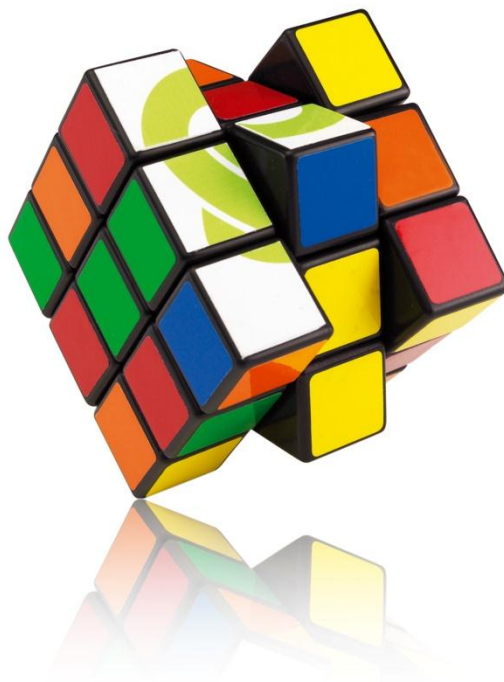


SharePoint Event Registration 2010

Installation and user guide

Last change: 17.08.2011

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1. Introduction

Event Registration is a solution which enables users to manage information of events in your SharePoint environment.

Once the Event Registration column is added to a list, the user can specify details of events by using existing columns in the list. The registration of events is also managed by the solution. When users have registered for an event, the user receives an invitation email which is automatically sent by SharePoint. At the same time, the organizer of the event receives an email which says the user has registered the event. The organizer also receives an email if user has cancelled an event.

Event Registration can be used with any list or document library.

The Event Registration type supports MOSS 2010/WSS 4.0.

2. Product Overview

2.1. Event Registration Field Type

After installing the SharePoint Event Registration type, a new SharePoint field type is available for using.

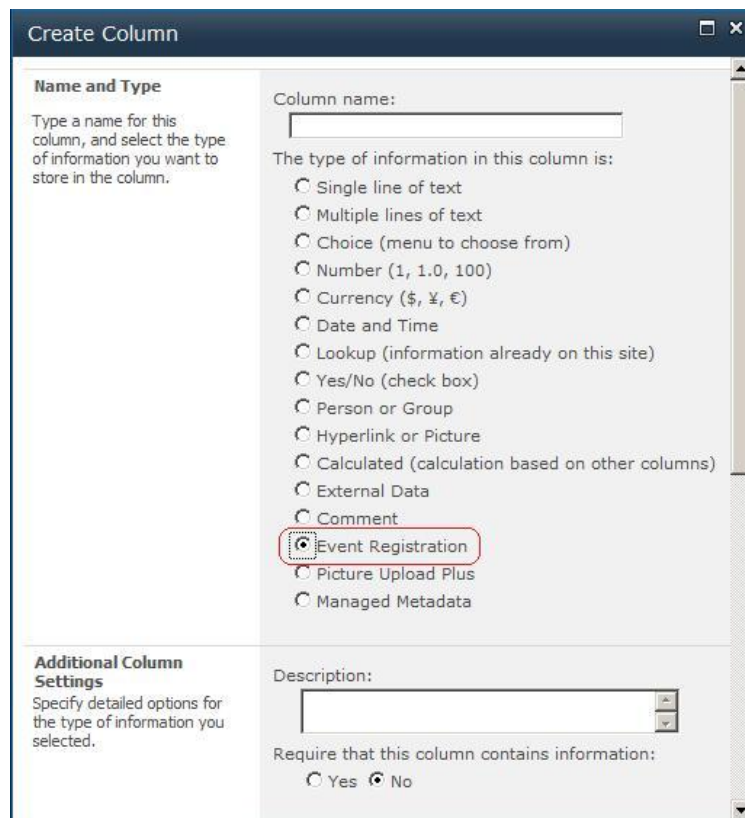


Figure 1: Adding the Event Registration field type

The Event Registration type can be used as any other field type in different lists or document libraries.

When creating an Event Registration column in a list, the column should be customized. The user can compose the details of events by choosing other columns in the list.

