Event Websites

*STRONGVON Tournament Management System*

1 Overview

An event website on the STRONGVON Tournament Management System is a public website dedicated to your tournament or other event. It can be used for these functions:

- Collect online registrations
- Collect online payments for registration fees
- Sell items related to the event (such as tickets and T-shirts)
- Display important information related to the event (such as directions, rules, schedules, and hotel details)
- Link to external URLs for more related information

The event website allows you to create an interactive online presence for your potential registrants and customers. When you create an event on the system, an event website is automatically generated for you at a public URL on the server. If you choose to use the event website, the Administration Software provides tools for you to control the website content. Figure 1 shows an overview of how the event website is used and managed.

Figure 1. Overview of Event Websites
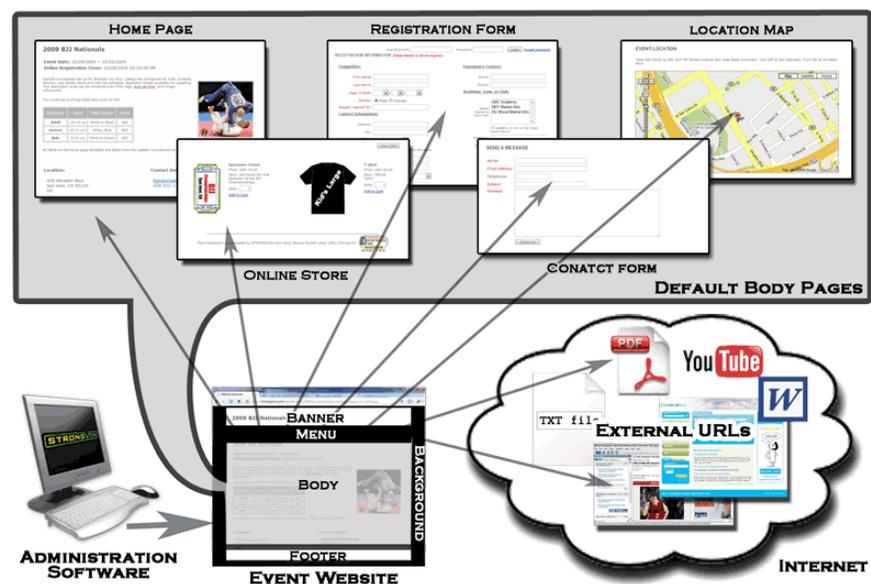
2 Components of an Event Website

The event website comprises two main areas, the wrapper and the main body (shown in Figure 2). The wrapper is the area that remains the same regardless of the page you access on the event website. The main body is the area that changes according to the web page you wish to access. These two areas are configured using the Administration Software while logged into the server.

Figure 2.   Main Components of Event Website

2.1 Wrapper

The wrapper displays the items that are common on every page of the event website. This includes the banner, footer, background, menu bar, body width and color, and CSS styling. Figure 3 shows you the various components of a wrapper. Each item on the wrapper is controlled from the "Website" module of the Administration Software. You do not have any access to HTML or scripting on the wrapper. However, you have limited access to images, colors, and fonts, spacing, and alignment.

2.1.1 Banner

The banner is the area at the top of the web site, above the menu bar. You can upload an image file in this area, or have the event's name appear. If no image is uploaded, the event's name appears over the background color selected for the main body; the font properties of the event's name and the background color of the banner area can be changed from the CSS file.

The size of the banner are depends on the image file you upload. The server does not do any image re-sizing or cropping. The format of the uploaded image file must be JPG. If you upload a banner image that is wider than the width of the main body and footer area, the width of the main body and footer areas are stretched horizontally to fit the

Figure 3.   Parts of the Wrapper
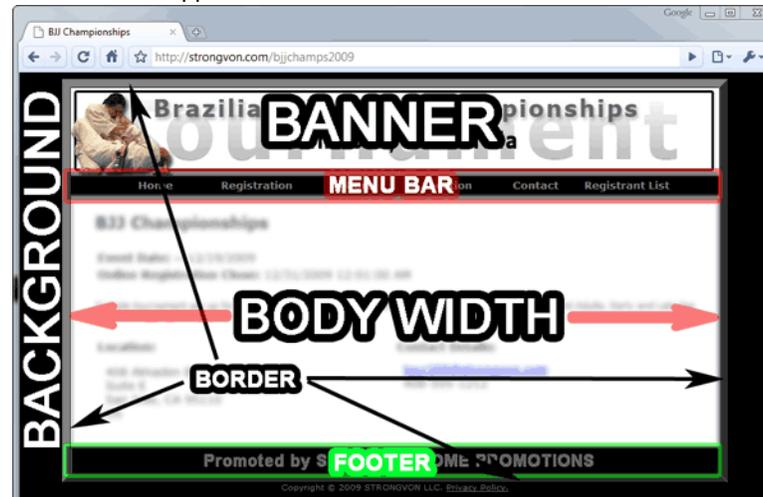
banner image's width (see Section 2.2 for details on the main body). You upload the banner image from the "Website" module. See Section 8.2.1 for instructions on how to upload a banner image.

2.1.2   Menu Bar

The menu bar appears below the banner. It contains the links to other web pages on the event website and links to external URLs. The menu bar has six parts, which are conceptually identified in Figure 4:

- **Main Menu Link Labels:** The main menu link labels are the top level navigation and are visible from the menu bar without having to hover the mouse over anything. A main menu link label is a hypertext that links to another web page on the event site, or an external URL. The default font is the white Verdana at 13px, but the font can be changed in the CSS file. The default alignment of the link label within the link area is "center", and can also be changed in the CSS file.

- **Main Menu Link Area:** This is the rectangular background area surrounding the main menu link label. As a default, this area changes to dark grey (#666666) when you hover the mouse over it and transparent otherwise. The default height of the area is 21px, and the width is adjusted individually by the length of the link label or by a specific width value specified in the "Website" module. The hover color, height, and width of this link area can be changed in the CSS file.

- **Submenu Link Labels:** The submenu link labels are the secondary level navigation and are visible from the menu bar only if the mouse hovers over a main menu link. Submenu links labels for a main menu link are listed vertically as a flyout menu. Just like for the main menu link label, the submenu link label is hypertext that links to another web page on the event site, or an external URL. The default font is the black Verdana at 11px and white Veranda at 11px with mouse hover. The font can be changed in the CSS file. The default alignment of the link label within the link area is "left", and can also be changed in the CSS file.

- **Submenu Link Area:** This is the rectangular background area surrounding the submenu link label. As a default, this area is light grey (#B4B4B4) and changes to dark grey (#666666) when you hover the mouse over it. The default height of the area is 21px, and the width is adjusted individually by the length of the link label. The hover color, height, and width of the submenu link area can be changed in the CSS file.

- **Menu Background Color:** This is the background color that spans the entire width of the menu bar. It is specified in the "Website" module. When no background color is specified for the menu bar, the background color is inherited from the background color of the main body.

- **Menu Background Image:** This is a non-repeat background image that spans the entire width of the menu bar. It is specified from the "Website" module. This image is superimposed on top of the background color for the menu bar.

Figure 4.   Components of the Menu Bar
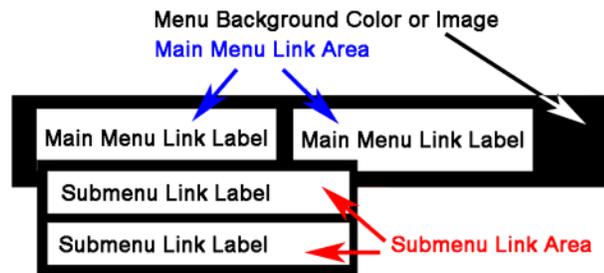
See Section 8.5 for details on how to add, edit, and delete main menu and submenu links.

2.1.3 Footer

The footer is the area at the bottom of the website, below the main body. You can upload an image file into this area. If no footer image is uploaded, nothing appears in that area. The size of the footer depends on what you upload. The server does not perform any image re-sizing or cropping. The format of the uploaded image file must be JPG. If you upload a footer image that is wider than the width of the main body area or the banner image, the width of the main body and banner areas are stretched horizontally to fit the footer image's width (see Section 2.2 for details on the main body). You upload the footer image from the "Website" module. See Section 8.2.2 for instructions on how to upload a footer image.

2.1.4 Main Background

The main background is displayed in the entire browser window in areas not covered by the Banner, Menu Bar, Main Body, and Footer. The background can be a color or an image, or both. When both are specified, the image is superimposed on top of the background color. The main background color and main background image are specified in

the "Website" module. See Section 8.3.1 for instructions on how to upload the main background image.

2.1.5 Body Background Color

The body background color is the default background color for the banner, menu bar, main body, and footer. You can override this color on the individual components. The body background color is specified in the "Website" module. See Section 8.3.2 for instructions on how to set the body background color.

2.1.6 Body Border

The body border is the width of the border around the area containing the banner, menu bar, main body, and footer. The default border width is 0 pixels, but you can change this value from the "Website" module. See Section 8.4.2 for instructions on how to set the main body border width.

2.1.7 Body Width

The body width is the minimum width of the area containing the banner, menu bar, main body, and footer. The default width is 800 pixels, but you can change this value from the "Website" module. The value configured for body width is overridden when you upload or specify an image, table, or other component that is wider. For example, the body width that is set to 800 pixels can be stretched if you upload a banner image that is 1000 pixels wide. See Section 8.4.1 for instructions on how to set the main body width.

2.2 Main Body

The main body is the area of the event website that changes from web page to web page on the event website. The display area is surrounded by the wrapper, regardless of which web page you access. You can create any number of web pages using either default body pages or custom body pages. Each page can be associated to either Main Menu Label Link or a Submenu Label Link in the Menu Bar.

2.2.1 Default Body Pages

Default body pages are areas that display fields that you have configured in the "Update Tournament" or "Update Category" windows. Using a default body page is a convenient way of displaying information relating to your event without having to generate HTML code.

