

Convention Manager Developer Guide

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December 28, 2023

Contents

1 Events	4
2 Locations	5
3 Badging Dashboard	6
3.1 Print Multiple Badges	6
3.1.1 Print Range	7
3.1.2 Print All Badges	7
3.2 Correct a Badge (Admin Section)	7
3.2.1 Print all Badges	8
3.2.2 Print Single Badge	8
3.3 Correct a Badge (For Onsite Staff)	8
3.3.1 Print all Badges	9
3.3.2 Print Single Badge	9
3.4 Envelope Labels	10
3.4.1 Registration Envelope Labels	10
3.4.2 Registration Envelope Labels - Registration without meals	10
3.4.3 Ticket Envelope Labels	10
4 Ecommerce	11
5 Content Management (CMS)	12
6 Third Party Provider Integration	13
6.1 AWS	13

6.2	Google Workspace	13
6.3	Sendgrid	13
6.4	Sendgrid Tracking	13
6.4.1	Requirements	14
6.4.2	Web Route	14
6.4.3	Database Table	14
6.4.4	Controllers	14
6.4.4.1	SendgridTrackingController	14
6.4.4.2	SendgridController	15
6.4.5	Model	15
6.4.6	View	15
6.4.7	Sendgrid Account	16
6.4.8	Sendgrid Webhook	16
6.5	Stripe	17
6.6	Twilio	17
6.7	Zendesk	17
A	Database	19
B	Controllers	22
C	Models	25
D	Views	27

Introduction

The Westlinks Convention Manager (WLCM hereafter) is a software as a service web application designed to be used by twelve step conventions, although with certain adjustments, could be used by other conventionj types as well.

This document is intended to be used by the website developers as a reference to the many functions included in the platform. In addition to this document are an Admin Guide for use by website administrators and a User Guide for attendees.

Its two primary objectives of WLCM are to manage convention event schedules and process attendee registrations. There are several additional features which will be detailed in this document.

The general flow of this document will be to have a chapter for each major feature / function which will include everything related to that feature. Additionally there are references to the database as a whole including related models, a list of all controllers and a listing of all major web page views.

Chapter 1

Events

Chapter 2

Locations

Chapter 3

Badging Dashboard

There are several badging options available to staff all found on the Badging Dashboard. In addition to name badges, this is also where the Envelope Labels are located. Note that this section pertains to the Admin section. There is another section for Onsite Staff which uses separate files including separate controllers. See below for details.

View: `admin/badging/dashboard`

Route: `admin.badging.dashboard`

1. Print Multiple Badges
 - Print Range
 - Print All Badges
2. Correct a Badge (Admin Section)
 - Print All Badges
 - Print Single Badge
3. Correct a Badge (For Onsite Staff)
 - Print All Badges
 - Print Single Badge
4. Envelope Labels
 - Registration Envelope Labels
 - Registration Envelope Labels - Registration without meals
 - Ticketing Envelope Labels

3.1 Print Multiple Badges

This section includes two options. The most common use will be to print the range of badges. A convention will likely print all badges only once.

Prints on PC/Nametag N6LPWB 4" x 3". Note that Avery has 4" x 3" labels but not with the same layout as the PC/Nametag N6LPWB label.

3.1.1 Print Range

This option prints all the badges including and between two order IDs.

```
Get URL: admin/tickets/report_badges?start_order_id=ORDER_ID&end_order_id=ORDER_ID
Get route: admin.tickets.report_badges
Controller: Admin\TicketController@reportBadges
Labels: $pdf = new PDF_Label( 'N6LPWB' );
```

Listing 3.1: Relevant Files for Print Range

3.1.2 Print All Badges

As the title implies, this will print all badges for the current season.

Prints on PC/Nametag N6LPWB 4" x 3". Note that Avery has 4" x 3" labels but not with the same layout as the PC/Nametag N6LPWB label.

```
Get URL: admin/fpdf
Controller: Admin\PdfController@pdf
Labels: $pdf = new PDF_Label( 'N6LPWB' );
```

Listing 3.2: Print all badges

3.2 Correct a Badge (Admin Section)

Search form for finding records by

- Email (text input) OR
- Customer ID (text input) OR
- Customer Name (dropdown list)

This top level form returns a user who purchased one or many registrations. The following screens will allow printing of all badges belonging to the order or the ability to view, edit, if necessary, and print each individual badge.

The user dropdown list includes only users who have orders after the current Reg Startdate

```
$users = User::whereHas( 'orders', function($q){
    $q->where( 'order_status_id', 1)
    ->where( 'orders.created_at', '>=', Setting::where( 'key', 'REG_STARTDATE' )
    ->pluck( 'value' ) );
})->orderBy( 'firstname' )->get()->pluck( 'full_name', 'id' );
```

Listing 3.3: Query for Correct a Badge User dropdown list

Returned view:

3.2.1 Print all Badges

Click the button which makes a get request.