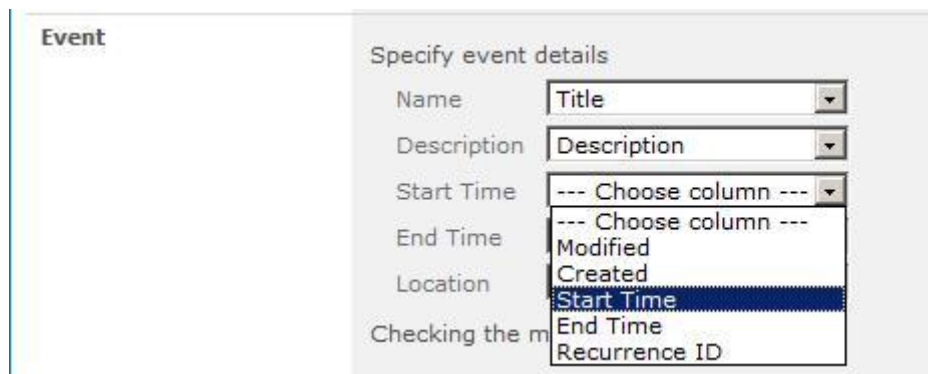


Figure 2: Specifying event details

There are five entries for details of events as follows:

| Entry | Description | Type of Column |
|-------------|-----------------------------------|------------------------|
| Name | The name of events | Single line of text |
| Description | The description of events | Multiple lines of text |
| Start Time | The date and time to start events | Date and Time |
| End Time | The date and time to end events | Date and Time |
| Location | The place which events take place | Single line of text |

The user does not need to configure all of them. Only necessary entries should be configured.

2.2. Creating a new event

After configuring the Event Registration column, it is possible to create events. In this section, we assume a list with five columns for the details of events and the configured Event Registration column.

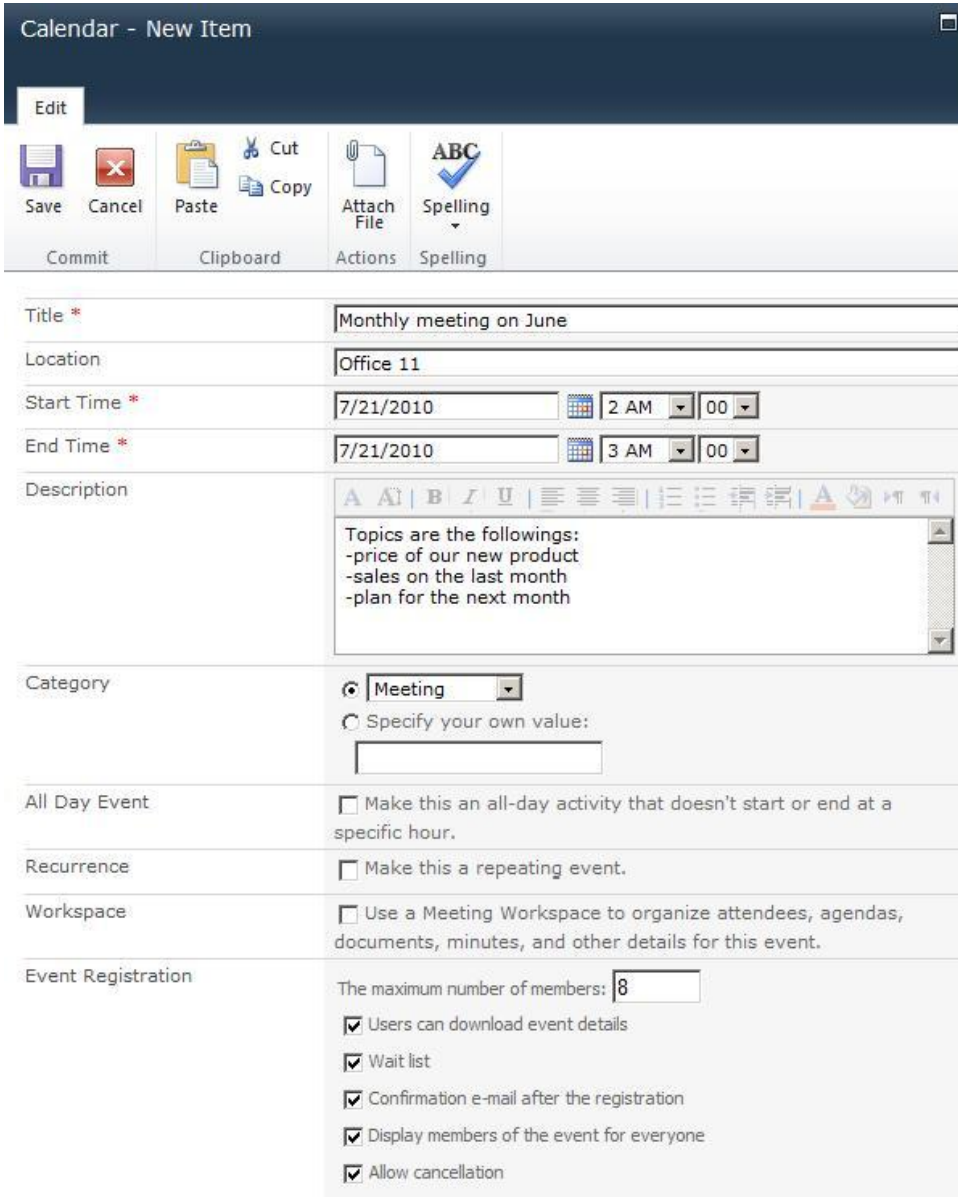
We give an example of the event item in the list. The correspondence between the details of events and the column names in this example is given in the following table.