The following are default body pages are available:

- **Home:** This displays the event's name, start date, end date, telephone, email, description, and location address. See Section 6.1 for details on this default page.
- **News:** This displays the event's start date, end date, registration close date, and a list of news items sorted by descending order. See Section 6.2 for details on this default page.

- **Registration Form:** This displays the online registration form for the event. The standard registrations fields that are collected are configured in the "Update Tournament" window. The fields for the categories are configured from the "Categories" module. See Section 6.3 for details on this default page.

- **Online Store:** This displays the catalog of items for sale on the online store. The items are configured in the "Store" module. See Section 6.6 for details on this default page.

- **Location:** This displays the "Location Description" field and an interactive map to the event location address from the "Update Tournament" window. The interactive map is provided through the Google Maps applications interface. See Section 6.5 for details on this default page.

- **Contact Form:** This displays an online contact form for people to send messages related to the event. The messages are automatically emailed to the address specified for the event in the "Update Tournament" window. See Section 6.4 for details on this default page.

The "Website" module is where you can specify which default body page you want on the event website. See Section 8.5.4 for details on how you can include default body pages on the event website. You also have access to the CSS style of specific areas of the default body pages. See Section 9 for details on accessing the content of the CSS file.

2.2.2 Custom Body Pages

A custom body page is HTML code that you upload to render a web page on the event website. Custom body pages are uploaded from the "Website" module. See Section 8.5.5 for details on uploading custom body pages. You can also upload custom CSS styles that are used in your custom body pages. See Section 9 for details on how to access content of the CSS file.

3 Creating the Event Website

When you create an event using your STRONGVON login account, the server creates a website for the event at the same time. There is no need to create an event website after you've already created the event because the event website already exists.

3.1 Creating an Event

3.1.1 Using a System Template

To create a new event from a system template, and thus create its event website:

1. Run the full version or web version Administration Software

2. Log into the server. If you're running the full version, click on the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side. If you've never created an event on your login account, the right side area should have no events listed.

4. Click on the "Add" button at the bottom. This opens a selection window for an event template shown in Figure 5.

5. Select on the template of choice by clicking on the icon that represents the template. When you have selected a template, its icon is outlined by a think blue box.

6. Click on the "Select" button. This opens the "Enter New Tournament Info" window shown in Figure 6.

7. Enter the values for the fields in the "Enter New Tournament Info" window as appropriate for your event.

8. Click on "Ok" to begin the creation of your event. The server takes 30 to 60 seconds to create your event and set up its event website.

After the server is done setting up your event, you should be directed to the "Website" module for the event. You are now able to make changes on this module or other module related to your event.
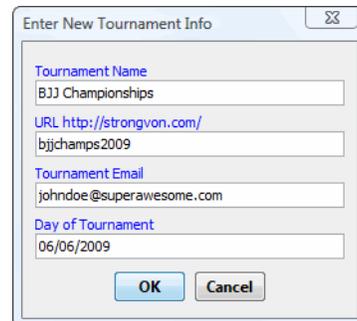
Figure 5. Adding an Event

Figure 6. New Tournament Info Window

3.1.2 From Blank

To create a new event from scratch, and thus create its event website:

1. Run the full version or web version Administration Software

2. Log into the server. If you're running the full version, access the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side. If you've never created an event on this login account, the right side area should have no events listed.

4. Click on the "Add" button at the bottom. This opens a selection window for an event template shown in Figure 5.

5. Click on the "Blank" button. This opens the "Add Tournament" window shown in Figure 7.

Figure 7.   Add Tournament Window

6. Enter the values for the fields in the "Add Tournament" window as appropriate for your event.

7. Click on "Submit" to begin the creation of your event. The server takes 30 to 60 seconds to create your event and set up its event website.

After the server is done setting up your event, you should be directed to the "Website" module for the event. You are now able to make changes on this module or other module related to your event.

3.1.3 Copying an Existing Event

You can create a new event by copying an existing event on your login account. When you copy an existing event, you are transferring all the website image files and custom body pages into the new event. Customized work, such as custom CSS content and other website options will not be copied to the new event. You must purchase options for the new event separately.

To create a new event from a copy of an existing event, and thus create its event website:

1. Run the full version or web version Administration Software

2. Log into the server. If you're running the full version, click the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side.

4. Click on the event you wish to copy from the right side to select it.

5. Click on the "Copy" button at the bottom.

6. Click on the "Continue" button on the confirmation prompt. This opens the "Enter New Tournament Info" window.

7. Enter the values for the fields in the "Enter New Tournament Info" window as appropriate for your event.

8. Click on "Ok" to begin the creation of your event. The server takes 30 to 60 seconds to create your event and set up its event website.

After the server is done setting up your event, you should be directed to the "Website" module for the event. You are now able to make changes on this module or other module related to your event.

3.2 After Event is Created

After the event is created on the system, you should configure the "Update Tournament" window and create categories as required to correctly set up your event. Many of the settings in the "Update Tournament" and "Update Category" windows are used as parameters to generate most of the website content. See Section 4 and Section 5 for details on how these fields affect the content on the event website.

The remainder of the website is configured on the "Website" module, where you can specify the banner image, footer image, background colors or images, CSS content, and navigation menu. See Section 8 for details on how to use the "Website" module.

4 Update Tournament Window

The "Update Tournament" window is where you configure settings that affect the general event settings. Many of these settings are also used to display content in the default web body pages. The "Update Tournament" window is accessible for any existing event

on the system. If you have not yet created an event, please follow the instructions in Section 3.1 to create an event.

4.1 Accessing the Update Tournament Window

To access the "Update Tournament" Window:

1. Run the full version or web version Administration Software

2. Log into the server. If you're running the full version, access the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side.

4. Double click on the event which you wish to update from the right side. Alternatively, you can click on the event once to select it and then click on the "Edit" button at the bottom.

4.2 Tournament Tab

The "Tournament" tab of the "Update Tournament" window shows general event information. This section describes the fields of this tab that affect the event website.

4.2.1 Event Name

The "Name" field appears in the title bar at the top of the event website. It is also displayed at the top of the default home page.

4.2.2 URL

The "URL" field contains the subdirectory name off the strongvon.com domain that make up the URL to your event's website. The format of the complete URL is:

```
http://strongvon.com/myevent
```

Enter in this field the unique subdirectory name after "http://strongvon.com/". Only lowercase letters and numbers are allowed.

4.2.3 Start and End Dates

The "Start Date" and "End Date" fields appear at the top of the default Home page and News page.

4.2.4 Registration Close Date

The "Registration Close Date" appears at the top of the default Home page and News page. When the online registration closes, this field also appears on the online registration form after the date and time has been reached.

4.2.5 Registration Close Message

When the online registration closes, the "Registration Close Message" appears on the registration form in lieu of the registration fields. This field can be rendered in HTML.

4.2.6 Description

The "Description" appears under the "Online Registration Close Date" on the default home page. This field can be rendered in HTML.

4.2.7 Email and Phone

The "Email" and "Phone" fields appear at the bottom of the default home page.

4.2.8 Address Fields

The address fields "Address 1", "Address 2", "City", "State", "Postal Code", and "Country" are displayed at the bottom of the Home page. They are also used to pinpoint the interactive map on the Location page.

4.2.9 Location Description

The "Location Description" is displayed above the interactive map on the Location page. This field can be rendered in HTML.

4.2.10 Single Division Registration

Enabling the "Single Division Registration" checkbox restricts the registrant to only one category on the online registration form.

4.2.11 Wizard Enabled

The "Wizard Enable" checkbox enables the multi-page format on the registration form. See Figure 6.3 for details on how the Registration form is divided into sections, and how the pages are displayed with and without the wizard.

4.2.12 Invalid Events

The "Invalid Event Combo(s)" area is where you select which combinations of categories is invalid on the online registration form. You can specify any number of categories in the combination (for example combinations with 2, 3, or 4 categories). When the registrant selects and invalid combination, he is given an error message and the selections categories in violation are automatically cleared.

4.2.13 HTML Fields

The "HTML Fields" area is where you specify which of the standard registration fields will appear on the online registration form. You can add and remove fields as required, change any of the field labels, change the grouping of fields, and change the order of appearance. You can also set individual fields as required.

4.2.14 Predefined School Names

The "Predefined School Names" area maintains a list of academy, gym, group, or club that appears in the selection list for the "Academy name" field on the registration form. You can add, edit, or delete names from this area. If you included the "School name" field in the "HTML Fields" area, then this list will appear above the "Academy name" field. The predefined list allows a registrant to select his academy from the list, thus populating the field with the pre-defined spelling. Registrants can still override the spelling in the "School name" field but the predefined list will lessen the variation in spelling. Invalid characters for academy names are: | = & ~ ' " + \

4.3 Cost Tab

The "Cost" tab of the "Update Tournament" window shows information that affect the payment method of the registration form. This section describes the fields of this tab that affect the event website.

4.3.1 PayPal Account

The "PayPal Account" field contains the user name of the PayPal account that is used to collect online payments through PayPal (for example, superawesome@paypal.com). If you enter a value in this field, the "PayPal" payment option will appear on the online registration form, and registrants will be able to complete an online payment for the registration fees. If you leave this field blank, the "PayPal" payment option will not appear on the online registration form. Read the document "PayPal Integration" for details on how to use the "PayPal" payment method.

4.3.2 Currency

The "Currency" field sets the currency to be used for the registration form and online store. The default currency will be the US Dollar. The currency that you select will be represented with a 3-letter code throughout the registration form. For example, if you select the US Dollar, all currency values in the online form and email notifications will be displayed next to the letters "USD".

The currency selected here will only affect the displayed currency and the currency value for PayPal integration. It will not affect the currency value for the STRONGVON Credit Card Service, which will always be collected in USD. If you are using the "Credit Card" payment method, all values will be treated as USD, regardless of the selection for this field.

4.3.3 Do not offer Credit Card payment

Enable the "Do not offer Credit Card payment" checkbox if you do not want to offer the "Credit Card" payment method on the online registration form and store order form. This checkbox only affects the event's website, and it is relevant only if you are approved for the STRONGVON Credit Card Service. If you are not approved for the STRONGVON Credit Card Service, this option does not affect the event's website.

