USER MANUAL

Event Portal

Step-by-step guides for installing, configuring and using every part of your event listing and ticketing website.

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GETTING STARTED

Introduction to Event Portal

Event Portal is a complete event listing and ticketing website in PHP and MySQL. Organizers publish events, visitors search and buy tickets, and you, the site owner, stay in control and earn from listings and sales.

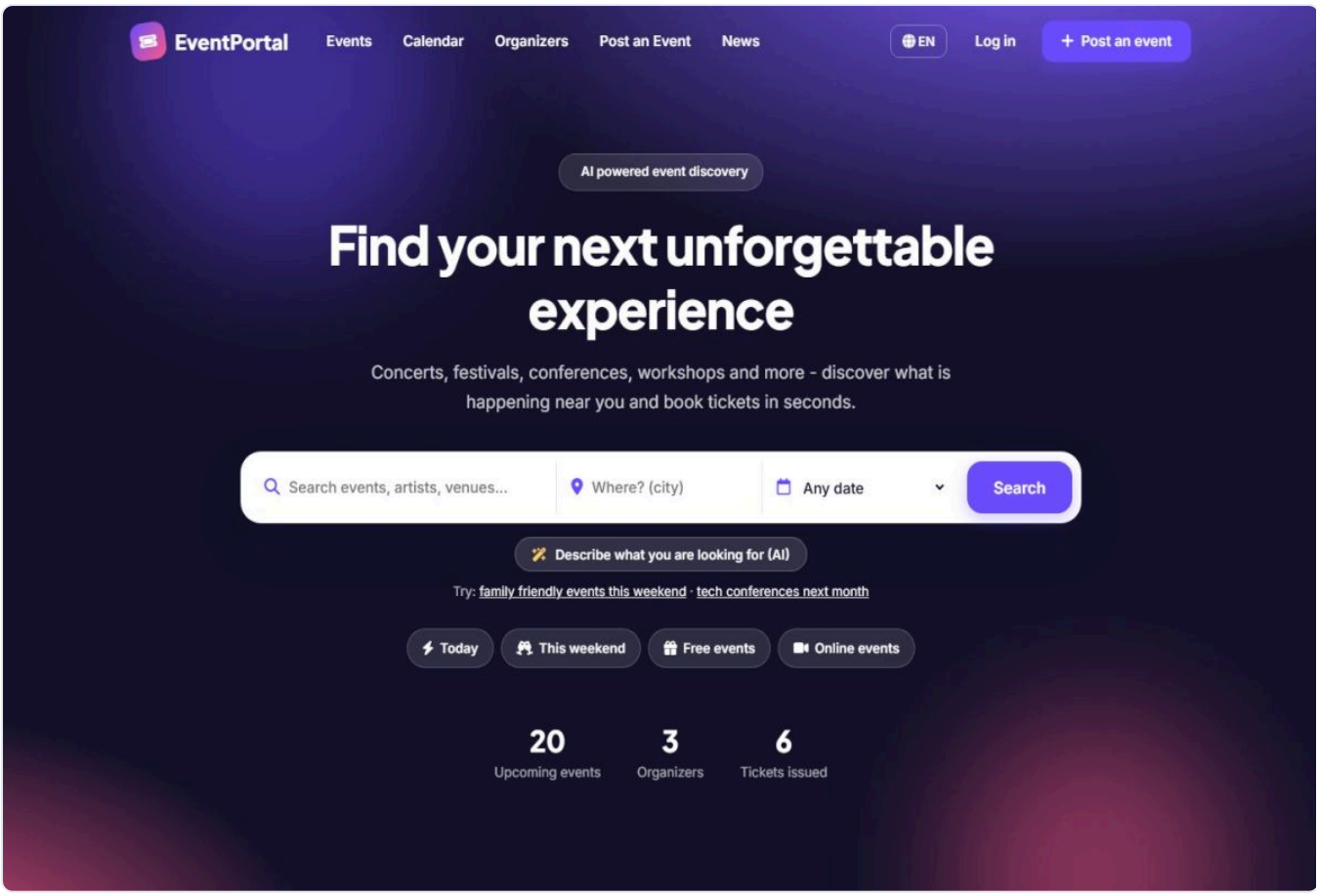
The four parts of the system

Event Portal consists of four parts that work together. Each one has its own login and its own menu, and each one is explained in a separate chapter of this manual.

Part	Address	Who uses it
Public website	`/`	Visitors who search for events and buy tickets. See The public website.
Organizer panel	`/advertisers_admin/`	Registered event advertisers who publish events and sell tickets. See Organizer panel.
Attendee panel	`/users_admin/`	Registered users who hold tickets, save events and set alerts. See Attendee panel.
Administration panel	`/ADMIN/`	You, the site owner. See Administration panel.

Main features

- **Event search** with filters for category, location, date and price, plus an AI search that understands plain sentences.
- **Ticket sales** with several ticket types per event, QR code tickets, coupons and optional service fees. See Ticket types and pricing.
- **Modern payments** through Stripe Checkout and PayPal, plus bank transfer. See Payment settings.
- **AI writing assistant** that drafts event descriptions, teasers, tags and social posts. See AI writing assistant.
- **Monetization** through paid listing packages and featured upgrades. See Listing packages and coupons.
- **Multi-language** interface and a built-in text editor. See Languages and translations.
- **Search engine friendly** pages with meta tags, social cards, structured event data and a sitemap. See SEO, tracking and social media.



The Event Portal home page with the search box and quick filters

How it is built

The script uses plain PHP and MySQL with no framework, so it runs on ordinary shared hosting. Every page is a single readable PHP file, and styles live in normal CSS files. If you know basic PHP you can change anything. The folder layout is described in Folder structure.

New to the script? Read Installation first, then follow the Administration panel overview to configure payments, languages and branding.

GETTING STARTED

How to Install Event Portal

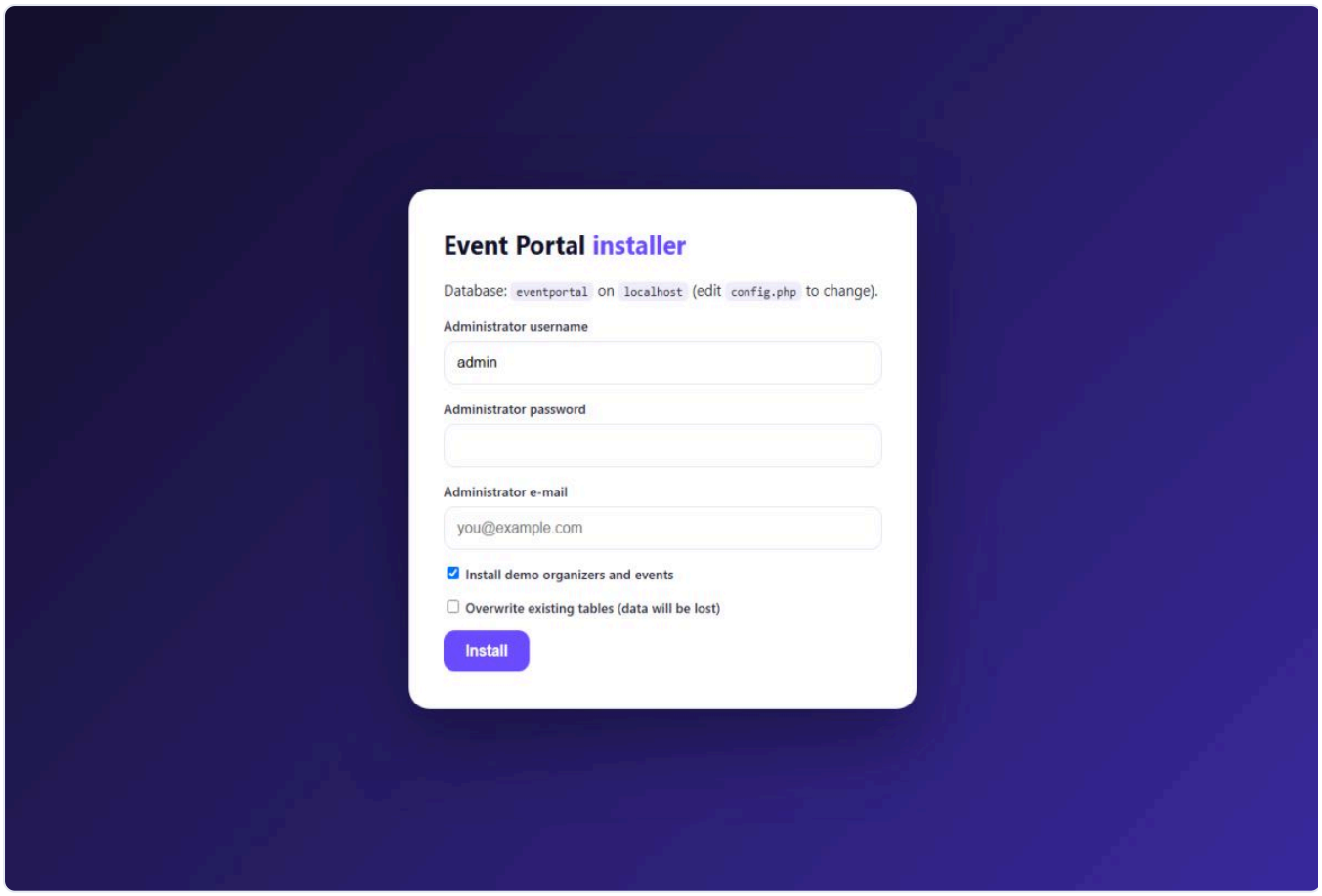
Installing Event Portal takes a few minutes: upload the files, enter your database details and run the web installer.

Server requirements

- PHP 7.4 or newer (PHP 8.x recommended)
- PHP extensions: `pdo_mysql`, `curl`, `mbstring`, `gd`
- MySQL 5.7+ or MariaDB 10.3+
- Apache with `mod_rewrite` is optional, needed only for pretty event URLs
- An SSL certificate (https) is strongly recommended, and required by Stripe and PayPal on a live site

Install step by step

1. **Upload the files.** Copy the whole `EventPortal` folder to your hosting, either to the root of your domain or to a sub folder.
2. **Create a database.** In your hosting control panel create an empty MySQL database and a user with full rights to it.
3. **Edit `config.php`.** Enter the database host, user, password and name. The details are explained in The configuration file.
4. **Make folders writable.** Set write permission (usually 755 or 775) on `uploaded_images`, `thumbnails`, `categories`, `locations` and `languages`.
5. **Open the installer.** Go to `https://your-domain/install.php` in the browser.
6. **Fill in the form.** Choose an administrator username, a strong password and your e-mail. Tick *Install demo organizers and events* if you want sample content to explore.
7. **Press Install.** The installer creates the tables, the first administrator account, the default pages, packages and settings.
8. **Delete `install.php`.** This is important for security.



The web installer asks only for the administrator login and whether to add demo data

Delete `install.php` immediately after the installation, and set `$DEBUG_MODE = false;` in `config.php` on a live website so visitors never see PHP errors.

First login

Open `https://your-domain/ADMIN/` and sign in with the username and password you chose. The Administration panel overview shows what to configure first.

Installing from the console

If you have SSH access you can run the installer without a browser:

```
php install.php admin YourPassword you@example.com 1
```

The arguments are the administrator username, password, e-mail and `1` to install demo data (`0` for an empty site).

Demo data

With demo data the installer creates three organizers, one attendee and twenty events across all categories. Demo accounts use the password `demo1234`. Delete the demo organizers and events from the administration panel before you go live. See Manage users and Manage events.

Reinstalling

If the tables already exist the installer refuses to continue. Tick *Overwrite existing tables* only on a test site, because it deletes all data.

GETTING STARTED

The Configuration File (config.php)

The file `config.php` in the main folder holds the few settings that cannot be stored in the database: how to connect to MySQL, the table prefix and a couple of technical switches.

Options in config.php

Variable	Meaning
`$DOMAIN_NAME`	Optional address of the site without `http://`, for example `www.example.com/events`. Leave it empty to detect the address automatically.
`$DBHost`	Database server, usually `localhost`.
`$DBUser`, `$DBPass`	Database user and password.
`$DBName`	Name of the database.
`$DBprefix`	Prefix of all table names, `ep_` by default. Change it before installing if you share the database with another script.
`$CRON_KEY`	Secret used to run the scheduled tasks through the browser. Empty means console only.
`$DEBUG_MODE`	`true` shows PHP and database errors on screen (use it while setting up). Set `false` on a live site.
`$ProductName`	Name shown on the admin login page.

Never leave `$DEBUG_MODE = true;` on a public website. Error messages can reveal file paths and database details.

Writable folders

These folders must be writable by the web server:

- `uploaded_images/` and `thumbnails/` store event images and logos
- `categories/` and `locations/` are rewritten when you edit categories and locations in the admin panel
- `languages/` is rewritten by the interface text editor

Scheduled tasks (cron job)

The file `cron.php` sends e-mail alerts for new matching events, notifies followers of an organizer, reminds ticket holders the day before an event and cancels abandoned unpaid orders. Run it once an hour from your hosting control panel:

```
php /path/to/EventPortal/cron.php
```

If your hosting can only call URLs, set `$CRON_KEY = "a-long-secret";` and call:

```
https://your-domain/cron.php?key=a-long-secret
```

Where the other settings are

Everything else (site name, colors, payments, e-mail, languages) is edited in the administration panel and stored in the database. See General settings and Payment settings.

GETTING STARTED

Folder Structure and Customization

Event Portal was designed so that people with basic PHP knowledge can read and change the sources. This page shows where everything lives.

Main folders

```
index.php                 front controller of the public website
config.php                database settings
include/                  shared classes (database, page controller, events, payments, AI)
extensions/               one PHP file per public page (home, search, details, checkout...)
templates/modern/         the design: template.html, assets/style.css, assets/app.js
languages/                en.php, es.php - one interface text file per language
categories/, locations/   text files with categories and places
ADMIN/                    administration panel
advertisers_admin/        organizer panel
users_admin/              attendee panel
css/, js/                 shared styles and scripts of the event form
cron.php, sitemap.php     scheduled tasks and XML sitemap
```

How a page is built

Every request goes through `index.php`. The page controller either loads a CMS page (`?page=events`) or an extension directly (`?mod=details&id=5`). The extension prints its HTML, and the template engine places it inside `templates/modern/template.html` together with the menu, footer and language switcher.

Changing the design

- **Colors, logo and headline** can be changed without code in Logo and branding.
- **Layout and styles** are in `templates/modern/template.html` and `templates/modern/assets/style.css`. Colors are CSS variables at the top of the file.
- **A page's content** is in its file in `extensions/`. For example `extensions/home.php` is the home page.

The admin panels

In the three panels every menu item is a file named `category/action.php`. The menu itself is defined in `pages_structure.php` of each panel. To add a page, create the file and add one line to that menu file. Styles for the panels are in `ADMIN/assets/modules.css` and `advertisers_admin/css/extra.css`.

Shared classes

Class	Purpose
`DatabasePDO`	Database access (MySQL through PDO)
`PageController`, `PageModel`, `TemplateEngine`	Routing, pages and templates
`EventListing`	Searching events, tickets, orders and coupons

`PaymentGateway`	Stripe and PayPal payments

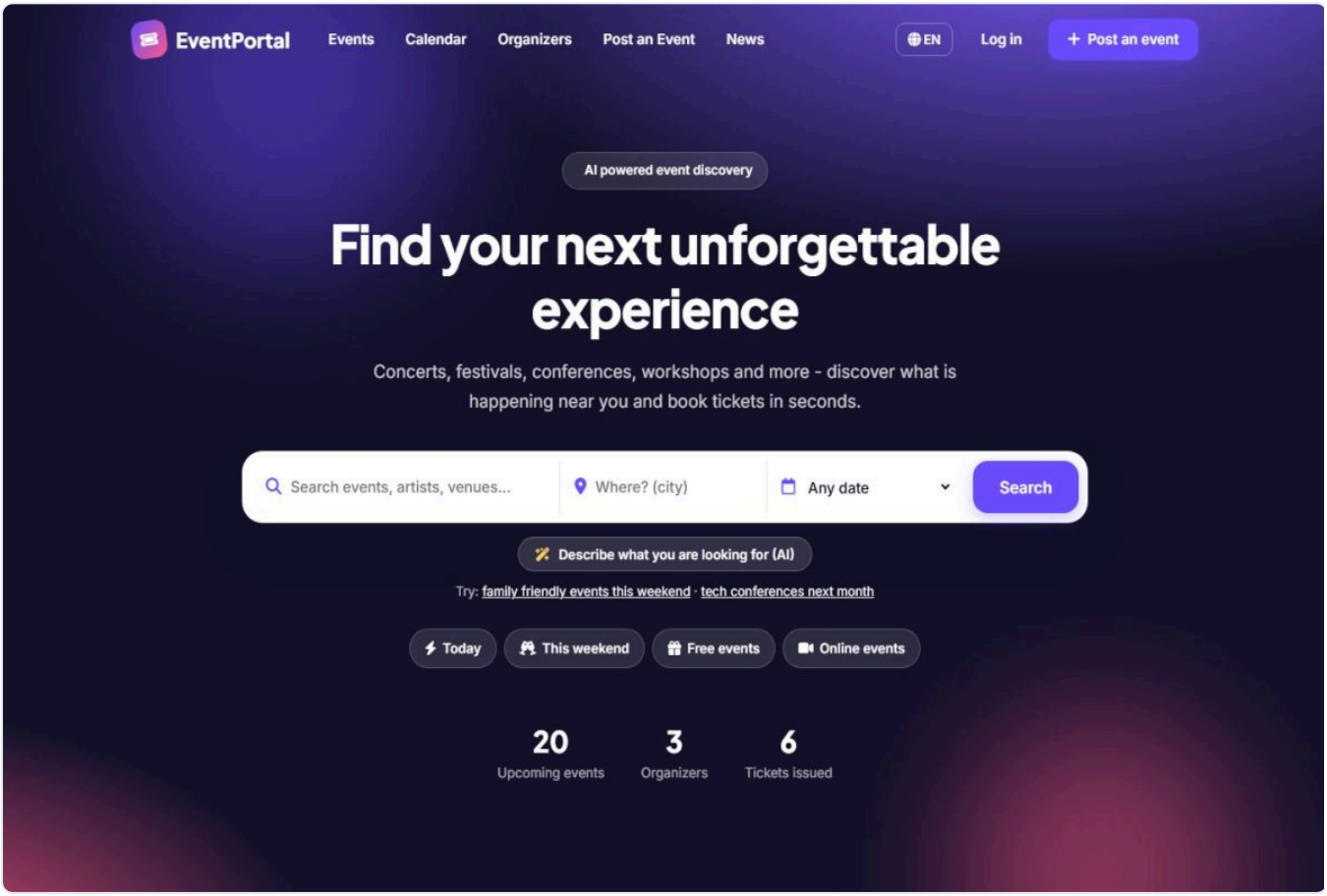
The same classes and admin layout are used by our other scripts such as the Jobs Portal, which makes it possible to combine products in one site later.

After updating the script, keep your own `config.php`, the `languages`, `uploaded_images` and `thumbnails` folders, and any template changes you made.

THE PUBLIC WEBSITE

The Home Page

The home page is the shop window of your event portal. It invites visitors to search at once and then shows what is on right now. Every block fills itself from your events, so there is nothing to update by hand.



Hero area with the search box, the AI search switch and quick filters

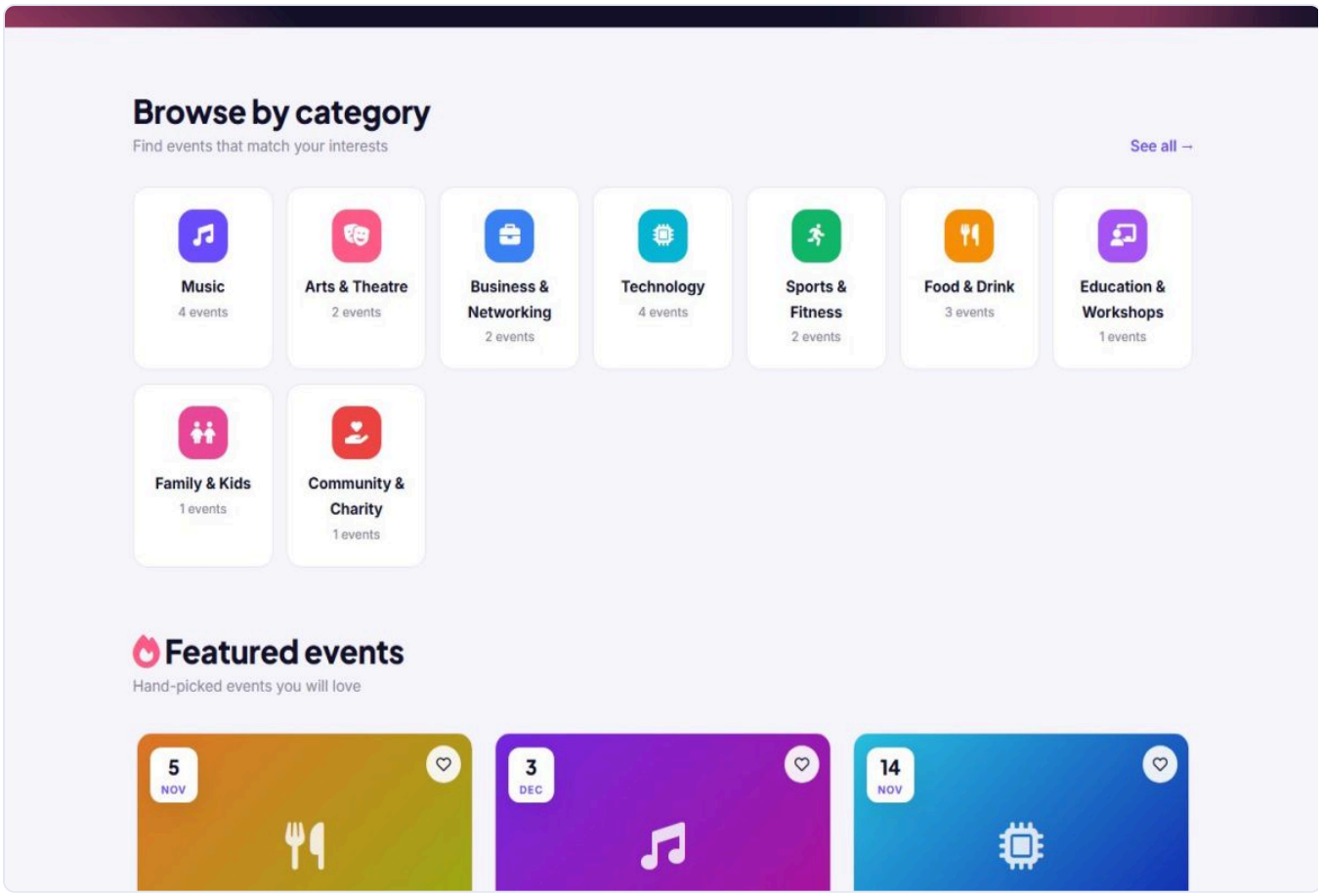
Hero and search box

The top section holds a headline, a short text and the main search box with three fields: keywords, city and date. The quick buttons *Today*, *This weekend*, *Free events* and *Online events* open the search page with the filter already applied. Below them three counters show upcoming events, organizers and issued tickets.

The headline and sub headline are edited per language in Logo and branding.

Categories

A tile for every main category shows how many upcoming events it has. A click opens the search results for that category. The categories come from the text files described in Categories and locations.



Category tiles and the featured events slider

Featured events

Events marked as *featured* appear in a slider. Featured placement can be given by the administrator in Manage events, or bought by organizers (see Promote and feature events) or included in a listing package.

This weekend and upcoming events

This weekend lists events that start between Friday evening and Sunday. *Upcoming events* shows the next events by date. Each card shows the date badge, category, title, time, venue, the lowest ticket price or *Free*, and the rating when there are reviews. The heart icon saves the event for logged in attendees (see Saved events).

Popular cities, how it works, call to action

Popular cities are built from the city field of active events. The how-it-works steps and the organizer call to action are fixed texts that you can translate in Interface texts. The call to action button leads organizers to registration.

Header and footer

The header shows the logo, the main menu, the language switcher and the login and *Post an event* buttons. After login the buttons change to the panel link and logout. The menu is edited in Pages. The footer contains the footer menu, social icons and the newsletter form.

THE PUBLIC WEBSITE

AI Event Search in Plain Language

Instead of choosing filters one by one, a visitor can describe what they want in a sentence. The AI reads it and opens the search results with the right category, city, date and price.

How visitors use it

1. On the home page click **Describe what you are looking for (AI)** under the search box.
2. Type a sentence, for example *free jazz concerts in New York this weekend* or *family friendly events tomorrow*.
3. Press **Find events**. The search page opens with the matching filters selected.

Two example sentences below the button can be clicked to try it out.

What the AI understands

Filter	Example words
Keywords	jazz, startup meetup, yoga
City	in Madrid, near Chicago
Category	concert, conference, food festival
Date	today, tomorrow, this weekend, next 7 days, this month
Price	free, paid
Online	online, virtual, webinar

Turning it on

The AI search needs an API key. In the administration panel open **Settings → AI settings**, choose Groq, DeepSeek or ChatGPT, paste the key and tick *AI search on the home page*. The full steps are in AI settings.

If the AI is switched off, has no key or is temporarily unreachable, the search still works. It falls back to normal keyword search and recognizes simple words such as *free*, *today*, *tomorrow* and *weekend*.

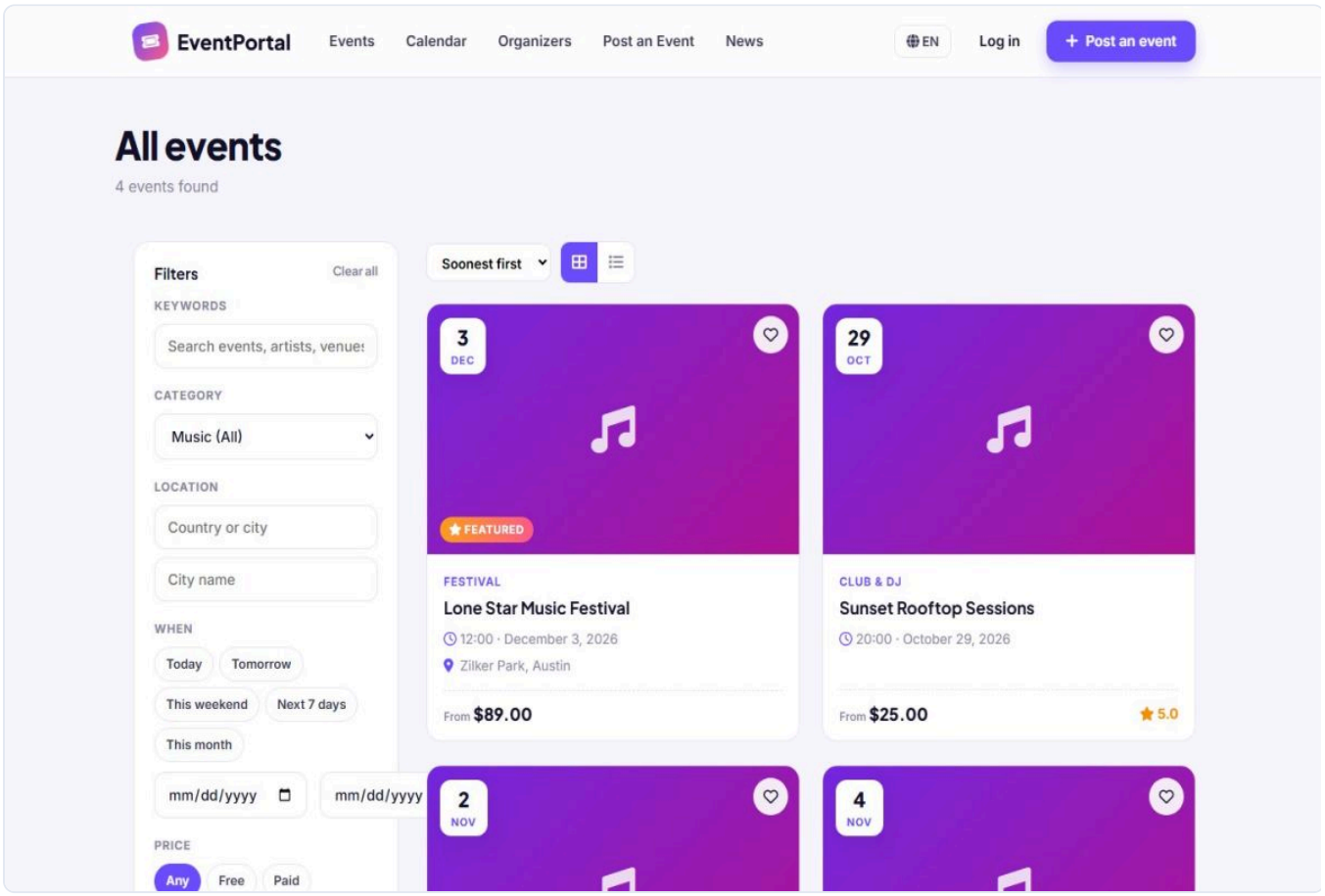
Cost and privacy

Each AI search sends only the sentence and the list of category names to your provider, using your own account, so you stay in control of the cost. You can disable the feature at any time without affecting the rest of the site.

THE PUBLIC WEBSITE

Searching and Filtering Events

The search page lets visitors narrow thousands of events down to the right few. All filters can be combined and the result updates with a click.



The search page with the filter panel on the left and event cards on the right

Filters

Filter	What it does
Keywords	Searches title, short description, description, tags, venue and city.
Category	A main category includes all its sub categories. Choose a sub category to be more precise.
Location	Type a country or city and pick it from the suggestions. A country includes all its cities.
City name	A free text match on the city field of the event.
When	Today, Tomorrow, This weekend, Next 7 days, This month, or an exact *from* and *to* date.
Price	Any, Free (lowest ticket price is zero) or Paid.
Online events	Shows only events held online.

Past events are never listed. Active filters stay in the address, so a filtered search can be bookmarked or shared. **Clear all** resets the page.

Sorting and views

- **Soonest first** (default), **Most popular** (by views, featured first), **Newest** and **Lowest price**
- Switch between **grid** and **list** view with the two buttons above the results
- Pagination appears when there are more events than the page size. The size is set in General settings (*Events per page*)

On mobile

The filter panel collapses behind a *Filters* button, so the result list gets the whole screen.

Ready-made search links

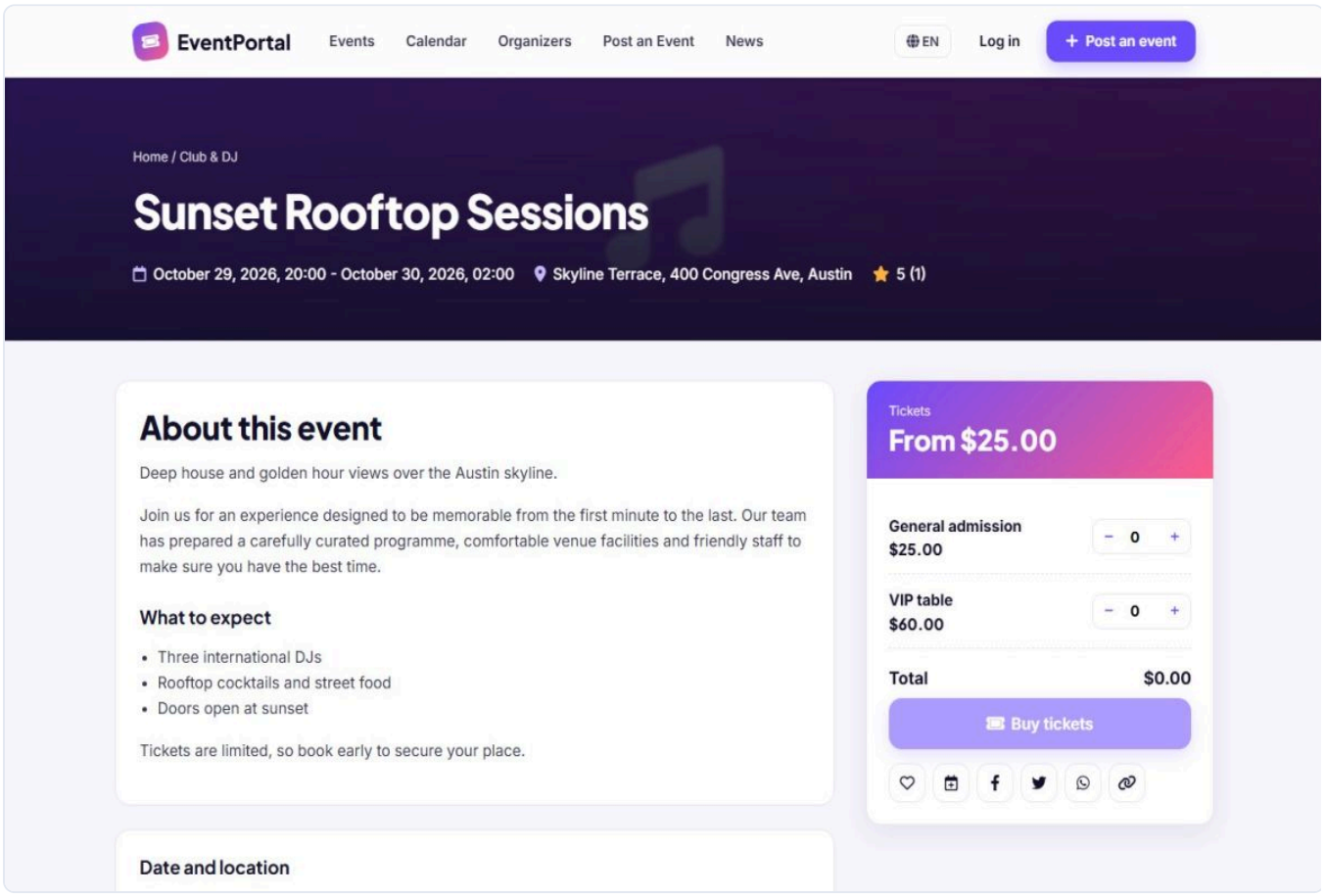
You can link to a filtered search from any page, banner or newsletter. For example `index.php?mod=search&price=free&when=weekend` shows free events this weekend. Other parameters are `q`, `category`, `city`, `online=1` and `sort`.

