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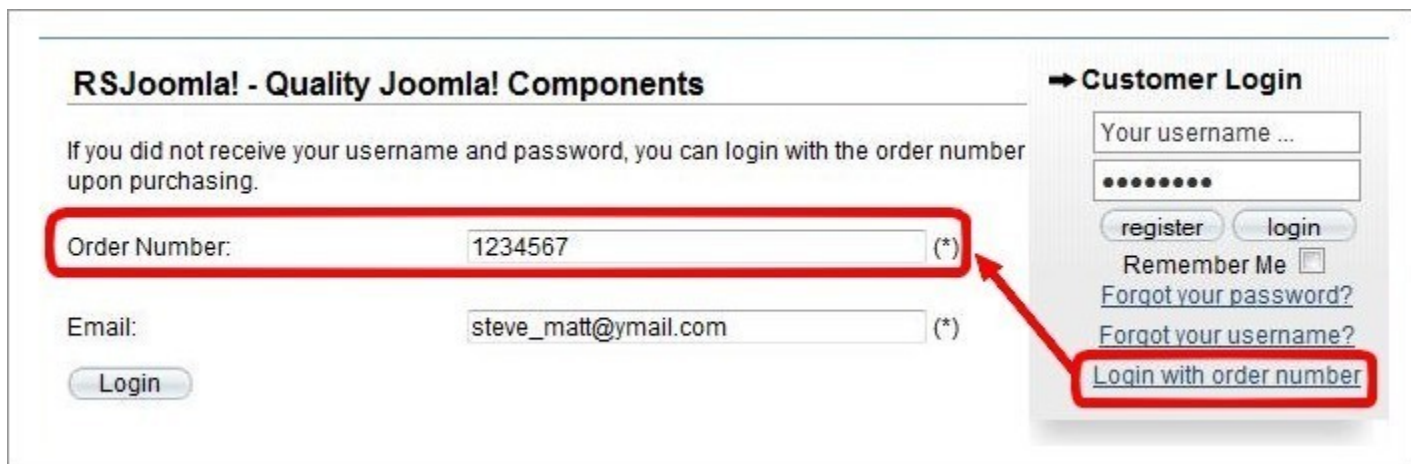
## Step 1: Purchasing a RSEvents! membership

When you purchase a membership for the first time, a RSJoomla! account is automatically created for unregistered users, after the purchase has been approved. The transaction along with the user details are sent on the registration email.

Upon transaction, users have 2 ways of accessing the [www.rsjoomla.com](http://www.rsjoomla.com) account and download RSEvents!:

1. Login with the user and password automatically created and sent through email, during the transaction process, using the **Customer Login** form.
2. Login with the order number received on the user email.

### Login with the order number



The screenshot displays the RSJoomla! Customer Login interface. On the left, under the heading "RSJoomla! - Quality Joomla! Components", there is a message: "If you did not receive your username and password, you can login with the order number upon purchasing." Below this, there are two input fields: "Order Number:" with the value "1234567" and "Email:" with the value "steve\_matt@ymail.com". A red rectangle highlights the "Order Number:" field, and a red arrow points from the "Login with order number" link in the "Customer Login" sidebar to this field. The "Email:" field is also highlighted with a red rectangle. A "Login" button is located below the email field. On the right, the "Customer Login" sidebar contains fields for "Your username ..." and a password field (represented by dots). It also has "register" and "login" buttons, a "Remember Me" checkbox, and links for "Forgot your password?" and "Forgot your username?". The "Login with order number" link at the bottom of the sidebar is highlighted with a red rectangle.

## Step 2: Downloading RSEvents!

In order to download RSEvents! you will need to:

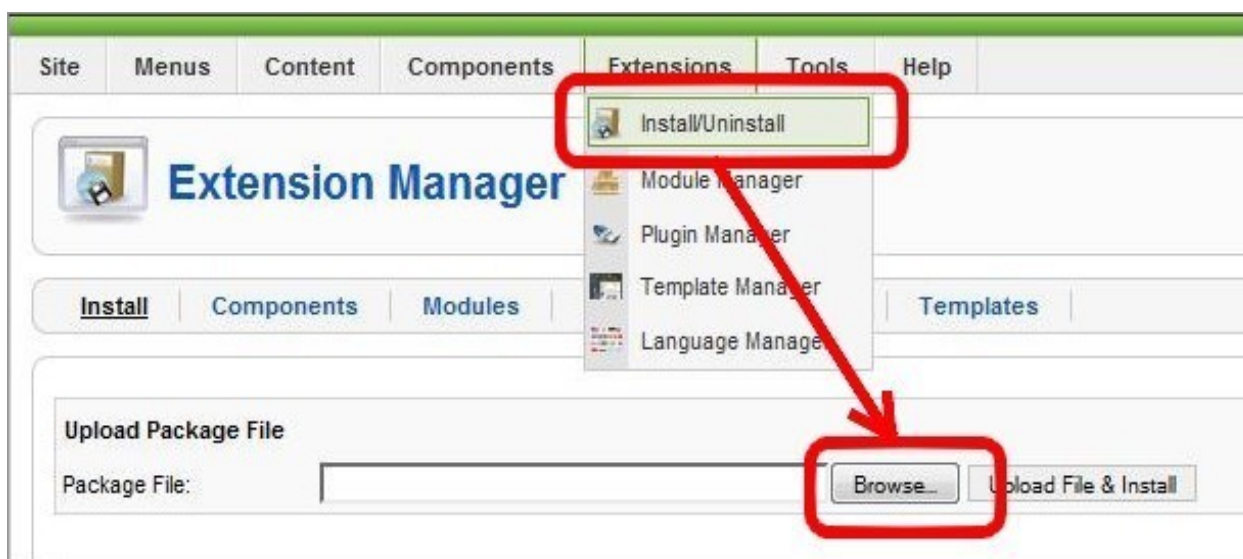
- log in on [www.rsjoomla.com](http://www.rsjoomla.com) with the user details or the order number received by email;
- in the right side, you will find a section dedicated to RSJoomla! customers: **Customer Login**, click on the **View my downloads** area

- all the user's memberships are listed in the **Customer downloads** section, click on **RSEvents! membership >> Downloads >>RSEvents! Files >> Component >> Download RSEvents! for Joomla 1.5 and Joomla! 1.6**

## Step 3: Installing RSEvents!

Path: **Joomla! backend panel >> Extensions >> Install/Uninstall**

In the back-end panel, head to *Extensions >> Install/Uninstall*, browse the com\_rsevents.zip package file and click “*Upload File&Install*” button.



## Step 4: Configure RSEvents!

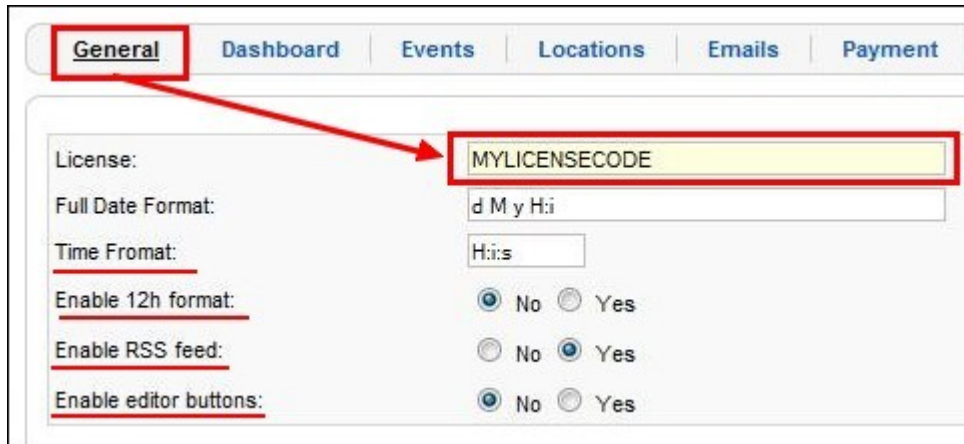
Path: **Joomla! backend panel >> Components >> RSEvents! >> Settings**

### 4.1 General settings

Path: **Joomla! backend panel >> Components >> RSEvents! >> Settings >> General**

- **Add the license code** to be able to receive RSEvents! updates, directly in the backend panel. To generate the license code, access your [www.rsjoomla.com](http://www.rsjoomla.com) account and head to “*Customer downloads*” area >> **RSBlog! membership >> Licenses**.

- **Date format** - You can set the date format you want to use in RSEvents!. You can get syntax documentation [here](#).
- **Enable 12h format** - Enable/Disable 12h format for your events.
- **Enable RSS feed** - Enable/Disable 12h RSS feed.
- **Enable editor buttons** - Enable/Disable the editor buttons (WYSIWYG) in RSEvents!.



General | Dashboard | Events | Locations | Emails | Payment

License: MYLICENSECODE

Full Date Format: d M y H:i

Time Fromat: H:i:s

Enable 12h format: ☒ No ☐ Yes

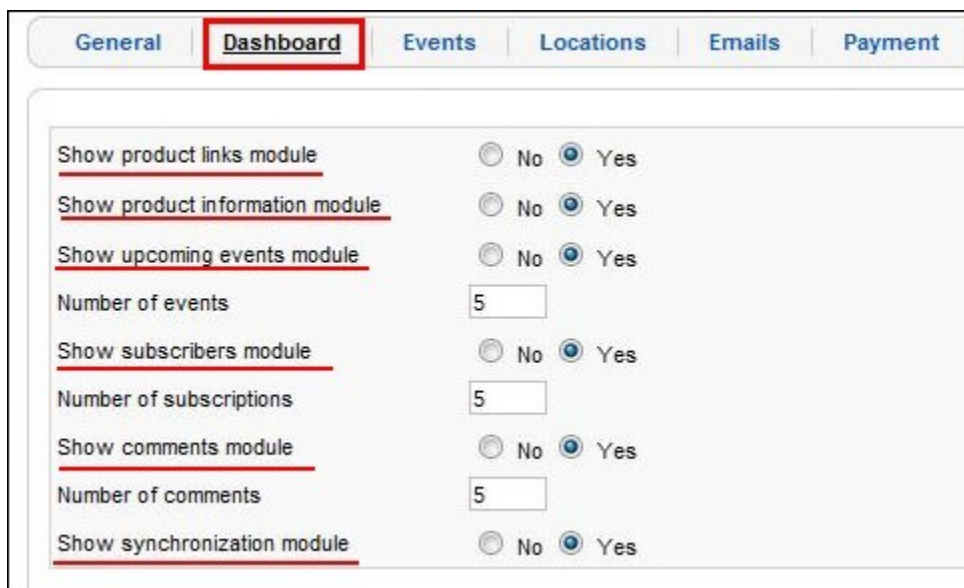
Enable RSS feed: ☐ No ☒ Yes

Enable editor buttons: ☒ No ☐ Yes

## 4.2 Dashboard settings

Path: **Joomla! backend panel >> Components >> RSEvents! >> Settings >> Dashboard**

The **RSEvents! Dashboard Settings** area allows you to control what modules should be displayed in the dashboard area: **Upcoming Events, Last Comments, Synchronization (Google Calendar and Facebook Events), last subscribers, product information and icons.**



General | **Dashboard** | Events | Locations | Emails | Payment

Show product links module ☐ No ☒ Yes

Show product information module ☐ No ☒ Yes

Show upcoming events module ☐ No ☒ Yes

Number of events 5

Show subscribers module ☐ No ☒ Yes

Number of subscriptions 5

Show comments module ☐ No ☒ Yes

Number of comments 5

Show synchronization module ☐ No ☒ Yes

## 4.3 Events

### 4.3.1 Event general settings

- **Event Intro Layout** - In the front-end, you can generate various lists of events based on category, location or date interval. The events will show an intro. This intro can be customized with the Event Intro Layout. The default is the Google search results style (title, small description and links). Here, you can use some of the event placeholders.

**Piano Concerto No. 3 (Rachmaninoff)**  
The Piano Concerto No. 3 in D minor, Op. 30, by Sergei Rachmaninoff (colloquially known as "Rach 3") is famous for its ...  
At The British Library from 31 Mar 11 20:00 to 31 Mar 11 22:00 - Hosted by Julia - [Piano concerts](#) - [Details](#)

**London Z Day 2011 Main Event**  
London Z Day 2011 Main EventThis year, the worldwide Z Day main event will be in London at Friends House on Sunday the 13th of March from 1.30pm to 9pm. There will be a series of presentations and lectures from various ...  
At The British Library from 23 Feb 11 20:00 to 23 Feb 11 22:00 - Hosted by me - [Conferences](#) - [Details](#)

**Event intro layout**



Example:

```
<p>
<a href="{EventLink}"><strong>{EventName}</strong></a>
{EventSubtitle}
<p>{EventDescription}</p> At <em>{LocationName}</em> from {EventStartDate} to
{EventEndDate} - Hosted by {EventHost} - {CategoryName} -
<a href="{EventLink}">Details</a>
</p>
```

#### Example:

The 'class="rsevents\_full"', from the {EventFullClass} placeholder, is a customizable class and it will be used only when displaying the full events in the Event Intro Layout. You can set this class in any CSS files from RSEvents! or in your template and it will mark the full events in the Event Intro Layout.



- **Guest Menu Options** - Allows you to select which links will be displayed in the Guest Menu.
  - Show invite link - Will display the Invite People option in the Guest Menu
  - Show outlook link - Will display the Add to Outlook option in the Guest Menu
  - Show print link - Will display the Print Event option in the Guest Menu
- **Moderation Settings** - You can set which email address will receive the moderation emails, when an event or location is posted. The email messages will only be sent if moderation is enabled in the Groups section.
- **Auto Archive**
- **Enable Auto Archive** - yes/no
- **Archive expired events after** - configurable delay between the time of the event expiration and archive flag
- **Comments** - You can integrate RSEvents! with JomComment and JComments. These extensions allow you to add commenting to your event page. You must have Jcomments or JomComment installed on your Joomla! in order to see these options.

### 4.3.2 Event registration

Here, you can configure general event registration settings: booking message, guest registration, registration form, and registered users details.

1. **Full booking** - Allows you to customize the message for when the booking is full.
2. **Event Registration** - Allows you to select the type of registration for the events.
  - **Enable Registration of Guests** - allow guest users to register to a event (without creating a user)
  - **Enable Multiple Registration** - allow users to register multiple times to an event
  - **Registration Method** - redirect to registration page / create user automatically upon registration
  - **Redirection link** - redirects to the page where a guest can create a user
  - **Enable auto-approve user** - the subscriber is automatically approved
  - **Default Registration Form** - upon creating an event, you can select a registration form by default (if multiple are used via the RSEvents! - RSForm!Pro plugin – see [step 8.2.3.3 Create custom registration forms with RSEvents! and RSForm!Pro](#))
3. **Registered users details** - Allows you to select the details that will be displayed for the registered users.
  - **User details** - select the user details that will be displayed
  - **Avatar** - select the avatar that will be displayed for the user
  - **Link user to** - the profile to which the user will be linked to: Community Builder, Joomunity and JomSocial
  - **Link "Hosted by" to user profile?** - select if the user displayed in the Hosted By field be linked to a profile
  - **Link "Posted by" to user profile?** - select if the user displayed in the Posted By field be linked to a profile

Event settings **Event registration** Files, Extras & Icon settings Event sharing & rating

**Full Booking**

Message for when booking is full: This event is full

**Event Registration**

Enable Registration of Guests: ☐ No ☒ Yes

Enable Multiple Registration: ☐ No ☒ Yes

Registration Method: ☐ Redirect to registration page ☒ Create user account automatically u

Redirection link: Joomla Registration

Enable auto-approve user: ☒ No ☐ Yes

Default Registration Form: Default form

**Registered users details**

User details: Name

Avatar: Gravatar

Link user to: No profile

Link 'Hosted by' to user profile? ☒ No ☐ Yes

Link 'Posted by' to user profile? ☒ No ☐ Yes



**Note:**

- If you want to allow users to subscribe to events, each time you create a new event, you must enable the user registration option in the “Events” tab.

### 4.3.3 Files, extras and icon settings

1. **Event Icon** - Allows you to enable/disable the event icon for your events and to edit it
  - Enable event icon - enable/disable the event icon
  - Small icon width - the width of the small icon
  - Big icon width - the width of the big icon

2. **Files allowed** - Enter a list of allowed files users are allowed to upload on their events. We strongly recommend to use the usual extensions: txt, jpg, jpeg, gif, png, pdf, zip.
3. **Extras** - Allows you to enable/disable the extra options for event adding:
  - Flash - Allow users to post flash widgets on their event page
  - Youtube - Allow users to add youtube videos on their event page
  - Mp3(Imeem) - Allow users to have a player with music from Imeem.com
  - Meebo chatrooms - Allow users to create chat rooms on the event page
  - Enable Flickr - Allow users to add flickr photo albums (needs api key)
  - Photos to display in event layout - number of photos that are displayed on the event page



**Note:**

- Event icons must be reuploaded each time you modify their dimensions.

