

Events

Events are specialized groups, made specifically for sporting events and school photographers. Events have a special landing page for multiple galleries where customers can search for their photos using a keyword or passcode.

There are two types of events, open and restricted.

Open Event

An open Event can be searched using a keyword. Every photo in an Event with the same keyword will show on the results page.

For example, many school photographers use barcodes and a specialized workflow to match students to their photos. Visitors will use the passcode to find their images within the Event. The passcode only displays the images of the student linked to that participant list. This means that students and visitors will not be able to see pictures of other students unless they have those other students' passcodes.

Restricted Event

A restricted Event uses a passcode instead of a keyword to find photos.

This type of Event requires a "participant list" in the form of a CSV file, which links the passcode to a specific keyword and client.

For example, many school photographers use barcodes and a specialized workflow to match students to their photos. Visitors will use the passcode to find their images within the Event. The passcode only displays the images of the student linked to that participant list. This means that students and visitors will not be able to see pictures of other students unless they have those other students' passcodes.

Photographers can also use the participant list to send each student a unique link to view only their photos.

Definitions of Events Terminology

Keywords

A keyword is information added to categorize your photos that can help you organize them. They are also used by search engines to find photos on your site or on the web.

For open Events, customers use keywords to search for their photos.

For restricted Events, keywords link specific images to passcodes. Passcodes can be created by the photographer or randomly generated by Zenfolio

External Editor

External editors are programs such as Photoshop, Lightroom and Aperture that can be used to add keywords to your images.

Information in the IPTC keywords field will be transferred automatically when uploading photos to Zenfolio.

See the following link for more information: <http://bit.ly/WloO8D>

Bulk Update Metadata

You can download a CSV file of your Group or Gallery photos that contains the filename, title, caption, copyright, alt attribute and keywords. This file can be edited and uploaded again to update your photos with the new information.

This can be a useful tool when a large number of images need to have keywords added.

See the following link for more information: <http://bit.ly/1zOm3LO>

Comma Separated Value (CSV)

This is a plain text file widely supported by programs such as Microsoft Excel, Open Office, Google Docs and Numbers.

Participant List

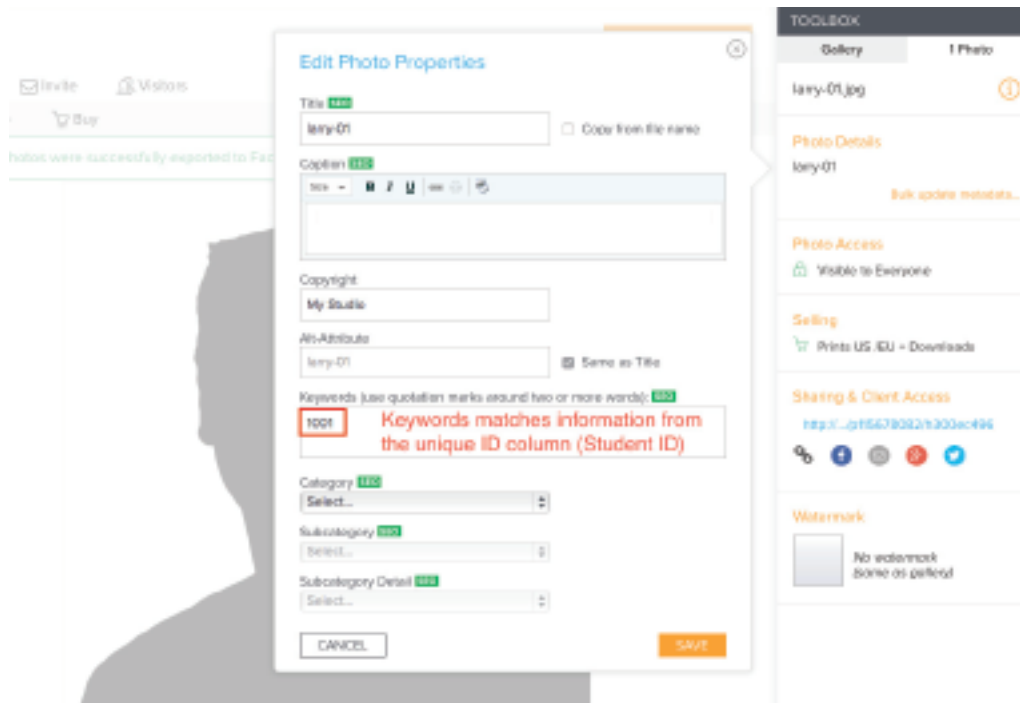
A participant list is a CSV file that contains information about your participants. Each participant will have a dedicated row and the first row indicates the column name (header).