| Entry | Column Name |
|-------------|-------------|
| Name | Title |
| Description | Description |
| Start Time | Start Time |
| End Time | End Time |
| Location | Location |

The Event Registration column provides an interface to configure each event as shown in the bottom of figure 5. By means of this configuration interface, it is possible to specify the maximum number of members, if confirmation emails to registered people are sent, and so on. We describe all of them in detail.

1. The number of members

It is necessary to specify the fixed number of members who can join the event. If the number of registered people gets the specified number, other users cannot register for the event unless the wait list feature is enabled.



Calendar - New Item

Edit

Save Cancel Paste Copy Attach File Spelling

Title * Monthly meeting on June

Location Office 11

Start Time * 7/21/2010 2 AM 00

End Time * 7/21/2010 3 AM 00

Description

Topics are the followings:
 -price of our new product
 -sales on the last month
 -plan for the next month

Category Meeting

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Workspace Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

Event Registration

The maximum number of members: 8

Users can download event details

Wait list

Confirmation e-mail after the registration

Display members of the event for everyone

Allow cancellation

Figure 3: An example of the event

2. Users can download event details

By checking this checkbox, registered users can download the event details as a file

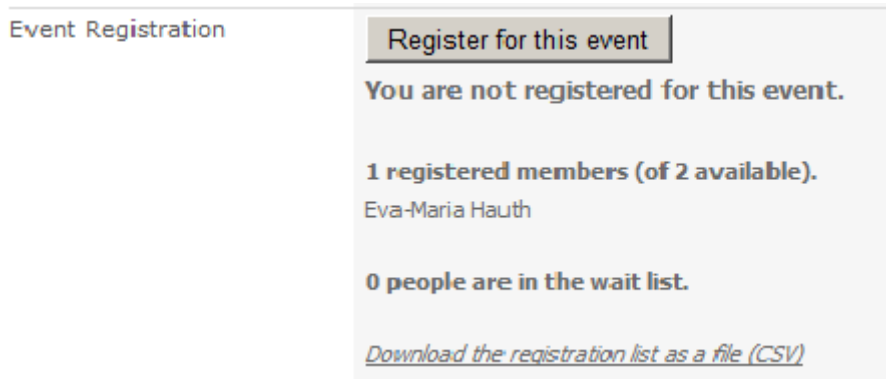


Figure 4: Downloading the event as a file

The file is in the vCalendar format which has been standardized. Application software which supports the vCalendar format or the iCalendar format can import this file (eg. MS Outlook, Google Calender).

3. Wait list

By checking this checkbox, the wait list is used to manage registrations for the event even if the number of registrations exceeds the capacity.



Figure 5: Registering for the wait list

If the number of registration is already filled when a user register for the event, the user is not registered as a member of the event but is added to the wait list.

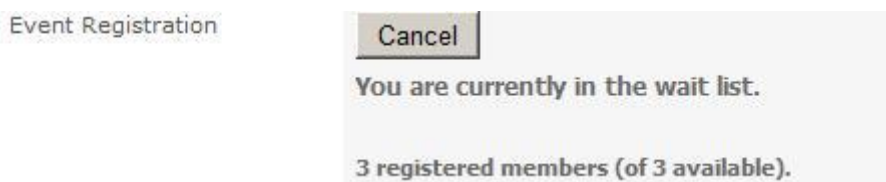


Figure 6: Wait List

The user will be registered as a member if another member cancels the event. Users in the wait list are ordered by the date of the registration, and

the user who has registered the earliest has the highest priority to be a member.

4. Confirmation e-mail after the registration

Users receive an invitation by Email after their registration. If the user is in the wait list, an invitation is sent when the user is registered as a member by someone's cancellation.

If the mail client of the user is integrated with some calendar application (Microsoft Outlook and Gmail for instance), the user can manage the event on the calendar. We show an example for the case of Microsoft Outlook. When the user has received the invitation, the event is displayed on the calendar as a tentative event.

