

JEvents – Invitations, Attendance Registration and Reminders

An addon available to club members that that allows you to send email invitations to events/meetings, record intended attendance and allows users to request email reminders of these events.

This is a brief overview of the functionality of this addon.

1. Event Editing

When you first edit an event you will be asked if you want to enable attendance registration, sending invites and allowing reminders.

Event Attendance

Attendance Options

Allow attendance registration? Yes No By invitation only

Create invites to the event Yes No

Allow reminder emails Yes No

If you enable attendance registration you will be give further options:

- Is cancellation allowed?
- Should attendance be tracked for the event as a whole (i.e. all the repeats treated as one event) or on a repeat by repeat basis?
- Do you want to show logged in users a list of confirmed attendees?

Note that for the attendance registration and the display of confirmed attendees that you can keep this private to invited persons only.

Event Attendance

Attendance Options

Allow attendance registration? Yes No By invitation only

Allow attendance cancellation? Yes No

Track attendance for? Event as a whole (i.e. all repeats together) Each repeat

Show list of attendees? Yes No By invitation only

Create invites to the event Yes No

Allow reminder emails Yes No

2 Enabling Invitations

If you enable invitations you can customise the default invitation email message and subject. **Note that you will add the invitees from the event detail page.**

Event Attendance

Attendance Options

Allow attendance registration? Yes No By invitation only

Allow attendance cancellation? Yes No

Track attendance for? Event as a whole (i.e. all repeats together) Each repeat

Show list of attendees? Yes No By invitation only

Create invites to the event Yes No **Add invitees from the event detail page after saving**

Invitee Email Message

You can use the following fields in the subject line or message body:

{NAME} = user's name
{EVENT} = Event title
{DATE}%d %B %Y{/DATE} = Event date, change format string if needed
{LINK}iinktext{/LINK} = a link to the event
{CREATOR} = Event Creator's name

Subject You are invited attend {EVENT} ON {DATE}%d %B %Y{/DATE}

B I U ABC | | | | | Styles | Format

| | | | | | | | | | |

| x_2 | x^2 |

Hello {NAME}
You are invited attend {EVENT} ON {DATE}%d %B %Y{/DATE}.
View event details and confirm your attendance {LINK}here{/LINK}
{CREATOR}

Path:
Toggle editor

Allow reminder emails Yes No

3. Enabling Reminders

If you enable email reminders then again you can customise the message and subject. Again you can choose to sent a single reminder to cover all repeats or a separate reminder per repeat.

Event Attendance

Attendance Options

Allow attendance registration? Yes No By invitation only

Allow attendance cancellation? Yes No

Track attendance for? Event as a whole (i.e. all repeats together) Each repeat

Show list of attendees? Yes No By invitation only

Create invites to the event Yes No

Allow reminder emails Yes No

Remind me before each repeat Once before start of the event/first repeat Each repeat

Reminder Email Message

You can use the following fields in the subject line or message body:

{NAME} = user's name
{EVENT} = Event title
{DATE}%d %B %Y{/DATE} = Event date, change format string if needed
{LINK}inktext{/LINK} = a link to the event
{CREATOR} = Event Creator's name

Subject

B *I* U ABC | | Styles | Format

Hello {NAME}
This is your event reminder.
The event '{EVENT}'
takes place: {DATE}%d %B %Y{/DATE}
View event details {LINK}here{/LINK}
{CREATOR}

Path:

4. Adding Invitees

Logged to the frontend of the site (as the event creator or super admin) and viewing the event gives you the option to add invitees.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

This tests event invitations and reminders

Attend this event

Attendees

Invitees

Current Invitees and Status

Type a name in the text box and the select box will automatically update showing the list of matching users.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00 by [Admin](#)

This tests event invitations and reminders

Attend this event

Attendees

Invitees

Search for invitees by name or username

Potential Invitees **Current Invitees and Status**

Click to invite user

Fred Flintstone (test) ▲

▼

Back

Clicking a name adds the user to the list of potential invitees.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

by [Admin](#)

This tests event invitations and reminders

Attend this event

Attendees

Invitees

Search for invitees by name or username

Potential Invitees

Click to invite user

Current Invitees and Status

Invitee	Click to cancel	Email sent?	Event viewed?	Attending event?
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Fred Flintstone (test)	<input type="button" value="✖"/>			
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Continue adding users in this way - you can cancel any mistakes by clicking the cancel icon next to each name.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

by [Admin](#)

This tests event invitations and reminders

Attend this event

Attendees

Invitees

Search for invitees by name or username

Potential Invitees

Current Invitees and Status

Invitee	Click to cancel	Email sent?	Event viewed?	Attending event?
---------	-----------------	-------------	---------------	------------------

Fred Flintstone (test)	<input type="button" value="✖"/>			
Anna (Anna)	<input type="button" value="✖"/>			
Fred Floin (fred joomla)	<input type="button" value="✖"/>			

5. Confirming Invitation List

So far you have only created a list of potential invitees - the list has not been saved. You can do this in 2 ways - either click "Update Invitees" (which stores the invitations in the databased but does not send out invitations) or "Email New Invitees" (which stores the invitations in the databased AND sends out invitations).

After the emails have been sent this list will flag those that were sent successfully.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

This tests event invitations and reminders

Attend this event

Attendees

Invitees

Add Invitee(s)

Current Invitees and Status

Resend Email Invitations

Invitee	Click to cancel	Email sent?	Event viewed?	Attending event?
Anna (Anna)				
Fred Flintstone (test)				
Fred Floin (fred joomla)				

If any failed you will be given an extra option to resend failed emails.

6. Site Visitors – Accepting Invitations etc.

When a visitor views this event (but is not logged in) they are prompted to login.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

This tests event invitations and reminders

You must login to confirm your attendance.

After logging in they can confirm their attendance.

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

This tests event invitations and reminders

Attend this event

After marking their attendance each time they view this event their attendance status is visible to them

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

This tests event invitations and reminders

You have confirmed that you will attend this event.

7 Requesting Reminder Emails

If reminder emails have been enabled the our attendee can click a checkbox to request a reminder for the event.

Invites, Reminders and Attendance

Wednesday, 26 August 2009, 08:00 - 17:00

by [Admin](#)

This tests event invitations, reminders and attendance registration.

Attend this event

Remind me before this event/first repeat

Attendees

Fred Flintstone

8 Event Admin view after users have viewed the event

The event creator sees a list of those who have viewed the event and those who have accepted - and at any time can resend the email invitation (which will only go to those who have not confirmed their attendance).

Test Invites/Reminders

Wednesday, 26 August 2009, 08:00 - 17:00

This tests event invitations and reminders

Attend this event

Attendees

Fred Flintstone

Invitees

Add Invitee(s)

Current Invitees and Status

Resend Email Invitations

Invitee	Click to cancel	Email sent?	Event viewed?	Attending event?
Anna (Anna)				
Fred Flintstone (test)				
Fred Floin (fred joomla)				