WordPress Event Booker Plugin Manual

Administrator & Configuration Guide (v1.8.0 by Robert B)

This manual provides a structured overview for installing, configuring, and managing the **Event Booker** plugin (version 1.8.0 by Robert B) within a WordPress environment. It is designed for site administrators, organizers, and web developers.

1. Installation & Activation

Follow the steps below to correctly upload and enable the plugin within the WordPress administrative dashboard:

- In the left menu of the WordPress dashboard, navigate to **Plugins** and click **Add New Plugin** (*Add Plugin*).
- Click the **Upload Plugin** button at the top of the page.
- Select the .zip file of the Event Booker plugin via the **Choose File** button and click **Install Now**.
- After completing the installation, go to the installed plugins overview, locate **event bookers** (version 1.8.0 by Robert B), and click **Activate**.

2. Plugin Settings

The plugin settings are divided into six specific categories:

2.1 General

The plugin is designed as a *white label* solution, meaning it is universally applicable and can be personalized for a wide variety of applications.

> **Warning regarding Dashicons:** Dashicons is the official icon font of the WordPress admin environment. Only modify Dashicons settings if you are an experienced web developer.

2.2 Colors

These are optional settings. Here you can adjust the color scheme of the registration form so that the design seamlessly matches the visual style of your website.

2.3 E-mail

- **Sender name:** Enter the name of the organization or website here.
- **Sender e-mail address:** Enter the general email address of the website or use an address such as noreply@yourorganization.com. *Note: Preferably use an email address linked to your own domain name for optimal email deliverability.*
- **Copy to administrator:** Optional field. When filled in, the administrator receives a copy of every notification sent to an instructor/trainer. Leave empty if the administration does not wish to receive registration emails.
- **PDF attachment:** Enable this option to send the registration as a PDF attachment in the email to the instructor/trainer.
- **E-mail to participant:** Personalize messages to participants. Use available placeholders to automatically populate customer details. *Tip: Preferably adjust message body text via the translation module.*

2.4 Online Payments

Online payments are optional and can remain set to **off** by default.

- **Supported payment methods:** iDEAL, Bancontact, credit card, and PayPal through Mollie, Stripe, SumUp, or PayPal integrations.
- **Automated payment mode logic:** If no price/amount is entered when creating an event, the payment mode is automatically disabled. If an external payment link from the event owner is entered, automated payment mode is likewise disabled automatically. You do not need to manually toggle the payment provider on or off after configuration.
- **Advice:** Leave the setting set to **off** until all settings and registration forms have been fully tested.

2.5 Security

- **Honeypot:** An invisible form field that traps bots to block spam. Recommended as it does not disrupt the user experience.
- **reCAPTCHA:** Enable reCAPTCHA settings as an additional option if you still receive spam despite using Honeypot.

2.6 API Embedding

An advanced tool for website developers. This option is only used when external websites utilize your plugin. In almost all standard cases, this section can remain empty.

3. Translations

- **Tip 1 (Targeted translation):** Only translate the *frontend* (the form portion visible to visitors). This saves a significant amount of time.
- **Tip 2 (Smart translation):** If you use the plugin for non-workshop purposes (e.g., handling sales transactions), adapt translations smartly. For example, translate 'persons' to 'quantity'.

4. Managing & Exporting Registrations

- **Overview:** Filter and view registrations for specific events using the dropdown menu.
- **Export:** Click the download button for **Excel** or **CSV** to save an organized participant list.
- **Deletion & Safety:** Deleting a workshop permanently erases all associated participant data. Always download the participant list before deleting an event.

5. Creating & Managing Workshops / Events

The *Workshops/Events* page provides an overview of all active and inactive events. Use the **Add** button to create a new event.

Field Name	Description & Instruction
Workshop name & Code	Event name and unique ID code (letters, numbers, -, _). Leave empty to auto-generate.
Description	Short descriptive text of the event.
Date/time & Location	Input fields for date, time, and location.
Back to website (URL)	URL for 'Back to website' button on confirmation/payment pages.
Max participants	Maximum capacity. Reaching this automatically closes registrations.

Field Name	Description & Instruction
Max persons / booking	Maximum persons per booking (e.g. 1 for individual).
Teacher name & e-mail	Instructor contact. Instructor receives email notification per booking.
Payment (Price / person)	Price per person. Leave empty/0 for free workshop. Entering an amount activates the online payment module.
Surcharges	Up to 3 surcharges (e.g., admin fee, materials). Configurable per booking/person.
Payment link & Bank details	Optional custom payment link (Tikkie/Stripe with dynamic variables: {reference}, {amount}) or bank info with {reference}.
Registration Status	Status of the registration form (e.g., *Open*).

Payment Status Registration in Admin Panel:

- **Integrated Module (Mollie/Stripe):** Automatically registered as **'Paid'**.
- **Manual Link / Bank Transfer:** Registered as **'Not paid yet'** and must be updated manually.

6. Publication & Integration

When creating an event, four integration codes are automatically generated in the **Publish** block:

- **Shortcode:** (e.g. [workshop_form code="free-plugin"]) Embed anywhere in posts, pages, or WooCommerce products.
- **Direct Link:** Fully responsive standalone web form URL for email links or buttons.
- **Embed Code:** HTML snippet for developers to embed on external sites.
- **API Endpoint:** REST API endpoint for automated data exchange.