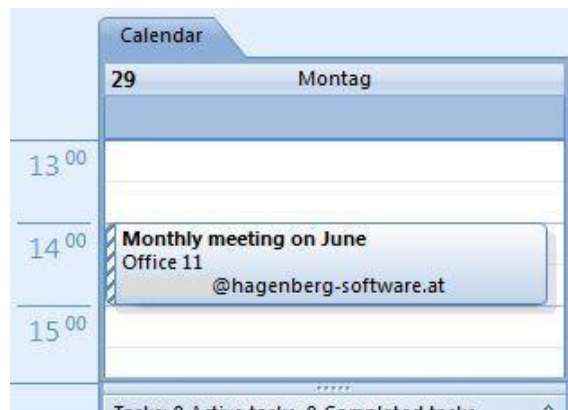


Figure 7: Tentative event

On the other hand, the invitation asks the user how to respond it.

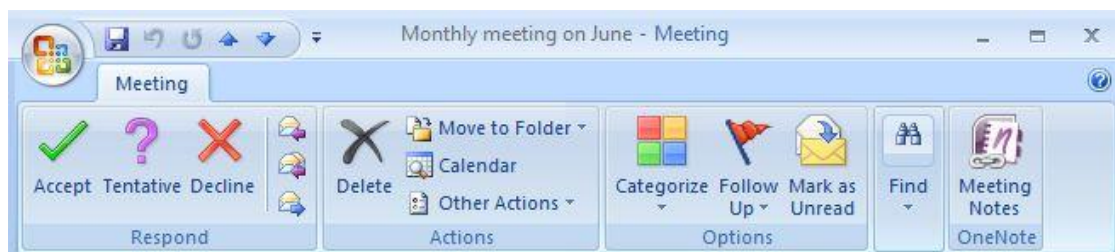


Figure 8: Responding the invitation

By accepting the invitation, the event on the calendar is fixed.



Figure 9: Fixed event

5. Display members of the event for everyone

On the item view, the Event Registration field shows the names of registered members for everyone. If this checkbox is not checked, it shows the list of registered members only for users with the permission to contribute to the contents.

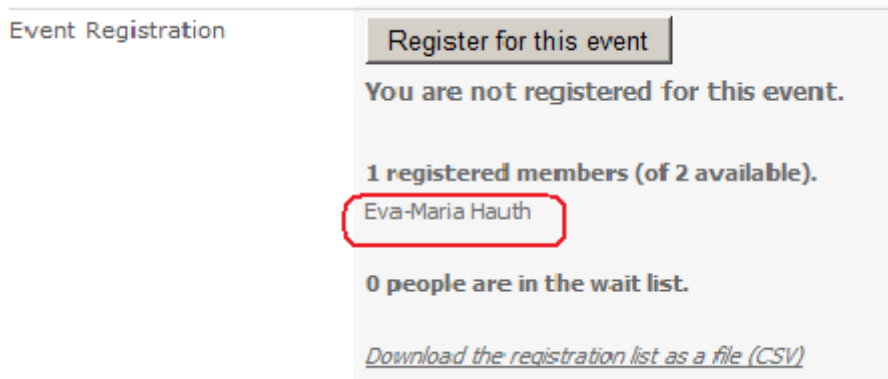


Figure 10: Displaying the names of registered members

This option also allows users to take a look at the number and names of people in the wait list.

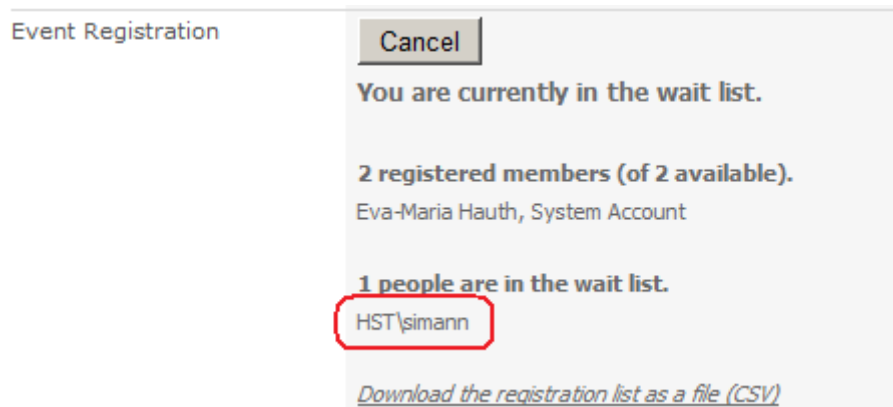


Figure 11: Displaying the wait list

6. Allow Cancellation

Users can cancel their registration even after registering for the event. If this checkbox is checked, the Event Registration shows the button to cancel the registration.

2.3. Registering for the event

Users can register for the event by clicking the button on the item view.

By clicking the button to register, Event Registration remembers it and also an email is sent to the organizer of the event.

