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UNIVERSITI
TEKNOLOGI
MARA

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University Club Management System

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1.0 INTRODUCTION

University Club Management System is a web-based application developed to manage student club activities within an institution. The system provides a centralized platform for students to access information about clubs and events, while allowing administrators to manage club-related data efficiently. By digitizing manual processes, the system improves communication, organization, and overall management of student club activities.

1.1 Objective

The objectives of this system are:

- To provide students with easy access to information about clubs, events and membership through an online platform.
- To allow students to view and participate in club-related activities in a structured and user-friendly manner.
- To provide administrators with a management system to handle club data, events and student participation efficiently.
- To replace manual record-keeping with a digital system for better data accuracy and accessibility.

1.2 Intended User

There are two types of users for this system:

- Student – Student who uses the system to view club information, events and manage their club-related activities.
- Administrators – Authorized staff members who manage clubs, events and student records through the admin panel.

2.0 SYSTEM REQUIREMENTS

To use this system, the following requirements are needed:

- A device such as a desktop computer or laptop
- A web browser (e.g., Google Chrome, Microsoft Edge, Firefox)
- A stable internet connection
- Valid login credentials (required for admin and student)

3.0 USER RULES

The system consists of two distinct user roles with different access rights and functionalities.

3.1 Student

Students must log in to access the student portal. Students are able to perform the following actions:

- Log in to the system using their student ID and password.
- View available clubs and clubs related information.
- Browse upcoming and ongoing club events.
- Register to join upcoming events
- View their club membership details.
- Submit campus bulletin for campus buzz.
- View campus bulletin in campus buzz.
- Access their personal dashboard for club activities.

3.2 Admin

Administrators must log in to the admin portal to gain full access to management features.

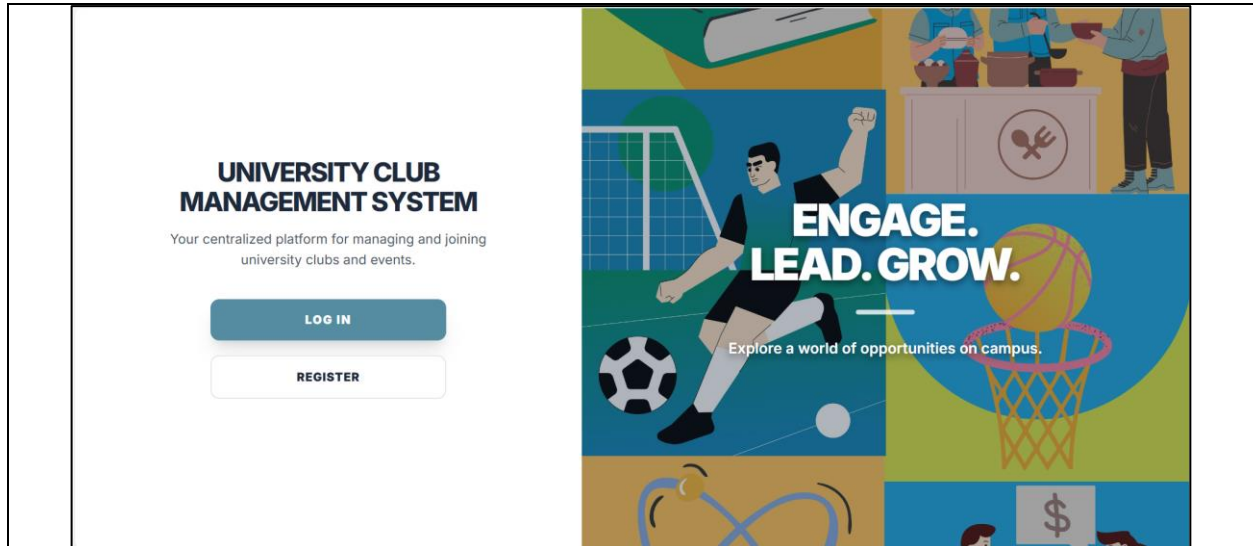
Admin are able to perform the following actions:

- Securely log in to the admin dashboard.
- Manage club information such as creating, updating, viewing and deleting club records.
- Manage events by adding, editing, viewing and removing event details.
- Approve students' campus bulletin for campus buzz.
- Maintain and organize system data to ensure accuracy and consistency.

4.0 USER MANUAL

4.1 Student & Admin

1. Main Page



The homepage is the first page display when user open University Club Management System. In this page there are 2 buttons :

- Log In → for user already have account
- Register → for user don't have account yet

2. Register Page

The screenshot shows the 'STUDENT REGISTRATION' page. The title 'STUDENT REGISTRATION' is at the top. Below it is a subtitle: 'Join the university society network.' There are four input fields: 'STUDENT ID (7 CHARACTERS)' with the example 'E.g., B032110', 'FULL NAME' with the placeholder 'Enter your full name', 'EMAIL ADDRESS' with the example 'student@university.edu', and 'SECURE PASSWORD' with a masked password '*****'. Below these fields is a blue 'CREATE ACCOUNT' button. At the bottom of the sidebar, there is a link: 'ALREADY PART OF UCMS? LOGIN HERE'. On the right, there is a large, colorful illustration similar to the one on the homepage, featuring a soccer player, a basketball player, and a person at a food stand. The text 'ENGAGE. LEAD. GROW.' is prominently displayed. Below this text is a smaller line: 'Connect with clubs, attend events, and build your campus legacy.'