The header might include first and last name, and email address and must include a unique ID for each participant. This unique ID needs to be included as a keyword in all photos and videos for that participant.

For example, the first few rows of a CSV file for an Event might look like this:

	A	B	C
1	First Name	Email	Student ID
2	Larry	myemailaddress@gmail.com	1001
3	Moe	myemailaddress@yahoo.com	1004
4	Brian	penname@yahoo.com	1005
5	Evan	myname@gmail.com	1009

For example, the first few rows of a CSV file for an Event might look like this:



Unique ID Column

Each participant will have a dedicated row in the CSV file, with the first row indicating the head-er. This file must include at least one column with a unique identifier for each participant. This unique ID needs to be included as a keyword in all photos and videos for that participant.

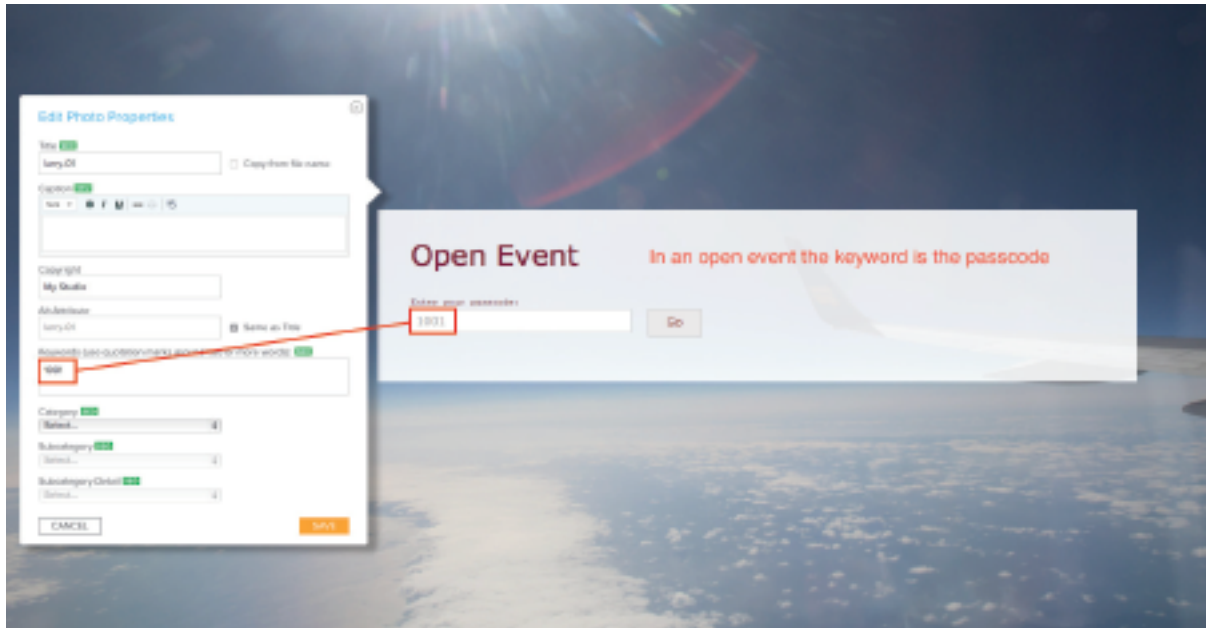
In this example the unique ID column is called "Student ID"

