



Installation Guide

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Getting Started: What You Will Need

Event Publish can be run on **Windows** or **Linux/Unix** based servers. Your server will need to have **PHP5** and a **MySQL database**. (Note: PHP 4 is not supported).

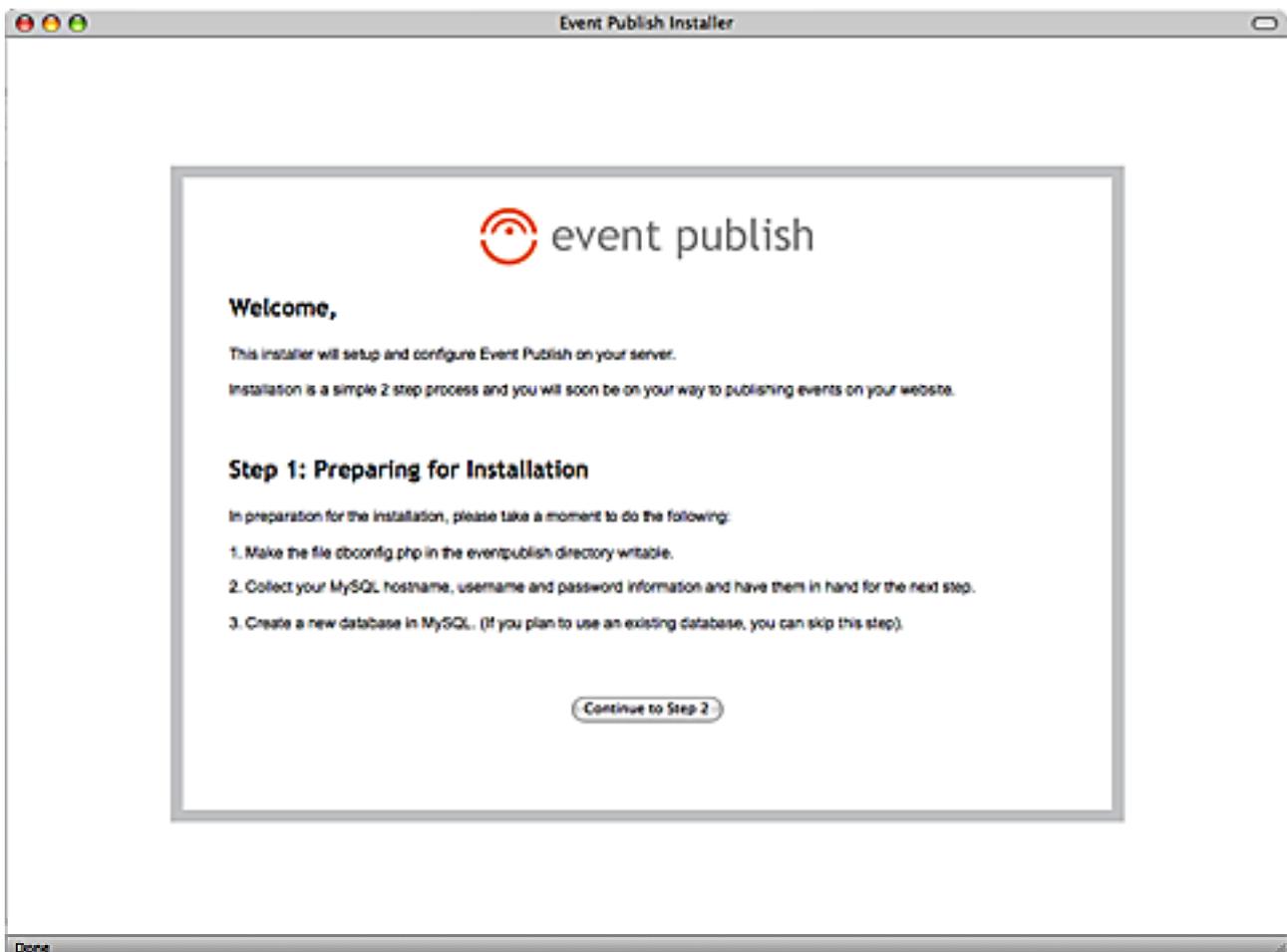
Start by uploading the **eventpublish** and **eventpublish_installer** directory to your web server. Ensure that they are both in the same directory.

Next, collect your MySQL database information. You will need your MySQL hostname (this is usually localhost), username and password. In addition you will also need to create a new database in MySQL for use with Event Publish.

