



EVENT ADMIN . GENERATE HOST CONTENT

EVENT-ZONE – ADMIN GUIDE

GENERATE HOST CONTENT



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Table of Contents

Contents

1. Introduction.....	4
2. Overview.....	5
3. Examples of generated content.....	7
4. Generating content by Event Type, Location and Facility Type.....	11
5. How to generate your daily Timetable pages:	13
6. Example Weekly Timetable Page.....	14
7. How to include Generated Content into your host website.....	15
In-Zone hosting plan	15
Alternative hosting plans.....	15



In-Zone Event System – Generate Host Content

1. Introduction

Inserting events into your host website one at time as individual links can be a time consuming business particularly when you have large volumes of events to be published.

Use the Generate Content centre to automatically generate lists of events and descriptions and at the same time automatically link these lists to your In-Zone events.

You can automatically generate the following content:

- Main Event listing Page (By location and Type)
- Submenu List by Location
- Submenu List by Event Type
- List by Timetable

Simply create your events within In-Zone and use the Generate Content feature to automatically create your event listing pages ready for including within your host site or email campaign.

Please note If you do not have access to the Generate Content system contact your system Administrator or In-Zone support at support@In-Zone.co.uk

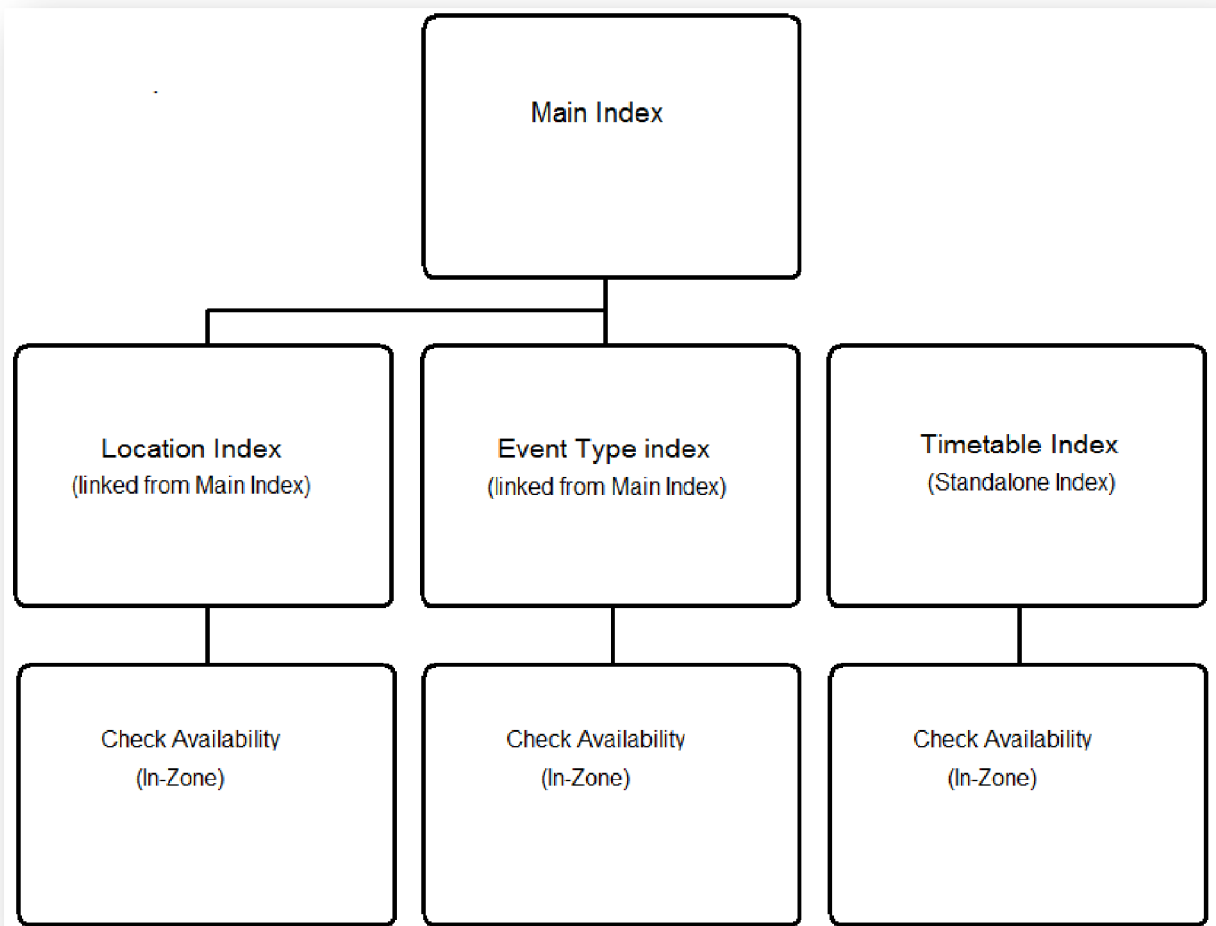


2. Overview

The system generates a main index page of Events by Event Type and by Event Location.

