

Managing Your Own Events on Hidden Trenton

Do you regularly sponsor events that you'd like to appear on Hidden Trenton? We'd love to have them! However, given the workload of supporting so many organizations, we're asking anyone with more than 1 event per month to enter them online. It's easy and it gives you all of the benefits of managing them yourself: you don't have to worry about whether the event is accurately described (you're in control), and you can make changes immediately, if necessary.

There are THREE (3) steps to starting up providing events on Hidden Trenton (and once you're set up, only #3 is an ongoing task):

1. **Getting a UserID** that allows you to enter events. We don't support anonymous submission, because we want to build a relationship with every organization in our Events calendar
2. **Setting up the locations** where you conduct your events. Once you enter the locations, they'll link automatically to your events. They provide the details needed for your attendees to find them. So it makes sense to enter your venues carefully, as you'll reuse this information for every event you hold there.
3. **Entering your events.** Our system supports both one-off and recurring events. If you have an event that recurs regularly (e.g. every Thursday at 8 PM) you'll be able to enter them all from a single entry (and later customize each instance if necessary).

Note that the Hidden Trenton events coordinator will be approving all new locations, events, and changes. That may change in the future, but as we are just launching this service, we want to make sure that Hidden Trenton users have the best possible experience.

In the balance of this document, we'll explain in illustrated detail how to do these steps. But for some of you, reading detailed instructions is too boring. If you're one of those people, please read the ***30-second Overview*** on the next page.

The 30 Second Overview

1. *Getting a UserID*

- a. Fill out the form located on the *Events\Request a UserID* menu item
- b. If your event location doesn't already appear on the system, use the comment field to request that we add it. That way it will be ready for you when you add your first event
- c. When approved, you'll receive an email with your username and password. Please change your password when you first log in. Note you can specify a nickname which will be your identity on the site, even if you don't like the Username we assign you.

2. *Setting Up Locations*

- a. You can skip this step if you followed instruction 1b or, as often may be the case, the venue is already in our system (search).
- b. If you need additional venues, fill out the form on the *Events\Add Location* menu item
- c. New locations need to be approved before use (we want to make sure that duplicate locations aren't introduced into the database). Make sure you add a location far enough in advance to receive an approval before your deadline for entering an event. We generally check the system outside of working hours (we're volunteers), but usually it will be ready by the next day and often much more quickly.
- d. If you provide a photo, it must be exactly 1038px x 375px.

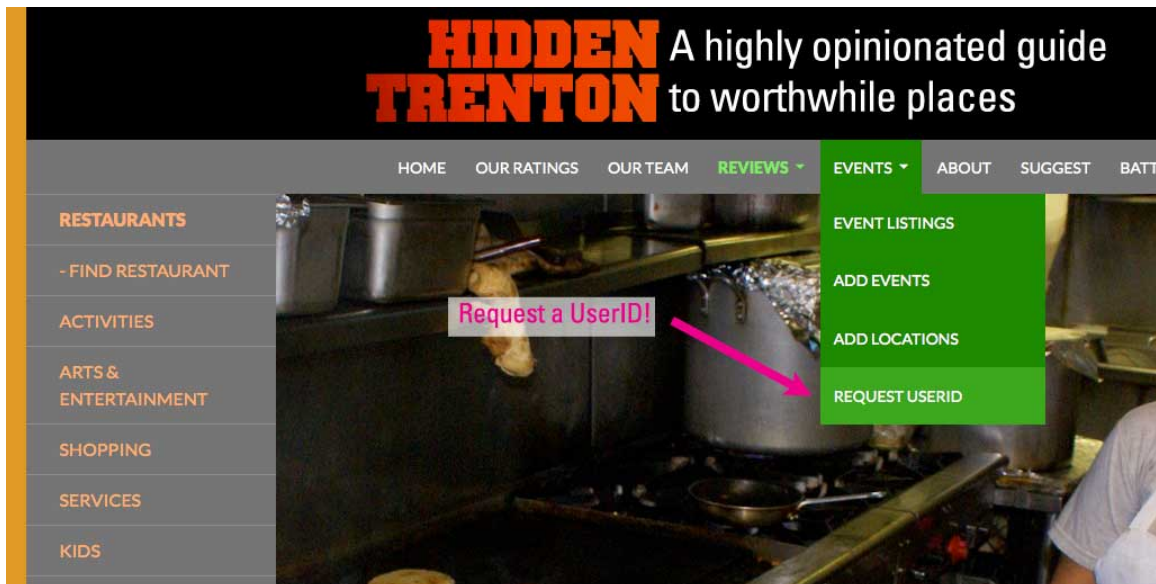
3. *Entering your events*

- a. Once your locations are in the system, you can then start entering your events
- b. If you have recurring events, you may want to read the Appendix for some tips on the best way to do them
- c. The event form provides a number of structured fields which the system automatically formats and adds to the event description. Please take advantage of them, and do not duplicate the same information in the Details section.
- d. All submitted events are added as "pending" approval by the Hidden Trenton events coordinator
- e. You can edit and delete your own events. However, an approved event will revert to pending if you re-edit it.
- f. If you provide a photo, it must be exactly 1038px x 375px.