Read the document "STRONGVON Credit Card Service" for details on using the "Credit Card" payment method.

4.3.4 Offer offline payment method

Enable the "Offer offline payment method" checkbox if you want to offer the "Offline" payment method on the online registration form and store purchases. Use this if you want to collect payments via cash, check, or bank transfers. You need at least one Pay-As-You-Go credit to accept online registrations with the "Offline" payment method. Read the document "Offline Payment Methods" for details on using the "Offline" payment method.

4.3.5 Offline payment label

The "Offline Payment Label" represents the "Offline" payment method in the "Payment Method" section on the registration form or online store. This label is displayed only if the "Offer Offline payment method" checkbox is enabled. An example of an appropriate label for this field is "Cash or Check". If this field is left blank, the label is "In Person or by mail".

4.3.6 Pending Message

The "Pending Message" field is displayed on the registration form after the registrant successfully submits an online form using the "Offline" payment method (cash, check, etc.). This field must be plain text. An example of an appropriate pending message would be instructions on where to mail payments or how to complete a bank transfer.

4.3.7 Registration Combo Pricing

The "Registration Combo Pricing" area is where you create a special pricing schedule for combination of categories. You can specify a combination that comprises any number of the existing categories. For example, you can create pricing for combinations made of 2, 3, or 4 categories. For each combination, you specify a price and an expiration time.

When the registrant selects all categories of a valid combination, his registration form will display the combination price in lieu of the standard prices of each category. If the expiration date and time has expired, the combination price will no longer apply to a registration. If you the price or the expiration date is blank, the combination price will never be valid.

You can specify the same combination multiple times with different prices and expiration dates to create early and late pricing for combinations. If a category appears in more than one valid combination, the listing order of the combinations in this window will determine the priority that the server uses to select a combination price, with the top most combination having the higher priority. Right mouse click on a combination and select "Move up" or "Move down" if you wish to change the combination's priority.

To add a combination click on the "Add" button to select the categories. To edit the combination price, double click in the "Price" column. To edit the expiration date and time of the combination, click on the "End Date" column.

4.3.8 Collect Shipping Address

Enable the "Collect Shipping Address" checkbox if you want to charge a single fee for shipping store items on the registration form or online store. When this checkbox enabled, the online form applies the price in the "Overall Shipping Charge" field.

4.3.9 Overall Shipping Charge

The "Overall Shipping Charge" is added to the total amount due on the optional store purchases if you are shipping items from the registration form or online store. This amount is fixed regardless of the quantities of items purchased from the optional store. This only affects the total amount due if there are purchases of store items, and does not affect registration fees.

4.4 Reply Messages

The "Reply Messages" tab of the "Update Tournament" window shows messages that appear on the registration form, contact page and online store. This section describes the fields of this tab that affect the event website.

4.4.1 Contact

The "Contact" message is displayed on the Contact form after the event's website visitor submits a message. An example of an appropriate message for this field would be to acknowledge that the message was received and indicate when to expect a reply. This message can be rendered in HTML.

4.4.2 Acknowledgment Message 1

The "Acknowledgment Message 1" appears on the registration form at the top after the registrant successfully submits his registration form. This message is displayed only as plain text. An example of an appropriate message for this field would be instructions checking in at the event.

4.4.3 Acknowledgment Message 2

The "Acknowledgment Message 2" appears on the registration form after the registrant successfully submits a registration form. It appears under the registration details. This message is displayed only as plain text. An example of an appropriate message for this field would be the waiver of participation.

4.4.4 Submit Instructions

The "Submit Instructions" message appears on the online registration above the summary of registered categories. An example of an appropriate message for this field would be indication that there is no refund. This message can be rendered in HTML.

4.4.5 Store Transaction

The "Store Transaction" message appears on the online store after a buyer has successfully submitted purchased using the "Offline" payment method. It does not appear on the online store page if the buyer uses the "Credit Card" or "PayPal" payment options. This message is displayed only as plain text.

5 Update Category Window

The "Update Category" window is where you configure settings that affect the registration form and brackets for your event. Many of these settings are also used to set up the online registration form. The "Update Category" window is accessible for any existing category on the system. If you have not yet created a category for your event, please read the technical guide "Configuring Categories" to understand how create and use categories.

5.1 Accessing the Update Category Window

To access the "Update Category" window:

1. Run the full version or web version Administration Software

2. Log into the server. If you're running the full version, access the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side.

4. Click on the event once to select it.

5. Click on the word "Categories" from the left. This displays the list of existing categories for the selected event.

6. Double click on the category which you wish to update from the right side. Alternatively, you can click on the category once to select it and then click on the "Edit" button at the bottom.

5.2 Display of Category Fields on Registration Form

The configuration of the categories directly affects how the registration form collects data that affect the brackets. The display of the category fields in the Preview pane of the "Bracket Configuration" window is how the category fields appear in the online registration form (without CSS styles).

Figure 8 shows a completed category configuration. The Preview pane on the right side of the "Bracket Configuration" window displays a preview of the online registration

form based on the configuration on the left. Figure 9 shows how the registration form actually displays the category fields with the default CSS styles applied.

Figure 8. Category Configuration

Figure 9. Category Fields on Online Registration
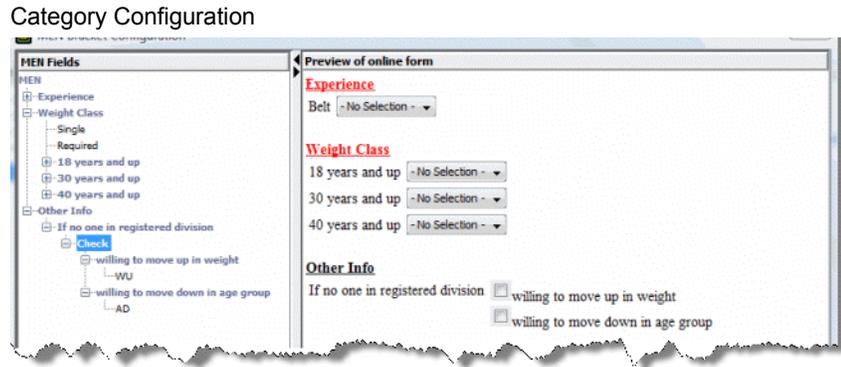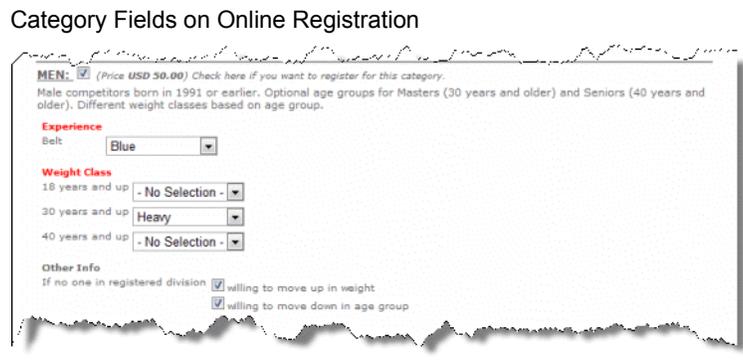
6 Default Body Pages

A default body page is code generated by the server to display information about your event in the main body area. Default body pages are there so you do not have to upload your own code to create certain web pages on the event website. You can configure any menu or submenu item to link to a default body page, depending on how you want to arrange your event website. Each default body page is assigned a specific file name that you specify as the link to a menu or submenu item.

6.1 Home

The Home page is designed to be the first page a visitor sees when he types the event URL in the address bar of a browser. Although it was designed to be the first web page, you do not have to use it for such a purpose. It contains the following details that are taken from fields of the "Update Tournament" window:

- **Event Name:** This is taken from the "Name" field.

- **Start Date and End Date:** This is taken from the "Start Date" and "End Date" fields.
- **Online Registration Close Date and Time:** This is taken from the "Registration Close Date" field.
- **Event Description:** This is taken from the "Description" field, which can be rendered with HTML tags and can display referenced images and videos from external URLs.
- **Location Address:** This is taken from the "Address 1", "Address 2", "City", "State", "Postal Code", and "Country" fields.
- **Email and Phone:** This is taken from the "Email" and "Phone" fields.

The file name for the Home page is "m_home.jsp", which you specify in the "Website" module as a link on the menu bar.

6.2 News

The News page displays a list of news items that you add to your event from Administration Software. It displays the Start Date, End Date, and Online Registration Close at the top, and then displays the news items. Each news items displays a date, title, and details. The title can be a hypertext link that points to another web page for more details.

The file name for the News page is "m_news.jsp", which you specify in the "Website" module as a link on the menu bar.

Figure 10.   Adding a News Item
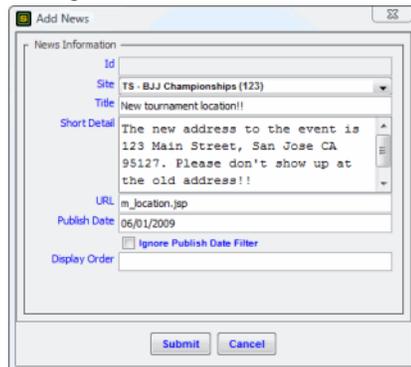
6.2.1 Add News and Update News Window

The "Add News" (shown in Figure 10) and "Update News" window is where you configure the news items that appear on the News page. The "Update News" window contains the exact same fields as the "Add News" window. These fields are as follows:

- **ID:** This field identifies your news item on the server. It is blank when you are creating a news item.
- **Site:** This field identifies which event the news item belongs.

- **Title:** This is the one line description of the news item. This can be rendered in HTML.

- **Short Detail:** This is a paragraph description of the news item. This can be rendered in HTML.

- **URL:** This can be the URL to another default body page, a custom body page, or an external URL. If you want it to link to another default body page or a custom body page that had been uploaded earlier, enter only the file name. If you want to link to an external URL, enter the full URL starting with "http://" or "https://".

