

Quick Start: Using EventTools to Set Up an Ops Meet

This note walks you through basic setup for an operating meet: a weekend-sized get-together of 10 to 100 operators who operating on a dozen or so layouts.

There's additional information linked at the end, but we recommend you not read it at this point. EventTools has lots of features, and people can get lost in the details. We recommend you start by loading the basic aspects of your operating meet (by following this note), and then start to explore how the various features would work for you.

(This version of the note has been customized for the <http://adaumann.com> web site; adjust the URLs as needed for yours)

Get Started

- Get EventTools installed and configured on your web server.¹
- You can take a look at the index page (<http://adaumann.com/eventtools/>), but don't click on the links yet; we'll walk you through that later on.

Enter Some Layouts

- You enter or edit the layouts on the “Enter/Change Layouts” page: http://adaumann.com/eventtools/edit_layouts_all.php
- Go there. It should look like (the test layout might not be there):

Edit Layouts

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<input type="checkbox"/>	ID	Owner first name	Owner last name	Layout Name	Status	Access	Wheelchair access	Duck Entry	Street address	City	State	Zip code	Distance	Owner Email	Owner phone	Call time	Short Description	(Start of) Description, click view for rest
X	Sorted By: Owner last name ascending																	
<input checked="" type="checkbox"/>	9	Test first	Test Last	Test Layout	(0) Unknown	(1)...	N	N										

<< < Add View Change Copy Delete > >> Go to 1 ↕

6.249 milliseconds

- Click the “Add” button to get a screen that looks like this:

¹ That's usually done for you, but if you're installing EventTools yourself see the EventTools Admin manual.

Edit Layouts

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ID	<input type="text" value="0"/>
Owner first name	<input type="text"/>
Owner last name	<input type="text"/>
Layout Name	<input type="text"/>
Status	<input type="text" value="(0) Unknown"/>
Access	<input type="text" value="(1) Handicapped hostile"/>
Wheelchair access	<input checked="" type="radio"/> N <input type="radio"/> Y
Duck Entry	<input checked="" type="radio"/> N <input type="radio"/> Y
Street address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip code	<input type="text"/>
Distance	<input type="text"/>
Owner Email	<input type="text"/>
Owner phone	<input type="text"/>
Call time	<input type="text"/>
Short Description	<input type="text"/>
Full Description	<input type="text"/>

(There's a bit more further down) Fill it out:

- ID: You can't change this.
- Owner first name, Owner last name, Layout name: These will appear in listings
- Status: If you want this to appear to users, select the bottom entry "Offering Sessions". If you don't want it to appear (maybe you're still negotiating with the owner), select "Waiting approval". (There's more on this in the EventTools Admin manual)

Everything below this is optional. Fill it out if you want to and have the information. If you decide to use them, best if you fill it out consistently for all layouts.

- Access, wheelchair entry, duck entry: If you fill these out, people can sort on them when

looking through the pages on layouts.

- Street Address, City, State, Zip code, Distance: For your purposes, generally not visible to attendees (but see the description of creating a map web page in the manual)
- Owner email, Owner phone, Call time: never displayed to the attendees
- Short Description: Displays in the dense tables
- Full Description: Displays on layout pages

The rest are various other items that can appear on the layout web pages. You don't have to use any particular piece of information, but it's good to be consistent about what you fill out or not. EventTools can be configured to help with that by giving you a set of consistent choices to choose from, see the EventTools Admin manual.

Once you've filled out the info, click "Save" to store it and return to the prior screen. Alternately, if you have another layout to enter, click "More" to save it and give you a clean entry page.

Repeat until you've entered a good sample of layouts.

Check Your Layout Table

You can get an idea of how your content will look on your web site by checking some sample pages, also available from the main page:

- Index example: http://adaumann.com/eventtools/index_layouts.php
- Format example: http://adaumann.com/eventtools/format_all_layouts.php

You can go back and make changes to specific values later.

Define Operating Sessions

To define a basic operating session, you just need to specify the layout, start time and end time, and number of attendees.

- To define them, go to the "Edit Operating Sessions" page (http://adaumann.com/eventtools/edit_ops_add_layout.php) which looks like:

Edit Operating Sessions

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	Number	Layout	Location	Distance	Travel Time	Presenting Time	Start date/time	End date/time	Slots	Status	Note	2nd Layout
X	Sorted By: Layout ascending, Start date/time ascending											
0	0								0	(0) Unknown		0

4.869 milliseconds

(Ignore the "2nd layout" etc fields for now; they're for combined sessions where you have to work on one layout first, then the other)

- Click "Add". You'll get a new window:

Edit Operating Sessions

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Save More Cancel

Number	<input type="text" value="0"/>
Layout	Test Last (Test Layout) ▾
Location	<input type="text"/>
Distance	<input type="text"/>
Travel Time	<input type="text"/>
Presenting Time	<input type="text"/>
Start date/time	<input type="text" value="2011-07-04 00:00:00"/>
End date/time	<input type="text" value="2011-07-04 00:00:00"/>
Slots	<input type="text"/>
Status	(0) Unknown ▾
Note	<input type="text"/>
2nd Layout	None ▾
3rd Layout	None ▾
4th Layout	None ▾

Save More Cancel

6.691 milliseconds

You can't change the “Number” field. For the rest, enter:

- Layout – select a layout from the ones you've already defined.
- Location, Distance, Travel Time: Hints for attendees to help them select sessions to request
- Presenting Time: If you want to display something other than the exact start time, e.g. “Sunday Morning” instead of “2017-01-02 10:30:00”, enter it here.
- Start date/time, End date/time: Enter in the format “2011-07-04 00:00:00” with a 24-hour clock
- Slots: Enter the max number of attendees you want to schedule; don't include the owner, helpers, or others who aren't being scheduled in.
- Status: “Waiting Approval” if it shouldn't show on the web yet, “Offering Sessions” if it should be. You can use “Waiting Approval” if you're still negotiating with the owner, but want to reserve the timeslot, for example.
- Note: Just for you, not displayed to the user.

Check your Sessions

To get a look at the sessions, go to:

- Operating Session Index (http://adaumann.com/eventtools/index_ops.php): This shows a compact listing

- Operating Session vs Day (http://adaumann.com/eventtools/view_ops_by_day.php): This shows a grid of available sessions by time. (It doesn't work well until you have a few sessions defined for each day, so please ignore any error messages until then)

Connect to Your Web Site

Finally, embed EventTools code in your web site so that the site shows the layout and session information, and contains the registration form.

To do that, proceed to the “EventTools Administration Guide” document.