General | Dashboard | **Events** | Locations | Emails | Payment | Synchronizations

Event settings | Event registration | **Files, Extras & Icon settings** | Event sharing & rating

**Event Icon**

Enable event icon: ☐ No ☒ Yes

Small icon width:  px

Big icon width:  px

**Extras**

Enable flash: ☐ No ☒ Yes

Enable youtube: ☐ No ☒ Yes

Enable MP3: ☐ No ☒ Yes

Enable meebo: ☐ No ☒ Yes

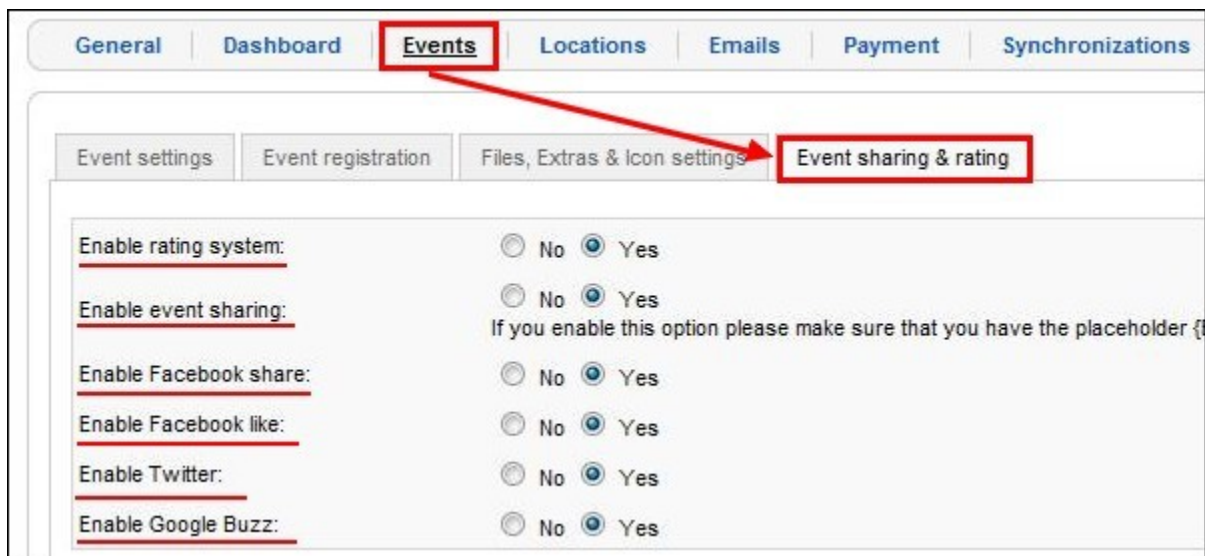
Enable Flickr: ☐ No ☒ Yes

Flickr Api Key:  [Request key](#)

Photos to display in event layout:

#### 4.3.4 Event sharing and rating

- **Enable rating system** - Enable or disable the rating system for events
- **Enable event sharing** - Enable or disable the sharing of events on Facebook, Twitter and Google Buzz
- **Enable Facebook share** - Enable or disable Facebook share
- **Enable Facebook like** - Enable or disable Facebook like
- **Enable Twitter** - Enable or disable sharing of the event on Twitter
- **Enable Google Buzz** - Enable or disable the event sharing on Google Buzz



#### 4.4 Location settings

Path: **Joomla! backend panel >> Components >> RSEvents! >> Settings >> Location**

Here, you can enable for your event locations Google Maps and Geocode

- Enable **Google Maps** plugin - will show the location on google maps
- Enable **Geocode**: when the option is enabled, you can the event address and the geocode map will assign the coordinates on the map.

<a href="#">General</a>	<a href="#">Dashboard</a>	<a href="#">Events</a>	<b><a href="#">Locations</a></b>	<a href="#">Emails</a>	<a href="#">Payment</a>	<a href="#">Synchronizations</a>
<div> <div>Enable Google Maps:</div> <div> <input type="radio"/> No           <input checked="" type="radio"/> Yes         </div> </div> <div> <div>Enable Geocode:</div> <div> <input type="radio"/> No           <input checked="" type="radio"/> Yes         </div> </div> <div> <div>Google Map type:</div> <div>Normal ▼</div> </div> <div> <div>Zoom level:</div> <div>10</div> </div> <div> <div>Google Maps API Key:</div> <div>ABQIAAAADJof0-rU9cd_UQpwwYt-RRcLw56R1-kV5fu34luxGKdupWULBSAXw</div> </div> <div> <div>Center</div> <div>44.213709909702054,27.333984375 <a href="#">Change</a></div> </div>						

- Google Map type - **normal/hybrid/satellite**.



- Google Maps API key (required to activate this plugin): lets you embed Google Maps in your own web pages - you can get the API key from [here](#).
- Center - configurable map center.

## 4.5 Emails settings

Path: **Joomla! backend panel >> Components >> RSEvents! >> Settings >> Dashboard**

RSEvents! allows you to send invitation emails, on registration, on activation (when registration is approved) and after the event ends. Each field in the Emails section can incorporate the placeholders available for the settings area.

With RSEvents!, you can send **HTML** and **text** emails, with the following configurable options:

- From: - The e-mail address from which the mail should appear as being sent from
- From Name - The name of the sender
- Reply-To - Set who the subscriber should reply to



General | Dashboard | Events | Locations | **Emails** | Payment | Synchronizations

From:   
 From Name:   
 Reply to:   
 CC:   
 BCC:

☒ Invite E-mail ☒ Registration E-mail ☒ Activation E-mail ☒ Unsubscribe e-mail ☒ Reminder E-mail ☒ Post Reminder E-mail

Subject:

Mode(Text/HTML): ☐ Text ☒ Html

Enable optional message: ☒ No ☐ Yes

`<p>Hello ,</p>  
 <p>You have been invited to {EventName} which starts on {EventStartDa  
 will end on {EventEndDate} at {LocationName}</p>  
 <p>{EventName} {message}</p>`

The following emails are sent with RSEvents!, when enabled:

- **Invite e-mail:** this email is sent to users that are invited to events.
- **Registration e-mail:** this email is sent to users that registered an event.
- **Activation e-mail:** this email is sent to users after subscribing to event.
- **Unsubscribe e-mail:** this email is sent to event users that requested to be unsubscribed
- **Reminder e-mail:** this email is sent to subscribers before the event starting/ending date, within a specified number of days.
- **Post reminder e-mail:** this email is sent to subscribers after the event ending date.

The following placeholders are available through the RSEvents! settings area (including in the “Event Intro” area - see [step 4.3.1 Event general settings](#)):

• {EventName}	• {EventDescription}	• {EventStartDate}
• {EventStartDateOnly}	• {EventStartTime}	• {EventEndDate}
• {EventEndDateOnly}	• {EventEndTime}	• {EventHost}
• {EventSubtitle}	• {EventURL}	• {EventPhone}
• {EventEmail}	• {LocationName}	• {LocationDescription}
• {LocationURL}	• {LocationCountry}	• {LocationCity}
• {LocationAddress}	• {LocationZip}	• {LocationState}
• {EventCategories}	• {EventIcon}	• {EventIconSmall}
• {EventIconBig}	• {EventLocationHref}	

## 4.6 Payment settings

Path: **Joomla! backend panel >> Components >> RSEvents! >> Settings >> Payment**

Here, you can select the default payment system used by RSEvents! when users subscribe to paid events.

The default payment options are “Wire Transfer” or “No Payments”(if you wish your events to be free.). It can be easily extended to PayPal, 2Checkout and Authorize.NET, using the RSEvents! specific plugins: **PayPal Payment Plugin, 2Checkout Payment Plugin, Authorize.net Payment Plugin.**

The additional payment plugins can be downloaded from your [www.rsjoomla.com](http://www.rsjoomla.com) website >> **Resources>> Customer downloads >> RSEvents! membership.**

- **Allow users to sell their own tickets through PayPal:** if this option is enabled the event owner will be able to receive payments on their configured PayPal address.
- **Payment currency:** currency used for prices
- **Thousands separator**
- **Decimal separator**
- **Number of decimals**

## 4. 7 Synchronization settings

RSEvents! allows you to import events from Facebook and Google Calendar The synchronization module must be previously configured.

The synchronization module includes 2 applications: the “Google calendar” and the “Facebook events”.

### 4.7.1 Configure Google Calendar

The Google Calendar synchronization allows you to import events to RSEvents! directly from the admin dashboard within a click.

**Step 1:** Add the Gmail account address.

**Step 2:** Add the Gmail password.

**Step 3:** Choose the default category of the imported events - you can choose in what category will the events be added.

**Step 4:** Choose the default location of the imported events - you can choose to add the events to a certain location, or create a new location entry based on the Google event location.

**Step 5:** Save the new settings and click on the “Synchronize” button.

The screenshot shows the RSEvents! admin dashboard with the 'Synchronizations' tab selected. The 'Google Calendar' section contains the following fields:

- Username: user@gmail.com
- Password: [masked]
- Add this category to the new events: All Events
- Add this location to the new events: Create new location based on the event location
- Synchronize button



**Note:**

- Save the new Google Calendar settings and then click the “Synchronize” button.



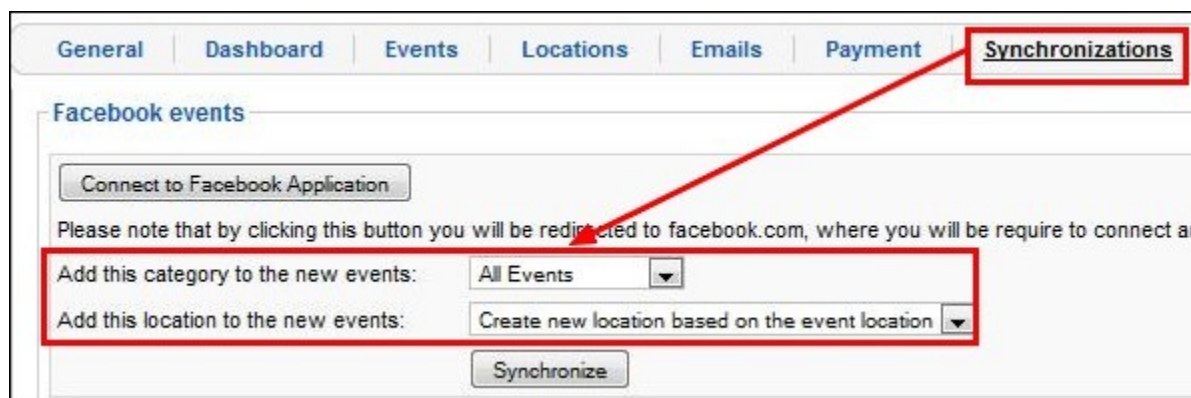
## 4.7.2 Configure Facebook events

**Step 1:** Choose the default category of the imported events

**Step 2:** Choose the default location of the imported events - you can choose to add the events to a certain location, or create a new location entry based on the Facebook event location.

**Step 3:** Click on the “Synchronize” button

**Step 4:** Connect with the Facebook application - you will be redirected to [facebook.com](https://facebook.com), where you will be required to allow the RSEvents! access.



### Note:

- Before allowing the RSEvents! access to Facebook!, click the “Synchronize” button to synchronize the configured data.

## Step 5: Add user permissions

Path: **Joomla! backend panel >> Components >> RSEvents! >> Groups**

The **Groups** tab allows you to set different permissions for your Joomla! user groups: *permissions to edit, delete, post events, upload/download files, create and edit locations*. You can set permissions related to *events* and *locations*:

### Events

- **Users in this group can post events** : this setting will allow users in the group to create their own events(from the front-end);

- **Event requires moderation** : when a new event is created by an user, if this option is enabled, it will automatically be set to unpublished and an administrator will have to approve it;
- **User in this group can edit events** : users that belong to the specified group can edit events(from the frontend);
- **Users in this group can delete events**
- **Allow event registration** : allows/denies users of this group to register to events;
- **Allow event registration cancellation** : allows/denies users to unsubscribe from an event;
- **Allow users to download files** : allows/denies users the possibility to view and download event related files;
- **Allow users to upload files** : allows/denies users to upload files upon creating a new event;

## Locations

- **Allow users to create locations** : allows/denies users to add their own locations(from the front-end);
- **Users in this group can edit locations** : allows/denies users of this group to edit locations(from the front-end);
- **Locations require moderation** : after a location has been added(front-end), if this option is enabled, location is unpublished until approved by a moderator;

## Step 6: Create event categories

Path: **Joomla! backend panel >> Components >> RSEvents! >> Categories**

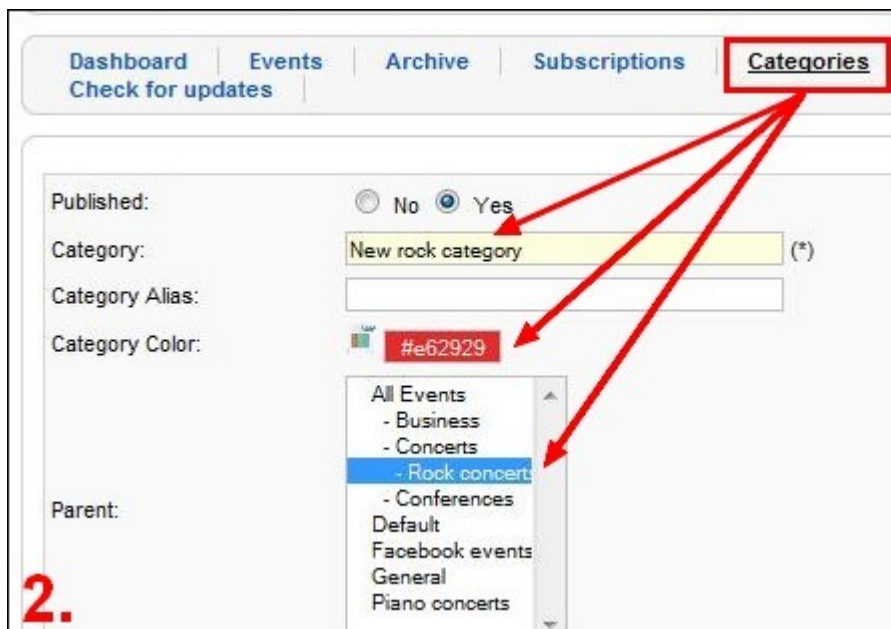
This tab displays a list of all defined categories, offering the possibility of adding, editing or deleting.

Color coding has been added to the category. Basically this will allow a user to identify the category of the event by color. The color coding will be used in the RSEvents! calendar view (if color coding is enabled in the calendar menu item - see [step 14.1 List events calendar in frontend](#)).

**Step 1:** In the “Categories” tab, click on the “New” icon located on the right panel.



**Step 2:** Add the category name, alias, color and parent.  
By default, a category enables an "alias" option that is used for SEF link generation.  
To create a subcategory, simply choose an existing category as a parent.



If you need to list event categories/subcategories in frontend, you can use the **RSEvents! List Categories Menu Item** - see [step 14.2 List RSEvents! categories](#).

## Step 7: Create event locations

Path: **Joomla! backend panel >> Components >> RSEvents! >> Locations**

In the “**Locations**” tab, click the “New” icon located on the right side of the panel.



Add the location details: name, alias, URL, address, zip, city, state, country.

RSEvents! goes even further, integrating Google maps by default, thus offering the possibility to pinpoint the location.

Click on the “Add coordinates” button.

A screenshot of the Joomla! backend interface showing the 'Locations' form. The form has several input fields: Published (radio buttons for No and Yes, with Yes selected), Location Name (text input with 'New location' and a red asterisk), Location Alias (text input), Location Url (text input), Location Address (text input with 'St Katharine's Way London E1W 1LD' and a red asterisk), Location Zip (text input with '900128'), Location City (text input with 'London'), Location State (text input with 'UK'), and Location Country (text input with 'UK'). Below these fields is a button labeled 'Add coordinates' (highlighted with a red box). A red arrow points from the 'Add coordinates' button to the 'Location Address' field. A large red number '2.' is in the bottom left corner of the screenshot.

RSEvents! automatically pinpoints the entered location address on Google Maps.



See [step 14.4.1 List locations](#), if you want to list event locations in frontend.

## Step 8: Create events

The Events Manager is a list that allows you to browse and manage all the events created within your RSEvents! installation. In the Manage Events screen, you are able to quickly change some event property. You can publish and unpublish an event, you can delete, edit and add a new event on the run.

These actions are available in the default control area of Joomla (top-right). The events manager table columns are:

<a href="#">Dashboard</a>	<a href="#">Events</a>	<a href="#">Archive</a>	<a href="#">Subscriptions</a>	<a href="#">Port</a>	<a href="#">Settings</a>	<a href="#">Check for updates</a>
---------------------------	------------------------	-------------------------	-------------------------------	----------------------	--------------------------	-----------------------------------

Filter	<input type="text"/>	Filter	Clear Filter	Select Category - <input type="text"/>	- Select Location - <input type="text"/>
--------	----------------------	--------	--------------	--	--

#	<input type="checkbox"/>	Event Name		Event start date	Event end date	Repeat	Published
6	<input type="checkbox"/>	<a href="#">Piano Concerto No. 3 (Rachmaninoff)</a>	★	28 Apr 11 20:00	28 Apr 11 22:00		
38	<input type="checkbox"/>	<a href="#">fhgh</a>	★	11 Apr 11 20:00	11 Apr 11 22:00		
37	<input type="checkbox"/>	<a href="#">fhgh</a>	★	11 Apr 11 20:00	11 Apr 11 22:00		

- *Event Name* - showing a link with the event name. Clicking on it will edit the event;
- *Subscribers* - showing a link with the number of subscribers. Clicking on it will take you to the subscribers manager and will filter results to show only subscribers to that specific event;
- *Owner* - the user that created the event;
- *Category* - The category where the event is located;
- *Location* - The location where the event will take place;
- *Event Start Date* - Default ordering rule. When the event will start;
- *Event End Date* - When the event will end.
- *Repeat* - An event can repeat itself on certain dates, or periodically, as displayed below:

Enable repeating:	<input type="radio"/> No <input checked="" type="radio"/> Yes
-------------------	---

Repeat type:	<input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly
--------------	--

Repeat interval:	<input type="text" value="0"/> weeks
------------------	--------------------------------------

Repeat on:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday
------------	---

Repeat until:	<input type="text" value="2011-04-29"/>
---------------	---

Repeat also on:	<input type="text" value="2011-04-04"/>
-----------------	---



Events can be ordered by all columns. Also, events can be filtered using the free text filter (for search), and the Category and Location filters that allow you to see events in a specific category or events happening in a specific location.



**Note:**

- Unpublishing an event will make it disappear from the front-end listings, thus making them unavailable to regular subscribers but still accessible from My Events menu by the super administrator or owner of the event.
- Deleting an event will erase the entry from the database, making it impossible to recover.
- Duplicating events will create a copy of the selected events, adding to the name the word "Copy" without the Extras and files.

RSEvents! allows you to add events in both Joomla! backend and frontend panels (if users have group permissions).

## 8.1 Create events in frontend

The RSEvents! friendly front-end interface allows common users to create their own events quickly, enhancing them with YouTube videos, music from Imeem, chatrooms from Meebo, and so on.

Depending on the back-end group permissions this can be accessed by Registered or Non-registered users.



**Note:**

- In order to add an event from the front-end, you need a menu item pointing to **"Add Events"** - see [step 14.3.1 Add events](#).
- only allowed users can add events in frontend.

### Step 1:

This is where you get to fill the main event information, such as Event title, subtitle, time period, host, category and location.

### Event Info

Published: ☐ no ☒ yes

Event Name:  (\*)

Event Subtitle:

Hosted by:  (\*)

Web:

Phone:

E-mail:

Category:

- Select Category -  
All Events  
- Business  
- Concerts  
- Rock concerts  
- Conferences  
Default (\*)

Location:   (\*) [Add Location](#)

Start Date:   :  (\*)

End Date:   :  (\*)

If are allowed, frontend users can enable/disable event registration, allow overbooking, select the registration form and allow users to comments.

