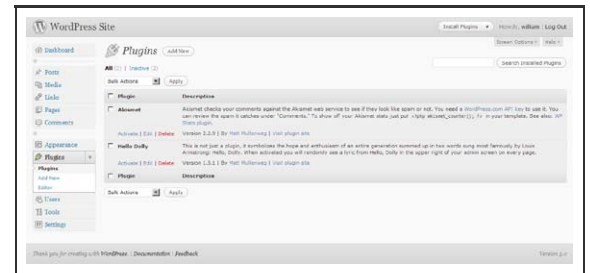


Event Espresso Installation Guide

Step 1

Installation

Install the Events Espresso plugin via the WordPress [plugin installer](#), or upload the extracted contents of the zip file to the "/wp-content/plugins/" directory (please follow the [Manual Plugin Installation](#) guide if you need help.)

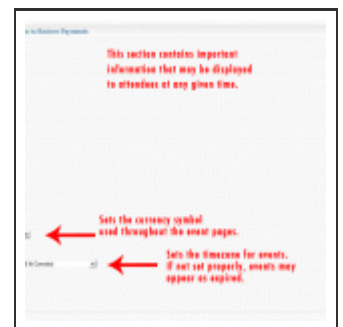


Step 2

Organization Settings

Update your "Organization Settings." These settings are used throughout the many different aspects of the event creation and registration process.

- Your organizations' name will appear in email confirmations for events and payments.
- Country setting is used to display the proper currency symbol associated with your country.
- The time zone setting will make sure your events appear and expire at the proper times/dates.
- All registration details and payment notifications will be sent to the primary contact email.



Step 3

Page Settings

Page settings are a very important aspect of Event Espresso. Event listings and registration, payment, cancellation, and transaction pages are all required to for the plugin to work properly. Some pages will need to be hidden from your navigation menu, but still viewable to the general public. I recommend using the "[Exclude Pages from Navigation](#)" by [Simon Wheatley](#) to hiding page from navigation.

- *Main Registration page:* This page functions as the event listing and registration page. The registration page should contain the **{ESPRESSO_EVENTS}** shortcode. The page can be hidden from navigation if desired, but it should always contain the **{ESPRESSO_EVENTS}** shortcode and a description if desired.
- *Auto Return URL* This page can be considered the "thank you" and "payment confirmation" page. This is where the user will return after making a payment and/or returning to make a payment. This page should contain the **{ESPRESSO_PAYMENTS}** shortcode and be hidden from your navigation menu, but still viewable to the public (not password protected.)
- *Cancel Return URL* This should be a page on your website that contains a canceled payment message. No short tags are required. This page should be hidden from your navigation menu but still viewable to the public (not password protected.)
- *Notify URL* This page is used to process all payment transactions for payments completed using a payment gateway provider such as PayPal, Authorize.net, 2Checkout, etc. The page should contain the **{ESPRESSO_TXN_PAGE}** shortcode. This page should hidden from your navigation menu but still viewable to the public (not password protected.)

