symposium suite of plug-ins. Put [symposium-login] on any WordPress page. Version 0.1.26 By WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Mail Deactivate Edit	Mail component for the Symposium suite of plug-ins. Put [symposium-mail] on any WordPress page. Version 0.1.26 By WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Members Directory Deactivate Edit	Directory component for the Symposium suite of plug-ins. Put [symposium-members] on any WordPress page. Version 0.1.26 By WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Notification Bar Deactivate Edit	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 WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Profile Deactivate Edit	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 WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Registration Deactivate Edit	Registration component for the Symposium suite of plug-ins. Put [symposium-register] on any WordPress page. Version 0.1.26 By WP Symposium Visit plugin site
<input type="checkbox"/>	WP Symposium Widgets Activate Edit Delete	Widgets for use with WP Symposium. Version 0.1.26 By WP Symposium Visit plugin site

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 Login	Replaces the WordPress login page.
WP Symposium Registration	Replaces the WordPress registration page.
WP Symposium Forum	A forum/message board for online discussion.
WP Symposium Profile	Provides extended “member” features: <ul style="list-style-type: none"> • a member “home page” • a “wall” for posting messages and replying • allows “friends” to be requested and accepted • additional member information • personal preferences for the site
WP Symposium Avatar	Allows members to upload a profile picture within your site (not available by default in WordPress)
WP Symposium Mail	Allows members to send and receive mail within the site.
WP Symposium Members Directory	A searchable list of members.
WP Symposium Notification Bar	<ul style="list-style-type: none"> • Live information on mail and friends requests • Notifications on received mail, friends requests and friends activity • Live chatting with other members
WP Symposium Widgets	A growing number of widgets that provide features and functionality for WordPress sidebars (or other places that accept Widgets).

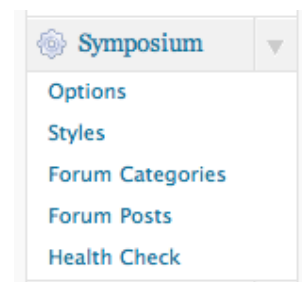
Setting up for the first time

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

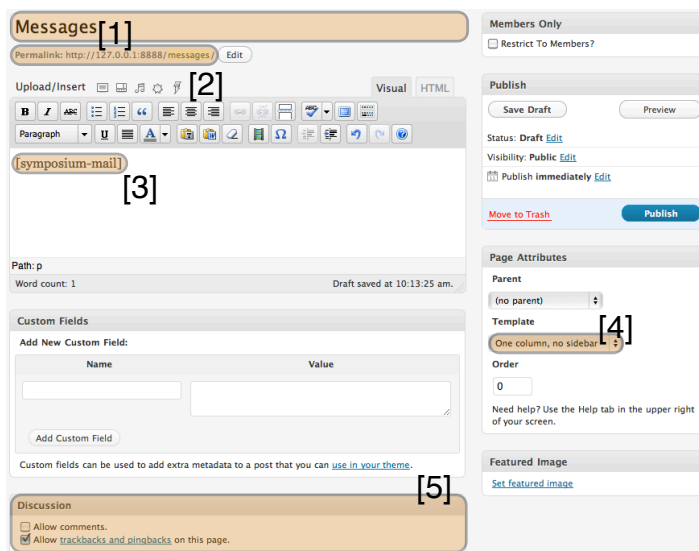
This isn't a WordPress user guide (visit www.wpsymposium.com/download for a free guide to using WordPress). However, briefly, WordPress can be set up to have a number of pages that represent your web pages on your website.

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!".

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/wall"/>	Full URL of the page that includes [symposium-profile]
Avatar URL	<input type="text" value="http://www.example.com/profile-photo"/>	Full URL of the page that includes [symposium-avatar]
Login URL	<input type="text" value="http://www.example.com/login"/>	Full URL of the page that includes [symposium-login]
Register URL	<input type="text" value="http://www.example.com/register"/>	Full URL of the page that includes [symposium-register]
Members Directory URL	<input type="text" value="http://www.example.com/members"/>	Full URL of the page that includes [symposium-members]

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!

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

Plugin	Short-code
WP Symposium Login	[symposium-login]
WP Symposium Registration	[symposium-register]
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 Photo	[symposium-avatar]
WP Symposium Mail	[symposium-mail]
WP Symposium Members Directory	[symposium-members]

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

A information only screen - informing you of the version number you have installed, which plugins are activated and a personal note from Simon Goodchild - the creator of 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


