

# Ocean Road Community Centre

## Booking System use

A clear distinction must be made between what the public see and what a person who logs in can see.

### Public view

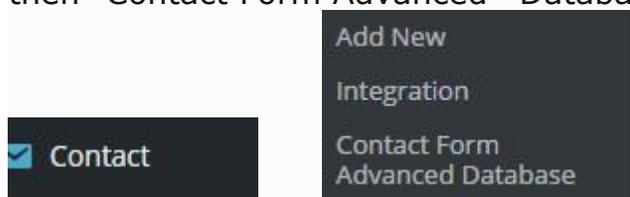
The public including a person wanting to make a booking sees all the regular pages on the website including the Hall Availability page. The Hall Availability page shows some instructions plus the calendar and the booking form.

The person wanting to make a booking (the submitter) simply fills in the Contact form. The form maybe modified as use etc. suggests changes. This form is not to be used by the system administrators, such as Trevor.

### Use of the Contact Form

When the sumitter presses the "Send" button the information collected will be automatically emailed to the administrators.

At the same time this Contact form information is recorded on a page accessible to the administrator from the Dashboard menu "Contact" and then "Contact Form Advanced Database"



So it is a sure fire way for the information to be received and stored.

### Administrators View

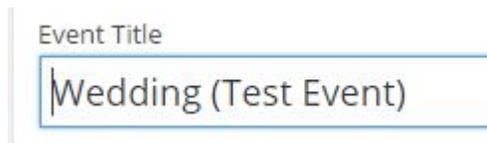
On receipt of an email notice of a booking the Administrator must login to the website. (Login by pressing the Login link on the bottom left of each page.)

The initial page will now be the login form. Enter the username "eventmanager" and the password supplied by the webmaster. Click Login.

You will now be in the Dashboard page which has a list of menus on the left hand side. Select My Calendar and a new submenu will now appear. This submenu will give you a list of operations you can make with the calendar.

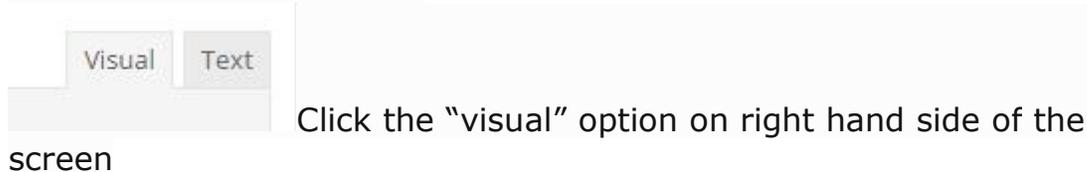
Select (click on) Manage Events and a list of events will show on the screen.

## Add a New Event

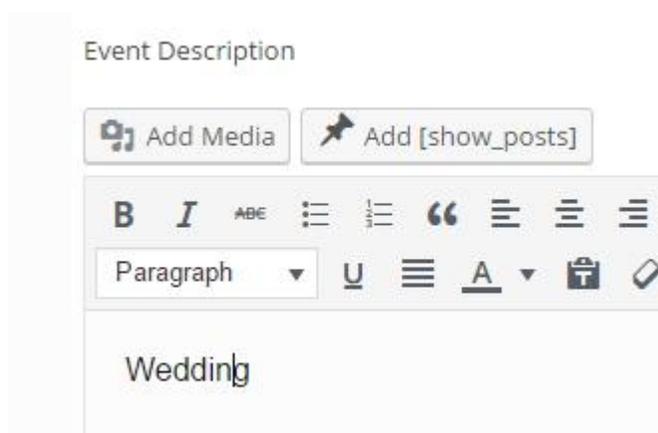


A screenshot of a web form showing an input field labeled "Event Title". The field contains the text "Wedding (Test Event)".

The first item to be checked is the Title. It is best kept to one or two words so that it will fit nicely on the calendar. Make sure the Title means something but does not include the submitters name for privacy reasons. I would not normally add the words Test Event but I wanted to highlight the fact that it was a test.



A screenshot of a form showing two toggle buttons: "Visual" and "Text". The "Visual" button is selected. To the right of the buttons, there is a text instruction: "Click the 'visual' option on right hand side of the screen".



A screenshot of a rich text editor for the "Event Description". It features a toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, quote, indent, and outdent. Below the toolbar, the text "Wedding" is entered in a paragraph format.

In the body of the Description area enter a short description of the event. This can be something different from the Title. Make sure that it means something to the event concerned. You may have to search for it later.

Category Afternoon ▼

Move down the page to and select Morning, Afternoon or Evening from the drop down menu and because this is an afternoon event, Afternoon is selected.

Further down the page find Date and Time (Year/Month/Day). Use the calendar and time drop down displays to assist finding the correct values.

#### Date and Time

Date (YYYY-MM-DD) 2016-07-10 From 12:30 PM To 05:00 PM

Click on the Scheduled Time and date to ensure you have it correct

#### Scheduled dates for this event

Editing a single date of an event changes only that date. Editing the root event changes all events in the series.

Delete 10/07/2016, 12:30 pm [Edit](#)

And further down the page we see this

#### Recurring

Repeats 0 times, every 1 Does not recur ▼

Your entry is the number of events after the first occurrence of the event: a recurrence of 2 means the event will happen three times.

As this is a single event make sure that it reads does not recur.

Later on we will deal with recurring options which mainly affect the users like Lions or Rotary.

And further down again we see Location which as a casual booking is set to "other"

#### Event Location

Choose a preset location: Other ▼ Current location: Other

Check your entries and press "Save Event"

If a booking runs over two time slots or periods, then it must be entered twice as two separate events. One for the morning and one for the afternoon or evening as the case may be. This is important to get it to correctly show on the Calendar.

## **Edit an Event**

The first thing is to locate the relevant entry in the list of events. Go to the Hall Availability page and look on the Calendar for the event. You will find it usually by the date and time of the event.

Click on the entry and a small drop down window will appear in which there will be another menu reading Edit or Delete. Press edit.

You will now be taken to the relevant page with the event concerned displayed. You can now change any particulars and then press save.

To **delete** the entry Click Delete and it will take you to the same page of showing the complete event again. Press delete and you will be taken to the list of events find the event click the box on the right hand side and then go to the option at the top of the list to delete the event. Seems a bit convoluted to delete an event but this is to ensure that you do not inadvertently delete an event.

## **To Check if the Date entered is correct**

If you want to check if the date is correct you need to go to [Manage Events](#) and click on [Edit](#) under the event name. You may then click on the box [Scheduled Dates](#) to view the date in normal format.

## **Recurring Bookings**

Recurring bookings are defined as those that occur on a weekly or monthly basis, such as the Lions Club bookings.

(these instructions will come later)