Add links to the most popular searches in your pages or footer. They are great landing pages for search engines too.

THE PUBLIC WEBSITE

The Event Page

The event page is where visitors decide. It combines the description, practical details and a sticky ticket box so that buying takes only a few clicks.



An event page with the ticket box, description, venue and organizer

Header

The dark header shows the category path, the title, the date and time, the venue and the average rating. If you view an event that is not published yet (as its organizer or administrator) a badge reminds you that only you can see it.

Ticket box

The box on the right depends on the ticket setting of the event:

Ticket mode	What visitors see
Paid or free tickets	Every ticket type with price, a quantity selector, a live total and the *Buy tickets* button. Types that are sold out or not yet on sale are marked.
Tickets on another website	A button that opens the organizer's own ticket link.
No tickets	A note that no ticket is required.

Under the box are buttons to save the event (heart), add it to a calendar (an .ics file for Google, Apple and Outlook), share on Facebook, X and WhatsApp and copy the link.

Content blocks

- **About this event**: the formatted description and clickable tags
- **Gallery** and **Video** (YouTube or Vimeo link)
- **Date and location** with an interactive map and a directions link when the event has coordinates, or a join link for online events
- **Organizer** card with a link to the organizer profile and an *Ask the organizer* form (the message goes to the organizer's inbox and e-mail)
- **Reviews**: logged in attendees can leave one rating from 1 to 5 stars with a comment per event
- **Similar events** from the same category

Search engine data

Each event page includes a title, description, social sharing image and structured Event data, which helps Google show rich results. Titles combine the event name and date automatically.

Reviews can be switched off, and individual reviews hidden, by the administrator. See Manage events.

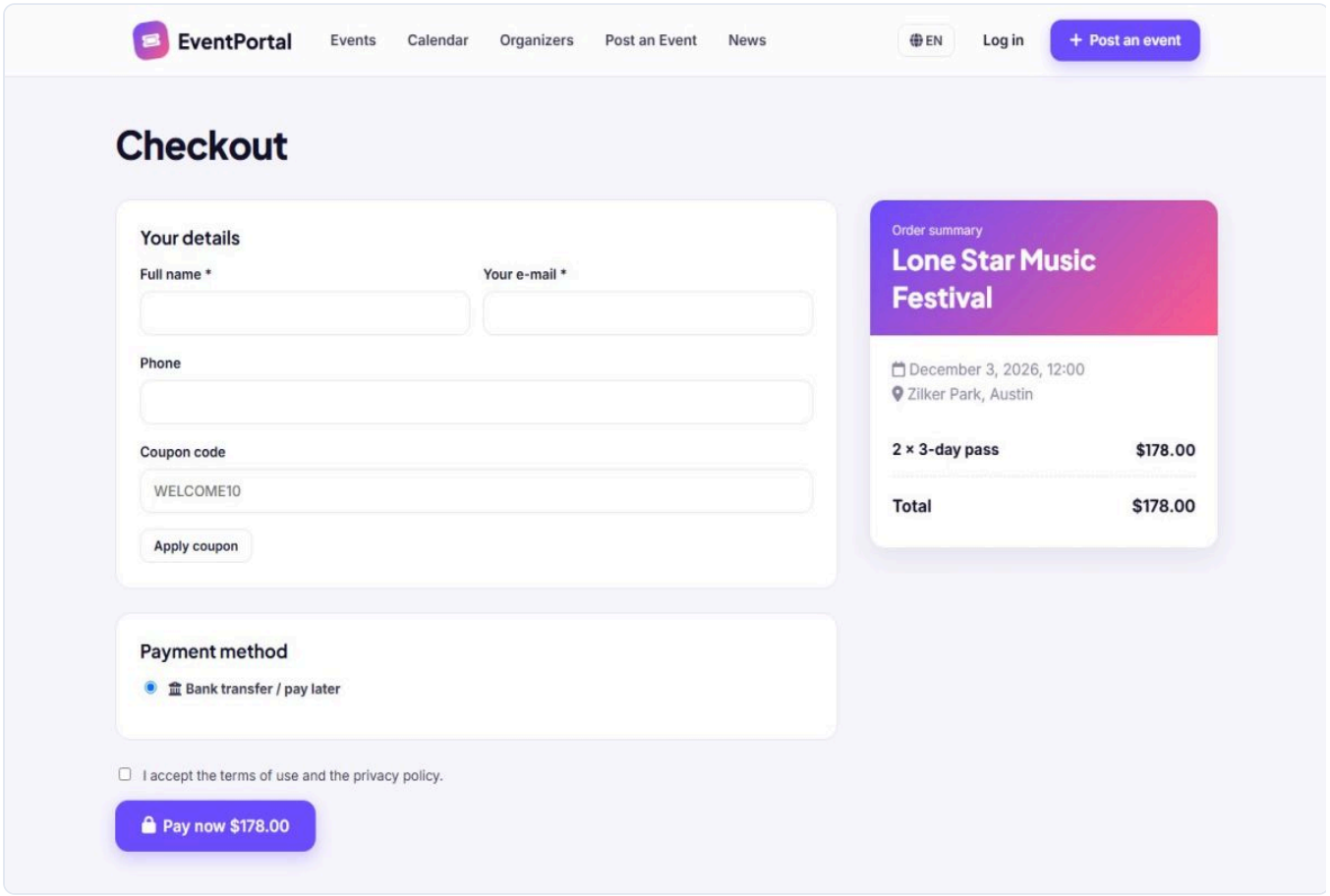
THE PUBLIC WEBSITE

Buying Tickets: Checkout and Payment

Buying a ticket is quick and does not require an account. After payment the buyer receives tickets with QR codes immediately on screen and by e-mail.

The buying steps

1. **Choose tickets.** On the event page set the quantity of each ticket type and press *Buy tickets*.
2. **Enter details.** The checkout asks for name, e-mail and optionally phone. Logged in attendees have these filled in.
3. **Apply a coupon (optional).** Enter the code and press *Apply coupon*. The summary shows the discount.
4. **Choose how to pay.** Credit or debit card (Stripe), PayPal or bank transfer, depending on what the administrator enabled.
5. **Accept the terms** and press *Pay now*.



The checkout page with buyer details, payment method and order summary

After payment

- With **card or PayPal** the buyer is sent to the secure payment page and returns to the order confirmation, where the tickets with QR codes are shown. The same tickets are e-mailed.
- For **free tickets** there is no payment step. The tickets are issued at once.

- With **bank transfer** the order stays *pending* and shows your payment instructions. The administrator confirms it in Orders and the tickets are issued then.

The order page can be printed. It also offers an *Add to calendar* file. Logged in attendees find all tickets later in their account; guests use the link in the e-mail.

Limits and availability

- Each ticket type has a quantity (0 means unlimited), a maximum per order and optional sale start and end dates.
- If the last tickets are sold while someone is at checkout, the order is refused with a clear message.
- Unpaid card orders older than two days are cancelled automatically by the cron job.

Service fee

If the administrator set a service fee percentage, it is added as a separate line in the order summary. See Payment settings.

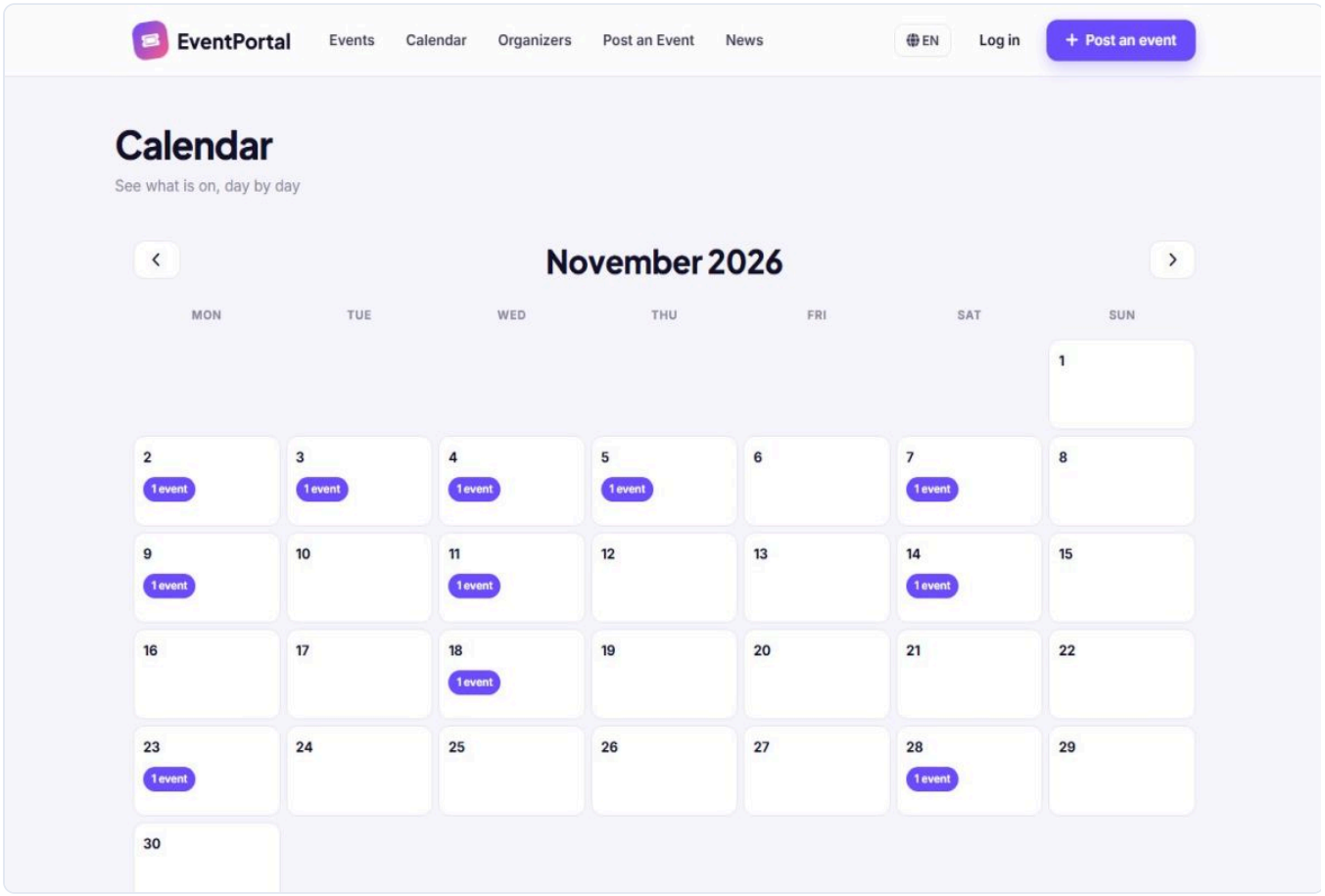
Entry for the venue: attendees show the QR code on their phone and the organizer validates it in the check-in screen.

THE PUBLIC WEBSITE

Calendar, Categories and Locations

Besides the search page, visitors can explore events through a monthly calendar and through category and location overviews.

Calendar



The monthly events calendar with event counts per day

The calendar shows one month at a time. Days with events display the number of events. Click a day to list its events below the calendar, and use the arrows to move between months. The calendar page is the menu item *Calendar*.

Categories page

The categories page lists all main categories with their number of upcoming events and every sub category as a link. It opens at `index.php?mod=categories`.

Locations page

The locations page shows the cities that have upcoming events, each with its event count, sorted by popularity. A click opens the search filtered by that city. It opens at `index.php?mod=locations`.

Adding the pages to the menu

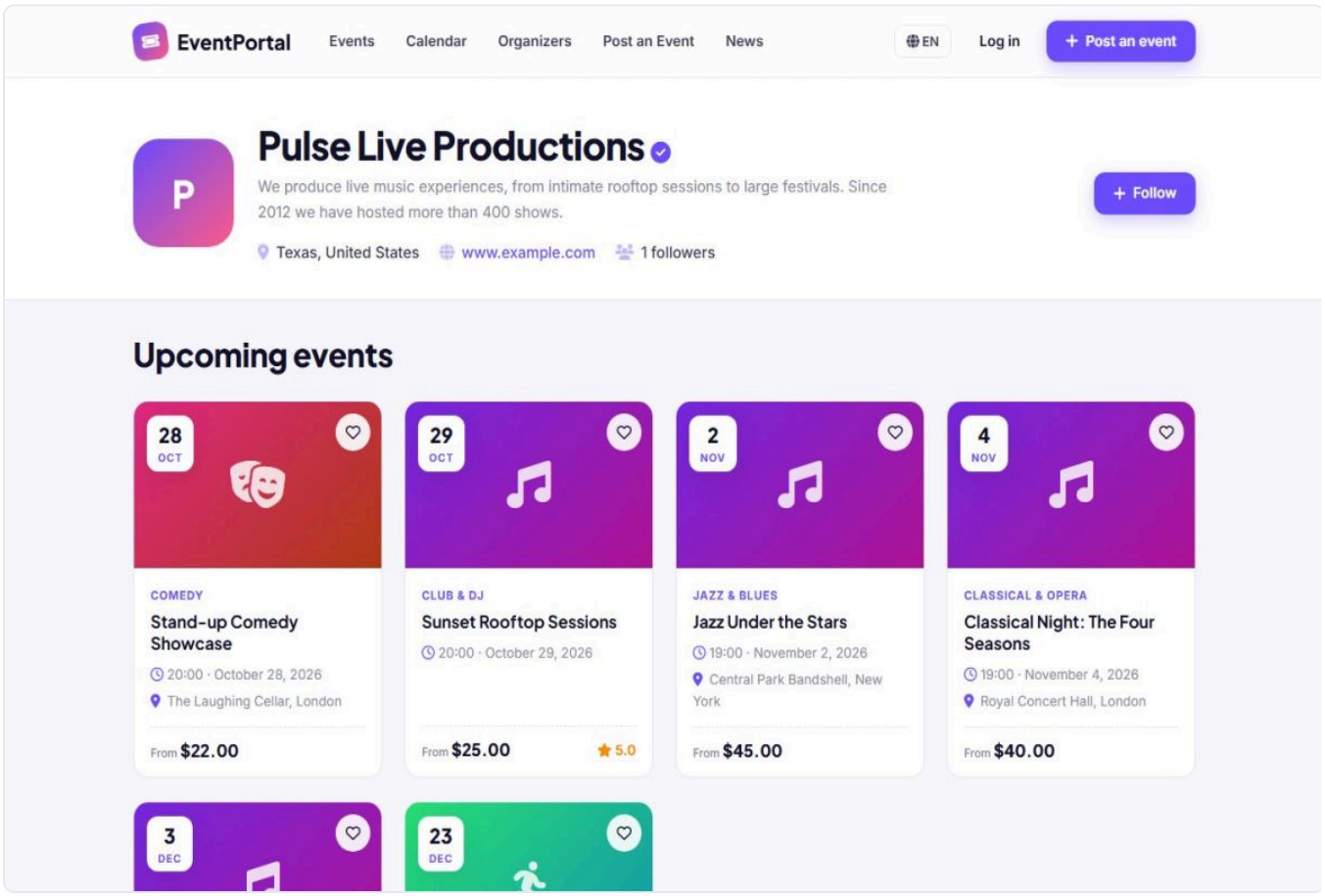
Calendar is in the menu by default. Categories and locations are available as extensions. To show them in the menu, create a page in Website → Pages, set *Dynamic content (extension)* to `categories` or `locations`, and enable *Show in the main menu*.

> The category and location lists are edited in the administration panel. See Categories and locations.

THE PUBLIC WEBSITE

Organizer Profiles and Following

Each registered organizer has a public page that presents the company and lists all of its upcoming events. It builds trust and lets fans follow the organizer.



A public organizer profile with logo, description and upcoming events

What the profile shows

- Logo (or the first letter of the name), company name and a blue **verified** badge when the administrator verified the organizer
- Description, location, website and the number of followers
- All upcoming events of the organizer as cards

The list of all organizers is the menu item *Organizers*. Cards are sorted by the number of upcoming events.

Following an organizer

Logged in attendees see a *Follow* button. Followed organizers appear in the attendee panel under Following, and the cron job e-mails followers when the organizer publishes a new event. Visitors who are not logged in are taken to the login page first.

Who edits the profile

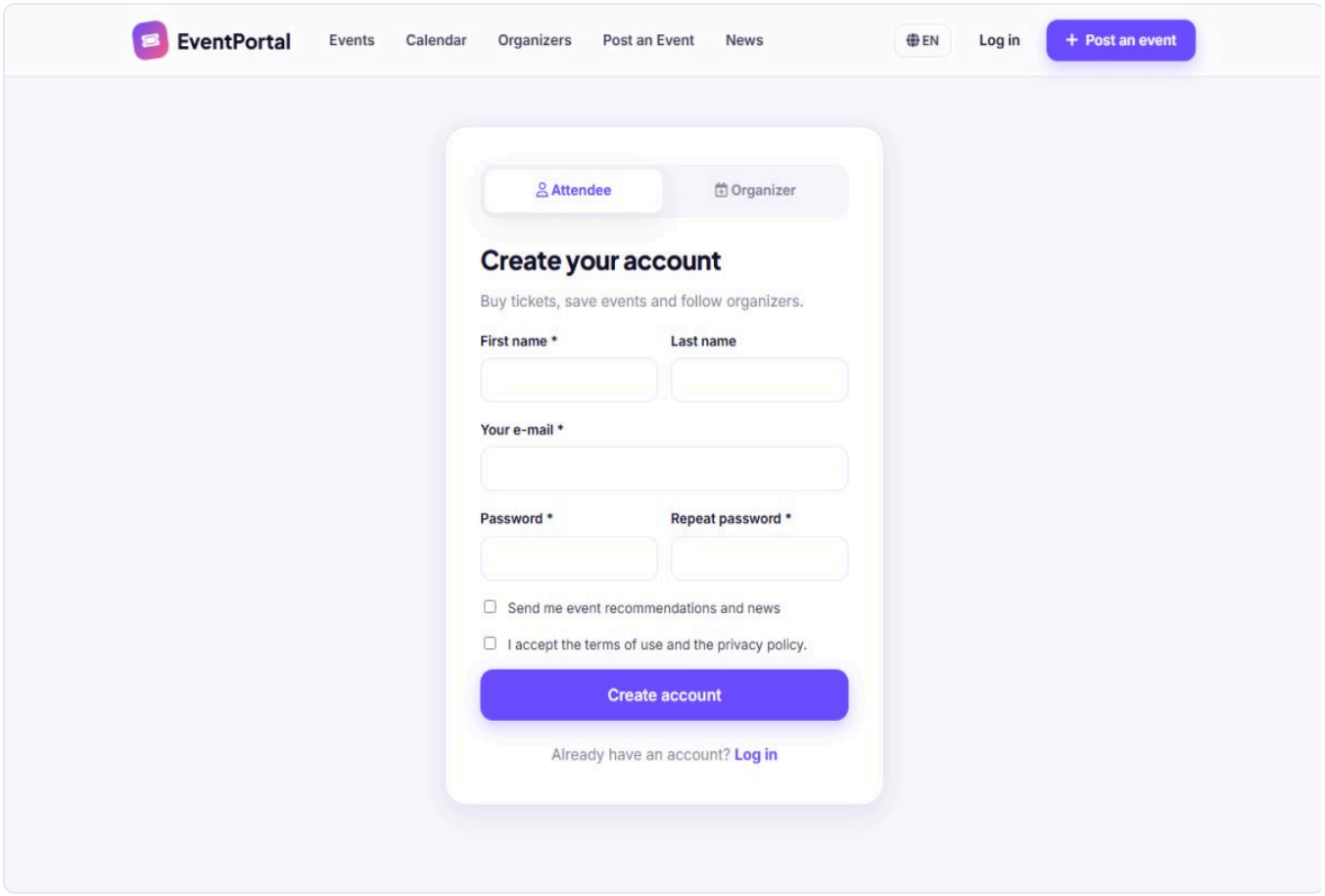
Organizers edit their own profile and logo in the organizer panel (see Organizer profile and logo). The administrator can edit any profile and set the verified badge in Users → Organizers.

THE PUBLIC WEBSITE

Registration, Login and Password Reset

Event Portal has two kinds of public accounts: **attendees** who buy tickets and **organizers** who publish events. Both use the same simple forms.

Registering



The registration form with the Attendee and Organizer tabs

The registration page has two tabs. **Attendee** asks for first name, last name, e-mail and password. **Organizer** asks for company name, contact person, phone, e-mail and password. Both require acceptance of the terms, and offer an option to receive news by e-mail. The *Post an event* button in the header opens the organizer registration directly.

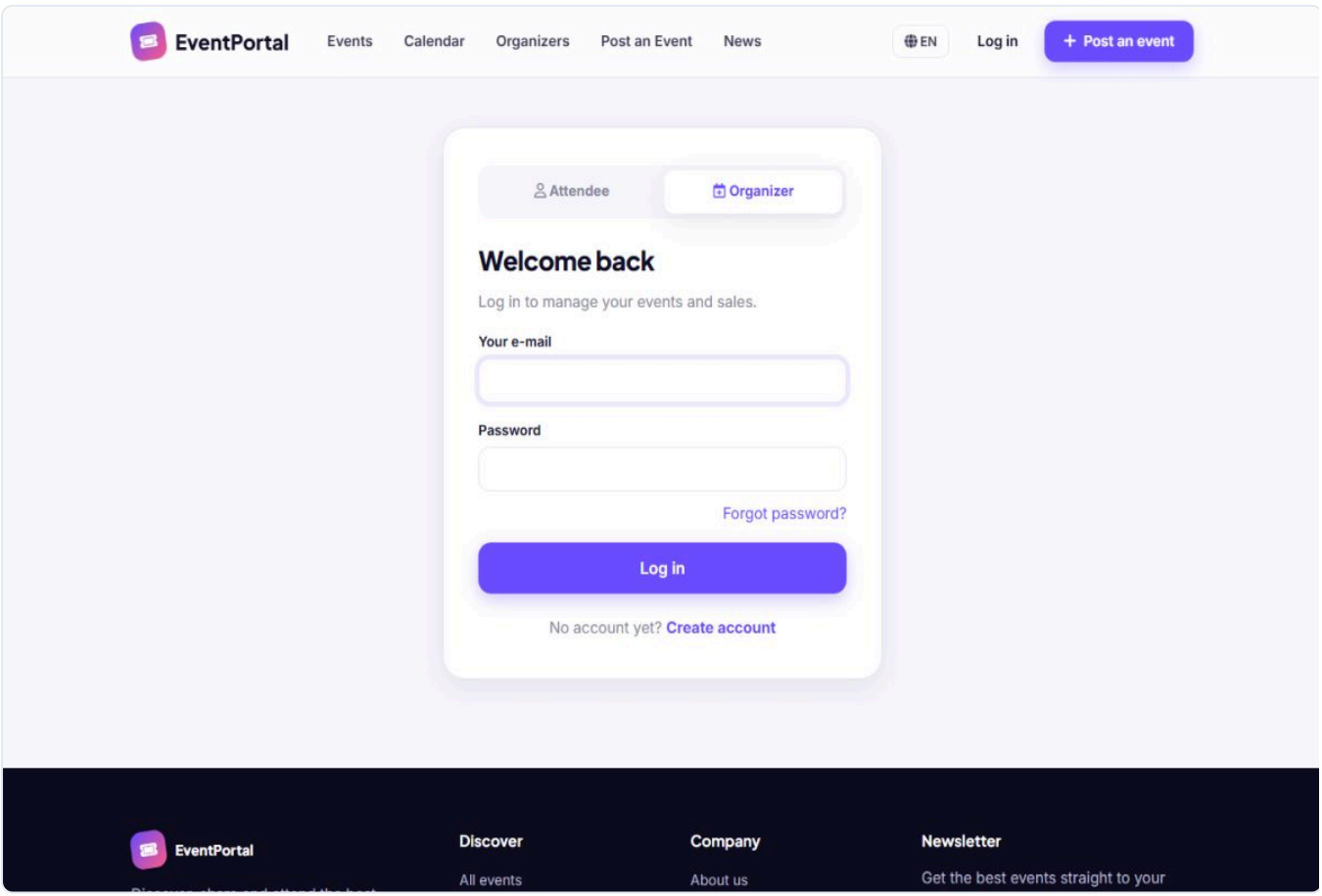
E-mail activation

If *Require e-mail activation* is switched on in General settings, new accounts are inactive until the user clicks the link in the activation e-mail. Without it, accounts work immediately. Registration of each account type can also be closed separately.

Logging in

Use the *Log in* button and select the correct tab for your account type. After login attendees go to `/users_admin/` and organizers to `/advertisers_admin/`. If you were sent to the login page by a link,

you return to that page afterwards.



The login page with separate tabs for attendees and organizers

Forgotten password

1. Click *Forgot password?* on the login page.
2. Enter your e-mail. The answer is always the same, so nobody can discover which e-mails are registered.
3. Open the e-mail and click the link. It is valid for two hours.
4. Choose a new password (at least 6 characters).

Security

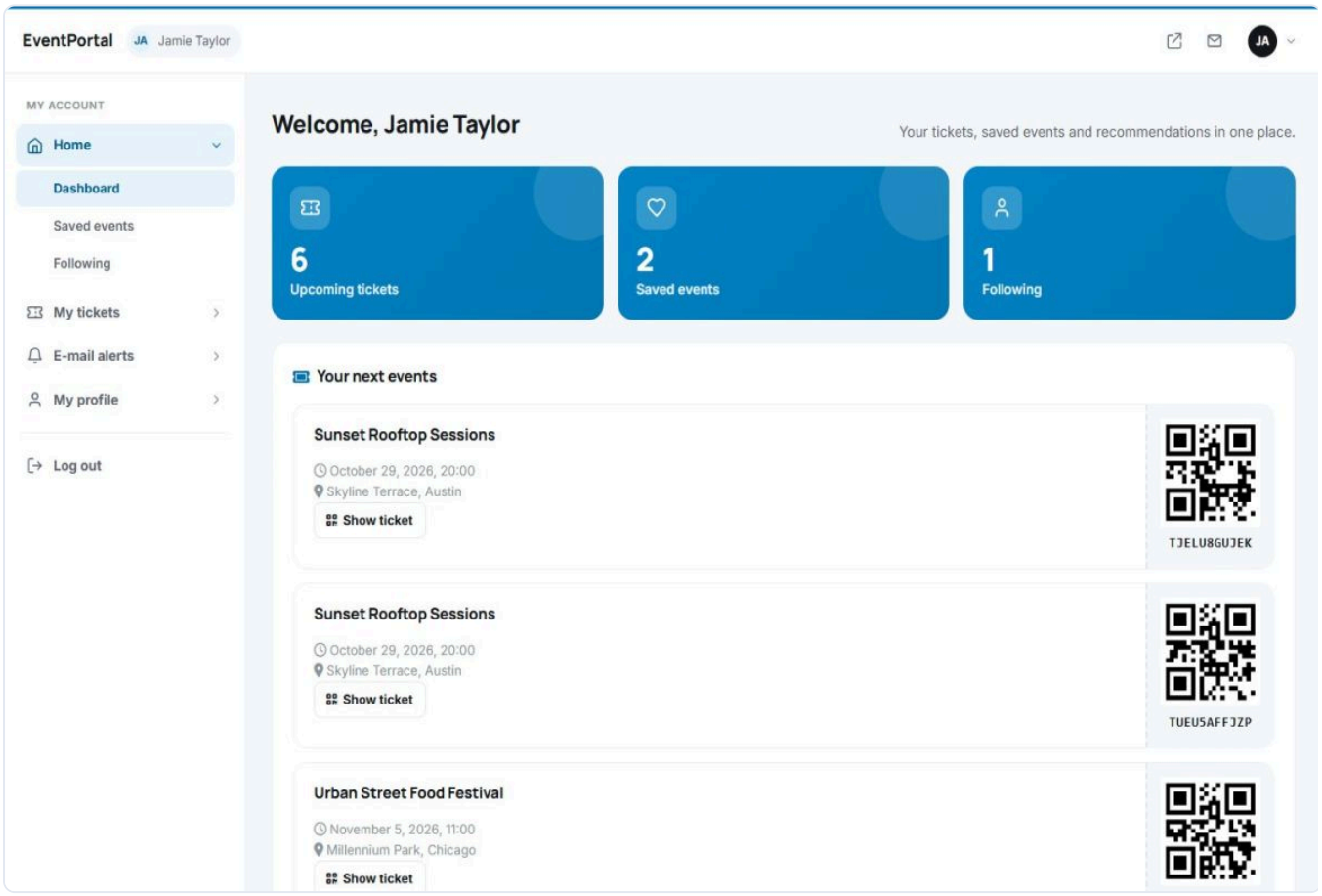
- Passwords are stored as one-way hashes
- After 8 failed attempts within 10 minutes the login is paused
- Every form is protected against forged requests
- Logged in sessions expire after 12 hours of inactivity

E-mails are only delivered reliably when you configure SMTP. See General settings and e-mail.

ATTENDEE PANEL

Attendee Dashboard and My Tickets

After login attendees land on a personal dashboard that puts their next events and tickets first. It is available at `/users_admin/`.

