

This TechNote describes the structure of the eBookingOnline database and demonstrates how the member details section of the database can be extended, customised and accessed by Microsoft Office products. A reasonable level of MS Excel and database knowledge is required to get the maximum benefit from this document. Please note that database values can only be edited through the Administration Panel.

Database Overview & Structure

All of your data is held in a secure SQL database. This database consists of three parts.

Part I

To operate the standard court booking system only the standard database needs to be configured. The following table shows the available fields for members' details.

Field Name	Type	Required	Description
User ID	Integer 100-9999	✓	User ID / Member No.
First Name	Characters (20)	✓	First Name
Last Name	Characters (20)	✓	Second Name
Password	Four digit number	✗	PIN
Privilege Level	Integer 0 to 5	✓ defaults to 0 (normal)	Privilege Level
Email Address	Characters (40)	✗	Email Address
Active	Boolean (1 or 0)	✓ defaults to active (1)	Account enabled
Receive Emails	Boolean (1 or 0)	✓ defaults to 1 (set)	Member received emails
Receive rich text emails	Boolean (1 or 0)	✓ defaults to 1 (set)	Member receives emails in rich text
Membership Type ID	Integer *	✓ defaults to 0 (all sports)	Membership Type

* the membership_type ID is obtained when listing the membership types through the Administration Panel.

Part II

When extending the database all we are doing is adding additional fields for the members details. We have added a number of additional standard fields that will be common for most users, all of these however are optional for you to use. These fields are:

Field Name	Type	Required
Salutation	Characters (8)	✗
Address Line 1	Characters (30)	✗
Address Line 2	Characters (30)	✗
Address Line 3	Characters (30)	✗
Address Line 4	Characters (30)	✗
Postal Code	Characters (20)	✗
Telephone	Characters (20)	✗
Mobile	Characters (20)	✗
Date of Birth	Date (dd/mm/yyyy)	✗
Renewal Date	Date (dd/mm/yyyy)	✗
Release_phone	Boolean (1 or 0)	✗ defaults to 0 (no release)

If set the **release_phone** field will list the member's telephone details in the Club Directory.

Part III

The final structure of the database is the ability for you to add your own fields for members. We understand that "one size does not fit all..." as such you can add your own fields. These fields are added to your database using the Administration Control Panel Web Interface, this process is described below.

There are three types of Fields that can be added:

Text Fields These are fields that compose of a string of text (up to 50 characters)

Check Box This is a Check Box that is clicked to select it, it is either 'on' of 'off'

Drop Down This is a field where the user makes a choice from a list, this list is preconfigured when creating the field

Examples

Text Field

First Name	<input type="text" value="John"/>
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Check Boxes

Active	<input checked="" type="checkbox"/>
Receive Emails	<input checked="" type="checkbox"/>

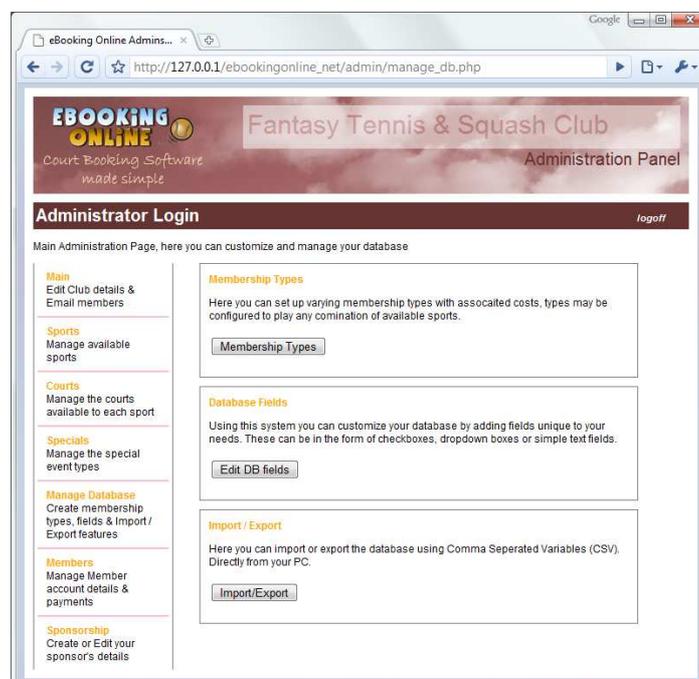
Drop Boxes

Priv Level	<input type="text" value="0 - Ordinary Account"/>
	<ul style="list-style-type: none">0 - Ordinary Account<li style="background-color: #e0e0e0;">1 - Touch Screen Account2 - Club PC Account5 - Admin Account

The following section will describe how to create custom fields using the Administration Panel

Adding Customised Fields

If you require database fields that are not already part of the standard or extended database then you can add customised fields to suit your needs. First open you Administration Panel, then select **Manage Database** from the left hand menu.



