

ACM Banquet RSVP System 2009 User Guide

<http://files.prenticew.com/doc/banquet09guide.pdf>

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Introduction

The RSVP system is deployed on <http://acm.calpoly.edu/rsvp/>. The system is intended to be used in two stages. First, the user registers their user information on the RSVP form. Then, the user comes to an admin (either at the ACM table outside the CSL or at the department office) to be marked as PAID (if a student) and pick their seating choice.

Seating preferences are done on a first-come first-serve basis.

RSVP Form

There are two versions of the RSVP form. Student (<http://acm.calpoly.edu/rsvp/>) and Faculty (<http://acm.calpoly.edu/rsvp/?fc>). Once the user submits their information, an email is sent to the user containing their user information and instructions on how to complete their registration. Students are instructed to pay and provide their table choices and faculty are instructed to provide their table choices.

Table Listing

To view who is sitting at which table and how many seats are open to students at each, visit the table listing page (http://acm.calpoly.edu/rsvp/table_listing.php). Note that the faculty seats remaining are not shown. It is safe to assume there are two faculty seats at each table.

Admin Interface

The admin interface can be accessed at (<http://acm.calpoly.edu/rsvp/admin/admin.php>).

Marking a Student as Paid

1. Find the student entry.
2. Click on the [paid] action.
3. Enter the student's seating preference in the text box and click Complete Transaction.
(NOTE: The table can not be full otherwise the transaction will fail.)

Once the transaction is complete, an email is set to the student confirming their payment and choice.

Confirming a Faculty RSVP

1. Find the faculty entry. (NOTE: if the faculty has indicated that they are bringing a guest, they will have a guest ID number. Click on it to filter the database)

2. Click [edit].
3. Enter the faculty's seating preference in the Table # field. (NOTE: The table can not be full otherwise the transaction will not complete. The "seats remaining" indicates the student seats remaining -- not faculty seats. There are two faculty seats at each table)
4. Click Update.
5. Repeat steps for guest if there is a guest.

Admin Functionality Overview

Filtering

Text fields can be filtered using % as a wildcard. The Id field can be filtered with a coma separated list.

Edit an RSVP

Click the [edit] action

Mark a student as paid

Click the [paid] action

Delete an RSVP

Click the [x] action

Viewing the Raw Log

All queries that modify the database are logged. The log can be displayed at (<http://acm.calpoly.edu/rsvp/admin/logdump.php>).

URL List

Public

Student RSVP - <http://acm.calpoly.edu/rsvp/>

Faculty RSVP - <http://acm.calpoly.edu/rsvp/?fc>

Table Listing - http://acm.calpoly.edu/rsvp/table_listing.php

Admin

Admin Page - <http://acm.calpoly.edu/rsvp/admin/admin.php>

Log Dump - <http://acm.calpoly.edu/rsvp/admin/logdump.php>

Contributors

Table View

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Testing

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