- **Publish Date:** This is the date you want displayed to the left of the title. This can be any date. If it is a date that is beyond the current the date, the news item will not be displayed until the publish date is equal to or earlier than the current date; this allows you to schedule the publish date of news items.

- **Ignore Publish Date Filter:** If this checkbox is enabled, the news item will be published on the News page regardless of the date. This is useful if you plan to use the News page to display upcoming items instead of past items. You can change the "Latest News" headline that appears above the news item to another headline from the "Update Tournament" window.

- **Display Order:** This is an integer that determines the display order of news item among the other news item; the higher the value, the lower it appears on the list. Use this field only if you want to override the descending order by descending date. If you want to publish each the news item strictly according to its publish date, then leave this field blank. See Section 6.2.3 for details on how to use this field.

Figure 11.   List of News Items

6.2.2 Adding News Item

To add a news item to the News page:

1. Run the full version or web version of the Administration Software.

2. Log into the server. If you are running the full version, click on the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side.

4. Click on the event once to select it.

5. Click on the word "News" from the left. This displays the list of existing news items for the selected event shown in Figure 11.

6. Click on the "Add" button at the bottom of the window. This displays the "Add News" window shown in Figure 10.

7. Enter values in the field as appropriate.

8. Click on the "Submit" button to create the news item and close the "Add News" window.

6.2.3 Order of News Items

The display order of the news items is based on the values in the "Display Order" and "Published Date" fields of the "Add" or "Update News" window. The logic for determining the order is according to this priority:

1. **Display Order:** The lower the value, the higher it appears in the display order. This takes higher priority than the value in the "Published Date" field.

2. **Published Date:** The later the date, the higher it appears in the display order. This rule applies only within news items with the same value in the "Display Order" field.

For example, if a list of news items were as follows:

- **Item A:** Display Order = 1, Published Date = 1 June 2009
- **Item B:** Display Order = 1, Published Date = 2 June 2009
- **Item C:** Display Order = 1, Published Date = 3 June 2009
- **Item D:** Display Order = 1, Published Date = 4 June 2009

The display order of the above list will be D-C-B-A because the values of the "Display Order" are equal, so the "Published Date' determines the order.

But if the news items were configured as follows:

- **Item A:** Display Order = 1, Published Date = 1 June 2009
- **Item B:** Display Order = 2, Published Date = 1 June 2009
- **Item C:** Display Order = 1, Published Date = 2 June 2009
- **Item D:** Display Order = 3, Published Date = 3 June 2009

The display order of the above list will be C-A-B-D. Items A and C are displayed first because they the "Display Order" on both are 1. Item C is displayed before A because it has the later date. Item B is next because it has a "Display Order" of 2. Item D is last because it has a "Display Order" of 3.

6.2.4 Custom News Page

You can display the news items on a custom body page instead of using the default News page. See Section 7.3 for details on creating a custom news page.

6.3 Registration Form

The Registration Form is required on the event website if you wish to collect online registration. There is a default set of fields collected on the Registration Form, but you can add or remove fields as required.

The file name for the Registration is "m_tournament_registration1.jsp", which you specify in the "Website" module as a link on the menu bar.

6.3.1 Sections of the Registration Form

The Registration Form comprises five parts:

- **Section A:** Standard Registration Fields (First Name, Last Name, Age, Weight, School, etc.)
- **Section B:** Category Fields (Belt, Weight, Age Group, etc.)
- **Section C:** Optional Purchases (T-shirts, Spectator tickets, etc.)
- **Section D:** Registration Review and Apply Promotion Code
- **Section E:** Waiver Agreement, Save Password, and Verification Code

6.3.2 Use of Sections With and Without Wizard (Multi Page Form)

Sections A, B, C, and D appear on the same long page as shown in Figure 13. However, you can break up the sections further when you enable the unless you enable the "Wizard Enabled" checkbox from the "Update Tournament" window (shown in Figure 12). The Wizard allows you to divide Sections A, B, C, and D into separate pages where the registrant can traverse forwards and backwards without losing data he entered. When complete with his registration data, he gets to Section E where he must agree to your waiver terms and enter a verification code before he can submit his form. Figure 14 summarizes the display order of the sections when the Wizard is enabled.

Figure 12.   Enabling Wizard

When the Wizard is enabled, the form does not allow the registrant to continue to the next section until the required fields of the current section is completed. Only Sections A and B can have required fields. If there are required fields in Section A, the registrant is unable to continue to Section B unless he enters appropriate values in the required fields of Section A. If there are required fields in Section B, the registrant is unable to continue to section C unless she enters appropriate values in the required fields of Section B.

Section A, B, D, and E are displayed on every registration form. If the event has no store items created, Section C is not displayed, regardless of the state of the "Wizard Enable" checkbox of Figure 12.
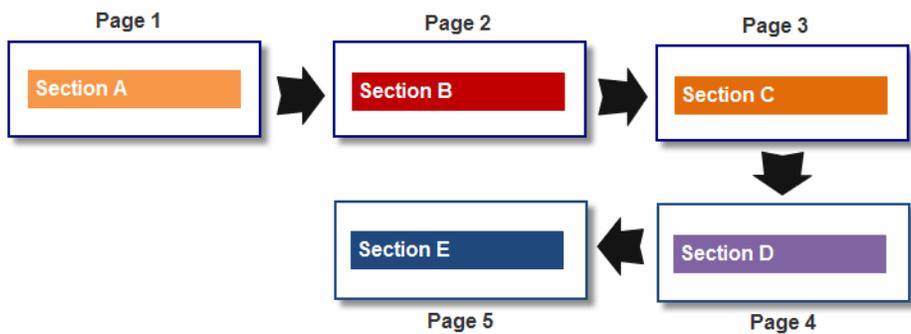
Figure 13.   Display Order of Sections Without Wizard
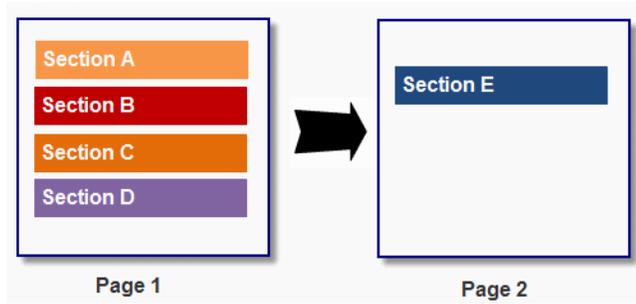
Figure 14.   Display Order of Sections With Wizard

6.3.3 Standard Registration Fields (Section A)

These fields are collected and save directly into the fields from the "Registrant" and "Other Info" tabs of the "Update Registrant" window. You can add and remove these fields from the "HTML Fields" area as described section Figure 4.2.13.

The registration fields that you add to this area can be organized into multiple groups on the online form. The total number of groups that are configured are automatically divided into two columns in Section A, regardless of the number of fields in each group. If there is an odd number of groups, then the left side will have one more group than the right side. You can change the display order of the groups from up to down, but you cannot control the split point where the groups are divided into two columns.

For example, if you have a total of 5 groups of fields (such as "Contact Info", "Emergency Contacts", and "Team Information"), then the left column of Section A will display the first three groups while the right column displays the last two groups.

6.3.4 Category Fields (Section B)

Section B displays all categories with a valid price. If there is no valid price, categories are not displayed, even if they exist for the event. Read the document "Registration Pricing" for details on the maintaining the price schedule of a category.

The fields displayed in Section B are entire configured through the Categories module. Read the document "Configuring Categories" for details on creating and maintaining categories.

Figure 15.   Expansion of an Enabled Category in Section B

Each category in this section is represented by a subsection of Section B. The category name and current price appears next to a checkbox and the category's description appears below the name. When the checkbox is enabled, the subsection expands to display the modules and fields within the category. Figure 15 shows a conceptual view of how a category expands when enabled; Figure 9 shows a sample of how the category actually looks when the registrant enables the category checkbox.

At the bottom of Section B next to the "Continue" button is summary of the current total price of the registration, including the optional purchase and discount. If the registrant has not yet moved beyond this section, the current total price should include only the registration fees applicable in this section. If the registrant selects multiple categories and a combination price is applied, the current total price will have the combination price calculated.

6.3.5 Optional Purchases (Section C)

Section C appears on the Registration Form only when there are store items created on the event. This allows you to upsell the registration with additional items to increase the charge amount. See the document "Online Store" for details on how to use the online store. Store items in this section are the same store items that appear in the default Store page where a visitor can buy store items without a registration.

6.3.6 Registration Review (Section D)

Section D is where you the registrant review his registration and total fees for registration and optional purchase. The values for the category fields are displayed here with the category price that is applied. Combination prices are shown where they applicable.

If there is a mistake in his category configuration, then he must click on the "Back" button to return to Section C and make the correction. If he made a mistake on his optional purchase, he can either click on the "Remove" link of a store item, or click on the "Back" to return to Section C to add more items.

The registrant can also apply a promotion code below the prices to apply a discount to the registration fees. He is allowed to apply only one promotion code to his registration. After he enters the promotion code, he can immediately see the discount amount applied to his registration fees when he clicks on the "Apply Promotion" button. If he doesn't click on the "Apply Promotion" button, the promotion code is applied when he continues to Section E. Read the document "Promotions and Discounts" for details on configuring promotion codes for your event.

6.3.7 Waiver Agreement and Verification Code (Section E)

Section E is the final page before the registration is submitted to the server. Figure 16 shows you an example of what this section looks like on an event website. This section has three functions:

- **Waiver Agreement:** The registrant will be unable to submit his registration form if he does not enable this checkbox. See Section 8.6 for details on how to upload your own wording to the "Read RELEASE OF LIABILITY" link.
- **Saving Password:** The registrant has the option to save a password to this registration so that he can later retrieve the values of the Section A next time he registers for one of your events. Read "Managing Registrations" for more details about saving password to this registration.
- **Verification Code:** He must enter the verification code of the image in the field directly below the image. This code is case sensitive and has no spaces or zeroes. He cannot submit his registration if he does not enter the correct code. If he submits an incorrect code, the image will be regenerated and he has to enter the new code correctly.