It is worth familiarizing yourself with the Membership Types Section. When the database is uploaded or downloaded as a Comma Separated Variable (CSV) file, then the 'Membership Type Field' is populated with the membership ID rather than the text equivalent. This ID value is automatically assigned and cannot be changed.

To add a custom field to your database click on the **'Edit DB Fields Button'**, a list will then be displayed of all your custom fields.



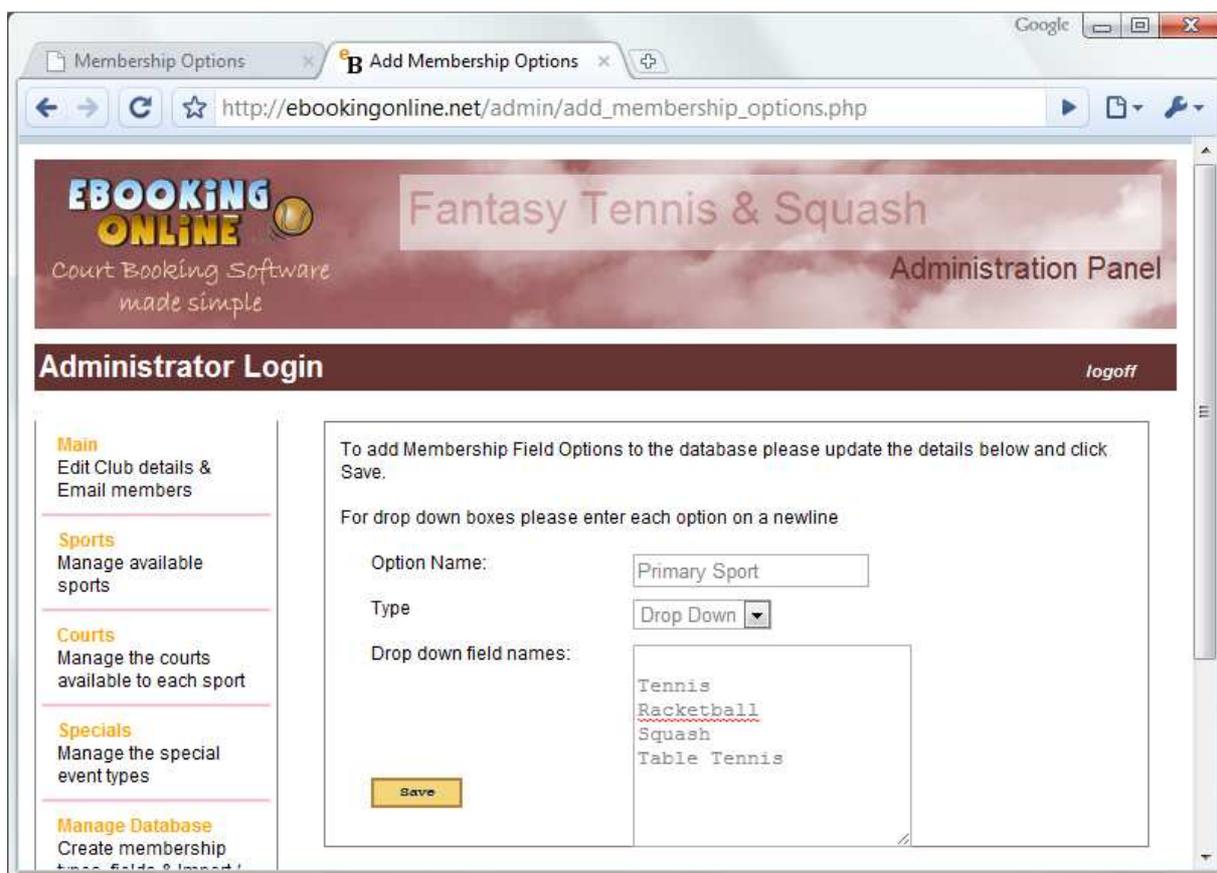
You can modify or delete existing entries here, but please note when deleting a custom field not only will the field be removed from the database but also the associated data for each entry. In addition you cannot modify the type of field (i.e. checkbox, text, drop down) once it is created as this could potentially cause inconsistencies in your data, only the name can be changed using the edit function.

To add a new Custom Field click on the **Add Type** button.

You will then be prompted for the Field Name. This is the name that will appear next to your field when you view the database in the Administration Panel and the name in the *header row* when downloading the CSV file.

