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# myLANsite Administration

## The myLANsite Bible

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# Table of contents

1 Introduction .....	1
2 Installation .....	2
2.1 Joomla .....	2
2.2 myLANsite Components .....	2
3 Administration .....	3
3.1 Events .....	3
3.1.1 Events.....	3
3.1.2 Participants.....	5
3.1.3 TEst.....	5
3.1.4 Comments.....	5
3.1.5 Reviews.....	6
3.1.6 Times.....	6
3.2 PayPal .....	6
3.2.1 Payments .....	7
3.2.2 Packages .....	8
3.2.3 Packages-Users Enquiry.....	9
3.2.4 Configuration.....	9
3.3 Seatmap .....	11
3.3.1 Rooms.....	11
3.3.1.1 Edit Map.....	12
3.3.2 Seats.....	14
3.3.3 Elements Categories.....	14
3.3.4 Elements .....	14
3.4 Teams .....	14
3.4.1 Teams.....	14

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3.4.2 Members .....	14
3.5 Tournaments .....	14
3.5.1 Tournaments Categories .....	14
3.5.2 Tournaments .....	14
3.5.3 Games .....	14
3.5.4 Servers .....	14
3.5.5 Brackets .....	14
3.5.6 Participants .....	14
3.5.7 Export .....	14
3.6 Catering .....	14
3.6.1 Items .....	14
3.6.2 Categories .....	14
3.6.3 Caterers .....	14
3.6.4 Money / Bank .....	14
3.6.5 Userorders .....	14

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# 1 Introduction

Hello and welcome to the myLANsite Manual.

Please have a read through this document and hopefully it answers all your questions. If you have any suggestions to a specific chapter, feel free to submit it using the "User contributed notes" feature.

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## 2 Installation

### 2.1 Joomla

There are already very detailed installation instructions for Joomla! on the web. It would make no sense to have the same steps described here as well. So please just refer to the following link:

<http://help.joomla.org/content/category/15/99/132/>

### 2.2 myLANsite Components

The same for this chapter. Please refer to the brilliant work of the people at help.joomla.org for an installation guide for Components and Modules:

<http://help.joomla.org/content/view/149/68/>

Please be aware that some of the components depend on each other. All components depend on the com\_mls\_lang. So you might run into problems if you do not install all of the components needed.

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## 3 Administration

### 3.1 Events

The Events Component builds the core of myLANsite. Nothing will work without having it installed, because almost all other data is related to an event.

So, the first thing you need to do after you've installed the myLANsite components is creating your first event. Please read through the following sub-pages to gather more information.

#### 3.1.1 Events

Use this page to add, edit or delete your events. An Event has the following properties.

**Name:**

Give the event a descriptive name

**WWCL-Party-ID:**

If your event is registered at wwcl.net, enter its ID here. This is only needed for the XML Export of tournament results.

**NGL-Party-ID:**

If your event is registered at ngl-europe.com, enter its ID here. This is only needed for the XML Export of tournament results.

**Start:**

Start date and time of the event. The format is:

YYYY-MM-DD hh:mm:ss

**End:**

The end date and time of the event. The format is:

YYYY-MM-DD hh:mm:ss

**Information:**

Just enter some general information about the event here. This might be a short description of the number of participants, where its gonna be or mention extraordinary things about that event.

**Journey Description:**

Link to an online route planner website or describe how to get to the location.

**Location Name:**

If the location has a descriptive name that might help finding it, enter it here (e.g. Hall B4, National Exhibition Centre, ...)

**Street name, Street number, ZIP/Postcode:**

As given. So people could enter these Details in their Satellite Navigation System or use it to look up the route on the internet.

**Country:**

The 2-character country code as defined by ISO (<http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>)

**Parking Space:**

People might want how many spaces there are, how far away and wheter they have to pay for them or not.

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Price (advance sale):

Enter the price for people, that pay in advance. Please do only enter numbers and no letters or signs (e.g. no \$) in here.

This is also the price for people paying via PayPal directly. More about that later.

Price (direct sale):

You might to allow people to just pop over at the time when the event starts and pay then. If you want to allow that, enter the price for that here.

Currency:

The currency in 3-characters as defined by ISO (<http://www.iso.org/iso/en/prods-services/popstds/currencycodeslist.html>)

Payment instructions:

Tell people how you'd like them to pay for the event. Tell them, who they have to make the cheque payable to, or what bank account they should transfer. If you are only using PayPal, you can leave this field empty because then, a PayPal button will automatically be displayed here.

Number of Participants:

Just enter the number of participants you want to allow to enrol for the event. This setting has to be set, because the frontend registration module needs it in order to be able to display the stats correctly and to allow people to enrol.