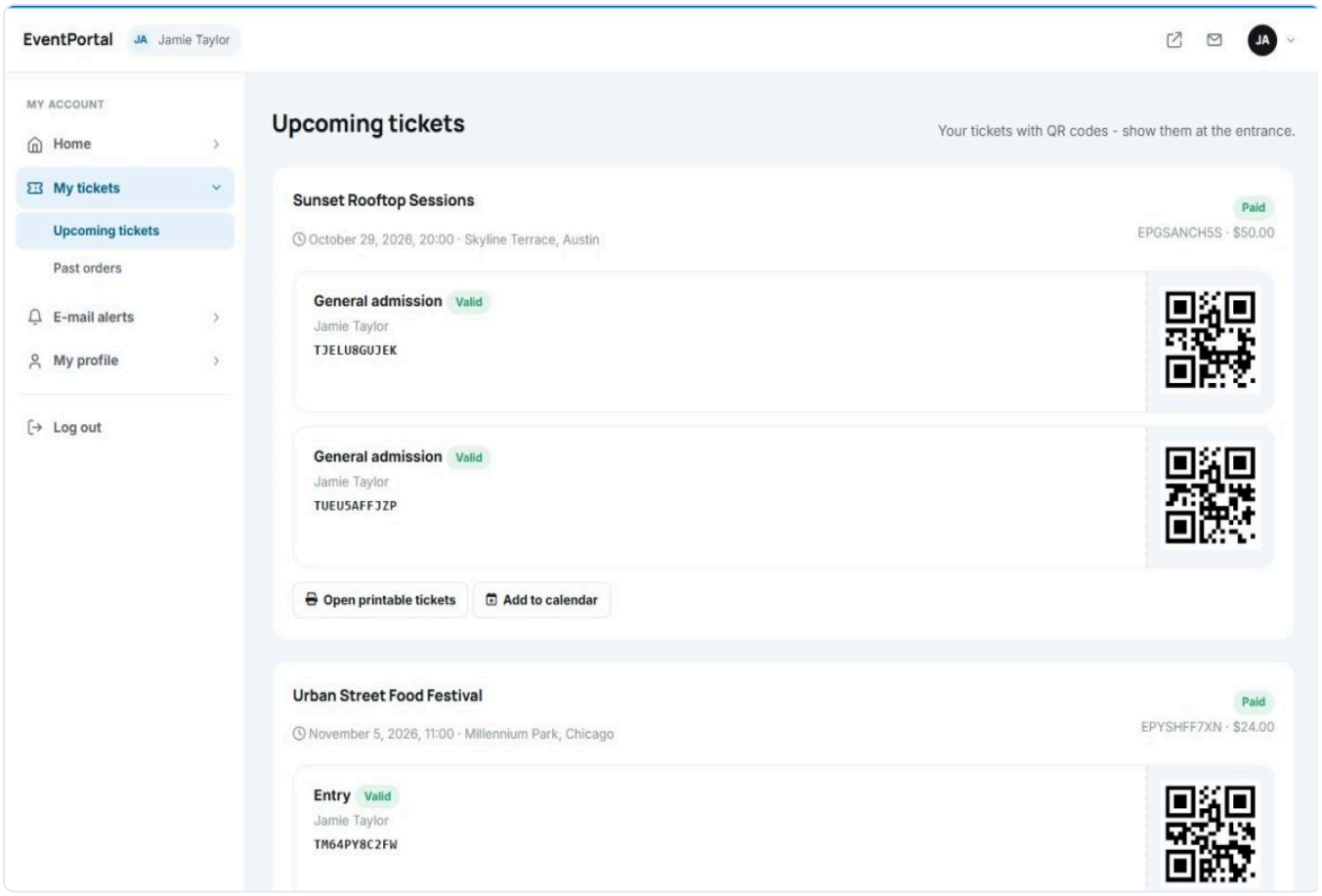


The attendee dashboard with ticket tiles, next events with QR codes and recommendations

Dashboard

The top tiles count **upcoming tickets**, **saved events** and **followed organizers**. Below, *Your next events* shows the next three tickets, each with its QR code and ticket code. *Show ticket* opens the full printable order page. At the bottom, *Recommended for you* suggests upcoming events from the categories the attendee saved or attended.

Upcoming tickets



The list of orders with every ticket, its status and its QR code

Under **My tickets** → **Upcoming tickets** every order is listed with the event, date, venue, order number and status (*Paid* or *Pending* for bank transfers). Each ticket shows the ticket type, holder name, a status badge (*Valid*, *Used*, *Cancelled*) and its QR code. Two buttons open the printable tickets and add the event to the calendar.

Past orders

My tickets → **Past orders** keeps earlier events and cancelled or refunded orders. Attendees can leave a review for events they attended directly from the event page.

At the entrance

The attendee shows the QR code on the phone or on paper. The organizer scans or types the code in the check-in screen. A ticket can be used only once.

> Attendees who bought tickets as guests can still see them: the confirmation e-mail has a link to the order. After they register with the same e-mail they can follow the purchase from their account.

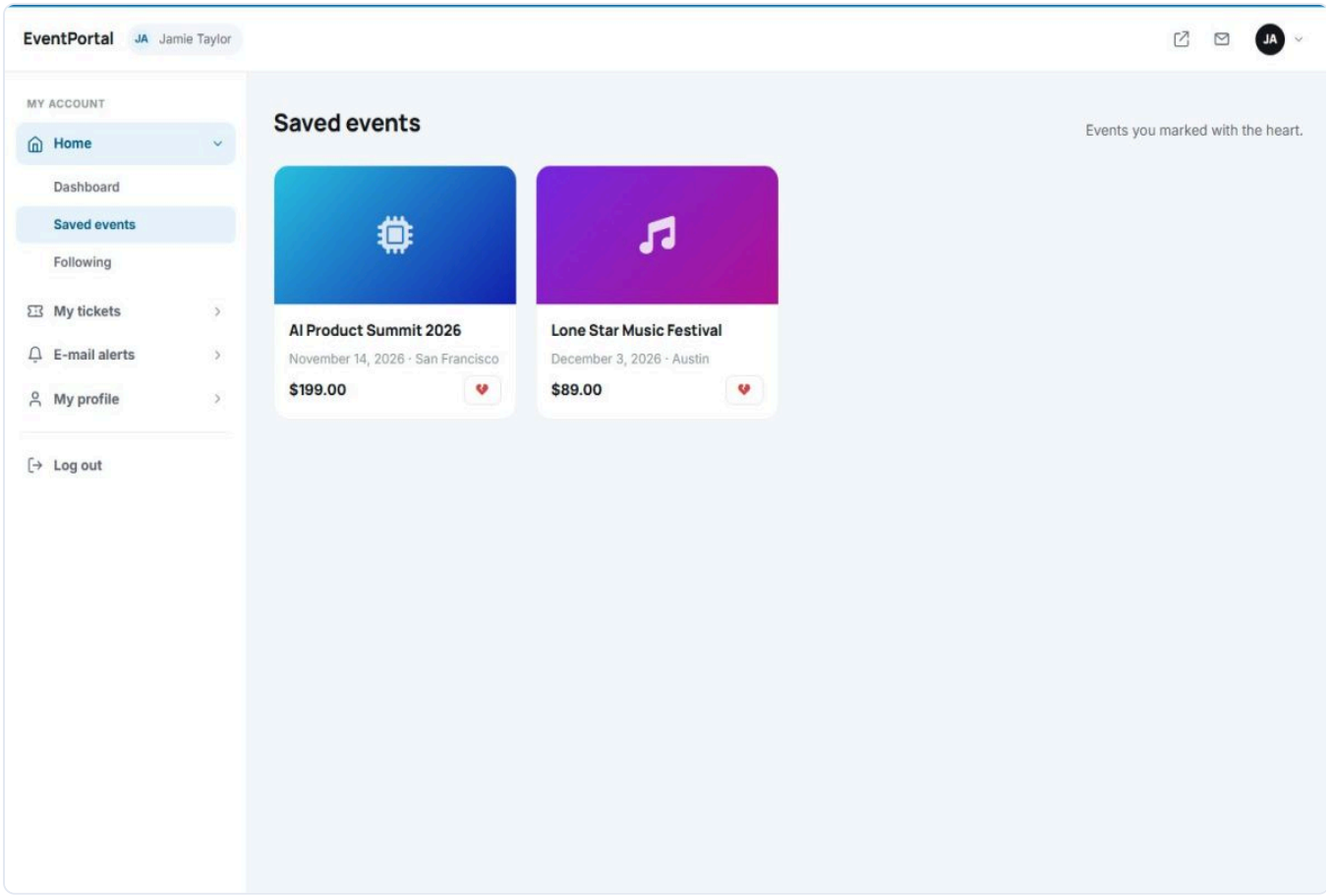
ATTENDEE PANEL

Saved Events and Followed Organizers

Two small features bring attendees back to your site: a personal list of saved events and a list of organizers they follow.

Saving events

Every event card and event page has a heart button. A click saves the event, a second click removes it. Visitors who are not logged in are asked to log in first. A short message confirms each action.



The Saved events page lists every event marked with the heart

The list is in the attendee panel under **Home → Saved events**. Past events are marked, and the broken heart button removes an event from the list.

Following organizers

On an organizer profile logged in attendees can press *Follow*. Followed organizers are listed under **Home → Following** with their number of upcoming events, and can be unfollowed with one click.

When a followed organizer publishes a new event, followers receive an e-mail. The e-mails are sent by the scheduled task described in The configuration file.

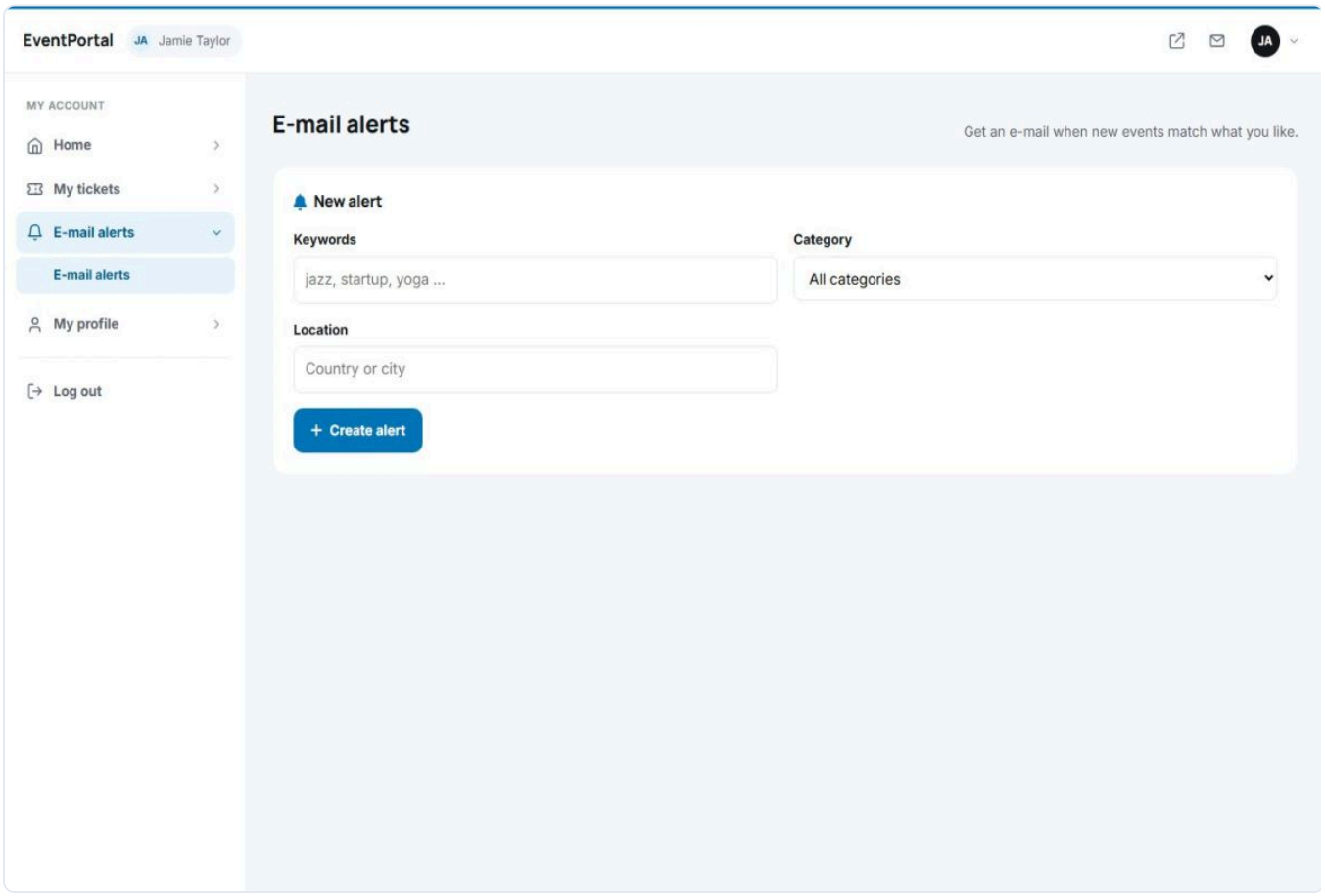
Turning the feature off

The administrator can disable favourites in General settings (*Allow saving favourite events*). The heart buttons then disappear from the site.

ATTENDEE PANEL

E-mail Alerts for New Events

An alert tells Event Portal: e-mail me when a new event appears that matches what I like. It is one of the best ways to bring attendees back.



The e-mail alerts page with a form to create a new alert

Creating an alert

1. Log in and open **E-mail alerts** in the attendee panel.
2. Fill in at least one of: **keywords** (for example *jazz*), a **category**, or a **location** (type a country or city and pick it from the list).
3. Press *Create alert*. The alert appears in the list below and can be deleted at any time.

An alert may combine several filters, for instance category *Music* in *Spain*.

How alerts are sent

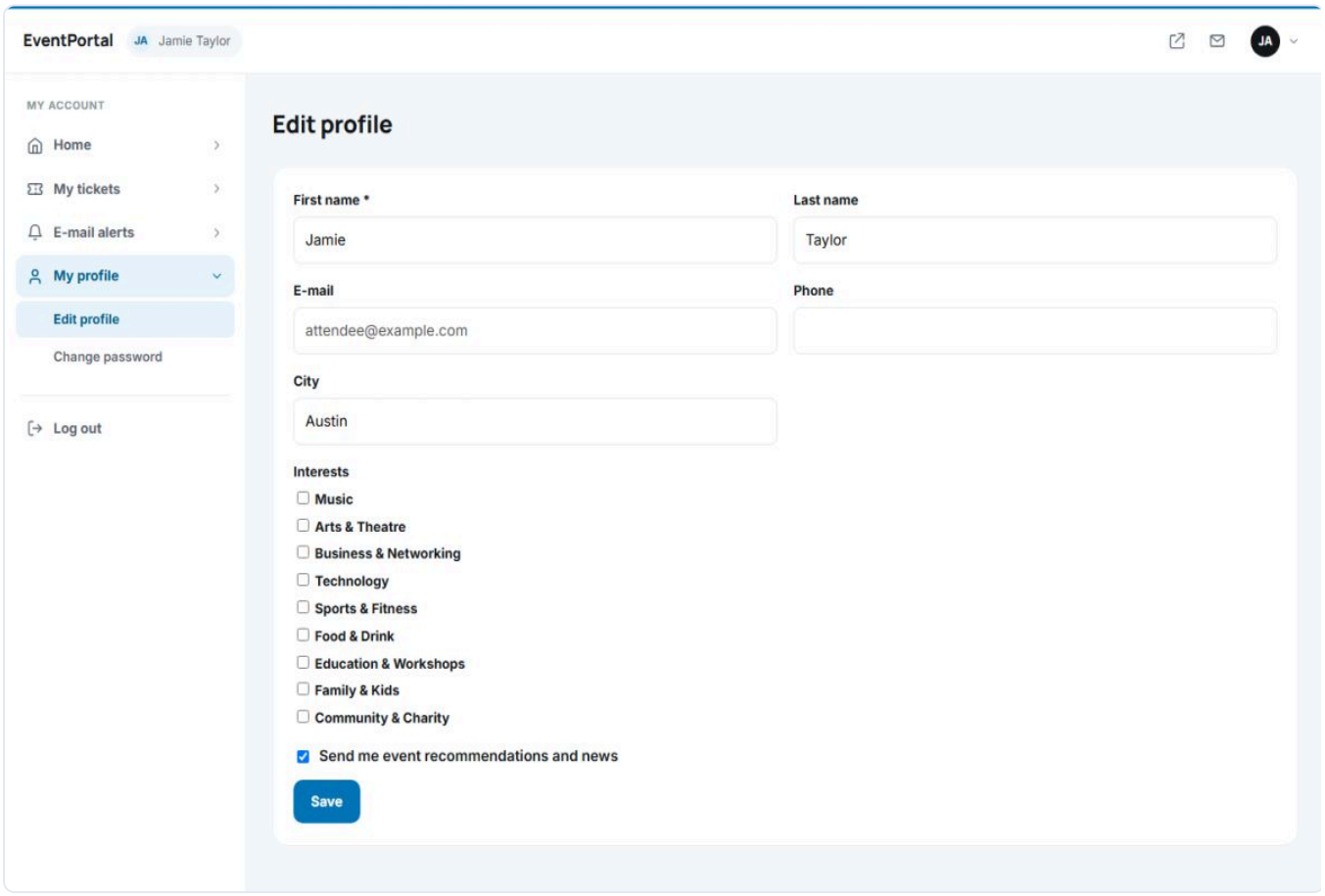
The scheduled task `cron.php` checks every alert and e-mails the events created since the previous message. If nothing new matches, no e-mail is sent. For alerts to work the administrator needs to schedule the task and configure e-mail sending. See The configuration file and General settings and e-mail.

Attendees can also get a reminder e-mail the day before an event they have tickets for. This uses the same scheduled task.

ATTENDEE PANEL

Attendee Profile and Password

The profile holds the personal details used to fill in the checkout and the interests used for recommendations.



The attendee profile with personal details and interest categories

Edit profile

Open **My profile** → **Edit profile**. You can change first name, last name, phone and city. The e-mail address is shown but cannot be changed here, because it is the login. Tick the categories you are interested in to improve the recommendations, and choose whether you want to receive event news by e-mail.

Change password

Open **My profile** → **Change password**, enter the current password and the new one twice. The new password needs at least 6 characters.

Language

Open the menu at the top right (your initials) and choose a language. The choice is remembered for the next login. Available languages are managed by the administrator in Languages and translations.

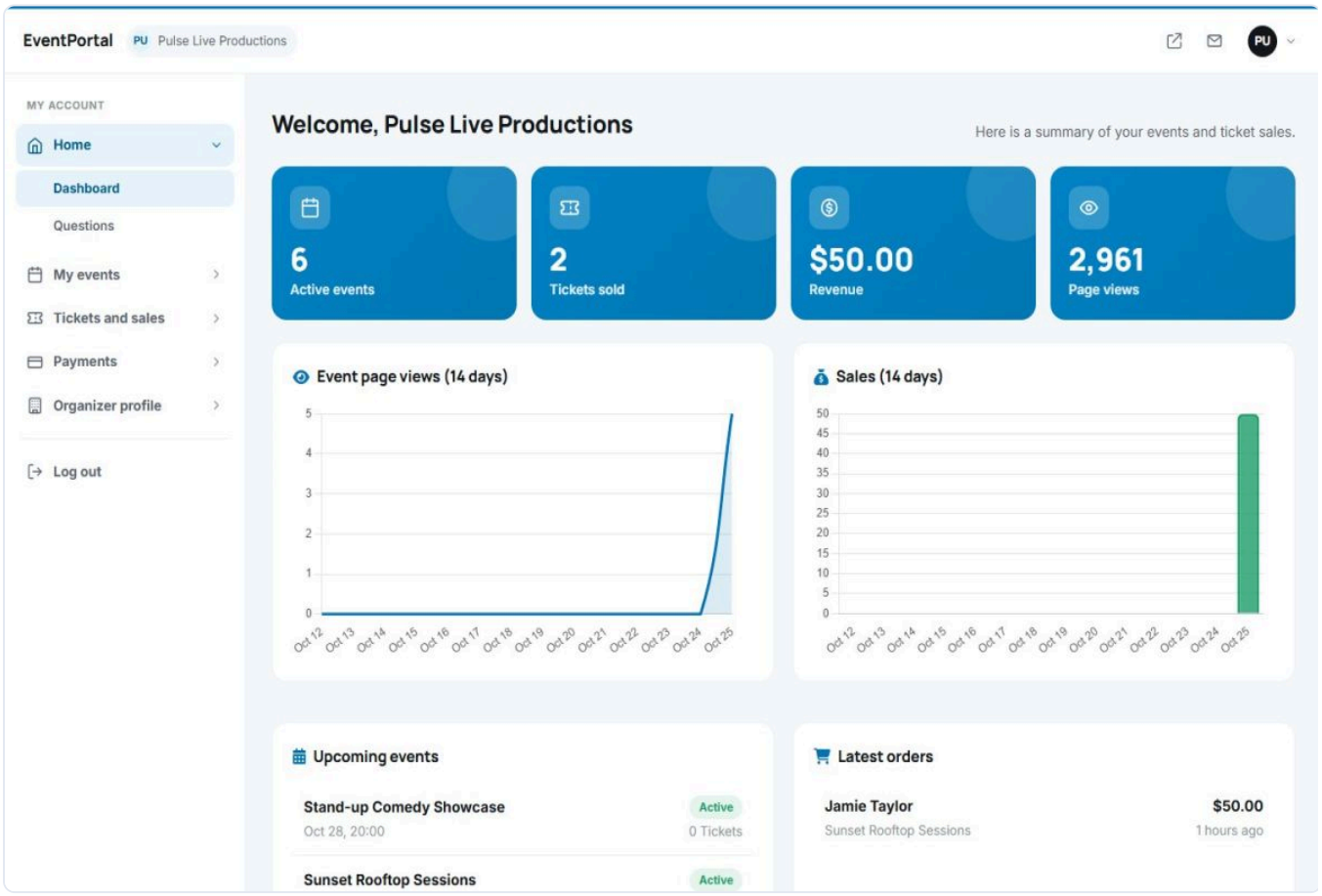
Logging out

Use *Log out* in the side menu or in the user menu. Sessions also end after 12 hours without activity.

ORGANIZER PANEL

Organizer Panel: Getting Started

The organizer panel is where event advertisers publish events, sell tickets and follow their results. It is available at `/advertisers_admin/` after registering as an *Organizer*.



The organizer dashboard with statistics, charts, upcoming events and latest orders

Your first steps

1. Register as an organizer and log in.
2. Complete your profile and logo, because they appear on every event.
3. Create an event, with help from the AI assistant.
4. Add ticket types and publish.
5. Share the event link and follow the sales on the dashboard.

The dashboard

- **Tiles**: active events, tickets sold, revenue and total page views of your events
- **Charts**: event page views and sales for the last 14 days
- **Upcoming events** with status and number of tickets sold
- **Latest orders** with buyer and amount
- Shortcuts to unpublished events and unread questions, and your number of followers

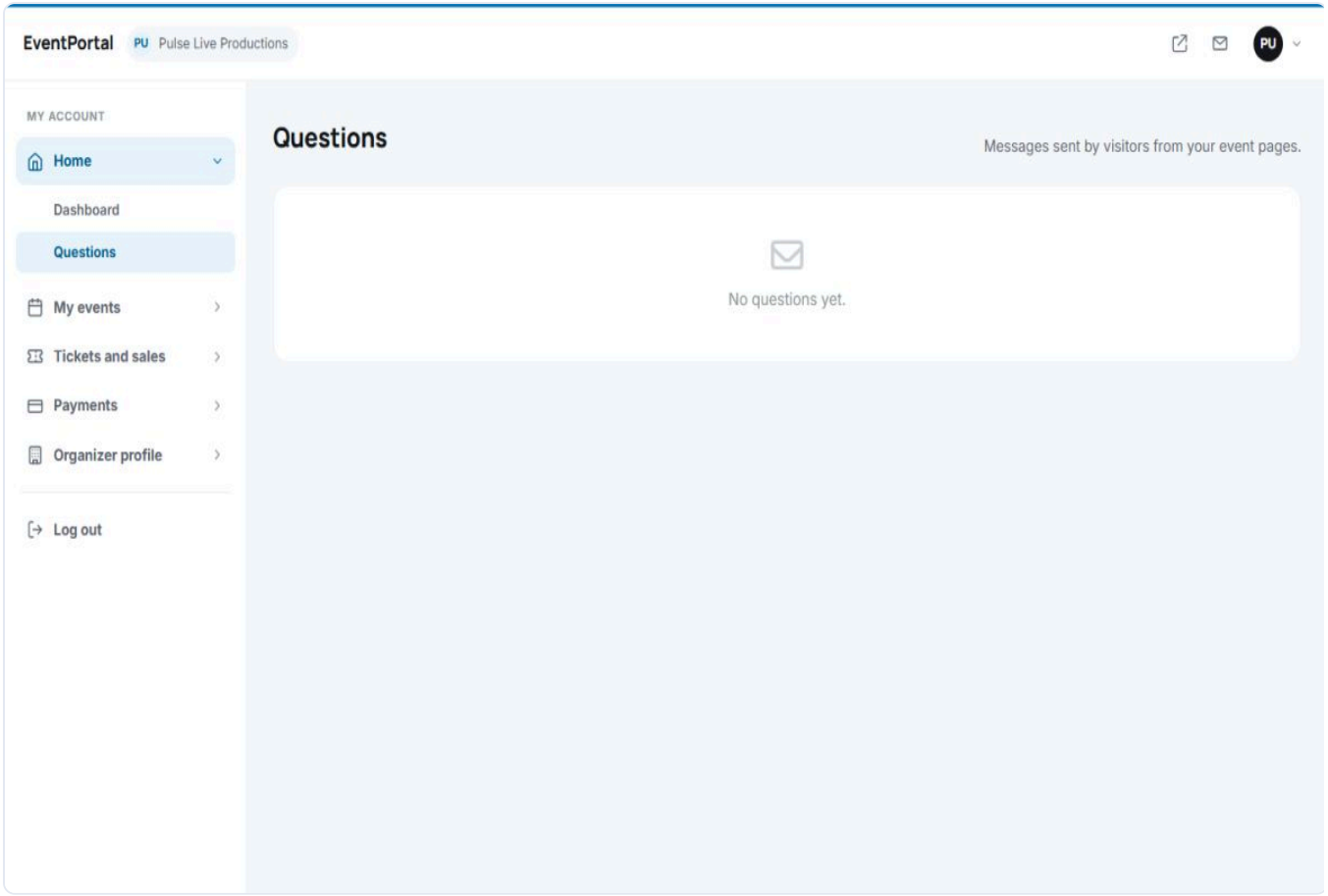
The menu

Menu	Contains
Home	Dashboard and *Questions* from visitors
My events	My events, New event, Past events
Tickets and sales	Orders, Guest list, Check-in
Payments	Payment history
Organizer profile	Edit profile, Logo, Change password

The user menu at the top right switches the panel language and logs you out. The small icons next to it open the public website.

Questions from visitors

Visitors can send a message from your event page. It arrives by e-mail and in **Home** → **Questions**, where you can read it, reply by e-mail and delete it.

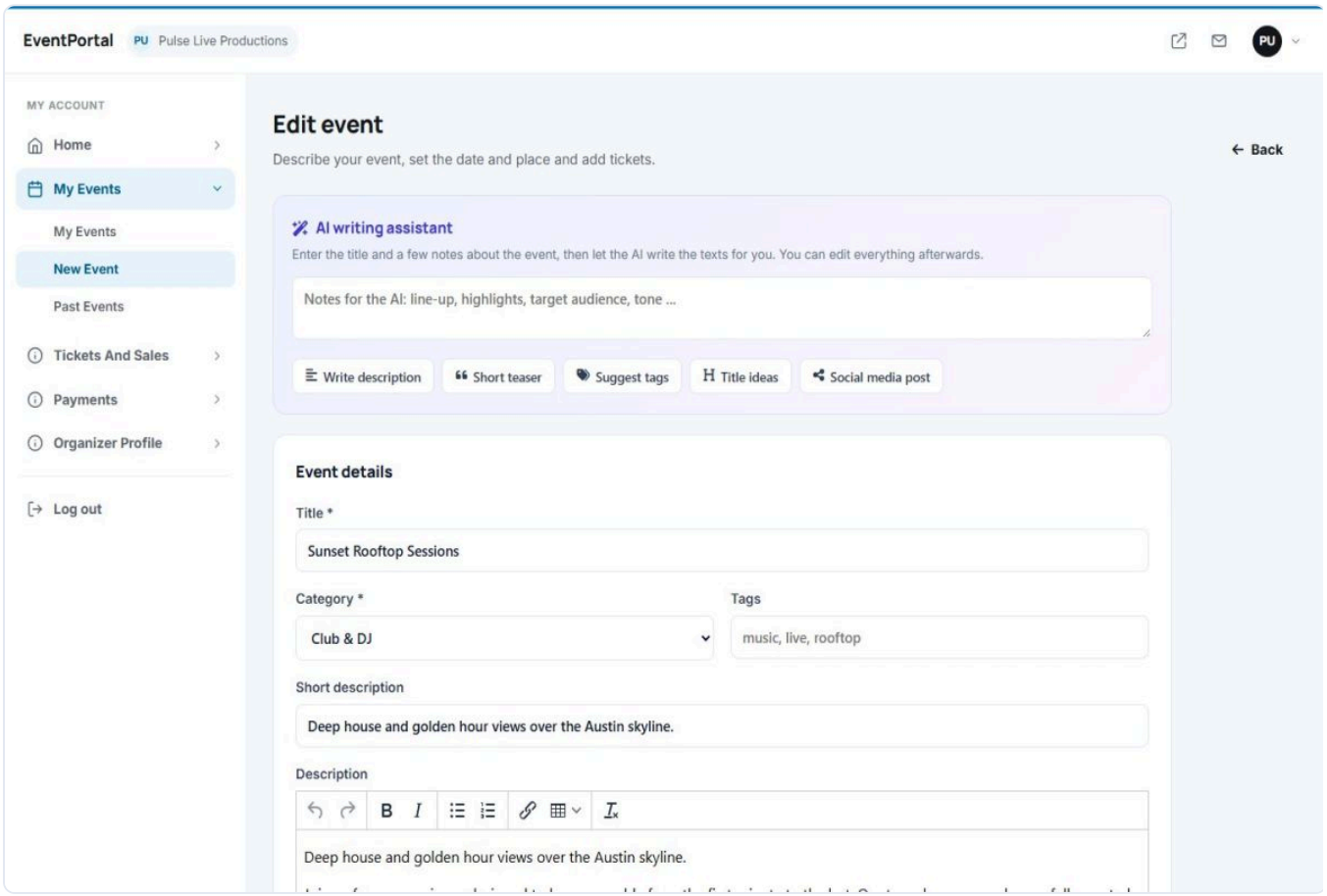


The Questions inbox lists messages from event pages

ORGANIZER PANEL

How to Create an Event

The event form collects everything visitors want to know. It is the same form for organizers (**My events** → **New event**) and for the administrator, who sees a few extra options.



The event form: AI assistant on top, then event details, date and place, tickets and media

Event details

Field	Notes
Title *	Appears in search results and in the browser tab. Include the artist or topic.
Category *	Choose the most precise sub category. It controls icons, filters and similar events.
Tags	Comma separated words that help search, for example *jazz, live, rooftop*.
Short description	One sentence of up to 300 characters, used as the search engine description.
Description	A rich text editor for headings, lists, links and tables.

Date and place

- **Starts** (required) and **Ends** set the time. Events disappear from search after they end.
- Tick **This is an online event** and paste the join link. The venue fields are hidden for online events.

- **Venue** and **Address** are shown on the event page.
- **Location**: type a country or city and pick it from the list. This drives the location filter.
- **City** is shown on cards and used by the city filter. It is filled in from the location.
- **Latitude and longitude** are optional and show an interactive map with a directions link. In Google Maps right-click the venue to read the numbers.

Tickets

Choose how tickets work and add the ticket types. This is explained in Ticket types and pricing.

Images and more

- **Cover image**: shown on cards and as the page background. Without one, a colored cover with a category icon is used.
- **Gallery**: up to 12 additional images. Tick *Delete* under a picture to remove it.
- **Video URL**: a YouTube or Vimeo link is embedded on the page.
- **Website** and **Age limit** (for example 18+) are shown under the date and location.

