

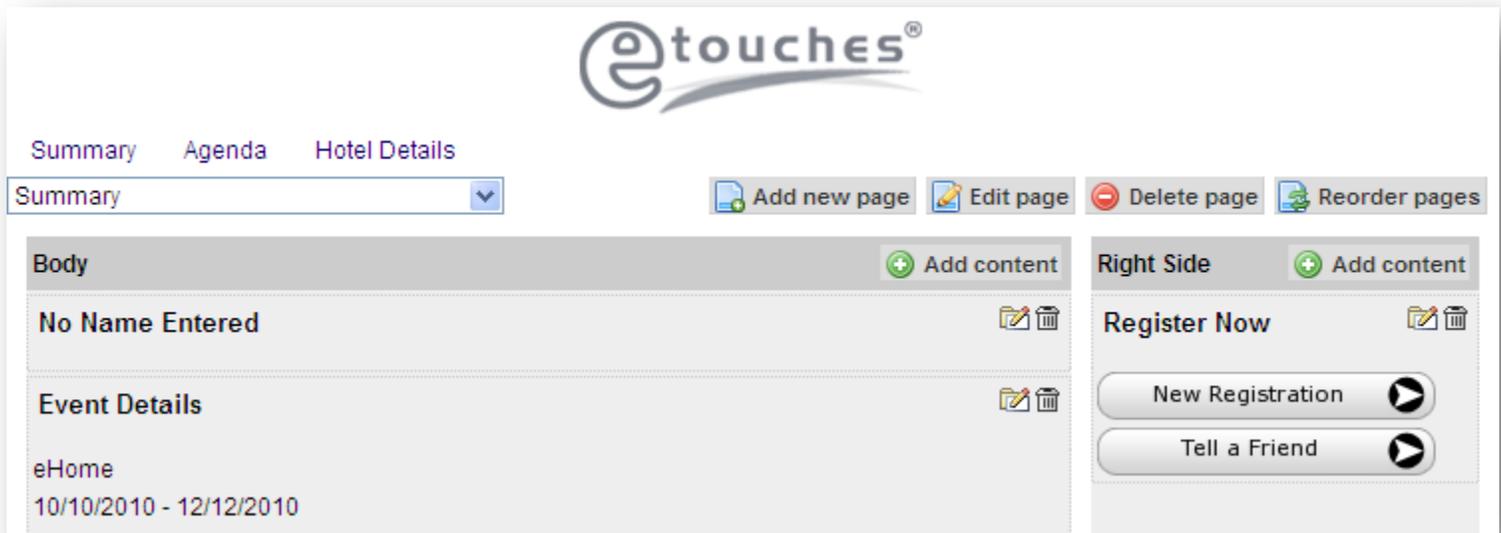
# eHome Manual

**eHome:** The eHome module is a customizable tabbed micro site that displays all event information pre-populated from the event framework. eReg and eHome provides a centralized solution for event promotion, information, registration and payment without any HTML knowledge and can include full flow-through from eReg.



**eHome Settings → My Website:** By clicking on eHome settings you will be brought to the My Website tab. In this tab you will have the ability to adjust sub tabs such as the Website Editor and General Settings.

**Website Editor:** The Website Editor page displays your current eHome webpage, and will be where you will make any changes or add information to your web page. Before you add/ edit any details in your eHome page, it will look similar to the screen shot below:

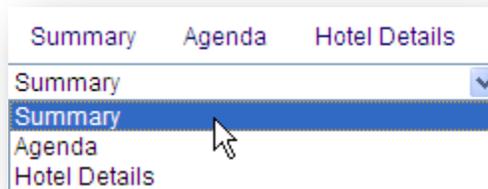


The system will automatically label your first page as your summary page and display sections of content including your event details, event description, New Registration button and Tell a Friend button.

**Reordering Content:** Within the eHome module you have the ability to reorder existing content. To do so, you can simply drag and drop the content by clicking the top part of the outlined content box and drag it to wherever you choose. When dragging the content, a red outline will appear where it will be placed.



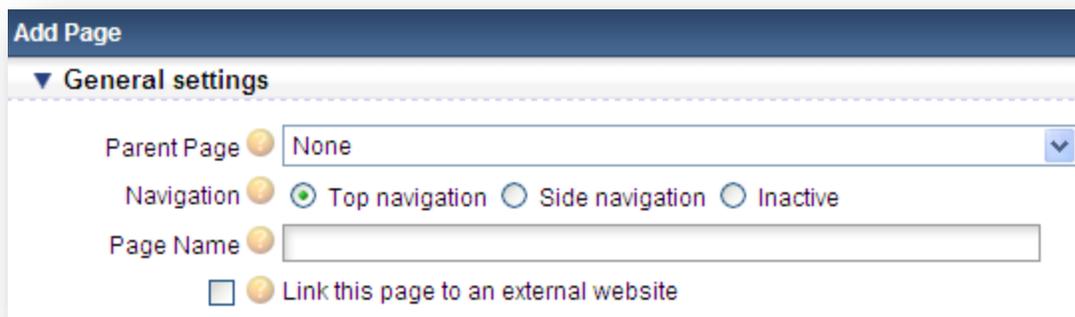
**Pages:** When selecting a page to edit you have the option to click on the hyper link that will bring you to the page of your choice or to choose the page from the dropdown selection as shown below.



**Add Page:** Shown in the screen shot below is where you can select to add a new page to your eHome



**Add Page > General Settings:**



**Parent Page:** Here you will specify a parent page if you want this content to be accessible via a flyout menu.

**Navigation:** Here you will select where in your site navigation this page should appear.

**Page Name:** Enter the name of the page here. The name of the page will appear on your live site as a link that visitors can click to visit the page.