That's the 30-second overview! If you'd like more detail, feel free to read or skim the rest of this document.

1. Getting a UserID

Getting a UserID is easy: just go to the website and fill out the form...



The form is pretty straightforward. If you need to add a venue to our system, we suggest you mention it in the comments.

REQUEST USERID

Do you run a Trenton-area organization which sponsors events you'd like to see on Hidden Trenton?

Use this form to request a UserID so that you can submit events directly to Hidden Trenton. ALL fields (except Comments) are required. We will call everyone who requests an ID prior to issuing it, so please make sure you provide a valid phone number.

* indicates required field

Name:*

Organization Name:*

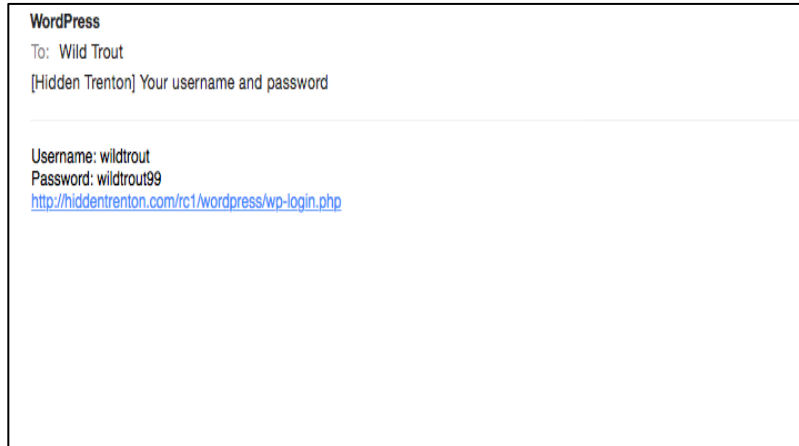
Email:*

Phone:*

Comments:

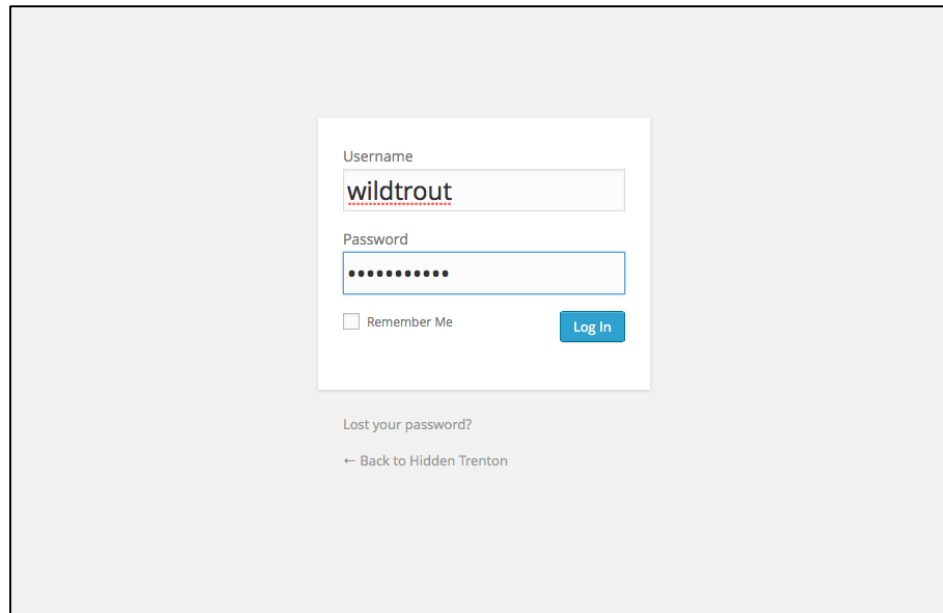
Is your venue not on our system? It's a good idea to mention it when you request your userid. That way we'll add it, and it'll be ready for you when you enter your first event.

The Hidden Trenton Events Coordinator will review your application, and respond as quickly as possible. If we don't know you or your organization, we may call you to confirm everything. When your application is approved, you'll get an email with your new userid and a simple password that you should definitely change:



Here's how you login for the first time and change your password:

1. Click on the link in the email
2. Enter Username and password found in the email



After you log in this first time, you'll automatically be redirected to the User Profile section of the site where you can change your password and provide a nickname...

3. Note the 4-step instructions in image below. In particular, if you don't like the userid, you can make up a 'Nickname', which changes how you'll appear

on the site.