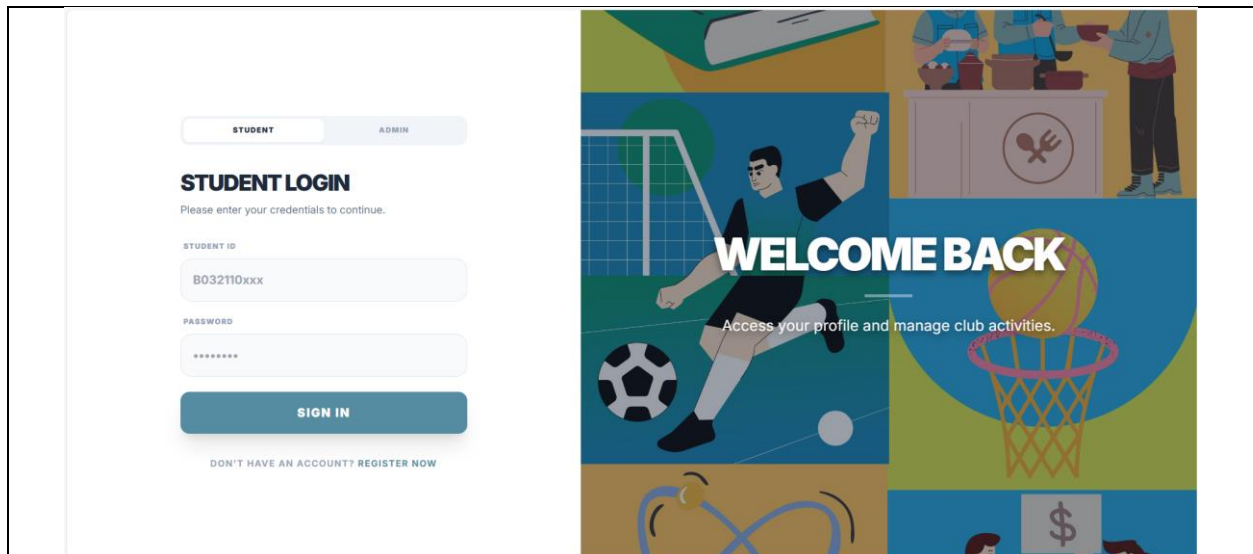
The Register page is the landing page when user click 'Register' button on Home Page. Register page are for student to create an account before login. Student need to fill the registration form

Student ID (7 character), Full Name, Email Address and Secure Password. There are 1 button and 1 link which is :

- Create Account → Student can click this button after fill all the information. Message "Account created successfully for ____ ! Please login" will appear and auto redirect to Login Page means that Student account successfully created.
- Login Here → Student can click this link if they want go to Login Page.