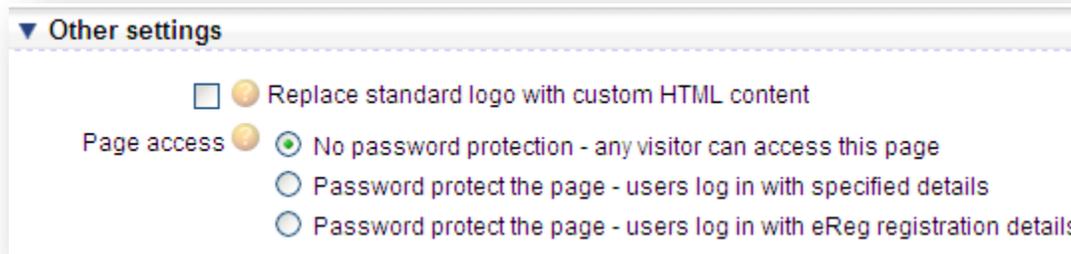
**Link this page to an external website:** Check this box if you would like users clicking on this page to be taken to an external URL rather than show them the eHome content.

### Add Page > Page Layout:



**Page Layout:** Here you will select how you would like this page to be layed out. You have the option to add a header, footer, right side bar, or left side bar in addition to your main body section.

### Add Page > Other Settings:



**Replace standard logo with custom HTML content:** Here you will specify HTML content that will appear at the top of the page instead of your standard logo.

**Page Access:** Here you can prevent people from accessing this page unless they have login credentials.

#### You have three options:

1. No password protection - any visitor can access this page
2. Password protect the page - users log in with specified details  
(You need to specify the username and password that the user will need to enter in order to gain access to the page.)
3. Password protect the page - users log in with eReg registration details  
(You can select two eReg fields that the user will need to enter in order to login)

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**Edit Page:** Shown in the screen shot below is where you can select to edit a page in your eHome



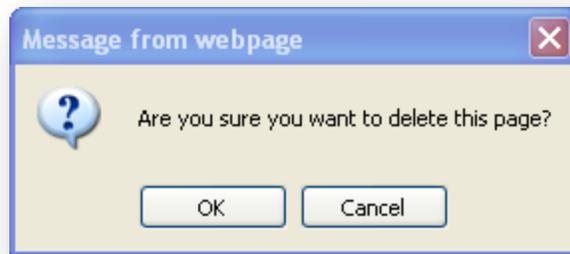
**Edit Page> General Settings:** When editing a page you will be given the same field selections to edit as you have when you add a new page. (Shown Above). Please refer to the Add New Page section above for further details on particular page settings.

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**Delete Page:** Shown in the screen shot below is where you can select to delete a page from your eHome.



**Delete Page:** Selecting delete page will delete the current page you are on. The system will prompt you below to verify if you would like to delete this page.



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**Reorder Pages:** Shown in the screen shot below is where you can select to reorder the pages of your eHome



**Reorder Tabs:** When selecting to reorder tabs a screen will appear like the one shown below. You then will have the ability to drag and drop the pages in the updated order you would like them to appear in for both the top navigation and side navigation.

**Reorder Tabs**

Drag and drop the tabs in to your desired order:

**Top Navigation**

Summary
Agenda
Hotel Details

**Adding content:** You have the ability to add content to a tab in eleven different types as shown below. To add content to a section of eHome click the button labeled “Add Content” on the page you would like the information to be added to. You will have the ability to create a name for the content for organizing purposes; you will have the ability to display the name about the content on the actual website if you wish. Doing this may give your registrants a brief explanation of what the content is describing.



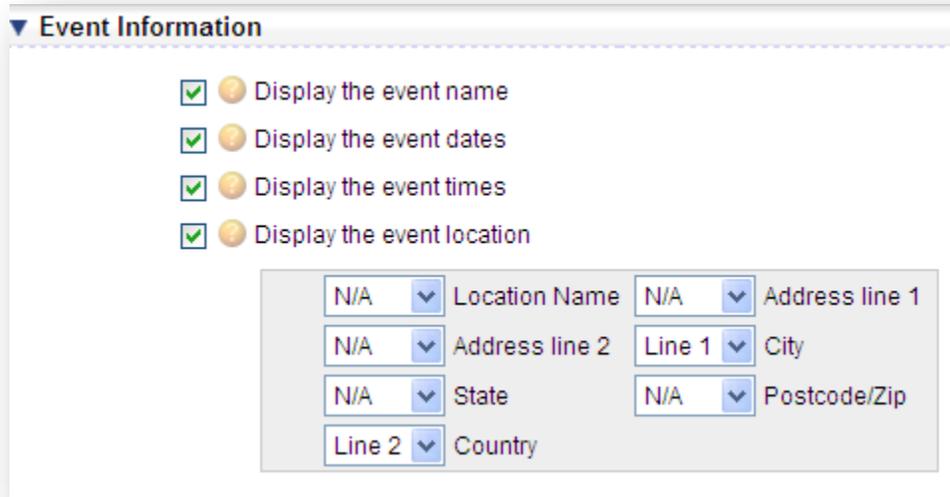
**Content Types:**

**Select Content Type**

Select the type of content you want to show on your website from the options below:

<b>Event details</b> Show your event's basic details, such as the event name, dates and location.
<b>Agenda details</b> Show information about your agenda as it appears in eReg, including session descriptions and speakers.
<b>Speaker details</b> Show information about the speakers at your event as they are set up to appear in eReg.
<b>Option details</b> Show information about any options you created in eReg.
<b>Lodging details</b> Show information about lodging you have set up for the event.
<b>Buttons/actions</b> Generate buttons for specific actions, for example allow someone to register for the event, or add to their outlook calendar.
<b>Custom HTML</b> Add completely customized HTML content to the page.
<b>Images/galleries</b> Add a single image to the page from your image database, or create a photo gallery from multiple images.
<b>Marketing boxes</b> Add various marketing boxes displaying selected content from your site in a small space.
<b>Event calendars</b> Add a calendar view of a cross-section of other events in your account.
<b>My events</b> Allow visitors to your site to login to view the events they are currently registered for and those they have registered for in the past.

**Event Details:** If you select “ Event Details” you will be given the option to display the event’s basic details such as the event name, dates and locations. All of these fields are pulling from your eReg-Basic Details section of the event.