The screenshot shows the 'Profile' page of the Hidden Trenton website. The page is divided into several sections: 'Personal Options', 'Contact Info', 'About Yourself', and 'New Password'. The 'Personal Options' section includes 'Admin Color Scheme' (with options: Default, Light, Blue, Ectoplasm, Midnight, Ocean), 'Toolbar' (with a checked box for 'Show Toolbar when viewing site'), 'Name' (with fields for Username, First Name, Last Name, Nickname, and Display name publicly as), 'Contact Info' (with fields for E-mail, Website, and Phone), and 'About Yourself' (with a 'Biographical info' text area). The 'New Password' section includes fields for 'New Password' and 'Repeat New Password', a 'Strength indicator', and a 'Log Out of All Other Sessions' button. The page is annotated with four pink arrows and text boxes: 'Step 4: Click on Hidden Trenton home icon to go to "front end" of site' points to the 'Hidden Trenton' icon in the top left; 'Step 1: Change nickname if desired, and reset "Display name publicly"' points to the 'Nickname' and 'Display name publicly as' fields; 'Step 2: Change password' points to the 'New Password' and 'Repeat New Password' fields; and 'Step 3: Save Changes!' points to the 'Update Profile' button at the bottom left.

Hidden Trenton + New

Dashboard
Jetpack
Events
Profile
Collapse menu

Profile

Step 4: Click on Hidden Trenton home icon to go to "front end" of site

Personal Options

Admin Color Scheme

Default Light Blue
Ectoplasm Midnight Ocean

Toolbar

☒ Show Toolbar when viewing site

Name

Username wildtrout Username cannot be changed.

First Name Wild

Last Name Trout

Nickname (required) wildtrout

Display name publicly as Wild Trout

Contact Info

E-mail (required) info@wildtroutstreams.com

Website

Phone (Events Manager)

About Yourself

Biographical info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password

If you would like to change the password type a new one. Otherwise leave blank.

Repeat New Password

Type your new password again.

Strength indicator Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & *.

Log Out of All Other Sessions

You are only logged in at this location.

Update Profile

Step 1: Change nickname if desired, and reset "Display name publicly"

Step 2: Change password

Step 3: Save Changes!

The Hidden Trenton site is designed so that you can do everything related to events from the "Front End" of the site. This User screen is on the administrative "back end" of the site, but it's the only action you should take from the back-end. In particular, please DO NOT try to edit events from the back end.

2. Setting Up Locations

ALL events do not have physical locations... e.g. if you're promoting a webinar, the "location" is a URL, not a physical site. But for the great majority of events promoted on our Events calendar, a physical location exists where participants need to go.

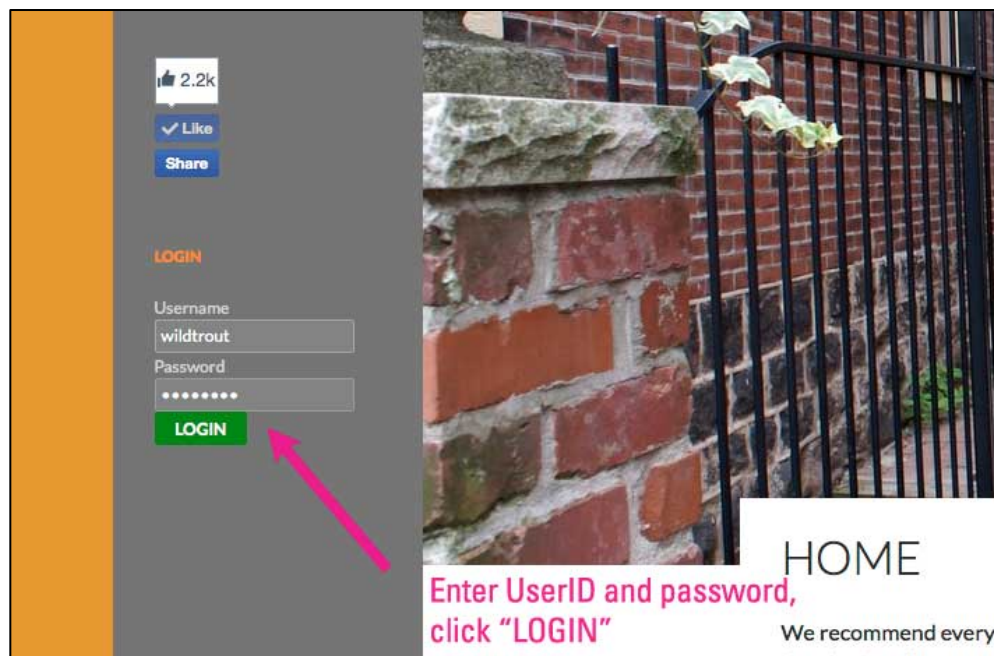
Locations are maintained in a separate database table from the Events themselves, and then linked. This allows you (or someone else) to enter the venue once, and reuse this information many times. There's a good chance your venue is already in the database, so check first by searching our listings.

