

# LCCEventsManager User Manual

## Contents

Description.....	2
Highlights .....	2
Topology Of Data .....	2
Categories .....	2
<i>Categories --&gt; Events</i> .....	2
<i>Categories --&gt; Events --&gt; Registrations</i> .....	2
Editor/Administrator Usage.....	3
Logging In.....	3
Accessing Modules .....	3
<i>Depending on the level of authority your accounts has been given, some Modules may not be available.</i> .....	3
Categories [ <i>Administrators</i> ] .....	3
Credentials [ <i>Administrators</i> ] .....	3
Events [ <i>Administrators, Editors</i> ] .....	3
Registrations [ <i>Administrators, Editors</i> ].....	3
Filtering Records .....	4
When logged in as an Administrator or Editor, you can filter the records returned in any Module by enter 'filter' terms (separated by spaces) in the box next to the 'Search Modules' button.....	4
AND Search.....	4
OR Search .....	4
If the 'Or' option is chosen, any terms found in a record will return that record. ....	4
Visitor Usage .....	4
Viewing/Registering for Events .....	4
Definitions .....	4
Modifications.....	4

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## Description

This document describes how to use the lccEventsManager program as a User.

The program site:

<http://lcc.ctc.edu/demo/projectid/LCCEventsManager>

lccEventsManager was developed to supply these capabilities:

- allow authorized persons to add/edit/maintain events
- allow web visitors register/unregister for events

## Highlights

### Credentials

- Credentials can be from the Program and/or from LDAP.
- Editors can be assigned to a specific Category to limit Events/Registrations they can manage.

### Categories

- Auto built link form supplying to websites for allowing Registrations

### Events

- If assigned a numeric Cap, will stop allowing Registrations when cap met.
- If a Registration is removed and the Event has a cap, a new registration can be made.
- If no Cap, unlimited Registrations allowed.
- Events can use the main Form for registering or provide an alternate version, full HTML supported.
- If Notifications contains an Email Address, new Registrations will send an Email to that address.

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## Topology Of Data

The following describes how the data sets relate to each other.

### Categories

Categories are used to categorize Events.

#### *Categories --> Events*

Events are used to allow registrations.

#### *Categories --> Events --> Registrations*

Registrations are person(s) signed up for Events.

## Editor/Administrator Usage

### Logging In

- go to the URL, i.e. [http...](#)
- Enter your **Log-In Id** and **Password**
- click **Access Program**

### Accessing Modules

- see Logging In
- click **Modules**

*Depending on the level of authority your accounts has been given, some Modules may not be available.*

### Categories *[Administrators]*

- see Accessing Modules
- click the **Module** drop-down
- choose **Categories**
- click **Search Settings**
- choose **Edit** or **Add**
- or-
- click on the **Public Link** for the **Public URL**

### Credentials *[Administrators]*

- see Accessing Modules
- click the **Module** drop-down
- choose **Credentials**
- click **Search Settings**
- choose **Edit** or **Add**

### Events *[Administrators, Editors]*

- see Accessing Modules
- click the **Module** drop-down
- choose **Events**
- click **Search Settings**
- choose **Edit** or **Add**

### Registrations *[Administrators, Editors]*

- see Accessing Modules
- click the **Module** drop-down
- choose **Registrations**
- click **Search Settings**
- choose **Edit** or **Add**

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## Filtering Records

When logged in as an Administrator or Editor, you can filter the records returned in any Module by enter 'filter' terms (separated by spaces) in the box next to the 'Search Modules' button.

### AND Search

If the 'And' option is chosen, all filter terms must be found in a record to return that record.

### OR Search

If the 'Or' option is chosen, any terms found in a record will return that record.

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## Visitor Usage

### Viewing/Registering for Events

- go to the URL, i.e. [http...](#)
- click [Sign Up](#)
- fill-out the form
- click [Submit Registration](#)

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## Definitions

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## Modifications

<b>NAME</b>	<b>DATE</b>	<b>MODIFICATION</b>
David Mielcarek	6/10/2013	Created
David Mielcarek	6/21/2013	Added Event Notifications

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End of document