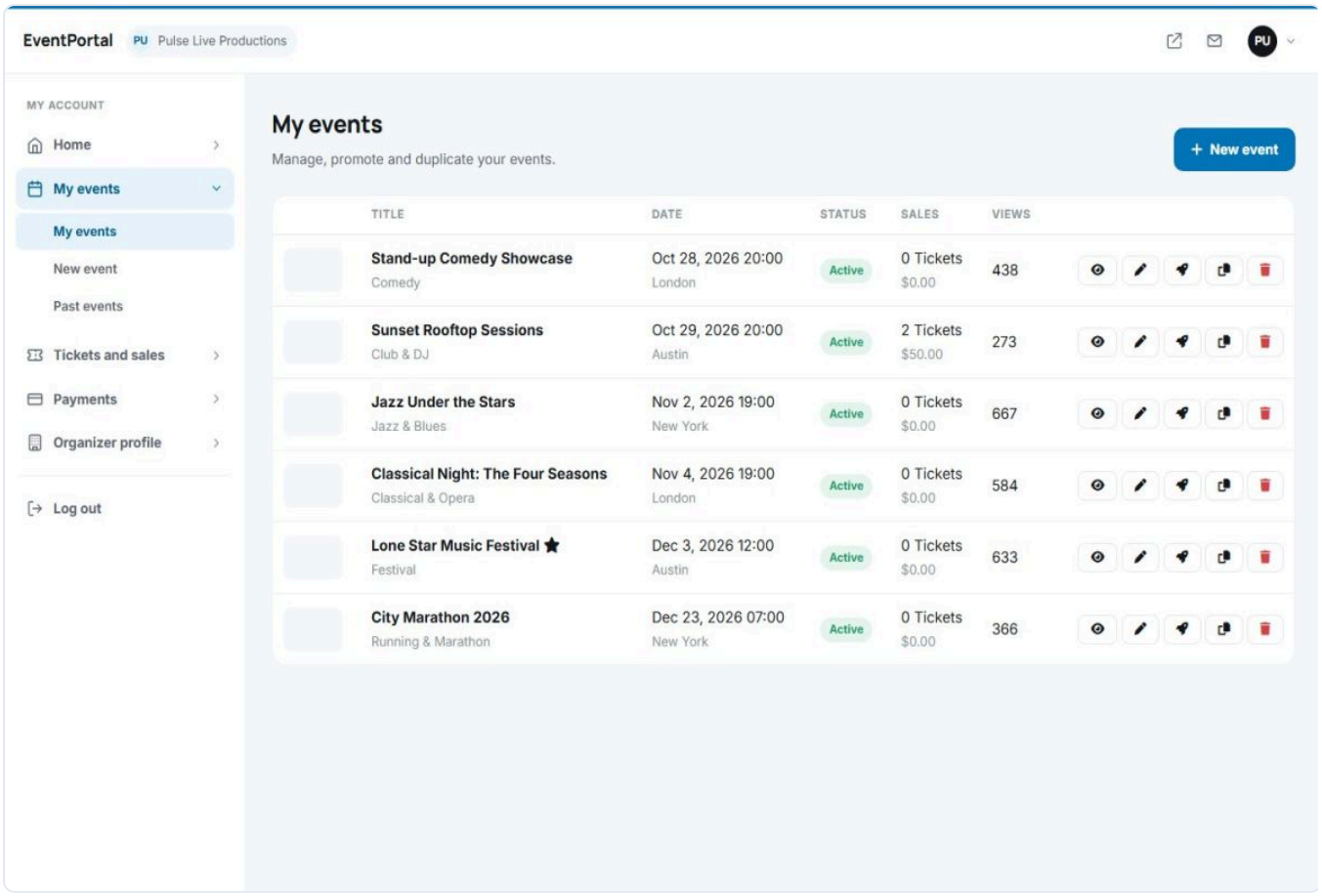
Images can be JPG, PNG, GIF or WebP up to 8 MB. They are resized automatically and a small thumbnail is created for lists.

Saving

Press *Save and continue*. A new event is saved as a **draft** and you are taken to the publish step. When editing a published event, *Save changes* updates it at once.

Managing events later

All events are listed in **My events** with status, sales and views. Buttons let you view, edit, promote, duplicate or delete an event. See Publishing and moderation.



My events lists every event with status, ticket sales, views and action buttons

ORGANIZER PANEL

AI Writing Assistant for Event Descriptions

The AI writing assistant removes the blank page. Enter the title and a few notes and it drafts professional texts you can edit and publish.

Using the assistant

1. Open the event form (**New event**) and type the **title**. Choose the category and, if you know them, the city and start time.
2. In the purple AI box write a few **notes**: line-up, highlights, who it is for, the tone you want.
3. Press one of the buttons. The text is inserted into the form, or shown below the box.
4. Read the result, correct names, times and facts, and save.

The five buttons

Button	Result
Write description	A complete HTML description with introduction, what to expect, who should attend and a call to action. It fills the description editor.
Short teaser	One punchy sentence (up to 160 characters) for the short description field.
Suggest tags	Six to eight search tags for the tags field.
Title ideas	Five alternative titles. Click one to use it.
Social media post	A short post with emojis and hashtags to copy to Facebook, Instagram or X.

The more concrete your notes are, the better the text. Mention real names, the venue atmosphere and what is included in the ticket. The AI is told not to invent prices, dates or names.

Always review

AI texts are drafts. Check that every fact is correct before you publish.

If the buttons show an error

- *The AI API key is not configured*: the site owner has to add the key in AI settings.
- *AI features are disabled*: the administrator switched the writing assistant off.
- An error message from the provider (for example a wrong key or no credit) is displayed as it is, which helps to find the cause.

The AI box is hidden completely when AI is disabled in the settings.

ORGANIZER PANEL

Ticket Types, Quantities and Pricing

Every event can sell tickets in the way that suits it: paid tickets on your portal, free registration, a link to another ticket shop, or no tickets at all.

Ticket modes

Mode	Use it when
No tickets (information only)	Entry is open and you only want to promote the event.
Free tickets (registration)	Entry is free but you want to count and register guests. Buyers still get QR tickets.
Paid tickets (sold on this website)	You sell through your portal. Payments go through the methods the administrator enabled.
Tickets sold on another website	You already sell elsewhere. The page shows a button to your ticket link.

Ticket types

For free and paid events add one row per ticket type, for example *General admission*, *VIP table* or *Early bird*.

Column	Meaning
Ticket name	Shown to buyers and on the ticket.
Price	In the currency set by the administrator. Hidden for free events.
Quantity	How many can be sold in total. **0 means unlimited.**
Max / order	Largest number one buyer can take in one order (default 10).
Description	Optional line under the name, for example what is included.

Use *Add ticket type* for more rows and the × button to remove one.

Stock and sold tickets

- The number of sold tickets is counted automatically. When a type sells out it shows *Sold out*, and the last few are highlighted with *Only N left*.
- A ticket type that already sold tickets is **hidden** instead of deleted when you remove it, so existing orders stay valid.
- The lowest price is shown on cards as *From $X*. A price of zero shows *Free*.

Discounts and fees

Coupon codes for tickets and a service fee percentage are managed by the administrator. See Listing packages and coupons.

Money for tickets is collected by the site owner's payment accounts. Agree with the site owner how and when you are paid out, because payouts are not automatic.

ORGANIZER PANEL

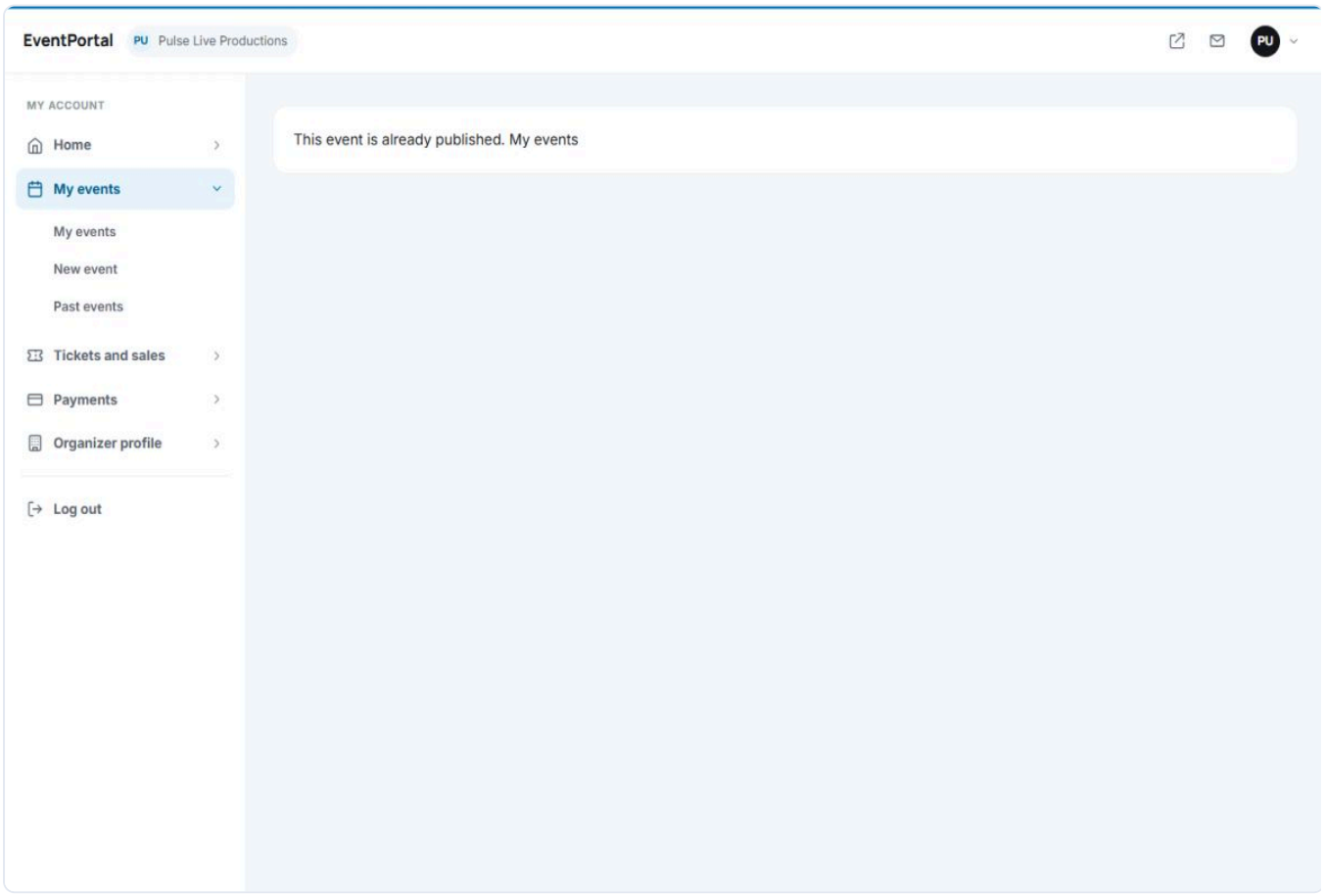
Publishing Events: Packages and Approval

A new event starts as a draft. The publish step puts it live, either immediately or after the administrator approves it, and takes payment if the site charges for listings.

The publish step

After you save a new event you arrive at **Publish your event**. What you see depends on the site settings:

- **Listings are free:** a short confirmation and the *Publish* button.
- **Listings are charged:** the available **packages** with price, duration and included featured days. Pick one, optionally enter a **coupon**, choose a payment method and press *Publish*.



The publish step with listing packages, coupon field and payment method

With card or PayPal you are sent to the secure payment page and the event is published when the payment is confirmed. With bank transfer the payment appears in Payment history with the instructions, and the event goes live after the administrator marks it as paid.

Moderation

If the administrator did not enable *Publish events without approval*, the event first gets the status *Pending approval*. You are notified on screen and the administrator approves or rejects it in Manage events. A rejected event can be edited and is then sent for approval again.

Event statuses

Status	Meaning
Draft	Saved but not published. Only you can see it.
Pending approval	Waiting for the administrator.
Active	Live on the website until it ends or the listing period expires.
Rejected	Not approved. Edit it and it returns to the queue.
Cancelled	Not shown to visitors anymore.

Listing duration

A listing stays visible for the number of days of the chosen package (or the default set by the administrator), and never after the event has ended.

Duplicate, delete, cancel

- **Duplicate** copies the event with its ticket types as a new draft one week later. Images are not copied. It is perfect for recurring events.
- **Delete** removes an event completely. If tickets were already sold, the event is *cancelled* instead so that orders are kept.
- **Past events** lists events that already took place.

ORGANIZER PANEL

Promote and Feature Your Event

Featured events are shown in the slider on the home page with a *Featured* badge and rank higher in popular listings. Organizers can buy this upgrade for any active event.

Buying the upgrade

1. Open **My events** and find an *Active* event.
2. Click the rocket button (*Promote*).
3. Check the price and the number of days. Choose a payment method.
4. Press *Promote* and complete the payment.

When the payment is confirmed the event becomes featured for the set number of days. Buying again extends the period.

Price and duration

The price and number of days are set by the administrator in Payment settings. If the price is zero the upgrade is free and starts at once. Some listing packages already include featured days.

Where featured events appear

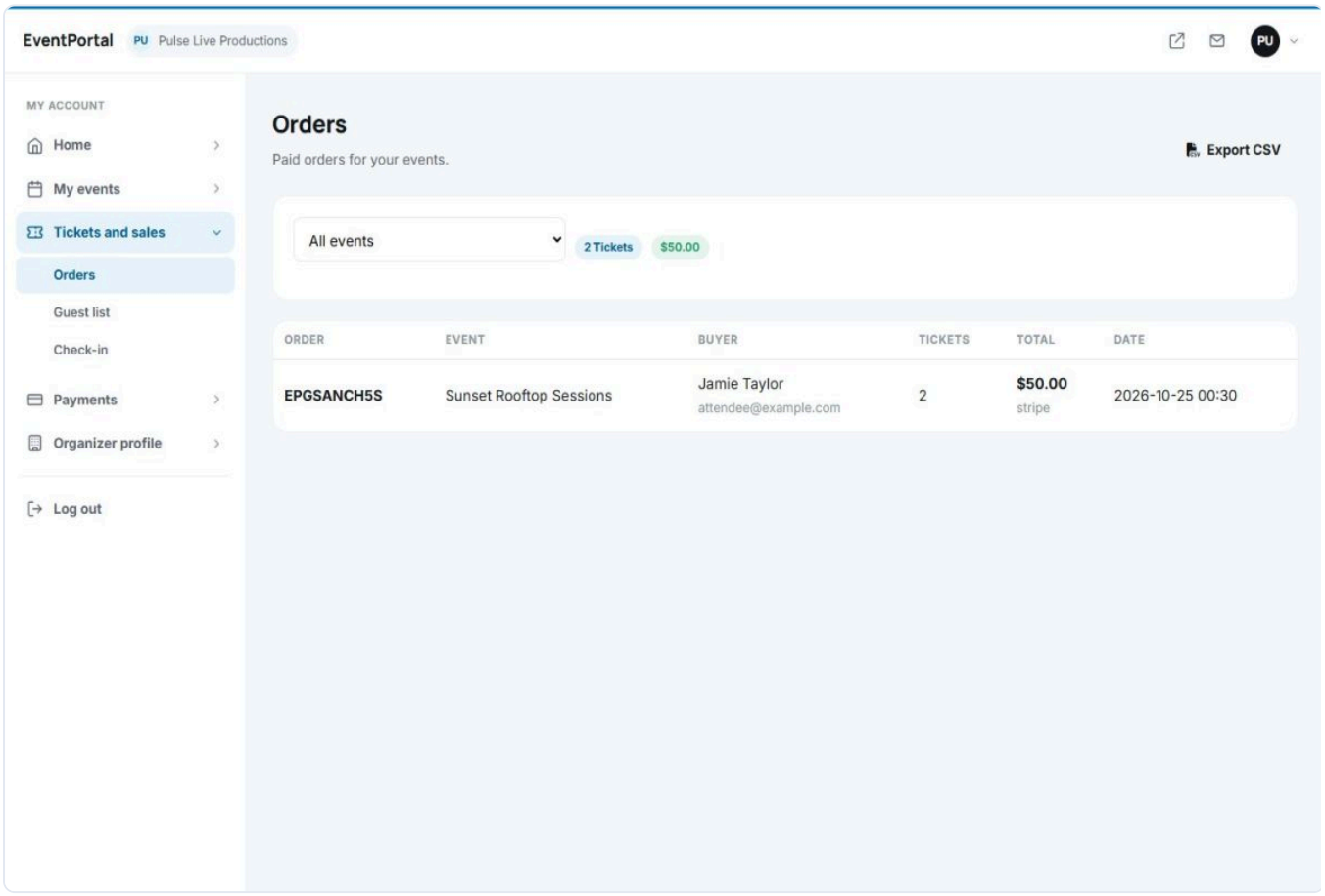
- The featured slider on the home page
- First place when results are sorted by popularity
- A *Featured* badge on the card and a star in lists

The status of every payment is in **Payments → Payment history**.

ORGANIZER PANEL

Orders, Sales and CSV Export

The **Tickets and sales** menu shows who bought what, and lets you take the data into your own tools.



The Orders page lists paid orders with buyer, tickets, total and date

Orders

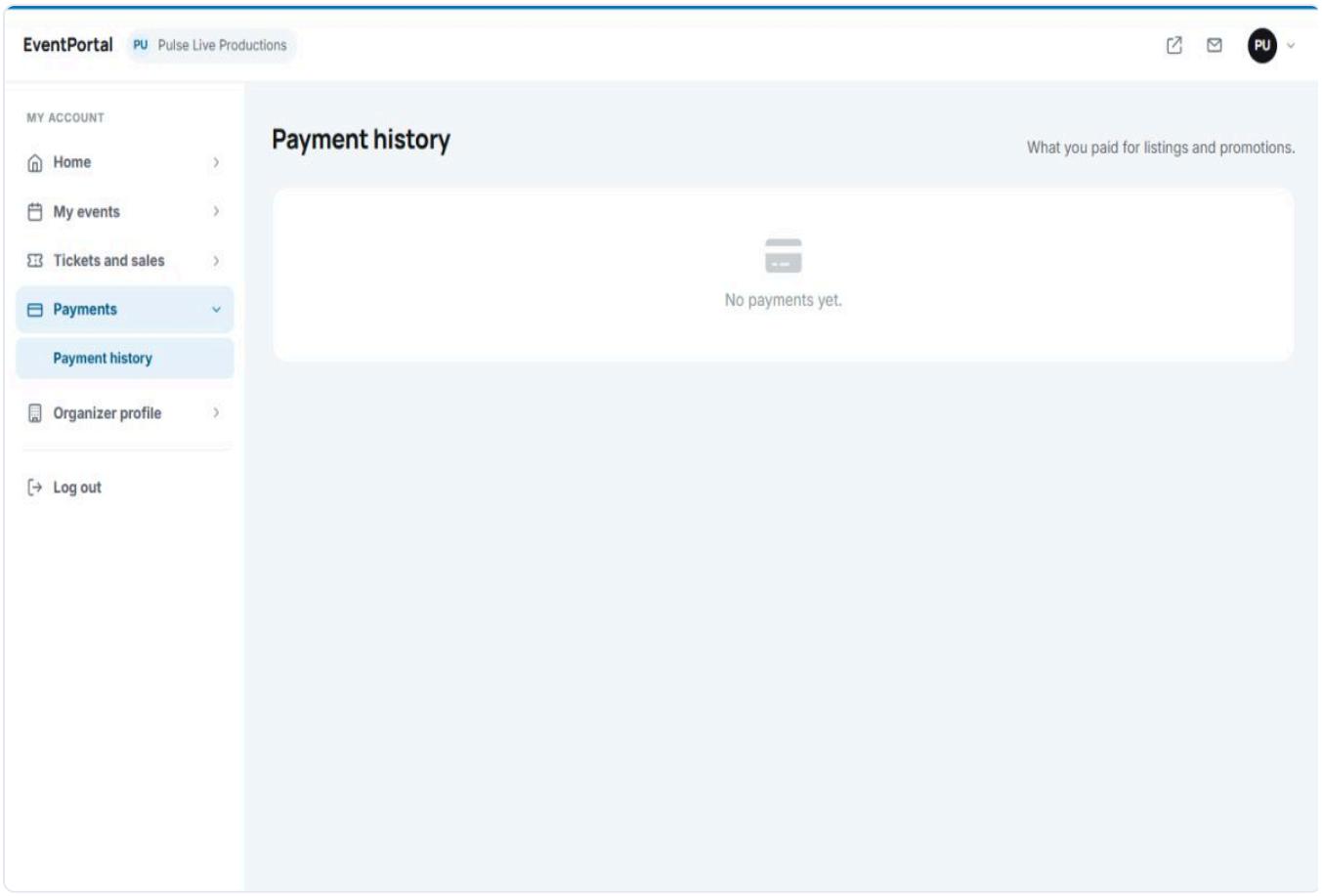
Tickets and sales → **Orders** lists the paid orders of all your events: order code, event, buyer name and e-mail, number of tickets, total, payment method and date. Use the drop-down to show one event only. The badges above the table show the number of tickets and the total of the current selection.

Export

Press *Export CSV* to download the orders as a spreadsheet file with order number, date, event, buyer, e-mail, phone, tickets, total and payment method. The export respects the selected event.

Payment history

Payments → **Payment history** shows what *you* paid to the site owner: listing packages and featured upgrades, with status *Pending*, *Completed*, *Failed* or *Refunded*. Bank transfer instructions are shown here after you choose that method.



Payment history of listing and promotion payments

Refunds

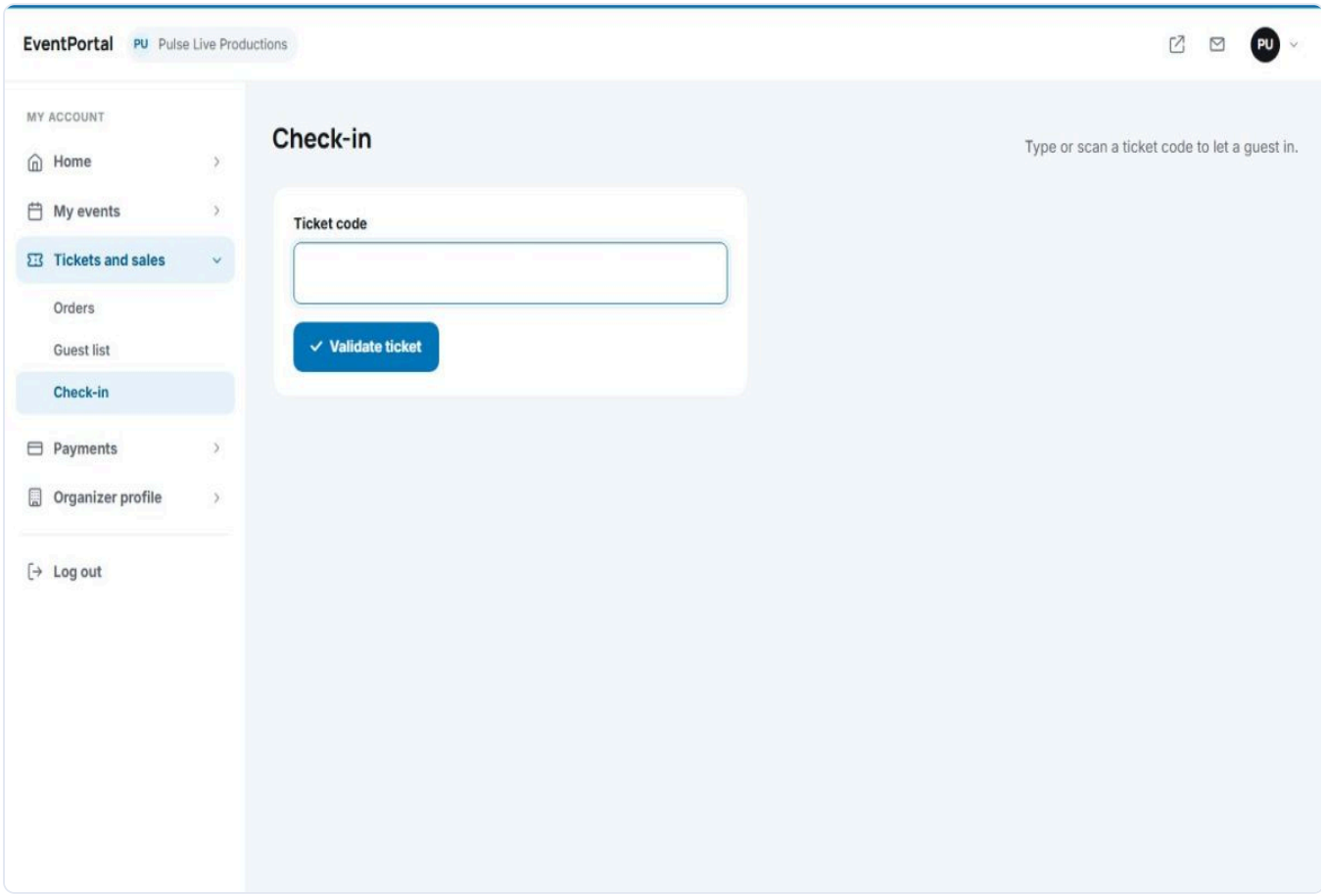
Organizers cannot refund orders themselves. Contact the site owner, who can cancel the order and restore the stock in Orders, tickets and refunds.

ORGANIZER PANEL

Guest List and Door Check-in

On the day of the event your team can validate tickets in seconds. Every ticket can be used only once, so duplicates are caught immediately.

Check-in screen

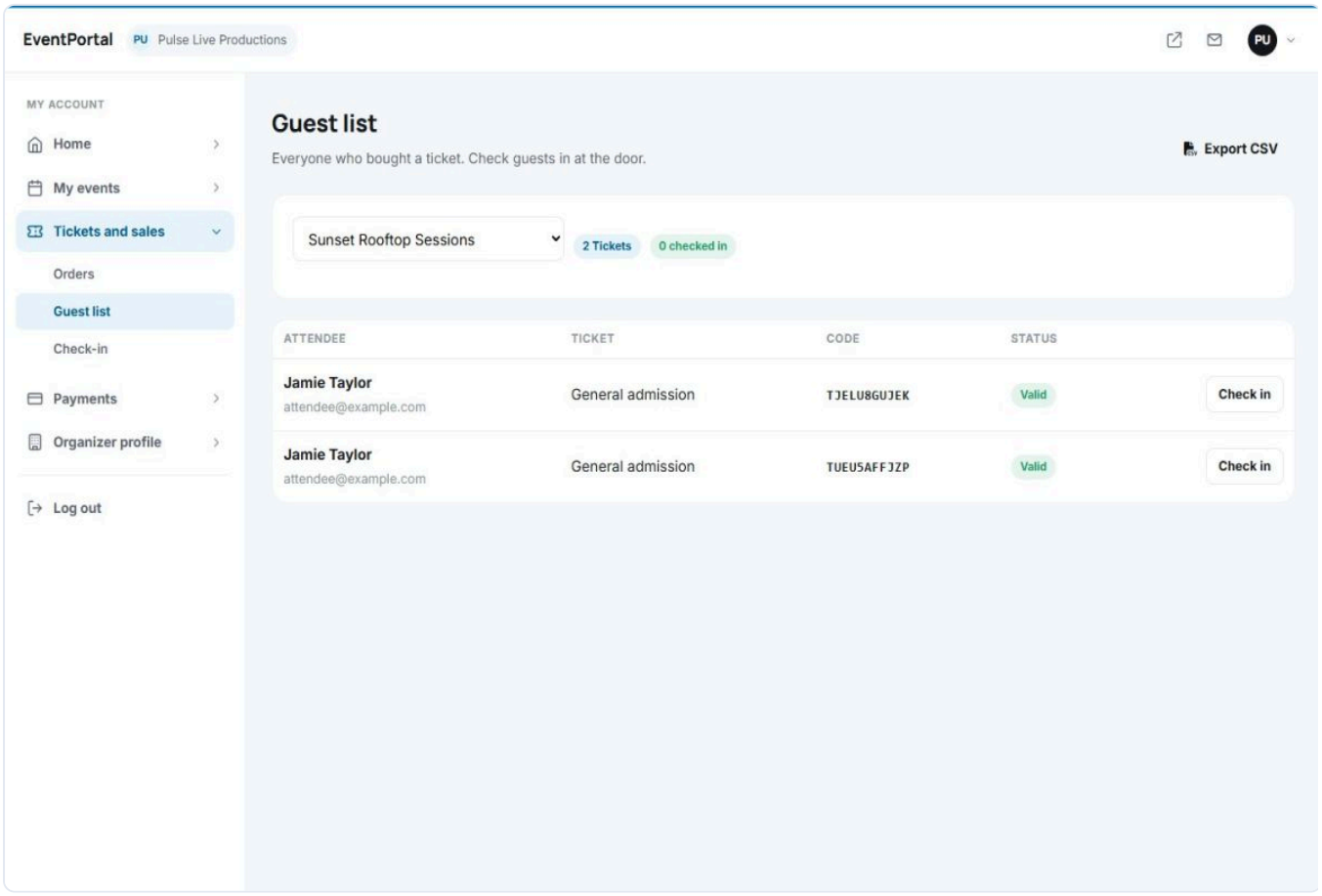


The check-in page with a single field for the ticket code

1. Open **Tickets and sales** → **Check-in** on a phone, tablet or laptop at the entrance.
2. Scan the QR code with a barcode scanner or type the code printed under it. The field is always focused, so a scanner that types the code and presses Enter works directly.
3. Read the result.

Result	Meaning
Valid ticket - welcome!	The ticket was valid and is now marked as used. The event, type and guest name are shown.
Already used	The ticket was checked in before. The time of the first check-in is shown.
Cancelled	The order was refunded or cancelled.
Not found	The code does not belong to any of your events.

Guest list



The guest list with ticket codes, status and check-in buttons

Tickets and sales → **Guest list** shows all valid tickets of an event sorted by name, with ticket type, code and status. The *Check in* button marks a guest as arrived and *Undo* reverses it, which is useful for guests without a phone. The counters show how many tickets exist and how many guests are checked in.

Export

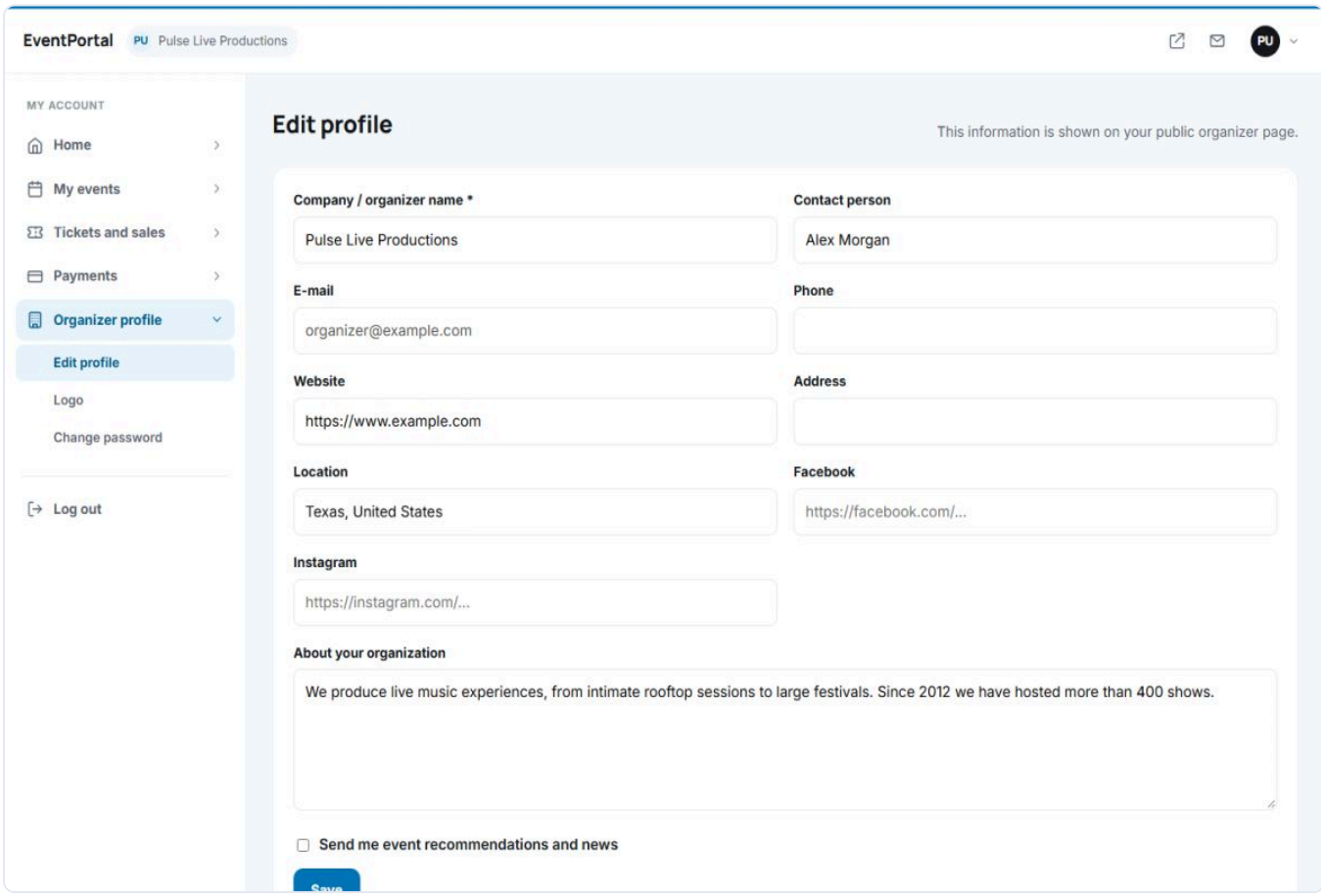
Export CSV downloads name, e-mail, phone, ticket type, code and status, for example to print a paper list for the door.

> Test the check-in screen with a demo ticket before the event day, and keep the guest list open on a second device as a backup.

ORGANIZER PANEL

Organizer Profile, Logo and Password

Your profile and logo appear on every event page and on your public organizer page, so keep them complete and professional.



The organizer profile form

Edit profile

Open **Organizer profile** → **Edit profile**. Fields: company name, contact person, phone, website, address, location (pick from the suggestions), Facebook and Instagram links and a text *About your organization*. The e-mail address is your login and is shown for information. A checkbox controls whether you receive news from the site.