This design also allows Hidden Trenton readers to find out what else is going on at any venue. For example, the Mill Hill Playhouse is the home of Trenton's Passage Theatre Company. It's also used by the Trenton Film Society and DanceSpora (a wonderful modern dance company). So readers can look at a venue and see all of the events sponsored there by different organizers.

When it's time to enter a new event, you'll FIRST want to make sure that the location exists in the database. Try doing a search of the events listings. If it doesn't exist, you'll need to add it, *wait for approval*, and THEN enter your event. Until a location is approved, you won't be able to use it and your Event would be incomplete.

Adding a new location is very straightforward:

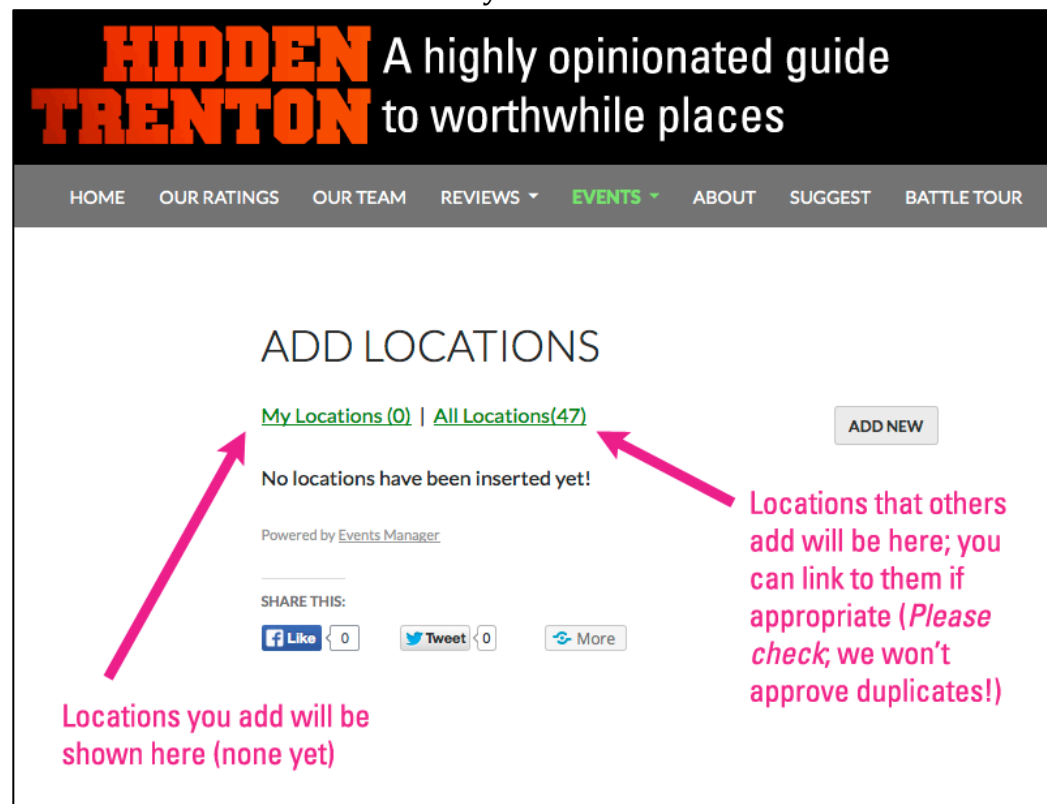
1. Make sure you're logged-in. If not, log in using the form on the front end of the site.



2. Click on *Add Locations* under the Events Menu




3. Check whether the Location already exists



Click on the All Locations link to bring up a list of current locations entered by others. If you requested the venue in the comment field, you should find it

listed here!

	Millhill Basement - View	300 S Broad St, Trenton, 08608	NJ	United States
	New Jersey State Museum - View	205 West State Street, Trenton, 08608	NJ	United States
	Olde Liberty Tavern - View	2114 Liberty Street, Trenton,	NJ	United States
	Pond at Stacy Park - View	1419 Riverside Dr, Trenton,	NJ	United States
	Rho Waterfront - View	50 Riverview Plaza, Trenton, 08611	NJ	United States
	Roebing Wire Works - View	675 South Clinton Ave, Trenton,	NJ	United States
	Shiloh Baptist Church - View	340 Calhoun Street, Trenton,	NJ	United States
	St. Francis Hospital - View	601 Hamilton Avenue, Trenton, 08611	NJ	United States

4. If not, click on the “Add New” button and fill out the Add location form


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ADD LOCATIONS

[My Locations \(0\)](#) | [All Locations\(47\)](#)

ADD NEW



No locations have been inserted yet!