	A	B	C
1	First Name	Email	Student ID
2	Larry	myemailaddress@gmail.com	1001
3	Moe	myemailaddress@yahoo.com	1004
4	Brian	penname@yahoo.com	1005
5	Evan	myname@gmail.com	1009

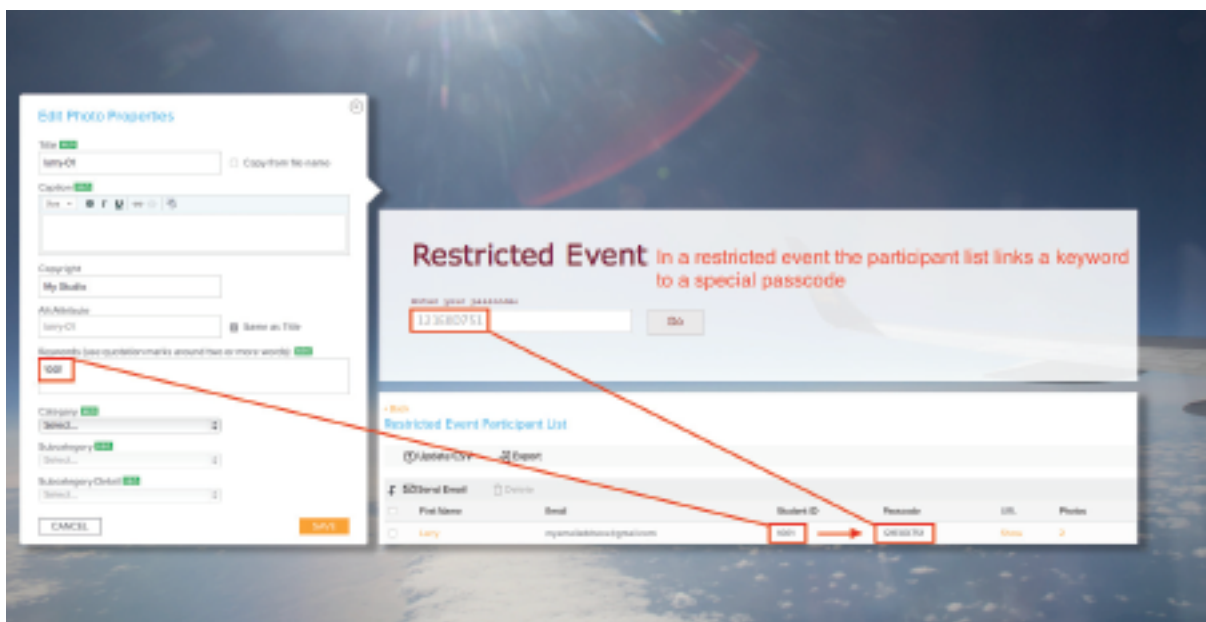
Passcode

A passcode is the search term used to find your photos.

Open Events automatically use the **keyword as the passcode** and **do not** require a participant list. The participant list is optional. One benefit of creating a participant list for open Events is that this can be used to email each participant a link to their photos.



Restricted Events use a **special passcode** to search for photos **instead of a keyword**. Using this passcode **requires** a participant list to link a keyword to a passcode. Access Control



Access Control

Access Control is in the Toolbox section in your account Edit View. It controls the global site search and public access to your photos, and more.

For restricted Events we recommend setting the search to “Do not include photos and videos in any search results” for your Event groups and galleries. This prevents searching restricted Events by key-word in the main site search.

Search using a passcode in the Event main page will still work.

Access Control ⓧ

Same as Containing Gallery (Public - open to all)
All settings are taken from the containing gallery. Uncheck this option to change settings for the selected item(s).