Next select the type of field you require, this will be either a checkbox, text field or dropdown box. If you select a dropdown box then you will be prompted for the list of options that will appear in the dropdown box when it is clicked. In the following example we will create a drop down box for a new field called 'Primary Sport'. This field will have five options

- Blank (or not set)
- Tennis
- Racketball
- Squash
- Table Tennis



The screenshot shows a web browser window with the URL `http://ebookingonline.net/admin/add_membership_options.php`. The page header includes the logo for 'EBOOKING ONLINE' and the text 'Fantasy Tennis & Squash Administration Panel'. Below the header is an 'Administrator Login' section with a 'logout' link. The main content area contains a form for adding membership field options. The form includes a 'Save' button and a 'Drop down field names' text area containing the following options: Tennis, Racketball, Squash, and Table Tennis. The 'Option Name' field is set to 'Primary Sport' and the 'Type' is set to 'Drop Down'.

Note the blank line to start with, if you do not want to have a blank option in the list then this itself is optional but if you do want a blank it is best to put this at the beginning of this list; this gives the user the option of not setting this field.

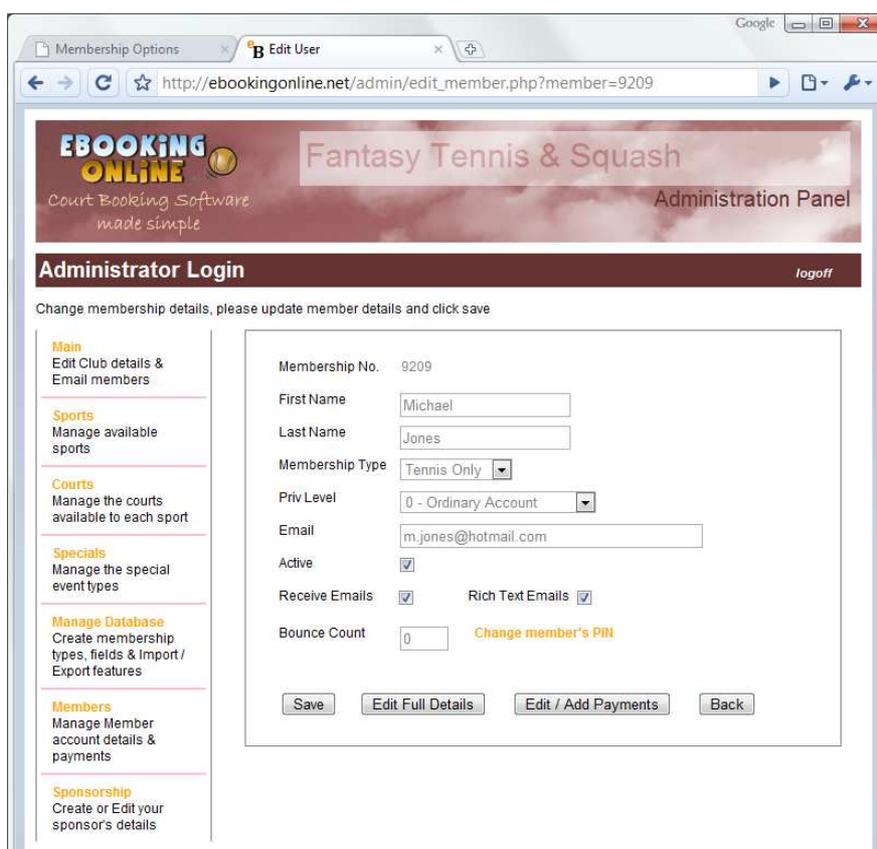
When data is entered into the database, and exported as CSV's, the value for text fields will be the text entered, for a checkbox it will be '1' if checked otherwise it will be '0' or blank for unchecked and for a dropdown box it will be a number relating to the list. In the previous examples the blank would be '0', Tennis would be '1', Racketball would be '2' and so on.

This concept is important to understand when importing data from CSV files.