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The form is pretty much self-explanatory. As you enter address information, the system will be searching Google Maps place names, and trying to figure out the location you’re entering (even as you enter it). If it comes up with the

wrong place at first, don't worry. Keep entering information until it gets it right. Note that if you scroll down, you'll see a small map of the location it has selected. While it's uncannily accurate most of the time, it isn't always, so always confirm the location on the map. In particular, an issue with Trenton addresses is that parts of Ewing, Lawrence, and Hamilton also have Trenton mailing addresses. This creates the potential for duplicates, and an incorrect location (until you enter the zip code).

ADD LOCATION

Location Name

Institute Pond

The name of the location

Location

If you're using the Google Maps, the more detail you provide, the more accurate Google can be at finding your location. If your address isn't being found, please try it on maps.google.com by adding all the fields below separated by commas.

ADDRESS:

1 Einstein Dr

*

CITY/TOWN:

Princeton

*

STATE/COUNTY:

NJ

POSTCODE:

08540

The form allows you to submit a picture of the venue, which will appear as a header image on the location page. If you do that, ***the image must be precisely 1038px x 375px***. Note that we will delete any images that aren't sized correctly, or which we don't like for any reason (remember, this is a highly opinionated guide). So, if you do add an image, please make sure it represents the location appropriately.

When you're all done, scroll down and click the "Submit Location" button. Within a few seconds, you should see a screen like this...

ADD LOCATIONS

Successfully saved Location

[ADD NEW](#)

[My Locations \(1\)](#) | [All Locations\(39\)](#)

Bulk Actions



APPLY

<input type="checkbox"/>	NAME	ADDRESS	STATE	COUNTRY
<input type="checkbox"/>	Institute Pond	1 Einstein Dr, Princeton, 08540	NJ	United States
<input type="checkbox"/>	NAME	ADDRESS	STATE	COUNTRY

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0

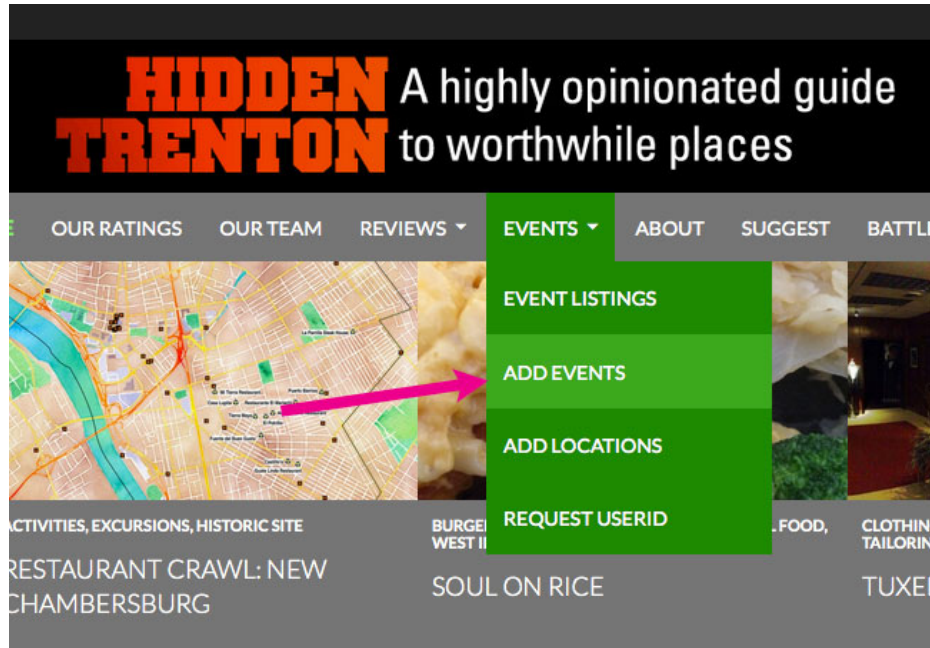


More

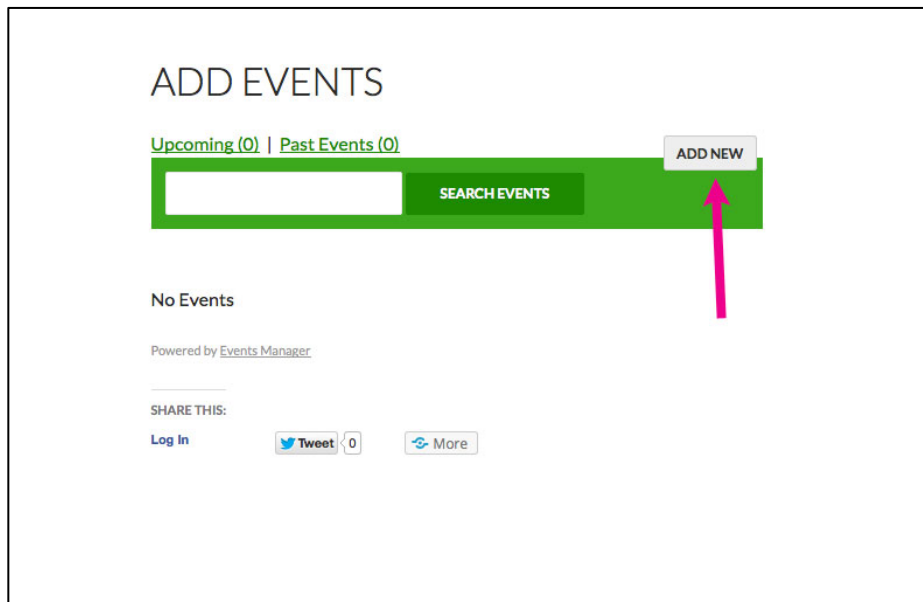
- Note that while you've successfully added this event, you won't be able to USE it until it's been approved. We'll try to let you know via email (unfortunately the system doesn't send an email automatically), but you'll know it's been approved when it appears in the drop down list of the event entry form.
5. PLEASE WAIT FOR YOUR LOCATION TO BE APPROVED BEFORE ENTERING YOUR EVENTS!