6.4 Contact Form

The Contact Form (shown in Figure 17) displays a form that allows a visitor to send you a message without knowing your email address. The visitor's message is sent to the email address specified in the "Update Tournament" window.

The file name for the Contact Form is "m_contact.jsp", which you specify in the "Website" module as a link on the menu bar.

Figure 16.   Waiver Agreement and Verification Code of Section E
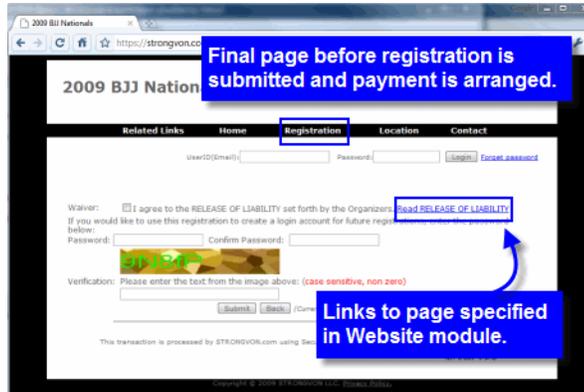
6.4.1 Collected Fields

The fields that are collected from this form are:

- **Name:** This field is required.
- **Email Address:** This field is required, and it must be a valid email format with the "@" and "." in their proper position. If the email is not from an existing email domain, the message will not be emailed to you. You must retrieve the message from the Contacts module (see Section 6.4.4).
- **Telephone:** This is an option field.
- **Subject:** This is the line of text that will appear in the subject of the notification email that is sent to the event's email.
- **Message:** This is the message body. This is sent as plain text in the email notification of this message.

Figure 17.   Contact Page

6.4.2 Verification Code

After the visitor hits the "Continue" button, he is taken to a page where he must enter a verification code from an image. Just as it is for the verification code of the Registration Form, if he does not enter the correct code for the image, he is not able to submit his message to you.

6.4.3 Reply Message

After the visitor submits his message, he sees the reply message that is configured in the "Reply Messages" tab of the "Update Tournament" window (shown in Figure 18). The reply message appears in the event website replacing the Contact Form after a successful submission.

Although you get an automated notification of the message, the visitor does not get an automated confirmation email of his message.

Figure 18.   Configuring Reply Message for Contact Form

### 6.4.4 Message Retrieval from Administration Software

In addition to having the visitor's message emailed to the event email, the messages are collected into the server database for your retrieval from the Administration Software. Messages can be retrieved only from the server database.

To access the messages from the Contact form:

1. Run the full version or web version of the Administration Software.

2. Log into the server. If you are running the full version, click on the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side.

4. Click on the event once to select it.

5. Click on the word "Contacts" from the left. This displays the list of existing messages from the Contact form as shown in Figure 19.

6. Select a message and click on the "View" button to see the details of that message.

Figure 19.   Contacts Module
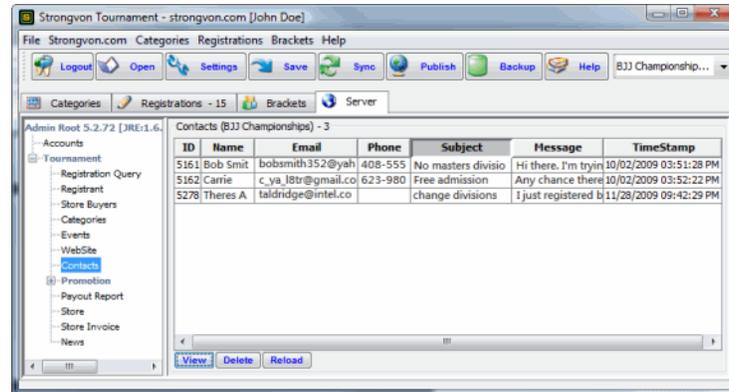
6.5 Location

The Location page displays an interactive map to the event address as shown in Figure 20. The address fields from the "Update Tournament" window is the address that is used to draw the map. If a valid address is not entered in the "Update Tournament" window, the map will be blank. This page uses the API connection to Google Maps to draw the map.

Above the map on this page is displayed the value for the "Location Description" field, also from the "Update Tournament" window. This field should contain driving directions and the location address. It can be rendered in HTML.
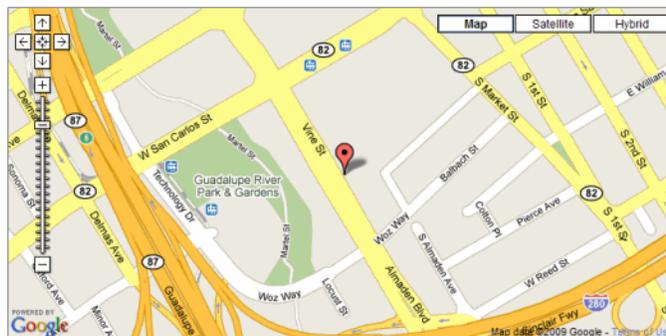
The file name for the Location page is "m_location.jsp", which you specify in the "Website" module as a link on the menu bar.

Figure 20.   Location Page

6.6 Online Store

The Online Store provides a means for a website visitor to purchase the store items without having to submit a registration. The store items that are displayed on the Online Store is the same for the Registration Form. However, the checkout procedure is slightly different because there is no registration involved.

The file name for the Online Store is "m_store.jsp", which you specify in the "Website" module as a link on the menu bar. For details on using, refer to the document "Online Store".

7 Custom Body Pages

You can upload custom body pages into the event website to display any information related to the event. A custom body page does not contain full web page data. Instead, it contains HTML code that is displayed in the main body area of the event website. The remainder of the page is rendered by the code generated by the wrapper. See Section 8.5 for details on how to upload custom body pages and create their links on the menu bar.

7.1 Recommended Format

You can create custom body pages from scratch or by copying HTML code from another web page. This is similar to code you would use to display areas in standard posts on websites such as Wordpress or Myspace.

7.2 Template Files

STRONGVON offers a variety of template files containing HTML codes for commonly used body pages. These template files contain sample data that you can modify for your event. They get you started in creating custom body pages. To download these template files go to:

```
http://strongvon.com/templates
```

Template files are incomplete portions of a web page, so they do not have the proper web page declarations. Also, when you view the files from the template directory or other location apart from the event website, none of the CSS styles will be applied. Thus, you won't get an accurate picture of what the page will look will like on the event website until you upload it to the live website where it will have the proper page declaration and CSS styles applied.

7.3 News Widget

The News Widget allows you to add a list of news items that were added from the News module of the Administration Software. See Section 6.2.2 for details on how to add news items to your event. After you've added at least one news item into an event, you have access to generate code to list the news items in a custom body page.

7.3.1 Options for News Widget

The code for the News Widget is based on the options you set just before generating the code. The options are as follows:

- **Hide Published Date:** Select "Yes" if you do not want to publish the date of the news items.
- **Published Date Pattern:** If you select "No" for "Hide Published Date", this field determines how the date is displayed. A list of standard patterns are available from the pull down list, but you can write a custom pattern into the field. "d" or "dd" represent the day; use "dd" if you want to display dates single numbers with a leading "0". "M" or "MM" represents the month as a number; use "MM" if you want to display a leading "0" for months 9 and under. "MMM" represents the month as three letters. "yy" or "yyyy" represents the year; use "yyyy" if you want to display all four digits of the year. You can use own separator such as space, dash, or slash.
- **Display Order:** If you select "ascending", the earlier the date the higher the item appears on the list. If you select "descending", the later the date the higher the item appears on the list. If you are using the "Display Order" value of the "Add News" or "Update News" window, see Section 6.2.3 for details on how the display order of the "Published Date" field affects the display order of the news items.

7.3.2 Generating Code for News Widget

To generate the code for the news widget from the News module:

1. Right mouse click on the list of news items. This displays a popup menu shown in Figure 21.

2. Select "Get News Widget" from the popup menu. This opens the "News Widget Settings" window on the left side of Figure 22.

3. Select the desired options. See Section 7.3.1 for details on each option.

4. Click on "Ok" to generate the code. The code is immediately displayed for you in a message window. Copy the code to clipboard and paste it into the file for your custom body page.
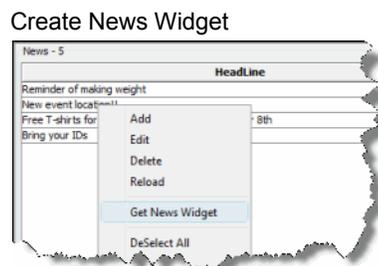
Figure 21. Create News Widget

**Figure 22.**   Generate Code for News Widget

8 Website Module

The first module that you see after you create an event is the "Website" module for that event. Figure 23 shows the layout of the "Website" module. This is where you configure the wrapper and upload the content for the body pages.