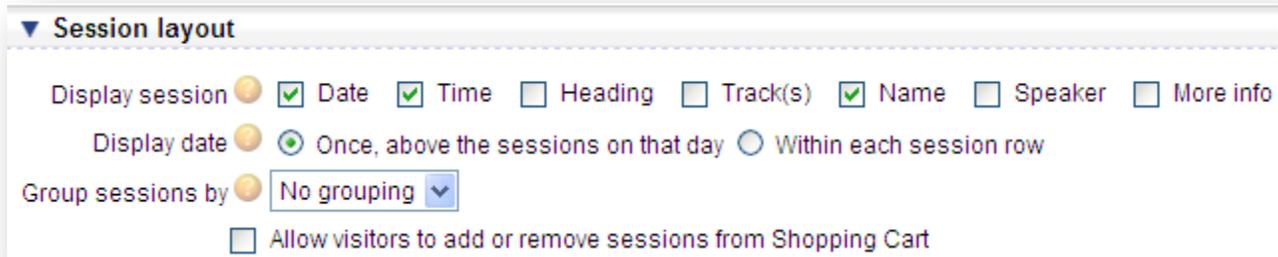
▼ Event Information

- Display the event name
- Display the event dates
- Display the event times
- Display the event location

N/A	Location Name	N/A	Address line 1
N/A	Address line 2	Line 1	City
N/A	State	N/A	Postcode/Zip
Line 2	Country		

**Agenda Details:** If you select “ Agenda Details” you will be given the option to display information about your agenda as it appears in eReg, including session descriptions and speakers.

**Session Layout:**



▼ Session layout

Display session   Date  Time  Heading  Track(s)  Name  Speaker  More info

Display date   Once, above the sessions on that day  Within each session row

Group sessions by  No grouping

Allow visitors to add or remove sessions from Shopping Cart

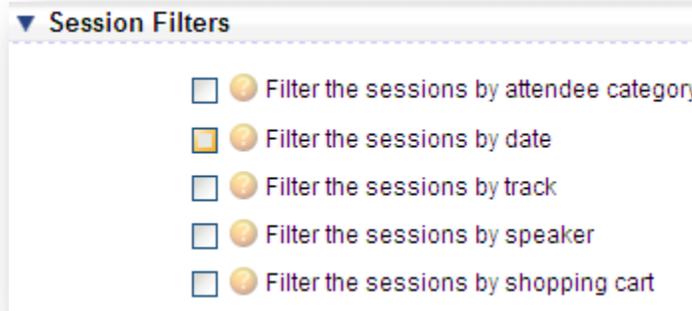
**Display Session:** Each of the following (Date, Time, Heading, Tracks, Name, Speaker and More Info) can optionally be displayed on your agenda by checking the relevant checkboxes.

**Display Date:** Select whether you want the date to appear above the session that it applies to or within the same row as the session itself. If you select for it to appear above the session then it will only display once if there are multiple sessions on the same day.

**Group Sessions by:** Here you will select the information by which you want your sessions to be grouped.

**Allow visitors to add or remove sessions from Shopping Cart:** By checking this box you will allow your visitors to add or remove sessions from the shopping cart feature.

## Session Filters:



▼ Session Filters

- ? Filter the sessions by attendee category
- ? Filter the sessions by date
- ? Filter the sessions by track
- ? Filter the sessions by speaker
- ? Filter the sessions by shopping cart

**Filter the sessions by attendee category:** Check this box if you only want sessions visible to a certain attendee category.

**Filter the sessions by date:** Check this box if you only want sessions taking place on certain days during your event to display.

**Filter the sessions by track:** Check this box if you only want sessions within certain tracks to be displayed.

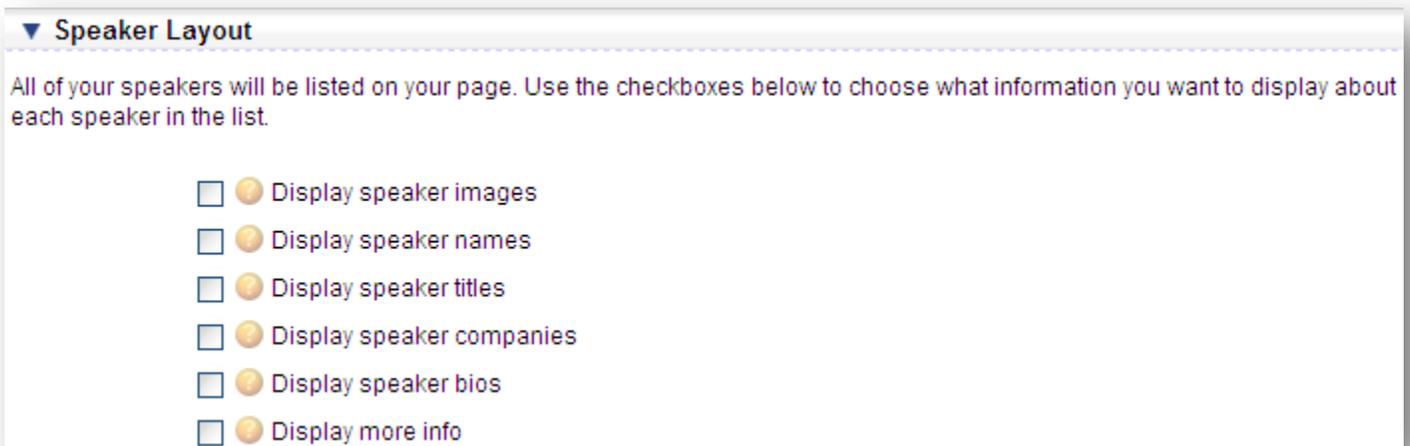
**Filter the sessions by speaker:** Check this box if you only want sessions with certain speakers to be displayed.

**Filter the sessions by shopping cart:** Check this box if you want to show sessions based upon whether or not they have been added to your shopping cart.

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**Speaker Details:** If you select “ Speaker Details” you will be given the option to display information about your speakers as it appears in eReg.