This will print all of the badges in this search result.

Prints on PC/Nametag N6LPWB 4" x 3". Note that Avery has 4" x 3" labels but not with the same layout as the PC/Nametag N6LPWB label.

```
Get URL: admin/badging/users/orders
Get route: admin.badging.users.orders.pdf
Controller: Admin\BadgingController@usersOrdersPdf
Labels: $pdf = new PDF_Label( 'N6LPWB' );
```

Listing 3.4: Relevant Files for Correct a Badge

3.2.2 Print Single Badge

Click the Select button to print a single badge for that person.

The resulting page will list all of the attendees associated to the order.

Next to each name is a SELECT button which loads the badge details from attendees_orders into the form on the card on the right side.

This edit form allows changes to be made to the badge. Clicking Save writes the changes to the database.

Clicking the PRINT THIS BADGE, invokes a get request to print the single badge on xxx paper size.

```
Get Route: admin/badging/users/{attendees_order}/pdf
Controller: Admin\BadgingController@usersOrders
Route Path: admin.badging.users.orders
```

Listing 3.5: Relevant files for Correct a badge - Print single badge

3.3 Correct a Badge (For Onsite Staff)

Search form for finding records by

- Email (text input) OR
- Customer ID (text input) OR
- Customer Name (dropdown list)

This top level form returns a user who purchased one or many registrations. The following screens will allow printing of all badges belonging to the order or the ability to view, edit, if necessary, and print each individual badge.

Onsite Dashboard

```
Get URL: onsite/dashboard
Get route: onsite.dashboard
Controller: Onsite\OnsiteController@dashboard
```

Listing 3.6: Onsite Dashboard

The user dropdown list includes only users who have orders after the current Reg Startdate

```
$users = User::whereHas('orders', function($q){
    $q->where('order_status_id', 1)
    ->where('orders.created_at', '>=', Setting::where('key', 'REG_STARTDATE'))
    ->pluck('value'));
})->orderBy('firstname')->get()->pluck('full_name', 'id');
```

Listing 3.7: Query for Correct a Badge User dropdown list

Returned view:

3.3.1 Print all Badges

Click the button which makes a get request.

This will print all of the badges in this search result.

Prints on PC/Nametag N6LPWB 4" x 3". Note that Avery has 4" x 3" labels but not with the same layout as the PC/Nametag N6LPWB label.

```
Get URL: admin/badging/users/orders
Get route: admin.badging.users.orders.pdf
Controller: Admin\BadgingController@usersOrdersPdf
Labels: $pdf = new PDF_Label('N6LPWB');
```

Listing 3.8: Relevant Files for Correct a Badge

3.3.2 Print Single Badge

Click the Select button to print a single badge for that person.

The resulting page will list all of the attendees associated to the order.

Next to each name is a SELECT button which loads the badge details from attendees_orders into the form on the card on the right side.

This edit form allows changes to be made to the badge. Clicking Save writes the changes to the database.

Clicking the PRINT THIS BADGE, invokes a get request to print the single badge on xxx paper size.

```
Get Route: admin/badging/users/{attendees_order}/pdf
Controller: Admin\BadgingController@usersOrders
Route Path: admin.badging.users.orders
```

Listing 3.9: Relevant files for Correct a badge - Print single badge

3.4 Envelope Labels

3.4.1 Registration Envelope Labels

Prints labels on full sheets (Avery 5163, 2x10).

```
Get URL: admin/badging/envelope/pre-registration
Get route: admin.badging.envelope.pre-registration
Controller: Admin\BadgingEnvelopeController@preregistration
Label: $pdf = new PDF_Label( '5163' );
```

Listing 3.10: Relevant files for Registration Envelope Labels

3.4.2 Registration Envelope Labels - Registration without meals

Prints labels on full sheets (Avery 5163, 2x10).

```
Get URL: admin/badging/envelope/pre-registration-only
Get route: admin.badging.envelope.pre-registration-only
Controller: Admin\BadgingEnvelopeController@preregistration_only
Label: $pdf = new PDF_Label( '5163' );
```

Listing 3.11: Relevant files for Registration Envelope Labels - Registration without meals

3.4.3 Ticket Envelope Labels

Prints labels on full sheets (Avery 5163, 2x10).

```
Get URL: admin/badging/envelope/ticket
Get route: admin.badging.envelope.ticket
Controller: Admin\BadgingEnvelopeController@ticket
Label: $pdf = new PDF_Label( '5163' );
```

Listing 3.12: Relevant files for Ticket Envelope Labels

Chapter 4

Ecommerce

Chapter 5

Content Management (CMS)

Chapter 6

Third Party Provider Integration

Several third party providers are used for various functions on the platform. These providers are included in this section with details about each one.