Logo

Under **Organizer profile** → **Logo** upload a JPG, PNG, GIF or WebP image. A square image looks best. Tick the box to delete the current logo. Without a logo the first letter of your name is shown.

Change password

Enter the current password and the new one twice (at least 6 characters).

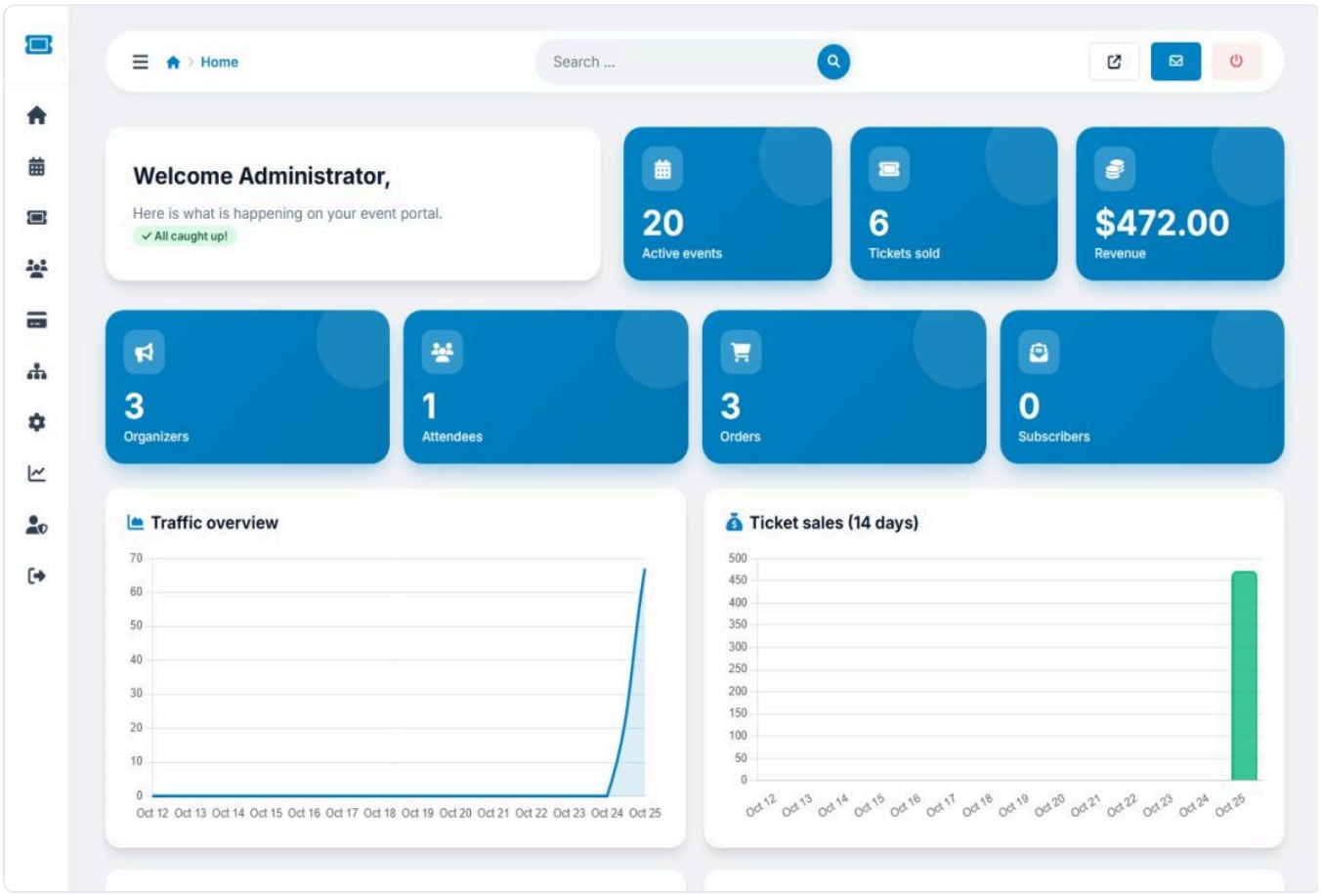
Verified badge

The blue verified badge is granted by the site administrator after checking your organization. Contact the site owner to request it.

ADMINISTRATION PANEL

Administration Panel Overview

The administration panel at `/ADMIN/` is the control room of your event portal. It uses the same clean layout as the other products in our script family.



The administration dashboard with statistics, traffic and sales charts

Signing in

Open `https://your-domain/ADMIN/` and use the administrator username and password from the installation. Sessions last 12 hours. The power button at the top right logs you out, the arrow button opens the public website, and the envelope opens your inbox.

The dashboard

- A welcome box that tells you how many **events wait for approval** and how many **new messages** arrived
- Tiles: active events, tickets sold, revenue, organizers, attendees, paid orders and newsletter subscribers. Each tile links to the related list
- Charts of traffic and ticket sales for the last 14 days
- Lists of events waiting for approval and of the latest orders

The menu

Menu	Contains	Chapter
Home	Dashboard, Messages, Login logs, Change password	this page
Events	All events, Add event, Reviews, Categories, Locations	Manage events
Tickets and orders	Orders, Tickets	Orders and refunds
Users	Organizers, Attendees, Newsletter	Manage users
Payments	Payment settings, Listing packages, Transactions, Coupons	Payments
Website	Pages, News, FAQ, Banners, Logo and branding, Interface texts	Website content
Settings	General, AI, Tracking, Social media, Languages, Backups	Settings
Statistics	Traffic, Referrals, Audience, Event performance	Statistics
Administrators	Administrators, Groups, Permissions	Administrators

The search box at the top finds admin pages by name, so you can type *coupons* or *languages* instead of browsing the menu.

Messages and login logs

Home → **Messages** lists what visitors sent with the contact form. New messages are marked, and opening one shows the details and a *Reply* button that starts an e-mail. **Login logs** records every sign-in attempt to the administration panel with date, username, IP address and result. Use **Change password** to set a new administrator password.

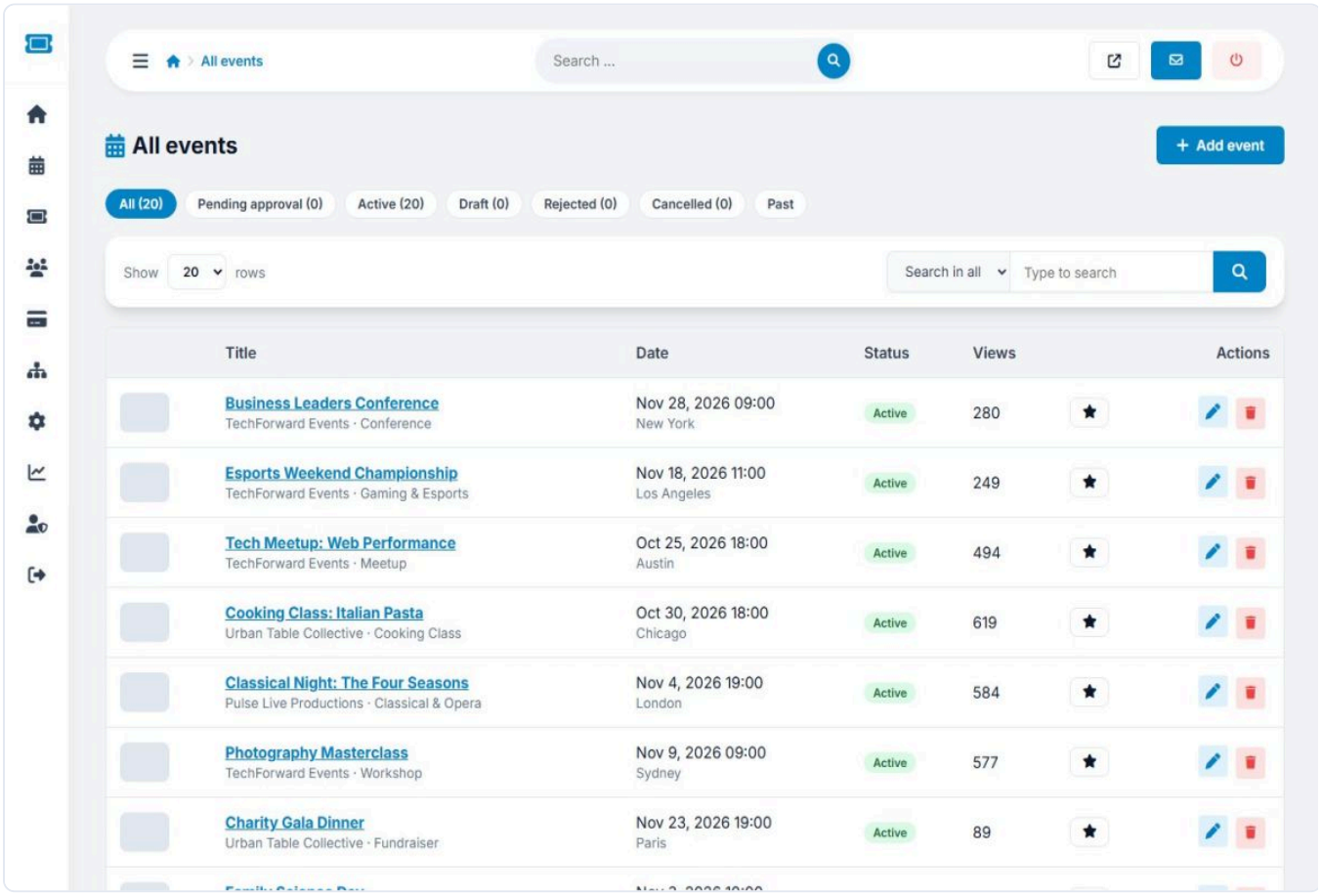
First setup checklist

1. Change the administrator password and delete the demo data (organizers and events).
2. Fill in General settings and set up e-mail sending (SMTP).
3. Set the name, logo and colors in Logo and branding.
4. Decide whether to charge organizers and connect Stripe or PayPal.
5. Create your listing packages.
6. Review the pages (About, Terms, Privacy) and write your own texts.
7. Add your AI key to enable the writing assistant and AI search.
8. Schedule the cron job and set `$DEBUG_MODE = false;`.

ADMINISTRATION PANEL

Managing Events and Reviews

The **Events** menu gives you full control over every listing on the portal.



All events with status filters, search and action buttons

The event list

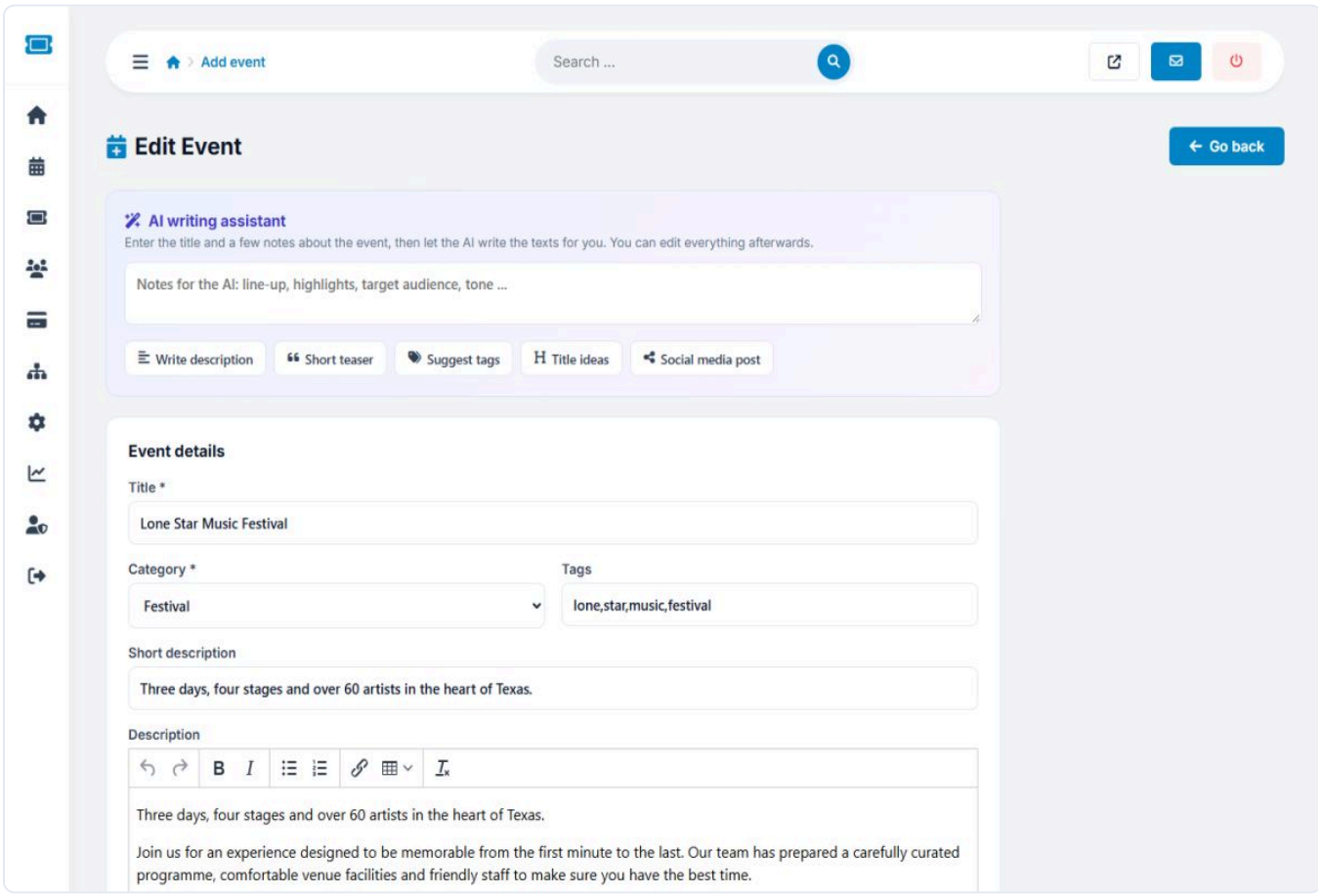
Events → **All events** lists every event. The pills at the top filter by status: *All*, *Pending approval*, *Active*, *Draft*, *Rejected*, *Cancelled* and *Past*, each with its count. Search by title, organizer or city. Each row shows the cover, title, organizer and category, date, status and views.

Row actions

Button	Action
Green check	**Approve**: publishes the event and sets the listing expiry if empty.
Red ban	**Reject** (pending events). The organizer can edit and resubmit.
Star	**Feature** toggles featured placement for the default number of days.
Pencil	**Edit** any event.
Trash	**Delete** the event, its ticket types, reviews, favourites, questions and images. Past orders are kept for your records.

Click the title to open the event on the public website.

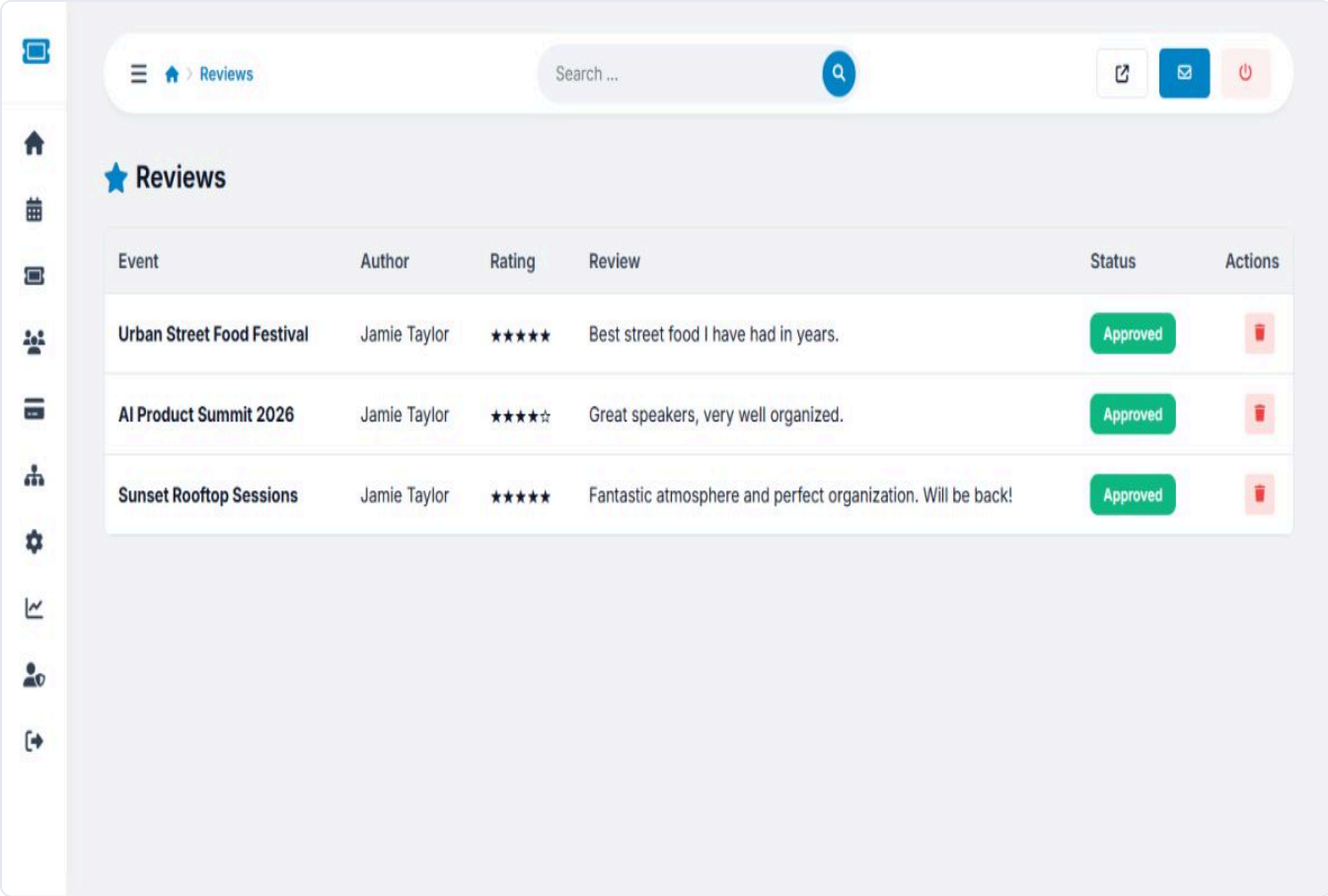
Adding and editing events



The administrator event form includes an extra block with organizer, status and featured options

Use **Events** → **Add event** to create a listing for any organizer. The form is the same as the organizer's (see How to create an event), including the AI assistant, plus **Administrator options**: the organizer, the status, when the listing expires, *featured* and *featured until*.

Reviews



The reviews list lets you hide or delete reviews

Events → Reviews shows every attendee review with event, author, stars and text. The status button hides or shows a review, and the trash button removes it. Reviews can be switched off completely in General settings.

Categories and locations

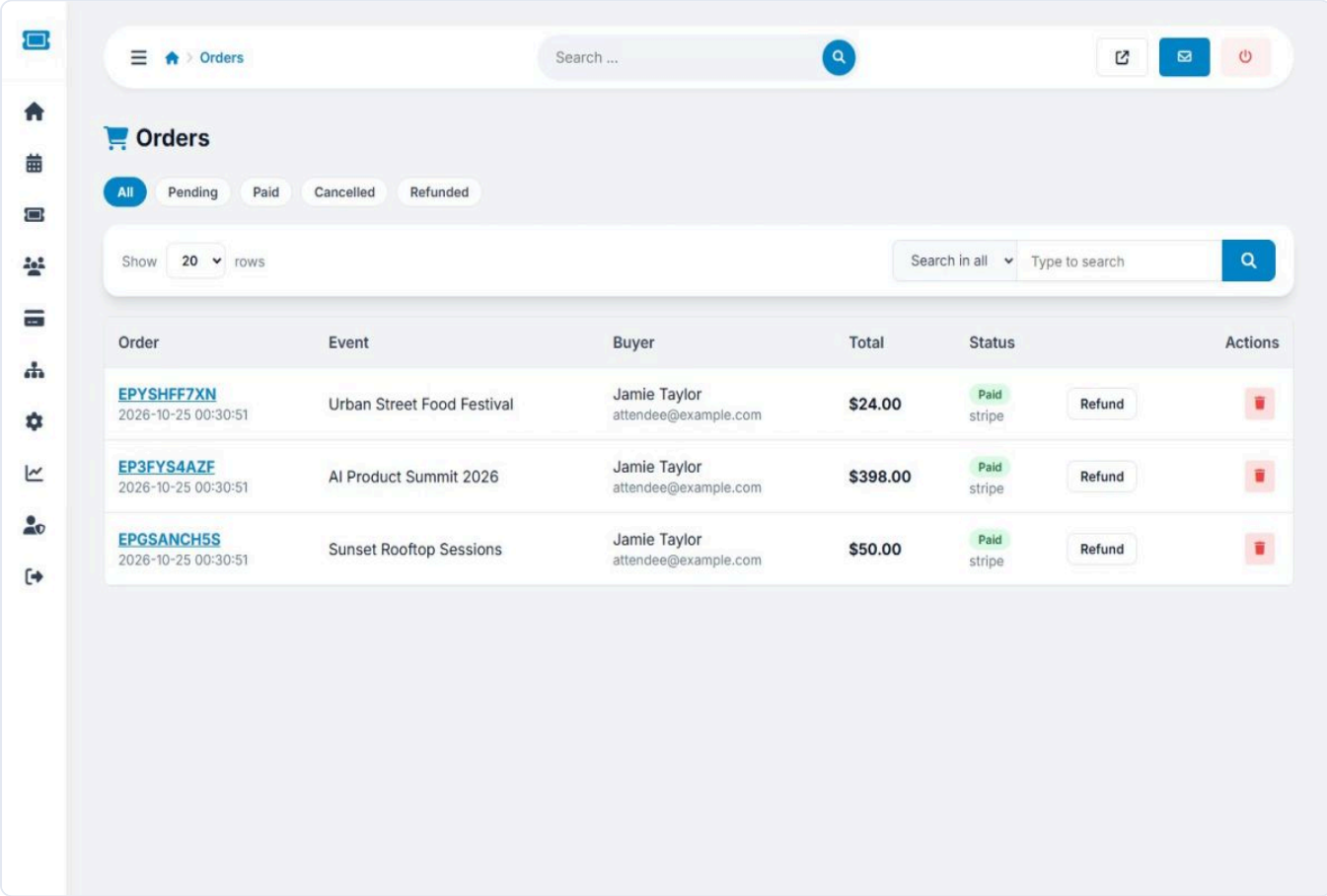
The lists used by the event form are edited in **Events → Categories** and **Locations**. See Categories and locations.

To review new events faster, open the *Pending approval* pill. The dashboard also lists the newest ones.

ADMINISTRATION PANEL

Orders, Tickets and Refunds

All purchases from all events are collected under **Tickets and orders**.



The orders list with status filters and search

Orders

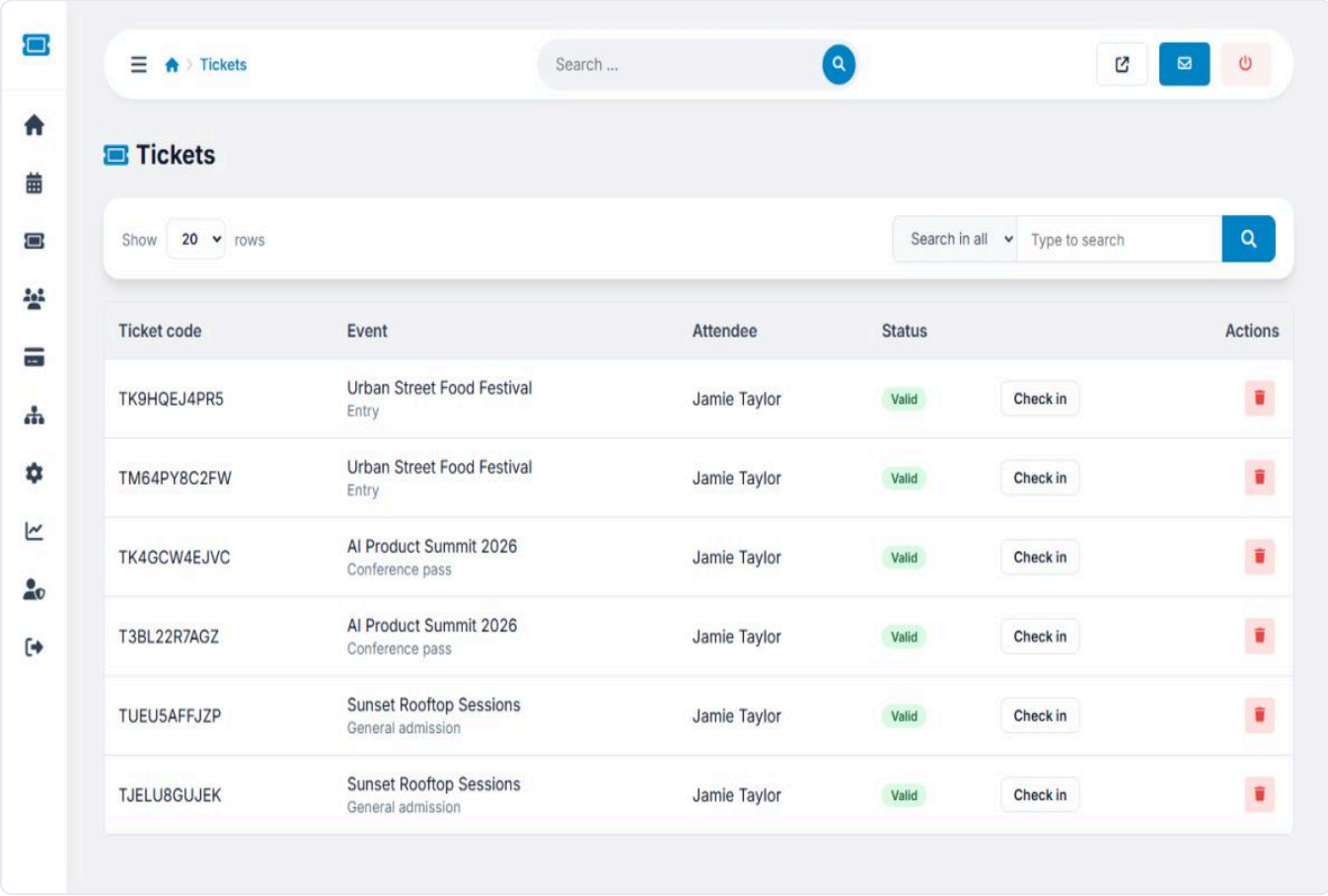
The list shows order code, event, buyer, total, status and payment method. Filter by *Pending*, *Paid*, *Cancelled* or *Refunded*, or search by order code, buyer name, e-mail or event title. Click an order code for the details: buyer data, ticket lines, discount, service fee and the payment reference.

Actions

Button	When	Effect
Mark as paid	Pending orders, for example bank transfers	Marks the order as paid, creates the tickets, updates the sold count and e-mails the tickets.
Cancel	Pending orders	Closes the order without issuing tickets.
Refund	Paid orders	Cancels the tickets, returns them to stock and marks the payment as refunded.
Trash	Any order	Deletes the order and its tickets.

Refund updates the portal only. The money itself must be returned in your Stripe or PayPal dashboard, or by bank transfer.

Tickets



The tickets list with codes, attendees and check-in buttons

Tickets and orders → **Tickets** lists every issued ticket. Search by ticket code, attendee or event. *Check in* marks a ticket as used (and *Undo* reverses it). Organizers have their own check-in tools, so you rarely need this page except for support questions.

Orders and payments

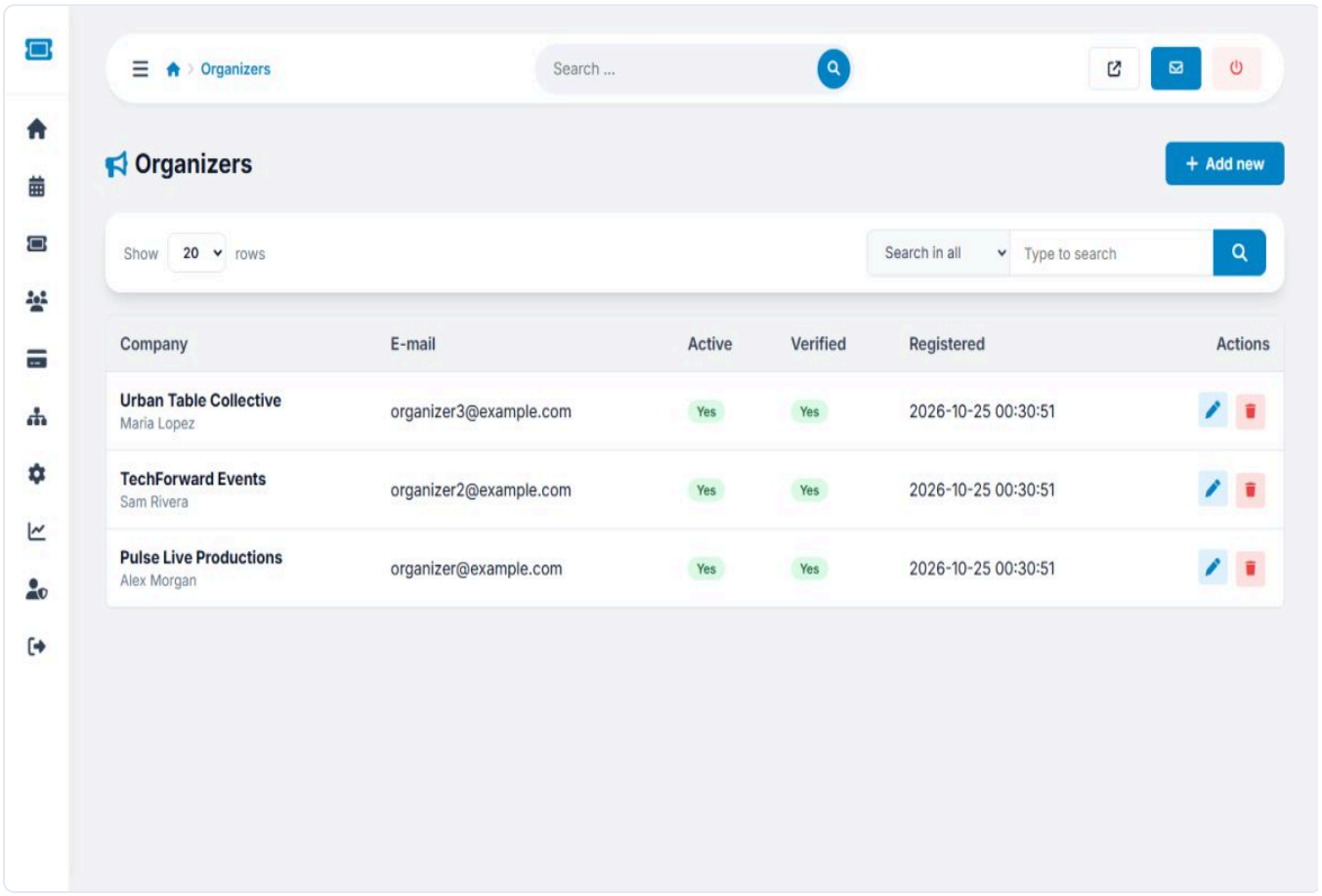
Every card or PayPal payment also appears in **Payments** → **Transactions**, which is the financial view. See Payment settings.

ADMINISTRATION PANEL

Managing Organizers, Attendees and Newsletter

The **Users** menu manages the two kinds of public accounts and your e-mail audience.