The main index page then links from each Event Type and Event Location to the corresponding sub index page for the selected category.

The Sub index pages (Event Types and Event Locations) then automatically link to the check course availability (within In-Zone) enabling you to effortlessly create events in the In-Zone system and then publish them as lists within your own host website.





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The example below shows a hosted preformatted page of events, (details sourced from In-Zone), with all the check availability links automatically included....

Export/Import Training Courses
Coventry & Warwickshire COCI

[Return to Main Index](#)

Course	Trainer	Location	Dates & Availability
Export Documentation - Getting it Right	Various	Coventry & Warwickshire COCI	Check Availability...
Managing Customs Visits and Audits	Various	Coventry & Warwickshire COCI	Check Availability...
Researching Export Markets	Various	Coventry & Warwickshire COCI	Check Availability...
International Purchasing & Supply	Various	Coventry & Warwickshire COCI	Check Availability...
Export Letters of Credit	Various	Coventry & Warwickshire COCI	Check Availability...
Letters of Credit the impact of UCP600	Various	Coventry & Warwickshire COCI	Check Availability...
Payment for Export- Inc. Letters of Credit	Various	Coventry & Warwickshire COCI	Check Availability...
Appointment Management of Agents & Distributors	Various	Coventry & Warwickshire COCI	Check Availability...
Effective International Marketing	Various	Coventry & Warwickshire COCI	Check Availability...

[\[Back to Top\]](#)

When the [Check Availability](#) link is clicked the user is automatically transferred to the appropriate event or event group within In-Zone. (In the screen below the user clicked the [Check Availability](#) link for [Export documentation . Getting it Right](#) shown above.

Select Day of the Week

Select Location

Select Type

Select By

Day	Date/Exp	Start Time	End Time	Description	Location	Type	Price	
Thu	11/03/2010	09:30	16:30	Export Documentation - Getting it Right	Coventry & Warwickshire COCI	Export	£295.00	
Thu	10/12/2009	09:00	13:30	Managing Customs Visits and Audits	Coventry & Warwickshire COCI	Export	£120.00	
Thu	01/07/2010	09:00	13:30	Managing Customs Visits and Audits	Coventry & Warwickshire COCI	Export	£120.00	

Powered by:

IN-ZONE Online booking system software solutions



3. Examples of generated content

Example of Main Index page by Event Location & Event Type

Export/Import Training Courses Index

Click on the links below to view courses by Course Type

Country Specific Export Software International Trade	Dangerous Goods Freight Forwarding Letters Of Credit	Export Import Sales & Marketing
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Click on the links below to view courses by location

Birmingham Chamber of Commerce Chester, Ellesmere Port & North Wales Chamber of C Dorset Business, The Chamber of Commerce and Indus Handelsbanken, Sheffield Hull Chamber Of Commerce Leicestershire COCI Liverpool Chamber of Commerce Milton Keynes & NB Chamber of Commerce Norfolk Chamber of Commerce North Staffs Chamber of Commerce & Industry Portsmouth & SE Hampshire Chamber-Padnell Grange Portsmouth and SE Hampshire Chamber of Commerce Portsmouth and SE Hampshire Chamber of Commerce/ REGUS - Birmingham NEC/Airport REGUS - Nottingham (East Midlands Airport) SRL Associates - Bedford SRL Associates - Glasgow SRL Associates - Leicester SRL Associates - York Strong & Herd - Manchester Thames Valley COCI	Chamber Int'l (Bradford,Leeds,York & N. York) Coventry & Warwickshire COCI GWE Business West Training Department Hertfordshire Chamber of Commerce & Industry Institute of Export - Peterborough Lincoln Chamber of Commerce London Chamber of Commerce Norfolk Chamber North East COCI Plymouth Chamber of Commerce Portsmouth & South East Hampshire Chamber-Regional Portsmouth and SE Hampshire Chamber of Commerce, Portsmouth and South East Chamber/ Regional Centre REGUS - Cannock,Staffs Sheffield Chamber of Commerce and Industry SRL Associates - Birmingham SRL Associates - Lancaster SRL Associates - Newark SRL Associates Newcastle Sussex Enterprise
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Example submenu List by Event Location

Export/Import Training Courses Coventry & Warwickshire COCI

[Return to Main Index](#)