Viewing & Editing Member Information

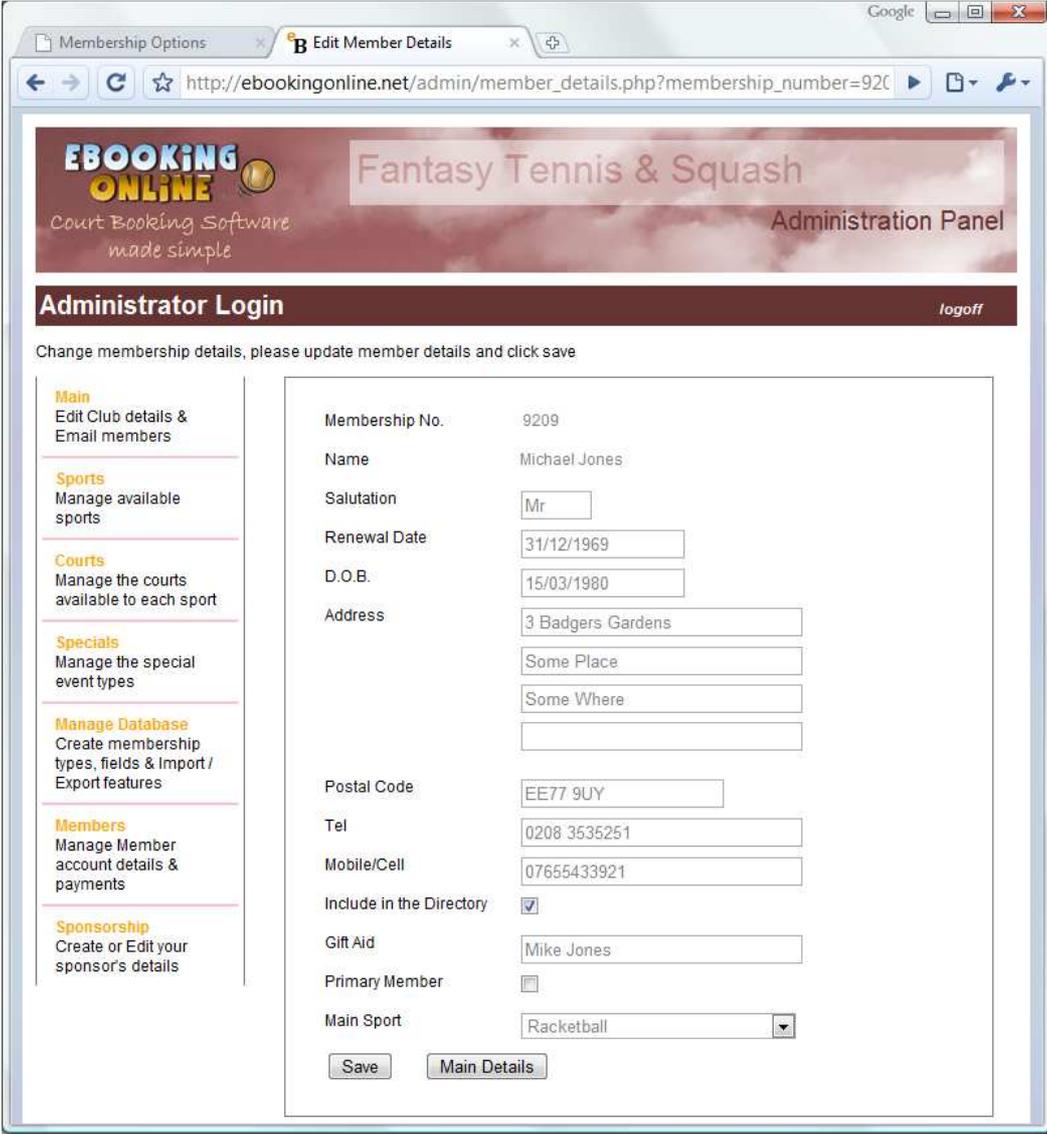
Once the structure of your database is set up as required using the standard, extended and custom fields, you can start to populate or expand data into it. If you have started from the standard database then none of your existing information will be lost you will simply be adding to it. For example the standard database does not include members' contact numbers but these can be added as part of the extended dataset.

From the Administration Panel select the **members** link from the left hand menu, and select a member that you wish to modify by clicking on the edit icon . This will display the standard database fields described in **Part I**.



The screenshot shows a web browser window with the URL `http://ebookingonline.net/admin/edit_member.php?member=9209`. The page header includes the logo for "EBOOKING ONLINE" and the text "Fantasy Tennis & Squash Administration Panel". Below the header is an "Administrator Login" section with a "logoff" link. The main content area is titled "Change membership details, please update member details and click save". On the left is a navigation menu with categories: Main (Edit Club details & Email members), Sports (Manage available sports), Courts (Manage the courts available to each sport), Specials (Manage the special event types), Manage Database (Create membership types, fields & Import / Export features), Members (Manage Member account details & payments), and Sponsorship (Create or Edit your sponsor's details). The main form contains the following fields: Membership No. (9209), First Name (Michael), Last Name (Jones), Membership Type (Tennis Only), Priv Level (0 - Ordinary Account), Email (m.jones@hotmail.com), Active (checked), Receive Emails (checked), Rich Text Emails (checked), and Bounce Count (0). There is a "Change member's PIN" link next to the Bounce Count field. At the bottom of the form are four buttons: "Save", "Edit Full Details", "Edit / Add Payments", and "Back".

By next clicking on the **Edit Full Details** button the remaining extended and custom fields will be displayed and can be modified. In our example we have added 3 custom fields Gift Aid [Text], Primary Member [Checkbox] and Main Sport [Drop down] to the database. Note the custom fields are always displayed at the bottom of the page.



