



## “Events” Tab in “Site Appearance”

The “Site Appearance” function in the Management tab contains an “Events” tab that gives you a number of options to display events.

### Show Events

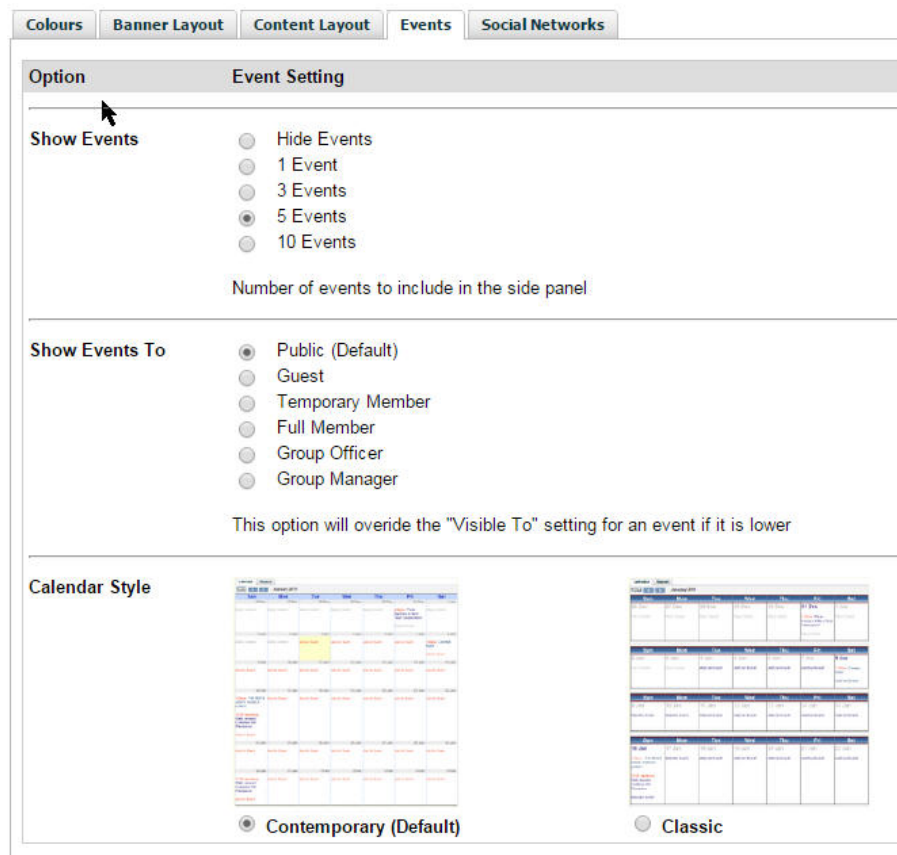
The “Show Events” option will set the number of events to display in the left (or right) side panel to between Zero (don’t display *any* events) and 10 to display up to this number of events from your Event Diary.

### Show Events To

This option will set the permission required to see the list of events in the side panel. This will apply even if the “Visible To” permission setting in the event is lower than this setting in the Events Setup. For example, if you set this option to full member, the side event list will only be shown to users logged on with at least full member permission.

### Calendar Style

There is a choice of two calendar styles - Contemporary and Classic. Select your choice, the default is Contemporary.



Option	Event Setting
Show Events	<input type="radio"/> Hide Events
	<input type="radio"/> 1 Event
	<input type="radio"/> 3 Events
	<input checked="" type="radio"/> 5 Events
	<input type="radio"/> 10 Events
Number of events to include in the side panel	
Show Events To	<input checked="" type="radio"/> Public (Default)
	<input type="radio"/> Guest
	<input type="radio"/> Temporary Member
	<input type="radio"/> Full Member
	<input type="radio"/> Group Officer
	<input type="radio"/> Group Manager
This option will override the "Visible To" setting for an event if it is lower	
Calendar Style	<input checked="" type="radio"/> Contemporary (Default)
	<input type="radio"/> Classic



## Add Event

You can create new events by clicking on the “Add Event” link in the calendar display. To see the Add Event link you must be logged in with at least Full Member permissions in the group.

The “add event” page will be displayed. Make sure you give as much information in the title. Imagine it’s a Google search term such as “Maidenhead Rotary Club Meeting” or, Active Hampshire Barbeque. Do not use an expression like “AH BBQ” as this is not all that helpful to a search engine scanning the event.