Organizers



The organizers list with company, e-mail, active and verified status

Users → **Organizers** lists the registered advertisers. Search by company, e-mail or contact person. Use *Add new* to create an account or the pencil to edit one:

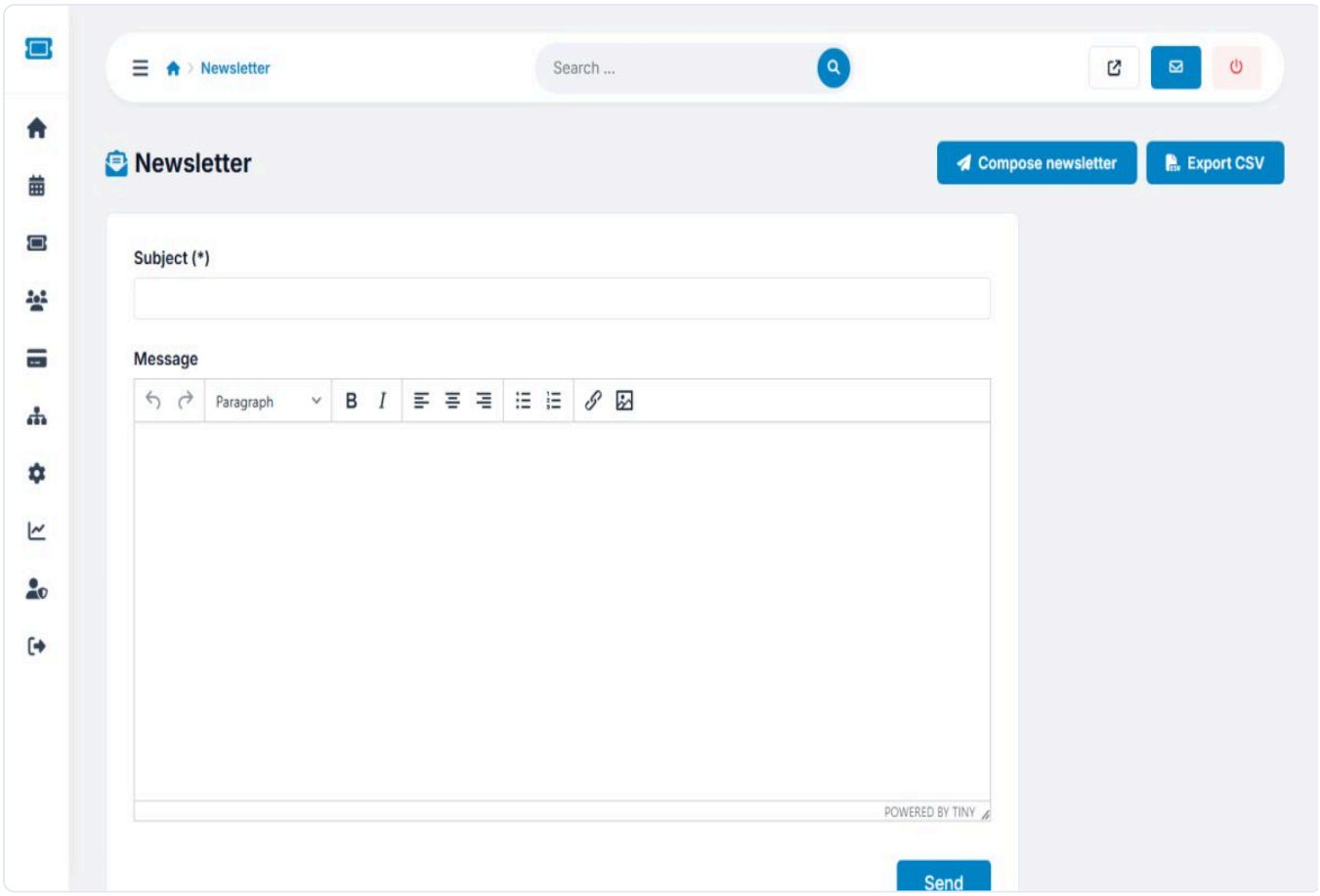
- Company, contact person, e-mail, phone, website, address and description
- **Password**: leave it empty to keep the current one
- **Active**: switch off to block the account and its login
- **Verified organizer**: shows the blue badge on events and the profile page

Deleting an organizer does not delete their events automatically. Remove or reassign them in Manage events first.

Attendees

Users → **Attendees** works the same way for ticket buyers: name, e-mail, password, phone, city, language, newsletter and active status. Use it to help someone who cannot log in, or to deactivate an abusive account.

Newsletter



Composing a newsletter with the rich text editor

Visitors subscribe with the form in the website footer. **Users** → **Newsletter** lists the subscribers. The *recipients* of a newsletter are the subscribers plus attendees and organizers who ticked the news option. To send one:

1. Press *Compose newsletter*.
2. Enter the subject and write the message in the editor.
3. Press *Send*. The message is wrapped in a branded e-mail template with a button to your events.

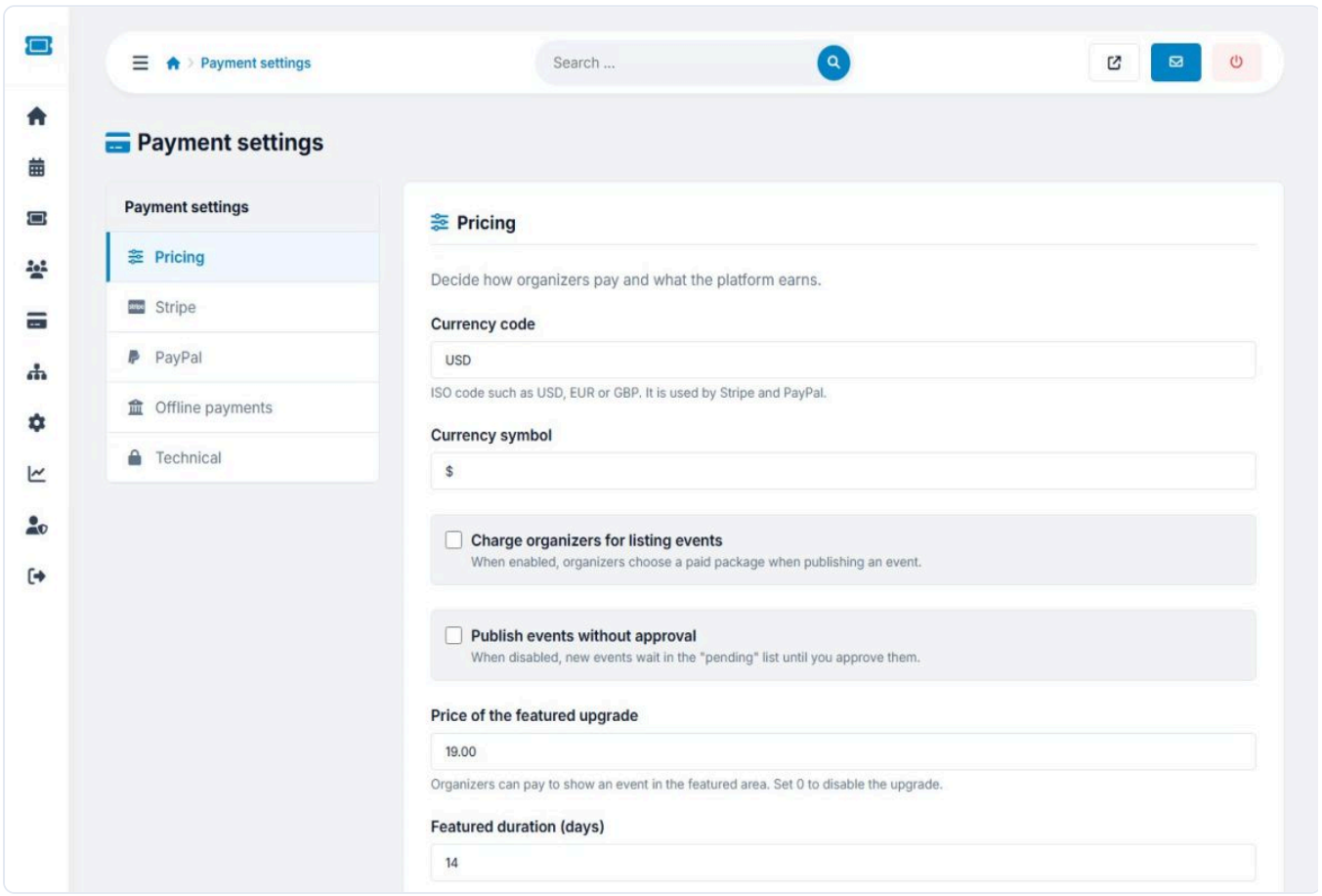
Each send reaches up to 500 recipients. *Export CSV* downloads all addresses for use in another tool.

Reliable delivery needs SMTP, see General settings and e-mail. For large lists use a dedicated newsletter service and import the CSV there.

ADMINISTRATION PANEL

Payment Settings: Stripe, PayPal and Bank Transfer

Event Portal accepts payments for tickets, listing packages and featured upgrades. This chapter shows how to connect the payment providers.



Payment settings with the Pricing, Stripe, PayPal, Offline and Technical tabs

Open **Payments → Payment settings**. The page has five tabs.

Pricing

Setting	Meaning
Currency code	ISO code such as USD, EUR or GBP. It is sent to Stripe and PayPal.
Currency symbol	Shown on the website, for example $ or €.
Charge organizers for listing events	When on, organizers must choose a package when they publish.
Publish events without approval	Off means every new event waits for your approval.
Price of the featured upgrade	What organizers pay to feature an event. Zero makes it free.
Featured duration (days)	How long an upgrade lasts.
Service fee for ticket buyers (%)	A percentage added to ticket orders at checkout. Zero means no fee.

Stripe

1. Create a Stripe account and open *Developers → API keys*.
2. Copy the **Secret key** (starts with `sk_`) into the Secret key field. Use a test key first.
3. Open *Developers → Webhooks* and add the endpoint `https://your-domain/stripe_webhook.php` with the event `checkout.session.completed`.
4. Copy the **Signing secret** (starts with `whsec_`) into the Webhook signing secret field.
5. Tick *Enable Stripe* and save.

The webhook makes sure a purchase is completed even when the customer closes the browser before returning to your site.

PayPal

1. In the PayPal developer dashboard create a *REST app*.
2. Copy the **Client ID** and **Secret** into the PayPal tab.
3. Choose **Sandbox** for tests or **Live** for real payments.
4. Tick *Enable PayPal* and save.

Offline payments

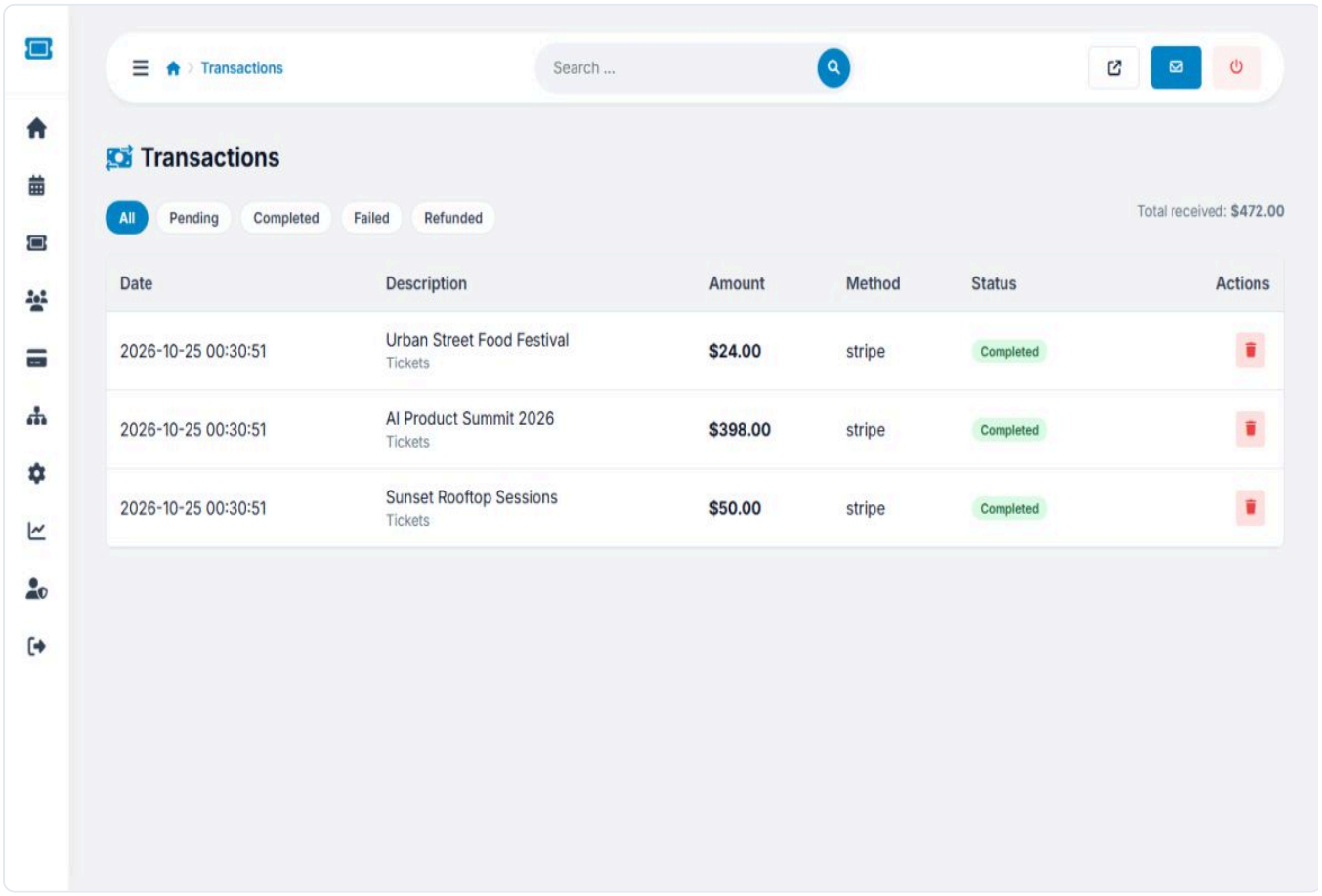
Enable *Allow bank transfer / pay later* and write the instructions shown to the buyer (account number, reference, deadline). The order stays pending until you press *Mark as paid* in Orders or in **Transactions**.

Technical

Verify SSL certificates should stay on. Switch it off only on a local test computer whose PHP has no certificate bundle.

> Test the whole flow with Stripe test keys and the PayPal sandbox before going live: buy a ticket, check the e-mail and the order. Secret keys are stored in the database and are never shown again, so keep a copy somewhere safe.

Transactions



The transactions list with status filters and total received

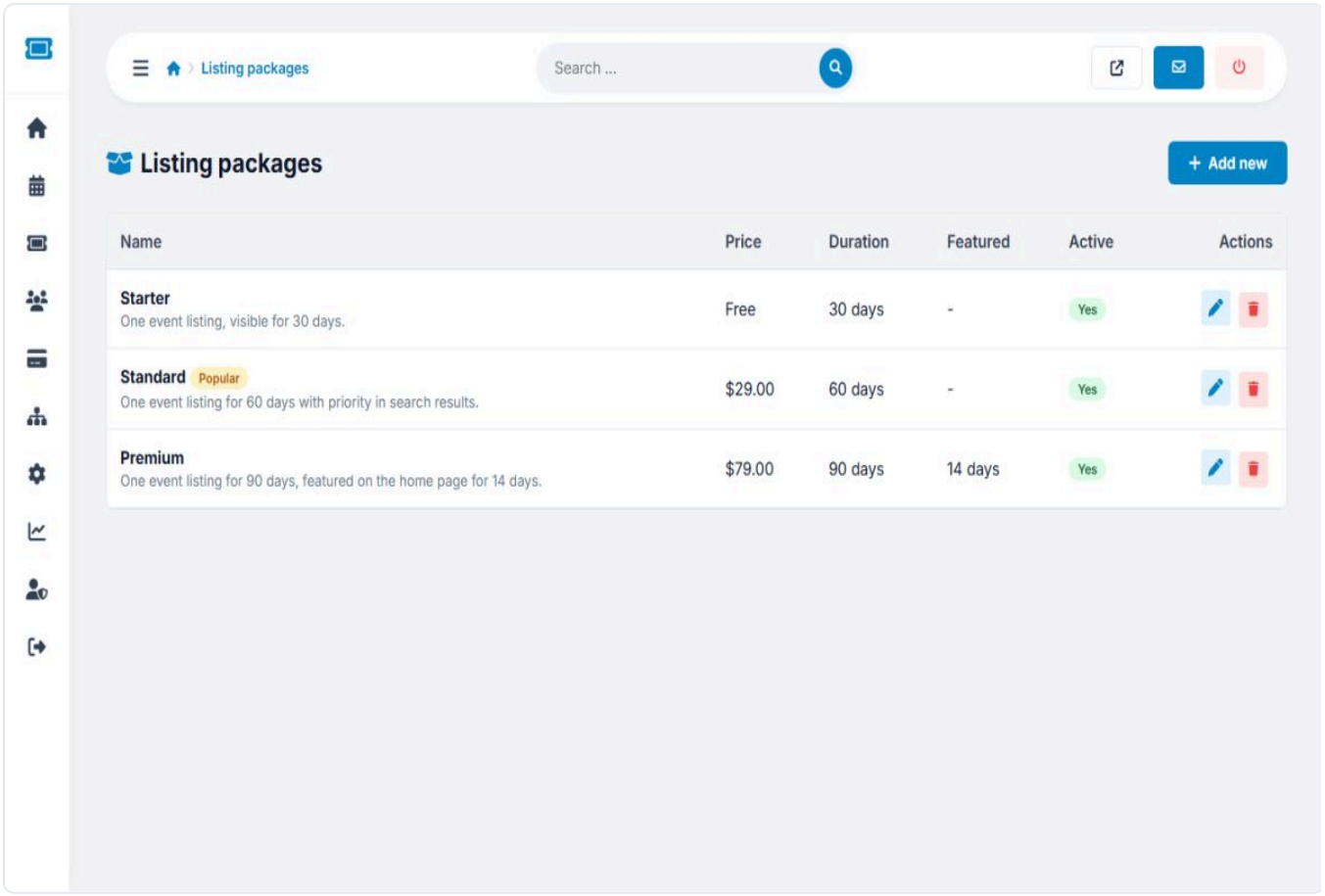
Payments → **Transactions** lists every payment with purpose (tickets, listing, featured), amount, method, reference and status. Filter by *Pending*, *Completed*, *Failed* or *Refunded*. *Mark as paid* completes a pending payment manually and delivers what was bought. The total of completed payments is shown at the top.

ADMINISTRATION PANEL

Listing Packages and Discount Coupons

Packages are the plans organizers choose when they publish an event. Coupons let you give discounts on tickets or on those packages.

Listing packages



The packages list with price, duration and featured days

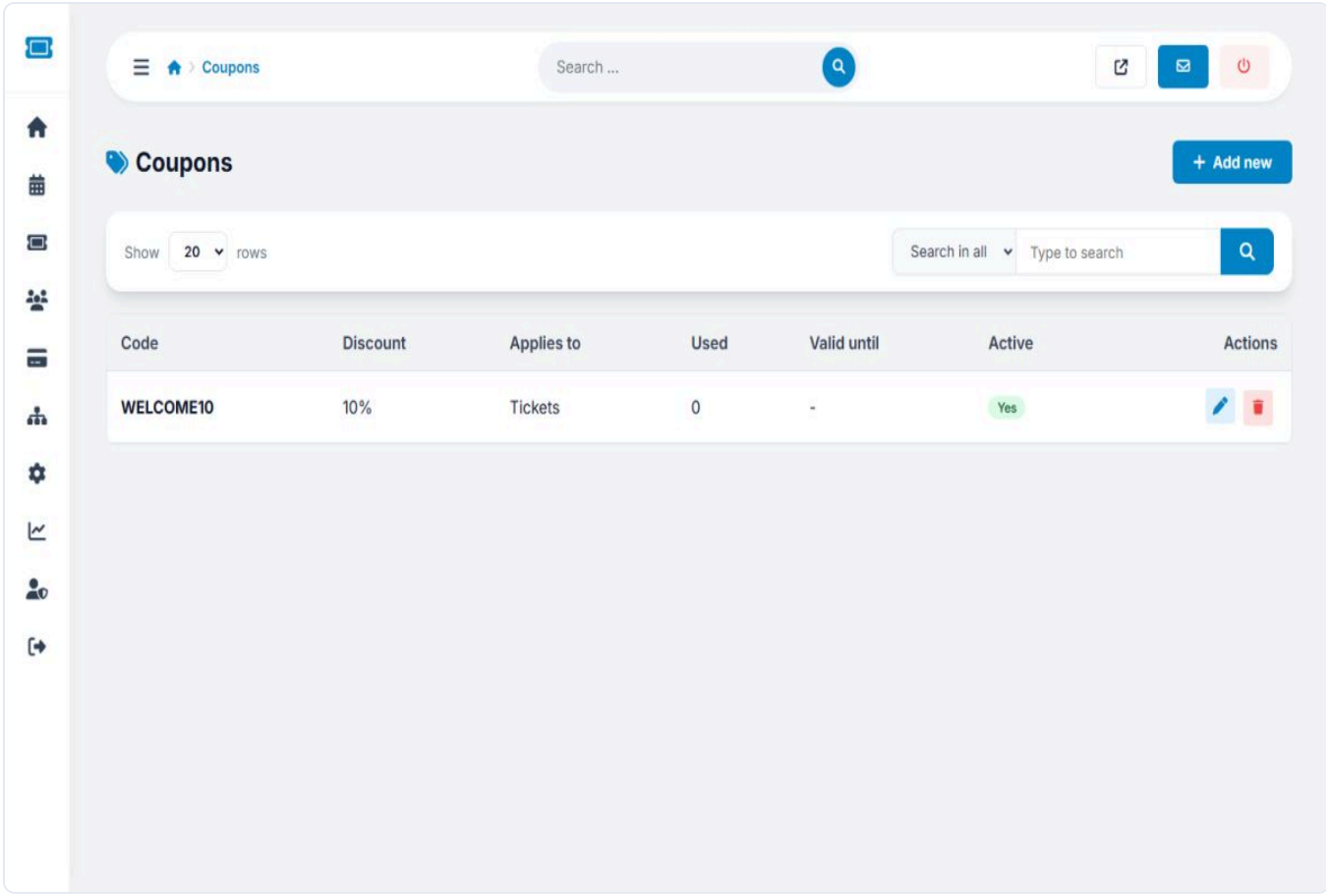
Open **Payments** → **Listing packages** and press *Add new*.

Field	Meaning
Name, Description	Shown on the pricing page and in the publish step.
Price	Zero creates a free plan.
Listing duration (days)	How long the event stays listed after publishing.
Featured days included	Days on the home page featured slider, included in the price.
Sort order	Lowest number first.
Mark as most popular	Highlights the plan with a ribbon.
Active	Inactive packages are hidden.

The packages are displayed on the menu page *Post an Event* and in the organizer's publish step. They are only used when *Charge organizers for listing events* is on in Payment settings. When it is off, the pricing page tells visitors that listing is free.

Start with a free Starter plan to attract organizers, then add a paid Standard and a Premium plan that includes featured days. Mark the middle plan as most popular.

Coupons



The coupons list with code, discount, scope and usage

Open **Payments** → **Coupons** and press *Add new*.

- **Code**: letters and digits, stored in capitals
- **Discount type**: percentage or fixed amount, and the value
- **Applies to**: tickets, event listings or everything
- **Maximum uses**: 0 means unlimited. The list shows how many times a code was used
- **Valid until**: an optional last day
- **Active**: switch a code off at any time

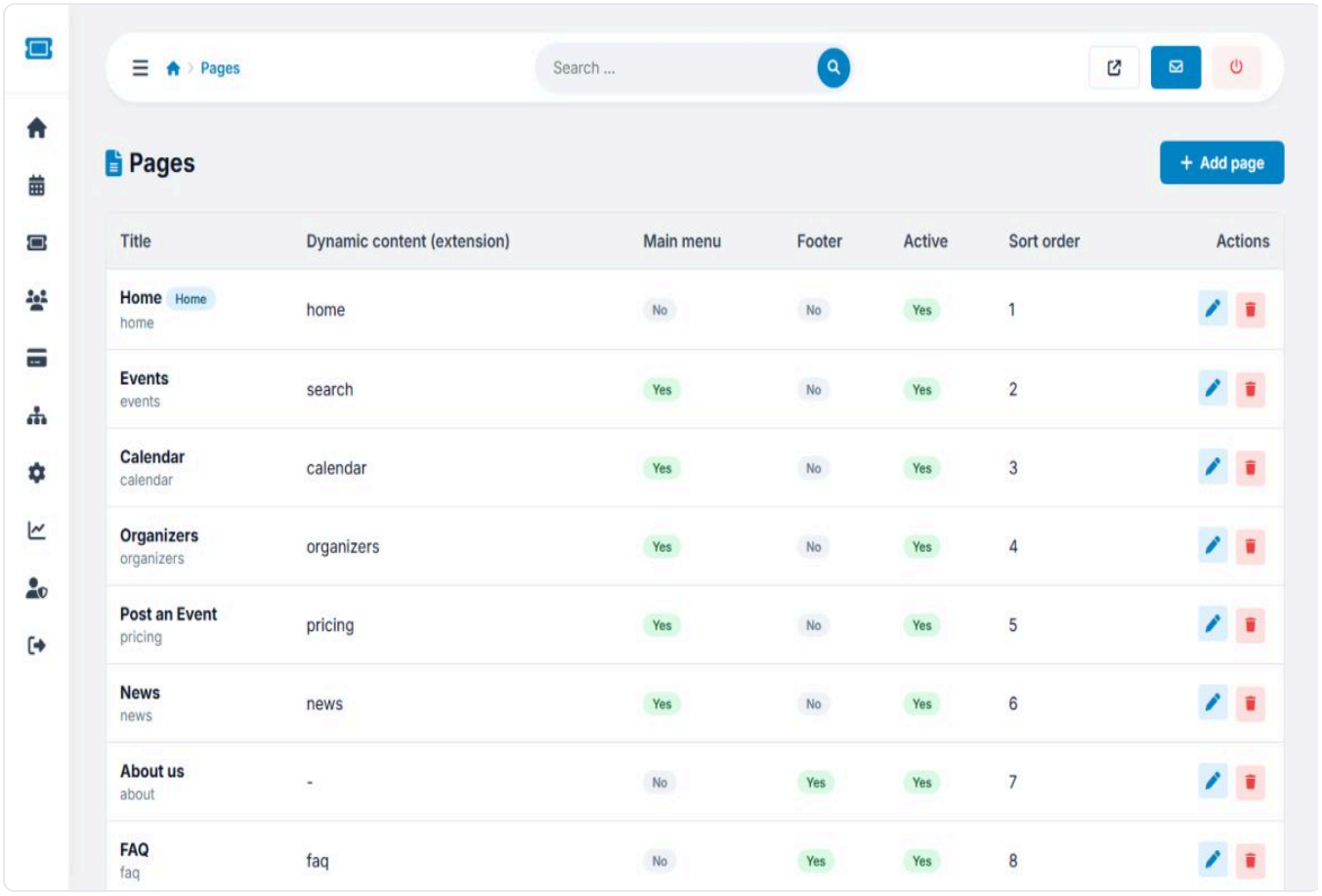
Buyers enter the code in the checkout (see Buying tickets) and organizers in the publish step. The code is counted when the order is completed.

ADMINISTRATION PANEL

Pages, Menus, News, FAQ and Banners

The **Website** menu is a small content management system. You write the texts, and the portal builds the menus and pages.

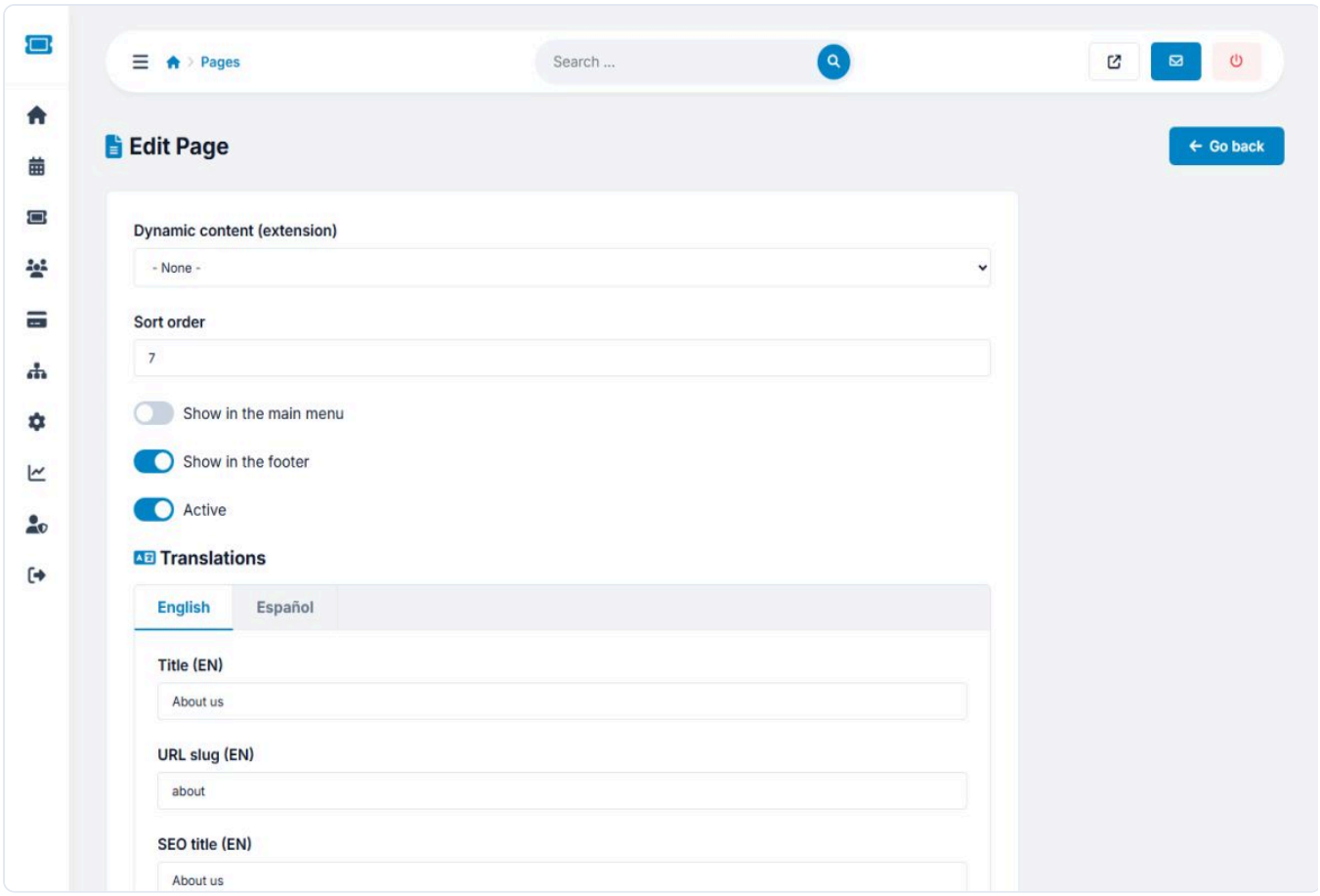
Pages and menus



The pages list shows title, extension, menu placement, status and order

Website → **Pages** lists all pages. Some are static texts (About, Terms, Privacy) and others load a *dynamic extension*: Events (search), Calendar, Organizers, Post an Event (pricing), News, FAQ and Contact.

Press *Add page* or the pencil to edit one:



The page editor with language tabs and a rich text editor

Field	Meaning
Dynamic content (extension)	Choose a file from `extensions/` to show its content, or none for a plain text page. Examples: `categories`, `locations`, `calendar`.
Sort order	Position in the menu, lowest first.
Show in the main menu / footer	Where the link appears.
Active	Inactive pages disappear from the website.

For every active language there is a tab with **Title** (menu text), **URL slug**, **SEO title**, **SEO description** and the **Content** editor. Write unique SEO titles and descriptions for the pages that should rank in search engines. The home page cannot be deleted.