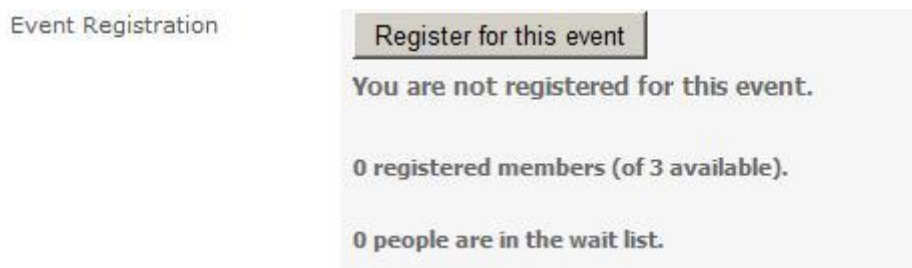


Figure 12: Registration

The invitation is also sent to the registered user if the feature for the invitation is enabled. An example of the contents of the invitation is shown as follows.

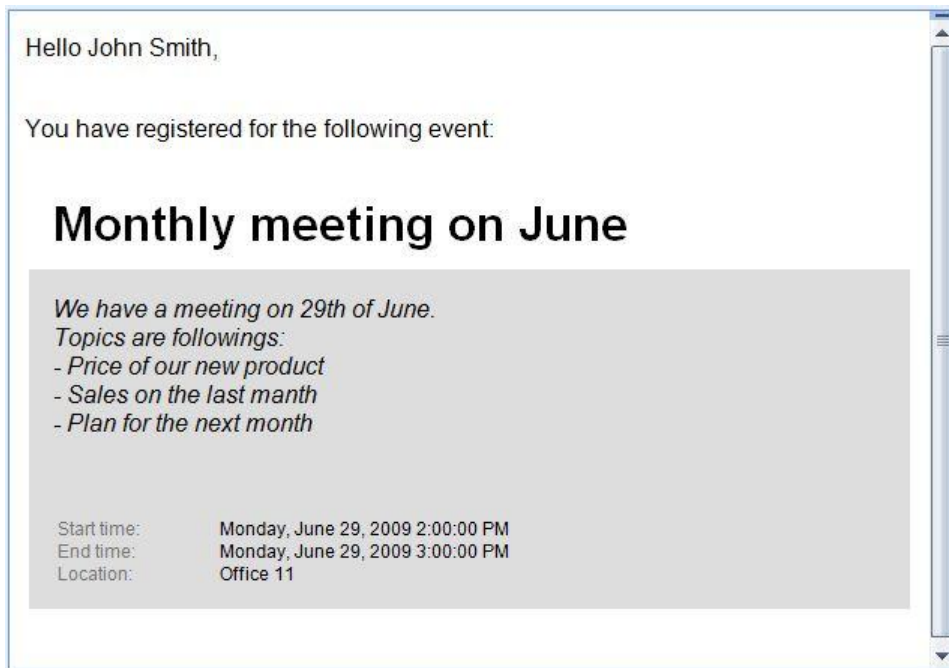


Figure 13: An example of the invitation

On the view of the list, the Event Registration column shows the number of registration and the fixed number of the event as follows.

| End Time | All Day Event | Event Registration |
|-------------------|---------------|--------------------|
| 7/21/2010 3:00 AM | | 1 / 3 registered |

Figure 14: List view

Users can cancel their registration if the feature for the cancellation is enabled. To cancel the registration, go to the item view of the event and click the button to cancel. A screenshot is given in Figure 10. Event Registration removes the user from the list of registered members, and also an email is sent to the organizer to notify that the user has cancelled the registration.

To make use of these mailing features, it is necessary to setup SharePoint to send emails and to configure the name and the email address of user accounts in SharePoint properly.