4.2 Student

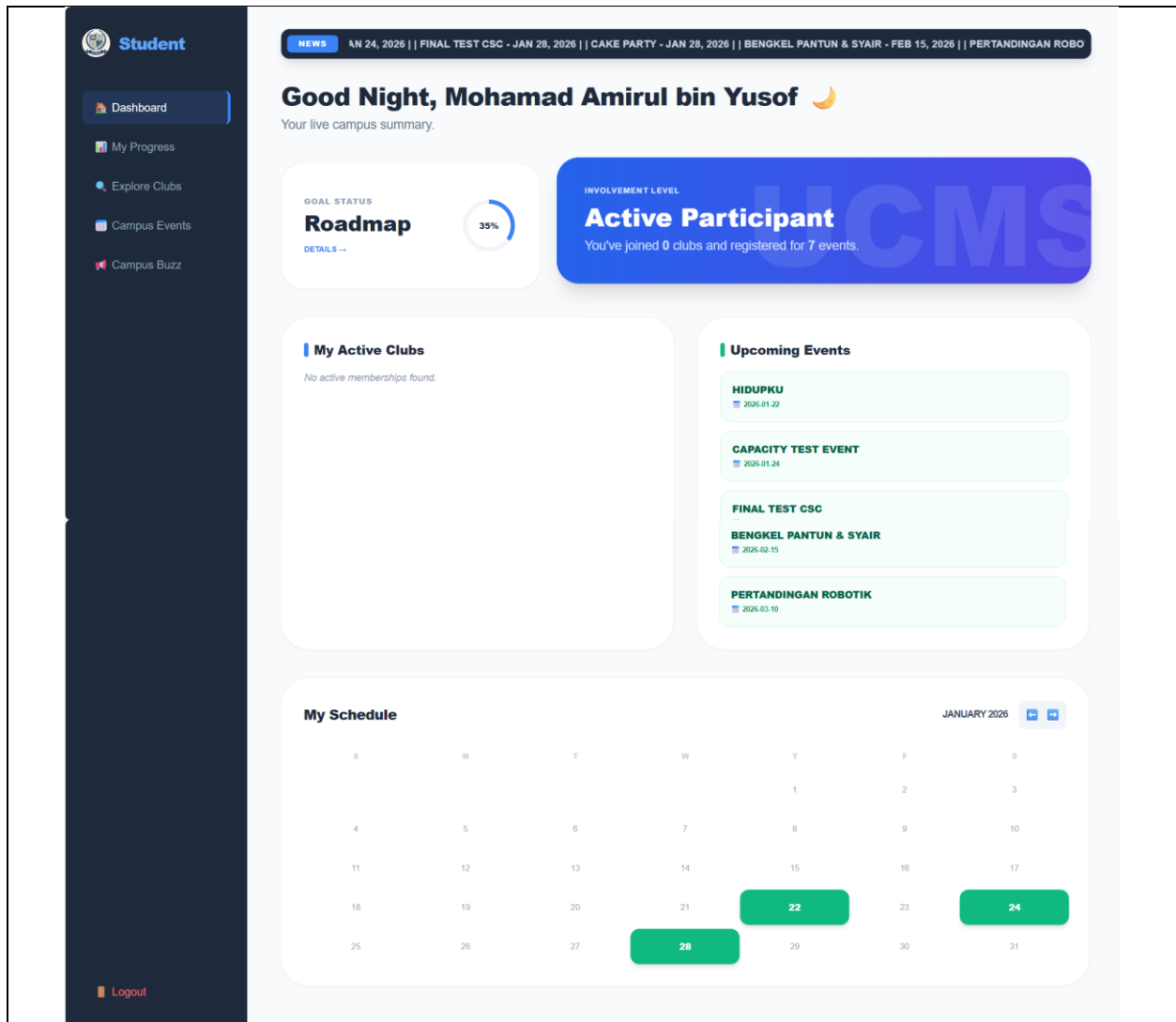
1.Student Login



The Student Login Page is the landing page when user click 'Login' → 'Student'. This page required student to fill their Student ID and Password for their existing account. This page have 1 button and 1 link which is :

- Sign In → student can click this button after fill out Student ID and Password that will redirect to Student Dashboard
- Register Now → student can click this link if they want to go to Register page

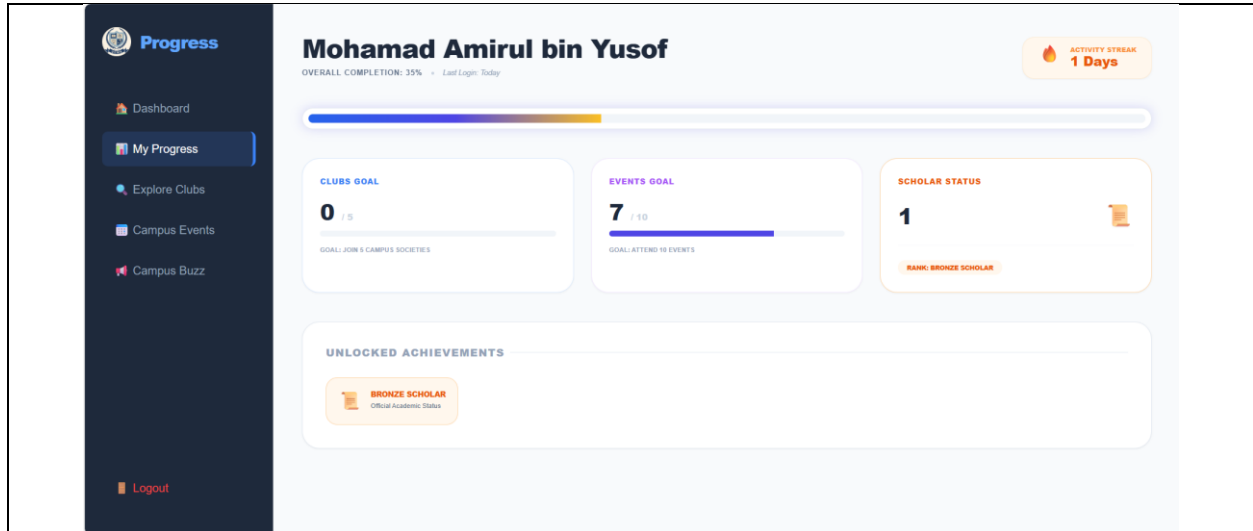
2. Student Dashboard



The Student Dashboard page is the landing page after student successfully login. This page displayed navigation bar, student login name and contains:

- Goal status percent → Overall goal completion
- Active Participant → Number club and event student joined
- My Active Club → Student registered club
- Upcoming Event → Upcoming events list
- My Schedule → Events and other activities date calendar