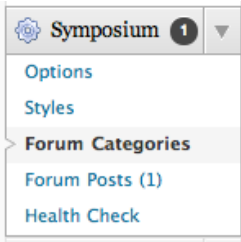
Label	Purpose
Forum URL	The full web address (URL) of the WordPress page on which you have put the [symposium-forum] short-code.
Mail URL	The full web address (URL) of the WordPress page on which you have put the [symposium-mail] short-code.
Profile URL	The full web address (URL) of the WordPress page on which you have put the [symposium-profile] short-code.
Login URL	The full web address (URL) of the WordPress page on which you have put the [symposium-login] short-code.
Register URL	The full web address (URL) of the WordPress page on which you have put the [symposium-register] 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
Email Notifications	The text that is automatically added to the bottom of every email generated by WP Symposium.
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.
SEO extended links	In the forum, links within automatically include the title of the forum post if this option is enabled. This is good for search engine rankings, but can caused problems if other SEO improvement plugins are also activated.
Smilies / Emoticons	<p>Automatically replaces all smilies and emoticons with a graphical equivalent. For example:</p> <p>:) becomes 😊</p> <p>{{good}} becomes 👍</p> <p>For a full list, go to http://www.wpsymposium.com/support/smilies-emoticons</p>
Enable Redirects	<p>By default, after logging in, or logging out, you will be taken to previous page you were at. However, if you enabled this option you can choose where the user will go after logging in, and after logging out.</p> <p>This is particularly useful if, for example, you want users to go straight to their wall, or personal settings after logging in.</p>

Forum

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 shown 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>

Label	Purpose
View forum level	The minimum level a member has to be, to be able to view the forum. If you want your forum private for members only, don't select Guest.
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.

Managing Forum Categories

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

ID	Category Title	Order	Allow new topics	
1	<input type="text" value="General Topics"/>	<input type="text" value="0"/>	Yes <input type="checkbox"/>	Delete
2	<input type="text" value="Support Issues"/>	<input type="text" value="0"/>	Yes <input type="checkbox"/>	Delete
3	<input type="text" value="Feedback"/>	<input type="text" value="0"/>	Yes <input type="checkbox"/>	Delete
Default Category for new Topics:		<input type="text" value="General Topics"/>		
<hr/>				
	<input type="text" value="Add New Category..."/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	
Save Changes				

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!

Register

Label	Purpose
Use Maths question	<p>To stop automatic scripts setting up new users on your site, you can add a very simple mathematics question to your registration page.</p> <p>This is used instead of CAPTCHA image techniques that can now be easily broken, and are often frowned upon (including by the creator of WordPress!).</p>

Profile

Label	Purpose
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	<p>You can include the member's profile information and recently active friends down the right of the wall posts and replies.</p> <p>Sites with a narrow template, or those that show the sidebar, may prefer to disable this option.</p>
Enable password change	<p>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.</p> <p>Disable to hide the change password option on the Profile Preferences page.</p>
Inactivity Period	<p>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).</p> <p>These values are used with the notification bar plugin, to show the status of the members, and with the members directory plugin.</p>
Extended Fields	<p>To customise your members profile page, you can add extended "meta" information.</p> <p>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.</p>

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.

Order	Name	Type	Default Value
<input type="text" value="0"/>	<input type="text" value="Website"/>	<input type="text" value="Text"/>	<input type="text"/>
New extended field:			
<input type="text" value="0"/>	<input type="text" value="New name"/>	<input type="text" value="Text"/>	<input type="text"/>
<p><i>For lists, enter all the values separated by commas as the default value - the first value is the default choice.</i></p> <p><i>Members extended field values are blank until they save them for the first time.</i></p> <p><i>If you rename a field, all values for that field will be lost (can be retrieved by renaming it back).</i></p> <p><i>Field names must be unique.</i></p>			

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.

Notification Bar (“Bar”)

The notification bar is an area at the bottom (or top) of the screen where members are informed of unread mail, new friend requests, and how many friends are online.

They are also information of new notifications (such as new mail arriving, or a new friend request).

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.
Default bar position *	Top or bottom of the screen.
Enable chat windows	Whether to enable real-time live chat windows.

Label	Purpose
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.
Login/Logout link	<p>Enable if you want the notification bar login/logout link to point to the WordPress login and logout page, or disable and enter a custom URL to use your own.</p> <p>This can be the page on which the WP Symposium login plugin is placed.</p>
Registration link	<p>Enable if you want the notification bar register link to point to the WordPress registration page, or disable and enter a custom URL to use your own.</p> <p>This can be the page on which the WP Symposium registration plugin is placed.</p>

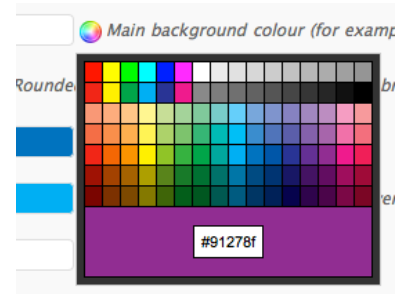
* Members can change this on their profile preferences page (assuming profile plugin is activated).

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.

Health Check Menu

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

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

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:

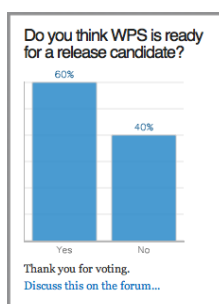
Max number of posts:

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

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 isn't working on your server, confirm on the Health Check 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 notification bar. If you have a popular site you may need to consider upgrading your hosting arrangements.
Login/logout/registration links not doing what they should	Read the section in this guide to verify your settings.
I still need help...	Use the support forum on www.wpsymposium.com