## Speaker Layout:



▼ Speaker Layout

All of your speakers will be listed on your page. Use the checkboxes below to choose what information you want to display about each speaker in the list.

- ? Display speaker images
- ? Display speaker names
- ? Display speaker titles
- ? Display speaker companies
- ? Display speaker bios
- ? Display more info

**Display Speaker Images:** Check this box if you want to display the speaker’s image in the content area.

**Display Speaker Names:** Check this box if you want to display the speaker names in the content area.

**Display Speaker Titles:** Check this box if you want to display the speaker titles in the content area.

**Display Speaker Companies:** Check this box if you want to display the speaker companies in the content area.

**Display Speaker Bios:** Check this box if you want to display the speaker bios in the content area.

**Display More Info:** Check this box if you want to display the speaker more info in the content area.

**Option Details:** If you select “ Option Details” you will be given the option to display information about any options you created within eReg.

**Option Layout:**



▼ Option Layout

- Display the option names
- Display the option description

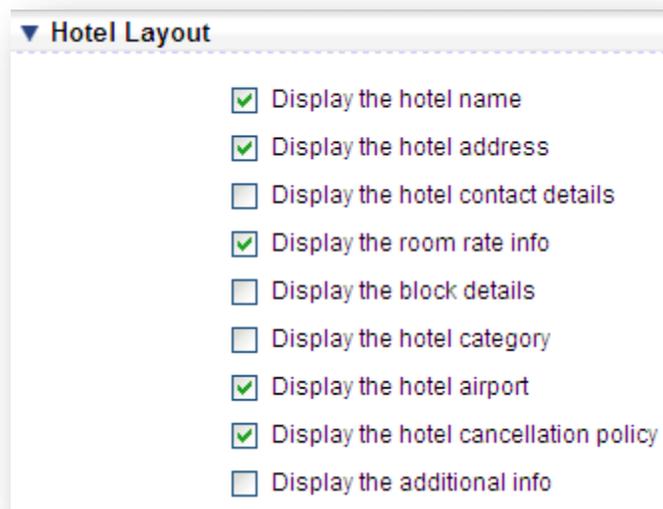
**Display the Option Names:** Check this box if you want the name of the option to appear.

**Display the Option Descriptions:** Check this box if you want the description of the option to appear.

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**Lodging Details:** If you select “ Lodging Details” you will be given the option to display information about the lodging you have set up for the event in eReg.

**Hotel Layout:**



▼ Hotel Layout

- Display the hotel name
- Display the hotel address
- Display the hotel contact details
- Display the room rate info
- Display the block details
- Display the hotel category
- Display the hotel airport
- Display the hotel cancellation policy
- Display the additional info

**Display the Hotel Name:** Check this box if you want the name of the hotel to appear.

**Display the Hotel Address:** Check this box if you want the address of the hotel to appear.

**Display the Hotel Contact Details:** Check this box if you want the hotel contact details to appear.

**Display the Room Rate Info:** Check this box if you want the room rate info of the hotel to appear.

**Display the Block Details:** Check this box if you want the block details of the hotel to appear.

**Display the Hotel Category:** Check this box if you want the hotel category to appear.

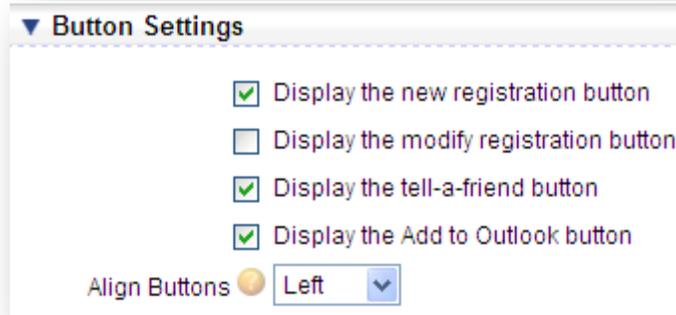
**Display the Hotel Airport:** Check this box if you want the hotel airport to appear.

**Display the Hotel Cancellation Policy:** Check this box if you want the hotel cancellation policy to appear.

**Display the Additional Info:** Check this box if you want the additional info of the hotel to appear.

**Buttons/ Actions:** If you select “ Buttons/ Actions” you will be given the option to generate buttons for specific actions, for example: allow someone to register for the event, or add to their outlook calendar.

**Button Settings:**



**Display the New Registration Button:** Check this box if you want the new registration button to appear. If selected you can then pre-load a specific Attendee category from eReg if desired.

**Display the Modify Registration Button:** Check this box if you want the modify registration button to appear.

**Display the Tell-A-Friend Button:** Check this box if you want the tell-a-friend button to appear.

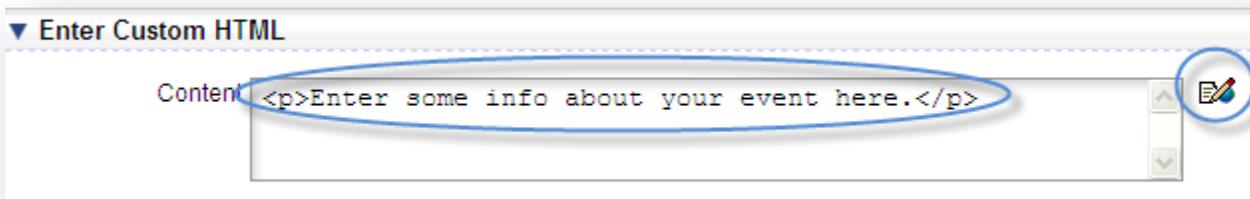
**Display the Add to Outlook Button:** Check this box if you want the Add to Outlook button to appear.