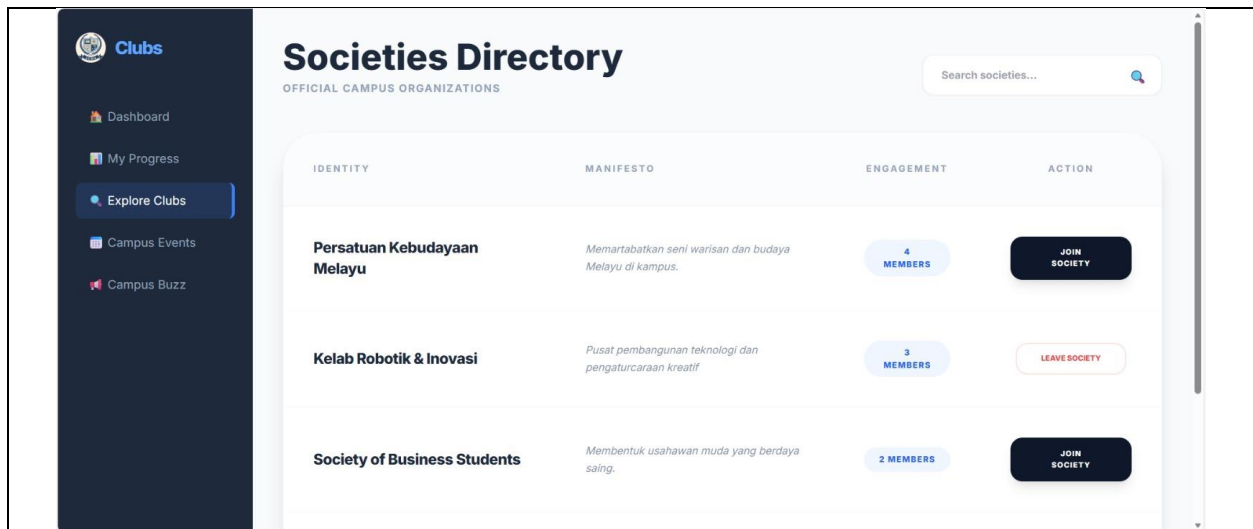
3. Student Progress



The Student Progress page is the landing page if student click on 'My Progress' on Navigation Bar. This page displayed navigation bar, student login name, overall completion, last login information and contains :

- Activity streak → Show track consecutive goal activities
- Progress bar → Visual indicator of overall completion progress
- Clubs goal panel → Display how many clubs/societies the student has joined
- Events goal panel → Display how many events the student has attended
- Scholar status panel → Displays the student's academic rank (Bronze, Silver, or Gold) based on completed event registration
- Unlocked Achievement Section → List achievements earned by the student when completed club and events goal

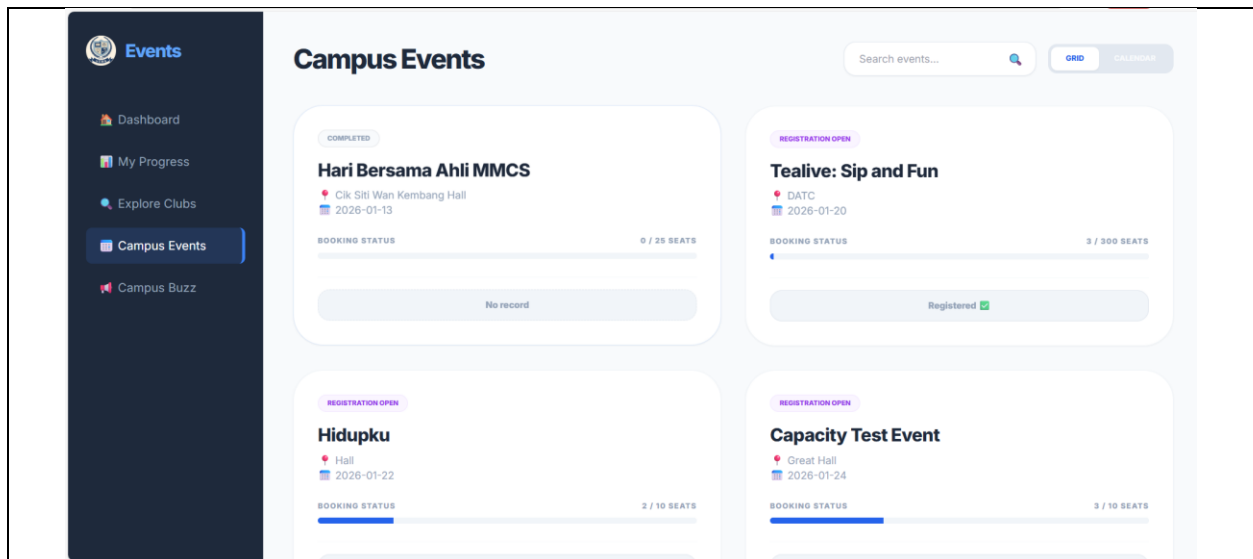
4. Student Club



The Student Club page is the landing page if student click on 'Explore Clubs' on Navigation Bar. This page displayed navigation bar, search societies bar and club information that contains:

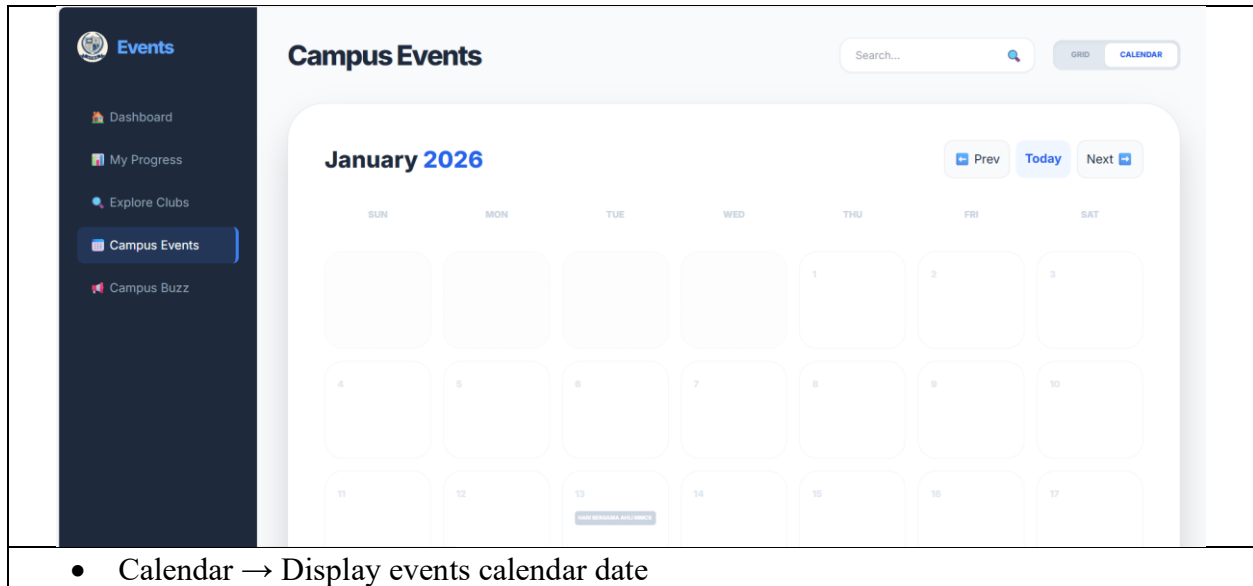
- Identity → Club name
- Manifesto → Club Manifesto
- Engagement → Number of members register on the club
- Action → button 'Join Society' (If student not join society yet), 'Leave Society' (If student already joined) and 'Exit Pending'(If student leave society and waiting for admin approval). A message "Leave request sent to Admin" after click 'Leave society' button for approval by admin

5. Student Events

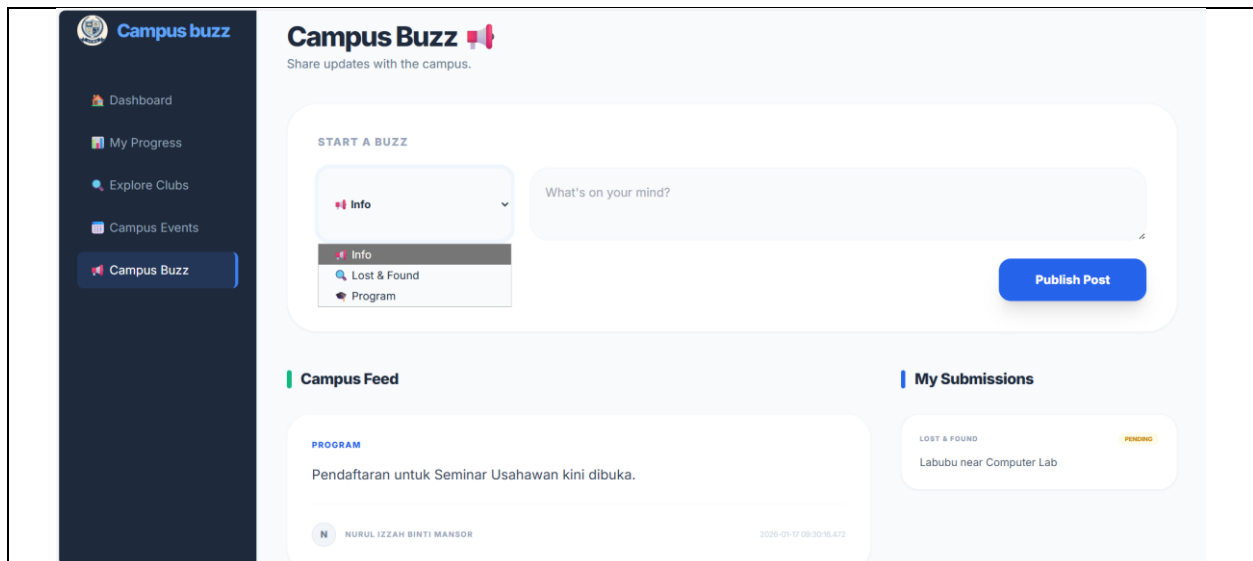


The Student Event page is the landing page if student click on 'Campus Events' on Navigation Bar. This page displayed navigation bar, search events bar and view mode button that contains:

- Grid → Display event information :
 - Status
 - Event name
 - Location
 - Date
 - Number of student register
 - 'Register now button' (if student not register yet), 'Registered' (If student already registered) and 'Claim Certificate' (If student already join and date event has passed) . A message "Registration Successful!" After click on 'Register now' button