Access	<input type="radio"/> Allow content to be publicly searchable SEO Required by Google and others to index your photos, videos, and pages. Will be automatically included in search results on www.zenfolio.com .
Downloading	<input type="radio"/> Allow searching content on my site only Google and others will not be indexing your photos, videos, and pages
Photo Protection	<input checked="" type="radio"/> Do not include photos and videos in any search results
Search and Metadata	<input checked="" type="checkbox"/> Allow adding to Collections
Comments	<input checked="" type="checkbox"/> Allow displaying metadata information such as dates and EXIF <input checked="" type="checkbox"/> Allow displaying the number of visitors

Recommended setting for restricted events

Events FAQ

Q. I shoot hundreds of Events. How do my customers find just their Event?

A. You can create an Event ID on the client access page to find their event. Visitors then search for their photos with a passcode or keyword depending on how the event is set up.

The screenshot shows the 'Share' interface in Zenfolio. On the left, there's a 'Share Event' section with instructions to create a friendly URL / client access code. It includes a text input for the 'Event ID (Client Access Code)' with the value 'demo' and a red prompt 'Enter event ID here'. Below that is a 'Short link' section with a 'Get short link' button. A 'Copy and paste the link to this event:' section shows the URL 'http://...zenfolio.com/demo'. At the bottom of this section are social sharing icons for Facebook, Twitter, Google+, and Email, along with 'CANCEL' and 'SAVE' buttons.

On the right, there's a sidebar with 'Event Settings' (Restricted by passcode, View list of participants, Unique IDs: 16, Linked photos: 42, Orders: Sales Report), 'Group Access' (Visible to Everyone), 'Selling' (Prints US /EU + Downloads), 'Cover Photo' (Hide from visitors, Show on the Event Page), and 'Visitor Sign In' (None (same as containing group)). A red box highlights the 'Sharing & Client Access' section, which shows 'Friendly URL created' and the URL 'http://.../demo'.

Below the main interface is a zoomed-in view of the client access form. It has a heading 'Enter your Event ID here' and a text input containing 'demo' next to a 'Go' button. A red arrow points from the heading text in the main interface to this form. Below the form, it says 'This text can be customized in edit view in account > Public profile > Client Access Page'.

See our help guide for more information on client access: <http://bit.ly/1jZGCcH>

Q. I have a participant list, but my images are not keyword. How do I get passwords for my participants? I know which filenames are for which students.

A. If you have passwords in your participant list that are unique for each student you can copy each password from the list and add it to the keyword field of each photo.

If there are many participants and images you can use the Bulk Update Metadata feature to download a CSV file of all your images. Then match the filenames in this list to the filenames in your participant list and add the relevant password to the keyword field for each image.

Q. What happens if my participant list does not contain a unique ID for every participant?

A. Your participant list requires a unique ID for each participant. If a unique ID is not present, you will not be able to upload this file to the Event.

For participants in your list who do not have a unique ID yet, you can add a placeholder unique ID so that you can import the list.

Then at a later stage you can either amend the participant's unique ID to a new one, or continue to use the existing placeholder. (Please note that for a photo to show in an Event search result it needs to be keyworded with the participant's unique ID.

Q. I just want to use the passwords I have already for the images. How does this work with Events?

A. You can do this in two ways:

1. If your photos are keyworded with the passwords you can use an open Event. Your visitors will then search for their images using the password. This is only recommended when the password is unique and does not follow any pattern. (If the passwords for the participant follow a pattern visitors may be able to guess it and gain access to the photos.)
2. In the participant CSV file you can create a column that contains a password. This can be chosen when creating a passcode for a restricted event. This participant CSV must also include a unique ID for each participant. The unique ID should be included as a keyword in all photos for that participant because it is used to link the password to the participant.

Import Participant CSV File ✕

Upload a CSV file with one participant per row, with column headings, to use as the list of event participants. [More info & samples >](#)

Participant CSV file: participant list-mycodes.csv

Unique ID column: ⬇
This ID should be included in photo keywords

Passcodes:

Use a column from this CSV file: ⬇

Generate random passcodes

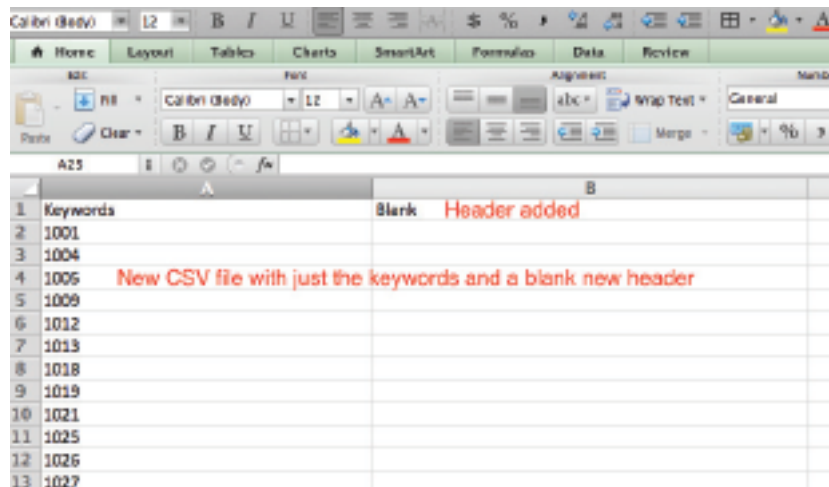
Q. How can I show a group photo (e.g., a class photo) along with the individual images with a restricted event?

A. In an Event, if the group photo has the same keywords as each of the participants, when a passcode is entered your visitor will see both their individual photos and the group photo.

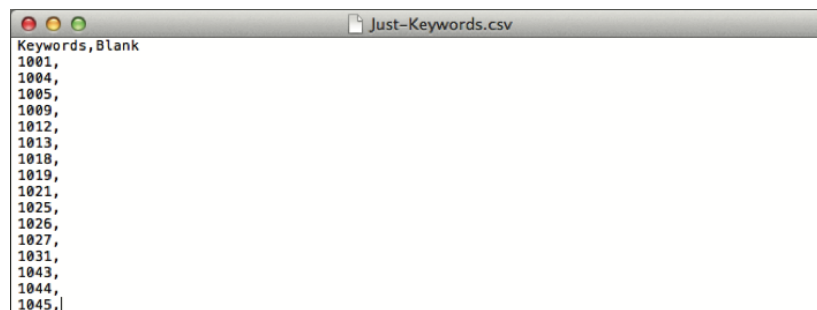
To do this, add each keyword from the individual photo to the group photo.

This can be done in an external editor before uploading to Zenfolio or by using the bulk update metadata feature with the following steps.

1. Download the participant list for the Event using the Export link.
2. Open the CSV file and copy just the keywords and header to a new CSV file.
3. Add a new header called "Blank" to this file.



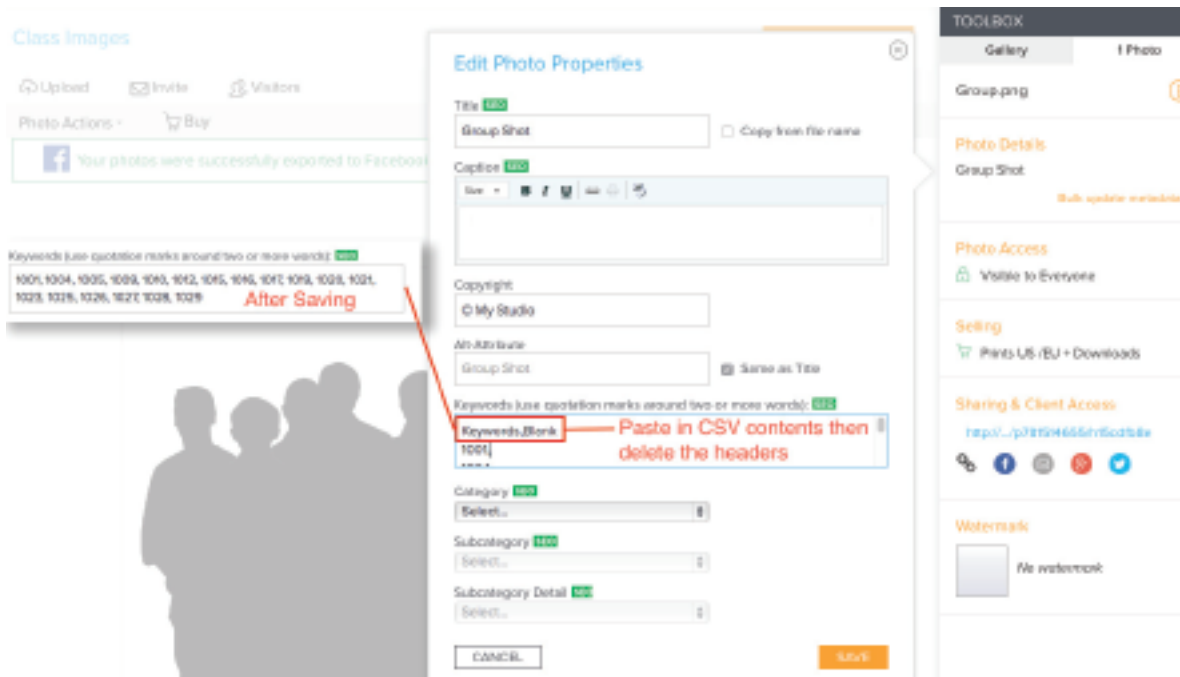
4. Save and open as a CSV file in a text editor such as Text Edit on the Mac or Wordpad on the PC.