6.1 AWS

AWS (AKA Amazon Web Services) S3 (AKA Simple Storage Service) is used to store all of our media files including images used on web pages as well as speaker meeting audio recordings.

6.2 Google Workspace

Google Workspace is primarily used to manage email and email distribution groups. We also use their Google Docs section for documents and spreadsheets. We maintain a single user arrangement where there is a single inbox owned by the administrator of the account. It is not typically used to send messages directly. All outbound mail is intended to come from the distribution groups.

6.3 Sendgrid

Sendgrid is used to manage SMTP email operations. All outgoing email from the website is routed through a Sendgrid dedicated IP address. The domain and server have been validated through DNS which results in near perfect message delivery. We also are able to track email traffic as described below.

6.4 Sendgrid Tracking

Using the Sendgrid API and Webhook, maintain a record of all outbound email traffic in the database.

6.4.1 Requirements

1. Web route
2. Database Table
3. Controllers (2)
4. Model
5. View
6. Sendgrid Account
7. Sendgrid Webhook

6.4.2 Web Route

Add this route to routes/web.php

```
1 Route::post('/sendgrid_tracking', [SendgridTrackingController::class, 'index']);
```

6.4.3 Database Table

This is the sendgrid_tracking table migration

```
1 Schema::create('sendgrid_tracking', function (Blueprint $table) {
2     $table->bigIncrements('id');
3     $table->string('email');
4     $table->string('subject');
5     $table->string('event');
6     $table->string('ip')->nullable();
7     $table->string('response')->nullable();
8     $table->string('send_at')->nullable();
9     $table->string('sg_event_id');
10    $table->string('sg_message_id');
11    $table->string('smtp_id');
12    $table->string('timestamp');
13    $table->string('tls')->nullable();
14    $table->timestamps();
15 });
```

6.4.4 Controllers

The only required controller is the one which enables collection of email activities. The second one is for displaying the records.

6.4.4.1 SendgridTrackingController

Used to respond to the push request from Sendgrid webhook.

```

1 public function index(Request $request)
2 {
3     foreach($request->all() as $d) {
4         if(isset($d['smtp-id'])) {
5             $d['smtp_id'] = $d['smtp-id'];
6             unset($d['smtp-id']);
7         }
8
9         SendgridTracking::create($d);
10    }
11 }

```

6.4.4.2 SendgridController

Used to manage view

```

1 public function index() {
2
3     $messages = SendgridTracking::orderBy('id', 'desc')->paginate(100);
4
5     return view('admin.sendgrid.index', compact('messages'));
6 }

```

6.4.5 Model

Supports the database table.

```

1
2 class SendgridTracking extends Model
3 {
4     use HasFactory;
5     protected $table = 'sendgrid_tracking';
6     protected $fillable = ['email', 'event', 'ip', 'response', 'send_at', 'sg_event_id', 'sg_message_id', 'smtp_id', 'timestamp', 'tls'];
7 }

```

6.4.6 View

Web page to show the list of email activities.

```

1
2 <div class="grid grid-cols-10 p-2 bg-blue-700 text-white rounded-tl-lg rounded-tr-lg">
3     <div class="pl-2 col-span-3">Email</div>
4     <div class="pl-2 col-span-1">Event</div>
5     <div class="pl-2 col-span-2">IP</div>
6     <div class="pl-2 col-span-2">Response</div>
7     <div class="pl-2 col-span-2">Created At</div>
8 </div>
9 <div class="grid grid-cols-10">
10     @foreach($messages as $message)
11         <div class="text-sm pb-1 pt-1 border-b-2 border-l-2 border-r-2 pl-2 border-gray-300 col-span-3">
12             <a class="hover:underline" href="/search?search={{ urlencode($message->email) }}">{{ $message->email }}</a>
13         </div>
14         @if($message->event == 'deferred' || $message->event == 'bounce')
15             <div class="text-sm pb-1 pt-1 border-b-2 border-r-2 pl-2 bg-red-400 border-gray-300 col-span-1">

```



```

16         @else
17         <div class="text-sm pb-1 pt-1 border-b-2 border-r-2 pl-2 border-gray-300 col-
span-1">
18             @endif
19             {{ $message->event }}
20         </div>
21         <div class="text-sm pb-1 pt-1 border-b-2 border-r-2 pl-2 border-gray-300 col-span-2"
>{{ $message->ip }}</div>
22         <div class="text-sm pb-1 pt-1 border-b-2 border-r-2 pl-2 border-gray-300 col-span-2"
>{{ substr($message->response,0,20) }}</div>
23         <div class="text-sm pb-1 pt-1 border-b-2 border-r-2 pl-2 border-gray-300 col-span-2"
>{{ $message->created_at }}</div>
24     @endforeach
25 </div>
26 {{ $messages->links() }}

```

6.4.7 Sendgrid Account

Must establish either a dedicated account or a subuser account. In our case we use subuser accounts of the Westlinks main account.