6. Student Campus Buzz

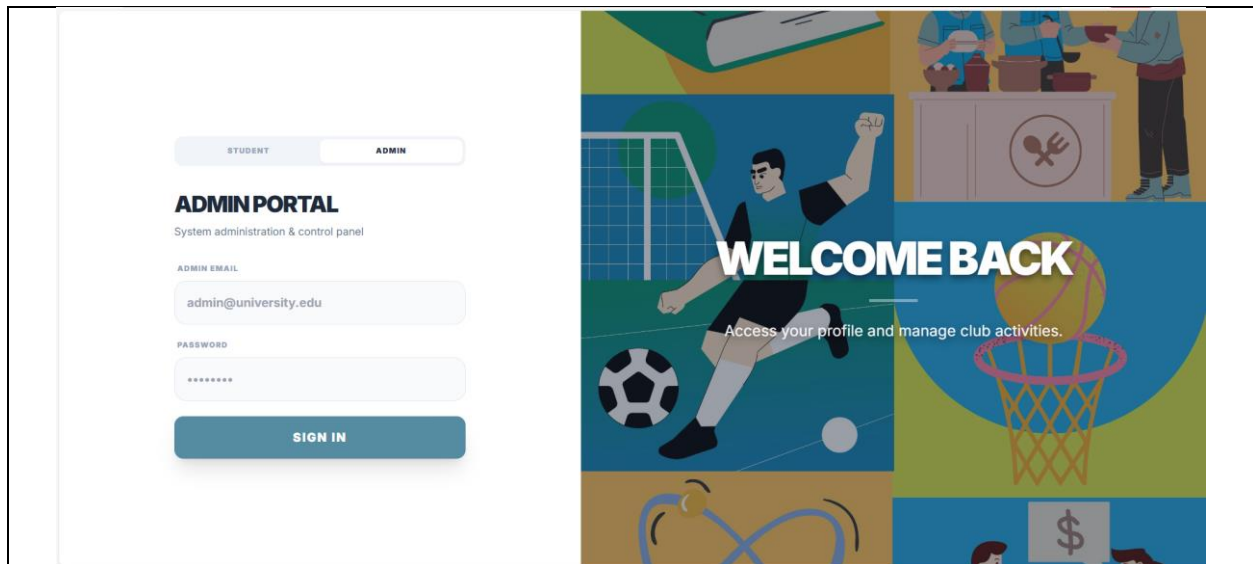


The Student Campus Buzz page is the landing page if student click on 'Campus Buzz' on Navigation Bar. This page displayed navigation bar and contains :

- Start a buzz → A form to publish a buzz(need approval from admin)
- Campus feed → A buzz submitted by other student that approved by admin
- My submissions → Your submitted buzz either pending, reject or approve by admin. A message "STATUS UPDATE, Your application for approval has been sent!" After click on publish post and wait for admin to approve.