Visitors information:

Do you allow visitors? Do they have to register in advance somewhere? Let the people know.

Minimum age:

At the moment, this is just informational. Do only enter a number, no letters (do not write "18 Years", only write "18"). At a later day, the script will probably be able to check a user's age when he wants to enrol.

Smokers section:

Just let them know by choosing Yes or No.

Network description:

A simple textfield. Linebreaks will be converted.

Internet connection:

A simple textfield. Linebreaks will be converted.

Contact ICQ:

If you want them to be able to contact you via ICQ, enter the number here. I might add one of those neat little 'online' buttons here later.

Contact IRC:

You might have an IRC channel for people to talk about the event.

Contact Email:

Enter your email address here.

Enrol:

Here, you have to define, wheter people should be able to enrol for this event already or not.

Active:

There is always one event (and only one) that is active at the same time.

The active event is the one, that always gets chosen, if you do not supply an eventid in a URL, when normally an eventid is expected. The great thing about this is, that you can for example make a link in the mainmenu linking to "index.php?option=com\_mls\_events&task=details" and it will always link to the currently active event.

Published:

As always in Mambo, things are un-published by default. This is useful if you wanna creat an event already but do not want it to be shown in the frontend.

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### 3.1.2 Participants

What would your event be if there weren't any participants?

Here, you manage them. You can manually add a participant, or you can delete or alter an existing one. Use the CheckIn and CheckOut options as you like. Remember to use always the buttons in the list to set a participant as having paid, because only then, the time will be automatically set. If you change the value when you are in edit-mode, you have to alter the time manually. Sometimes, you want to change a status but in a time from the past (e.g. if you forgot to set somebody as having checked in).

As of version 0.0.2 of the component you can also check the timeframe a user chose to attend the event. Normally, this is set to "(Whole Event)", but can be different if you defined different timeframes a user can choose from.

You can filter this list by event or do a custom search. If you enter one or more words in the search field, it will search through the participants table by looking at the following fields:

- The User's ID
- The User's realname
- The User's nickname
- The Event's name

So, if you know the ID of the user that you are looking for, just enter the number in the search field and confirm by hitting the enter key.

### 3.1.3 TEst

fasdf

### 3.1.4 Comments

All registered users can leave comments for an event. Some of them might need removal or editing. This is done here.

You can change the user that submitted a comment, the time he did this, the actual comment or can just un-publish it so it will still be in the database but hidden in the frontend.

You can filter the list by event or enter search words in the field. The search will filter the table by looking through the following fields:

- The User's ID
- The User's Realname
- The Event's Name
- The Comment's Text
- The Comment's Time

So, if you search for a comment that has been written by Samuel on 4th of May, just enter "Sam 05-04" in the search field and hit enter.

In that list as well, just click the green tick or the red cross if you want to change the published-state.

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### 3.1.5 Reviews

This works very similar to the comments page that we discussed before. Again, you can change all values of a review and can un-publish it.

You have to remember that you have to publish all reviews that get written by users first before they are shown on the website.

You can filter the list by event or enter custom search words in the field. The data you can search for is:

- The User's ID
- The User's Realname
- The Event's Name
- The Review's full Text
- The time, the review has been written

As of newer versions, this page integrates the WYSIWYG editor rather than just the textarea. So it makes it even easier for you and for users to post reviews with images and more "sophisticated" layout.

### 3.1.6 Times

Here, it becomes slightly more complex. You can define the times, people can attend the event if they do not want to be there for the full length of the event. I realized that some teams which do events over multiple days would like to offer different packages to their participants.

These times can overlap each other, but they should not begin before the event starts, or have their end after the event is already over. The script does not prohibit you to do so, but invalid dates and times will turn red. So, you can for example create the following times:

First day only

Second day only

First and second day

Important note: There is absolutely no need and it is not recommended to define a time for the whole event.

This is always already covered!

To enable users to choose at which time they want to attend the lan, you will have to create packages with the different times in the PayPal component.

## 3.2 PayPal

The name of this component is actually wrong. I first started to write a component to integrate PayPal into myLANsite, but later I realized, that it is suitable for people that do not use PayPal as well. There has been a very extensive newspost on mylansite.org with loads of screenshots. You can read it here.

But basically, this component helps you manage all the payments easily and even without any user interaction. In addition, you can create your own packages for the event so that users can't just pay for events - they even

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can create full memberships. Please read on to learn more about its very exciting component that is solely dedicated to save you a big amount of time.

Personally I think, this component is what makes myLANsite different to all other lanparty CMS. All of those have very extensive features. But they need a lot of time being administered. But this is actually a component, that is solely dedicated to save you time.