24 Oct	25 Oct	26 Oct
Add Event	Add Event	Add Event
31 Oct	1 Nov	2 Nov
13:00 to 14:00 TEST EVENT - COPY TO MEETUP  Add Event	Add Event	Add Event

## Event Title and Header Information

Items marked with a ■ are required

**Event Title (Max. 50 characters)** No image

Start Date:  at  :  ■

End Date:  at  :

Time:  (Max. 20 chars - override above)

Where:  ■

Post/Map Ref:  (Find Ref)

Country:

No file chosen  
Max. height & width = 140 pixels

### Event title

The “Event Title “ should provide your website visitor instant information about the event, don’t use abbreviation

- **Choose file** - - Make an image on your PC no larger than 140px square
- **Start** and **End** dates are from selection process, the Times are from 24 hr clock
- **Time** – when a time is provided it overrides the others if provided.
- **Where** – this is a description of where to meet, essential if you are first going to meet at a location to share lifts or to catch a bus, you may also need to put a time in this narrative.
- **Post/ Map reference** – used for the SatNavs
- **Country** – Drop down selection

## Enabling Meetup Integration

The screen below shows the “Copy To Meetup” and “Meetup ID” options on the Add/Edit Event display. In order to use the Meetup features, your site must have the Meetup integration features enabled by the System Manager.

In order to enable the Meetup integration, the management for the group will need to supply the System Management with a Meetup API Key to be used with the web site (See Meetup.com).



The System Management will also need the group Key Name for the Meetup group. This is the name that follows the [www.meetup.com](http://www.meetup.com) in the web address (e.g. [www.meetup.com/politalk](http://www.meetup.com/politalk) for a Meetup group called “politalk”)

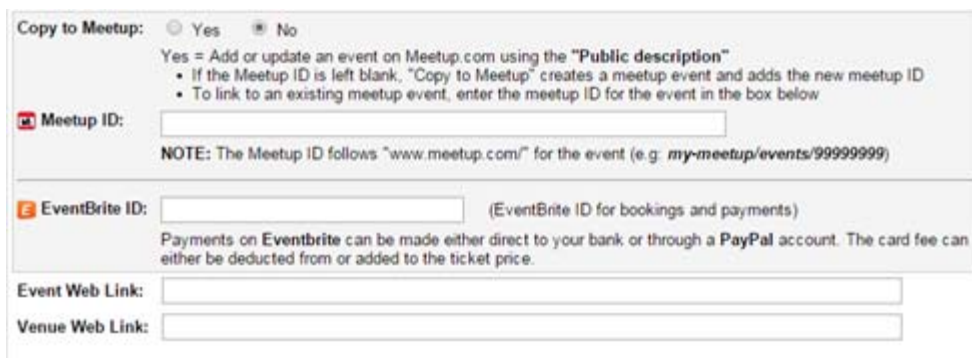
## Copy to Meetup

When this option is set to “Yes”, the following fields are copied to the linked Meetup Group:

- Event Title
- Date
- Time
- Public Description or first 140 characters of the private description if the public description is empty.

The following commonly entered fields ARE NOT copied to Meetup:

- Location
- Organiser Details



Copy to Meetup:  Yes  No

Yes = Add or update an event on Meetup.com using the “Public description”

- If the Meetup ID is left blank, “Copy to Meetup” creates a meetup event and adds the new meetup ID
- To link to an existing meetup event, enter the meetup ID for the event in the box below

**Meetup ID:**

**NOTE:** The Meetup ID follows “www.meetup.com/” for the event (e.g. *my-meetup/events/99999999*)

**EventBrite ID:**  (EventBrite ID for bookings and payments)

Payments on Eventbrite can be made either direct to your bank or through a PayPal account. The card fee can either be deducted from or added to the ticket price.

**Event Web Link:**

**Venue Web Link:**

Yes = Add or update an event on Meetup.com using the “Public description” If the Meetup ID is left blank, “Copy to Meetup” creates a meetup event and adds the new meetup ID

To link to an existing meetup event, enter the meetup ID in the correct format in the MeetupID box below

## Enabling EventBrite Integration

The screen below shows the “EventBrite ID” option on the Add/Edit Event display. In order to use the EventBrite link features, your site must have the EventBrite integration features enabled by the System Manager.

### Eventbrite ID

First create your event in EventBrite, then create your Agoria event and Add the EventBrite ID

### Event Web Link

If there is a website for the event, put that address here.

E.g. “<http://www.battleproms.com/venues-dates/highclere-castle-saturday-1-august-2015.aspx>”