**Align Buttons:** Specify whether you want the buttons aligned to the left, right or centered.

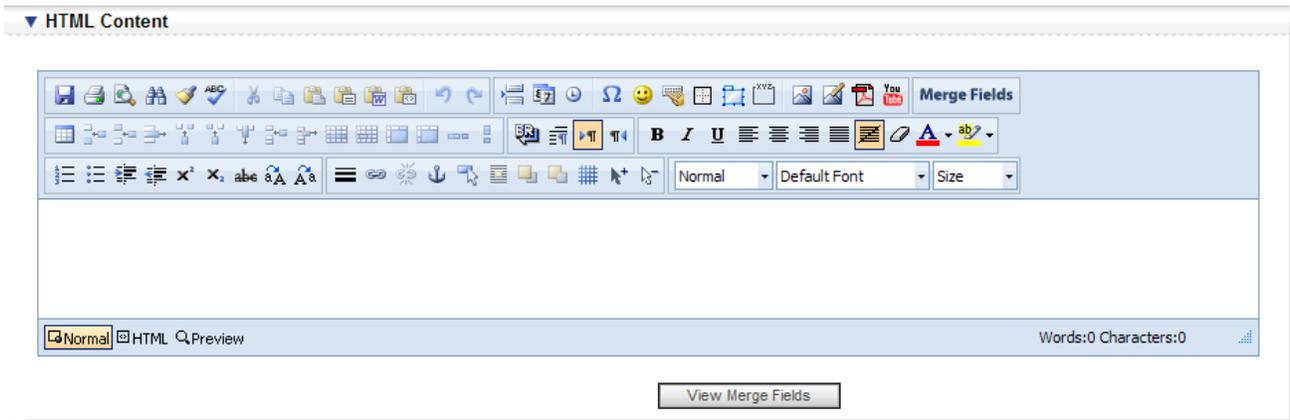
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**Custom HTML:** If you select “ Custom HTML” you will be given the option to add completely customized HTML content.

**Enter Custom HTML:**

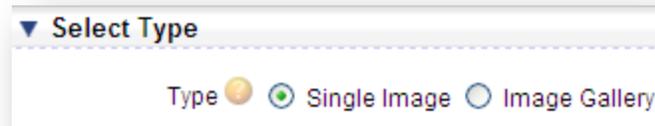


When entering custom HTML you will have the ability to add content within the content box shown above or use the HTML editor to make your look and feel for this content a bit more enhanced. To edit the content using the HTML editor you can easily click on the HTML editor icon  that will bring you to the editor as shown below.



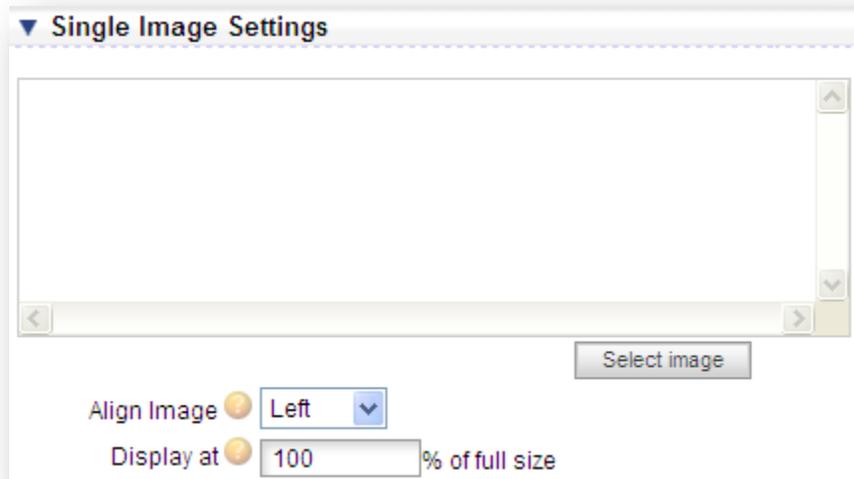
**Images/ Galleries:** If you select “ Images / Galleries” you will be given the option to add a single images to a page from your image database, or create a photo gallery from multiple images that are housed in one folder in your Image database.

**Select Type:**



**Type:** Select if this should be a single static image, or if it should be an image gallery

**Single Image Settings:**

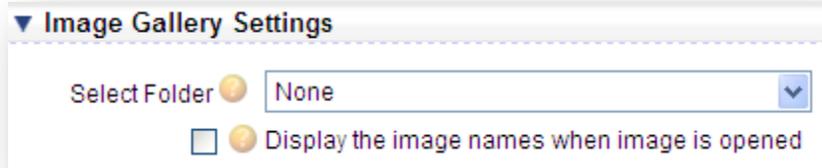


**Select Image:** Click this button to select the single image of your choice.

**Align Image:** Specify whether you want the image aligned to the left, right or centered.

**Display at:** Select the percentage of the full size that this image should display at.

## Image Gallery Settings:



▼ Image Gallery Settings

Select Folder  None 

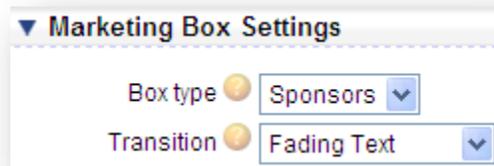
 Display the image names when image is opened

**Select Folder:** Select the folder in your image database that you want to display in an image gallery.

**Display the image names when image is opened:** Checking this box will display the image names when the image is clicked on.

**Marketing Boxes:** If you select “ Marketing Boxes” you will be given the opportunity to add various marketing boxes displaying selected content from your site in a small space.