3. Entering Your Events

1. Make sure you're logged in (on the front end).
2. Select *Add Events* under the Events Menu...



3. Since this is your first time, your events listing will show "No Events". Click on the *Add New* button.



4. Start filling out the form. We're going to show a one-time event in this example, but if you're entering an event that repeats regularly, you can save

time by entering it as a “recurring event”. See the appendix for some tips on how to do that.

ADD EVENT

Event Name

Fly Casting Lessons at Stacy Park *

The event name. Example: Birthday party

When

This is a recurring event. ☐

From 04/26/2015 to

Event starts at 12:00 PM to 2:00 PM All day ☐

Where

LOCATION: No Location Location not found

- Mill Hill Saloon Basement
- New Jersey State Museum
- Olde Liberty Tavern
- Pond at Stacy Park**
- Rho Waterfront
- Roebbing Wire Works
- Shiloh Baptist Church
- St. Francis Hospital
- Sun National Bank Center
- Sunrise Luncheonette
- TCNJ TrentonWorks
- Terracycle
- The Conservatory Mansion
- The Hive Community of Art & Design
- Thomas Edison State College
- Trenton Social
- Turning Point United Methodist Church
- Westminster Presbyterian Church
- Westward Recreation
- Wyndham Garden Inn

Note that as you fill out this form, the end-date and end-times are optional.

Also, in this example, “Wild Trout” requested that Hidden Trenton add the Pond at Stacy Park as a location. So it’s in the location list already.

The Details section allows you easily to provide a great deal of information about your. The system automatically formats HTML links and places them in the appropriate spots on the listing for your event, so take advantage of them!

- ShortSummary – this is the summary that appears in the events listing. Please keep it under 50 characters (the edit field currently doesn’t enforce this limit, so please count. We will not approve events with overly long summaries.)

- b. Organizer – the name of the organization, business, or person who’s responsible for the event
- c. Event Website – the place on the web to find out more information about the event. Enter it as a properly formed URL, e.g. *http://myeventwebsite.com* or *http://www.myeventwebsite.com*. The Hidden Trenton website will automatically take the URL and format a hyperlink in the header of the listing.
- d. emailLink – if you’d like people to be able to email you, provide the email address here. The website will automatically convert it to a “mail to” hyperlink
- e. OrgPhone – a phone number for people who want more information about the event.
- f. OrgContact – If you want readers to ask for a specific person or department when they call, enter it here.
- g. Price – Are you charging for the event? This is just a text box, so you can enter a single price (e.g., *\$12.00*), a price range or policy (e.g., *Single Tickets \$12.00 on the day of event, \$10.00 in advance, group discounts available.*), or “Free”. Please let people know if the event is free, but you’re requesting a voluntary donation.
- h. Ticket Link – a link to online ticket purchase (if different from Event Website).
- i. Category – select a single category that best describes the event
- j. Additional details – a general text box. Put your text description here, plus whatever else you fancy. Note you can use HTML tags within this box, so you can style text, provide additional hyperlinks, or reference images if you wish (and know how).
- k. Event Image - The form allows you to submit a picture for the event, which will appear as a header image when people view details on your event. The image should be precisely 1038px x 375px. Note that we will delete any images that aren’t sized correctly, or which we don’t like for any reason (remember, this is a highly opinionated guide). So, if you do add an image, please make sure it represents your event appropriately.

5. Click Submit Event. You should get a screen like this:

ADD EVENTS

You have successfully submitted your event, which will be published pending approval.

[ADD NEW](#)

[Upcoming \(0\)](#) | [Pending \(1\)](#) | [Past Events \(0\)](#)

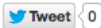
[SEARCH EVENTS](#)

NAME		LOCATION	DATE AND TIME
Fly Casting Lessons at Stacy Park Delete	±	Pond at Stacy Park 1419 Riverside Dr - Trenton	04/26/2015 1:00 pm - 3:00 pm

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Previously, this page showed “No Events”. It now lists every event you’ve entered (currently 1), which is currently Pending (since it needs to be approved by the Hidden Trenton coordinator).