## Venue Web Link

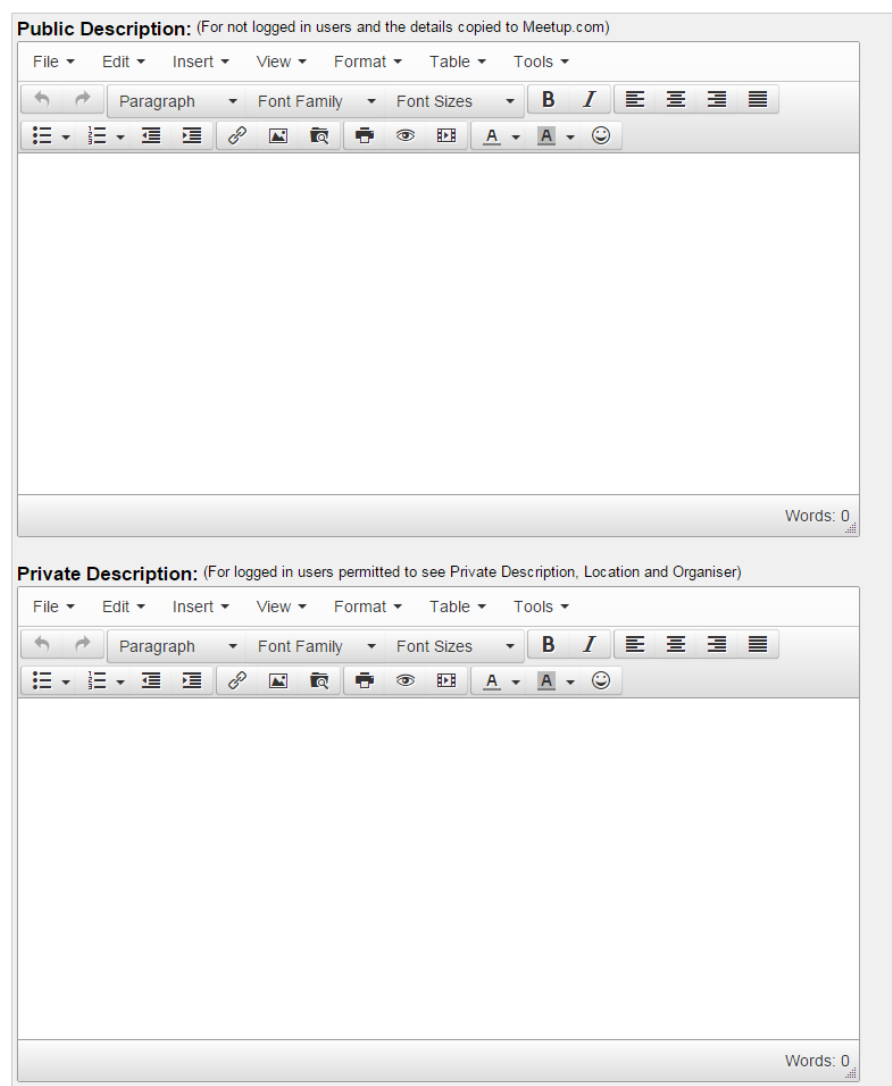
If there is a venue website, put that here.

E.g. “<http://www.royalalberthall.com>”

## Event Description

For details on the editing tool, read the user guide Agoria Content. There are two descriptions **Public** and **Private**.

The public description is displayed to **NOT LOGGED IN** website users, public permission logged in users and when the event “Visible To” setting is “Public”. The private description is only shown to those users with at least the permission selected in the “Visible To” setting for the event.



**Public Description:** (For not logged in users and the details copied to Meetup.com)

File Edit Insert View Format Table Tools

Paragraph Font Family Font Sizes B I Text Color Background Color Bulleted List Numbered List Indent Outdent Link Image Video Print Hide Show Font Color Font Size Smiley

Words: 0

**Private Description:** (For logged in users permitted to see Private Description, Location and Organiser)

File Edit Insert View Format Table Tools

Paragraph Font Family Font Sizes B I Text Color Background Color Bulleted List Numbered List Indent Outdent Link Image Video Print Hide Show Font Color Font Size Smiley

Words: 0

You can add images to the Description using the editing tools. Again, try to avoid using any abbreviations in your descriptions (unless they are widely used expressions) as search engines like Google do not like them.



### Organiser

Add the name, phone and email details of all organisers/hosts

### How to find us

Notable locations such as “Next door to the Bear Hotel, High Street”

### Event Fee

How much the event will cost. Break this down if it’s a combination of fees

### Book by Date

Date by which bookings must be made. If it is a special day, say make it clear.

### Attendee Limit

Select from drop down

### Display Settings

**DISPLAY SETTINGS**

Owner/Host: Bob AA-Clifford Can update the event details

Display To:

- Public (Private description visible to all users)
- Private** (Guest permission and above see the private description)
- Visitor (Temporary permission and above see the private description)
- Member (Member permission and above see the private description)
- Manager (Group Officer and above see the private description)

Allow Bookings:  Allowed  **Blocked** (Whether to allow bookings)

Featured Event:  Yes  **No** (Yes = Included in featured events at the top of the events bulletin)

Approved?:  **Approved**  On-Hold (whether approved for general display)

Show to Users:  **Show**  Hide (Whether shown to permitted users)