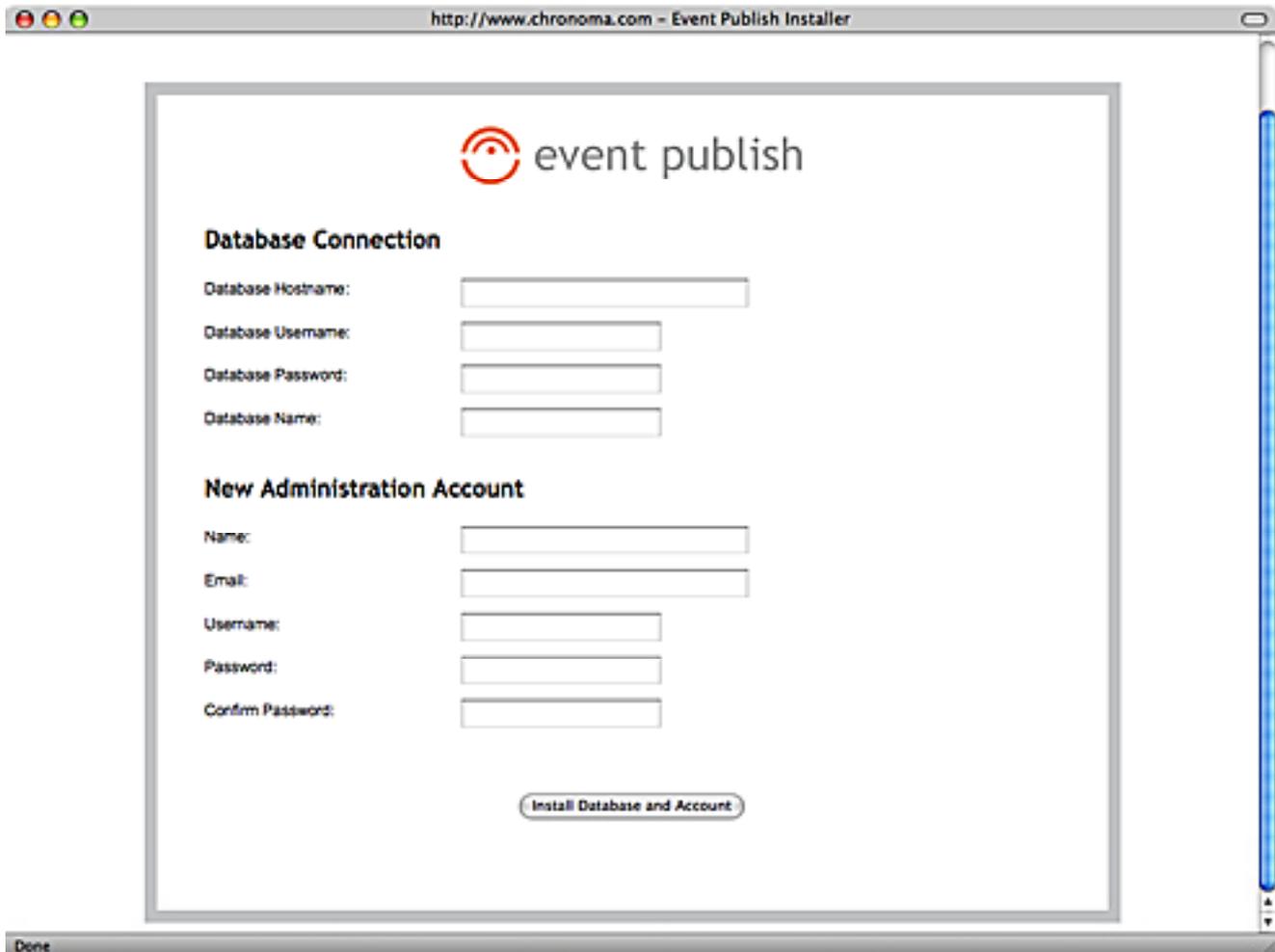
Finally, you will need to set **write permissions** for the file **dbconfig.php** in the **event publish** directory. If you are installing on a Unix server, you can **chmod** the file to **0666**. For Windows/IIS server, use the IIS console to make it writable.

Installing Event Publish

Open your favorite web browser and browse to the **eventpublish_installer** directory. (Example: http://www.yoursite.com/eventpublish_installer)



Click **continue to Step 2** and fill in the database information in the next form. You will also have to fill in information to create a new user account in Event Publish. This will be the main administrator account.



The screenshot shows a web browser window with the address bar displaying "http://www.chronoma.com - Event Publish Installer". The main content area features the "event publish" logo at the top. Below the logo, there are two sections: "Database Connection" and "New Administration Account".