The screenshot shows a web browser window with the URL `http://ebookingonline.net/admin/member_details.php?membership_number=9209`. The page header features the eBookingOnline logo and the text "Fantasy Tennis & Squash Administration Panel". Below the header is an "Administrator Login" section with a "logoff" link. The main content area contains a message: "Change membership details, please update member details and click save".

The page is divided into a sidebar and a main form area. The sidebar contains the following sections:

- Main**: Edit Club details & Email members
- Sports**: Manage available sports
- Courts**: Manage the courts available to each sport
- Specials**: Manage the special event types
- Manage Database**: Create membership types, fields & Import / Export features
- Members**: Manage Member account details & payments
- Sponsorship**: Create or Edit your sponsor's details

The main form area contains the following fields:

Membership No.	9209
Name	Michael Jones
Salutation	<input type="text" value="Mr"/>
Renewal Date	<input type="text" value="31/12/1969"/>
D.O.B.	<input type="text" value="15/03/1980"/>
Address	<input type="text" value="3 Badgers Gardens"/> <input type="text" value="Some Place"/> <input type="text" value="Some Where"/> <input type="text"/>
Postal Code	<input type="text" value="EE77 9UY"/>
Tel	<input type="text" value="0208 3535251"/>
Mobile/Cell	<input type="text" value="07655433921"/>
Include in the Directory	<input checked="" type="checkbox"/>
Gift Aid	<input type="text" value="Mike Jones"/>
Primary Member	<input type="checkbox"/>
Main Sport	<input type="text" value="Racketball"/>

At the bottom of the form are two buttons: "Save" and "Main Details".

Uploading from a CSV file

For many manually entering all of the extended information may become a tiresome task, especially if the data already exists in another application. This section details how to create a CSV that is compatible with the standard and customised database.

The best starting point is to build the database with your custom fields that you require and perhaps fill in one member with all of the details just for reference. Then export the FULL database as a CSV file and save this to your local PC. By opening up the CSV file in a TEXT editor or EXCEL you will be able to see the format that is used including your custom fields.

To export the database select **Manage Database** from the main menu of the Administration Panel and then select **import/export**.

The screenshot shows the 'Bulk Upload of Members from *.csv file' page in the eBookingOnline.net Administration Panel. The page has a header with the logo and 'Fantasy Tennis & Squash Administration Panel'. Below the header is an 'Administrator Login' section with a 'logoff' link. The main content area contains instructions for bulk uploading a CSV file, including a table example with columns A through H. The table example shows two rows of member data. Below the table, there are instructions for optional DB fields and a form with a checkbox for updating existing records, a 'Choose File' button, and an 'Upload file' button. At the bottom of the page, there is a link to export the current database.

membership number, first name, last name, password, privilege level, email address

For additional options such as membership types, extended details, custom details and email preferences please consult the Administration Guide

Note that Privilege Level of 0 is the standard level, 1 is for touch screens, 2 for Standard club pc's and 5 for Admins In order for the member to be able to log on to the system the password must be set, if it is not specified then the account will still be active but the member will not be able to log on remotely. All passwords should be four digits between 1000 and 9999 and email addresses are optional.

Here is an Example using Excel, save this file as a .csv file to your local computer and use the form below to upload it.

	A	B	C	D	E	F	G	H
1	2408	John	Smith	1234	0	john.smith@hotmail.com		
2	2001	Mike	Miller		0	mike@aol.com		

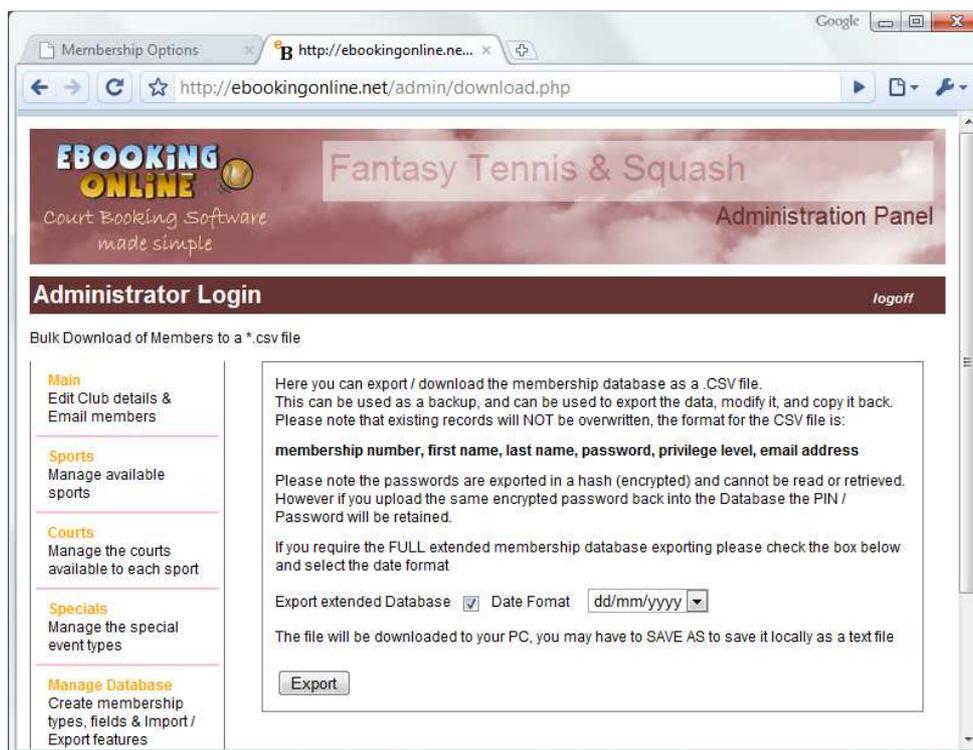
The following optional DB fields are configured, these will be added to your database in the following order if present and in order at the end of your .CSV file
Gift Aid, Primary Member, Main Sport,