## Marketing Box Settings:



▼ Marketing Box Settings

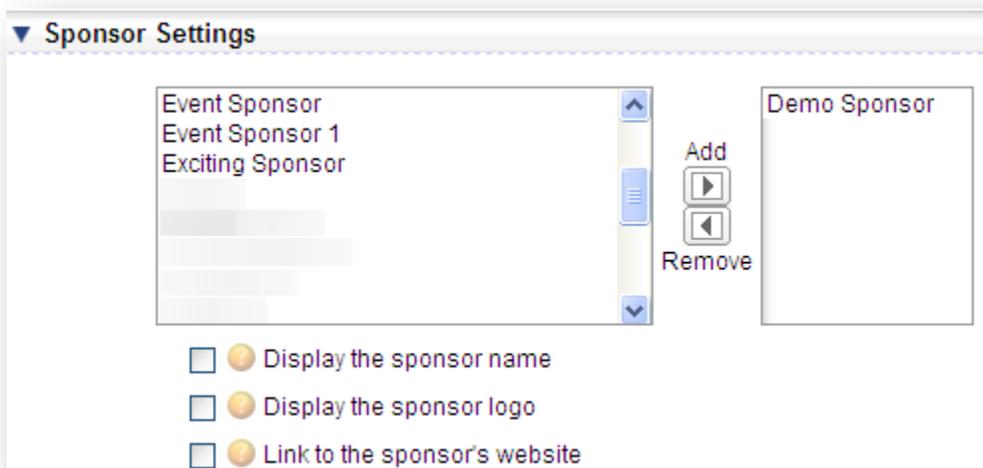
Box type  Sponsors 

Transition  Fading Text 

**Box Type:** Select the type of information you want to display in this marketing box (Sponsor selections can be added at the account level by visiting account setup → Database/ Templates Tab → Sponsor Sub Tab → Add new Sponsor).

**Transition:** The transition allows you to control how the information selected is displayed in each sponsor marketing box.

## Sponsor Settings:



▼ Sponsor Settings

Event Sponsor  
Event Sponsor 1  
Exciting Sponsor


Add   
Remove 

Demo Sponsor

 Display the sponsor name

 Display the sponsor logo

 Link to the sponsor's website

**Select To Add Sponsors:** Click on the sponsor(s) of your choice and choose the add button to place them within your marketing box selection.

**Display the Sponsor Name:** Checking this box will display the sponsor name within this marketing box.

**Display the Sponsor Logo:** Checking this box will display the sponsor logo within this marketing box.

**Link to the Sponsor's Website:** Checking this box will link the details you are displaying in the sponsor box to the sponsor's website.

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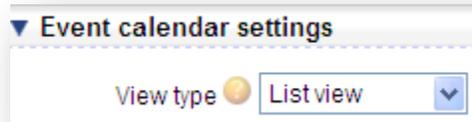
**Event Calendars:** If you select "Event Calendars" you will be given the opportunity to add a calendar to your eHome site. Where you can specify which live events in your account can be displayed on your calendar.

Within the Basic details tab of eReg for your event, you will need to enable your event to appear on the calendar. To do this you need to check the box labelled "Include on Event Calendar".

 Include on Event Calendar

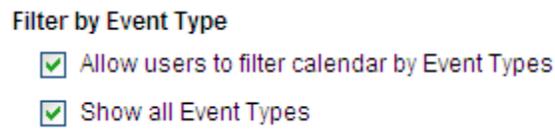
Your event will only appear on the calendar if your event is Live.

### Event Calendar Settings:



**View Type:** Select whether your events should be displayed in a calendar view or a list view.

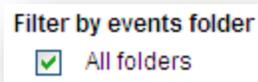
### Filter by Event Type:



**Allow users to filter calendar by Event Types:** Checking this box will allow you to filter your event calendar by event types.

**Show all Event Types:** Checking this box will allow you to filter by showing all event types.

### Filter by Events Folders:

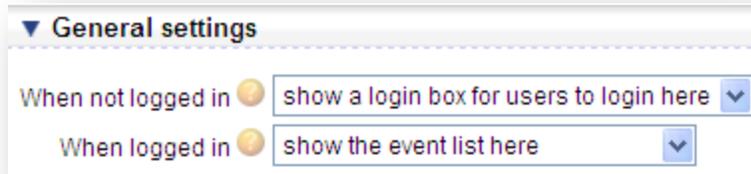


**All Folders:** Checking this box will allow you to filter by showing all event folders.

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**My Events:** If you select "My Events" you will be given the option to allow visitors on your site to login to view the events they are currently registered for and those they have registered for in the past.

## General Settings:



▼ General settings

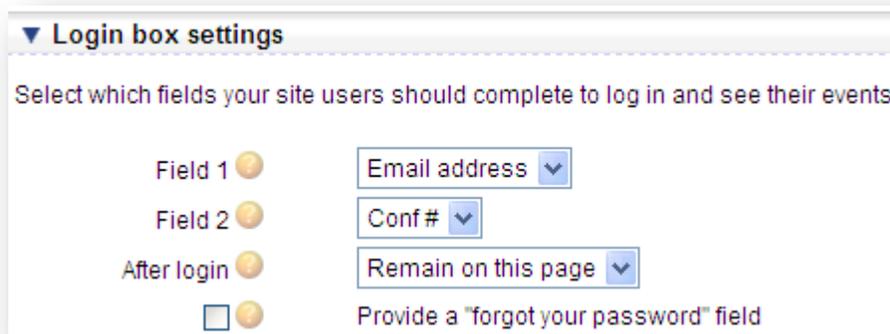
When not logged in  show a login box for users to login here ▼

When logged in  show the event list here ▼

**When not logged in:** Select what should be displayed here when a user is not logged in.

**When logged in:** Select what should be displayed here when a user is logged in.

## Login box Settings:



▼ Login box settings

Select which fields your site users should complete to log in and see their events.

Field 1  Email address ▼

Field 2  Conf # ▼

After login  Remain on this page ▼

 Provide a "forgot your password" field

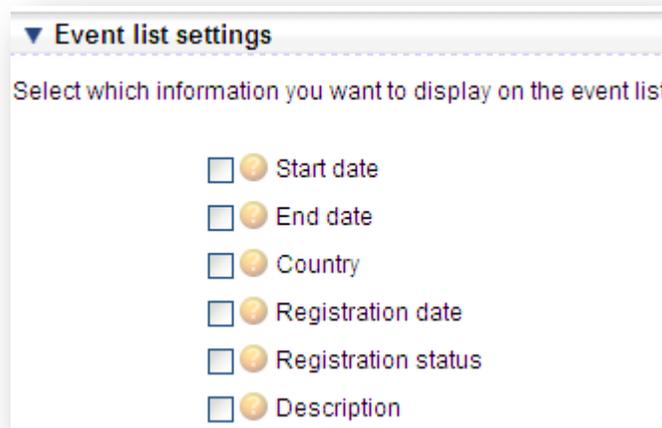
**Field 1:** Users will be required to enter the exact answer they typed when registering in order to login.