6.4.8 Sendgrid Webhook

On the Sendgrid subuser account, add a webhook under Mail Settings/Webhook Settings with these settings:

Friendly Name: Sendgrid Tracking

Post URL:

```
1 https://DOMAINNAME/sendgrid\_tracking
```

Under Actions to be posted, select all items

Engagement data

- Opened
- Clicked
- Unsubscribed
- Spam Reports
- Group Unsubscribes
- Group Resubscribes

Deliverability Data

- Processed
- Dropped
- Deferred

- Bounced
- Delivered

Turn off Signature Verification

Turn off OAuth Verification

6.5 Stripe

Stripe is used to process credit card purchases on the website.

6.6 Twilio

Twilio is a digital voice provider used primarily for the convention message. Calls made to the Twilio virtual phone number are recorded, transcribed and delivered via email to members of the email distribution group xyz.

6.7 Zendesk

Zendesk manages support tickets. All contact us messages are sent to Zendesk as well as transcribed voicemail messages and email sent to info@DOMAIN. Messages can also be read in the admin panel under Support > Zendesk Tickets. Additionally, tickets belonging to specific registered users can be read in their user profile page in the admin section.

Listings

3.1 Relevant Files for Print Range	7
3.2 Print all badges	7
3.3 Query for Correct a Badge User dropdown list	7
3.4 Relevant Files for Correct a Badge	8
3.5 Relevant files for Correct a badge - Print single badge	8
3.6 Onsite Dashboard	9
3.7 Query for Correct a Badge User dropdown list	9
3.8 Relevant Files for Correct a Badge	9
3.9 Relevant files for Correct a badge - Print single badge	10
3.10 Relevant files for Registration Envelope Labels	10
3.11 Relevant files for Registration Envelope Labels - Registration without meals	10
3.12 Relevant files for Ticket Envelope Labels	10

Appendix A

Database

Below is a listing of all database tables.

- adminuser_role
- adminusers
- affiliation_types
- announcements
- area_meetings
- article_translations
- articles
- attendees_orders
- categories
- category_translations
- contacts
- countries
- dining_tables
- do_not_import
- domain_translations
- domains
- event_group
- event_roles
- event_types
- event_user
- events

- example_article
- example_translations
- examples
- failed_jobs
- field_types
- golfers
- greetings
- group_user
- groups
- hpsliders
- location_types
- locations
- marathon_groups
- marathon_requests
- meal_user
- media
- meeting_types
- meetings
- migrations
- my_schedule
- news
- news_tag
- news_translations
- newsletters
- options
- order_items
- order_statuses
- orders
- password_resets
- payment_types
- permission_role
- permissions
- personal_access_tokens

- product_model_translations
- product_models
- product_translations
- products
- provinces
- pub
- reg_forms
- responses
- role_requests
- role_user
- roles
- sendgrid_tracking
- sessions
- settings
- sfvaa_cities
- sfvaa_meetings
- sms_broadcasts
- sms_logs
- socials
- states
- subscription_items
- subscriptions
- tag_translations
- tags
- transactions
- users
- virtual_types

Appendix B

Controllers

Below is a listing of all controllers.

app/Http/Controllers/:

- Admin
- AnnouncementController.php
- ArchiveController.php
- AreaMeetingController.php
- AreaMeetingTsm1Controller.php
- AudioPlaybackController.php
- ContactController.php
- ConventionController.php
- ConventionRoleController.php
- ConventionUserController.php
- DashboardController.php
- DiscordNotificationController.php
- DocumentationController.php
- EventController.php
- HelpController.php
- HomeController.php
- LocationController.php
- MarathonController.php
- MarathonRequestController.php
- MealController.php

- MeetingController.php
- NextUpController.php
- Onsite
- OrderController.php
- OrderItemController.php
- PagesController.php
- PointOfSaleController.php
- ProfileController.php
- ReportController.php
- RoleController.php
- SearchController.php
- SecurityController.php
- SendgridTrackingController.php

app/Http/Controllers/Admin:

- AdminController.php
- AnnouncementController.php
- AreaMeetingController.php
- AreaMeetingTsmlController.php
- ArticleController.php
- AttendeesOrderController.php
- BadgeManagementController.php
- BadgingController.php
- BadgingEnvelopeController.php
- CategoryController.php
- ContactController.php
- ConventionController.php
- DiningTableController.php
- EventController.php
- EventRoleController.php
- EventUserController.php
- GitController.php
- GroupController.php

- labels
- LocationController.php
- MarathonRequestController.php
- MediaController.php
- MenuController.php
- OrderController.php
- PdfController.php
- PointOfSaleController.php
- ProductController.php
- RecordingController.php
- ReportController.php
- RoleRequestController.php
- SecurityController.php
- SendgridController.php
- SettingController.php
- SummaryReportController.php
- SupportController.php
- SupportTicketsController.php
- TableReportController.php
- TicketController.php
- TransactionController.php
- UserController.php
- VoicemailController.php
- VoicemailGreetingController.php
- WestlinksSupportController.php

app/Http/Controllers/Admin/labels:

- fpdf_source.php
- label_sample.php

app/Http/Controllers/Onsite:

- AttendeesOrderController.php
- OnsiteController.php

Appendix C

Models

Below is a listing of all models.