- **Owner Host**- Select from the dropdown list of members
- **Display to**- select the appropriate level to see the Private Detail otherwise the site use will see the public
- **Allow Bookings** – the system can keep a track of booking for you will either have a count or a email to event owner.
- **Featured Event** – set the event to the first page of the web site events list and bulletin
- **Approved** – Events can require approval by a group manager, this os set in the group details, this approves the event.
- **Show Hide** – this setting hides an event from all other than Group Officers and Managers



## Share with Agoria Websites

▼ **SHARE WITH AGORIA WEB SITES**

Select			
<input type="checkbox"/>	Group Name	Share with Web Site	Link Type
<input type="checkbox"/>	Share With All Groups In Network		
<input type="checkbox"/>	BNHIVC - Holidays & Travel	travel.bnhivc.org	Linked (Sub Group)
<input type="checkbox"/>	BNHIVC - Sports & Recreation		Linked (Sub Group)
<input type="checkbox"/>	London IVC Dev	test.londonivc.com	Linked (Peer)
<input type="checkbox"/>	Paris IVC		Linked (Peer)
<input type="checkbox"/>	West Surrey IVC	test.wsivc.org.uk	Linked (Peer)

shared events are managed by the originating group and event owner. Events may be shared with all groups in the network or with selected groups to which this group has network links.

You can share your events with other groups in your Network or just selected events. Ideal when you have a number of clubs that have similar interests.

One of the significant features of the Agoria Events system is the sharing of events. You can, with a little effort, share your events with groups similar to yours. This option applies to those groups in the relevant Agoria cluster that have been directly linked to your group.

This means, for example, that you could have a site in Community Hub called “Maidenhead Community Hub” and another called “Marlow Community Hub”. As these towns are quite close to each other, if you were organising a walking weekend in the Lake District, you may wish to invite Marlow members to join with your group. This option allows you to initiate an sharing of the with Marlow and places your event on their calendar as an external invite.

Bearing this in mind, make the details of these events as clear and as comprehensive as possible - use all the fields we have provided to act as a check list as well as information.

## Search Engine Plus Type, Activity and Resource Settings

▼ **SEARCH ENGINE PLUS TYPE, ACTIVITY AND RESOURCE SETTINGS**

**Search Description:**  (Max. 250 chars)

**Search Keywords:**  (Max. 250 chars)

**Activity:**  ▼

**Event Type:**  ▼ (if applicable)

**Resource:**  ▼ (if applicable)

- **Search Description** – this is added to the page description in the header.
- **Search Keywords** – not too many repeats and they must appear in the text
- **Activity** – select from drop down
- **Event Type** – select from dropdown (only shown if the group has Event Types)
- **Resource** – select from drop down (only shown if the group has Resources)



## Notes and Cost Details

▼ NOTES AND COST DETAILS

Event Notes:

Email Owner Text:   
(Use this to prompt for menu choices or other details in an email to the event owner)

Fixed :	<input type="text" value="0"/>	(Venue hire etc)	Food:	<input type="text" value="0"/>	(Cost / person)
transport:	<input type="text" value="0"/>	(Travel Costs)	Other:	<input type="text" value="0"/>	(Other costs)

These fields are visible only to group officers and managers

- **Event Notes** – Aid Memoir of event arrangement
- **Email Owner Text** – This is the initial default text included in an email to the event owner when booking by email. This is mostly for use with events where booking is required and not logged in users can request to book in by email. This is often used to indicate the information required for an email booking to be accepted such as the person's name, email address and phone number and menu choices etc.
- **Costs and other useful information** - to enable you and others to work out an events break-even point

The 'Where' and 'How to find us' are not the same thing - you might be going on the trip the Peak District (Where) but you start off from the Bear in Maidenhead (How to find us).

For those with SAT NAV the Postcode is very important -make an effort to find it.

If you're going to a Concert the Event Website could have some useful information and the Venue might be a hotel where you would like to book a room.

You can load a logo for the event which will appear on the site listing.

There are two descriptions 'Public' and 'Full' - the Public description is used where you wish to promote the event but force the potential attendee to contact you rather than the event provider. The Full description is where the member can see all that is useful.

There may be an entry charge for the event, or the organiser may arrange the ticket purchase and a coach, in which case the cost would include both.

A typical coach can seat 40 people, so this would be the capacity even if the trip were to the Albert Hall. In cases where there is a capacity limit, set the event to allow bookings. Book By Dates are frequently used to ensure you are able to collect the fees prior to confirming the event with the provider (such as a hotel for Christmas Party).



Although you may create an event, the Event Owner could be someone else in your group. You can select them from the dropdown list or the organiser could be someone else - enter their name and contact details.

Add Pay Message - these highlight to your membership that they have to pay at the time of BOOKING and whichever way you put it, booking without payment, remains a problem. To help you both Agoria and ActivityForum have booking status with Requested being the first level and this is changed by the event owner when they receive payment.

See the user guides

## **Event Sharing**

## **Copying Events to Meetup**