**Field 2:** In order to improve security we recommend you require that your users enter a second piece of information in order to be allowed to login, although this is not compulsory. Users will be required to enter the exact answer they typed when registering in order to login to the page.

**Align Login:** Select whether the user should remain on the same page after logging in, or if they should be redirected to an alternative page.

**Provide a "forgot your password" field:** A forgot password field will appear that will allow users to enter their email address and have their login details sent to them. They can enter the details from any of the events they have registered for.

## Event list Settings:



▼ Event list settings

Select which information you want to display on the event list.

 Start date

 End date

 Country

 Registration date

 Registration status

 Description

**Start Date:** Select whether or not you want to show the Start Date in the event list.

**End Date:** Select whether or not you want to show the End Date in the event list.

**Country:** Select whether or not you want to show the Country in the event list.

**Registration Date:** Select whether or not you want to show the Registration Date in the event list.

**Registration Status:** Select whether or not you want to show the attendee's Registration Status in the event list.

**Description:** Select whether or not you want to show the Description in the event list.

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**Visit Site:** The "Visit Site" link to the left of your Website Editor can be used to get a preview of how your eHome site will look when it is live. You can use this feature to figure out if you like the order of your tabs or if anything needs to be changed.

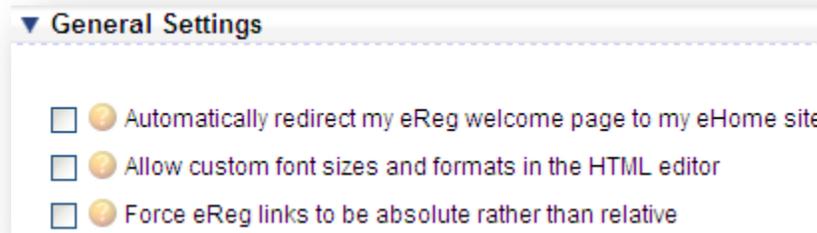


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**General Settings:** The general settings section is divided into two parts, your general settings and your advanced settings.



**General Settings:**

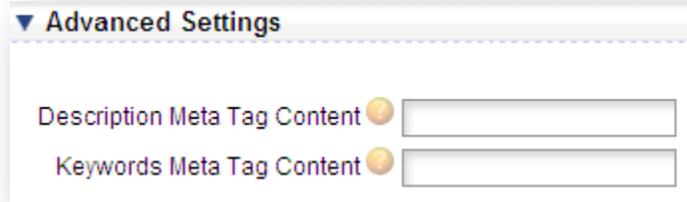


**Automatically redirect my eReg welcome page to my eHome site:** If this box is checked then people will be redirected to your eHome site rather than viewing your eReg welcome page.

**Allow custom font sizes and formats in the HTML editor:** If this box is checked then you will be able to use the HTML editor to change font sizes and font types for your custom content. (By changing your user settings so that you use the New HTML editor, you will not have to check this box. You can select to use the New HTML editor by clicking on My Settings-eReg and checking the very last checkbox on the page.)

**Force eReg links to be absolute rather than relative:** This box should be checked if you are using a link other than etouches.com or eiseverywhere.com to take users to eHome. It will ensure all links to eReg (such as the "Register Now" link) function correctly.

## Advanced Settings:



▼ Advanced Settings

Description Meta Tag Content

Keywords Meta Tag Content

**Meta Tags:** Meta elements provide information about a given Web page, most often to help search engines categorize them correctly. They are inserted into the HTML document, but are often not directly visible to a user visiting the site.

**Description Meta Tag Content:** Enter information that you want to display in the description meta tag here so it can be search engine optimized.

**Keywords Meta Tag Content:** Enter information that you want to display in the keywords meta tag here so it can be search engine optimized.

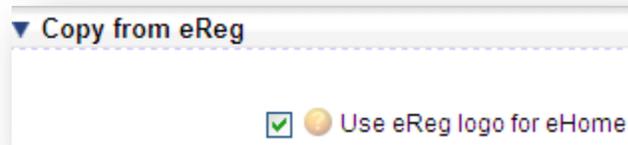
## Look & Feel:



My Website Look & Feel

Event Logo Colors & Fonts Advanced Styles

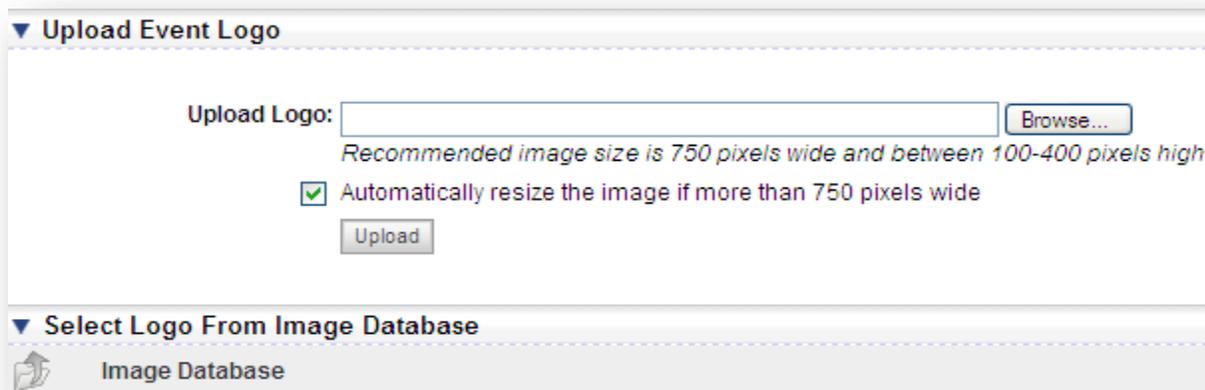
**Event Logo:** Here you can use the eReg logo or you can upload a logo for your eConnect site.