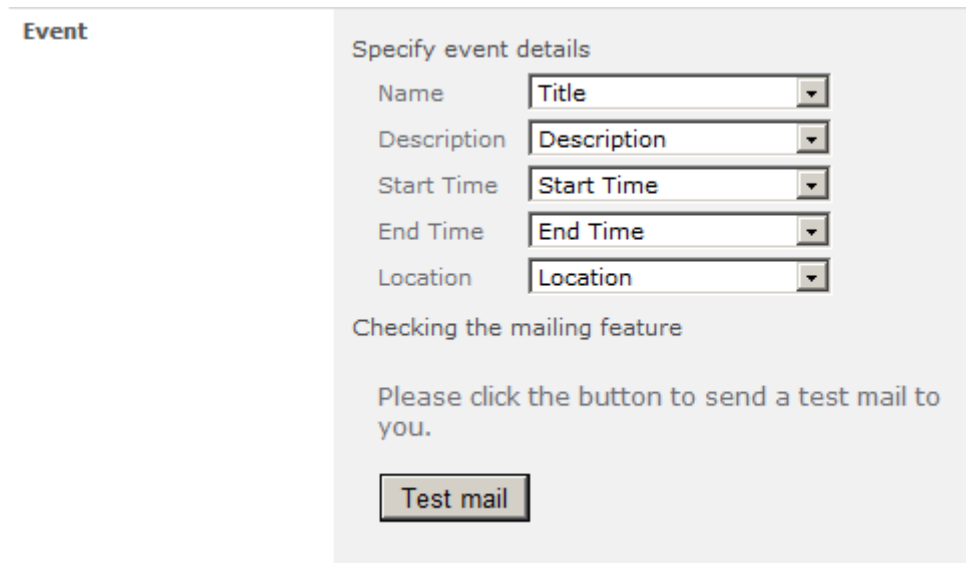
2.4. Mailing Feature

To make use of the mailing feature of Event Registration, it is necessary to setup the SharePoint and each SharePoint user account appropriately.

It is not possible for Event Registration to send an email unless the outgoing e-mail setting of SharePoint is not finished. Event Registration detects whether it has

already configured when user are about to add an Event Registration column to a list. It shows an error message if it is not configured.

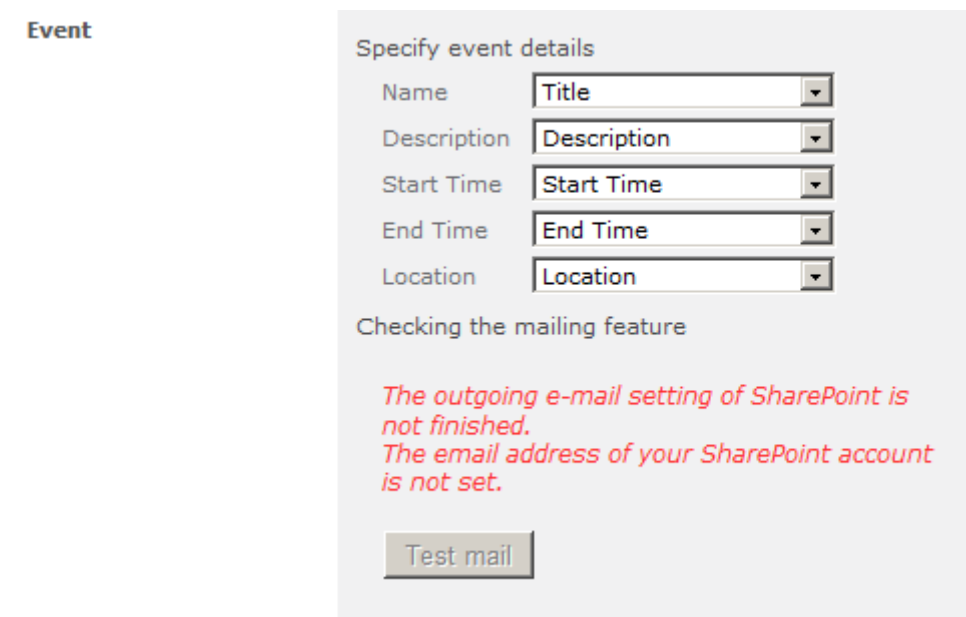
Users can test whether the mailing feature works by means of sending a test mail. If the outgoing e-mail setting of SharePoint is finished and the email address of the user's SharePoint account is set, the test mail can be sent to the current user's email address.



The screenshot shows the 'Event' configuration interface. It has a header 'Event' and a section 'Specify event details' with five dropdown menus: Name (Title), Description (Description), Start Time (Start Time), End Time (End Time), and Location (Location). Below this is a section 'Checking the mailing feature' with the text 'Please click the button to send a test mail to you.' and a 'Test mail' button.

Figure 15: Sending a test mail

If neither configuring the outgoing e-mail setting of SharePoint nor setting the user's email address is finished, Event Registration shows the following error messages.



The screenshot shows the 'Event' configuration interface with an error message. It has a header 'Event' and a section 'Specify event details' with five dropdown menus: Name (Title), Description (Description), Start Time (Start Time), End Time (End Time), and Location (Location). Below this is a section 'Checking the mailing feature' with the text 'The outgoing e-mail setting of SharePoint is not finished. The email address of your SharePoint account is not set.' and a 'Test mail' button.

Figure 16: Error messages when adding an Event Registration column

It is also necessary to configure the email address of the SharePoint accounts to use the mailing feature. Event Registration uses email addresses of users to send an email to organizers of events and to send an invitation to members of events.