### 3.2.1 Payments

This is the list of all incoming payments. Either via PayPal's Instant Payment Notification (IPN) or those that have been entered manually. You can delete any entries in this table without affecting the action they triggered (if a user has paid via a payment entered here, you can delete the entry in this table, he will still be set to 'paid' in the participants table). But it is advised to keep this data, because if something goes wrong, you will need to be able to track a specific payment or prove to a user, that his payment has arrived (or the amount was wrong, or whatever).

So, to look at the columns in this list:

#### Time

The time the payment arrived via IPN or has been entered manually

#### Item-Number

The item-number. This is the code of the item that is needed by myLANsite to recognize, what a user is paying for. There are three types of item-numbers:

event\_USERID: If a user pays for an event in the normal way (\_just\_ for the event)

package\_PACKAGEID\_USERID: A user pays for a package

catering\_USERID: A user pays money into his catering bank account

#### Status

This should always show 'Completed'. If not, a Credit Card payment via PayPal is probably still pending and needs to be checked.

#### Validation

When a PayPal IPN comes in, myLANsite performs a back-check with the PayPal website. If this fails, the validation shows up as 'UNVERIFIED' (red). This most likely indicates, that somebody wanted to fake the request. If you entered a payment manually, it shows 'MANUAL' (blue). If the IPN has been correct, it shows 'VERIFIED' (green).

#### Statuscode

This is the statuscode myLANsite gives the payment. You can filter by statuscode with the drop-down box at the top.

#### Statustext

The description matching the statuscode. Sometimes it is even extended (shows the username and eventname...)

#### Action needed

If something went wrong with a payment, it needs your action. So, as soon as a IPN payment comes in and something happens, that needs your action (invalid transfer, wrong currency/amount, non-existend event/user/package-id, ....), it will automatically send an email to whoever is configured in the configuration with the total number of payments that need action and even with a list of the last 5 payments that need action. If a payment needs your action, you will see a symbol in that column. If you click it, it will lead you to the detail-view of the payment where you can edit it.

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So, you can filter this list by statuscode or enter words in the search box. If you do a search, it will look at the following fields for matching values:

- Event Name (if appropriate)
- User Realname
- User Nickname
- User Email
- Package Name (if appropriate)
- Package Description (if appropriate)

Click on the Timestamp to edit a payment and to view its details. You can set whether a payment still needs action or not, can change the statuscode and the statutext and you even can add a comment. So for example, if somebody sent you a payment but with a wrong amount in it, and if you sent an email to this user, you can write this in that comment field, so that nobody else will send an email as well.

In the edit view you can even see the resolved event-, user- and package-IDs so you know what they stand for. If you look at a PayPal IPN, you can see the whole POST request myLANsite received from PayPal. Great for debugging.

### 3.2.2 Packages

With the PayPal (Payments) component, you cannot just only accept payments for events. You can create complex packages with different behaviour. If you click on 'New' it will ask you for a couple of things:

Name:

Just give the package a short descriptive name

Description:

Can be longer to describe the package in more detail

Type:

Here comes the first real decision. There are three types of packages:

Pay for X amount of Events: Create a package that entitles a buyer to attend X number of lans without having to pay for them.

Pay for all Events during a given period of (Membership): Offer Memberships that last a time defined by you. So for example, sell a 3-Months membership which entitles everybody who paid for this package to attend every lan within the next 3 Months for free.

Pay for a specific Event in a package: Generally just pay for one event. Here, you can also choose what timeframe users that buy that package pay for (defined in the events component - remember?). You can choose to create a package for the whole event or just for a specified timeframe.

Amount of Events:

This textfield is only activated if you choose a package of the first type. Define, how many events a user pays for.

Membership Length:

These two fields are used for packages of the second type. It can be X amount of days, months or years.

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Event:

If you choose to create a package of type three, you can select the event (or just the timeframe of an event) in this drop-down list.

Price:

Price for this package in numbers (there still is a bug that myLANsite cannot process PayPal IPN's that have not whole units [e.g. 1.3])

Currency:

The 3-character currency code as defined by ISO (<http://www.iso.org/iso/en/prods-services/popstds/currencycodes.html>)

Published:

As always, you can create a package but hide it from the frontpage.

You can filter this list by entering words in the search box and hitting enter. The script will search in the following fields:

- Package Name
- Event Name (if available)
- Package Description

### 3.2.3 Packages-Users Enquiry

This is the list of all the packages that have been bought by users. It is important to know that in that table, you should never delete entries (not as in the payments table) because this actually then holds the data about memberships that gets queried when a user enrolls for a tournament. The only entries that can be deleted are the ones that have not events left (if it is a 'pay for X events' package) or that are expired memberships.