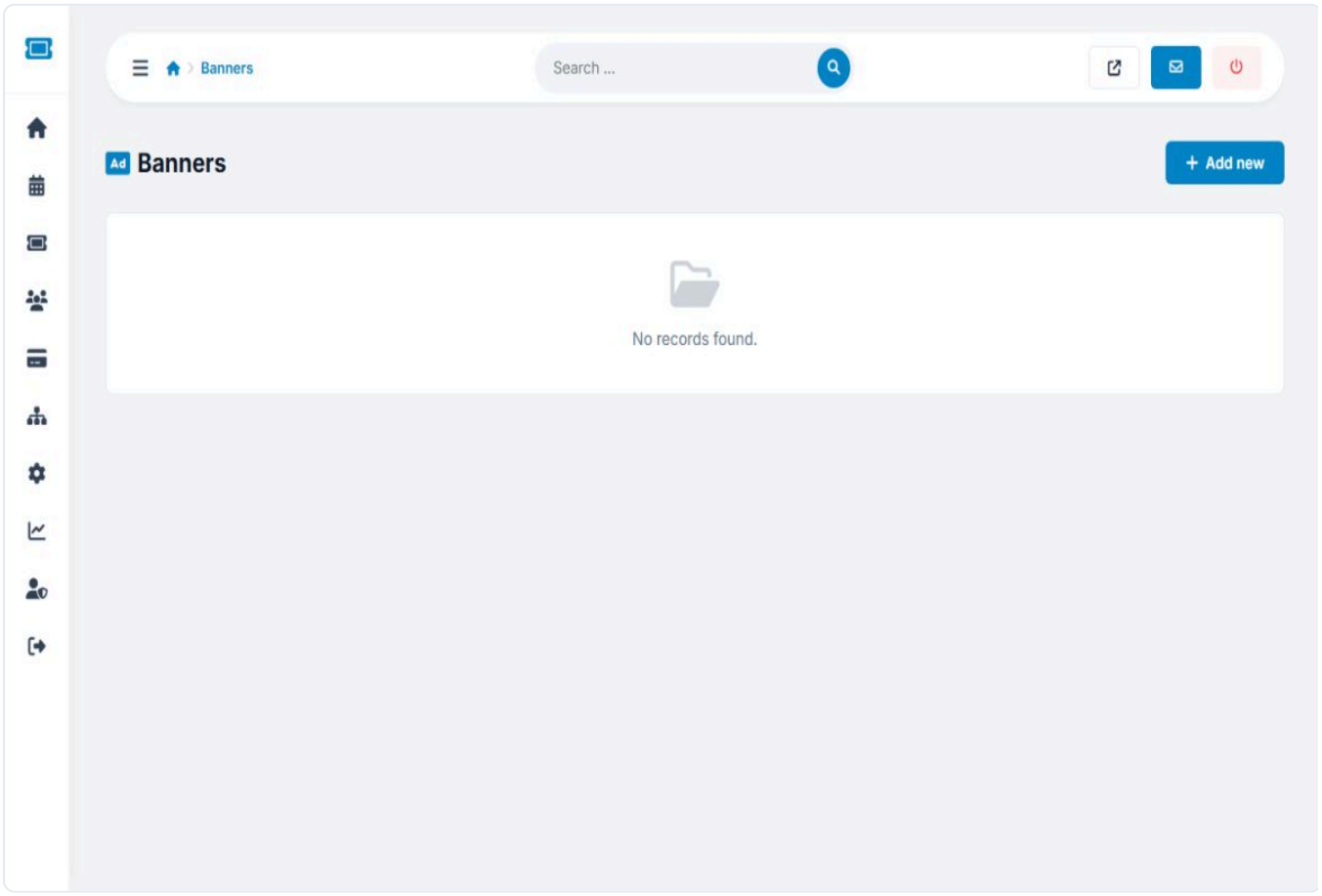
News

Website → **News** publishes short articles shown on the News page. Choose the language (or *All languages*), write a title, a summary and the content. Inactive articles are hidden.

FAQ

Website → **FAQ** manages the questions of the FAQ page. Each entry belongs to one language and has a sort order. Visitors see the answers in an expandable list.

Banners



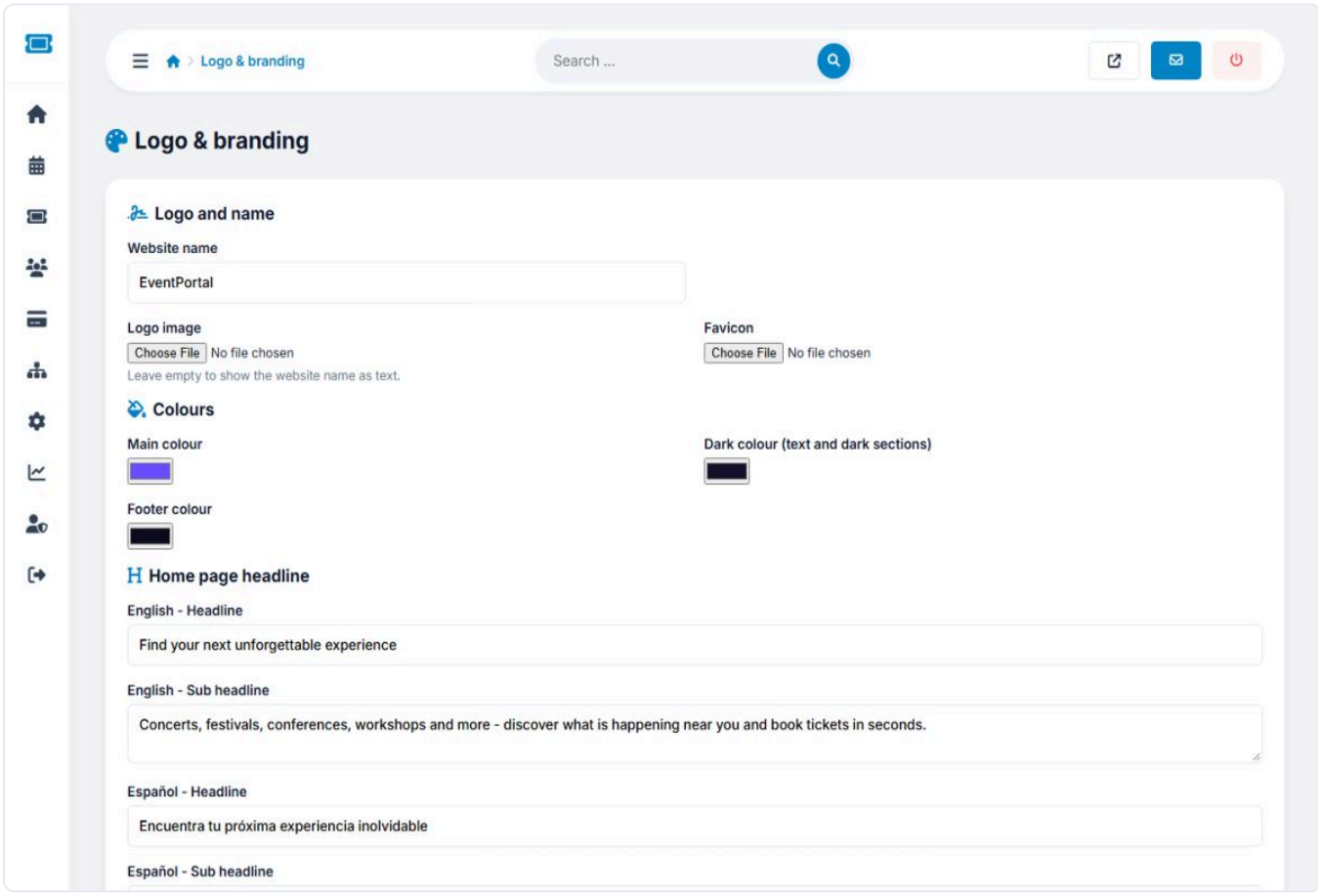
The banners list with area, image and status

Website → **Banners** places advertising on three areas: the *Home page*, the *Search results* and the *Event page sidebar*. Upload an image with a link, or paste ad code (for example from an ad network) in the HTML field, which is used instead of the image. When several active banners share an area, one is picked at random on every page view. This is a source of income independent of ticket sales.

ADMINISTRATION PANEL

Logo, Colors and Home Page Headline

In a few minutes you can make Event Portal look like your own brand.



The branding page with name, logo, favicon, colors and hero texts

Open **Website** → **Logo and branding**.

Name, logo and favicon

- **Website name**: used in the header (when there is no logo), the footer, e-mails and page titles
- **Logo image**: shown in the header and footer. Without a logo the name with the ticket icon is shown. Tick *Delete image* to remove it
- **Favicon**: the small icon in the browser tab (ICO, PNG, GIF or JPG)

Colors

Color	Used for
Main color	Buttons, links, highlights, the ticket badge
Dark color	Headings and dark sections
Footer color	Footer background

The colors are applied to the whole public website and to the e-mails. Choose a main color with good contrast against white.

Home page headline

For every active language you can write the **headline** and **sub headline** shown at the top of the home page, so it speaks to your audience and region.

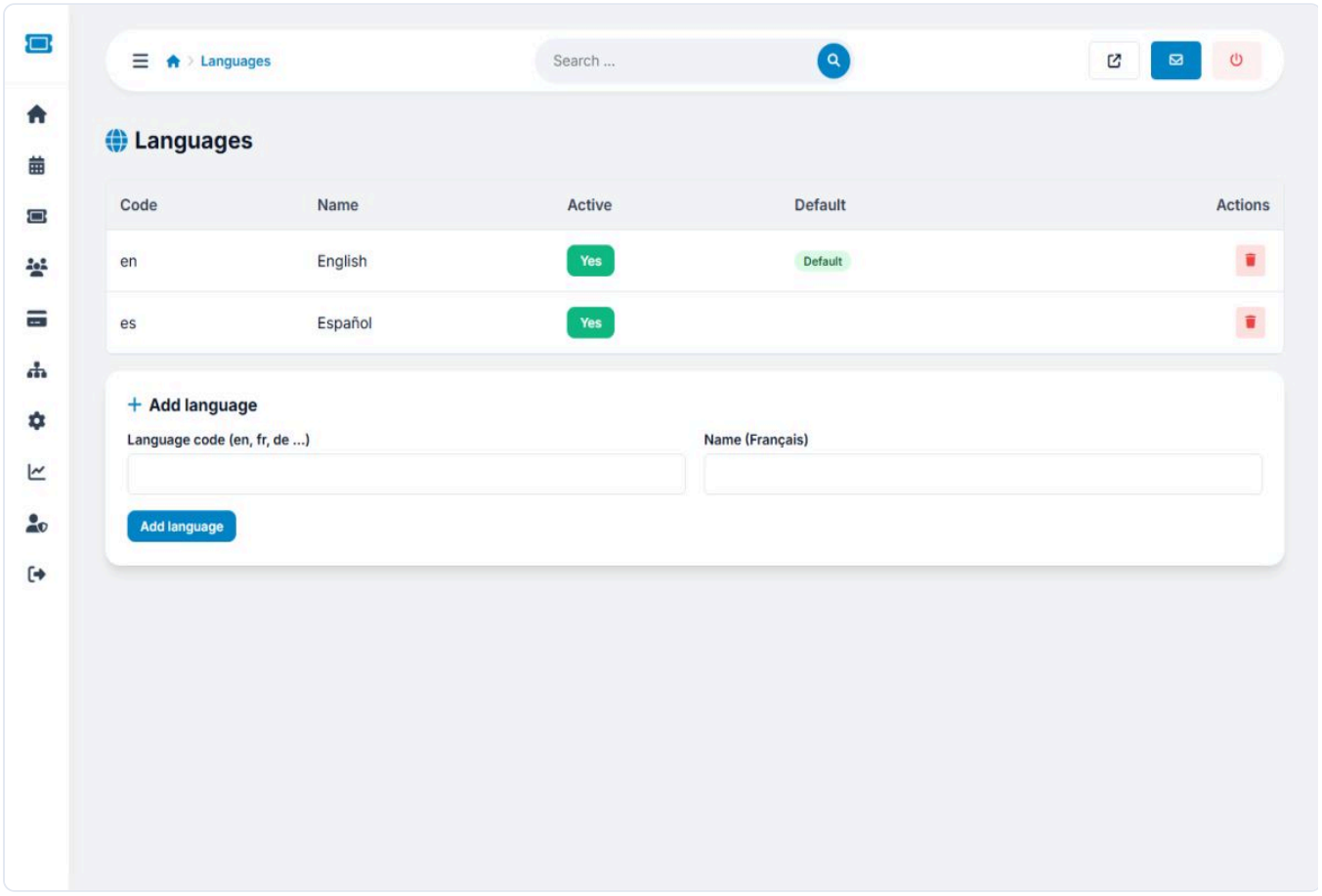
For deeper design changes edit `templates/modern/assets/style.css`. See Folder structure.

ADMINISTRATION PANEL

Languages and Translating the Website

Event Portal ships with English and Spanish and can speak any language you add. You translate it in the browser, without editing files.

Adding a language

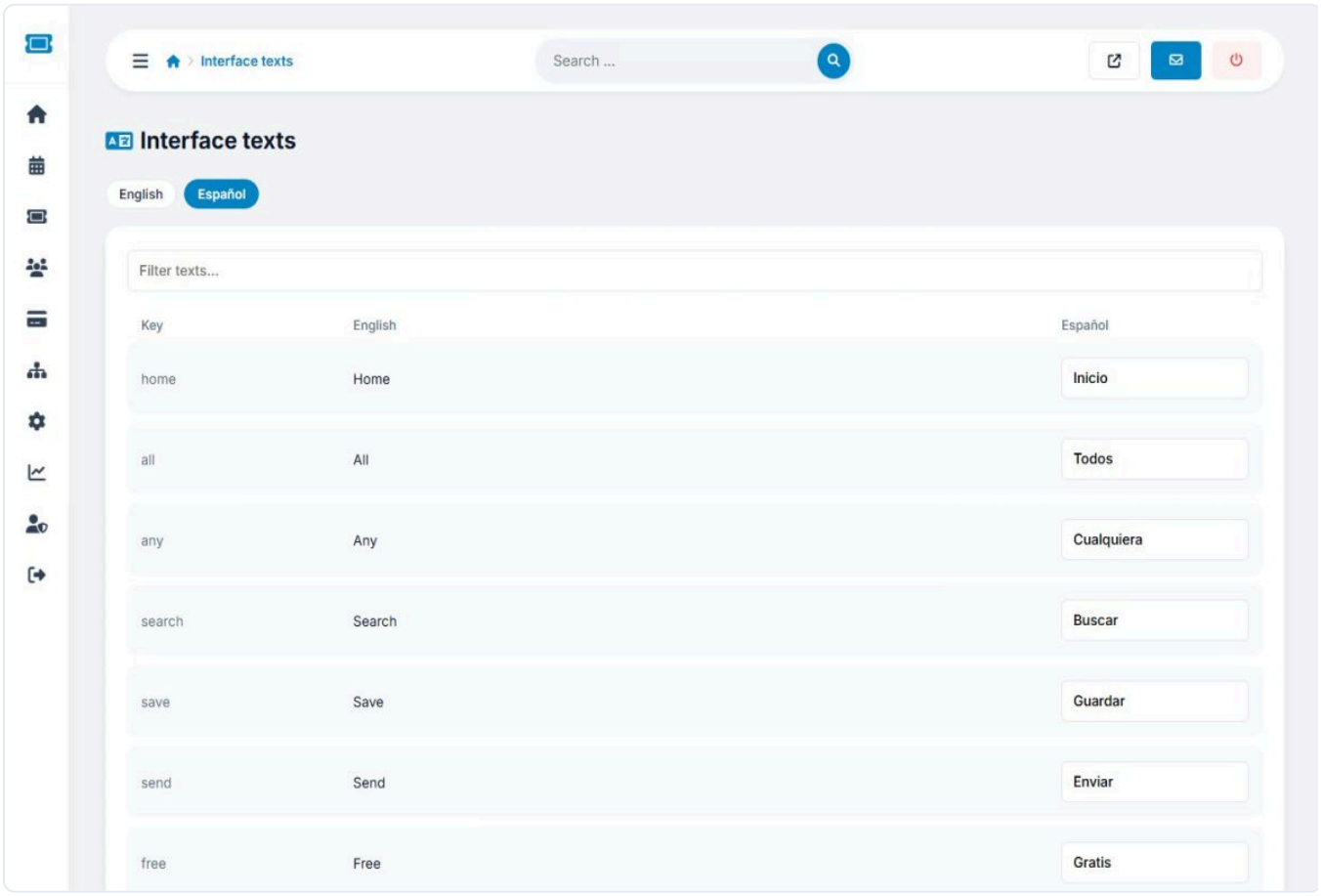


The languages list and the Add language form

1. Open **Settings** → **Languages**.
2. Enter the **two-letter code** (for example `fr`) and the **name** shown in the language switcher (for example *Français*).
3. Press *Add language*. The portal creates an empty translation file, copies the English category list and copies the page titles so the menu is complete.
4. Translate the texts, pages and categories as described below.

The *Active* button hides or shows a language. The default and English languages cannot be deleted. The language switcher appears in the header when *Multi-language website* is on in General settings, and the default language is set there too.

Translating interface texts



The interface text editor shows English and the selected language side by side

Open **Website** → **Interface texts**, choose the language tab and type the translations. English is shown next to each field. Use the filter box to find a text. **Texts you leave empty fall back to English**, so a language can be translated step by step. Press *Save* at the bottom.

What else to translate

- **Pages**: titles, URL slugs, SEO texts and content have a tab per language in Pages
- **News and FAQ** entries are written per language
- **Home headline** per language in Logo and branding
- **Categories**: edit the new language's file in Events → Categories
- **Events** are written by organizers in their own language

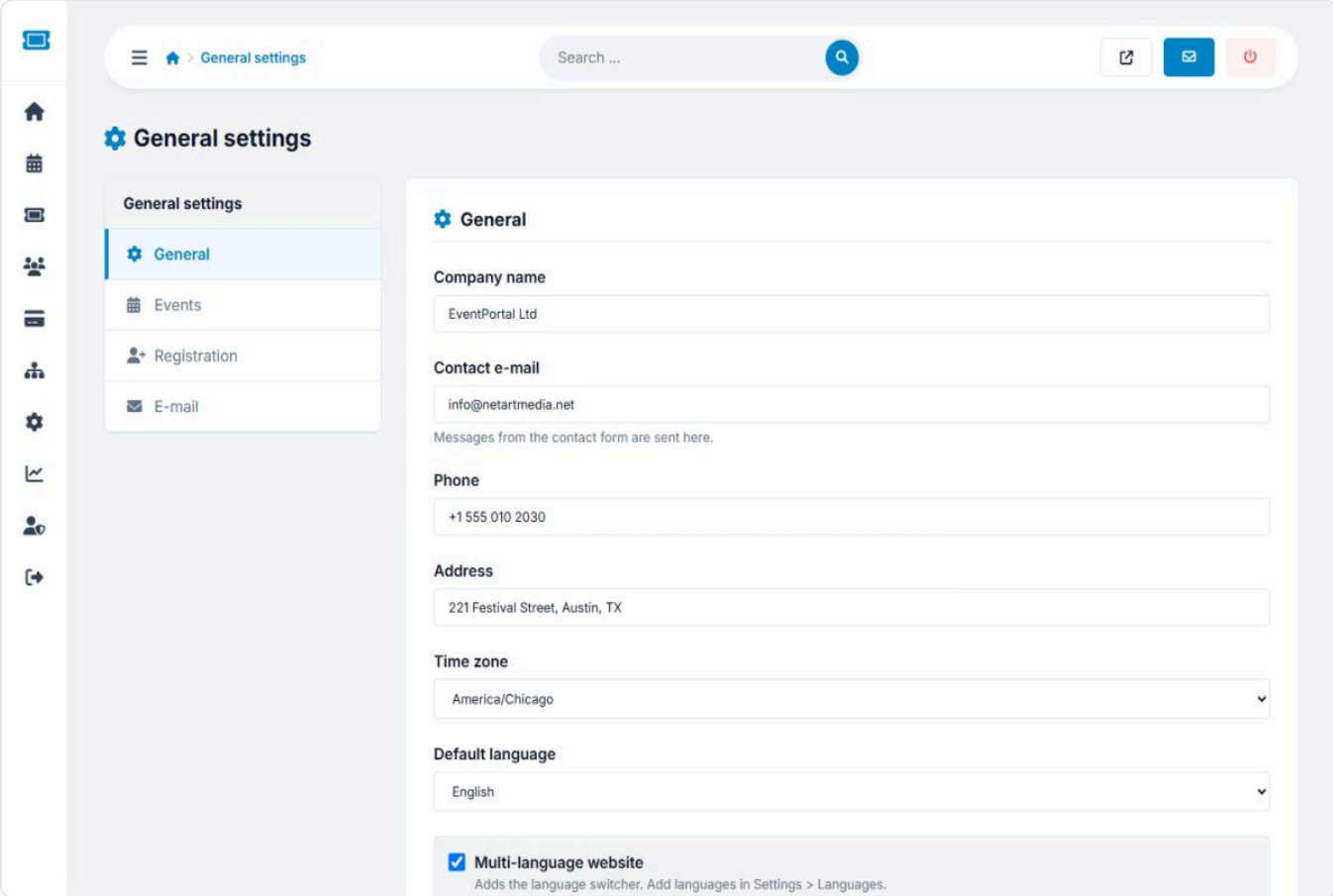
Admin panel language

The administration panel texts are in `ADMIN/en.php`. To translate the panel, copy it to `ADMIN/xx.php`, translate the values and set the language code in the administrator's profile. Organizers and attendees choose their panel language in the user menu.

ADMINISTRATION PANEL

General Settings and E-mail (SMTP)

The general settings control how the portal behaves day to day. Open **Settings → General settings**. The page has four tabs.



The General settings page with the General, Events, Registration and E-mail tabs

General

Setting	Meaning
Company name, phone, address	Shown in the footer and on the contact page.
Contact e-mail	Receives the messages of the contact form.
Time zone	Used for all dates, ticket times and alerts.
Default language	Language shown to new visitors.
Multi-language website	Adds the language switcher. See Languages.
Maintenance mode	Visitors see a maintenance message. You can still use the site while logged in to the administration panel.
Show the cookie notice	Displays a short cookie banner.

SEO friendly event URLs	Event links look like `/event/12-event-name`. Needs Apache `mod_rewrite` and the included `.htaccess`.

Events

- **Events per page** in search results
- **Default listing duration (days)** when no package is chosen
- **Publish events without approval** (also in Payment settings)
- **Allow attendee reviews** and **Allow saving favourite events**

Registration

- **Allow attendee registration** and **Allow organizer registration**: switch either off to close it
- **Require e-mail activation**: new accounts must confirm their address first. This needs working e-mail

E-mail and SMTP

Event Portal sends tickets, activation links, password resets, alerts and newsletters. Fill in *Sender name* and *Sender address*. By default the PHP `mail()` function is used, which many hosts treat as spam. For reliable delivery tick **Send through SMTP** and enter the host, port (587 for TLS or 465 for SSL), encryption, user and password supplied by your e-mail provider.

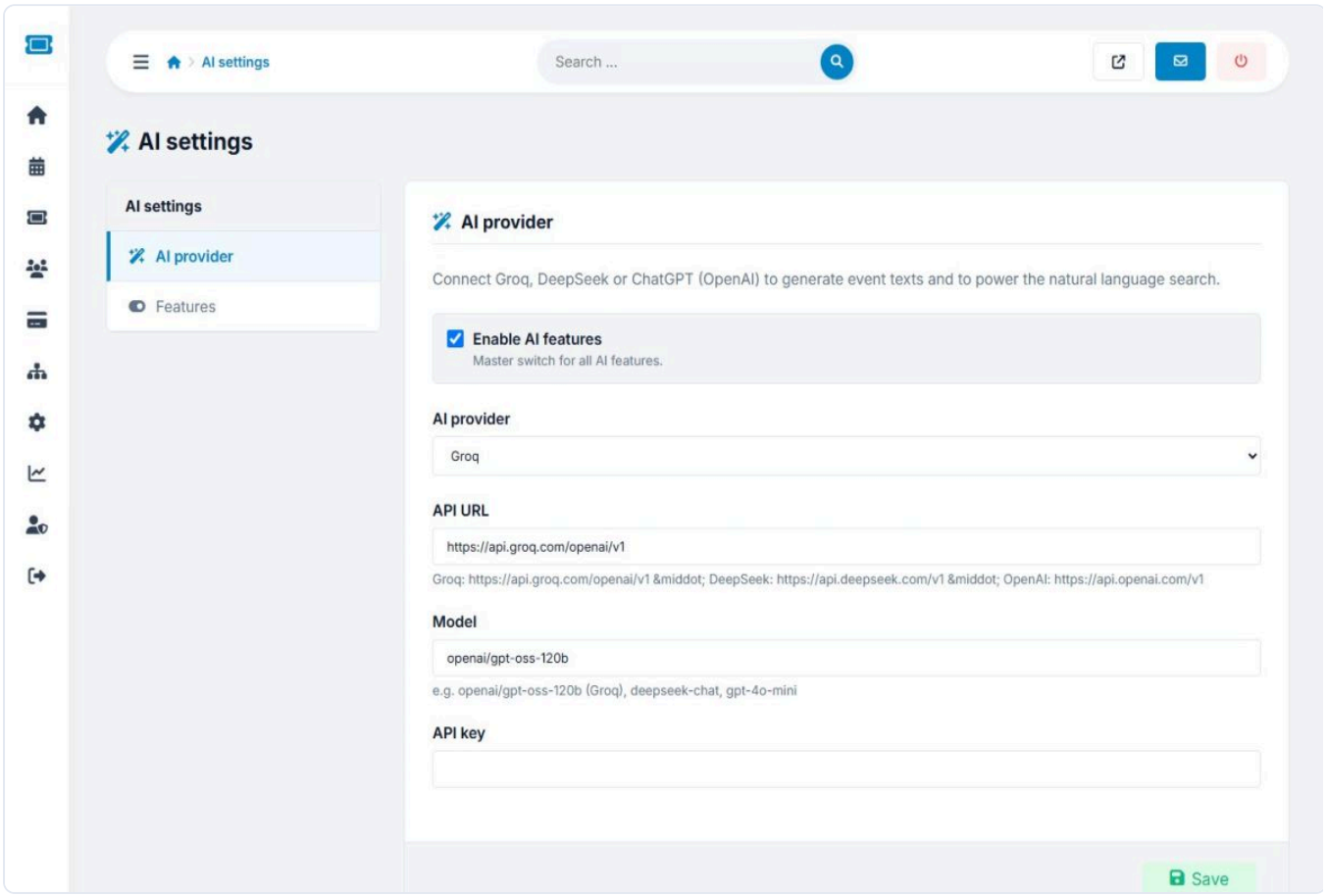
Test e-mail right after configuring it: register a new attendee, or buy a free ticket, and check that the message arrives and is not in spam. Use a sender address on your own domain.

Saved passwords (such as the SMTP password) are not shown again. Leave the field empty to keep the stored value.

ADMINISTRATION PANEL

AI Settings: Groq, DeepSeek and ChatGPT

AI powers two features: the writing assistant in the event form and the natural language search. You bring your own account, so you choose the provider and keep control of the cost.



The AI settings page with provider, API URL, model and key

Connecting a provider

1. Open **Settings → AI settings**.
2. Tick *Enable AI features*. This is the master switch.
3. Choose the **AI provider**. The API URL and a suggested model are filled in for you.
4. Paste your **API key** from the provider's website.
5. Save, then press **Test connection**. A green message confirms it works.

Provider	API URL	Example model
Groq	`https://api.groq.com/openai/v1`	`openai/gpt-oss-120b`
DeepSeek	`https://api.deepseek.com/v1`	`deepseek-chat`
ChatGPT (OpenAI)	`https://api.openai.com/v1`	`gpt-4o-mini`
Custom	any OpenAI compatible service	your model name

Model names change over time. Check the provider's documentation and type the model you prefer in the *Model* field.

Features

- **AI writing assistant in event forms**: see AI writing assistant
- **AI search on the home page**: see AI event search

Each can be switched off separately. When AI is off or the key is missing, the buttons and the AI search box are hidden or fall back to normal search.

> The API key is stored in the database and never displayed again. If the test fails, the message shows the provider's own error, such as a wrong key, no credit or an unknown model.

ADMINISTRATION PANEL

SEO, Analytics Tracking and Social Media

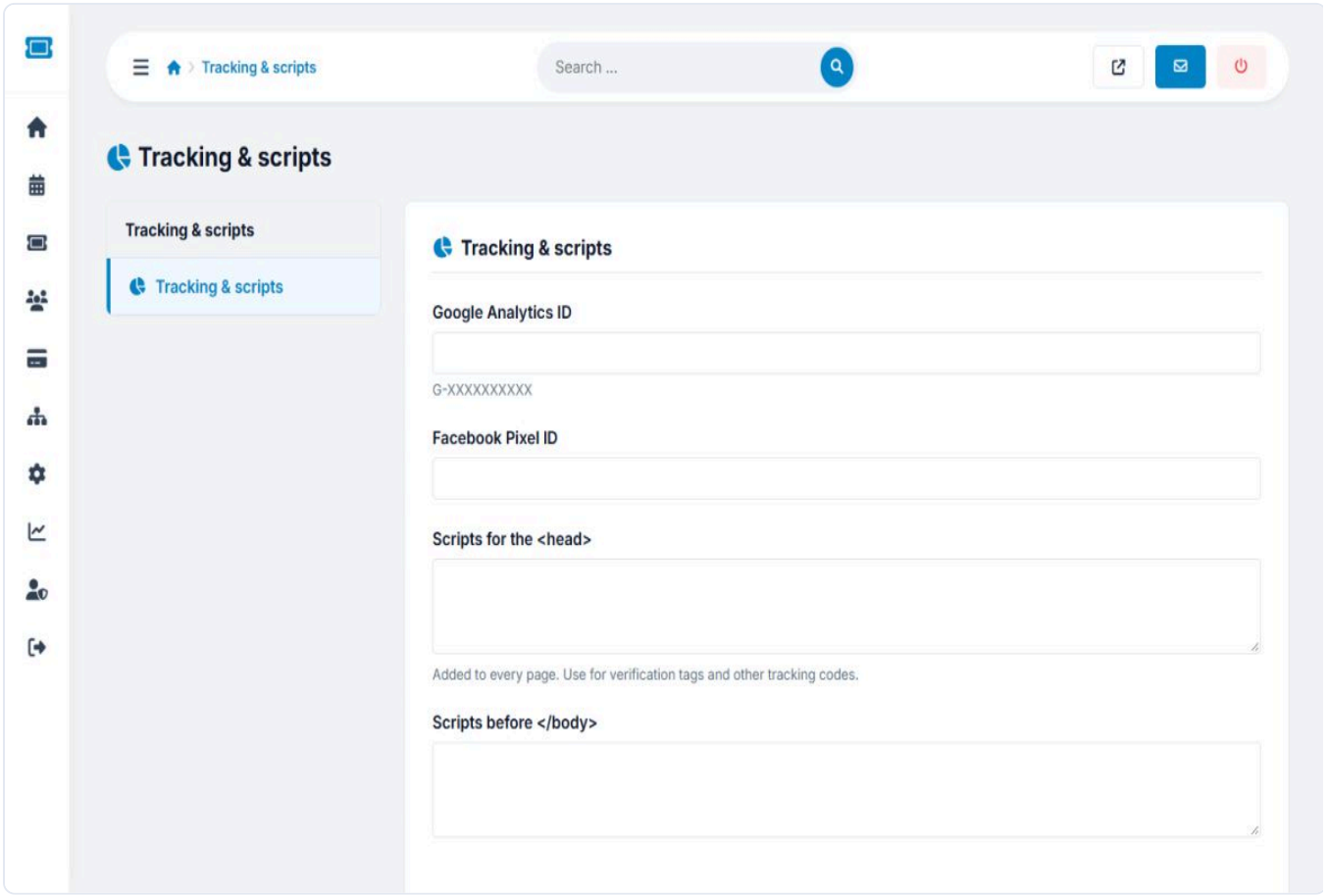
Event Portal is built to be found. This page lists what is automatic and what you can add.

Built-in SEO

- A unique **title and description** on every page. Events use the event name, date and short description
- **Open Graph and Twitter cards**, so shared links show a title, text and the cover image
- **Structured data** (Schema.org Event) on event pages for rich results in Google
- **Sitemap** at `/sitemap.php` with the home page, main pages, all active events and organizers
- Optional **friendly event URLs** in General settings
- Per page SEO title and description fields in Pages

Add your sitemap address to Google Search Console and to `robots.txt` (a line `Sitemap: https://your-domain/sitemap.php`).

Tracking



The tracking page with Google Analytics, Facebook Pixel and custom script fields

Open **Settings** → **Tracking and scripts**.

- **Google Analytics ID**: for example `G-XXXXXXXXXX`

- **Facebook Pixel ID**
- **Scripts for the <head>** and **before </body>**: paste any other code, such as site verification tags, chat widgets or other pixels. They are added to every public page exactly as typed

Only paste code from sources you trust. Scripts added here run on every page of your website.

Social media

Settings → **Social media** accepts the web addresses of your Facebook, X, Instagram, LinkedIn, YouTube, TikTok and Pinterest profiles. Icons linking to them appear in the footer for every address you fill in.