- AffiliationType.php
- Category.php
- DiningTable.php
- Golfer.php
- MealUser.php
- PaymentType.php
- SmsLog.php
- Announcement.php
- CategoryTranslation.php
- EventGroup.php
- Greeting.php
- Media.php
- Product.php
- State.php
- AreaMeeting.php
- Contact.php
- Event.php
- Group.php
- MeetingType.php
- Role.php
- Transaction.php

- AreaMeetingTsmlImport.php
- Convention.php
- EventRole.php
- GroupUser.php
- MySchedule.php
- RoleRequest.php
- User.php
- AreaMeetingTsml.php
- ConventionRole.php
- EventType.php
- Location.php
- OrderItem.php
- SendgridTracking.php
- VirtualType.php
- Article.php
- ConventionUser.php
- EventUser.php
- LocationType.php
- Order.php
- Setting.php
- AttendeesOrder.php
- Country.php
- FieldType.php
- MarathonRequest.php
- OrderStatus.php
- SmsBroadcast.php

Appendix D

Views

Below is a listing of all views.

resources/views/:

- admin
 - admin/announcements
 - * admin/announcements/create.blade.php
 - * admin/announcements/edit.blade.php
 - * admin/announcements/index.blade.php
 - * admin/announcements/public.blade.php
 - * admin/announcements/search.blade.php
 - * admin/announcements/show.blade.php
 - admin/area_meetings
 - * admin/area_meetings/create.blade.php
 - * admin/area_meetings/edit.blade.php
 - * admin/area_meetings/index.blade.php
 - * admin/area_meetings/search.blade.php
 - * admin/area_meetings/show.blade.php
 - admin/articles
 - * admin/articles/create.blade.php
 - * admin/articles/edit.blade.php
 - * admin/articles/index.blade.php
 - * admin/articles/show.blade.php
 - admin/attendees_orders
 - * admin/attendees_orders/edit.blade.php
 - * admin/attendees_orders/index.blade.php
 - * admin/attendees_orders/show.blade.php
 - admin/badge_management
 - * admin/badge_management/index.blade.php
 - * admin/badge_management/show.blade.php

- admin/badging
 - * admin/badging/dashboard.blade.php
 - * admin/badging/users
 - * admin/badging/users/create.blade.php
 - * admin/badging/users/edit.blade.php
 - * admin/badging/users/orders
 - * admin/badging/users/orders/show.blade.php
 - * admin/badging/users/show.blade.php
- admin/categories
 - * admin/categories/create.blade.php
 - * admin/categories/edit.blade.php
 - * admin/categories/index.blade.php
 - * admin/categories/show.blade.php
- admin/contacts
 - * admin/contacts/index.blade.php
- admin/conventions
 - * admin/conventions/create.blade.php
 - * admin/conventions/edit.blade.php
 - * admin/conventions/index.blade.php
 - * admin/conventions/show.blade.php
- admin/dining_tables
 - * admin/dining_tables/assign.blade.php
 - * admin/dining_tables/clear_room.blade.php
 - * admin/dining_tables/create.blade.php
 - * admin/dining_tables/edit.blade.php
 - * admin/dining_tables/index.blade.php
 - * admin/dining_tables/show.blade.php
- admin/event_roles
 - * admin/event_roles/create.blade.php
 - * admin/event_roles/edit.blade.php
 - * admin/event_roles/index.blade.php
 - * admin/event_roles/show.blade.php
- admin/event_user
 - * admin/event_user/create.blade.php
 - * admin/event_user/edit.blade.php
- admin/events
 - * admin/events/create.blade.php
 - * admin/events/edit.blade.php
 - * admin/events/index.blade.php
 - * admin/events/search.blade.php
 - * admin/events/show.blade.php
 - * admin/events/structure.blade.php
 - * admin/events/structure_clear.blade.php
- admin/groups
 - * admin/groups/create.blade.php