Select this option if your wish to update existing records

Filename to upload No file chosen

To download / Export the Membership database in .csv format [click here](#)

At the bottom of the page you will find a link (click here) to export the current database. Click this and the following screen will be displayed.



There are two options you can select before you start exporting. To enable the export of the extended and customised database select the checkbox, without this checked only the standard fields are exported. Next to it you will see an option for selecting the correct date format that you wish to use. Once you have made your choices click **Export**. Please note that this will not affect any of your existing data. Depending on the browser you are using you will then be prompted what to do with the newly created CSV file, normally you would save this to your local PC in my documents or the desktop.

The header line of the CSV file shows the order of the standard, then extended and finally customised fields. In our customised example with our test user we have the following two lines.

[First Line – Header]

User ID,First Name,Last Name>Password,Priv Level,Email Address,Active,Receive Emails,Receive Rich Text,Membership Type ID,Salutation,Address1,Address2,Address3,Address4,Postcode,Tel,Mobile,Date of Birth,Renewal Date,Release_phone,Gift Aid,Primary Member,Main Sport

[Second Line – Data]

9209,Michael,Jones,da39a3ee5e6b4b0d3255bfef95601890afd80709,0,m.jones@hotmail.com,1,1,1,1,Mr,3 Badgers Gardens,Some Place,Some Where,,EE77 9UY,0208 3535251,07655433921,15/03/1980,31/12/1969,1,Mike Jones,,2

The standard and extended fields follow the syntax described in the beginning of this document. If they are optional and omitted in the data section of the CSV file then the default value will be applied to the entry.

Please note if using a comma within the data of a variable then this needs to be escaped in double quotes, this is the standard operation for most CSV aware applications such as Access and Excel. For example if address line was 3, *Badgers Gardens*, then the entry would look like.

9209,Michael,Jones,da39a3ee5e6b4b0d3255bfef95601890afd80709,0,m.jones@hotmail.com,1,1,1,1,Mr,,3, Badgers Gardens",Some Place,Some Where,,EE77 9UY,0208 3535251,07655433921,15/03/1980,31/12/1969,1,Mike Jones,,2

Note that in the last of the customised fields section [Main Sport] the data value given is 2. As this is a dropdown box then this would be the third entry in the list (including the blank line) i.e. 0,1,2. In our example 2 was Racketball as seen on page 6 of our member Michael Jones. When populating custom dropdown fields you will always need to enter the corresponding line number for your CSV file.

Uploading a Modified or New CSV File

As discussed earlier it would be best to create your Database Structure with any customised fields and then export the database to your local PC so that you can verify the structure and build your new CSV locally. We would recommend keeping your original database as a backup and for future reference.

MS Excel is an ideal application for doing this as most existing database structures have the ability to export to this format and manipulating data is relatively straight forward.

Once the new CSV file is created on your local PC it can be uploaded to the Online Database by selecting **manage database** on the left hand navigation menu and then **import / export** button.

The screenshot shows the 'Bulk Upload of Members from *.csv file' page in the eBookingOnline.net Administration Panel. The page includes a navigation menu on the left with categories like Main, Sports, Courts, Specials, Manage Database, Members, and Sponsorship. The main content area contains instructions for uploading a CSV file, a table example, and an 'Upload file' button.

Bulk Upload of Members from *.csv file

You can Bulk upload the member database from a csv (comma separated variable) file. Please note that existing records will NOT be overwritten unless you select the check box below, please ensure you have a back up of the existing database first by exporting it below. The basic format for the CSV file is:

membership number, first name, last name, password, privilege level, email address

For additional options such as membership types, extended details, custom details and email preferences please consult the Administration Guide

Note that Privilege Level of 0 is the standard level, 1 is for touch screens, 2 for Standard club pc's and 5 for Admins In order for the member to be able to log on to the system the password must be set, if it is not specified then the account will still be active but the member will not be able to log on remotely. All passwords should be four digits between 1000 and 9999 and email addresses are optional.