From this screen, you can click on the title of any of your events to edit them. If an event has been approved, when you edit it, its status will switch back to Pending. You can also delete any event you’ve entered by clicking on the delete link.

Appendix: Entering and Editing Recurring Events

If you sponsor an event that repeats regularly, e.g. “Every Tuesday and Thursday”, or the “first Wednesday of every month”, you may be able to save yourself some time and effort by entering them as “recurring events”. To start, check the box labeled *This is a recurring event*.

ADD EVENT

Event Name

The event name. Example: Birthday party

When

This is a recurring event. ☐

From to

Event starts at to All day ☐

Where

LOCATION:
Location not found

Through the magic of JavaScript, the recurring entry fields will now appear:

ADD EVENT

Event Name

The event name. Example: Birthday party

When

This is a recurring event. ☒

Recurrences span from to

Events start from to All day ☐

This event repeats every day

Each event spans day(s)

For a recurring event, a one day event will be created on each recurring date within this date range.

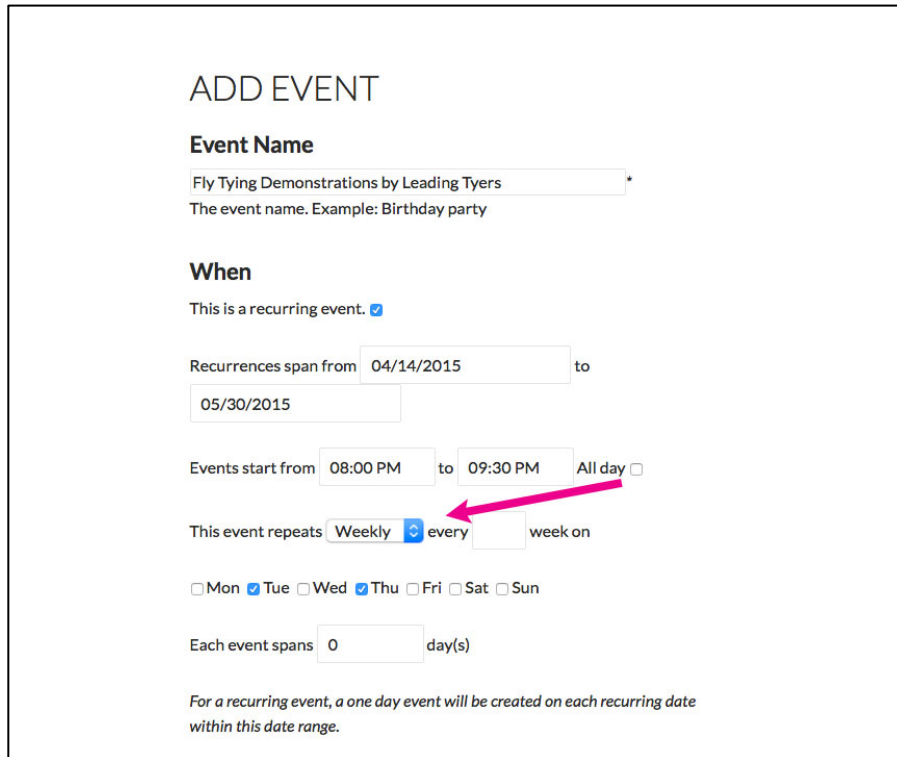
The most important control on this part of the form is the drop down list marked with an arrow. It allows you to control whether the recurrence is daily, weekly, monthly, or yearly. Most events are likely to be weekly or monthly.

The daily occurrence (shown above) is for an event that runs for a single span of days. For example, if you had an event that ran for 10 consecutive days between April 15 and April 24, you would enter as follows:

*Recurrences span from [4/15/2015] to [4/24/2015]
This event repeats [Daily] every [1] day*

For every other day, you'd enter every [2] day, etc.

However, most events aren't scheduled that way. Usually, they're scheduled based on day of the week. For that, you'll want to use the "Weekly" options.



The screenshot shows a web form titled "ADD EVENT". Under the "Event Name" section, the text "Fly Tying Demonstrations by Leading Tyers" is entered in a text box, with a small asterisk to its right. Below this is a hint: "The event name. Example: Birthday party". The "When" section has a checkbox labeled "This is a recurring event." which is checked. Below this, the "Recurrences span from" is set to "04/14/2015" and "to" is "05/30/2015". The "Events start from" is "08:00 PM" and "to" is "09:30 PM", with an "All day" checkbox that is unchecked. The "This event repeats" section shows a dropdown menu set to "Weekly", followed by "every" and a blank input field, and then "week on". A pink arrow points to the "Weekly" dropdown. Below this are checkboxes for days of the week: Mon (unchecked), Tue (checked), Wed (unchecked), Thu (checked), Fri (unchecked), Sat (unchecked), and Sun (unchecked). The "Each event spans" is set to "0" day(s). At the bottom, a note reads: "For a recurring event, a one day event will be created on each recurring date within this date range."