Event will be: ☐ Private ☒ Public

Enable registration: ☐ no ☒ yes  
**You need to save your event first**

Registration form:

Allow overbooking: ☐ no ☒ yes

Show guests that registered: ☐ no ☒ yes

Automatically approve users: ☒ no ☐ yes

Allow users to comment: ☐ no ☒ yes



Missing one of the required fields will highlight them. When pressing "Next", the event gets saved (unpublished if the permission is set to Require moderation: **Components >> RSEvents! >> Groups**), and you are taken to page 2.

**Step 2:** In this page you can set up the event layout. Clicking on Event design will open a pop-up window that allows you to choose from the published designs. The selected design will be applied to the event detail page. On this page you also can insert YouTube videos, Flickr photo sets, etc

The screenshot shows the 'Event Layout' configuration page. It is divided into four main sections, each with a red-bordered header: **DESIGN**, **EXTRAS**, **FILES**, and **DESCRIPTION**. In the **DESIGN** section, there are two dropdown menus: 'Select design:' with 'Classic' selected and 'Select theme:' with 'Default' selected, both marked with an asterisk (\*). The **EXTRAS** section contains a horizontal list of links: 'Youtube | Flash | MP3 | Meebo | Flickr'. The **FILES** section features a text input field, a 'Browse...' button, and a link 'Add a new upload file'. The **DESCRIPTION** section is currently empty.

## 8.2 Create events in backend

Path: **Joomla! backend panel >> Components >> RSEvents! >> Events**

The Add/Edit event screen will let you create or edit an event. Adding an event is divided into 5 tabs, thus, making it easier to manage. The tabs are:

- Event info
- Description

- Registration
- Files
- Extras

### 8.2.1 Add general event information

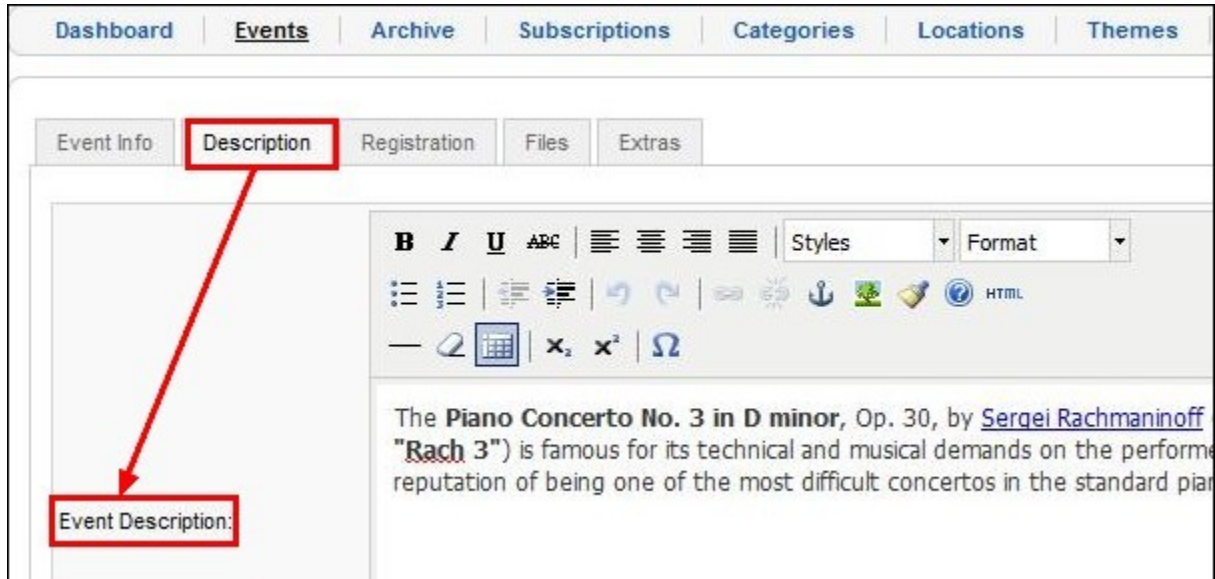
In the **Event Info** tab, you can set up general event information, such as Event title, Event subtitle, who's hosting the event and where, what category is the event in, who's the owner and what are the start and end dates. You can also set up here organizer contact information, such as website, phone, e-mail, event keywords and event meta description. This information will be shown on the Event page (in front-end).

The screenshot displays the Joomla! Events management interface. At the top, there is a navigation bar with tabs: Dashboard, **Events** (highlighted with a red box and an arrow), Archive, Subscriptions, Categories, and Locations. Below this, the 'Event Info' tab is selected and highlighted with a red box. Other tabs in this section are Description, Registration, Files, and Extras. The main form area contains the following fields and options:

- Published:** Radio buttons for No and Yes (Yes is selected).
- Event Name:** Text input field containing 'fhgh' with a required field asterisk (\*).
- Event Alias:** Text input field containing 'fhgh'.
- Event Subtitle:** Empty text input field.
- Hosted by:** Text input field containing 'fghghj' with a required field asterisk (\*).
- Category:** A dropdown menu with the following options: - Select Category -, All Events (highlighted), - Business, - Concerts, - Rock concerts, - Conferences, and Default. It has a required field asterisk (\*).
- Select design:** A dropdown menu with 'Pink' selected and a required field asterisk (\*).
- Select theme:** A dropdown menu with 'Default' selected and a required field asterisk (\*).
- Location:** A text input field with 'Search...' and a dropdown menu with 'default\_jevents' selected and a required field asterisk (\*).
- Owner:** A text input field containing 'admin2' with a required field asterisk (\*).
- Start date:** A date picker showing '2011-04-11' with a required field asterisk (\*).
- Start time:** Time input fields showing '20 : 00'.
- End date:** A date picker showing '2011-04-11' with a required field asterisk (\*).
- End time:** Time input fields showing '22 : 00'.

### 8.2.2 Add event description

The “**Description**” tab is a WYSIWYG html editor where you can add the description of the event. You can add photos, links and event description. The event description will be shown on the event page (front-end).



### 8.2.3 User registration

The **Registration** tab give you a set of advanced settings for the event you are organizing. Here you can set the event to *Private* or *Public*.

Setting the event as Private, will generate a unique link that you can send to the participants. There is no other way of accessing or seeing the private events in front-end.

Also, in the Options tab you can specify if you want to enable *subscription* to the event. Enabling the Registration option you'll get to manage the ticket types - see [step 8.2.3.1 Manage tickets](#).

The “*Show guests that registered*” option (when set to On) will display the list of registered users in the front-end. Additionally “*Automatically approve users*” can be enabled.

This is particularly useful if you are using events that offer free tickets.

Furthermore, in the **Registration** tab, if you have enabled the *Components > Settings > Payments > Allow users to sell their own tickets through PayPal* you can also set up a **Paypal Email**. This email will be used for receiving the payments for event subscription. If the above setting is not enabled the payment will be made to the configured email address from within the RSEvents! PayPal plugin. Via **Paypal Return URL** one is able to control the redirect URL after the payment has been completed successfully - see [step 13.2.1.1 PayPal](#).

### 8.2.3.1 Manage tickets

With RSEvents!, you can set up a ticket(seats) scheme for your event.

In the Ticket Type Manager, you'll be able to add, edit and remove ticket types. An example of a ticket type scheme could be:

- Front Seat standing, 100 places available, 30 euro/ticket.
- Back Seat standing, 200 places available, 20 euro/ticket.
- Up standing, unlimited places available, 10 euro/ticket.

Upon subscribing to an event, the customer would be able to choose a ticket. If the tickets from a certain category would have been sold out, the item isn't displayed any more.

### 8.2.3.2 Add event coupons

In the Manage tickets area, clicking the **Coupons** button will open up the coupon configuration screen (as it can be seen below).

Coupon name:  (\*)

Coupon code:  (\*) [Generate coupon](#)

Starts from:

Ends on:

Max uses:

Coupon type: ☒ Value ☐ Percentage

Discount:  EUR (\*)

Apply coupon to: ☒ ticket ☐ total

#### Available coupon options:

- *Coupon name*: the name of the coupon (required field)
- *Coupon code*: the code can be manually added or random generated by RSEvents!
- *Starts from*: the date from which the coupon can be used
- *Ends on*: the coupon's expiration date
- *Max uses*: the maximum number of times a coupon can be used. If left empty or 0, a coupon can be used on indefinite number of times
- *Coupon type*: value / percentage
- *Discount*: the numeric value of the discount coupon
- *Apply coupon to*: ticket / total

Clicking on the *Generate coupon* link will generate a random sequence of chars.

### 8.2.3.3 Create custom registration forms with RSEvents! and RSForm!Pro

The **subscription form** has increased its flexibility by extending it with forms created via RSForm!Pro. Basically, you can replace the standard registration form with a form built in RSForm!Pro.



**Note:**

- To be able to create custom registration forms for your event, you need to have installed RSForm!Pro, at least 1.2.0 rev. 24 and RSEvents!, at least 1.0.0 rev. 4, along with the ***RSForm!Pro - RSEvents! plugin***.

**Step 1: Download the RSForm!Pro - RSEvents! plugin:**

To download the RSForm!Pro - RSEvents! plugin, you need first to access your [www.rsjoomla.com](http://www.rsjoomla.com) account, then head to ***“Customer Downloads” area >> RSForm!Pro membership >> Files >> Plugins >> RSEvents! plugin***.

**Step 2: Installation:**

Once you have downloaded the RSForm!Pro RSEvents plugin, you can install it using the default Joomla! installer.

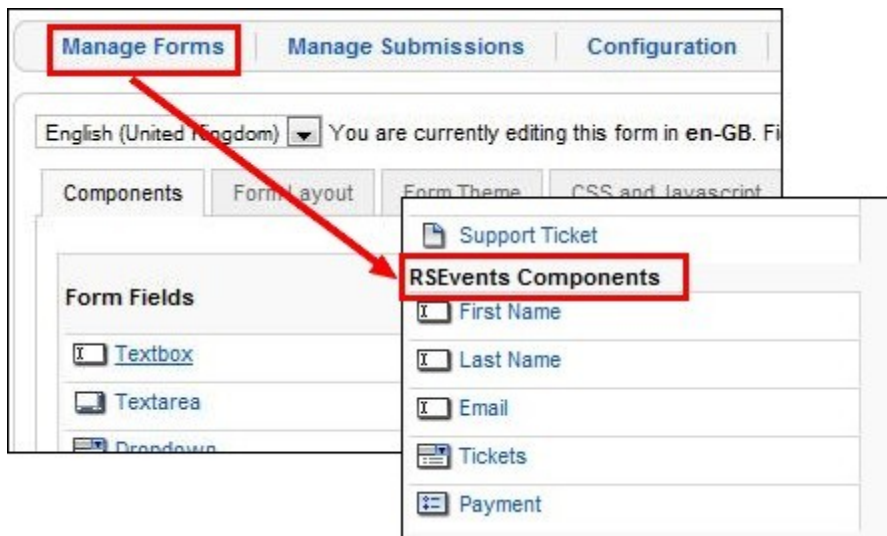


**Note:**

- make sure the RSForm!Pro - RSEvents! plugin is published in the “Plugin Manager” area.

**Step 3: Adding the RSEvents form components**

Head to ***RSForm!Pro » Manage Forms*** and edit the form where you want to use the RSForm!Pro - RSEvents plugin. You will notice on the left side of the screen, just under the common form components, the new RSEvents plugin form components.

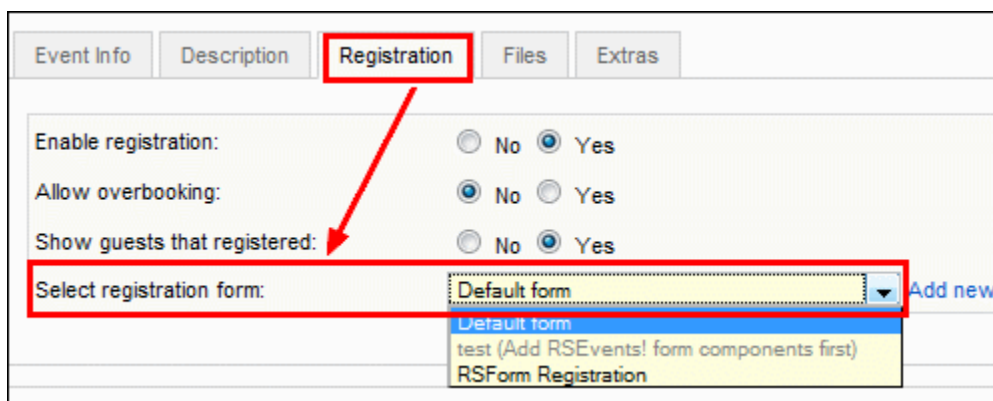


In order for the form to be compatible with RSEvents form registration you will have to add ALL of the RSEvents components.

Also you can customize your registration form with any type of components. If the event will not have tickets than you will not have to add the Tickets component and the Payment component. The *Coupon code field* is used for applying certain discounts on purchased subscription tickets - see [step 8.2.3.2 Add event coupons](#).

#### Step 4: Selecting the form in RSEvents

When creating a new event in the **Registration** section you will be able to select the *Default form* which is the standard RSEvents! form registration or to select your custom registration form.





### In frontend:

In frontend, users will be subscribed to event after submitting the custom registration form.

### Register to event

First Name (\*)  
Last Name (\*)  
Email (\*)  
Tickets (\*)  
Number of tickets (\*)  
Payment (\*)  
Coupon  
How did you heard about our event ?

Steve  
Matt  
steve\_matt@ymail.com  
Ticket 3 (7.00 EUR) ▾  
2 ▾  
☒ Wire Transfer  
COUPON-CODE  
Internet  
Friends  
Press  
Register

### Wire Transfer

Ticket name: Ticket 3  
Ticket quantity: 2  
Price: 7.00 EUR  
Discount: 1.00 EUR  
Total: 13.00 EUR

### In backend:

The event subscribers will be listed in **RSEvents! >> "Subscriptions" tab** along with their details.

Also, here you can moderate the subscriber payment status: "Accepted", "Pending" or "Denied".

Event Name	User Ip	Subscriber Name	Username	E-mail	Subscribed on ▾	Details
My event (2 x Ticket 3)	127.0.0.1	Steve Matt	steve.matt	steve_matt@ymail.com	06 Jan 11 10:05	
My event (4 x Ticket 3)	127.0.0.1	michelle michelle	michelle.michelle	michelle!@email.com	06 Jan 11 09:48	

Other subscriber details can be accessed by clicking the **"Details"** icon: the number of tickets, ticket amount (when the user pays via PayPal), the coupon code used, as well as other custom fields included in the registration form.

### Subscriber details

Number of tickets  
Coupon  
How did you heard about our event ?

2  
COUPON-CODE  
Press  
Register



### 8.2.4 Upload files

Through the **Files** tab, the event specific files can be accessed and set specific properties. The files can be configured individually to show up before, during and after the event and they can be available for everyone, or only for event subscribers.

This type of organizing is really useful when you want your subscribers to have access to a ticket pdf for example, or to various documentations.

Event Info | Description | Registration | **Files** | Extras

File(s):

[Add a new upload file](#)

#	File name	Visible for everyone
2	<b>check for updates.jpg</b>	Before event: <input checked="" type="checkbox"/> During event: <input checked="" type="checkbox"/> After event: <input checked="" type="checkbox"/>

### 8.2.5 Add event extras

Flash widgets, youtube, mp3 (Imeem), meebo chatrooms, flickr are part of the RSEvents! extras.

- Flash - Allow users to post flash widgets on their event page
- Youtube - Allow users to add Youtube videos on their event page
- Mp3(Imeem) - Allow users to have a player with music from Imeem.com
- Meebo chatrooms - Allow users to create chat rooms on the event page
- Flickr - Allow users to add Flickr photo albums

Dashboard | **Events** | Archive | Subscriptions | Categories | Locations | Th

Event Info | Description | Registration | Files | Extras

Add new extras: **Youtube | Flash | Mp3 | Meebo | Flickr**

#	Extra type	
11	<u>youtube</u>	http://www.youtube.com/watch?v=0K_KJhHbksg&feature



**Note:**

- In order to use Flickr pictures you will need an [API key](#).

## 8.2.6 Payments

For the event subscribers, you can enable one of the four RSEvents! payment integration:

- Wire Transfer
- PayPal
- 2Checkout
- Authorize.NET

See [step 13.2.1 Payment Plugins](#)

## 8.2.7 Host menu

The **Host menu** can be displayed only as a module position. No additional installation is required, as this is automatically installed along with the component.

To set up the **RSEvents! Host module**, simply head to *Extensions > Install/Uninstall > mod\_rsevents\_hostmenu*. Here you can specify a Module Class Suffix, for CSS customization.

This menu is specific to **users that have permissions to add/edit events ( including super administrators)**.

### RSEvents! Host Menu

This includes:

- **Edit Event** - enables you to edit an existing event
- **Invite People** - enables you to send Invitation emails. The email addresses can be manually typed in or imported from Yahoo or Gmail address book.
- **Send message to guests** - allows you to send messages to your subscribers. You can also send different messages depending on the subscriber status ( denied, pending, accepted ).
- **Export guests** - enables you to export the list of your subscribers(with information about the purchased tickets) to a CSV file.
- **List subscribers** - displays a list of all subscribers of that particular event.
- **Duplicate Event** - enables you to copy the event.
- **Send Reminder** - send event reminder to guests.
- **Cancel Event** - erases the event.

- Edit Event
- Repeat event
- Invite People
- Send message to guests
- Export guests
- List subscribers
- Duplicate Event
- Send Post Reminder
- Send Reminder
- Cancel Event



**Note:**

- The content of the module will only be displayed when accessing the event details view.

### 8.2.8 Guest menu

The **Guest menu** can be displayed only as a module position. No additional installation is required, as this is automatically installed along with the component.

To set up the **RSEvents! Host module**, simply head to **Extensions > Install/Uninstall > mod\_rsevents\_guestmenu** . Here you can specify a Module Class Suffix, for CSS customization.

- Subscribe - allows a visitor to register to a event. If the visitor does not have an account, an automatic one will be made, based on the typed in email address.
- Invite People - enables the guest to send out invitation emails. The contact emails can be typed in manually, each on a new line or automatically imported from a Yahoo or Gmail account.
- Add to Outlook Calendar - generated a VCS file that enables you to add the event to your Outlook calendar.
- Print Event - upon pressing this menu item a preview pop-up is generated that will allow you to continue or cancel the printing of an event.

