

## Basic PHP Events Lister setup:

1. You will need the following information in order to setup the database and begin using Basic PHP Events Lister. This information can be obtained from your web host.
  - Your MySQL database server
  - Your MySQL username
  - Your MySQL password
  - Your MySQL database name (Some hosts refer to this as “Description”)
2. Open the file “config.php” in the admin folder and enter the information above.
3. Upload all the files to your server, in the location where you want it to run.  
e.g. www/events
4. Once you have edited the config file and uploaded everything to your server, you’re ready to run the setup script. Point your browser to the setup.php file.  
e.g. <http://www.yourwebsite.com/events/admin/setup.php>
5. The setup page will ask you to enter your email address and create a password. Your email address is used, so that if you forget your password, you can use your email address to reset it. The password field needs to be between 6 and 10 alphanumeric characters.
  - For security, you should NOT use a word from the dictionary. But you SHOULD use a mix of upper and lowercase letters and at least one integer.

**WEAK password: school vs. STRONG password: sCuul3Q**

6. Once you have entered your email address and created a password click the option whether or not you want to include the sample event. If the sample event gets inserted and that was not your intention, don’t worry, you can always delete it later.
7. Now click the *Setup the database* button. You should get a message that says: “Database setup successful!” Once you see this message, you can start using the script.
8. The default template shows everything on one page. If you would rather just show a short summary, with a link to the event details, use index1.php, instead of index.php, in the main events folder. Make a backup copy of index.php, then overwrite that file with index1.php.
9. If you get an error message, check that you have entered the correct information in the config file. If you know for sure that the config information is correct and you have followed these instructions explicitly, email me at: [info@mevin.com](mailto:info@mevin.com)

and I will try to help you. If you require additional support or enhancements to the software, I will be happy to help you, at a reasonable hourly rate.

## Using Basic PHP Events Lister:

### Add an event:

1. Click on *add new event*
2. Fill out the form and click the *add event button*. You can use HTML in your description by clicking the HTML radio button. This will remove any extra line breaks that are normally added with a carriage return.
3. The other fields should be self explanatory, but if you have a question about what a particular field does, don't be afraid to test it. If you make a mistake, you can always edit, or delete the event.

**Active events:** The active events page shows a list of all the events in the database that are scheduled today or later

**All events:** The all events page shows a list of all the events in the database, regardless of when they're scheduled

**Edit an event:** In the active, or all events pages, click on *edit* to the right of the event you wish to edit and make the desired changes on the subsequent page.

**Copy an event:** If you have reoccurring events, this allows you to copy an existing event, to avoid redundant data entry. (Think of it as a "save as" command) Just click the *copy* link, change the date and/or time and click the *copy event* button. The month and day fields are intentionally left blank, as a reminder to update them.

**Delete an event:** The delete button allows you to permanently delete an event from the database. If you accidentally click this link, don't worry, because you will be asked to confirm the deletion.

**No events message:** This message will automatically appear if there are no active events in the database.

**Login/Out:** Use your email address as your username and the password you created when you setup the database. If you forget your password, you can recover it by clicking the *lost password* link.