When the item is created, Event Registration checks whether the users email address is setup. If not, Event Registration cannot send an email to the organizer even if someone has registered for the event or has cancelled the event. In such a case, it shows an error message as follows:

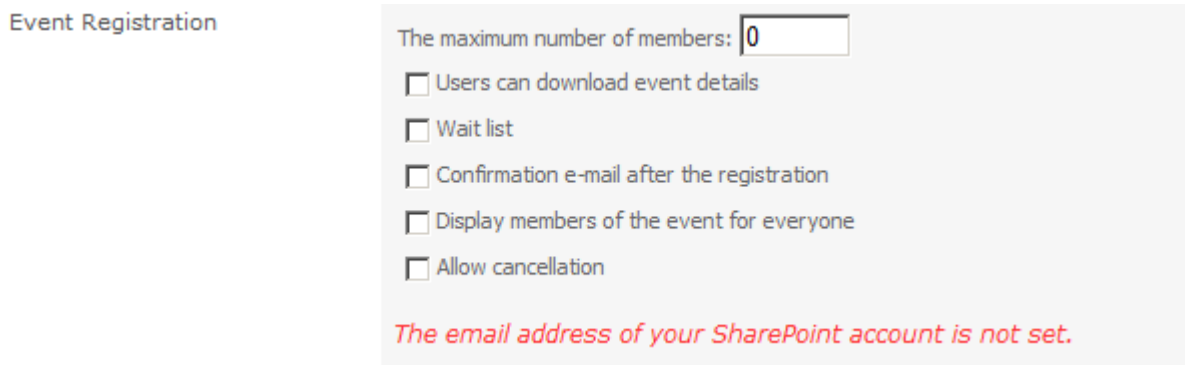


Figure 17: Email address of the organizer is not set

It shows the same error message if the email address of user who is about to register for an event is not set and also the feature to send an invitation is enabled.

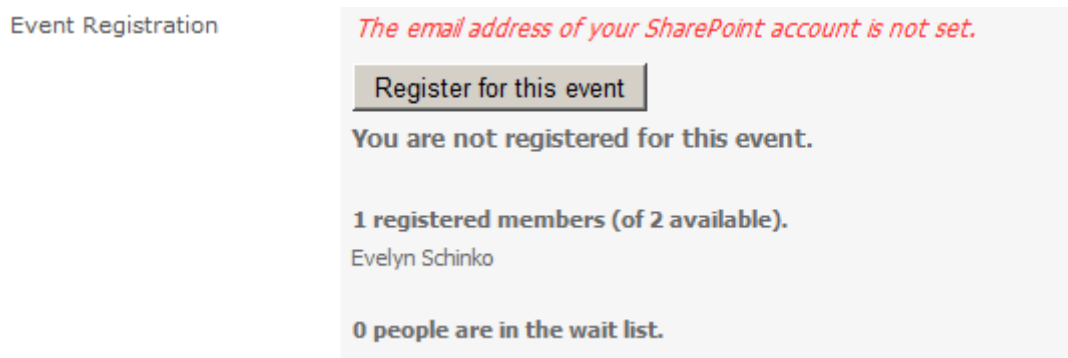



Figure 18: Email address of the member is not set

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3. Installation Guide

3.1. Server requirements

A server with either Microsoft Windows SharePoint Services 4.0 (with Service Pack 1) or Microsoft Office SharePoint Server 2010 Standard/Enterprise (with Service Pack 1) is required.

3.2. Installation

The standard install path to WSS 4.0 or MOSS 2010 is *C:\Program Files\Common Files\Microsoft Shared\web server extensions\14* and all necessary program components are installed there.


1. Login to the front-end server of your SharePoint farm as local administrator.
2. Double click the setup.bat file to run the setup. If you do not want to create a log file during the installation you can also double click the msi file to run the setup.

ATTENTION: User must be local administrator and farm administrator!

3. The IIS reset is automatically done by the setup process.
4. If an error occurs during the installation, please read the FAQ's in section 6 FAQ – Errors and configuration settings
5. Install the SharePoint Event Registration on each front-end server of your farm and repeat step 1 to 4.
6. You are ready to use the SharePoint Event Registration.

4. Licensing

All HSG products are single Web Front End Server licensed. For test environments a separate test license can be ordered for free in connection with a productive license. If you have questions concerning the licensing procedure please contact licensing@hagenberg-software.at.

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5. Component Activation

In order to register and activate your components start the HSG Activation Wizard.

