

# FSGW Admin Tools, that run on fsgw2.org

- [Admin Tools index page](#)

## Admin Tools access control

For the tools that require login, use your fsgw.org email address and password. Login uses the OAuth 2.0 protocol, so the actual login page is on fsgw.org, while the admin tools run on fsgw2.org. If login does not respond (the page stays empty) within 20 seconds after you click the 'Log in' button, the problem is probably that the login page had been displayed too long and so aged out. Back up to the login page (it has Email and Password fields) then reload it, such as by clicking your browser's circular arrow button (often near the top left), then try to login again.

Access to use the tools is given by setting "Group participation" on a Contact's "Membership" tab in Wild Apricot (WA) "Admin view". There is a somewhat long list of groups, where you check off the ones a member should be in. The discussion below refers to Group names.

Because WA only supports groups for members and we have needed to give tools access to non-members, we added the "Access Group" contact field, which is in "Internal use" under "Contact details". It can contain one or more group names, pipe separated, each capitalized correctly (example: "Photos|eventtools"). The pipe character: "|", is shift-backslash on many keyboards.

As of 6/7/2024, "Access Group" is supported in the Event Counts and Income helper, Event Registration List helper, Apply a contact's credit to pay for an invoice, Find contacts and examine them, including looking for duplicates, ECD Schedule View Helper, and E-Blast Helper tools.

eventtools, eventadmin, and eventdev are the 3 levels of access supported in the tools that require login, especially in [eventcount](#) (Event Counts and Income helper) and [find\\_contacts](#) (Find contacts and examine them).

- eventtools or Staff or Board Member groups allow one to use the tool and do basic things in it.
- eventadmin group allows seeing and doing some additional things that we think need a higher level of understanding or care. For example, in eventcount, anything that actually changes data in WA requires eventadmin or eventdev. The buttons to make changes are not even displayed unless the login has enough access.
- eventdev group also allows seeing and doing a few things that we think only a tool developer (Will for now) should or would want to see.

In the more recent tools PHP source code, if you see a test of `$allowed_level`, that is checking the group level, where eventtools is 1, eventadmin is 2, and eventdev is 3. Older tools use a simpler, more hard coded test for access.

There is no access control on our Admin Tools index page, anyone can view it:

<https://fsgw2.org/tools.html>

## Using eventcount to create Events History reports

[eventcount](#) (Event Counts and Income helper) can create "Events History" reports showing the registration counts and fees for multiple events in a table, in HTML or CSV format. However, this doesn't have a separate button like other eventcount capabilities. Instead, it works through options on the "Go Back to Event List" button at the bottom (NOT the top) of each eventcount page. The "eventadmin" rights group is required to do this, otherwise the needed options are not displayed.

- How to get just the events you need in a report:
  1. Check "Events for +/- 4 yrs" (or "Events for +/- 1 year" if you're sure that's all you need).
  2. Set "Match this text in event names" so that ONLY the type of events you want are displayed.

This is 'dumb' search, it matches exactly what you type, not the individual words.
  3. In the list of events displayed, identify the group of events you want in your report. Set "# to skip at top" to the number of events displayed above the group you want. Set "# events to get" to the number of events in your group.
  4. Check "Brief events history" and click the "Go Back to Event List" button. The "Event List" page will re-display, with your report at the bottom. See if the report has exactly the events you want. If not, adjust your options, check "Brief events history" and click the button.
  5. Once the report has exactly the events you want, then if you want the long report with fees, check "Long events history" and click the button. The long report can take much longer to generate than the brief report.
  6. You can download a report, either in HTML for viewing, or in CSV format (Comma Separated Values) to load into a spreadsheet. To email a report for viewing, it is better to attach the HTML file, rather than copy-pasting from the web page into an email. The HTML file will preserve the format and readability of the report much better than copy-pasting.
    1. For an HTML file, click the "Prepare HTML download" button above the report and then click the "Download HTML File" link that appears below the button. Modify the file name as you think useful then click to Save the file.
    2. For a CSV file, click the "Prepare CSV download" button above the report and then click the "Download CSV File" link that appears below the button. Modify the file name as you think useful then click to Save the file.

- Example options settings, to report 1 year of Silver Spring Contra Dances:

This was used in August 2025 to report the events from July 2024 to June 2025

1. Events for +/- 4 yrs: checked
2. Match this text in event names: Silver Spring
3. # events to get: 12
4. # to skip at top: 2
5. Brief events history: checked to show just Registered and Checked-in totals per event, OR
6. Long events history: checked to show Registered, Checked-in, and fees broken out by Ticket Types

## How eventcount handles the "volunteer", "performer", "open band" Ticket Types, etc

«text»The path to Ticket Type happiness in the Event Counts and Income helper (eventcount), is to always use "volunteer" and "performer" Ticket Types for \$0 fee admissions, not some combination or

alternative. And use “open band” for Open Band members. If you need to have multiple distinct Ticket Types for \$0 fee volunteers or performers, make sure that each Type starts with “volunteer” or “performer”, followed by whatever words make each Ticket Type more specific. If a Ticket Type has a non-0 fee, then all this is ignored even if it contains “volunteer” or “performer”.