#### **RSEvents! Guest Menu**

- [Subscribe](#)
- [Invite People](#)
- [Add to Outlook Calendar](#)
- [Print Event](#)



**Note:**

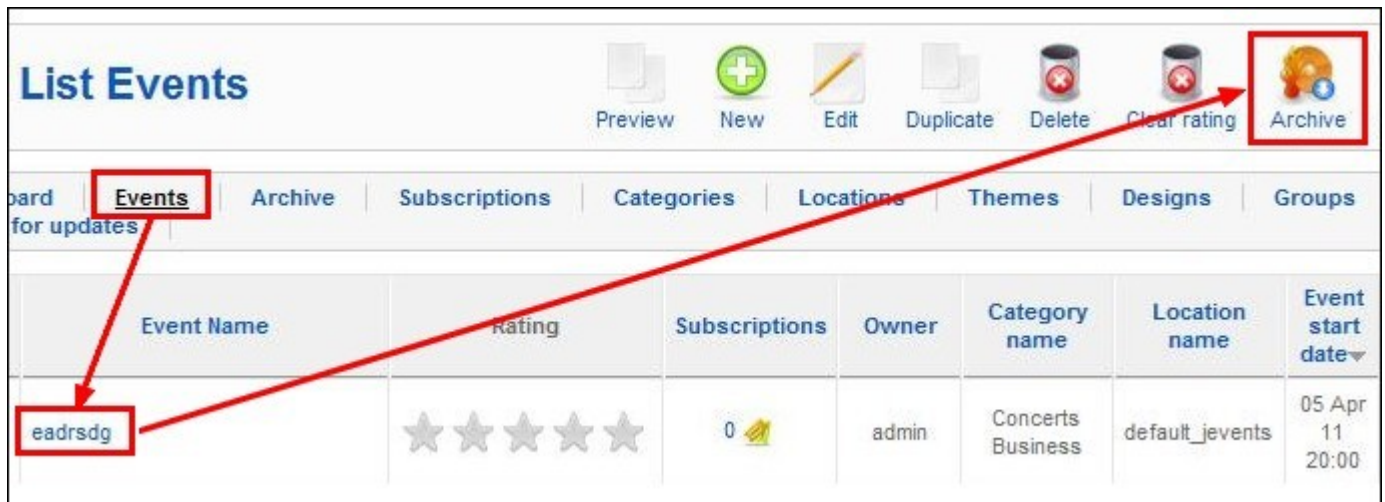
- The content of the module will only be displayed when accessing the event details view.

## Step 9: Archive/unarchive events

### 9.1 Archive events

Path: **Joomla! backend panel >> Components >> RSEvents! >> “Events” tab >> Archive**  
Old events can be archived using the “**Archive**” icon from the right side of the “Events” tab, as shown below.

In frontend, you can use the “Archived events” menu item to list archived events - see [step 14.3.2 List archived events](#).



### 9.2 Unarchive events

Path: **Joomla! backend panel >> Components >> RSEvents! >> “Archive” tab >> Unarchive**  
Old events can be unarchived by clicking the “**Unarchive**” icon from the right side of the “Archive” tab, as shown below.



## Step 10: Manage event subscriptions

Path: **Joomla! backend panel >> Components >> RSEvents! >> “Events” tab >> Subscriptions**

### 10.1 In frontend

Subscribers are potential users that could join a certain event. Users can subscribe to events by accessing the Guest Menu (see [step 8.2.7 Host menu](#) and [step 8.2.8 Guest menu](#)) from the front-end, if the event registration is enabled (see [step 8.2.3 User registration](#)).

The image shows a screenshot of the Joomla! frontend. On the left, there is a sidebar menu titled "RSEvents! Guest Menu". The "Subscribe" option is highlighted with a red box. A red arrow points from this box to the "Registration" form on the right. The "Registration" form is also titled "Registration" and contains the following fields:

- First Name: Julia
- Last Name: Julia
- E-mail: julia@ymail.com
- Ticket: ticket (10.00 EUR) (dropdown menu)
- Number of tickets: 4 (dropdown menu)
- Ticket Description:
- Payment method: ☒ Wire Transfer ☐ Paypal ☐ 2Checkout ☐ Credit Card

At the bottom of the form are two buttons: "Register" and "Cancel".

If the site administrator creates a menu item with the RSEvents! List User Subscriptions (see [step 14.5 List user subscriptions](#)), the user can view in its account the payment status (if the payment is pending, accepted or denied).

Event Name	Status	Subscription Date	Payment status
Piano Concerto No. 3 (Rachmaninoff)	Accepted	07 Apr 11 13:52	

## 10.2 In backend

Depending on the group permission, the subscriber status can be moderated by the site administrator, being able to set in the “Subscriptions” tab it's state (*accepted, pending, denied*), and add/delete and view subscribers details (*payment, price, discount, number of tickets, the coupon code used during the transaction and other submitted details*).

If a customer is not a site registered user, an account will be created automatically and a validation e-mail will be sent to him after he/she subscribes. Subscribers can have access to a set of files specific to the event if it is allowed by the administrator. In this way your subscribers will have access to a ticket pdf for example, or to various documentations.

You can set subscribers links to point to their profile if you have a community extension installed (CB, JomSocial, Joomunity) - see [step 13.2.2 3rd party plugins](#).



### Note:

- Users can subscribe only if the event user registration is enabled - see [step 8.2.3 User registration](#)
- If the **Components >> Settings >> Events >> Enable Registration of Guests** is enabled no user will be created, but the customer will be considered subscribed, based on the required email address in the subscription process.



Subscriptions Categories Locations Themes Designs Groups Import Settings									
<div> <div>Select Ticket</div> <div>All events</div> <div>London Z Day 2011 Main Event</div> <div>- Select State -</div> </div>									
Ip	Subscriber Name	Username	E-mail	Subscribed on	Details	Accepted	Pending	Denied	Delete
0.1	julia julia	Guest	julia@email.com	16 Feb 11 15:09					
0.1	julia julia	Guest	julia@email.com	16 Feb 11 14:54					
0.1	subscriber sdgdfg	subscriber	subscriber@email.com	14 Feb 11 13:15					

Archive Subscriptions Categories Designs Groups Import

Payment summary

Payment method : Wire  
Payment price : 2 x 25 EUR  
Payment discount : 10 EUR  
Total : 40 EUR

Subscriber details

Number of tickets2

CouponCOUPONCODE

How did you heard about our event ?Friends  
customRegister

# Step 11: RSEvents! Designs

## 11.1 Event designs

Path: **Joomla! backend panel >> Components >> RSEvents! >> Designs**

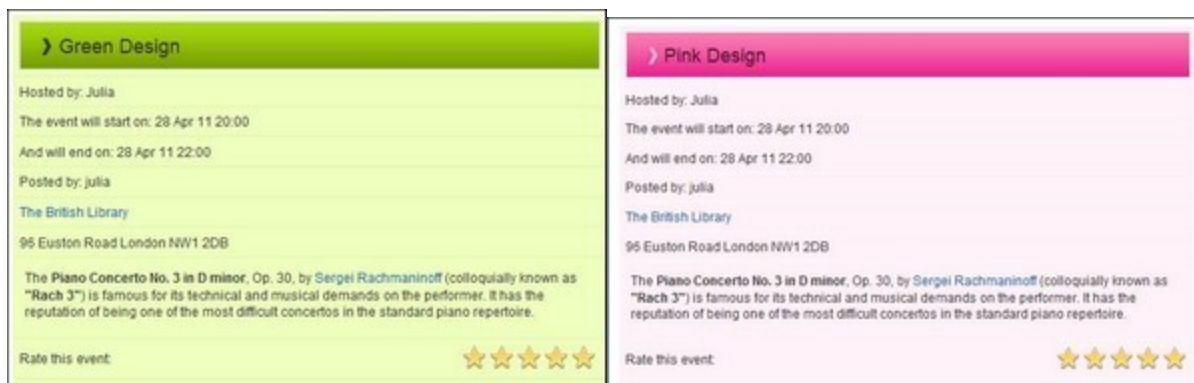
RSEvents! has a set of **thematic designs** that you can apply as templates to your event pages: blue, classic, dark, default, green and pink.

In the “Designs” tab, you’ll only need to set the default design for all events and if Starting with revision 23, RSEvents! has a new set of designs which can be configured in the “Designs” tab.

The image displays four examples of event page designs, each showing a different theme. Each design includes the following information:

- Header:** The design name (e.g., Default Design, Blue Design, Classic Design, Dark Design).
- Hosted by:** Julia
- The event will start on:** 28 Apr 11 20:00
- And will end on:** 28 Apr 11 22:00
- Posted by:** julia
- The British Library**
- 96 Euston Road London NW1 2DB**
- Description:** The Piano Concerto No. 3 in D minor, Op. 30, by Sergei Rachmaninoff (colloquially known as "Rach 3") is famous for its technical and musical demands on the performer. It has the reputation of being one of the most difficult concertos in the standard piano repertoire.
- Rate this event:** A star rating system (5 stars).





## 11.2 Calendar designs

The RSEvents! Calendar allows you to show events in frontend within a menu item or a calendar module, based on the day, month and category.

Whether you'll choose the menu item or the module, you can choose from a set of 5 designs, a special look for the calendar : default, blue, dark, green and pink.



April 2011 - Select Category - Go							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13	28	29	30	31	1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	1

April 2011 - Select Category - Go							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13	28	29	30	31	1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	1

April 2011 - Select Category - Go							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13	28	29	30	31	1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	1

### 11.2.1 The calendar menu item

There are lots of configurable parameters when listing events through the Calendar menu item: week, colors, filters, archived or full events, categories, locations and last but not least, designs.

If you want to create a calendar menu item, in the backend control panel head to **Menus >> Menu Manager >> New >> RSEvents! >> Calendar Layout** - see [step 14.1 List events calendar in frontend](#).

The screenshot shows the Joomla! Menu Manager interface. The 'Menu Item Type' is 'Calendar layout'. The 'Menu Item Details' section shows 'Title' as 'Calendar'. The 'Parameters (Basic)' section is expanded, showing various configuration options. A red box highlights the 'Select design' dropdown menu, which is currently set to 'default'. A red arrow points from the 'Title' field to the 'Select design' dropdown.



#### Note:

- For each event calendar, RSEvents! displays tooltips with information about the event start/end date and location. The number of shown tooltips on a day is limited in the calendar to 3 events. For the remaining events, the tooltips are generated when clicking on the calendar day.

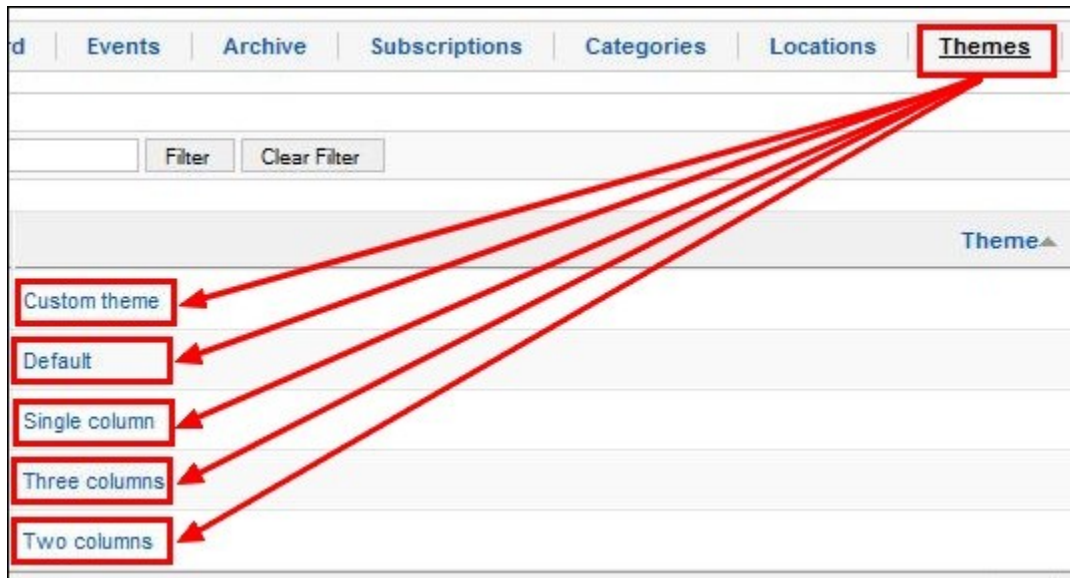
### 11.2.2 Calendar module

The Calendar module enables you to display a calendar inside a **module position**. In the Module parameters area, you can set the calendar start date and the design: dark, blue, default, green and pink.

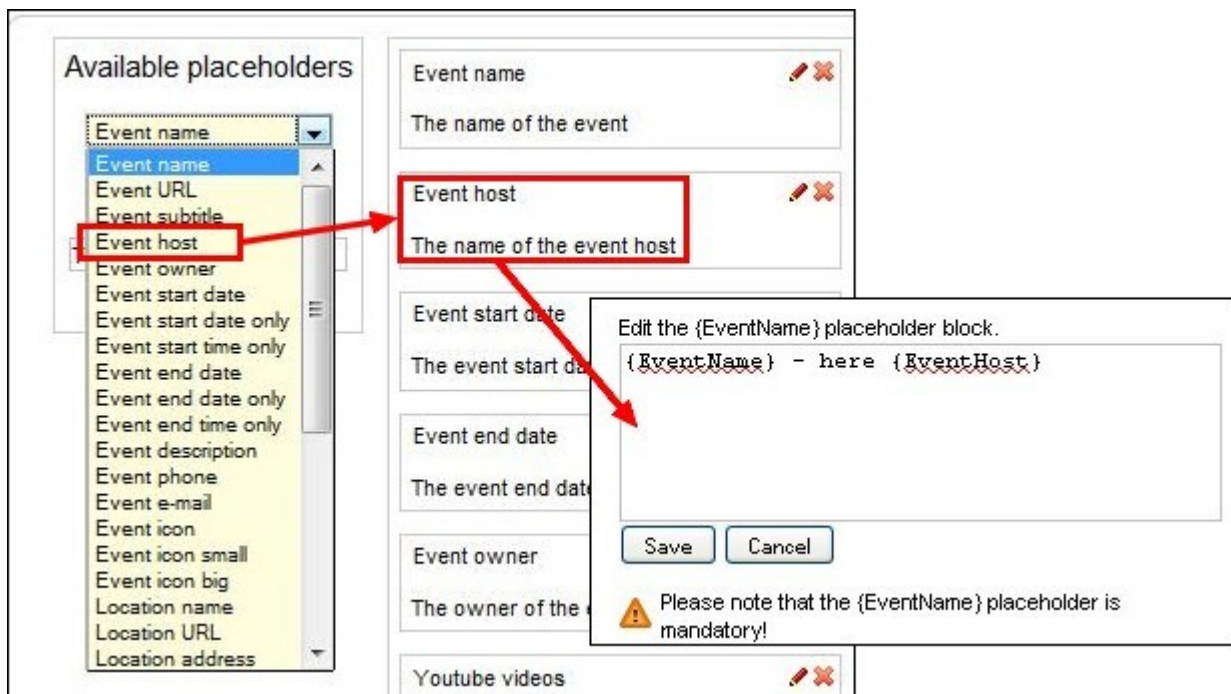
For download, installation and configuration, see [step 13.1.2 Calendar Module](#).

## Step 12: RSEvents! themes

Path: **Joomla! backend panel >> Components >> RSEvents! >> Themes**



You can create new themes by clicking on the **New** button located on the top right corner. Editing, or creating a new theme will open up the following configuration screen:



In each theme, you can add several placeholders, that will display the actually RSEvents! information. Clicking the *Add placeholder* button will add the selected placeholder in the theme design board area. Elements that have been added can be moved around with simple **drag and drop** actions.

The following placeholders are available:


• Event name	• Event URL	• Event subtitle
• Event host	• Event owner	• Event start date
• Event start date only	• Event start time only	• Event end date
• Event end date only	• Event end time only	• Event description
• Event phone	• Event e-mail	• Event icon
• Event icon small	• Event icon big	• Location name
• Location URL	• Location address	• Location city
• Location state	• Location description	• Tickets available
• Event sharing	• Event files	• Youtube videos
• Event music	• Event flash codes	• Event chat
• Google map	• Event photos	• Event rating
• Event guests	• Event comments	

Clicking on the edit icon (✎) will allow you to set up the placeholder block details. Here, you will be able to add **other placeholders, simple text, HTML and CSS**.

Edit the {EventName} placeholder block.  

{EventName} - here {EventHost}

Save Cancel

 Please note that the {EventName} placeholder is mandatory!















## Step 13: RSEvents! add-ons

### 13.1 RSEvents! Modules

#### Download:

To download the RSEvents! modules, you need to access your [www.rsjoomla.com](http://www.rsjoomla.com) account and head to **“View my downloads” area >> RSEvents! membership >> Downloads >> RSEvents! Files >> Modules.**

 	<a href="#">Ajax Search Module</a> Displays a search module that will allow your visitors to find events using AJAX.
 	<a href="#">Calendar Module</a> The Calendar Module allows you to display a mini calendar with your events.
 	<a href="#">Category Events Module</a> Displays a list of events in a specific category.
 	<a href="#">Search Events Module</a> Displays a search module that will allow your visitors to find events using a set of p start & end date, keyword).
 	<a href="#">RSEvents! Slider Module</a>
 	<a href="#">Upcoming Events Module</a> Displays a list of upcoming events.

#### 13.1.1 Ajax Search Module

Displays in frontend a search module that will allow your visitors to find events using AJAX.

**RSEvents! ajax search**

Lon

London Z Day 2011 Main Event

London Z Day 2011 Main Event

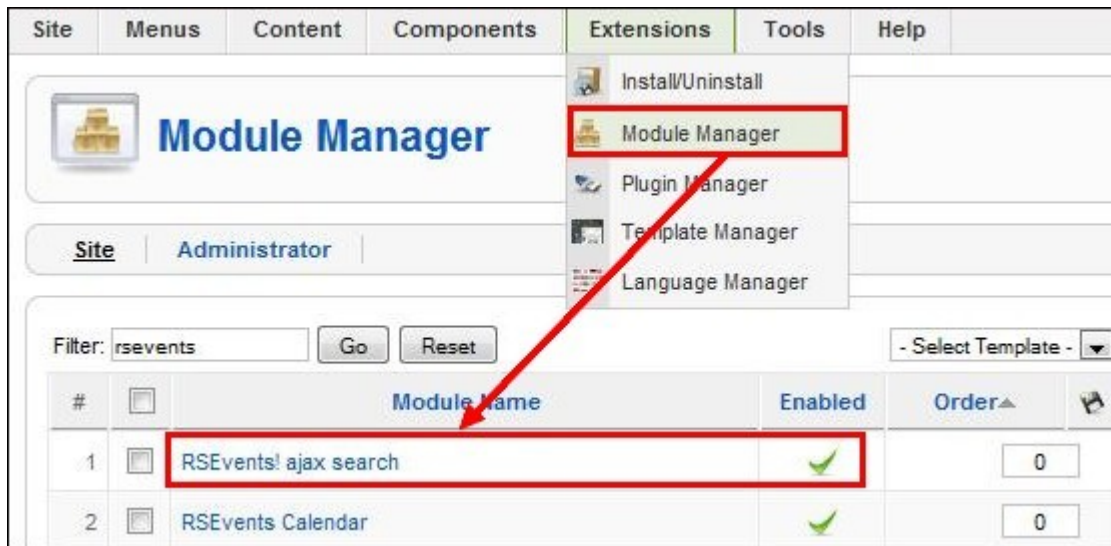


### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **mod\_rsevents\_ajax\_search.zip** file by clicking the **“Upload File & Install”** button.