8.1 Accessing the Website Module

To access the "Website" module:

1. Run the full version or web version Administration Software

2. Log into the server. If you're running the full version, access the "Server" tab.

3. Click on the word "Tournament" on the left side. This displays the list of existing events on right side.

4. Click once on the event from the right side to select it.

5. Click on the word "Website" from the left side. This displays the "Website" module as shown in Figure 23.

Figure 23.   Accessing Website Module
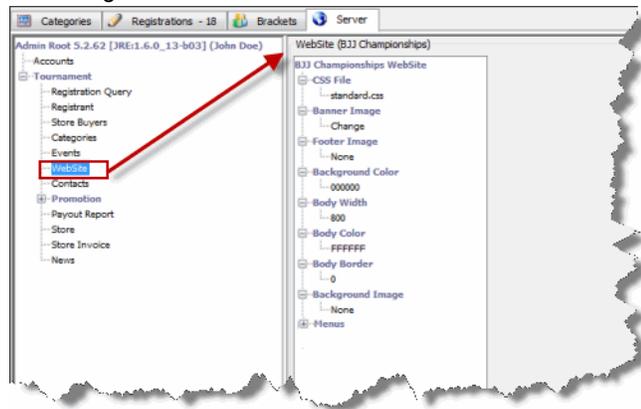
8.2 Uploading Images to Wrapper

The "Website" module allows you to upload the static images that remain in the wrapper on every web page of the event website. Following are instructions on how to upload specific images. Images are not uploaded to the live website until you click on the "Update" button at the bottom of the "Website" module.
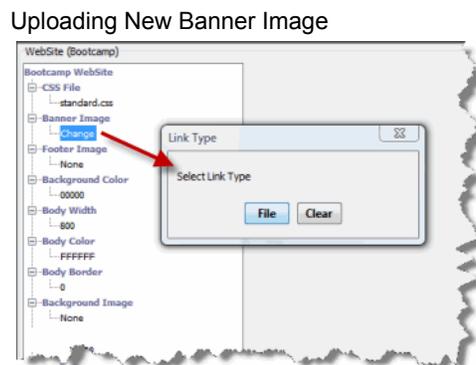
8.2.1 Banner Image

If there is currently no banner image on the event website, the word "None" appears as a branch off the word "Banner". If there is a banner image, the word "Change" appears instead. To upload a new banner image:

1. Click on the word "None" or "Change" under the word "Banner" as shown in Figure 24.

2. Select "File" from the "Link Type" window.

3. Browse for the image file, and click "Open" to complete the configuration.

The file must be JPEG format with the "jpg" file extension. Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the banner image to the live website.

If you no longer want to use a banner image, select "Clear" instead of "File" from the "Link Type" window. When you clear the banner image, the event name will appear in the banner area.

Figure 24.   Uploading New Banner Image

8.2.2 Footer Image

If there is currently no footer image on the event website, the word "None" appears as a branch off the word "Footer". If there is a footer image, the word "Change" appears instead. To upload a new footer image:

1. Click on the word "None" or "Change" under the word "Footer"

2. Select "File" from the "Link Type" window.

3. Browse for the image file, and click "Open" to complete the configuration.

The file must be JPEG format with the "jpg" file extension. Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the footer image to the live website.

If you no longer want to use a footer image, click on the word "Change" under "Footer" and select "Clear" from the "Link Type" window. When you clear the footer image, nothing will appear in the footer area.

8.2.3 Main Background Image

If there is currently no main background image on the event website, the word "None" appears as a branch off the word "Background Image". If there is a main background image, the file name of the image appears instead. To upload a new main background image:

1. Click on the word "None" or the current file name.

2. Select "File" from the "Link Type" window.

3. Browse for the image file, and click "Open" to complete the configuration.

The file can be any web image format (jpg, gif, png). Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the main background image to the live website.

If you no longer want to use the main background image, click on the current file name under "Background Image" and select "Clear" instead of "File" from the "Link Type" window. When you clear the main background image, no image will appear in the main background of the wrapper.
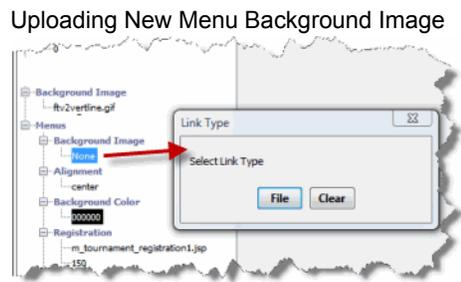
8.2.4 Menu Background Image

If there is currently no menu background image on the event website, the word "None" appears as a branch off the word "Menu Image". If there is a main background image, the file name of the image appears instead. To upload a new main background image:

1. Expand the "Menu" tree to display its branches.

2. Click on the word "None" or the current file name under "Background Image" from the "Menu" branch (as shown in Figure 25).

3. Select "File" from the "Link Type" window

4. Browse for the image file, and click "Open" to complete the configuration.

The file can be any web image format (jpg, gif, png). Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the menu background image to the live website.

If you no longer want to use the menu background image, click on the current file name under "Background Image" and select "Clear" instead of "File" from the "Link Type" window. When you clear the menu background image, no image will appear in the background menu bar.

Figure 25. Uploading New Menu Background Image

8.3 Configuring Background Colors on Wrapper

8.3.1 Main Background Color

The main background color appears underneath the main background image. This color is specified by its hexadecimal value. If there is no color, the word "None" appears as a branch under "Background Color". The default value is #000000 (black). You can specify the color from a swatch selection or by entering the hexadecimal value directly.

To change the main background color:

1. Click on the word "None" or the current color value under "Background Color".

2. Select how you want to specify the color on the "Select Entry Type" window.

3. Click "Ok". If you select "Enter Color", enter the hexadecimal value (as shown in Figure 26). If you select "Use Swatch", click on the color from the swatch.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the main background color to the live website.

8.3.2 Body Color

The body background color is the background color specified the area containing the banner, menu bar, main body, and footer. This color is specified by its hexadecimal value. If there is no color, the word "None" appears as a branch under "Body Color". The default value is #FFFFFF (white). You can specify the color from a swatch selection or by entering the hexadecimal value directly.

To change the body color:

1. Click on the word "None" or the current color value under "Body Color".

2. Select how you want to specify the color on the "Select Entry Type" window.
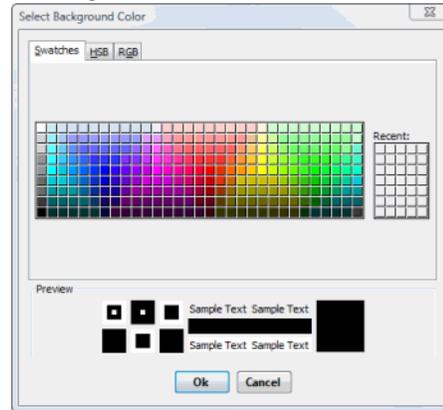
Figure 26.   Selecting Main Background Color

Figure 27.   Entering Color from Swatch

3. Click "Ok". If you select "Enter Color", enter the hexadecimal value (as shown in Figure 26). If you select "Use Swatch", click on the color from the swatch.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the main body color to the live website.

8.3.3 Menu Background Color

The menu background color is the background color specified the entire menu bar. This color is specified by its hexadecimal value. If there is no color, the word "None" appears as a branch under "Body Color". The default value is #000000 (black). You can specify the color from a swatch selection or by entering the hexadecimal value directly.

To change the menu background color:

1. Expand the "Menu" tree to display its branches.

2. Click on the word "None" or the current color value under "Background Color" from the "Menu" branch (shown in Figure 28).

3. Select how you want to specify the color on the "Select Entry Type" window.

4. Click "Ok". If you select "Enter Color", enter the hexadecimal value (as shown in Figure 26). If you select "Use Swatch", click on the color from the swatch.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the menu background color to the live website.

Figure 28.   Selecting Menu Background Color
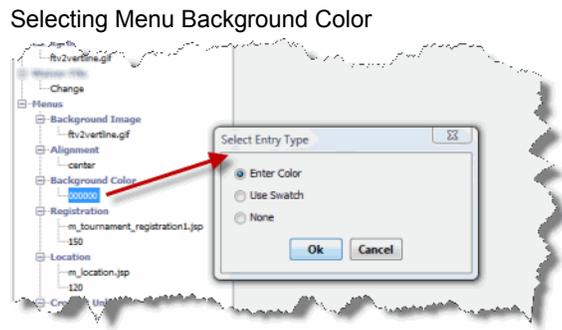
8.4 Configuring Widths on Wrapper

8.4.1 Body Width

The value specified for the "Body Width" is be interpreted as pixels. The default value for the body width is 800. To change the body width:

1. Click on the current width value under "Body Width".

2. Enter the pixel value of the body width. Enter only a value; do not enter "px".

3. Click "Ok".

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the new body width value to the live website.

Figure 29.   Entering Main Body Width
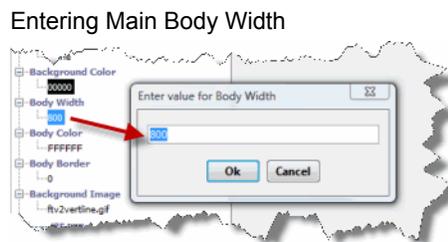
8.4.2 Body Border Width

The value specified for the "Body Border" is be interpreted as pixels. The default value for the body border width is 0 (no border). To change the body border width:

1. Click on the current width value under "Body Border".

2. Enter the pixel value of the body width. Enter only a value; do not enter "px".

3. Click "Ok".

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the new body border width value to the live website.

8.5 Configuring Links on Menu Bar

8.5.1 Adding Main Menu Link to Default Body Page

To add a main menu link to a default body page on the menu bar:

1. Expand the "Menu" tree to display its branches.

2. Click on the word "Menu". This opens a pull down list of default body pages to which the label can link (shown in Figure 30).

3. Select the default body page from the pull down menu and click "Ok". The default label for the link now appears as a branch off "Menu", and the script file that is used to generate the default body page appears as a branch off the label.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to display the new link on the menu bar of the live website.

Figure 30. Adding Main Label Link to Menu Bar

8.5.2 Adding Main Menu Link to Custom Body Page

A custom body page must be uploaded at the same time as adding the main menu link to it. To add a main menu link to a custom body page:
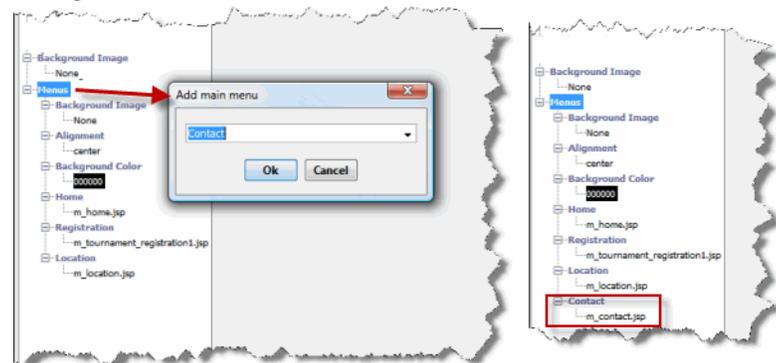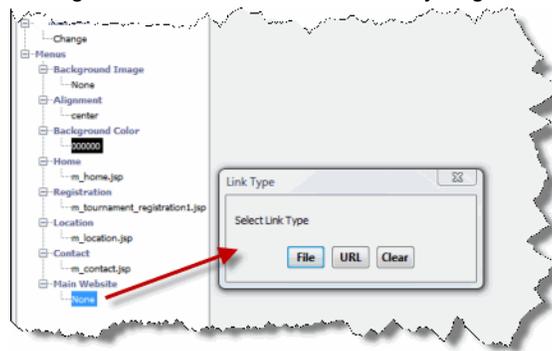
1. Expand the "Menu" tree to display its branches.