Here is an Example using Excel, save this file as a .csv file to your local computer and use the form below to upload it.

	A	B	C	D	E	F	G	H
1	2408	John	Smith	1234		0	john.smith@hotmail.com	
2	2001	Mike	Miller			0	mike@aol.com	

The following optional DB fields are configured, these will be added to your database in the following order if present and in order at the end of your .CSV file
Gift Aid, Primary Member, Main Sport,

Select this option if your wish to update existing records

Filename to upload No file chosen

To download / Export the Membership database in .csv format [click here](#)

By default if a membership number (USER ID) already exists then the data will NOT be overwritten when uploading a CV file and any errors when uploading will be displayed at this time. If however you wish to update existing members' information then check the box **Select this option to update existing records**.

Next click the **Choose File** button to select your local CSV file then click **Upload file**.

Your file will now be uploaded and entries added / updated to the database. Please note any errors that occur during this process. All errors will detail the line number of your CSV file and why that particular record failed. With this information revisit your CSV file and make any changes necessary and upload the file again.

Accessing Member Information from External Applications

It is possible to use applications such as MS Office to extract information from the database and use this within Spreadsheets or to use mail merges to create letters or emails for your membership. A good example of this is for renewal notices.

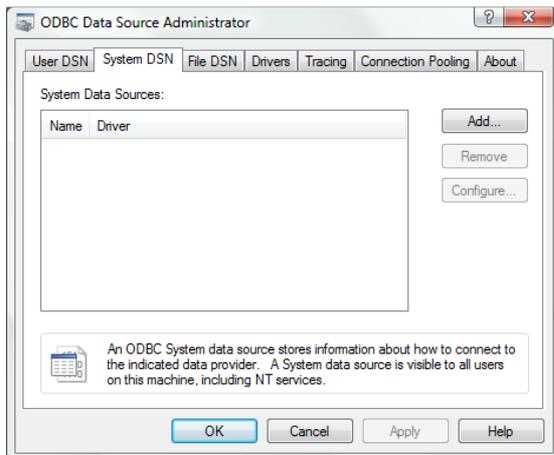
If you wish to be able to do this then you will need to order access to the databases through the Administration Panel. From the main page click on the **Features** button on the bottom of the page. You will then be asked for your static IP Address. For security reasons and to protect your data, access is restricted by IP Address. Your IP address is assigned to you by your Internet Service Provider or ISP. In most cases these addresses are randomly assigned and change (dynamic). Check with your local ISP and ask them if you have a static or dynamic IP Address, if you have a dynamic address then you will need to upgrade to a static IP address. Your public IP Address can be checked here: <http://ebookingonline.net/myipaddress> Please note that in most cases this is not the IP address assigned to your local computer and if you are behind a firewall or DSL router the static or public IP Address will be shared by all machines on your Internet connection.

Once your Static IP Address has been entered click **Next**. You will then be taken to an ordering page where there is a one off charge for this service of 15 GBP. Click the Pay Now button to complete the transaction. The configured administrators email address will then shortly receive an email detailing the username and password and associated access requirements to access the database remotely. Alternatively if you would just like to test the service prior to signing up then please log a support call and we will set up temporary access free of charge.

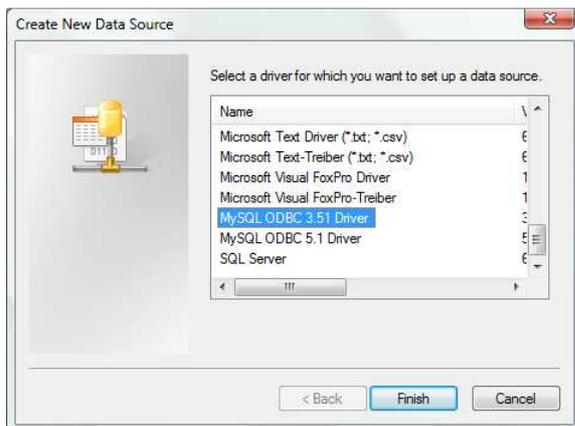
Accessing the Database

In order to access the database you will require an ODBC connector. These are freely available to download from <http://dev.mysql.com/downloads/connector/odbc/3.51.html#downloads> the type you require will depend on your local operating system. For MS Windows we recommend version 3.51.27 MSI as this has been tested with MS Office Products successfully. Download your appropriate ODBC connector and follow the installation instructions.