- * admin/groups/edit.blade.php
- * admin/groups/index.blade.php
- * admin/groups/show.blade.php
- admin/index.blade.php
- admin/index_KEEP.blade.php
- admin/locations
 - * admin/locations/create.blade.php
 - * admin/locations/edit.blade.php
 - * admin/locations/index.blade.php
 - * admin/locations/show.blade.php
- admin/marathon_requests
 - * admin/marathon_requests/completed.blade.php
 - * admin/marathon_requests/create.blade.php
 - * admin/marathon_requests/edit.blade.php
 - * admin/marathon_requests/index.blade.php
 - * admin/marathon_requests/show.blade.php
- admin/media
 - * admin/media/create.blade.php
 - * admin/media/edit.blade.php
 - * admin/media/index.blade.php
 - * admin/media/show.blade.php
- admin/menus
 - * admin/menus/index.blade.php
- admin/orders
 - * admin/orders/create.blade.php
 - * admin/orders/edit.blade.php
 - * admin/orders/index.blade.php
 - * admin/orders/receipt.blade.php
 - * admin/orders/review.blade.php
 - * admin/orders/show.blade.php
- admin/point_of_sale
 - * admin/point_of_sale/index.blade.php
- admin/products
 - * admin/products/create.blade.php
 - * admin/products/edit.blade.php
 - * admin/products/index.blade.php
 - * admin/products/search.blade.php
 - * admin/products/show.blade.php
- admin/program
 - * admin/program/marathons.blade.php
- admin/reports
 - * admin/reports/attendee_badges.blade.php
 - * admin/reports/attendee_badges_download.blade.php
 - * admin/reports/batch.blade.php

- * admin/reports/dashboard.blade.php
- * admin/reports/exception.blade.php
- * admin/reports/golf-teams.blade.php
- * admin/reports/golf-teams_download.blade.php
- * admin/reports/marathon-details.blade.php
- * admin/reports/marathon-leaders.blade.php
- * admin/reports/marathon_details_download.blade.php
- * admin/reports/meal_summary.blade.php
- * admin/reports/merchandise_fulfillment.blade.php
- * admin/reports/merchandise_fulfillment_download.blade.php
- * admin/reports/merchandise_sold.blade.php
- * admin/reports/merchandise_sold_download.blade.php
- * admin/reports/pdf.blade.php
- * admin/reports/pdf_sfv.blade.php
- * admin/reports/personalized_mugs.blade.php
- * admin/reports/personalized_mugs_download.blade.php
- * admin/reports/products-sold.blade.php
- * admin/reports/products-sold_download.blade.php
- * admin/reports/program
 - admin/reports/program/full.blade.php
 - admin/reports/program/show.blade.php
- * admin/reports/purchased_meals
 - admin/reports/purchased_meals/all.blade.php
 - admin/reports/purchased_meals/all_download.blade.php
 - admin/reports/purchased_meals/banquet.blade.php
 - admin/reports/purchased_meals/banquet_download.blade.php
 - admin/reports/purchased_meals/breakfast.blade.php
 - admin/reports/purchased_meals/breakfast_download.blade.php
 - admin/reports/purchased_meals/luncheon.blade.php
 - admin/reports/purchased_meals/luncheon_download.blade.php
 - admin/reports/purchased_meals/veggie.blade.php
- * admin/reports/registration.blade.php
- * admin/reports/registration_affiliation.blade.php
- * admin/reports/registration_country.blade.php
- * admin/reports/registration_state.blade.php
- * admin/reports/summary
 - admin/reports/summary/banquet.blade.php
 - admin/reports/summary/banquet_download.blade.php
 - admin/reports/summary/banquet_unassigned.blade.php
 - admin/reports/summary/banquet_unassigned_download.blade.php
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 - admin/reports/summary/breakfast.blade.php
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 - admin/reports/summary/breakfast_unassigned.blade.php
 - admin/reports/summary/breakfast_unassigned_download.blade.php
 - admin/reports/summary/luncheon.blade.php
 - admin/reports/summary/luncheon_download.blade.php

- admin/reports/summary/luncheon_unassigned.blade.php
- admin/reports/summary/luncheon_unassigned_download.blade.php
- admin/reports/summary/ticket_master.blade.php
- admin/reports/summary/ticket_master_download.blade.php
- * admin/reports/tables
 - admin/reports/tables/all_seats_download.blade.php
 - admin/reports/tables/index.blade.php
 - admin/reports/tables/seats_available.blade.php
 - admin/reports/tables/seats_available_download.blade.php
 - admin/reports/tables/user.blade.php
 - admin/reports/tables/user_download.blade.php
- * admin/reports/unassigned_plates.blade.php
- * admin/reports/walk-run.blade.php
- * admin/reports/walk-run_download.blade.php
- admin/role_requests
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- admin/security
 - * admin/security/dashboard.blade.php
 - * admin/security/index.blade.php
 - * admin/security/staff.blade.php
- admin/sendgrid
 - * admin/sendgrid/index.blade.php
- admin/settings
 - * admin/settings/create.blade.php
 - * admin/settings/edit.blade.php
 - * admin/settings/index.blade.php
 - * admin/settings/show.blade.php
- admin/support
 - * admin/support/index.blade.php
 - * admin/support_tickets
 - * admin/support_tickets/index.blade.php
 - * admin/support_tickets/show.blade.php
- admin/tickets
 - * admin/tickets/meals.blade.php
 - * admin/tickets/report_badges.blade.php
- admin/transactions
 - * admin/transactions/download.blade.php
 - * admin/transactions/edit.blade.php
 - * admin/transactions/index.blade.php
 - * admin/transactions/show.blade.php
- admin/users
 - * admin/users/create.blade.php
 - * admin/users/edit.blade.php
 - * admin/users/index.blade.php
 - * admin/users/show.blade.php