Database Connection

Database Hostname:

Database Username:

Database Password:

Database Name:

New Administration Account

Name:

Email:

Username:

Password:

Confirm Password:

Done

Click **Install Database and Account** to complete the installation.

Congatulations! You are now ready to use Event Publish.

The Next Step

Here are some tips to help you get started on publishing events with Event Publish right away.

Choosing a Publish Mode

Event Publish provides you with the option to select the way you want your calendars published. From the top right menu, select **Manage > Settings**. Here you can choose from any one of the following event publishing modes:

In **Multiple Calendars** mode, your visitors will be able to browse and view events by calendars. Each calendar can have events from different locations in them. (Note: For this mode, you can also choose to enable/disable categories).

In **Single Calendar** mode, all your events will be published to a single calendar. Visitors will still be able to filter events by locations.

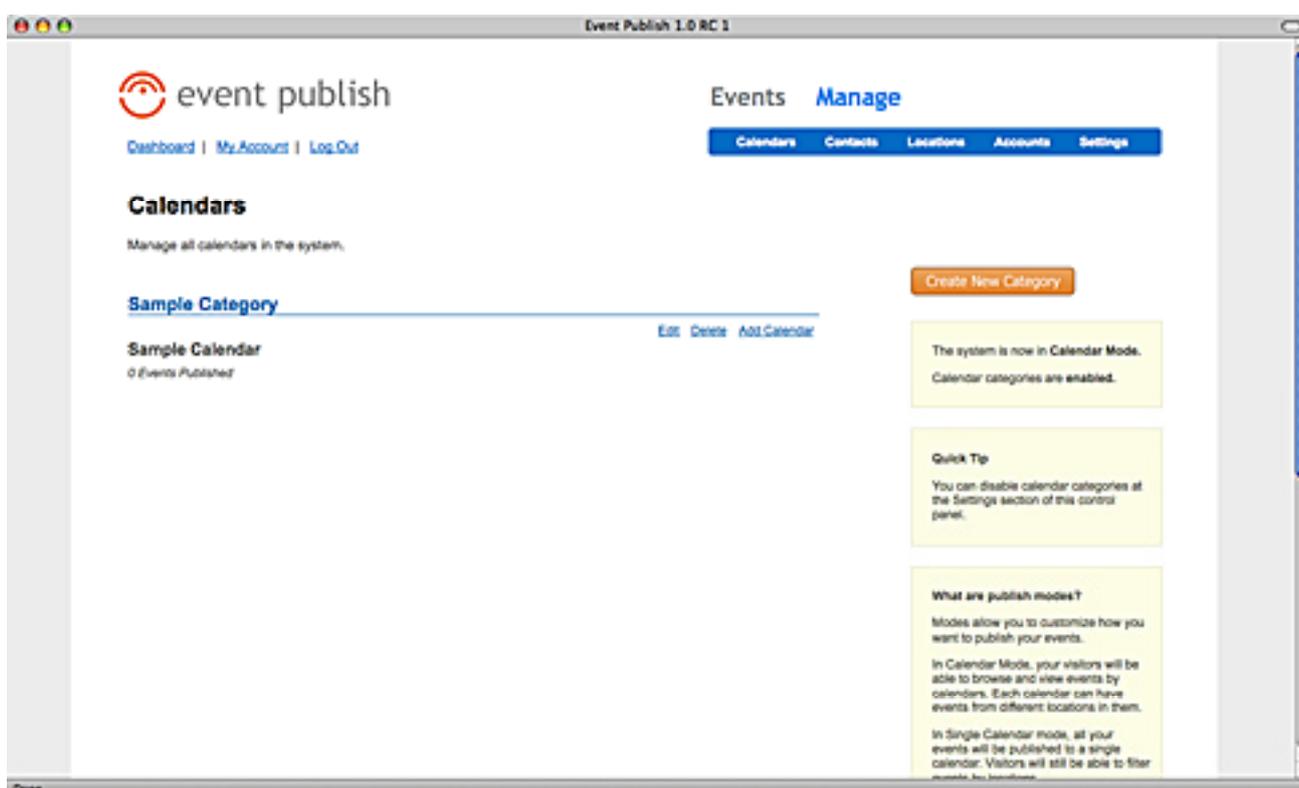
In **Location Calendar** mode, your events will be automatically published to separate calendars for each location.

Creating new calendars

Log in to the Event Publish Control Panel. From the top right menu select **Manage > Calendars**. This will take you to the calendar management console in Event Publish.

(Note: If you do not see a Calendars option in the menu, it is likely that Event Publish is in Single Calendar or Location Calendar mode. See the previous section for more information.)