2. Click on the word "Menu". Enter the custom label for the body page. Do not select a default body page from the pull down menu.

3. Click on "Ok" to complete the addition of the custom label, which now appears as a branch off "Menu".

4. Click on the word "None" which appears as a branch off the new custom label (as shown in Figure 31).

5. Select "File" from the "Link Type" window.

6. Browse for the file containing the HTML code that you want to upload into the custom body page. The file that you upload must have only HTML code and the file name must have the extension ".htm" or "html".

7. Click on "Open" to complete the configuration.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the new custom page and display a link to it on the menu bar of the live website.

Figure 31.　　　　Adding Main Menu Link to Custom Body Page or External URL

8.5.3 Adding Main Menu Link to External URL

To add a main menu link to an external URL on the menu bar:

1. Expand the "Menu" tree to display its branches.

2. Click on the word "Menu" and enter the custom label for the body page. Do not select a default body page from the pull down menu.

3. Click on "Ok" to complete the addition of the custom label, which now appears as a branch off "Menu".

4. Click on the word "None" which appears as a branch off the new custom label (as shown in Figure 31).

5. Select "URL" from the "Link Type" window.

6. Enter the complete URL to which the label should link.

7. Click on "Ok" to complete the configuration.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to display the new menu link on the menu bar of the live website. When the viewer clicks on the link, the target browser window will be the same window, which means the viewer leaves the event website.
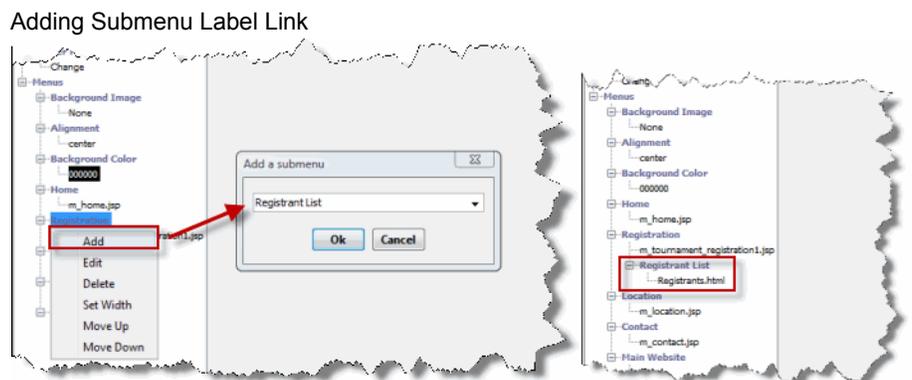
8.5.4 Adding Submenu Link to Default Body Page

You can add a submenu link only to an existing main label link. To add a submenu link to a default body page on the menu bar:

1. Expand the "Menu" tree to display its branches.

2. Click on the main label to which the submenu label belongs. This opens a popup menu.

3. Select "Add" from the popup menu. This opens a window that lists all the default body pages in a pull down menu, as shown on the left side of Figure 32.

4. Select the default body page from the pull down menu and click "Ok". The default label for the default body page now appears as a branch off associated main label as shown on the right side of Figure 32. The script file that is used to generate the default body page appears as a branch off the label.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to display the new submenu link on the menu bar of the live website.

Figure 32.   Adding Submenu Label Link

8.5.5 Adding Submenu Link to Custom Body Page

A custom body page must be uploaded at the same time as adding the submenu link to it. To add a submenu link to a custom body page on the menu bar:

1. Expand the "Menu" tree to display its branches.

2. Click on the main label to which the submenu label belongs. This opens a popup menu.

3. Select "Add" from the popup menu. This opens a window that lists all the default body pages in a pull down menu, as shown on the left side of Figure 32.

4. Enter the custom label for the submenu link. Do not select a default body page from the pull down menu.

5. Click on "Ok" to complete the addition of the custom label, which now appears as a branch off associated main label.

6. Click on the word "None" which appears as a branch off the new custom label.

7. Select "File" from the "Link Type" window.

8. Browse for the file containing the HTML code that you want to upload into the custom body page. The file that you upload must have only HTML code and the file name must have the extension ".htm" or "html".

9. Click on "Open" to complete the configuration.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the new custom page and display a submenu link to it on the menu bar of the live website.

8.5.6 Adding Submenu Link to External URL

To add a submenu link to a custom body page on the menu bar:

1. Expand the "Menu" tree to display its branches.

2. Click on the main label to which the submenu label belongs. This opens a popup menu.

3. Select "Add" from the popup menu. This opens a window that lists all the default body pages in a pull down menu, as shown on the left side of Figure 32.

4. Enter the custom label for the submenu link. Do not select a default body page from the pull down menu.

5. Click on "Ok" to complete the addition of the custom label, which now appears as a branch off associated main label.

6. Click on the word "None" which appears as a branch off the new custom label.

7. Select "URL" from the "Link Type" window.

8. Enter the complete URL to which the label should link.

9. Click on "Ok" to complete the configuration.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to display the new submenu link on the menu bar of the live website. When the viewer clicks on the link, the target browser window will be the same window, which means the viewer leaves the event website.

8.5.7 Editing or Deleting Labels and Links

You can modify or delete the labels and links of main menu items and submenu items any time after you've added them, regardless of whether or not the link points to a default body page.

To edit the label, click on the label in the "Website" module. Select "Edit" from the popup menu if you want to modify the label. Select "Delete" if you want to delete the label. The link is automatically deleted if you delete its label.

To edit the link, click on the specified link which appears under its label. Select "File" if you want to change the link to a custom body page. Select "URL" if you want to change the link to an external URL. Select "Clear" if you want to remove the link, but leave the label.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to update the menu bar of the live website.

8.5.8 Editing Width of Main Menu Link Area

The default width of each main menu link area (see Section 2.1.2 for details on the main menu link area) is determined by the width occupied by the label link. However, you can override this value by manually setting the pixel value of the width on each individual link area.

To set manually set the width of the label link area:

1. Expand the "Menu" tree to display its branches.

2. Click on the main label whose width you want to change. This opens a popup menu.

3. Select "Set Width" from the popup menu.

4. Enter the pixel value of the width. Do not enter "px" or "pixels" after the value.

5. Click "Ok" to complete the configuration. The pixel width appears as a branch off the main label.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to display the new widths on the live website.

8.5.9 Ordering Menu and Submenu Links

The order that the menu and submenu links appear in the "Website" module is the same order that the menu and submenu links appear on the menu bar. The top most main menu link in the "Website" module is the left most main menu link on the menu bar. The

top most submenu link in the "Website" module is the top most submenu link for flyout menu in the menu bar.

When a visitor enters the event website's URL (for example), the first web page he sees is the body page (custom or default) from the top most menu link (main or submenu) in the "Website" module. If the top most menu link points to an external URL, the visitor sees the web page of the next menu link down on the tree. If you want a different page to appear as the first web page, move its menu link to the top most position.

To move a main menu or submenu link on the "Website" module:

1. Expand the "Menu" tree to display its branches.

2. Click on the main menu or submenu label whose position you want to change. This opens a popup menu.

3. Select "Move up" or "Move down" from the popup menu.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to apply the new display order on the live website.

8.6 Uploading Waiver File

When the registrant submits his online registration form, he must agree to your terms of participation. The web page where he agrees to your terms links to a page that contains the wording of these terms. A default page of generic terms already exists for the event. To upload your own wording for these terms from the "Website" module:

1. Expand the tree at the branch "Waiver File". This displays the word "Change" which appears as a branch under "Waiver File".

2. Click on the word "Change". This opens the "Link Type" window.

3. Click on the "File" button. This opens a file browser.

4. Browse for the HTML file that contains your waiver terms. This page will be displayed without the wrapper in a separate browser window, so ensure that it has complete web page declarations.

5. Click on "Open" to complete the file selection.

Click on the "Update" button at the bottom of the "Website" module if you have no other changes and you wish to upload the new waiver wording on the live website.

8.7 Update, Reload, and View Site Buttons

8.7.1 Update Button

Modifications on the "Website" module are applied to the live event website only after you click on the "Update" button at the bottom. For efficiency, you should make multiple modifications before clicking on the "Update" button.

If you make changes to the "Website" module, but switch to another event or log out before you click on the "Update" button, you lose the changes. If you want to save the changes, you must click on the "Update" button.

8.7.2 Reload Button

The "Reload" button that appears near to "Update" button is used to recall the last saved settings on the "Website" module. If you make a mistake on your changes, you can use the "Reload" button to remove your changes while reverting back to the currently saved settings.

8.7.3 View Site Button

The "View Site" button that appears next to the "Update" button allows you to launch your default web browser and access the live event website. This button does not apply the changes that you make on the "Website" module.

9 CSS File

A CSS (Cascading Style Sheet) file that defines how HTML elements should be displayed on the pages of a website. Items that are controlled by a CSS file include fonts, colors, background images, padding, area dimensions, and element location.

Each event website has its own CSS file with a default set of styles that control the wrapper and default body pages. The CSS file for the event website is accessible from the "Website" module. You can modify and add styles on the CSS file as required. STRONGVON recommends that you understand how to use CSS code before you attempt to change the content of the event's CSS file.