Course	Trainer	Location	Dates & Availability
Export Documentation - Getting it Right	Various	Coventry & Warwickshire COCI	Check Availability....
Managing Customs Visits and Audits	Various	Coventry & Warwickshire COCI	Check Availability....
Researching Export Markets	Various	Coventry & Warwickshire COCI	Check Availability....
International Purchasing & Supply	Various	Coventry & Warwickshire COCI	Check Availability....
Export Letters of Credit	Various	Coventry & Warwickshire COCI	Check Availability....
Letters of Credit the impact of UCP600	Various	Coventry & Warwickshire COCI	Check Availability....
Payment for Export- Inc. Letters of Credit	Various	Coventry & Warwickshire COCI	Check Availability....
Appointment Management of Agents & Distributors	Various	Coventry & Warwickshire COCI	Check Availability....
Effective International Marketing	Various	Coventry & Warwickshire COCI	Check Availability....

[\[Back to Top\]](#)

Example submenu List by Event Type

Export/Import Training Courses Sales & Marketing

[Return to Main Index](#)

Course	Trainer	Location	Dates & Availability
Agents and Distributors	John Christal	North East COCI	Check Availability....
Appointment Management of Agents & Distributors	Various	Coventry & Warwickshire COCI	Check Availability....
Appointment of Agents and Distributors	Mike Strawson/Steve Townsley	London Chamber of Commerce	01908 221162
Developing Export Sales Skills	Mike Strawson	Chamber Int'l (Bradford,Leeds,York & N. York)	Check Availability....
Developing Export Sales Skills	Brian Herd/Sandra Strong	Strong & Herd - Manchester	Check Availability....
Developing Export Sales Skills	Mike Strawson/Steve Townsley	London Chamber of Commerce	01908 221162
Effective International Marketing	Various	Coventry & Warwickshire COCI	Check Availability....
Effective Selling to Overseas Buyers	Peter Thompson	GWE Business West Training Department	Check Availability....
Exhibiting Abroad - Keys to success	Steve Townsley	North Staffs Chamber of Commerce & Industry	Check Availability....
Intro to appointment / management of Agents / Dist	Maxine Globe / John Harrison	Liverpool Chamber of Commerce	01908 221162
Launching Products to Overseas Markets	Peter Thompson	GWE Business West Training Department	Check Availability....
Management of Overseas Agents and Distributors	Brian Herd/Sandra Strong	Strong & Herd - Manchester	Check Availability....
Managing Agents & Distributors(Bradford Bus. Park)	Mike Strawson	Chamber Int'l (Bradford,Leeds,York & N. York)	Check Availability....
Managing Agents and Distributors	Mike Strawson	Chamber Int'l (Bradford,Leeds,York & N. York)	Check Availability....
Maximise Sales through Overseas Exhibitions	Brian Herd/Sandra Strong	Strong & Herd - Manchester	Check Availability....
Winning Export Business	Peter Thompson	Sussex Enterprise	Check Availability....


[\[Back to Top\]](#)



EVENT ADMIN . GENERATE HOST CONTENT

Example of the List by Weekly Timetable

Pushing fitness back in2 the community



BRAND NEW U - COMMUNITY FITNESS & PERSONAL TRAINING

Weekly Timetable

Click on the links below to view class availability and book.

[Sunday](#) [Monday](#) [Tuesday](#) [Wednesday](#)
[Thursday](#) [Friday](#) [Saturday](#)

Day	Start Time	End Time	Class	Location	Type	By	Availability
Sunday							
Sunday	10:00	12:30	Drop in Gym	Priory City Academy School	Drop In GYM SESSIONS	Jacquie Brand	Book Now
[Back to top]							
Monday							
Monday	09:30	10:30	Keep Fit & Condition (Creche)	Washingborough Community Centre	Keep Fit	Charlotte Brand	Book Now
Monday	18:30	20:30	Gym Session	Priory City Academy School	Drop In GYM SESSIONS	Darren Marfleet	Book Now
Monday	19:30	20:15	Aqua-Fit From Term time only	Branston Community College	Aqua-fit	Charlotte Brand	Book Now
Monday	17:30	18:15	Vibe Cycle	Priory City Academy School	Spin Class	Darren Marfleet	Book Now
Monday	09:30	10:30	Creche	Washingborough Community Centre	Creche		Book Now
Monday	12:00	12:45	Creche	Lincoln City Stadium Studio	Creche		Book Now
[Back to top]							
Tuesday							

Again the Check availability links are automatically included within your index page ready to link over to the corresponding event within the In-Zone system.