Start by creating a **new category** (if you have categories enabled) and then add new calendars to it.

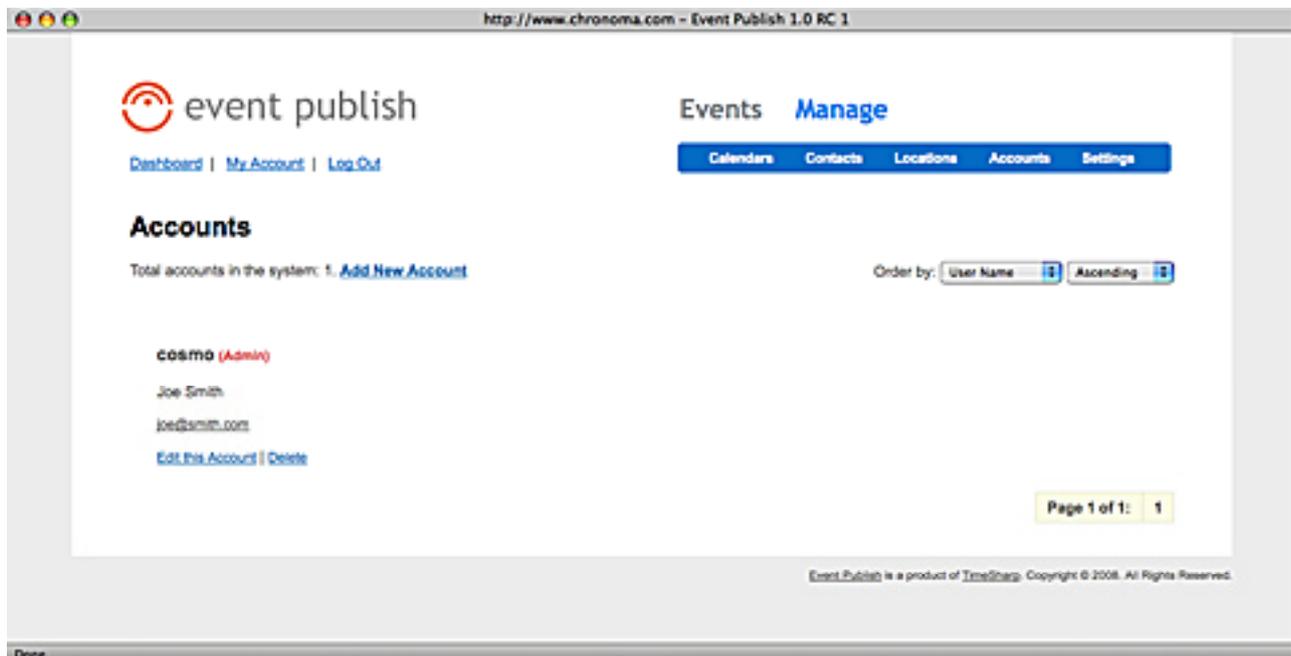


Adding new locations

From the top right menu select **Manage > Locations**. From here you can add new locations. If you are in Location Calendar mode you will need to add locations to Event Publish in order to create calendars for them. Event Publish will automatically create a calendar for every location that you add.

Adding new users

In the Control Panel, select **Manage > Accounts** from the top right menu. From here you can create new user and administrator accounts for Event Publish.



The screenshot displays the Event Publish web application interface. The browser address bar shows `http://www.chronoma.com - Event Publish 1.0 RC 1`. The page header includes the "event publish" logo and navigation links: "Dashboard | My Account | Log Out". A "Manage" menu is open, showing options for "Calendars", "Contacts", "Locations", "Accounts", and "Settings". The "Accounts" section is active, displaying "Total accounts in the system: 1. [Add New Account](#)". The "Order by:" dropdown is set to "User Name" and "Ascending". A table lists one account:

User Name	Role	Actions
cosmo	(Admin)	Edit this Account Delete

At the bottom right, a pagination control shows "Page 1 of 1: 1". The footer contains the text: "Event Publish is a product of TimeSage. Copyright © 2008. All Rights Reserved." The browser status bar at the bottom left shows "Done".

Adding your website header and footer to Event Publish

You can customize your Event Publish calendar by adding your website header and footer. You can add your header and footer HTML code to the Event Publish templates. These templates can be found in the **templates/new/** directory of Event Publish.

To add your website header, open the file **page_header.tpl**. Add your HTML code at the bottom of the file after the **<body>** tag.

To add your website footer, open the file **page_footer.tpl**. Add your HTML code at the top of the file right before the **</body>** tag.