9.1 Purchasing CSS Option

To access the CSS file of an event website, you must first purchase an option from the "Update Tournament" window of the event. To purchase the CSS option:

1. Run the full version or web version Administration Software.

2. Log into the server. If you are using the full version, click on the "Server" tab.

3. Click on the word "Tournament" on the left side of the window. This displays the list of events on the right side.

4. Double click on the event from the right side to open the "Update Tournament" window. Alternatively, click on the event once and then click on the "Edit" button at the bottom of the window.

5. Click on the "Cost" tab of "Update Tournament" window.

6. Scroll down to the are called "Site Options" shown in Figure 33.

7. Click on the "Purchase Option(s)" button.

8. Enable the checkbox for "Site CSS" on the "Purchase Site Options" button.

9. Click on "Purchase" to submit the purchase request. A message is displayed to indicate that you will be re-directed to a secure payment page to complete your online payment for the option. In case you are not taken to the secure payment page on your browser, copy to clipboard the URL in the message window as a backup to accessing the secure payment page.

10. Click "Ok" from the message window to launch a browser window and access the secure payment page.

11. Enter your credit card payment details.

12. Click on "Finalize and Process Order" button at the bottom of the secure payment page. The resulting web page will indicate whether or not your online payment has been accepted.

If your payment was accepted, the invoice will be emailed to email specified for the event on the "Update Tournament" window. To see the option enabled, close the "Update Tournament" window, click on the "Reload" button of the tournament list, and re-open the "Update Tournament" window. If your payment was not successful, the "Site CSS" checkbox is not enabled on the "Cost" tab.

Figure 33.   Purchasing CSS Option
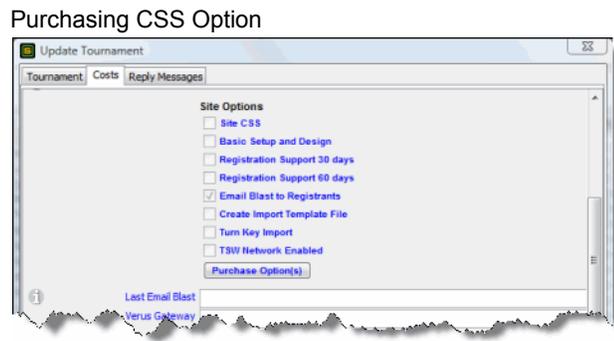
9.2 Changing Content of CSS File

To access the content of the CSS file on the "Website" module, click on the CSS file name "standard.css", which appears as a branch under the word "CSS File". The content of the CSS file appears on the right side of the "Website" module (as shown in Figure 34). Each element of the CSS file has a comment directly above to indicate the element's use within the event website. You can make changes to the content directly from the right side of the "Website" module, overwriting existing elements. You can also add styles of your own for use with custom body pages.

After you make your custom changes to the CSS content, click on the "Update" button to save the CSS file and upload the changes to the live website.

Figure 34.   Accessing Content of CSS File
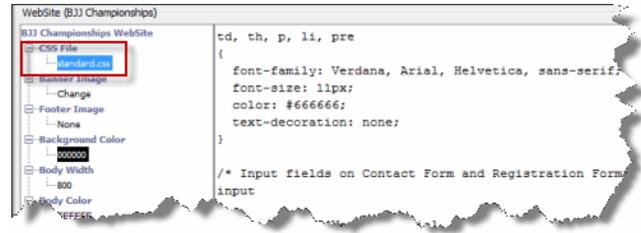
10 URL Access

You can access the event website in multiple ways, depending on how what you wish to advertise as the URL for the event website.

10.1 Standard URL

Every event website has a standard URL associated with it. The format of the standard URL is:

```
http://strongvon.com/[event URL field]
```

The directory that appears after the "strongvon.com" is the value for the "URL" field in the "Update Tournament" window. Ensure that this value has no spaces or other illegal characters. If you leave the "URL" field blank, you will not have access to the event website.

10.2 HTTP Redirect

You can program an external domain to perform an HTTP redirect to the standard URL for the event website. For example, you can program the domain to "www.mytournaments.com" to point to "http://strongvon.com/bjjchamps/".

You have two options when doing an http redirect:

- **Unmasked Redirect:** With an unmasked redirect, you are doing a simple redirect with no overriding of the display of the actual URL being accessed. This is the recommended type of redirect.
- **Masked Redirect:** With a masked redirect, you are covering the actual URL being accessed with the external domain name. This is not recommended because the actual URL uses the "https:" protocol on the Registration Form and Online Store. If the URL is masked with the "http:" in the address bar, the page will not appear secure to your viewers.

10.3 A-Record Programming of Domain

You can program an A-record to point to the STRONGVON server. This will allow the external URL to be in actual URL of the event website. For example, you can have "http://www.mytournaments.com/myevent" instead of the standard URL. You must purchase the Custom Domain option before STRONGVON will redirect calls to your external domain to the appropriate event directory.

The Registration Form and Online Store require a certificate to be installed for the domain in the address field. Thus, you will also need to purchase an SSL certificate for the external domain, and then have STRONGVON program the certificate for your event. The Custom Domain option will include programming of an SSL certificate.

11 HTTPS and SSL Certificate

The Registration Form and Online Store require an HTTPS connection, which is a secured connection between the local browser and the STRONGVON server. You can see when the HTTPS connection is being used by observing the URL of the web page. If the start of the URL begins with "https://" instead of "http://" you are viewing the web page using an encrypted connection with the server. Ensure that when you are advertising or publishing the URL to the Registration Form or Online Store, you include the "https:" at the start of the URL.

11.1 Definition of an SSL Certificate

An SSL certificate is a digital certificate that authenticates the identity of a website to visiting browsers and encrypts information for the server via Secure Sockets Layer (SSL) technology. A certificate serves as an electronic "passport" that establishes an online entity's credentials when doing business on the Internet. When an Internet user attempts to send confidential information to a web server, the user's browser will access the server's digital certificate and establish a secure connection.

Information contained in the certificate includes:

- The certificate holder's name (individual or company)
- The certificate's serial number and expiration date
- Copy of the certificate holder's public key
- The digital signature of the certificate-issuing authority

11.2 Default SSL Certificate

STRONGVON provides use of its default SSL Certificate with every event website. Each page of the Registration Form and Online Store displays the seal of the default SSL Certificate to assure the competitor that the information he is passing cannot be hacked.

Figure 35 shows how the seal is presented at the bottom of each secured web page. When the visitor clicks on the seal, he has immediate access to the details of the SSL Certificate.

Figure 35. Seal of Default SSL Certificate

12 Trouble Shooting

Figure 36.   Trouble Shooting Event Websites

#	Problem	Resolution
1	The Website module is not the first module seen after creating a new event, and no event website is created.	*If you do not see the Website module after having just created a new event, the creation process was interrupted, so the event website was not complete. The entire creation process can take up to a minute so check your Internet connection for any disruption in service. If your broadband service is fine, then create a new event.*
2	Registrant cannot enable more than one category on the online registration form.	*Disable the checkbox called "Single Division Registration" is enabled in the "Update Tournament" window.*
3	A category is not showing up in the Registration Form.	*The category must have an unexpired price in its price schedule for it to be displayed on the Registration Form. See the document "Registration Pricing" for details.*
4	The validation code on the Registration Form is always invalid even though the correct code is being entered.	*The code is case sensitive, so ensure that the registrant is entering the correct case for the letters.*
5	In the News page, a news item that has a later date is appearing below another news item that has an earlier date.	*The news items are not using the same value in the "Display Order" field of the "Update News" window. Make these values the same and the item with the later date will appear on top. See Section 6.2.3 for details on the display order of news items.*
6	The Home page is not appearing as the first page shown when a visitor enters the Event Website URL.	*You must make the menu item for the Home page the top most menu item in the Website module.*
7	The map is blank on the Location page.	*The address fields of the "Update Tournament" window must have a valid address. This address is passed to the Google Maps API to create an interactive map on the Location Page.*
8	The map is the Location page is not pointing to the correct address	*When the street address in the "Update Tournament" window is not recognized by Google Maps, but the rest of the address is recognized, Google will direct the map to the city center.*
9	The "Location Description" is not being updated on the Location page, even though the "Update Tournament" window has a new value for this field.	*When the Location page is cached on your computer, it may not be refreshed with the latest value for this field. This is because the interactive map function may cause the entire page not update its cache. To see the latest data displayed on this page, close all instances of the browser and then access the Location page again on a new window session of the browser*
10	Changes that were made to the Website module are not being saved when exiting the software.	*To save changes in the Website module, you must click on the "Update" button. Doing so will also apply the changes to the live website.*
11	Cannot send or refresh a he URL of web page on the event webiste. The URL is always showing the home page on every page of the webiste.	*You are likely to be using an http redirect from a custom domain name to the standard URL for the event website. You must remove the "masked" property from the type of http redirect. When the redirect is masked, only your custom domain will appear in the address bar of every page in the website.*
12	The Registration Form or Online Store does not have the secured connection when being accessed, even though the SSL stamp appears at the bottom.	*The URL that you enter has somehow lost the "https://" command in the address bar of the browser, and is using the unsecured "http://" protocol Ensure that you publish or send people the URL with the "https://" at the start.*
13	Custom CSS content did not copy to a new event when using the "Copy" button from the event list.	*You must purchase a CSS option for the new event before you can customize the CSS content on that event. After you purchase the option, copy the CSS content of the old event and paste it into the CSS file of the new event. See Section 9.2 on how to modify the CSS file of an event.*

Figure 36. Trouble Shooting Event Websites

#	Problem	Resolution
14	Cannot access CSS option even though there is a subscription.	*The CSS option is a paid option that is independent of a subscription or Pay-As-You-Go credits. It is an option that covers only the event for which you purchased the option.*
15	Images on a web page on the event website are not being displayed properly.	*Ensure that the URLs that refer to the image are complete in the code. To ensure tha tthe image URL works, copy it and paste it into a browser window. If the image appears in the browser using just the image URL, then it should appear in the web page on the event website.*