▼ Copy from eReg

Use eReg logo for eHome

**Use eReg Logo for eHome:** Check this box if you want to use the same event logo for eHome that you use for your eReg site. If this box is unchecked you will be able to browse for another logo on your computer or select one from your account's image database as shown in the screen shot below.



▼ Upload Event Logo

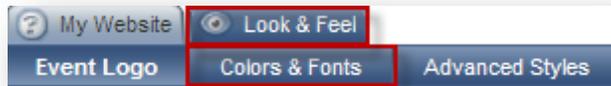
Upload Logo:

*Recommended image size is 750 pixels wide and between 100-400 pixels high*

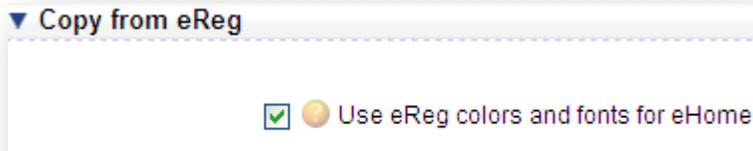
Automatically resize the image if more than 750 pixels wide

▼ Select Logo From Image Database

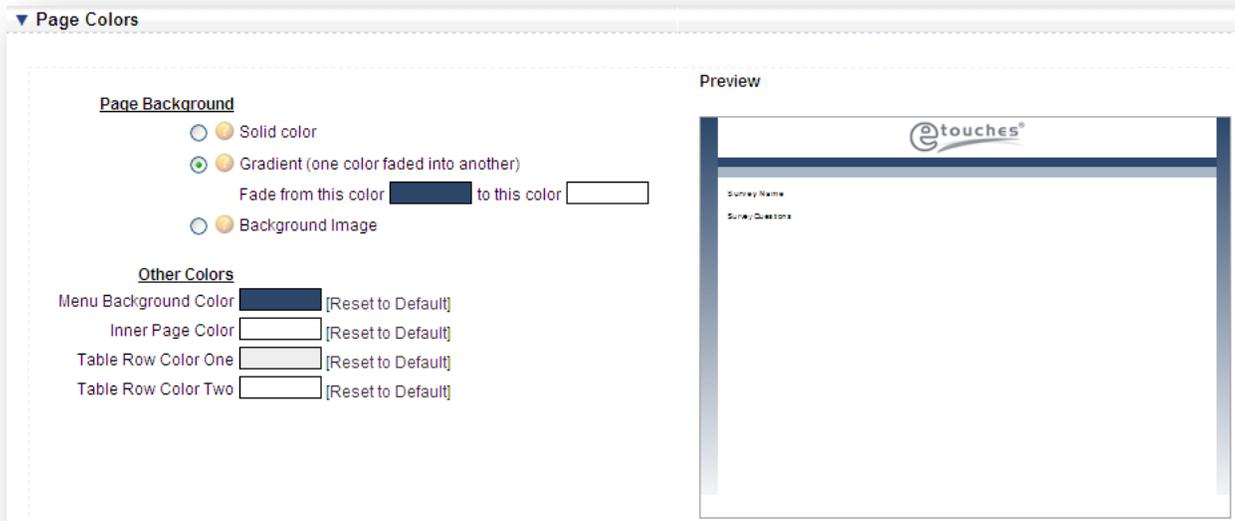
 Image Database



**Colors & Fonts:** In this section you can either choose to use the look and feel from eReg or edit the background page colors and the font styles of your eHome. Any changes made will be shown in the preview of your eHome to the right of the page colors.



**Use eReg Colors and Fonts for eHome:** Check this box if you want to use the same colors and fonts for eHome that you use for your eReg site. If this box is unchecked you will be able to edit the colors and fonts manually as shown in the screen shot below.



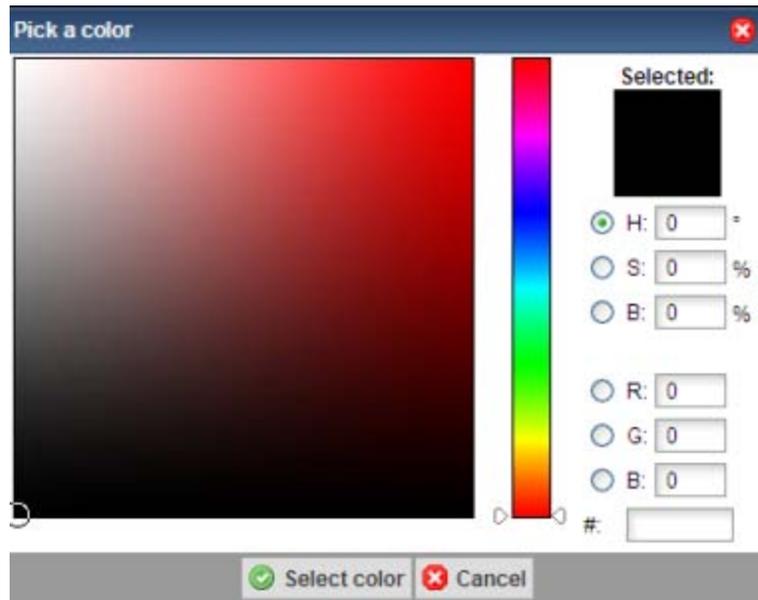
**Page Background:** Here you can select from one of three options for your page background; either a solid color, gradient, or upload your own background image.

**Other Colors:** Here you can adjust the menu background colors, and inner page color. Any unwanted changes can be reset to default by clicking the link to the right of the color.

**Fonts:** Here you can edit the font type, color, and size of both the header and standard font.

**Advanced Styles:** In this section you will have the ability to alter the colors of your Top and Side Navigations menu styles as well as alter the widths/padding/ and margins for your eHome site. Any changes made will be shown in the preview of your eHome when you visit your site.

**Changing Colors:** When Changing colors you will be given a selections like shown below where you can adjust the color selection or input your own HSB, or RGB number.



**Adjusting Widths/ Padding/ Margins:** Here you can edit the website width, outer padding and inner padding in pixels to further customize the look and feel of your eHome site.

▼ Widths/Padding/Margins

Website width  pixels

Outer padding  pixels

Inner padding  pixels