So, every time a payment for a package comes in and gets stored in the payments table, an entry in this table is automatically created as well. You cannot do any changes or additions to this table. You do only can delete entries. If you want to add a package for a user, grab the item-number ('package\_PACKAGEID\_USERID'), go to the payments table and add a payment with the correct currency and amount there. The package will then be assigned to the user.

This list is helpful for example for the bar-staff, if you offer free drinks in one of the package description, so the people at the bar can check quickly, if that bloke requesting his can of coke for free really is entetled for it. Or if you offer free T-shirts, you can query this table at the checkin and hand-out the shirt.

In that table, you can search for multiple words in the following fields:

- Package Name
- Package Description
- User Realname
- User Nickname
- User Email

### 3.2.4 Configuration

Pretty obvious, this page stores all the main configuration for the PayPal (Payments) component. They are described in the table below:

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#### Enable PayPal IPN:

If this is set to 'No', no PayPal buttons are displayed on the website and if they are incoming PayPal IPN's, they will all need your action.

This option should be set to 'No' by people, that do not use PayPal at all. This means, you just use the Payments component in normal mode which means, the user - if he sends the payment - has to quote the item-number that is stated on the payments page in the frontend and you have to enter the payment manually in the payments page.

#### Your PayPal IPN URL:

This shows your IPN URL exactly as you have to enter it in your PayPal account configuration.

#### Enable Payment for Events:

Define, wheter you accept payments for events or not.

#### Enable Payment for Catering (pay into myLANsite Bank-Account):

Define, wheter you accept payments for catering (bank) or not. This is set to 'No' by default, because is is implemented in the backend, but not yet in the frontend.

#### Enable Payment for Packages:

Define, wheter you accept payments for packages or not. This is usefull, if you do not have any packages defined or do not want anybody to send payments for packages at the moment.

#### PayPal recipient Account Email (where the money goes):

This is your PayPal account where all the money gets sent to.

#### Send notification if a transaction needs action (fails):

Just select 'Yes' or 'No'.

#### Where to send the notification:

Email-address of the person receiving the notification.

#### Notification Email Subject:

Subject of the email. You can use these thre variables here:

[count]: Total number of payments needing action

[website\_name]: The name of your website as defined in Mambo's global configuration

[website\_url]: The URL of your website as defined in Mambo's global configuration

#### Notification Email Body:

Use any of the variables stated above. In addition, you define:

[loop][[/loop]: Everything in between these two strings will be looped 5 times for the generation of the list with the last 5 activities that need your action

In between the loop, you can use every field from the payments table and put it between square brackets. So you can use for example: [time], [statustext] or [item\_number].

#### PayPal Validation URL:

This is actually great. If you are the proud owner of a PayPal developer account, you might want to test this module out before you go live. Therefore, you can switch here between the sandbox and the real PayPal server. By default, the sandbox is selected here to prevent accidents when use want to pay directly after you installed the component and did not yet have the time to configure it to your needs.

#### Button URL:

The URL to the button that gets used to send PayPal payments on the website.

This is the default notification email subject and body, in case you ripped it off and need it again:

Subject: [count] Payments need your action on [website\_name]

Body: Hello!

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[count] Payments need your action on [website\_name] at [website\_url].

Please login to [website\_url]/administrator/ and edit the relevant payments.

Last 5 payments that need your action:

[loop]Time: [time]

Item-Number: [item\_number]

Statuscode: [statuscode]

Statustext: [statustext]

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[/loop]

Your myLANsite PayPal Component

### 3.3 Seatmap

This component allows you to totally dynamically create your rooms. You can place seats and walls and even self-defined elements everywhere on a map-grid that you defined in advance.

Users, that have paid for an event can occupy a seat for themselves. They can also place a reservation on a seat for their mates. The seats will be reserved for 24 hours and will be free for all after this time has expired.

In future releases I will add a couple of configuration parameters to the seatmap component. There, you will be able to set the reservation time, the maximum number of seats a user can reserve, wheter a reservation can be made for users that only have paid or even for users that are just registered on the website.

One big issue with it is, that I added the functionality of paying only for a given timeframe and not for the whole event. What concludes from that is, that the same seat can be occupied by multiple people, but just at different times. I am currently working on an implementation for this, but is is not as straightforward as you might think.

But apart from that - this component is really great!

#### 3.3.1 Rooms

Every Event needs at least one room. But you can define as many rooms as you like.