For example, here we have user wildtrout sponsoring fly tying demonstrations every Tuesday and Thursday between 4/14 and 5/30 (inclusive).

A different, extremely useful view for many organizations is the "monthly" one. For example, many organizations meet on dates such as "the first Tuesday of every month".

In the next image, we show wildtrout, having reconsidered how many Fly Tying demonstrations he wants to put on, scheduling them for the first Tuesday of each month.

The screenshot shows the 'ADD EVENT' form with the following fields and values:

- Event Name:** Fly Tying Demonstrations by Leading Tyers
- When:** This is a recurring event. ☒
- Recurrences span from:** 04/14/2015 to 06/30/2015
- Events start from:** 08:00 PM to 09:30 PM All day ☐
- This event repeats:** Monthly every month on the first Tue of each month
- Each event spans:** 0 day(s)

Two red arrows point to the 'Monthly' dropdown and the 'first' dropdown. A note at the bottom states: 'For a recurring event, a one day event will be created on each recurring date within this date range.'

Note that if the recurrence was quarterly (on the first Tuesday), you could enter:

This event repeats [Monthly] every [3] month on the [first][Tue] of each month.

Then, as long as you get the recurrence span starting on the first quarterly date, the system will accurately schedule out quarterly meeting through the last date of the span.

Note that the monthly recurrence does NOT allow you to recur by day of month (e.g. “on the first of every month”). If you schedule meetings like that, you’ll need to do it manually.

There is also an annual recurrence, but it’s not terribly useful.

Editing a Recurring Event

When you add a new recurring event and return to the “ADD EVENTS” listing, you often won’t see it. Click on the “Pending” link to refresh the page. Note that you can edit the recurring event by clicking on the title link, up until the event is approved.

ADD EVENTS

[Upcoming \(0\)](#) | [Pending \(2\)](#) | [Past Events \(0\)](#)
[ADD NEW](#)

SEARCH EVENTS

NAME	+	LOCATION	DATE AND TIME
Fly Tying Demonstrations by Leading Tyers Delete	+	Mill Hill Saloon 300 South Broad Street - Trenton	04/14/2015 - 06/30/2015 8:00 pm - 9:30 pm
Fly Casting Lessons at Stacy Park Delete	+	Pond at Stacy Park 1419 Riverside Dr - Trenton	04/26/2015 1:00 pm - 3:00 pm

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Now the magic happens... When the event is approved, it automatically converts to a series of individual events for the correct days:

ADD EVENTS

[Upcoming \(2\)](#) | [Pending \(1\)](#) | [Past Events \(0\)](#)
[ADD NEW](#)

SEARCH EVENTS

NAME	+	LOCATION	DATE AND TIME
Fly Casting Lessons at Stacy Park Delete	+	Pond at Stacy Park 1419 Riverside Dr - Trenton	04/26/2015 1:00 pm - 3:00 pm
Fly Tying Demonstrations by Leading Tyers Delete	+	-	05/05/2015 8:00 pm - 9:30 pm From 2015-04-14 to 2015-06-30, the first Tuesday of the month Edit Recurring Events Delete
Fly Tying Demonstrations by Leading Tyers Delete	+	-	06/02/2015 8:00 pm - 9:30 pm From 2015-04-14 to 2015-06-30, the first Tuesday of the month Edit Recurring Events Delete

You now have two options for editing. You can edit the recurring event you just created to change EVERY instance of the event (e.g. if you decide to switch the date from Tuesday to Wednesday, you can do it by editing the recurrence form).

On the other hand, you might want to customize individual instances (e.g. wildtrout might want to feature the name of the guest instructor each month). You can do that

by clicking on the title of the specific instance of the event in the left hand column. If you do that, however, be aware that it will remove this instance from the chain of recurring events. If you subsequently change the original recurring event, it will not change any customized event. So edit individual instances selectively.

Recurring Events with Different Start Times

A common occurrence is that a recurring event has a different start time on different days of the week: e.g. performances at 8 PM from Thursday to Saturday; Sundays at 3PM.

You can handle this in a number of ways, depending on the number of recurrences for each instance.

1. Create two recurring events: one for the Th-Sa events, a second for repetitions of the Sunday event.
2. Create one recurring event for Th-Su, and then individually edit the Sunday instances (not usually recommended as you won't be able to edit the odd events until it's approved, which means some will appear in error until you change them).
3. Create one recurring event for Th-Sa, and individual events for the Sunday(s)

The most efficient method will depend on the number of instances. Generally, we prefer you DON'T employ method #2, as it will create the potential for confusion and errors if you're slow to edit the individual instances.