- * admin/users/user_search.blade.php
- admin/voicemail_greetings
 - * admin/voicemail_greetings/index.blade.php
 - * admin/voicemail_recordings
 - * admin/voicemail_recordings/index.blade.php
- admin/westlinks_support
 - * admin/westlinks_support/book-a-meeting.blade.php
 - * admin/westlinks_support/create_ticket.blade.php
 - * admin/westlinks_support/index.blade.php
 - * admin/westlinks_support/show.blade.php
 - * admin/westlinks_support/support.blade.php
 - * admin/westlinks_support/thank_you.blade.php
 - * admin/westlinks_support/tickets.blade.php
- announcements
 - announcements/index.blade.php
- api
 - api/api-token-manager.blade.php
 - api/index.blade.php
- archives
 - archives/index.blade.php
 - archives/show.blade.php
- auth
 - auth/confirm-password.blade.php
 - auth/forgot-password.blade.php
 - auth/login.blade.php
 - auth/register.blade.php
 - auth/reset-password.blade.php
 - auth/signup.blade.php
 - auth/two-factor-challenge.blade.php
 - auth/verify-email.blade.php
- components
 - components/admin-layout.blade.php
 - components/app-layout.blade.php
 - components/guest-layout.blade.php
 - components/home-layout.blade.php
 - components/modal.blade.php
- contacts
 - contacts/index.blade.php
 - contacts/success.blade.php

- conventions
 - conventions/create.blade.php
 - conventions/index.blade.php
 - conventions/show.blade.php
 - conventions/update.blade.php
- dashboard.blade.php
- documentation
 - documentation/admin_guide.blade.php
 - documentation/developer_guide.blade.php
 - documentation/onsite_staff_guide.blade.php
 - documentation/tex
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 - documentation/tex/admin/wlcm_admin_guide.aux
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 - documentation/tex/chapters/admin_products.tex
 - documentation/tex/chapters/admin_reports.tex
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- documentation/tex/chapters/user_03_registration.tex
- documentation/tex/chapters/user_04_donations.tex
- documentation/tex/chapters/user_05_sporting_events.tex
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 - documentation/tex/user/wlcm_user_guide.toc
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- emails
 - emails/confirmation.blade.php
 - emails/contacts.blade.php
 - emails/deletion.blade.php
 - emails/marathon_request.blade.php
 - emails/master.blade.php
 - emails/role_request_approve.blade.php
 - emails/security_confirmation.blade.php
 - emails/thank-you.blade.php
 - emails/unconfirmation.blade.php
 - emails/volunteer-applying-security.blade.php
 - emails/volunteer-applying-user-security.blade.php
 - emails/volunteer-applying-user.blade.php
 - emails/volunteer-applying.blade.php
- errors
 - errors/500.blade.php
 - errors/503.blade.php
 - errors/503.orig.php
 - errors/503_d22.blade.php
 - errors/503_sfv.blade.php
- events
 - events/al-anon.blade.php
 - events/archives-2018.blade.php
 - events/archives-2019.blade.php
 - events/archives-2020.blade.php
 - events/archives-2021.blade.php

- events/archives-2022.blade.php
- events/archives-2023.blade.php
- events/archives.blade.php
- events/commitments.blade.php
- events/fundraising-events.blade.php
- events/index.blade.php
- events/marathons.blade.php
- events/schedule.blade.php
- events/security_schedule.blade.php
- events/show-d22.blade.php
- events/show.blade.php
- events/showTEMP.blade.php
- events/speaker.blade.php
- events/sporting-events-article.blade.php
- events/sporting-events.blade.php
- help
 - help/about.blade.php
 - help/contact.blade.php
 - help/create_ticket.blade.php
 - help/index.blade.php
 - help/show.blade.php
 - help/thank_you.blade.php
 - help/tickets.blade.php
- home.blade.php
- livewire
 - livewire/apply-volunteer-event.blade.php
 - livewire/apply-volunteer-security.blade.php
 - livewire/apply-volunteer.blade.php
 - livewire/footer-links.blade.php
 - livewire/navigation-menu-guest.blade.php
 - livewire/profile
 - livewire/profile/darkmode-toggle-form.blade.php
 - livewire/update-password.blade.php
 - livewire/update-profile-information.blade.php
- locations
 - locations/index.blade.php
 - locations/show.blade.php
- marathon_requests
 - marathon_requests/index.blade.php