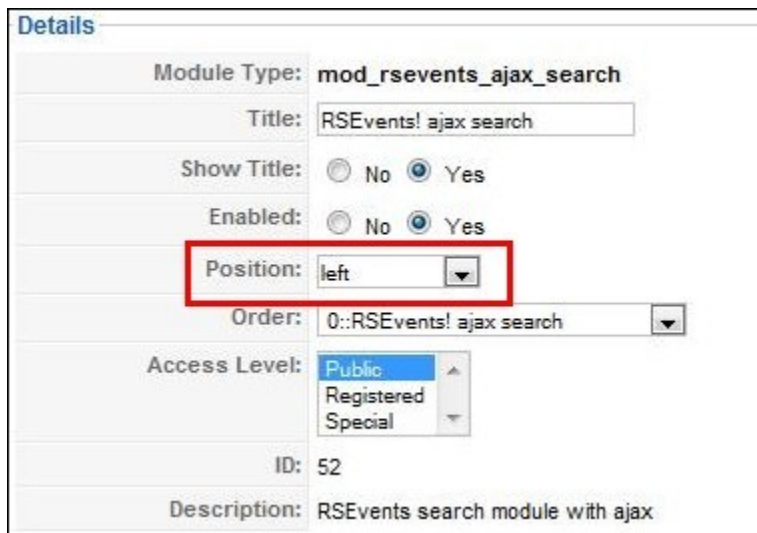
### Publish the module:

Head to the **“Module Manager”** area and enable the **RSEvents! Ajax Search module**.



### Configuration:

While you are in the **“Module Manager”** area, edit the Ajax Module and choose its position in frontend.



### 13.1.2 Calendar Module

The Calendar module enables you to display a calendar inside a **module position**.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **mod\_rsevents\_calendar.zip** file by clicking the **“Upload File & Install”** button.

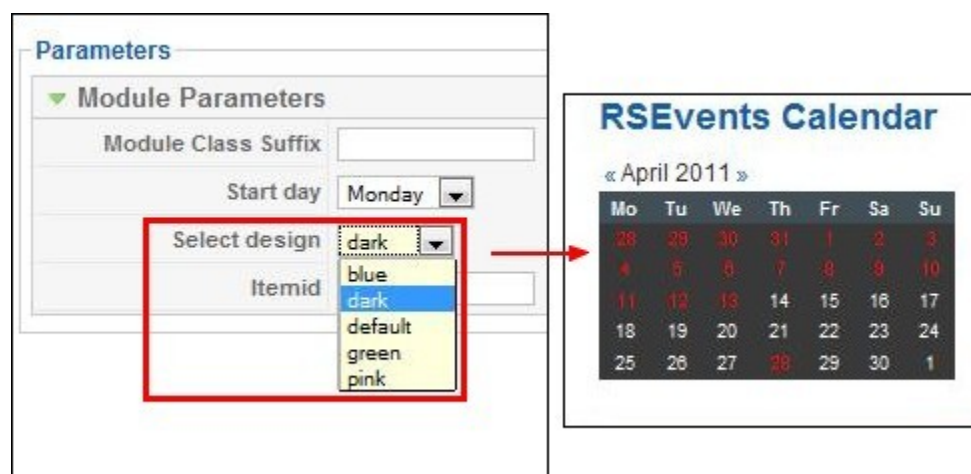
#### Publish the module:

Head to the **“Module Manager”** area and enable the **RSEvents! Ajax Search module**.

#### Configuration:

This module offers the possibility to configure the start date from within the module configuration ( **Extensions >> Module Manager >> RSEvents Calendar** ).

Upon clicking on dates it will display the events from that particular date. In the Module parameters area, you can set the calendar design: dark, blue, default, green and pink.



### 13.1.3 Category Events Module

The Category Events module enables you to display the events from within a category of events.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **mod\_rsevents\_category.zip** file by clicking the **“Upload File & Install”** button.

#### Publish the module:

Head to the **“Module Manager”** area and enable the **“Category Events”** module.

#### Configuration:

As module specific parameters you can configure the category and number of events you wish to display inside the module.

The screenshot shows the Joomla! Module Manager configuration interface. On the left, the 'Details' tab is active, displaying the following settings: Module Type: mod\_rsevents\_category, Title: Category Events, Show Title: Yes (selected), Enabled: Yes (selected), Position: user1, Order: 0::Category Events, and Access Level: Public (selected). On the right, the 'Parameters' tab is active, showing the 'Module Parameters' section with three settings: Module Class Suffix (empty text field), Select a Category (dropdown menu with 'Conferences' selected), and Number of events (text field with '4' entered). A red arrow points from the 'Enabled' radio button in the 'Details' tab to the 'Module Parameters' tab.

#### Module Parameters:

- *Module Class Suffix*: Enables you to differentiate between the CSS style of the modules, by assigning a class suffix.
- *Select Category*: drop-down with selectable category.
- *Number of events*: The actual number in the generated list.

#### Category Module in frontend:

The screenshot shows the frontend output of the Category Events module. It features a blue heading 'Category Events' followed by a bulleted list of two events: 'London Z Day at The British Library' and 'London Z Day 2011 Main Event at The British Library'. Both event titles are displayed in blue text.

### 13.1.4 Search Events Module

This module allows you to search through the events hosted on your site. This is particularly useful when you have a large amount of events created.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **mod\_rsevents\_search.zip** file by clicking the **“Upload File & Install”** button.

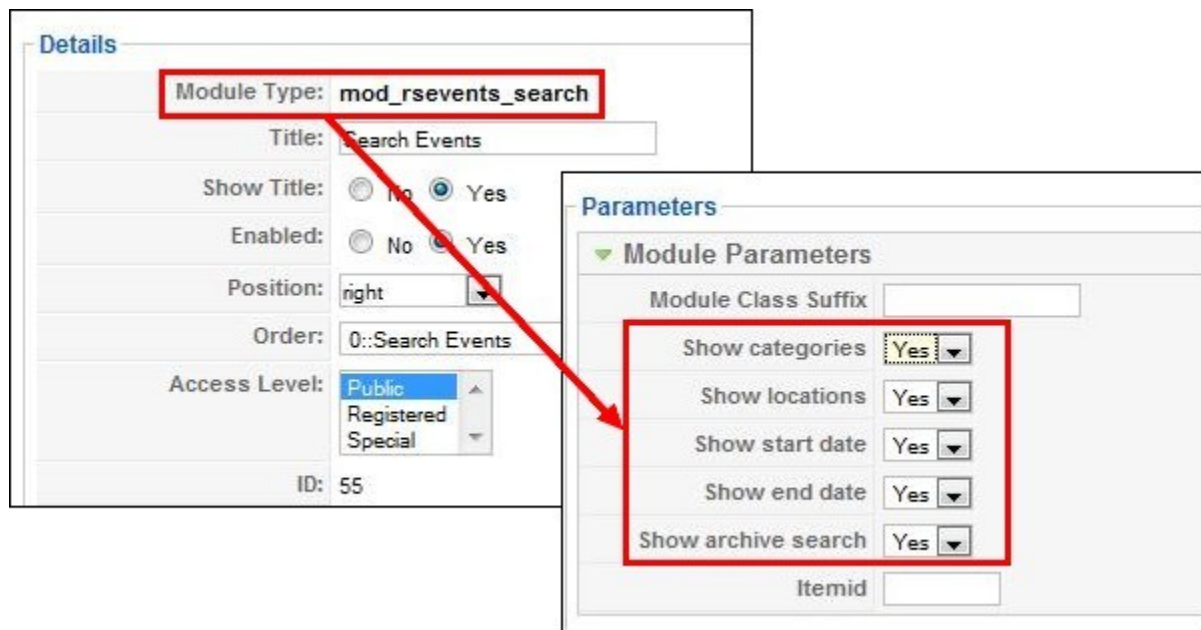
#### Publish the module:

Head to the **“Module Manager”** area and enable the **“Category Events”** module.

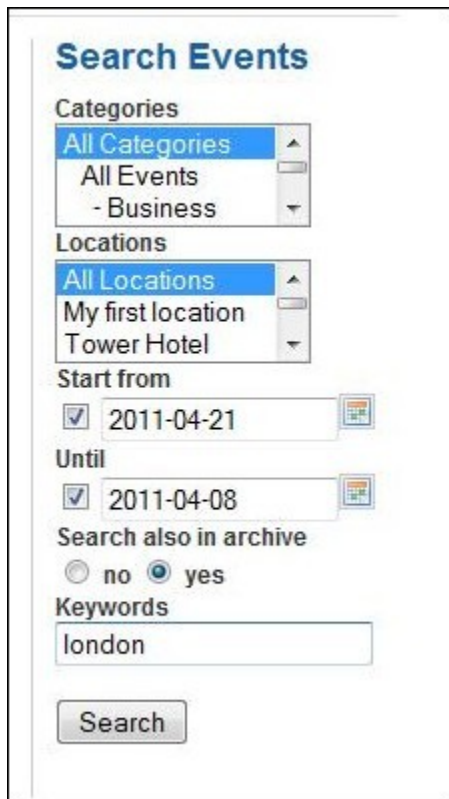
#### Configuration:

Along with the standard Joomla module parameters the *Event search module* has the following configurable options:

- *Module Class Suffix* - allows you to add a class suffix option so you can better control the appearance of your module;
- *Show categories* - displays a category filter in the frontend representation;
- *Show locations* - displays a location filter in the frontend representation;
- *Show start date* - displays a calendar interface for selecting the start date;
- *Show end date* - displays a calendar interface for selecting the end date;
- *Itemid* - static item id so you facilitate the menu selection;



**Search Events Module in frontend:**



The screenshot shows a web form titled "Search Events". It contains several sections: "Categories" with a dropdown menu showing "All Categories", "All Events", and "- Business"; "Locations" with a dropdown menu showing "All Locations", "My first location", and "Tower Hotel"; "Start from" with a date input field set to "2011-04-21" and a calendar icon; "Until" with a date input field set to "2011-04-08" and a calendar icon; "Search also in archive" with radio buttons for "no" and "yes" (the "yes" button is selected); "Keywords" with a text input field containing the word "london"; and a "Search" button at the bottom.

### 13.1.5 RSEvents! Slider Module

The **RSEvents! Slider Module** allows you to present **current** and **upcoming** events as a slide show.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **mod\_rsevents\_slider.zip** file by clicking the **"Upload File & Install"** button.

#### Publish the module:

Head to the **"Module Manager"** area and enable the **"RSEvents! Slider" module**.

#### Configuration:

The module has two modes: **simple** and **advanced**. The only difference is how the events slide show in frontend:



It is to be noted that the event image that is displayed in the slider, is grabbed from the configured **Event Icon** option (**Components >> RSEvents! >> Events >> edit a event >> Event Info**).

Accessing the **Extensions >> Module Manger >> RSEvents! Slider** will reveal the following configuration options:

**Parameters**

▼ **Module Parameters**

Module Class Suffix

**Categories**

- All Events
- Conferences
- Concerts
- Business
- Rock concerts
- Piano concerts
- General
- Default
- Facebook events

**Locations**

- My first location
- Tower Hotel
- The British Library
- The Cumberland Hotel
- default\_jcal
- default\_jevents
- Facebook event location
- Brisbane, Australia
- New location

**Today Events** Events active today + Upcoming ▼

**Slider Theme** Purple theme ▼

**Slider Type** Advanced ▼

**Number of events** 4



- *Module Class Suffix* : you can specify a class for this module
- *Categories*: what event categories should be included in the events slide show
- *Locations*: what locations should be included in the events slide show
- *Today Events*: Events active today + Upcoming / Events active today / Only upcoming
- *Slider Theme*: Red / Blue / Purple / Green
- *Slider Type*: Simple / Advanced
- *Number of events*: the number of events that will be included in the slide show
- *Content layout*: specify what information should be displayed. Available placeholders: **{EventLocationName}**, **{EventStartDate}**, **{EventEndDate}**, **{EventDescription}**
- *Autoplay*: yes / no - if not enabled the slide show will be static (user will have to press the "next" button to change events)
- *Transition duration*: how many seconds between event slide show (if the Autoplay option is enabled)
- *Text above the slide show*: HTML area that will be displayed just above the slide show
- *Text below the slide show*: HTML area that will be displayed just above the slide show
- *Itemid*: specify a fixed Item id for SEF handling



**Note:**

- The **{EventDescription}** placeholder functions only if the **Slider Type** option is set to *Advanced*.

### 13.1.6 Upcoming Events Module

This module allows you to display the upcoming events.

**Installation:**

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **mod\_rsevents\_upcoming.zip** file by clicking the **“Upload File & Install”** button.

**Publish the module:**

Head to the **“Module Manager”** area and enable the **“Upcoming Events” module**.

**Configuration:**

As parameters you can configure: start date, end date, categories and locations from which you wish to display the events.

**Parameters**

▼ **Module Parameters**

Module Class Suffix:

**Categories**

- All Events
- Conferences
- Concerts
- Business
- Rock concerts
- Piano concerts
- General
- Default
- Facebook events

**Locations**

- My first location
- Tower Hotel
- The British Library
- The Cumberland Hotel
- default\_jcal
- default\_jevents
- Facebook event location
- Brisbane, Australia
- New location

**Today Events**: Events active today + Upcoming

**Show Repeating Events**: ☒ Yes ☐ No

**Upcoming Events**

- Piano Concerto No. 3 (Rachmaninoff) - The British Library
- London Z Day - The British Library

### Module parameters:

- *Module Class Suffix*: Enables you to differentiate between the CSS style of the modules, by assigning a class suffix.
- *Categories*: The category of the events that are included in the list. You can choose multiple categories by pressing the **ctrl** button.
- *Locations*: The locations that will be included in the upcoming events list.
- *Today*: Yes/No. This option allows you to display the events from a certain day.
- *Show repeating events*: A event can repeat itself on certain dates - you can show them or not.
- *Order*: The order of displayed events: ascending or descending by date.
- *Layout type*: bullets - using
- or custom - using
- tags *Upcoming layout*: The actual layout of the event. Here, one can use **standard HTML** and **CSS**. Available placeholders: **{EventName}**, **{EventIcon}**, **{EventStartDate}**, **{EventEndDate}**, **{EventLocation}**, **{EventCategory}**.
- *Number of events*: The actual list length of the upcoming events.
- *Itemid*: The module can use a fixed item, thus it will not be displayed on pages that do not contain a itemid parameter (generaly are not menu items).

## 13.2 RSEvents! Plugins

### 13.2.1 Payment Plugins



#### Download:

To download the RSEvents!Payment plugins (PayPal, 2Checkout and Authorize.NET), you need to access your [www.rsjoomla.com](http://www.rsjoomla.com) account, then head to **“View my downloads” area >> RSEvents! membership >> RSEvents! Payment Plugins.**

#### 13.2.1.1 PayPal

This plugin offers the possibility for subscribers to pay for the selected tickets via PayPal. The integration uses the **standard PayPal website payment method**, the customer will be redirected to the Paypal page when the form is submitted where he will need to log in to his PayPal account and manually approve the transaction.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **plg\_rseventspaypal.zip** file by clicking the **“Upload File & Install”** button.

#### Publish the plugin:

Head to the **“Plugin Manager”** area and enable the **“System - RSEvents Paypal payment” plugin.**

#### Configuration:

The PayPal email address can be configured, directly through the Joomla Plugin Manager: **Extensions >> Plugin Manager >> System - RSEventsPayPal.**

The plugin offers to possibility of toggling between the modes of the plugin: Test and Live. If a payment is made through the PayPal System plugin the subscriber is automatically accepted.

The transaction details can also be viewed from the RSEvents! back-end by accessing the **Components >> RSEvents! >> “Subscribers” tab** - see [Step 10: Manage event subscriptions](#).

**Details**

Name: System - RSEvents! Paypal payment

Enabled: ☐ No ☒ Yes

Type: system

Plugin File: rseventspaypal.php

Access Level: **Public** (Registered, Special)

Order: 0 (System - RSTickets! Pro Plugin)

Description: RSEvents paypal plugin. **Make sure you publish the plugin**

**Parameters**

**Plugin Parameters**

Paypal Email: your@paypalemail.com

Return URL: http://www.return-url.com

Paypal mode: ☒ Test ☐ Live

### 13.2.1.2 2Checkout

The 2CO plugin extends even further the payment flexibility, offering the possibility to choose between the payment processors.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **rse-2co.zip** file, by clicking the **“Upload File & Install”** button.

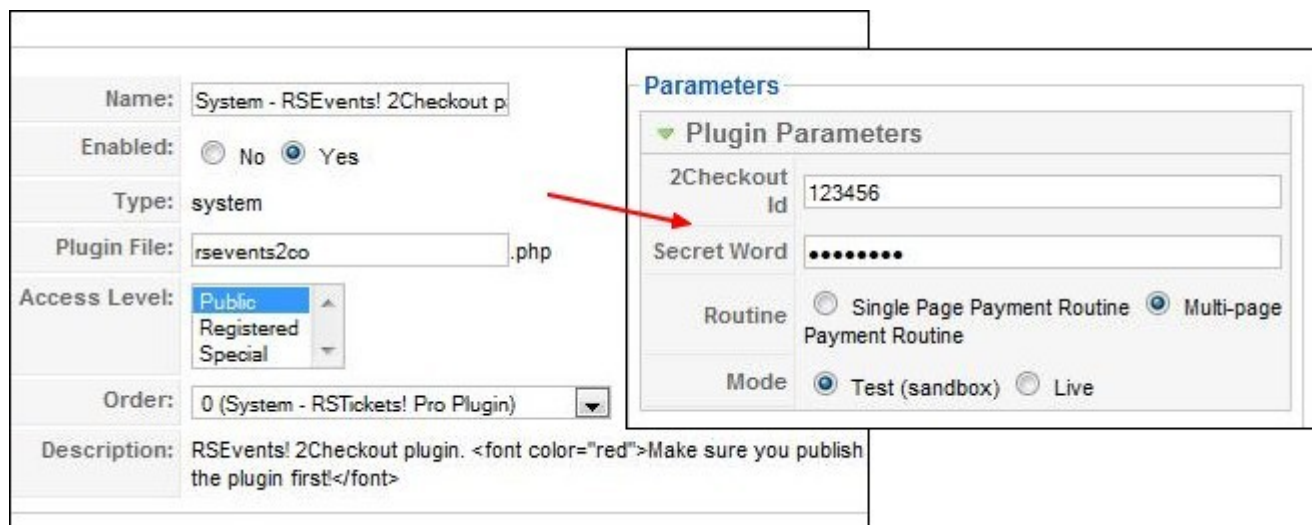
#### Publish the plugin:

Head to the **“Plugin Manager”** area and enable the **“System - RSEvents! 2Checkout payment” plugin**.