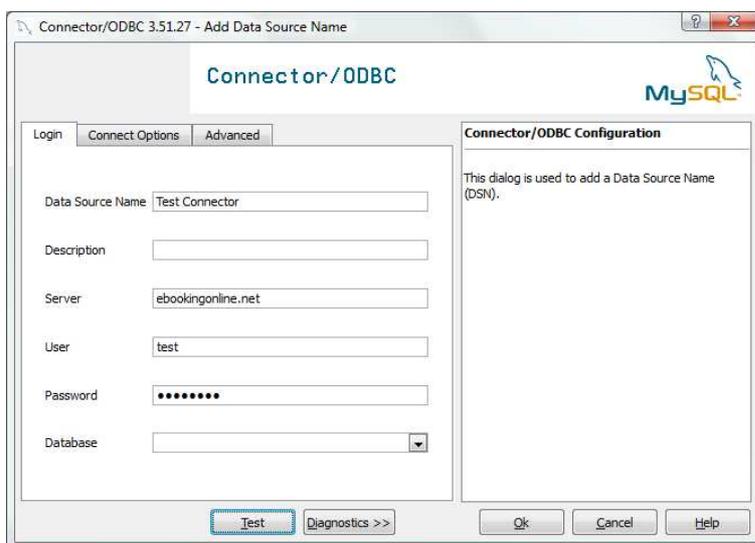
The next step is to create a connection from your PC to your Database. This is done through the local PC control panel>system and maintenance>administration tools>data sources (ODBC). By clicking on this data sources icon the following screen will be displayed.



In this example we will create a System DSN so that all users on the local PC can use this connection. Click on the System DSN tab and click **Add**



Now select the ODBC connector that you have just installed from the list. This will typically be called MySQL ODBC 3.51 driver. The following screen will be displayed.



Here you will need your email confirmation to enter some of the fields. The Data Source Name can be anything you like, in this example we have used Test Connector, the description is optional. For the server enter ebookingonline.net.

From your email confirmation enter your new remote access user name and password, and then click the Test button. If everything has been set up correctly you will receive a success message and you will be able to select your database from the dropdown list. Your database will be called bookingdbx, where x is your system wide identification number. Finally click OK.

Your ODBC connector is now fully configured.

Using MS Office

This TechNote is not designed to be an exhaustive manual for using MS Office, and it should be understood that a reasonable level of knowledge is required to build documents that pull data from databases. With that said however it is relatively straight forward.

We understand that very few users will be familiar with forming SQL Queries, so do not worry if you do not know what this is! As such what we can create is a single view of your entire database as a SQL View which will make integration into MS Office very simple. For us to create a single view simply create your database as you would like it to appear with any custom fields and apply for a remote access database user name and password as described in the section [Accessing Member Information from External Applications](#). Next simply log a support call with us through our web site and we will create view for you called *single_view*.

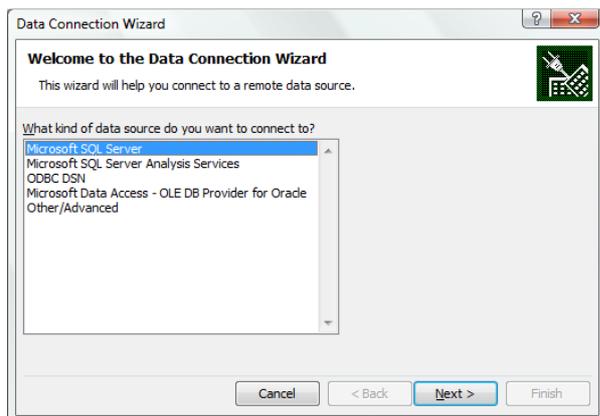
Our web site has two video tutorials on how to install the ODBC connector and how to connect both Excel and Word to the database and create a basic letter. Please view these under our support pages for further examples.

Your version of Office too will govern how you connect and create documents but essentially it is the same for all versions and there are plenty of online resources to help you here.

Using Excel

With a *single_view* Excel is relatively straight forward to populate a spreadsheet. Here is an example using MS Office 2007.

First create a new spreadsheet and then select Data Tab / Ribbon. Next click from other sources under the 'Get External Data Section', and finally select from data connection wizard. This will bring up the following screen;



Select ODBC DSN, then next. You will then be presented a list of existing DSN connections, one of which you created in the previous section, select this connection and click Next. If the connection is successful then a list of all of the database tables and Views will be listed, simply select the view single_view. Click on next and the OK to create your spreadsheet.

Please note that any changes made to the data are local only and not updated to the live server. This is because all remote access to the database is read-only. If you wish to change any data you must use the Administration Panel.

Using MS Word

MS Word allows you to connect to the database as a mail merge. You then create your letters or emails filling in individual fields from the database such as name, membership number, renewal date, email address etc as required. Please view our online tutorial on how this can be done at ebookingonline.net/support.