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Example In-Zone Check Availability screen

Select Day of the Week

Select Location

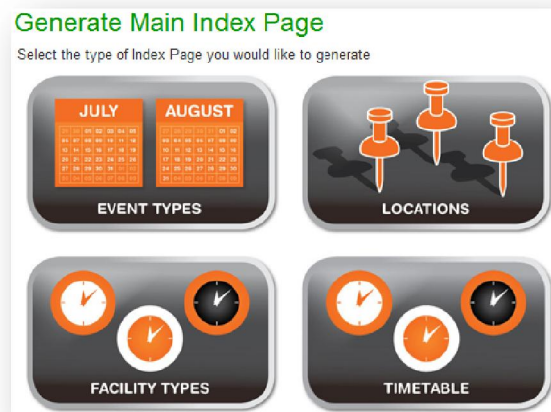
Select Type

Select By

Day	Date/Exp	Start Time	End Time	Description	Location	Type	Price
Tue	01/12/2009	09:00	16:30	Effective International Marketing	Coventry & Warwickshire COCI	Sales & Marketing	£295.00
Thu	15/07/2010	09:00	16:30	Effective International Marketing	Coventry & Warwickshire COCI	Sales & Marketing	£295.00

4. Generating content by Event Type, Location and Facility Type

1. From **Event Admin**
2. Click on **Generate Content** to display the Generate Content Main Index page



Note: Main Index Options may vary. If you do not see the option you are looking for contact your system Administrator or In-Zone support at support@In-Zone.co.uk

3. Select the type of Index Page to be generated:

- | | |
|---------------------|----------------------|
| a. By Event Type | b. By Event Location |
| c. By Facility Type | d. Timetable |

4. Depending on the type of host index pages to be generated, do the following:

Generate Main Index Page





Title	Generate	Preview	Publish
Main Index Page			
Publish All Pages			

Generate the Main Index Page by clicking the generate icon and Preview the results prior to publishing them to your host website.




























The Publish All Pages is used to publish all pages to the host site in one go.

To Generate and publish individual sections perform the same actions as above but to the relevant subsection, see screen example below.

Generate Main Index Page

Title	Generate	Preview	Publish
Main Index Page			
Publish All Pages			

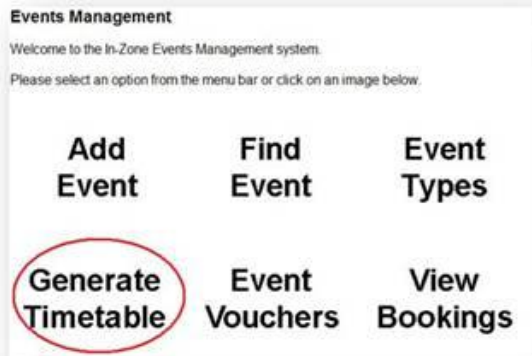
Generate Event Type Index Pages

Title	Generate	Preview	Publish
Country Specific			
Dangerous Goods			
Export			
Export Software			
Freight Forwarding			
Import			
International Trade			
Letters Of Credit			
Sales & Marketing			



5. How to generate your daily Timetable pages:

From the Events Management Page click Generate Table (see below)



Then click the timetable icon to show the Generate Main Index Page screen (part of which is shown below):




Click the green Generate button to compile the page of events – Preview to see what it looks like and click publish to update the live site with your weekly timetable listing.





6. Example Weekly Timetable Page

Pushing fitness back in2 the community



BRAND NEW U - COMMUNITY FITNESS & PERSONAL TRAINING

Weekly Timetable

Click on the links below to view class availability and book.

[Sunday](#)
[Monday](#)
[Tuesday](#)
[Wednesday](#)

[Thursday](#)
[Friday](#)
[Saturday](#)

Day	Start Time	End Time	Class	Location	Type	By	Availability
Sunday							
Sunday	10:00	12:30	Drop in Gym	Priory City Academy School	Drop In GYM SESSIONS	Jacquie Brand	Book Now
[Back to top]							
Monday							
Monday	09:30	10:30	Keep Fit & Condition (Creche)	Washingborough Community Centre	Keep Fit	Charlotte Brand	Book Now
Monday	18:30	20:30	Gym Session	Priory City Academy School	Drop In GYM SESSIONS	Darren Marfleet	Book Now
Monday	19:30	20:15	Aqua-Fit From Term time only	Branston Community College	Aqua-fit	Charlotte Brand	Book Now
Monday	17:30	18:15	Vibe Cycle	Priory City Academy School	Spin Class	Darren Marfleet	Book Now
Monday	09:30	10:30	Creche	Washingborough Community Centre	Creche		Book Now
Monday	12:00	12:45	Creche	Lincoln City Stadium Studio	Creche		Book Now
[Back to top]							
Tuesday							



7. How to include Generated Content into your host website

In-Zone hosting plan

If your website is hosted with In-Zone then you need do nothing more than Generate, Preview and then publish your index pages as described above.

Alternative hosting plans

If your website is not host with In-Zone then you will need to download the generated files from the In-zone FTP servers. Please contact your administrator or In-Zone for details.