4.3 Admin

1.Admin Login

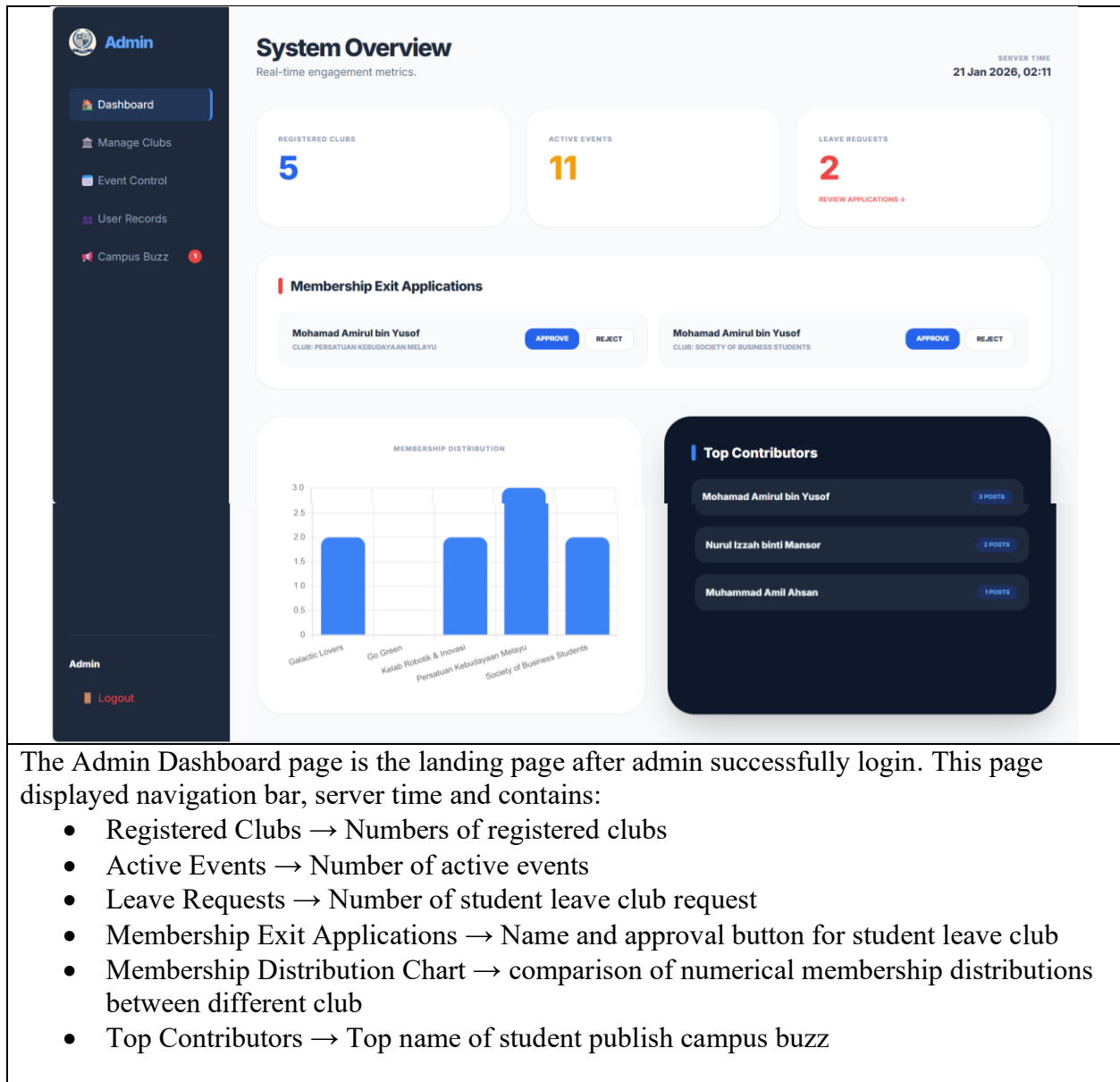


The screenshot shows the Admin Login Page. On the left, there is a login form with a toggle for 'STUDENT' and 'ADMIN'. The 'ADMIN' toggle is selected. Below the toggle, the text 'ADMIN PORTAL' is displayed, followed by 'System administration & control panel'. The form includes fields for 'ADMIN EMAIL' (containing 'admin@university.edu') and 'PASSWORD' (containing '*****'). A 'SIGN IN' button is at the bottom of the form. On the right, there is a colorful illustration with the text 'WELCOME BACK' and 'Access your profile and manage club activities.' The illustration depicts various sports activities: a soccer player, a basketball player, a person at a desk, and a person at a computer.

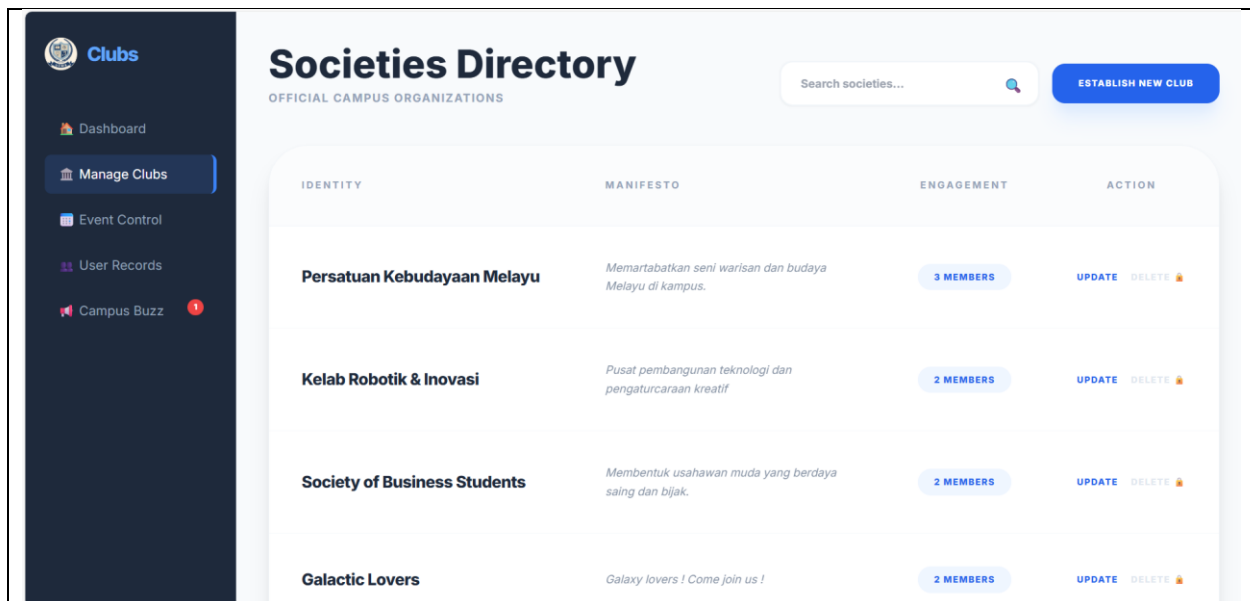
The Admin Login Page is the landing page when user click 'LOGIN' → 'ADMIN'. This page required admin to fill their email and password for their existing account. This page have 1 button :

- Sign in → admin can click this button after fill out their email and password that will redirect to Admin Dashboard