#### Configuration:

The following Plugin Parameters can be configured in the **“Plugin Manager”** area:

- 2Checkout Id
- Secret Word
- Routine: Single Page Payment/Routine Multi-page Payment Routine
- Mode: Test (sandbox)/ Live



Name:	System - RSEvents! 2Checkout p
Enabled:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Type:	system
Plugin File:	rsevents2co .php
Access Level:	Public Registered Special
Order:	0 (System - RSTickets! Pro Plugin)
Description:	RSEvents! 2Checkout plugin. <font color="red">Make sure you publish the plugin first!</font>

### Parameters

#### Plugin Parameters

2Checkout Id	123456
Secret Word	.....
Routine	☐ Single Page Payment Routine ☒ Multi-page Payment Routine
Mode	☒ Test (sandbox) ☐ Live

The transaction details can also be viewed from the **RSEvents!** back-end by accessing the **Components >> RSEvents! >> "Subscribers" tab** - see [Step 10: Manage event subscriptions](#).

Besides the RSEvents! 2Checkout settings, you will also need to specify a instant notification URL for your 2CO vendor account. More details are available [here](#).

Just head to your **2Checkout Account tab >> Notifications**, and specify the following URL, in the Global Settings area:

[http://www.your\\_site\\_here.com/index.php?rse2co=1](http://www.your_site_here.com/index.php?rse2co=1)

### 13.2.1.3 Authorize.NET

The RSEvents! Authorize.NET plugin allow users to pay for event subscriptions using [Authorize.NET](#) payment processor.

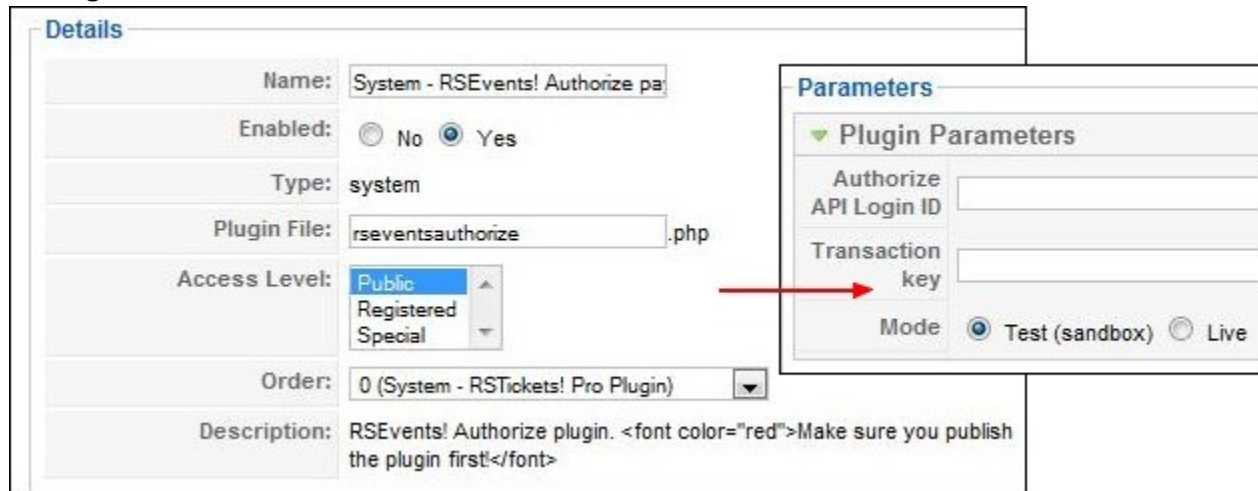
#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **rse-authorize.zip** file, by clicking the **"Upload File & Install"** button.

#### Publish the plugin:

Head to the **"Plugin Manager"** area and enable the **"System - RSEvents! Authorize payment" plugin**.

## Configuration:



**Details**

Name:	System - RSEvents! Authorize pa
Enabled:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Type:	system
Plugin File:	rseventsauthorize.php
Access Level:	Public Registered Special
Order:	0 (System - RSTickets! Pro Plugin)
Description:	RSEvents! Authorize plugin. <font color="red">Make sure you publish the plugin first!</font>

**Parameters**

▼ Plugin Parameters

Authorize API Login ID	
Transaction key	
Mode	<input checked="" type="radio"/> Test (sandbox) <input type="radio"/> Live

As configuration parameters, you have the following options:

- *Authorize API Login ID*: your unique vendor login id, available in your Authorize.NET account
- *Transaction key*: available in your Authorize.NET account
- *Mode*: Test (sandbox) / Live
- *Use secure links*: if enabled, the payment page will use the https protocol for capturing the payment details.

After the RSEvents! subscription form has been filled, an additional payment will be required. This contains the following fields:




- Credit Card Number
- CC
- Expiration Date
- CCV Code
- First Name
- Last Name
- Country
- City
- State / Province / Region
- Address
- Zip Code

### Note:

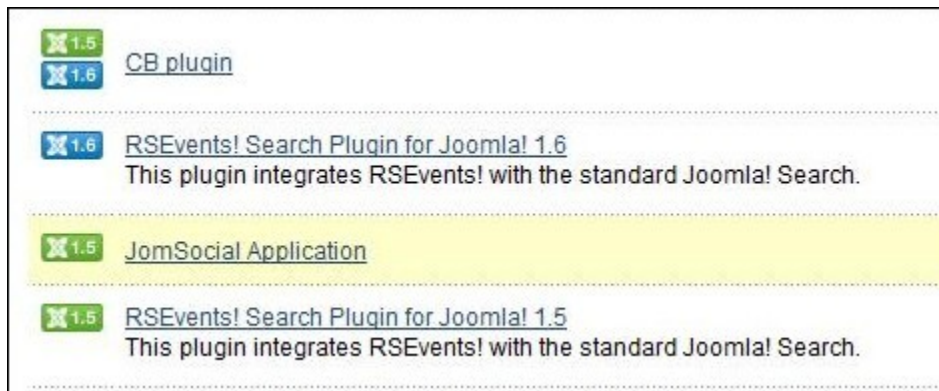
- A [sandbox account](#) is required for the Authorize.NET testing mode.



Authorize.NET payment form:

Transaction details	
<b>Ticket Name:</b>	test2 - test ticket
<b>Ticket Price:</b>	1 x 100.00 EUR
<b>Total:</b>	100.00 EUR
Credit Card Number	<input type="text"/>   
Expiration Date	<input type="text" value="April"/> / <input type="text" value="2011"/>
CCV Code	<input type="text"/> <a href="#">What's this?</a>
First Name	<input type="text" value="test"/>
Last Name	<input type="text" value="test"/>
Country	<input type="text" value="Afghanistan"/>
City	<input type="text"/>
State / Province / Region	<input type="text"/>
Address	<input type="text"/>
Zip Code	<input type="text"/>
<input type="button" value="Pay Now"/>	

### 13.2.2 3rd party plugins

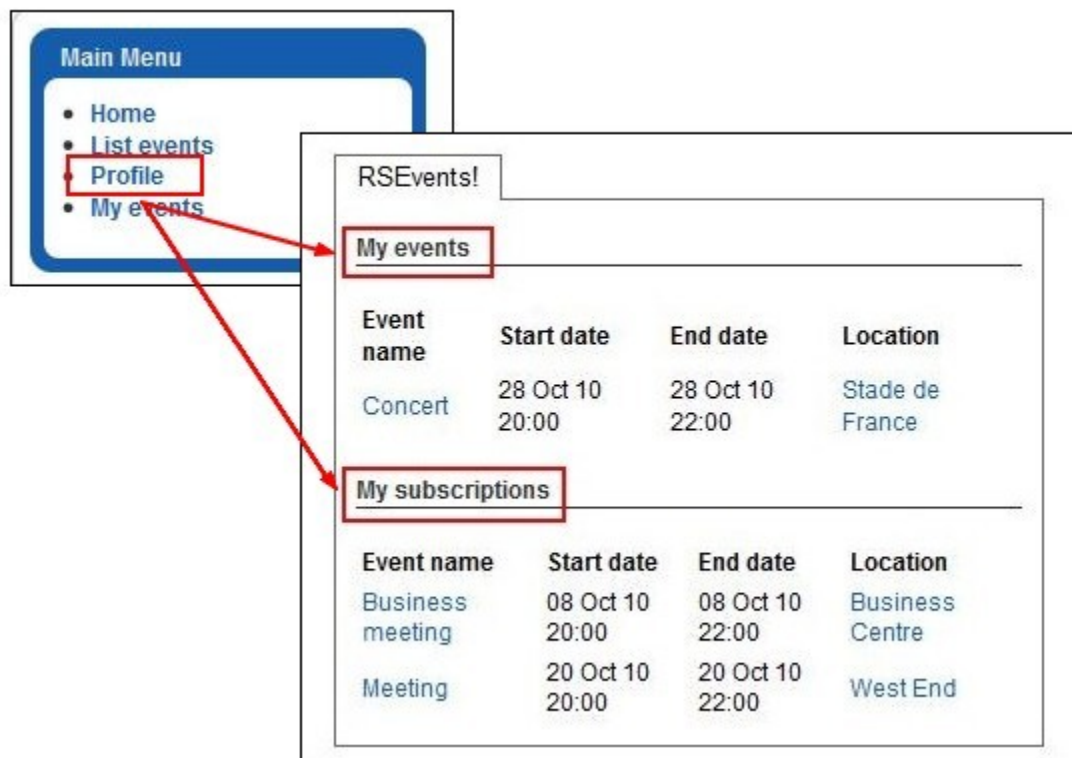


#### Download:

To download the 3rd party plugins (Community Builder, JomSocial application and the Search Plugin for Joomla! 1.5 and 1.6), you need to access your [www.rsjoomla.com](http://www.rsjoomla.com) account, then head to **“View my downloads” area >> RSEvents! membership >> RSEvents! files >> 3rd party.**

#### 13.2.2.1 Community Builder plugin

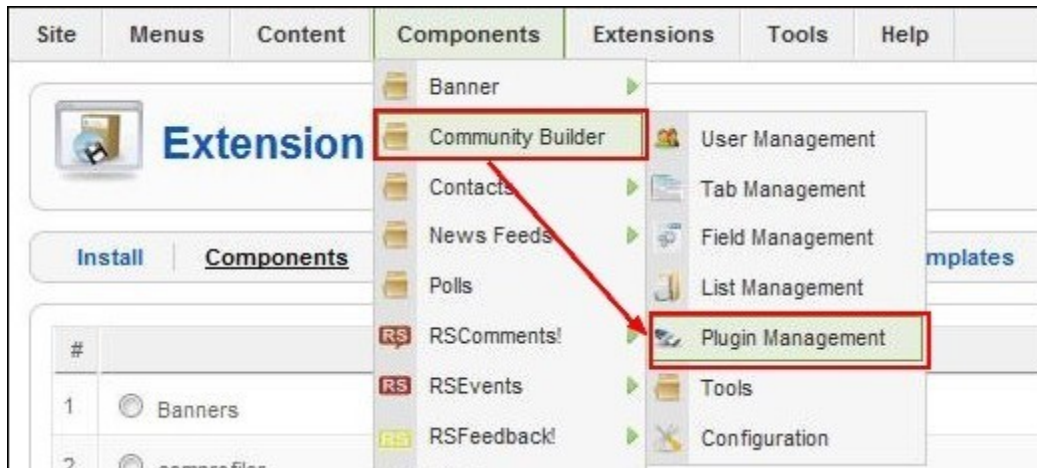
This plugin allows you to display on the Community Builder profile, the user created events along with his event subscriptions.



### Installation:

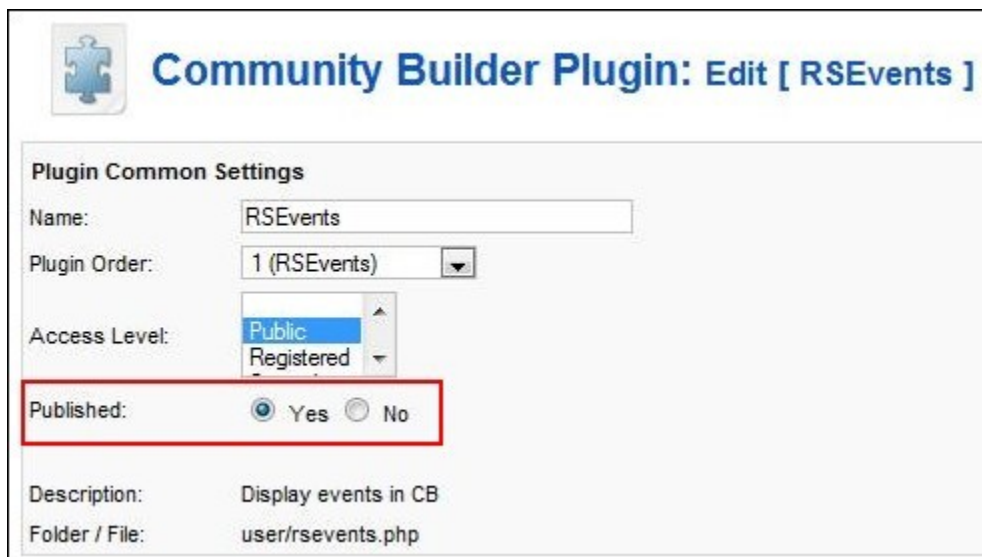
Path: **Components >> Community Builder >> Plugin Management >> Install new plugin**

The plugin installs through the **Community Builder installer**, in the Plugin Management area as shown in the below screenshot.



### Enable the plugin:

While you are in the "Plugin Management" tab, make sure you publish the RSEvents! plugin.



### Set the plugin position:

After installation, the default plugin position on the user profile is "Header (above left/middle/right)", but this can be easily changed in the **Community Builder >> "Tab Management" area**.

### 13.2.2.2 Search Plugin for Joomla! 1.5 and Joomla! 1.6

The Content Search plugin extends the Joomla standard content search by including the created events and their descriptions, thus making the events more accessible to potential customers.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **rsevents\_search.zip** file, by clicking the **“Upload File & Install”** button.

#### Enable the plugin:

Head to the **“Plugin Manager”** area and enable the **“Search - RSEvents!” plugin**.

#### Configuration:

To enable a search module on your site, just go to **Extensions >> Module Manager >> New >> Search**, type in a name and select a position. Upon performing a search, the following items are included: *event name, location name, category name, event description*.

In the **“Plugin Manager”**, if needed, you can set a different search limit. By default, the results limit is set to 50.

The screenshot displays the Joomla! Plugin Manager interface. The 'Details' tab is selected, showing the following information:

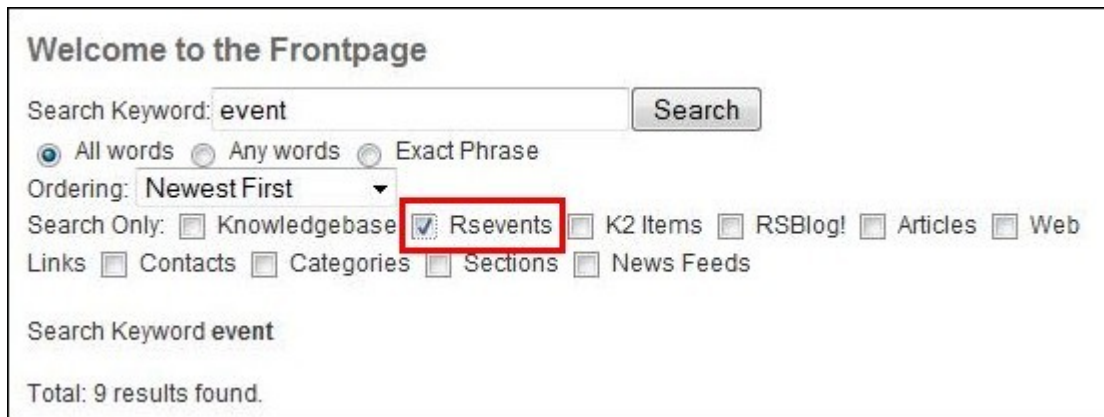
- Name:** Search - RSEvents (highlighted with a red box)
- Enabled:** ☐ No ☒ Yes
- Type:** search
- Plugin File:** rsevents.search .php
- Access Level:** Public (selected from a dropdown menu)
- Order:** 0 (Search - RSTickets! Pro)
- Description:** Allows Searching for RSEvents events.

The 'Parameters' tab is also visible, showing the following configuration:

- Plugin Parameters:**
  - Search Limit:** 50 (highlighted with a red box)

A red arrow points from the 'Search Limit' field in the 'Parameters' tab back to the 'Details' tab.

Default Joomla! search extended:



Search Keyword:

☒ All words ☐ Any words ☐ Exact Phrase

Ordering:

Search Only: ☐ Knowledgebase ☒ **Rsevents** ☐ K2 Items ☐ RSBlog! ☐ Articles ☐ Web Links ☐ Contacts ☐ Categories ☐ Sections ☐ News Feeds

Search Keyword **event**

Total: 9 results found.

### 13.2.2.3 JomSocial Application

The **RSEvents - JomSocial** plugin offers a simple integration between the two components. It simply displays the events that a user has **subscribed to** in his/her profile and it also displays the events that are **owned** by that particular user.

