Event Espresso Installation Guide

Step 1

Installation Install the Events Espresso plugin via the WordPress plugin installer, or upload the extracted contents of the zip file to the "/wp-content/plugins/" directory (please follow the Manual Plugin Installation guide if you need help.)

Step 2

Organization Settings Update your "Organization Settings." These settings are used throughout the many different aspects of the event creation and registration process.

> Your organizations' name will appear in email confirmations for events and payments.
> Country setting is used to display the proper currency symbol associated with your country.
> The time zone setting will make sure your events appear and expire at the proper times/dates.
> All registration details and payment notifications will be sent to the primary contact email.
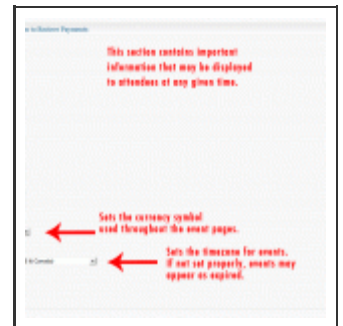
Step 3

Page Settings Page settings are a very important aspect of Event Espresso. Event listings and registration, payment, cancellation, and transaction pages are all required to for the plugin to work properly. Some pages will need to be hidden from your navigation menu, but still viewable to the general public. I recommend using the "Exclude Pages from Navigation" by Simon Wheatley to hiding page from navigation.

> *Main Registration page:* This page functions as the event listing and registration page. The registration page should contain the **{ESPRESSO_EVENTS}** shortcode. The page can be hidden from navigation if desired, but it should always contain the **{ESPRESSO_EVENTS}** shortcode and a description if desired.
> *Auto Return URL* This page can be considered the "thank you" and "payment confirmation" page. This is where the user will return after making a payment and/or returning to make a payment. This page should contain the **{ESPRESSO_PAYMENTS}** shortcode and be hidden from your navigation menu, but still viewable to the public (not password protected.)
> *Cancel Return URL* This should be a page on your website that contains a canceled payment message. No short tags are required. This page should be hidden from your navigation menu but still viewable to the public (not password protected.)
> *Notify URL* This page is used to process all payment transactions for payments completed using a payment gateway provider such as PayPal, Authorize.net, 2Checkout, etc. The page should contain the **{ESPRESSO_TXN_PAGE}** shortcode. This page should hidden from your navigation menu but still viewable to the public (not password protected.)

Step 4

Registration Forms

The next step after installing Event Espresso is adding questions to your registration forms. Go to Event Manager > Form Questions in your WordPress admin area to start adding/editing questions.

More information:
The default registration forms contain fields for the registrants first/last names and email address (basic personal information.) Most event organizers require additional fields/questions. Before we set up our events, we need to think about what questions we want to ask our potential attendees. So we need to create as many questions as we think we will need, then add them into groups.
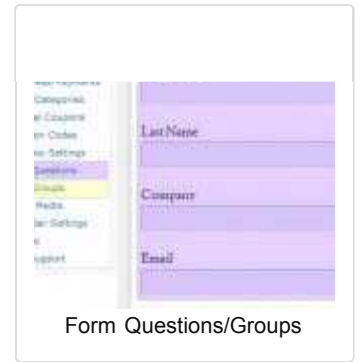

Form Questions/Groups

Question Editor

For example: We may want to ask for an address, city, state, zip and phone number for each attendee. Event Espresso has already created these fields for you. These are called "System Questions" which can be added to a "Personal Information" (created upon installation) group OR an "Address Information" group (created by you.)

Important: The "Personal Information" group of questions, contains the system questions for First Name, Last Name, and Email Address by default. The "Personal Information" system group is automatically added to each event that is created and cannot be removed (these questions are important for the plugin to function properly.)

For detailed information about Form Questions and Groups, please visit the forums.

Go ahead and start creating your own questions in the "Form Questions" page. After adding additional questions, start adding the questions to the question groups in the "Form Groups" (Go to Event Manager > Form Groups) page. After you have created your custom questions and groups, start creating events. Just remember to add each group of question to your events as needed.
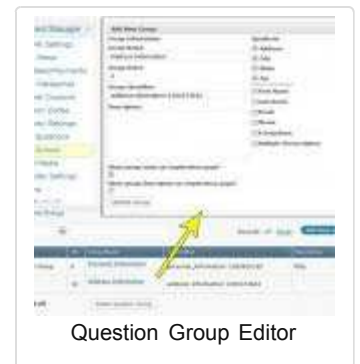
Question Group Editor

Step 5

Adding Events

Event creation should be pretty straight forward. All events need to have start and end times, as well as registration start and end dates. If you forget to add either a start date or registration start date, your events will probably not show be displayed. If you set your registration start date in the future, it will not be displayed until that date. All of these setting can be modified in the plugin template files (more information in the forums.)

Event Setup

Additional Information

- User Guide
- Tutorials
- Customization Forums

- Plugin Support Forums
- Feature Request Forums
- Bug Submission Forums
- Changelog
- Plugins and Addons