CSV file opened in Text Edit or Wordpad. The blank header adds commas to separate the keywords.

Copy and paste this into the keyword field in edit view, and remove "Keywords" and "Blank".

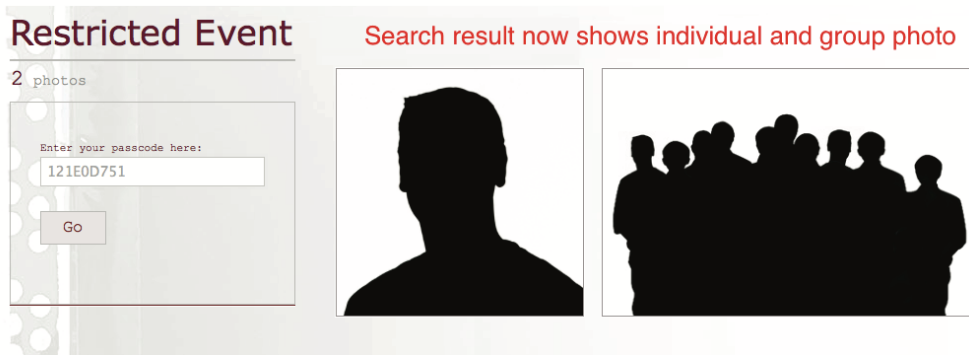
- Copy all text and then in Edit View, paste into the keywords files for the group photo.



- Remove the header text "Blank" and "Keywords." The group photo now contains all of your participants' individual keywords.

Once the keywords have been added to the group photo each participant in the group will have an additional linked photo.

When the participant searches for their photos using their passcode they will see the group photo as well as their individual photos.



Q. How do I add a new participant to a restricted Event while keeping the same randomly generated passwords for the existing participants?

A.