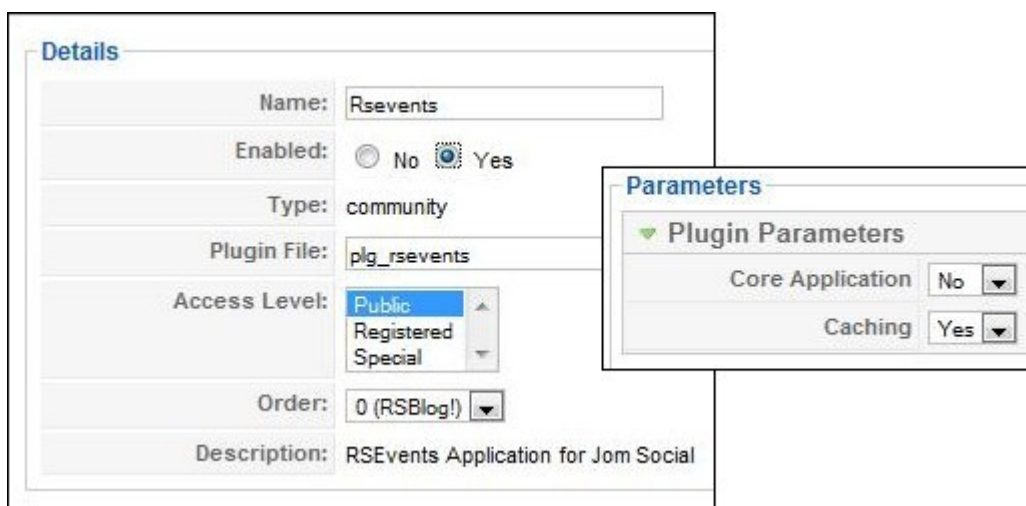
Furthermore, if the event has enabled the *list subscribers* option, a linkable username will be displayed that are pointed to their **JomSocial profile**.

#### Installation:

In the backend panel, head to **Extensions >> Install/Uninstall**, browse the package and upload the **rsevents\_jomsocial.zip** file, by clicking the **“Upload File & Install”** button.

#### Enable the plugin:

Head to the **“Plugin Manager”** area and enable the **“System - RSEvents! Authorize payment” plugin**.



**Details**

Name:	<input type="text" value="Rsevents"/>
Enabled:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Type:	community
Plugin File:	<input type="text" value="plg_rsevents"/>
Access Level:	<input type="text" value="Public"/> Registered Special
Order:	<input type="text" value="0 (RSBlog!)"/>
Description:	RSEvents Application for Jom Social

**Parameters**

Plugin Parameters

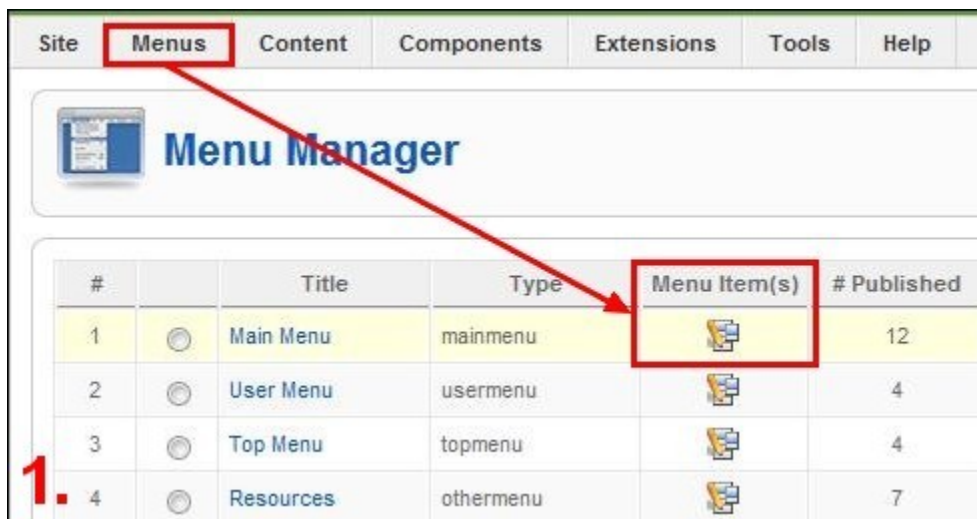
Core Application	<input type="text" value="No"/>
Caching	<input type="text" value="Yes"/>

## Step 14: RSEvents! menu items

Path: **Joomla! backend panel >> Menus >> Menu Manager >> Main Menu** (or any other Joomla! menu where you want to publish the items).

The RSEvents! menu items allows you to display in frontend events, locations, categories, calendar, user subscriptions. Users with permissions can also add events and locations using the menu items.

1. To create a new menu item with RSEvents!, in the administrator panel head to **Menus >> Menu Manager** and edit the menu where you want to publish the new item.



2. In the “Menu Item Manager”, click on the “New” icon located on the right side of the panel.

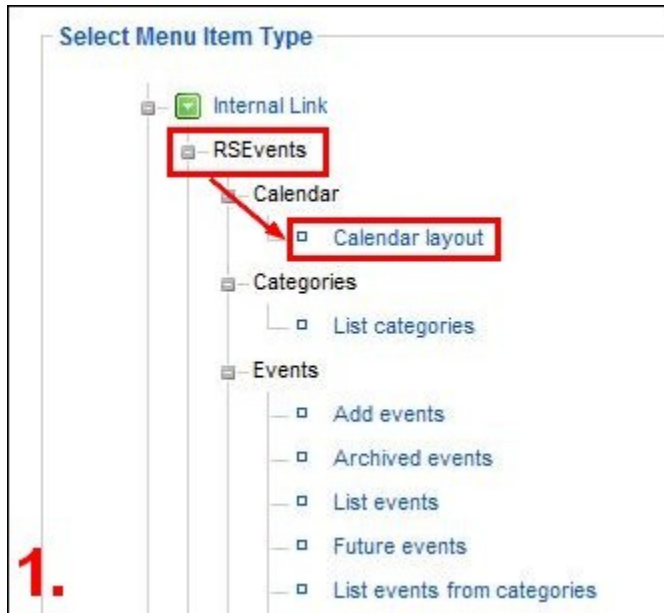




## 14.1 List events calendar in frontend

With RSEvents! you can list events within a calendar menu item.

1. In the “Menu Manager area” click on *RSEvents! >> Calendar Layout*.



2,3: Select the menu parameters.

**Menu Item Details**

Title: Events calendar

Alias:

Link: `index.php?option=com_rsevents&view=cal`

Display in: Main Menu

Parent Item: Top

- Forum
- Home
- Joomla! Overview
- What's New in 1.5?
- Joomla! License
- More about Joomla!
- FAQ
- The News
- Web Links

**Parameters (Basic)**

Start day: Monday

Show week: Yes

Show full events: Yes

Show colors: No

Show color legend: No

Show details: Yes

Show category filter: Yes

Show user events: No

Show archived events: No

Categories

- All Events
- Conferences
- Concerts
- Business
- Rock concerts
- Piano concerts
- General
- Default

Locations

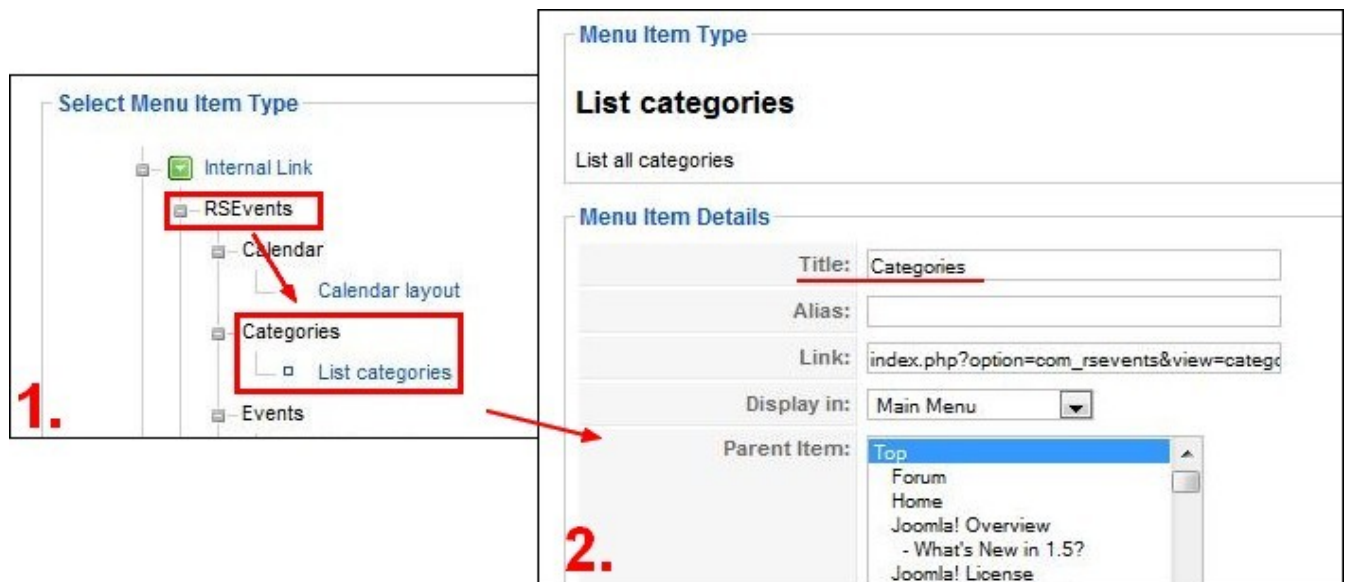
- My first location
- Tower Hotel
- The British Library
- The Cumberland Hotel
- default\_jcal
- default\_jevents

Ordering: Descending

3. Display events in calendar: All days

## 14.2 List RSEvents! categories

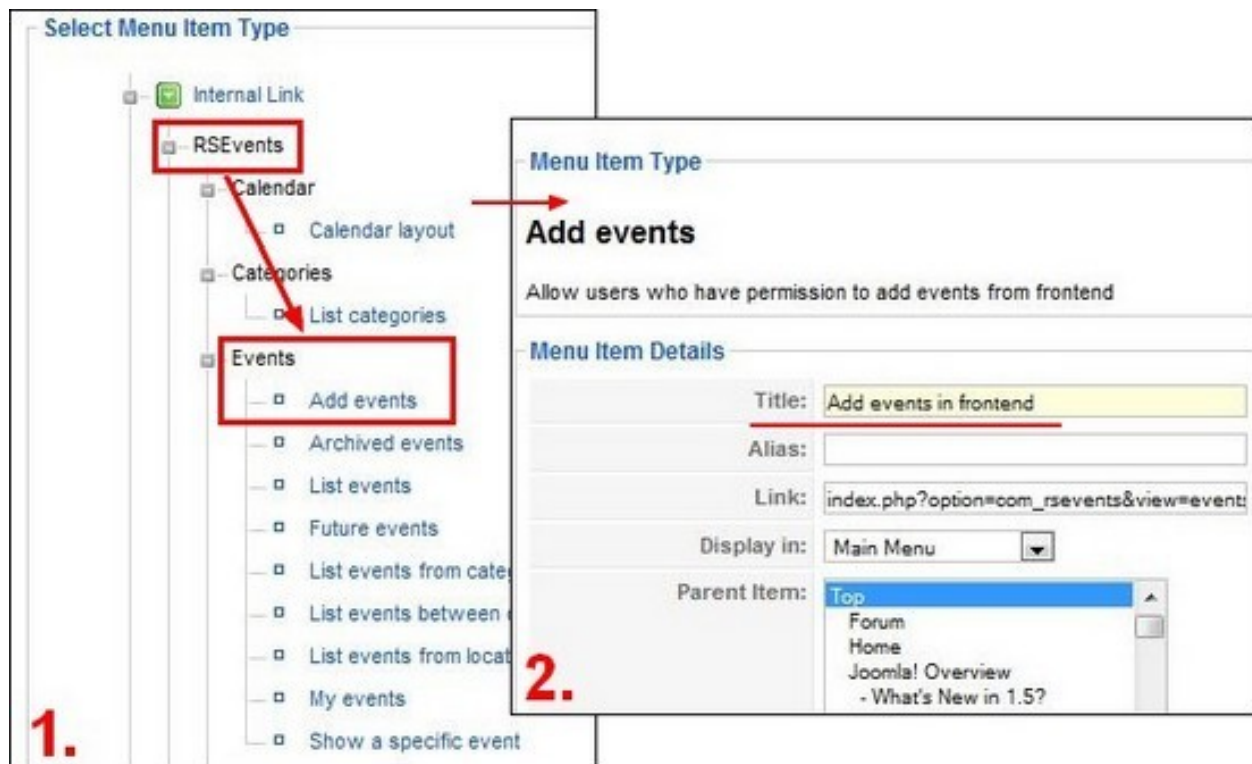
With this menu item, you can list all RSEvents! categories, including their subcategories.



## 14.3 List events

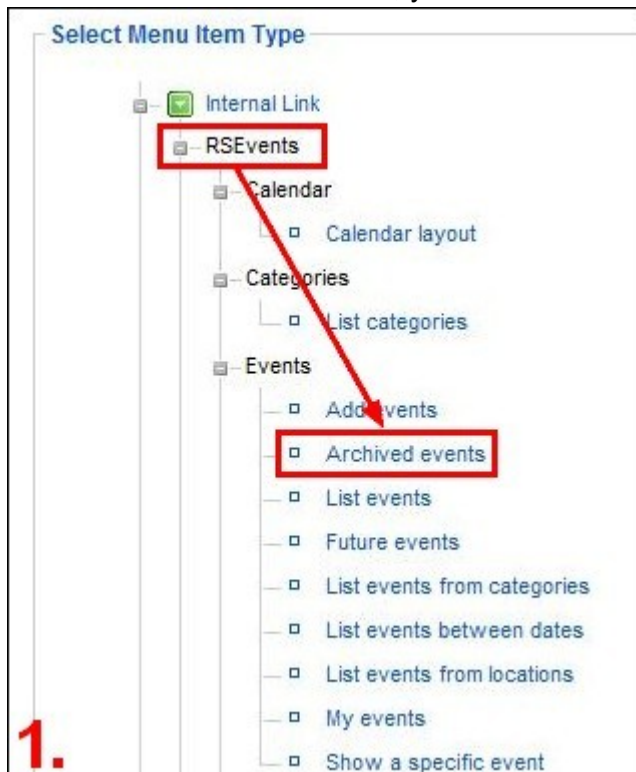
### 14.3.1 Add events

Within the “Add events” menu item, you can allow users to add events in frontend.

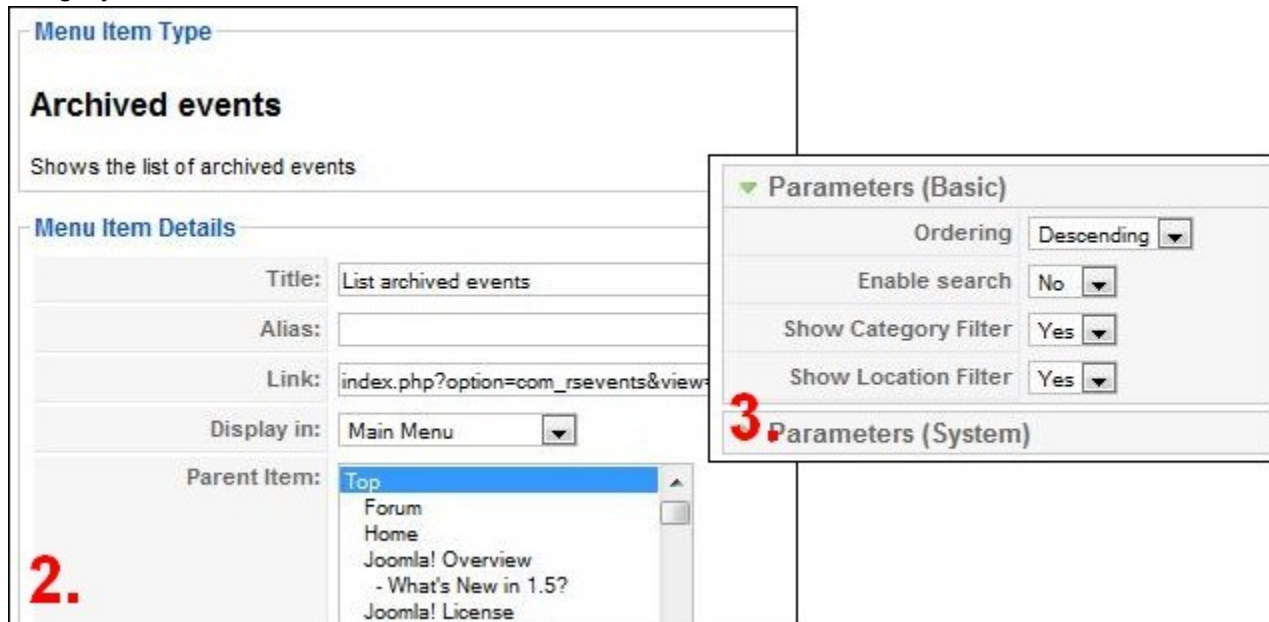


### 14.3.2 List archived events

1. With this menu item, you can list archived events.

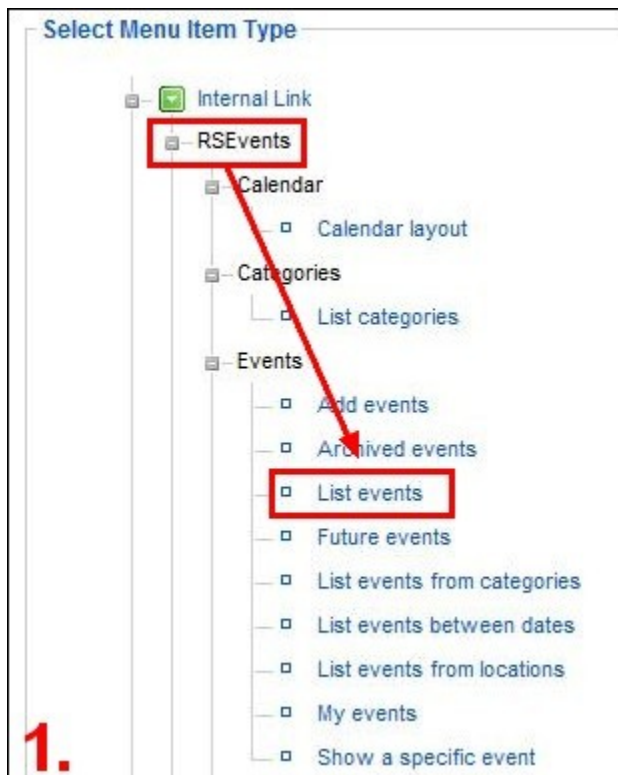


2,3: When search is enabled, RSEvents! will show above the archived events 2 filters: category and location.