Built-in statistics

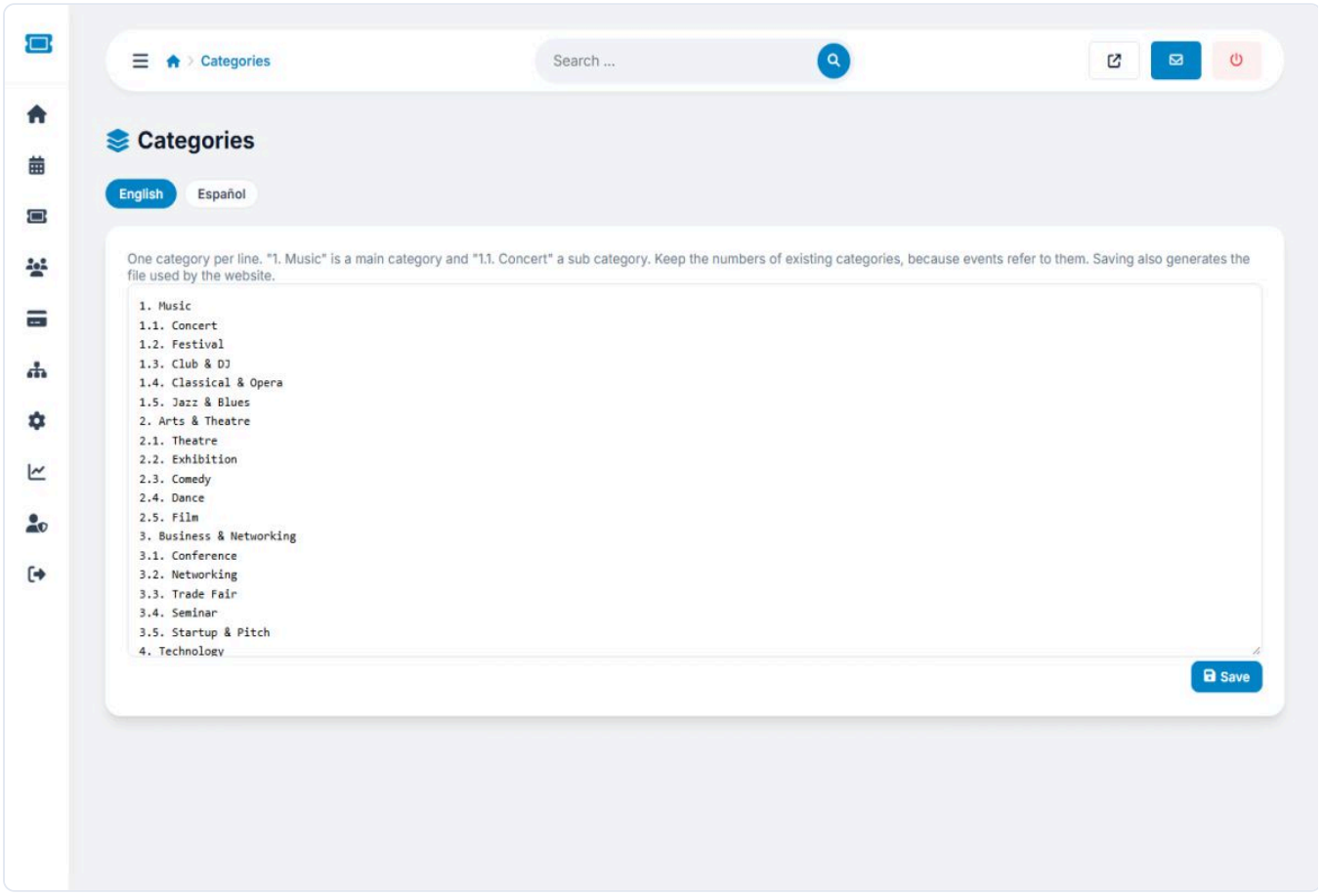
The portal also records visits itself. See Statistics and reports.

ADMINISTRATION PANEL

Editing Categories and Locations

Categories and locations are stored in simple text files, one line per item, so they are quick to edit and easy to translate.

Categories



The category editor with one language tab per language

Open **Events** → **Categories**, choose the language tab and edit the text. The format is:

```
1. Music
1.1. Concert
1.2. Festival
2. Arts & Theatre
2.1. Theatre
```

A number without a dot (`1.`) is a **main category**, and `1.1.` is a **sub category** of it. The default list has 9 main categories with 35 sub categories: Music, Arts and Theatre, Business and Networking, Technology, Sports and Fitness, Food and Drink, Education and Workshops, Family and Kids, Community and Charity.

- **Keep the numbers of existing categories.** Events refer to them by number. You may rename a category freely, but changing a number moves its events to another category.
- Add new categories with the next free number.

- Every language has its own file. Keep the same numbers in all of them.

After saving, the portal rebuilds the file used by the website. The category icons on the website follow the main category number.

Locations

Events → Locations works the same way with countries (`229. United States`) and their regions or cities (`229.6. California`). The default file contains many countries and cities. The location field in the event form and in the search offers these places as suggestions.

- Add the cities of your region by adding lines under the right country number
- Never reuse or renumber an existing line, because events and organizers store the number
- Visitors can also search by the free *City* field, so a missing city is not a blocker

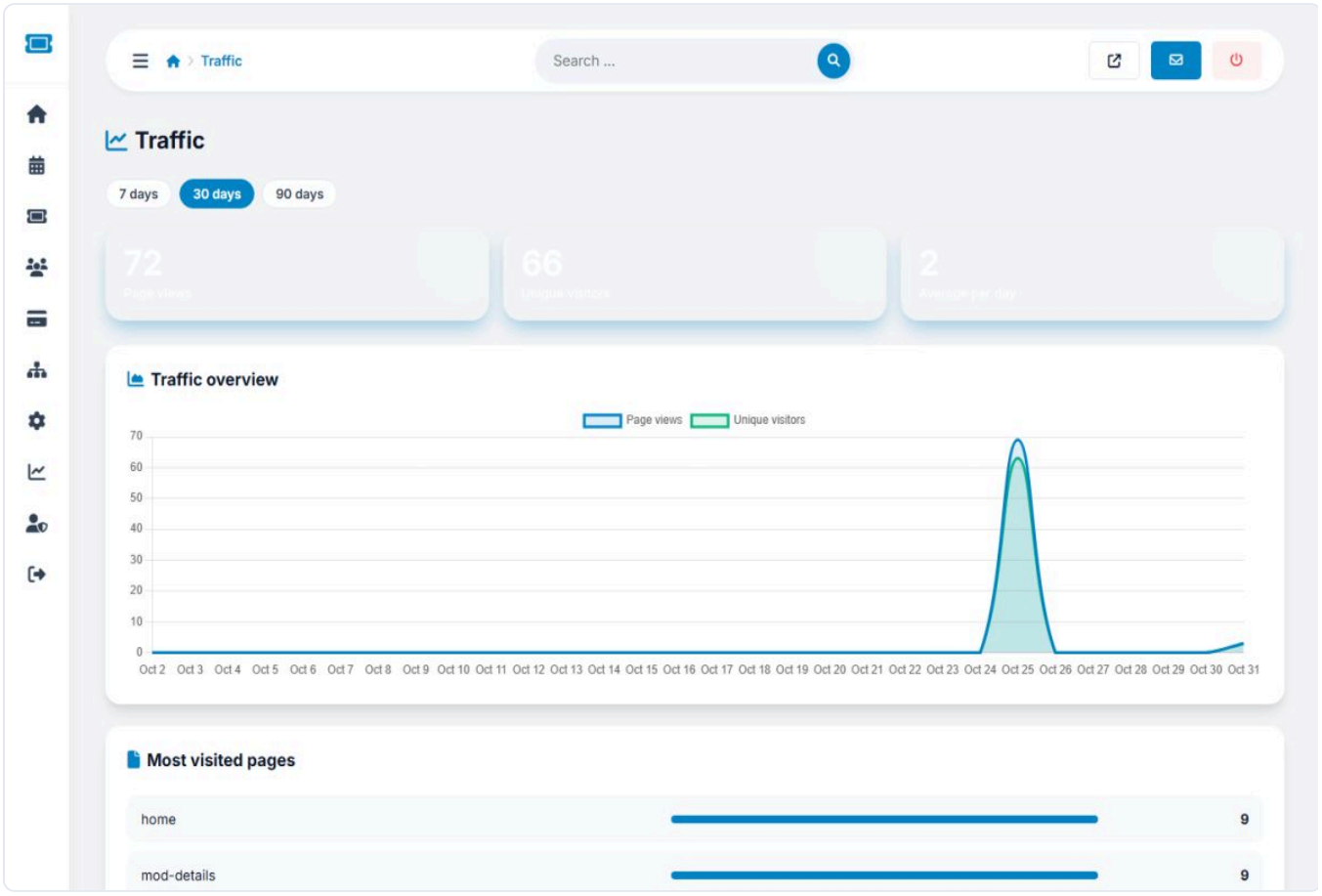
Both pages write files. If you see a message that a file cannot be written, set write permission on the `categories` or `locations` folder. See The configuration file.

ADMINISTRATION PANEL

Statistics and Reports

The **Statistics** menu answers four questions: how many people visit, where they come from, what devices they use and which events perform best.

Traffic



The traffic report with the chart of page views and unique visitors

Statistics → **Traffic** shows page views, unique visitors and the daily average for the last 7, 30 or 90 days, with a chart and the list of the most visited pages. Search engine robots are not counted.

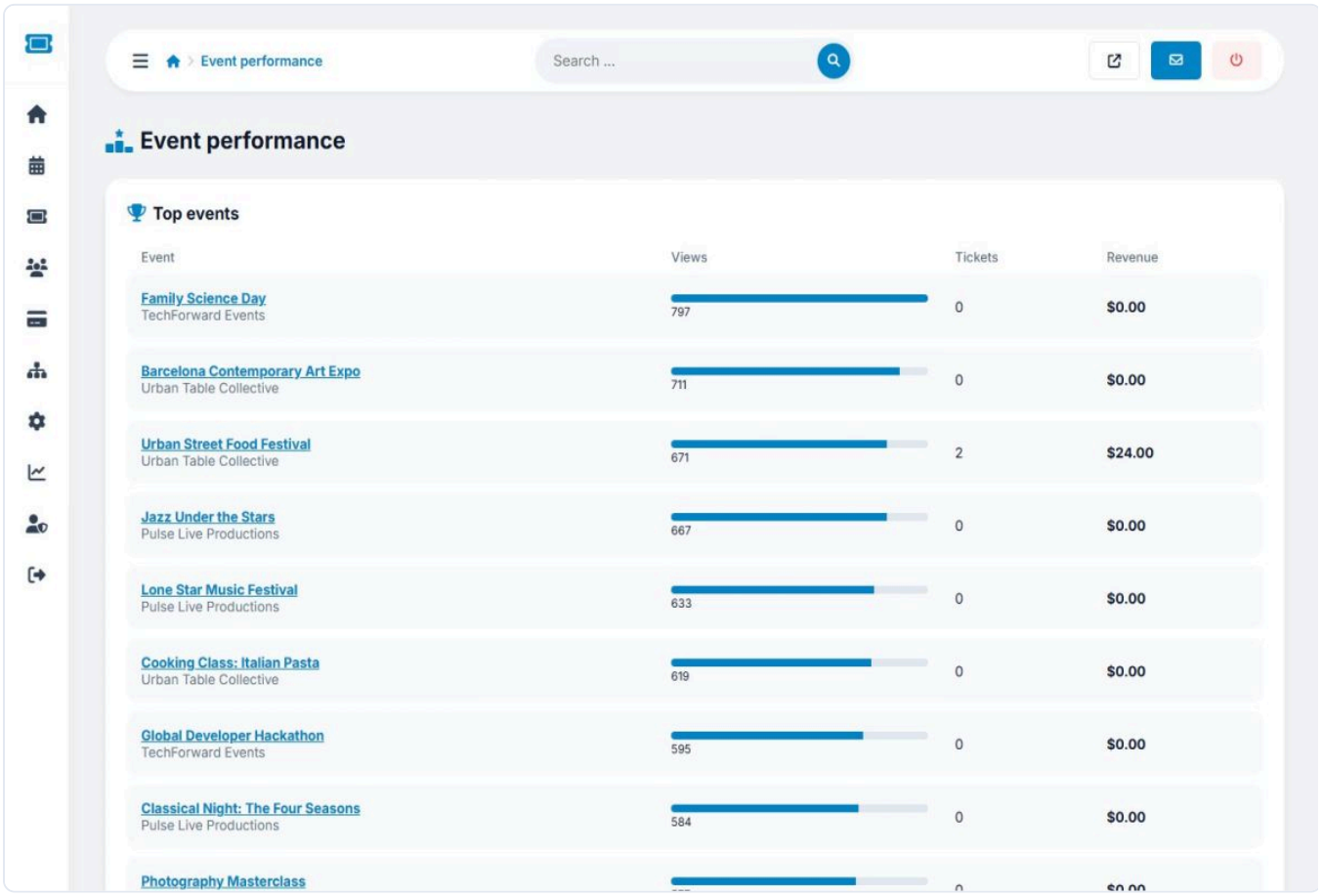
Referrals

Statistics → **Referrals** lists the websites that send you visitors, with counts, and the most recent referring links. Use it to see which partners, social networks or search engines work.

Audience and devices

Statistics → **Audience** shows the share of desktop, mobile and tablet visits, and of browsers and operating systems. If most visitors use phones, make sure your event images work well on small screens.

Event performance



The event performance report ranks events by views, tickets and revenue

Statistics → Event performance ranks events by page views and shows for each the tickets sold and revenue. A second table counts active events per category. Events with many views but few sales may need better prices, descriptions or images.

Dashboard charts

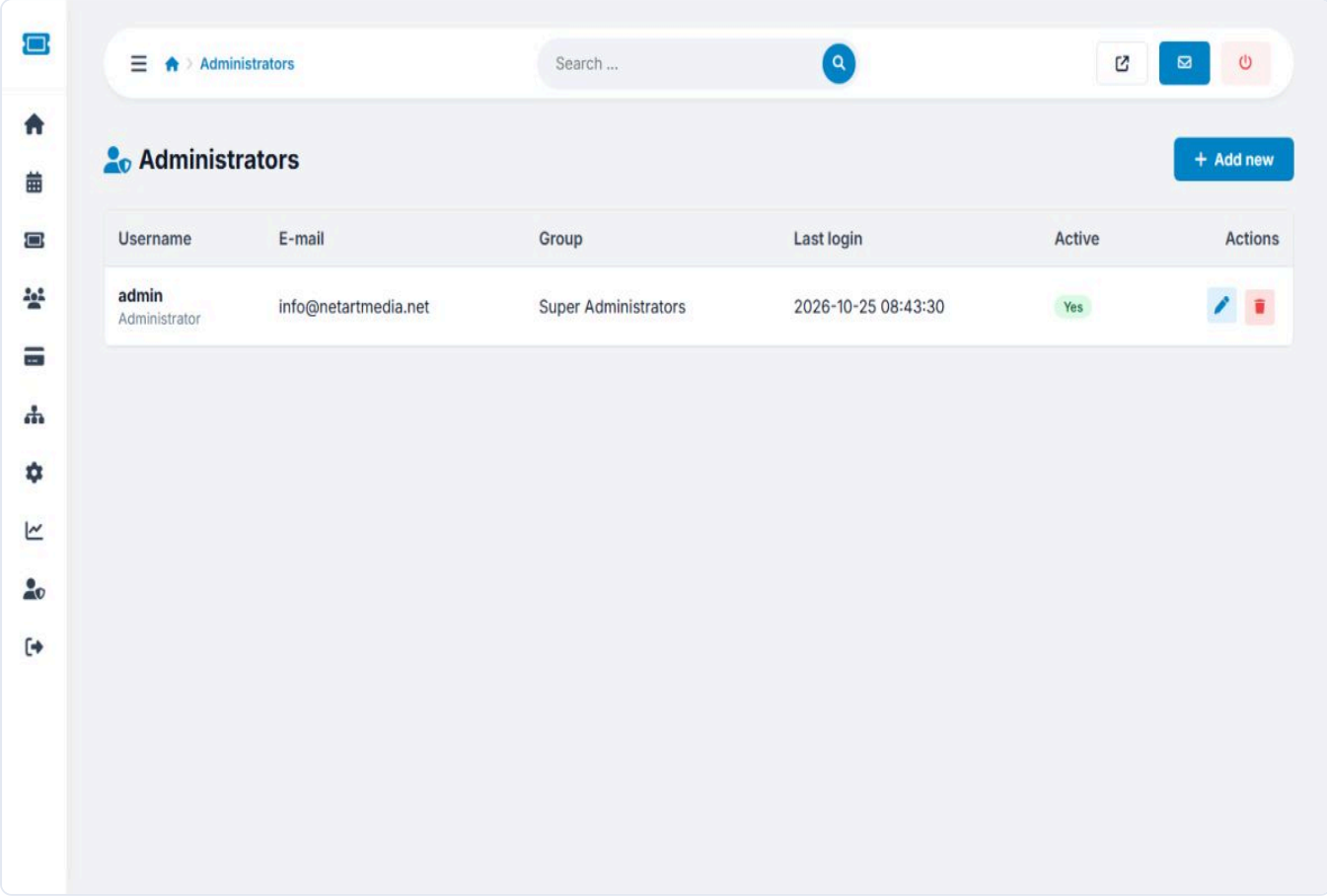
The dashboard shows a 14 day summary of traffic and ticket revenue. For richer analysis connect Google Analytics in Tracking.

ADMINISTRATION PANEL

Administrators, Groups and Permissions

You do not have to share one administrator login. Create accounts for your team and give each group only the access it needs.

Administrators



The list of administrators with group, last login and status

Administrators → **Administrators** lists the staff accounts. Add one with *Add new*: username (at least 3 letters, digits, dots or dashes), name, e-mail, password, **group**, panel language and active status. Leave the password empty when editing to keep it. You cannot deactivate your own account.

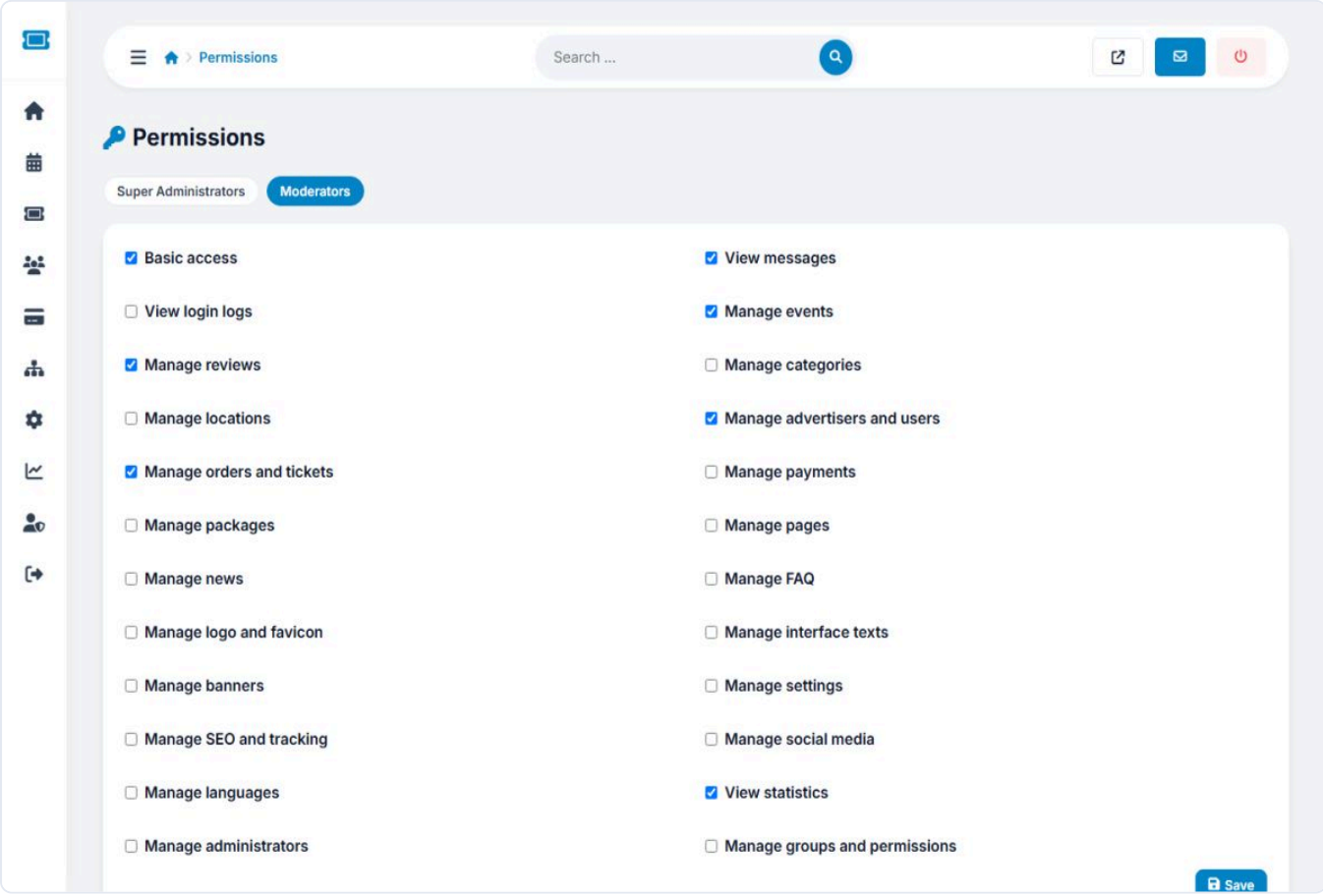
Groups

Administrators → **Groups** defines the groups. Two exist from the start:

- **Super Administrators**: always full access, which cannot be changed
- **Moderators**: access to events, reviews, users, orders, messages and statistics, but not to payments, settings or administrator accounts

Add your own groups, for example *Support* or *Content editors*.

Permissions



Tick the permissions of a group

Administrators → **Permissions** shows the 24 permissions as checkboxes for the selected group. Each permission opens a group of pages, for example *Manage events*, *Manage payments*, *Manage pages* or *Manage settings*. Menu items without permission disappear from the menu, and opening such a page by its address shows a 403 message.

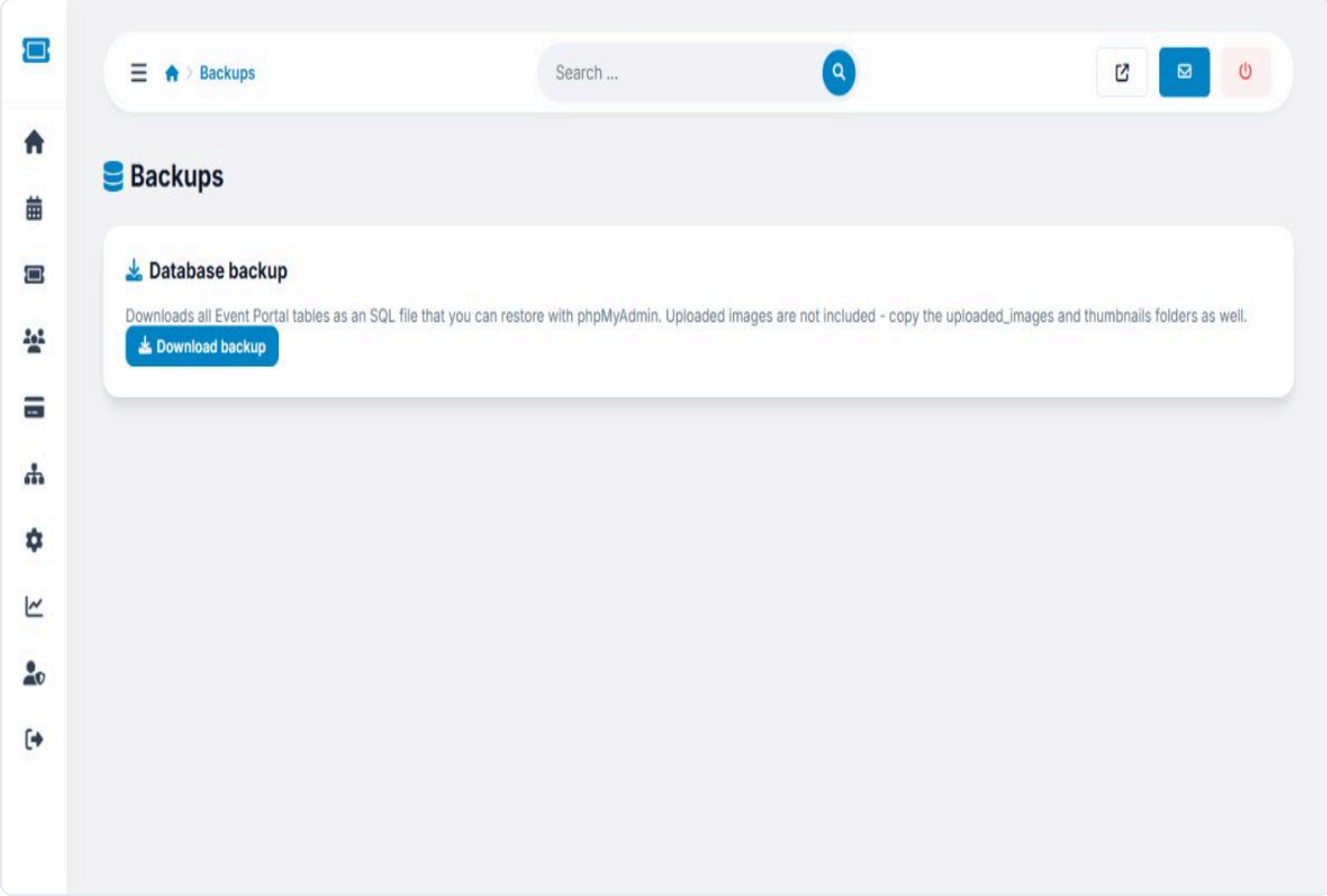
Give new staff the Moderators group first and add permissions only when they need them. Review the **Login logs** in the Home menu regularly.

ADMINISTRATION PANEL

Backups, Maintenance and Updates

A little routine keeps a portal healthy. This page covers backups, maintenance mode, scheduled tasks and a short security checklist.

Database backup



The backups page with the Download backup button

Open **Settings** → **Backups** and press *Download backup*. You receive one SQL file with all tables: events, orders, users, settings, pages and everything else. Restore it with phpMyAdmin or the MySQL console by importing the file into an empty database.

The backup does not include files. Also copy the folders `uploaded_images`, `thumbnails` and `languages`, and your `config.php`.

Make a backup before every update, and weekly on a busy site. Store copies away from the server.

Maintenance mode

In General settings tick *Maintenance mode*. Visitors see a friendly message with a 503 status, which tells search engines the pause is temporary. You can still browse the site while logged in to the administration panel.

Scheduled tasks

Run `cron.php` every hour for alerts, follower e-mails, reminders and clean-up of unpaid orders. See The configuration file.

Updating the script

1. Make a database backup and a copy of the files.
2. Upload the new files over the old ones, but keep your `config.php`, `languages`, `uploaded_images`, `thumbnails`, `categories` and `locations` folders.
3. Re-apply changes you made to the template files, then check the main pages.

Security checklist

- Delete `install.php` and set `$DEBUG_MODE = false;`
- Use https and a strong administrator password; give staff their own accounts
- Keep PHP and MySQL updated by your host
- Delete the demo accounts (password `demo1234`)
- Check the **Login logs** from time to time

HELP

Frequently Asked Questions

Short answers to the questions we hear most often. Each answer links to the chapter with the details.

Getting started

Do I need programming skills to run Event Portal?

No. Installation uses a web installer, and everything day to day (events, payments, texts, colors, languages, menus) is managed in the administration panel. Basic PHP knowledge helps only if you want to change the code. See Installation.

What hosting do I need?

Any hosting with PHP 7.4 or newer, MySQL or MariaDB and the extensions `pdo_mysql`, `curl`, `mbstring` and `gd`. Shared hosting is enough for most sites.

Can I try it before changing anything?

Yes. Install with the demo data option, which adds organizers, attendees and twenty events so you can explore every panel. Remove the demo data before you go live.

Payments and money

Which payment methods are supported?

Cards through Stripe Checkout, PayPal, and bank transfer (offline). Each can be switched on separately. See Payment settings.

Can I charge organizers for listing events?

Yes: create listing packages, enable *Charge organizers*, and add paid featured upgrades and a service fee on tickets if you like.

How do organizers get the money from ticket sales?

Card and PayPal payments arrive in the payment accounts connected to your portal. Payouts to organizers are not automatic: you settle with them as you agree, for example by bank transfer, using the sales reports in the orders list.

How do refunds work?

Press *Refund* on a paid order in the administration panel. The tickets are cancelled and returned to stock. You return the money in your Stripe or PayPal dashboard.

Features

Can visitors buy tickets without registering?

Yes. They enter name and e-mail at checkout and receive the tickets by e-mail. See Buying tickets.

How are tickets protected against copying?

Each ticket has a unique code shown as a QR code. At the entrance the organizer validates it once; a second scan shows *already used*. See Guest list and check-in.

Is the AI required?

No. The AI writing assistant and AI search are optional and need your own API key from Groq, DeepSeek or OpenAI. Without a key the buttons are hidden and the search is a normal keyword search. See AI settings.

Is the AI free?

The script does not charge for it. Costs, if any, depend on the plan of the provider you choose. Several providers offer free or very cheap plans for small volumes.

Can the site use several languages?

Yes. English and Spanish are included and you can add any language and translate it in the browser. See Languages and translations.

Can events be imported from a file or another website?

Import is not a built-in feature. Events are created through the event form by organizers or the administrator, and can be duplicated to repeat them.

Does it support recurring events or seat maps?

Events are single listings; use *Duplicate* to create the next date quickly. Reserved seating with a seat map is not included.

Customizing

Can I change the design?

Colors, logo and headline are set in the panel. For anything else edit the template and CSS files. See Logo and branding and Folder structure.

Can I combine it with another product of the same family?

The script shares its database classes, page controller and admin layout with the Jobs Portal, which makes it possible to merge products into one site with some development work.

What about privacy rules such as GDPR?

The portal provides a cookie notice option and editable Terms and Privacy pages in Pages. Writing policies that fit your business and country is your responsibility.

HELP

Troubleshooting Common Problems

Most problems have a simple cause. Find your symptom below.

The site shows a blank page or an error

Set `$DEBUG_MODE = true;` in `config.php` to see the message, fix the problem, then set it back to `false`. Typical causes are a PHP version that is too old or a missing extension (`pdo_mysql`, `curl`, `mbstring`, `gd`).

"Database connection failed"

Check `$DBHost`, `$DBUser`, `$DBPass` and `$DBName` in `config.php` and that the user has rights to the database. On some hosts the database name and user have a prefix such as `account_`.

The installer says the tables already exist

A previous installation is in that database. Use another database or the prefix setting, or tick *Overwrite existing tables* on a test site (this deletes all data).

E-mails do not arrive

- Configure SMTP in General settings and use a sender address on your own domain
- Check the spam folder, and test with another mailbox
- Without SMTP the PHP `mail()` function is used, which many hosts block or mark as spam
- Alerts, follower e-mails and reminders also need the cron job

Images cannot be uploaded

- Make `uploaded_images` and `thumbnails` writable
- Only JPG, PNG, GIF and WebP up to 8 MB are accepted, and the PHP limits `upload_max_filesize` and `post_max_size` must be at least that large
- The PHP `gd` extension must be enabled

Event pages show 404 after enabling friendly URLs

Friendly URLs need Apache `mod_rewrite`, the `.htaccess` file in the main folder, and `AllowOverride All` for the site. On other servers switch the option off in General settings.

An event is not visible on the website

Check in Manage events that the status is *Active* (not Draft, Pending or Rejected), that the event has not ended, and that the listing has not expired.

Stripe payment is taken but the order stays pending

The webhook is missing or wrong. In Stripe add the endpoint `https://your-domain/stripe_webhook.php` for the event `checkout.session.completed` and paste its signing secret into Payment settings. A

pending paid order can be fixed with *Mark as paid*.

Stripe or PayPal buttons do not appear

The method must be enabled and the keys filled in. Use matching modes: PayPal *Sandbox* credentials only work with Sandbox mode, and live credentials with Live mode. A live site needs https.

"Connection error" or SSL errors when paying or using AI

The server could not verify the provider's certificate. Ask your host to update the CA certificates. As a last resort on a private test server, switch off *Verify SSL certificates* in the Technical tab of Payment settings.

The AI buttons show an error

Read the message: a missing key, wrong key, no credit or an unknown model name are the usual causes. Use *Test connection* in AI settings.

I cannot log in

- After 8 wrong attempts the login pauses for 10 minutes
- Accounts that need e-mail activation cannot log in before the link is clicked
- The administrator can reset or activate accounts in Users. A forgotten administrator password can be reset in the database table `ep_admin_users` with a new hash created by PHP's `password_hash()`

"Invalid or expired form token"

The page was open for too long or cookies are blocked. Reload the page and submit the form again.

Categories or languages do not save

The folders `categories`, `locations` and `languages` must be writable. See The configuration file.

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