- marathon_requests/show.blade.php
 - marathon_requests/thankyou.blade.php
- marathons
- marathons-aa
 - marathons-aa/index.blade.php
 - marathons-aa/room.blade.php
- marathons-al-anon
 - marathons-al-anon/index.blade.php
 - marathons-al-anon/room.blade.php
- marathons/index.blade.php
- marathons/room.blade.php
- meals
 - meals/index.blade.php
- meetings
 - meetings/index.blade.php
 - meetings/index_save.blade.php
 - meetings/show.blade.php
- my_schedule
 - my_schedule/index.blade.php
- navigation-menu-guest.blade.php
- navigation-menu.blade.php
- next_up
 - next_up/index.blade.php
- onsite
 - onsite/attendees_orders
 - onsite/attendees_orders/edit.blade.php
 - onsite/attendees_orders/index.blade.php
 - onsite/attendees_orders/show.blade.php
 - onsite/badging
 - onsite/badging/dashboard.blade.php
 - onsite/badging/users
 - onsite/badging/users/create.blade.php
 - onsite/badging/users/edit.blade.php
 - onsite/badging/users/orders
 - onsite/badging/users/orders/show.blade.php
 - onsite/badging/users/show.blade.php
 - onsite/checkout.blade.php

- onsite/dashboard.blade.php
 - onsite/registrations
 - onsite/registrations/index.blade.php
 - onsite/review.blade.php
 - onsite/thank-you.blade.php
- orders
 - orders/index.blade.php
 - orders/pdf.blade.php
 - orders/show.blade.php
- pages
 - pages/show.blade.php
- partials
 - partials/_admin_leftnav.blade.php
 - partials/_contactus.blade.php
 - partials/_events_submenu.blade.php
 - partials/_footer.blade.php
- policy.blade.php
- profile
 - profile/dark-mode.blade copy.php
 - profile/delete-user-form.blade.php
 - profile/logout-other-browser-sessions-form.blade.php
 - profile/notused_show.blade.php
 - profile/show.blade.php
 - profile/two-factor-authentication-form.blade.php
 - profile/update-password-form.blade.php
 - profile/update-profile-information-form.blade.php
- purchases
 - purchases/checkout.blade.php
 - purchases/register.blade.php
 - purchases/register_closed.blade.php
 - purchases/review.blade.php
 - purchases/thank-you.blade.php
- roles
 - roles/apply.blade.php
- search
 - search/index.blade.php
- terms.blade.php

- vendor
 - vendor/jetstream
 - * vendor/jetstream/components
 - * vendor/jetstream/components/action-message.blade.php
 - * vendor/jetstream/components/action-section.blade.php
 - * vendor/jetstream/components/application-logo.blade.php
 - * vendor/jetstream/components/application-mark.blade.php
 - * vendor/jetstream/components/authentication-card-logo.blade.php
 - * vendor/jetstream/components/authentication-card.blade.php
 - * vendor/jetstream/components/banner.blade.php
 - * vendor/jetstream/components/button.blade.php
 - * vendor/jetstream/components/checkbox.blade.php
 - * vendor/jetstream/components/confirmation-modal.blade.php
 - * vendor/jetstream/components/confirms-password.blade.php
 - * vendor/jetstream/components/danger-button.blade.php
 - * vendor/jetstream/components/dialog-modal.blade.php
 - * vendor/jetstream/components/dropdown-link.blade.php
 - * vendor/jetstream/components/dropdown.blade.php
 - * vendor/jetstream/components/form-section.blade.php
 - * vendor/jetstream/components/input-error.blade.php
 - * vendor/jetstream/components/input.blade.php
 - * vendor/jetstream/components/label.blade.php
 - * vendor/jetstream/components/modal.blade.php
 - * vendor/jetstream/components/nav-link.blade.php
 - * vendor/jetstream/components/responsive-nav-link.blade.php
 - * vendor/jetstream/components/secondary-button.blade.php
 - * vendor/jetstream/components/section-border.blade.php
 - * vendor/jetstream/components/section-title.blade.php
 - * vendor/jetstream/components/switchable-team.blade.php
 - * vendor/jetstream/components/validation-errors.blade.php
 - * vendor/jetstream/components/welcome.blade.php
 - * vendor/jetstream/components/welcome_original.blade.php
 - vendor/jetstream/mail
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 - vendor/livewire
 - vendor/livewire-ui-modal
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 - * vendor/livewire/bootstrap.blade.php
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- welcome.blade.php