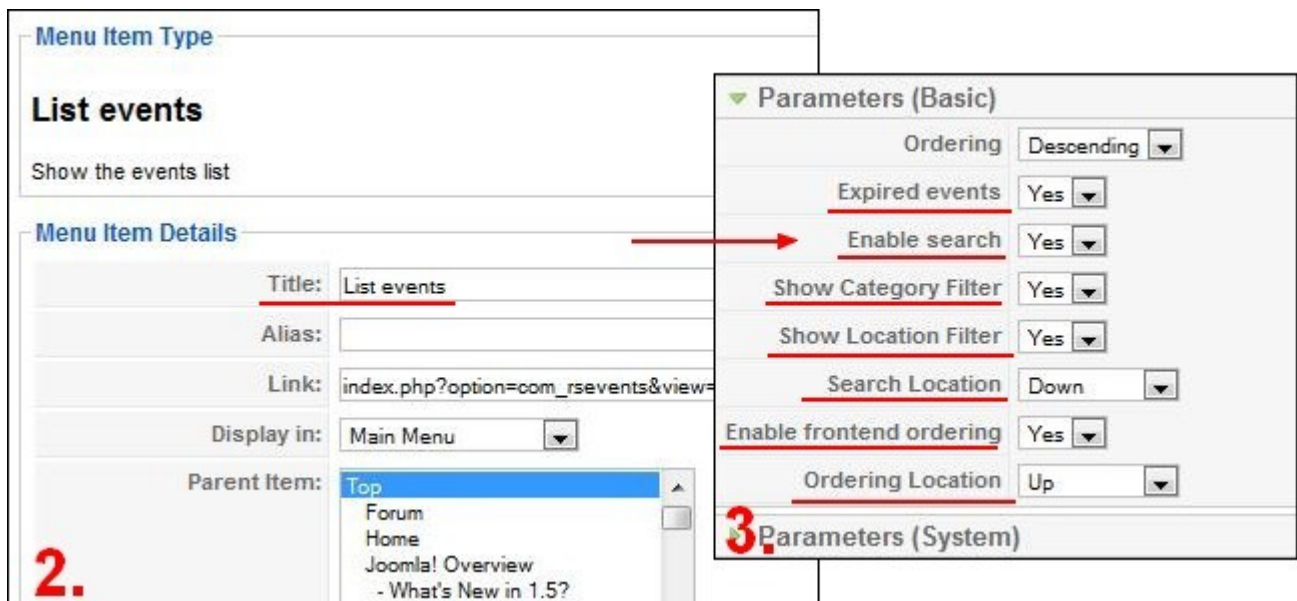


### 14.3.3 List events

1. With this menu item, you will be able to list all events, including the ones that had expired (when the expired option is enabled).

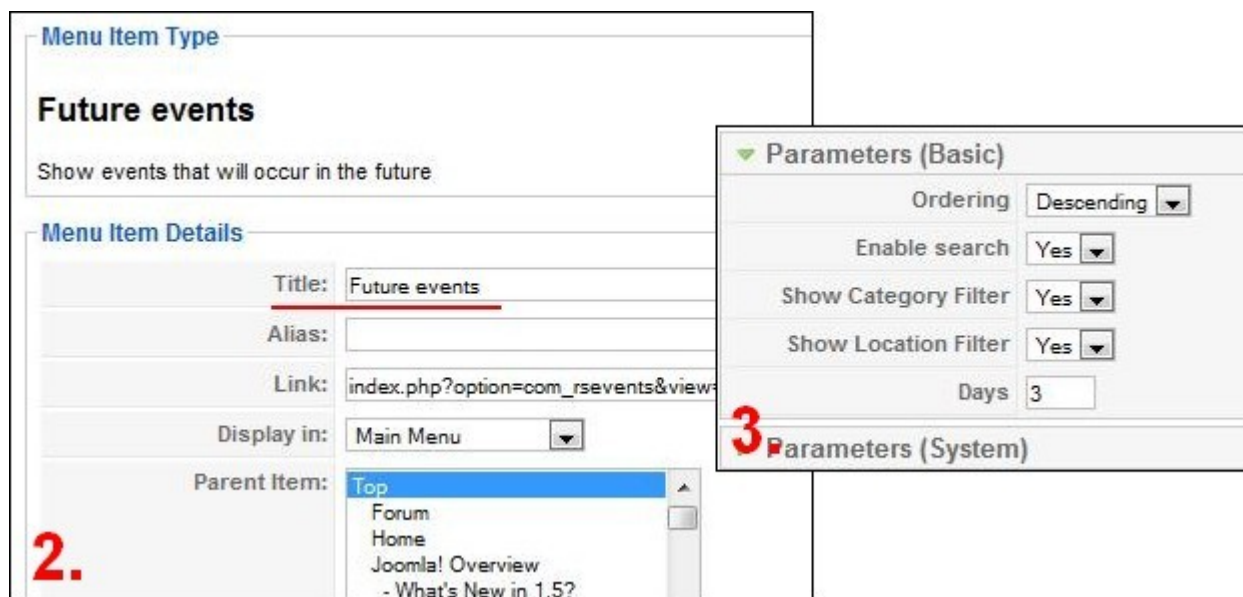
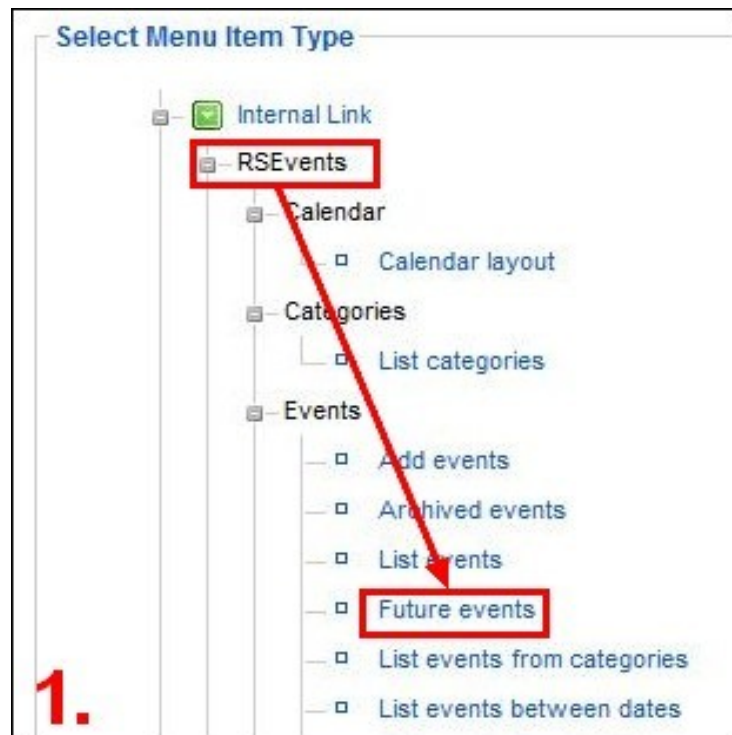


2,3: When search is enabled, users will be able to filter events based on category or location.



#### 14.3.4 Future events

This menu item allows you to list future events. When search is enabled, users will be able to filter events based on category or location.





### 14.3.5 List events from categories

This menu allows you to list events from the specified categories/subcategories.

**1.**

**2.**

**Menu Item Type**

**List events from categories**

List events from one or more categories.

**Menu Item Details**

Title:

Alias:

Link:

Display in:

Parent Item:

Forum

Home

Joomla! Overview

- What's New in 1.5?

**3.**

**Parameters (Basic)**

Select categories

Include subcategories ☐ Yes ☒ No

Ordering

**4.**

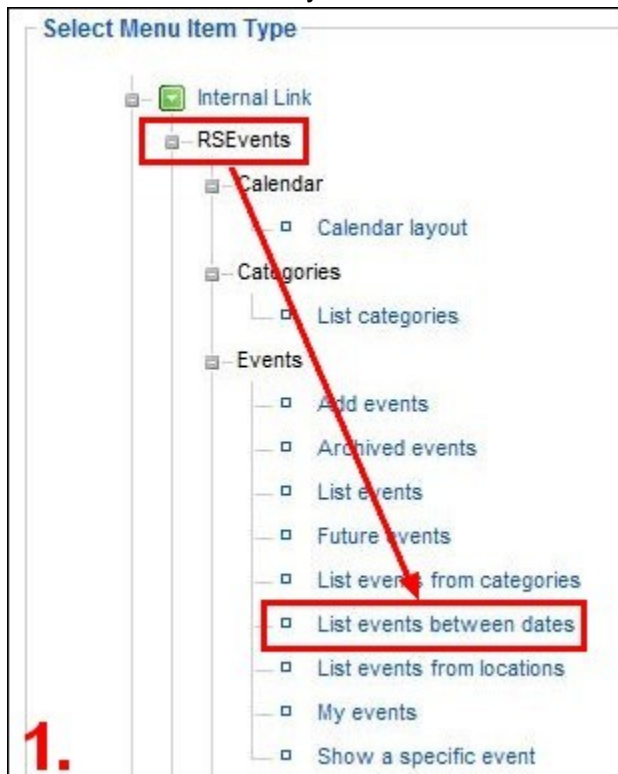
Filter

#	Color	Category
1		All Events
2		L- Conferences
3		L- Conce
4		L- p

Select Conferences

### 14.3.6 List events between dates

This menu item allows you to list events from a specified time range.



Menu Item Type

### List events between dates

List events between the selected start date and end data

Menu Item Details

Title: List events between 03/01 - 03/31

Alias:

Link: index.php?option=com\_rsevents

Display in: Main Menu

Parent Item: Top

Parameters (Basic)

Start date: 03/01/2011

Start time: 00:00

End date: 03/31/2011

End time: 23:59

Ordering: Descending

Parameters (System)

2.

3.

### 14.3.7 List events from locations

This menu item allows you to list events from the specified locations.

**1.** In the **Select Menu Item Type** window, expand the **RSEvents** category and select **List events from locations**.

**2.** In the **Menu Item Type** window, the **List events from locations** type is selected. The **Menu Item Details** section shows:  
Title: List events from locations  
Alias:   
Link: `index.php?option=com_rsevents&view=event`  
Display in: Main Menu  
Parent Item: Top

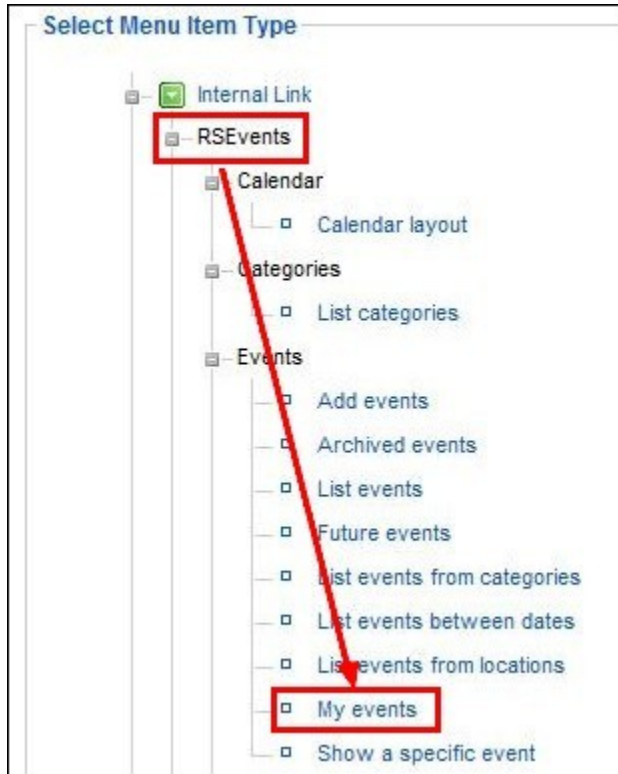
**3.** In the **Parameters (Basic)** window, click the **Select locations** button.

**4.** In the **Parameters (List events from locations)** window, select **The Cumberland Hotel** from the list of locations.

#	Location
7	<input checked="" type="checkbox"/> The Cumberland Hotel
6	<input type="checkbox"/> The British Library
5	<input type="checkbox"/> Tower Hotel

### 14.3.8 My events

This menu item allows you to list the user created events.



## 14.4 Locations

### 14.4.1 List locations

This menu item allows you to list all created locations.

The image shows the Joomla! menu creation interface. On the left, a tree view under 'Select Menu Item Type' shows the hierarchy: Internal Link (checked) > RSEvents (highlighted with a red box and labeled '1.') > Locations > List locations (highlighted with a red box). A red arrow points from 'List locations' to the configuration window on the right. The configuration window, labeled '2.', has a title 'List locations' and a description 'List all locations'. Under 'Menu Item Details', the 'Title' field is 'List location', 'Alias' is empty, 'Link' is 'index.php?option=com\_rsevents&view=location', 'Display in' is 'Main Menu', and 'Parent Item' is 'Top'.

**1.**

**2.**

### 14.4.2 Add event locations in frontend

This menu item allows adding new event locations in frontend by Joomla! user with group permissions - see [Step 5: Add user permissions](#).

The image shows the Joomla! administrator interface for configuring a menu item. On the left, under the heading "Select Menu Item Type", a tree view shows the hierarchy: Internal Link > RSEvents > Locations > Add locations. The "Add locations" item is highlighted with a red box, and a red arrow points from it to the configuration panel on the right. A large red "1." is positioned at the bottom left of the tree view.

The configuration panel on the right is titled "Add locations" and includes the description "Allows users to add new locations". Under the "Menu Item Details" section, the following fields are visible:

- Title: Add new location
- Alias: (empty)
- Link: index.php?option=com\_rsevents&view=location
- Display in: Main Menu (dropdown)
- Parent Item: Top (dropdown menu showing options: Forum, Home, Joomla! Overview, - What's New in 1.5?, Joomla! License, More about Joomla!, and a search icon)

A large red "2." is positioned at the bottom left of the configuration panel.



## 14.5 List user subscriptions

This menu item allows you to list in the account the subscribed events along with their payment status: accepted/pending.

The image shows the Joomla! menu creation interface. On the left, a tree view under 'Select Menu Item Type' shows the path: Internal Link > RSEvents > Subscriptions > List user subscriptions. Red boxes highlight 'RSEvents' and 'List user subscriptions'. A red arrow points from 'RSEvents' to 'List user subscriptions', with a red '3.' at the start and a red '4.' at the end. On the right, a panel titled 'List user subscriptions' shows the configuration for this menu item. The title is 'List user subscriptions', the link is 'index.php?option=com\_rsevents&view', the display in is 'Main Menu', and the parent item is 'Top'.

**3.**

**4.**

**List user subscriptions**

List subscriptions of the current user

**Menu Item Details**

Title:	List user subscriptions
Alias:	
Link:	index.php?option=com_rsevents&view
Display in:	Main Menu
Parent Item:	Top

- Forum
- Home
- Joomla! Overview
- What's New in 1.5?

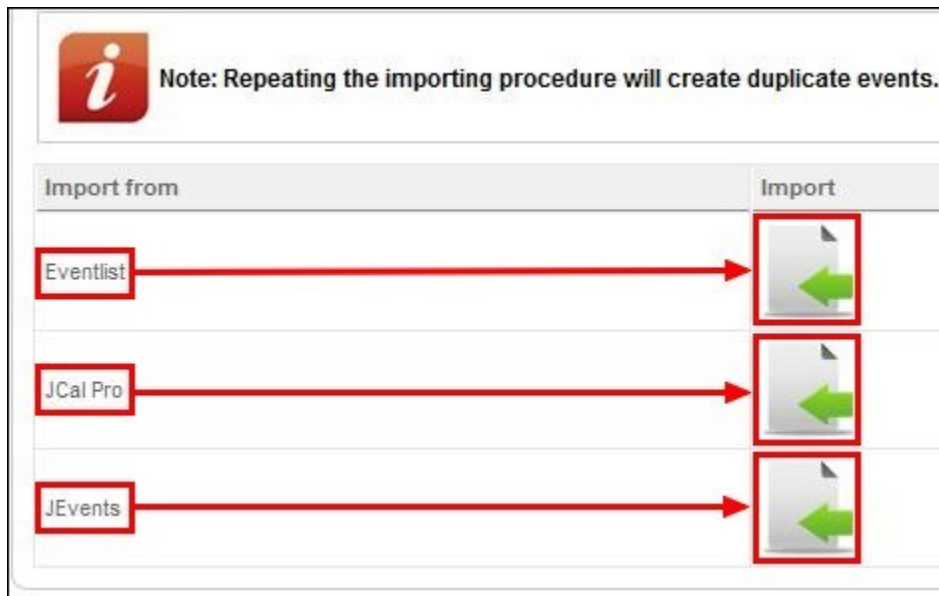
## Step 15: Import events from Eventlist, JCalPro and JEvents (optional)

Path: **Components >> RSEvents! >> Import**

RSEvents! allows you to easily import other events created with JCalPro, JEvents! and EventList within a single click.

In the RSEvents! Import tab (**Components >> RSEvents! >> Import**) you'll find a list with the event manager components currently installed on your Joomla! website. Click on the corresponding **"Import"** tab located in the right side.

RSEvents! will start importing the events from the chosen component in the **"Events"** tab.




## Step 16: Updating RSEvents!

Path: **Joomla! backend panel >> Components >> RSBlog! >> Updates**

Keeping your component up to date is essential to it's overall functionality. You can check the RSEvents! current version by going to **Components >> RSEvents! >> Overview**. You will be able to see the revision number on the right side of the screen, above the component logo.

RSEvents! 1.2.0 REV 22



Installed version:	1.2.0
Copyright:	©2007-2010 www.rsjoomla.com
License:	GPL License
Author:	<a href="http://www.rsjoomla.com">www.rsjoomla.com</a>

Please enter your code to receive updates:

Update code

To be able to automatically receive updates directly from the backend panel, you need first to add the RSEvents! license code.

1. The license code is generated in your [www.rsjoomla.com](http://www.rsjoomla.com) account, in the **“Customer Downloads” area >> RSEvents! membership >> Licenses**, after you’ve previously specified the domain.

2. To check if there are any new RSEvents! versions, head to the “Updates” tab. If any new version is available, you will be able to download the package file directly from the backend panel.

Overview | Events | Archive | Subscriptions | Categories | Locations | Designs

Check for updates

Checking for updates

 RSEvents! 1 Domain Lifetime Your version is up to date. No new downloads are available.

## The purpose of this guide

This guide is designed to assist you, step by step, in configuring a Joomla! Event website with [RSEvents!](#)

We've also created an RSEvents! Quick Guide, that includes all important steps that you must follow to quickly setup a Joomla! event website.

Additionally, we've launched the [RSJoomla! TV Channel](#) to support our components with a series of video tutorials and presentations.

The RSEvents! Documentation can be found [here](#).

For any other questions, please submit a ticket to the [RSJoomla! support department](#).