All these string comparisons are case independent, so “volunteer”, “VOLUNTEER”, “volunteers”, “VOLUNTEERS”, “volunteerS”, and “VOLUNTEERs” all match, etc.

Here are the ways that eventcount treats certain Ticket Types specially.

1) When listing registrants (or registrants & Invoices), any Ticket Types with \$0 fee and starting with “volunteer”, “performer”, “talent/staff”, or “open band” get different information displayed in what is normally the “Tender (Payment type)” column.

For “performer” and “talent/staff” Types (and for “volunteer” Type if there is no “performer” Type), the column heading is “W-9 Date / W-9 Name / Role”. The contacts W-9 Date and W-9 Name are displayed, and the Registrations Role is displayed as explained just below.

For the “open band” Type, the column heading is “W-9 Date / W-9 Name”, and the contacts W-9 Date and W-9 Name are displayed, without any Role.

For the “volunteer” Type (when there is also a “performer” Type), the column heading is “Role”, and just the Registrations Role is displayed. The Role is whatever is in the Registrations Internal Notes field, with any vaccination status information removed. The Roles that I record are “sound”, “caller”, “band”, etc. Roles should be short, 2 words at most.

2) The purpose of the “Paid or \*Free\*” column in the “Registration type” (upper) table is to count registrants that dance presenters should pay the GEPPAC floor fee for.

The following Ticket Types are NOT included in the “Paid or \*Free\*” column or Total, because GEPPAC does not require that the floor fee be paid for them:

```
Any that start with "volunteer"  
Any that start with "performer"  
Any that start with "talent/staff"  
Any that contain the word "guest" anywhere
```

“talent/staff” is treated like “performer” because #Dance wanted to use it. If you use “talent/staff”, spell it exactly, do not add any spaces around the slash (“/”).

A clarification: If an event has volunteer Ticket Types that are not free (have a fee above 0), such as #dance has had, then they will not get this special handling, and there's no impact from making those Ticket Type names start with “volunteer”. Only Ticket Types with a fee of 0 can get it.</text>

## Uploading Board Meeting Minutes and Summaries

To upload a FSGW Board Meeting Summary PDF file:

1. Go to <https://fsgw2.org/minutes/upload.php>
2. Login with your fsgw.org login and password.

3. Only those with the “Board Members” or “Staff” group assigned may use this tool.
4. Enter the Year, Month, and Day of the board meeting.
5. If it was a Special Board Meeting, check the Special Board Meeting checkbox.
6. If it is a Meeting Summary, check the Meeting Summary checkbox.
7. Click the “Browse...” button next to “Select the Minutes or Summary file:”, which will display a dialog to Open (or Select) a file.
8. Find the file to upload and select it, then click the “Open” (or Select) button at the bottom of the dialog, which closes the dialog.
9. Click the “Upload selected file” button. The file should get uploaded.
10. On success, the Upload web page will re-display, and the newly uploaded file should now be visible in the list at the bottom.
11. If an error is displayed and you cannot figure out what to do about it, then contact a FSGW webmaster.

## About the FSGW Publicity Photo Collection and Uploader

Back in 2021 Will Strang developed the FSGW Publicity Photo Collection and a Photo Uploader, at several board members' request. The goal of the Uploader is to make it easy for performers to upload publicity photos, and the goal of the Collection is to make it easy for FSGW people to then find and use the photos. They were used up through April 2023, mainly by Concerts. Early in 2024, there were 90 photos in the collection, although a few were random photos added for testing.

The Collection could just as well be used for dance caller and band photos. It could also be used for uploading attendees photos of events, although not at full camera resolution due to the file size limit of 50 MB imposed to prevent disk-filling attacks, and not in large numbers because upload is 1 at a time.

The “FSGW Publicity Photo Uploader” is here: <https://fsgw2.org/pubphoto.php>

No login is needed. It allows uploading jpg, jpeg, png, gif, or pdf files, 1 at a time. (Any pdf file must contain an image, not just text.) Maximum file size is 50 MB, to prevent disk-filling attacks. It asks for some descriptive information about each file before upload.

The “FSGW Publicity Photo Collection” is here: <https://fsgw2.org/photo.php>

It requires logging in with your fsgw.org website login, and having the “Photo”, “Staff”, or “Board Members” group set for you. It initially shows you preview images of the 30 most recently added photos, with descriptive information about each. It allows searching for photos, and editing to correct or add descriptive information. It can display the original file for any photo, for download.

For the “FSGW Publicity Photo collection” (<https://fsgw2.org/photo.php>), the groups giving access to it are Photos or Staff or Board Members.

There are a number of capabilities that could be added to this Photo Collection software, if someone felt a need and asked. I will not add on my own, someone would need to ask. I do test it occasionally, and have fixed a few minor bugs. Some examples:

- Larger photo files could be supported.
- Scaling a photo to a specified size for use could be supported.
- Bulk uploading groups of photos could be supported, with adding descriptive information later.
- Filing photos into groups could be supported. This would be needed for bulk uploading.
- Backing up the photos into Google Photos could be supported, with at least some of the

descriptive information, possibly all.

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