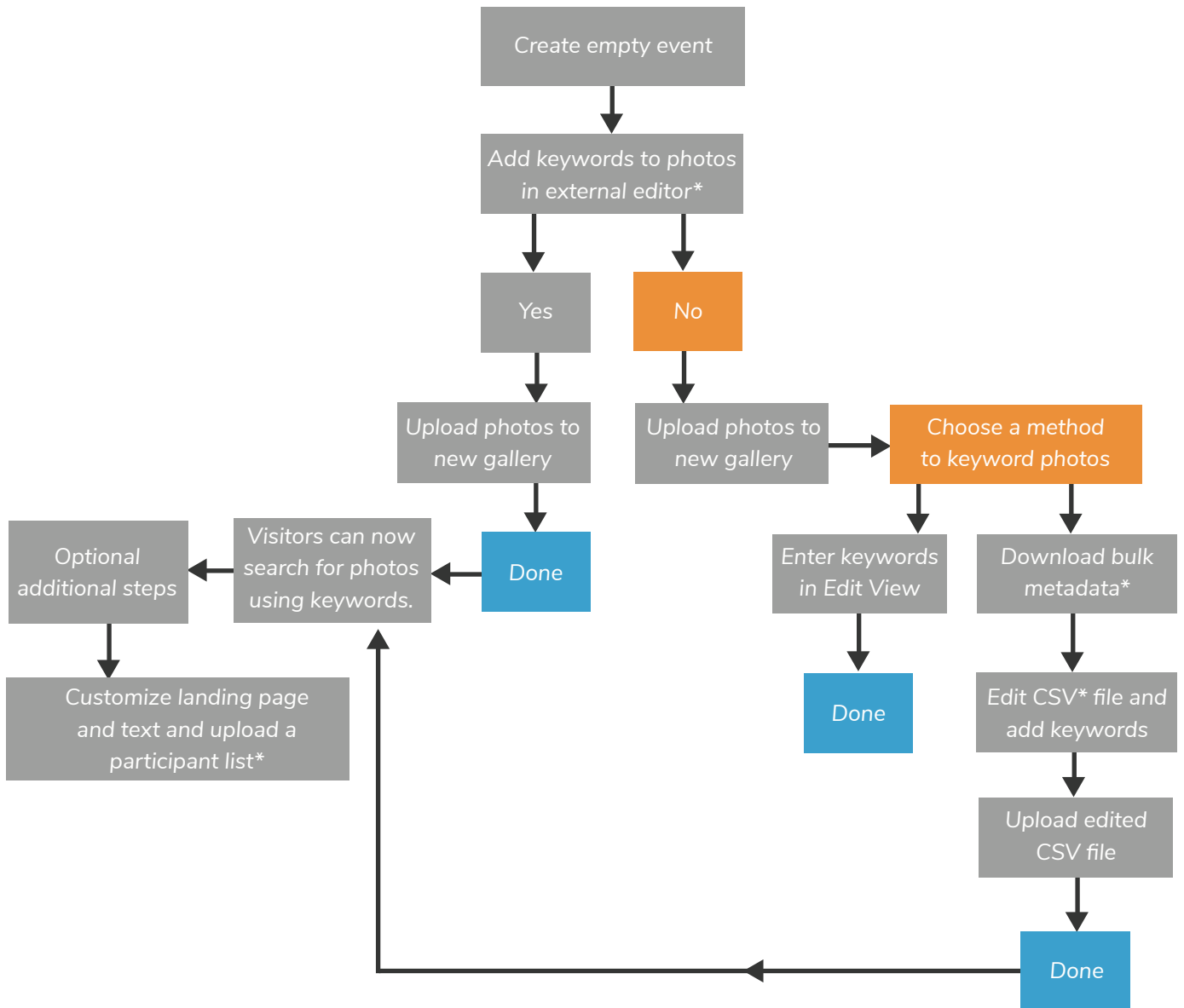
1. Upload the new images (you can upload them to the same gallery, or a new gallery in the same Event group).
2. Add the keyword for the participant if this has not been done already. If there are only one or two it's quicker to do this in Edit View using the Photo Details in the toolbox.

See the following link for more information: <http://bit.ly/1gusxJ0>
If you have multiple images you can use **update bulk metadata**.

3. Export the participant list
4. Add the new person to the exported CSV file. There will be two extra columns: "Photos" (the number of photos linked to a participant) and "URL" (the direct URL for the participant's images). The information after the = is the passcode for this participant. These two columns can be ignored.
5. Save the CSV file. We recommend saving this with a new name.
6. View the existing participant list in Edit View and click on Update CSV. Choose the new version and upload.
7. Be sure to choose the same unique ID column, as before—this would be the column that contains the same information as the keywords of your photos.
8. Under Passcodes select the Generate Random Passcodes radio button and then click Next. You should get a confirmation that the participant list has been updated.

9. View the participant list to confirm that the added participants now have matching images. The existing passcodes will remain the same.

Create an Open Event Workflow



Create a Restricted Event Workflow