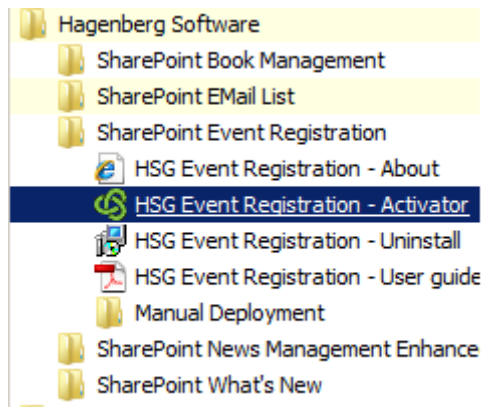



Figure 19: Activator

Copy the displayed activation key to your clipboard and send it to licensing@hagenberg-software.at or simply click on the displayed link. You will receive an activation file, which can be imported with the Event Registration Activator.

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6. FAQ – Errors and configuration settings

- 1) The following error occurs when starting the product setup:
 - a) **“You need to be a farm administrator to install SharePoint Event Registration.”**
 You are not a farm administrator of the current WSS 4.0/MOSS 2010. Please be sure, that you have the sufficient rights and retry the installation.
 - b) **“You need to be an administrator to install SharePoint Event Registration.”**
 You are not an administrator of the target system. Please be sure, that you have the sufficient rights and retry the installation.
 - c) **“A later version of SharePoint Event Registration is already installed. Setup will now exit.”**
 The version of the setup you want to install is older than your current installed version of SharePoint Event Registration. Please download an actual version of the product from the Hagenberg Software SharePoint product homepage (<http://www.hagenberg-software.at>).
 - d) **“Deployment wasn’t successfully! Please try it manually from the startmenu.”**
 There was an error during the SharePoint solution installation. The solution deployment can be executed manually with the deployment link in the start menu. Go to Start->Programs->Hagenberg Software->SharePoint <Product> -> and click on the HSG <Product> Deployment link. A batch file is executed, which deployed the solution on the SharePoint.
 - e) **“Object reference not set to an instance of an object”**
 This error seems to occur if the user which is installing the solution has insufficient rights (e.g. is not SharePoint farm admin). Please retry the deployment process manually from the Windows startmenu (All Programs → Hagenberg Software → SharePoint EventRegistration → HSG EventRegistration - Deployment).
- 2) You find the following error / warning in the installation log-file:
 - a) **“HSGEventRegistration.wsp” does not exist in the solution store**

The warning occurs if the desired SharePoint solution is installed for the first time. The installer tries to uninstall a previous version of this product, but for the first installation there is no previous version.

The warning may occur during uninstalling the SharePoint solution. This happens if the solution was retracted / deleted manually from the SharePoint before.

3) During usage of EventRegistration:

- a) **The emails contains no information about the appointment**
- b) **The Appointments invitation email contains the current date as start or end date.**

These problems occur if the data detail columns of the event registration column are not set correctly. Open the list settings page and modify the event registration column settings (see fig 20).

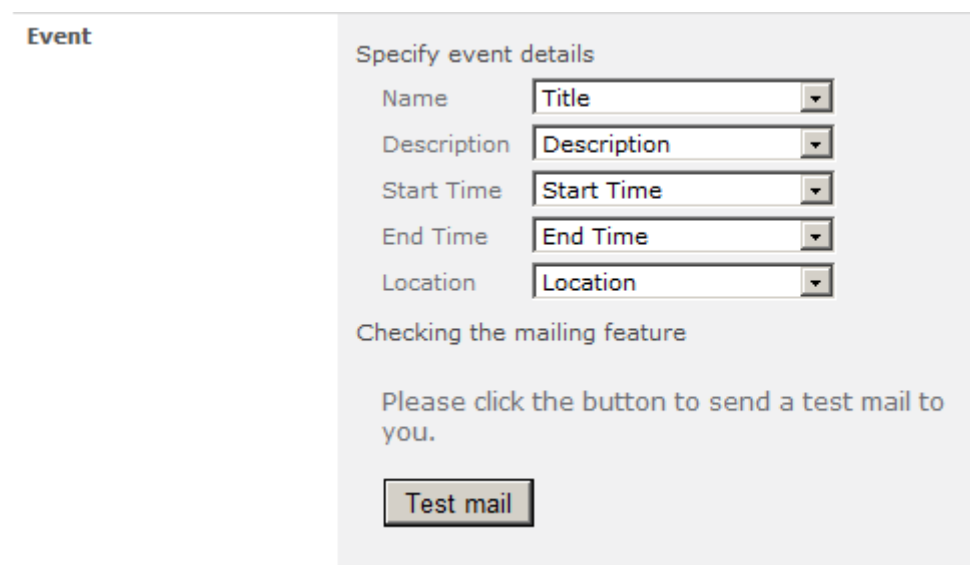



Figure 20: Check event detail columns

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7. Contact

7.1. Company Headquarters

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Questions concerning the licensing process: licensing@hagenberg-software.at

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