When you select the option to create a new room, it will prompt you for the following:

Event:

Exactly the same as averywhere else, each rooms is assigned to an Event.

Name:

Just a short and descriptive name of the room. E.g. "Ground Floor", "Main Area"

Description:

Can be slightly longer to describe the room. this information is currently only used in the adminisitrative section of the website

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Rows:

Every room is set up from a number of squares. Every square defines a piece of wall, a seat, a chair, or whatever you like. Define here, how many of those squares you need in vertical...

Cols:

... and how many you need horizontal direction.

Published:

You can create a room, but still hide it from the frontpage by setting this value to 'No'

If you then, after you have created the room in its basics, want to place all the items, click "Save" and you will get back to the Room list. Just click "Edit Map" next to the room you want to edit. Please read on in the next chapter for information on how to set up the map.

### 3.3.1.1 Edit Map

Here you can set up your room however you wish.

Generally, what you do is: First, select the action you wish to perform. Normally this would be "Place Single Element". Then choose the type of element you wish to place from that tabbed section. Afterwards, just click on the map to place it. Please refer to this table to get information about how each of the possible actions works:

Place Single Element:

This lets you place one single element per click.

Select this action

Select the type of element you want to place

Click the "Rotate" button as many times you like

Click on a square on the map to place the item

Perform the last step for every square where you want to place the item

Place Element Area:

If you want to place multiple elements with less clicks, this is the action you want. It lets you place an area (square) of elements with two clicks.

Select this action

Select the type of element you want to place

Click the "Rotate" button as many times you like

Click on one corner of the area you wish to fill (e.g. Row 2 / Col 4)

Click on the other corner (e.g. Row 10 / Col 5)

You will then see, that the area you chose gets filled automatically (in our example, we do have an area that fills squares from Row 2 to Row 10 in Col 4 & 5)

Perform the last two steps for every other area you wish to fill

Remember that the script does not ask for overwriting. If there is already an item placed in a square that we are going to fill, the script will just overwrite it.

Copy Area:

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If you defined a block of seats with chairs, you might want to copy it over to a different column to save time.

Select this action

Click on one corner of the area you wish to copy

Click on the other corner of the area you wish to copy (similar to placing an element area)

Click on the Top Left corner of the target area

Here as well, the script will overwrite everything in the target area without prompting.

Move Area:

You can even move an area. The steps are exactly the same as for "Copy Area".

But here, you have to be aware that physically in the database, when you move an area, the items in get created again. So, if you are moving an area of seats that already have been occupied by people, they have to occupy the new seat again! So do not use this function once your room is published on the frontpage.

Assign IP-Addresses:

You can statically assign an IP-Address to a number of seats in one go.

Select this action

Select one corner of the area that you wish to define IP-Addresses for

Select the other corner

Now go to the "Assign IP-Addresses" section on the right and fill out the form according to your needs. It will start assigning IP-Addresses from the address you state in that form. You then can define how the address will be incremented. The last segment in the IP-Address will be incremented for every seat, but you can define (for example), that the third segment will be incremented additionally for every column. Or you can just choose to increment the last segment at every seat and if it reaches 245, increment the third segment automatically. In that case, you just select the direction the script will follow when assigning the numbers.

Click "Generate"

If you want to change the area or reset the form, just click the "Reset" button

Assign Names:

This works approximately the same as assigning IP-Addresses.

Select this action

Select one corner of the area that you wish to define names for

Select the other corner

In the "Assign Seat Names" section, define what number to start at and what string to put before the number (prefix) or after the number (suffix). Here as well, you can choose the direction the script then should follow.

When you have large rooms and are assigning IP-Addresses or Names, please give the script some time to load. Do not cancel the loading process or close the browser window. If you run into script timeouts, you have to increase the timeout setting or ask your hosting provider to do this for you.

Alternatively, you can create multiple smaller rooms for better performance. Unfortunately, the script takes so much resources because there are so many queries to run. This is as designed and I would have to go a totally different direction for this to increase performance in any way and I do not know how to do the seatmap

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component differently. But I quite like it anyway :)

### 3.3.2 Seats

### 3.3.3 Elements Categories

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### 3.3.4 Elements

## 3.4 Teams

### 3.4.1 Teams

### 3.4.2 Members

## 3.5 Tournaments

### 3.5.1 Tournaments Categories

### 3.5.2 Tournaments

### 3.5.3 Games

### 3.5.4 Servers

### 3.5.5 Brackets

### 3.5.6 Participants

### 3.5.7 Export

## 3.6 Catering

### 3.6.1 Items

### 3.6.2 Categories

### 3.6.3 Caterers

### 3.6.4 Money / Bank

### 3.6.5 Userorders