2.Admin Dashboard

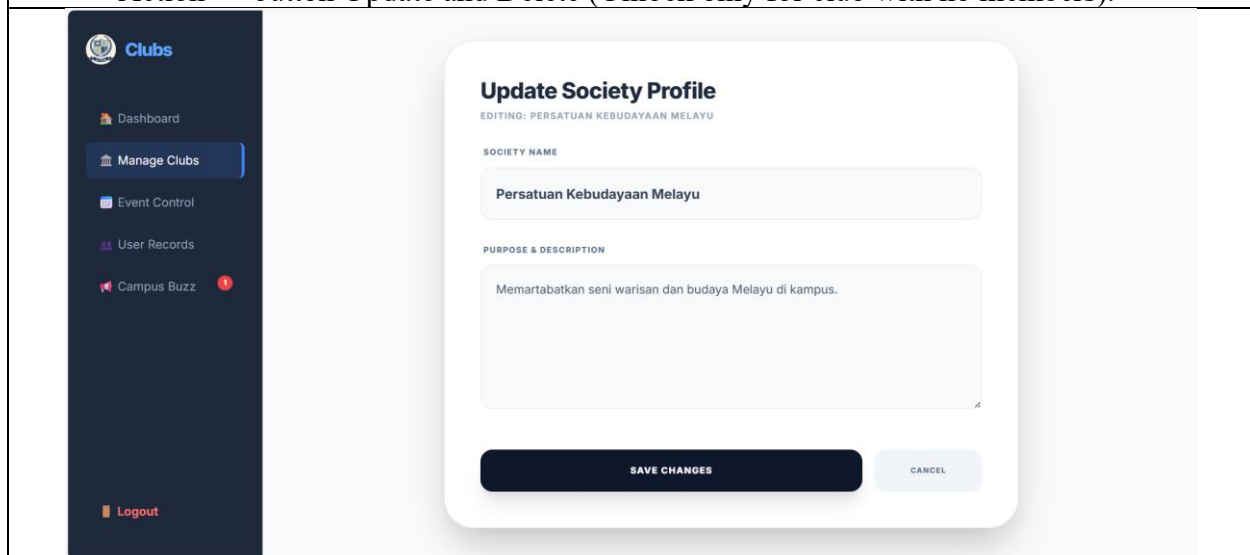


3.Admin Club Management



The Admin Club Management page is the landing page if student click on 'Manage Clubs' on Navigation Bar. This page displayed navigation bar, search societies bar, establish new club button and club information that contains:

- Identity → Club name
- Manifesto → Club Manifesto
- Engagement → Number of members register on the club
- Action → button Update and Delete (Unlock only for club with no members).



If Admin click 'Update' button, it will display Update Society Profile form with society name, purpose & description and 2 button:

- Save changes button → save button after edit and will display message " Society profile updated successfully " means that the update is successfully.
- Cancel button → cancel update

The screenshot shows a sidebar on the left with the 'Clubs' header and navigation items: Dashboard, Manage Clubs (highlighted), Event Control, User Records, and Campus Buzz. The main content area displays a modal form titled 'Establish New Society'. The form has two input fields: 'SOCIETY NAME' and 'PURPOSE & DESCRIPTION'. At the bottom of the form are two buttons: 'ESTABLISH SOCIETY' (dark blue) and 'CANCEL' (light blue).

If Admin click 'Establish new club' button, it will display Establish New Society form with society name, purpose & description and 2 button:


- Establish society → button submit new club after finish fill out form and will display "Action successful" means that successfully submitted.
- Cancel → cancel establish new club

4.Admin Event Control

The screenshot shows the 'Events' sidebar with navigation items: Dashboard, Manage Clubs, Event Control (highlighted), User Records, and Campus Buzz. The main content area is titled 'Campus Events' and features a search bar, 'GRID' and 'CALENDAR' view toggles, and a '+ NEW EVENT' button. Below these are four event cards in a grid. Each card displays the event name, location, date, booking status (e.g., '0 / 25 SEATS'), and a 'VIEW PARTICIPANTS' button. The events shown are 'Hari Bersama Ahli MMCS', 'Tealive: Sip and Fun', 'Hidupku', and 'Capacity Test Event'.

The Admin Event Control page is the landing page if admin click on 'Events Control' on Navigation Bar. This page displayed navigation bar, search events bar, new events button and view mode button that contains:

- Grid → Display event information:
 - Status, name, location, date, number of student register, delete button and 'View Participants' button
- Calendar → Display events calendar date

Events

Dashboard

Manage Clubs

Event Control

User Records

Campus Buzz

Logout

Campus Events

Search...

GRIDCALENDAR

+ NEW

January 2026

PrevTodayNext

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

Events

Dashboard

Manage Clubs

Event Control

User Records

Campus Buzz

Logout

Participants

+ NEW EVENT

CONFIRMED REGISTRATIONS

Back to Events

IDENTITY	FULL NAME	REGISTRATION DATE
S151515	Muhammad Amil Ahsan	2026-01-17 22:44:02.21
S777777	Muhammad Azri Sanawi	2026-01-17 22:49:28.453
S101010	Mohamad Amirul bin Yusof	2026-01-18 22:57:02.206

If Admin click 'View Participants' button, it will display full information of each students with identity number, full name, registration date and 'New Event' button.

If Admin click 'New Event' button, it will display Create Activity form with activity name, venue, date, capacity and 1 button:

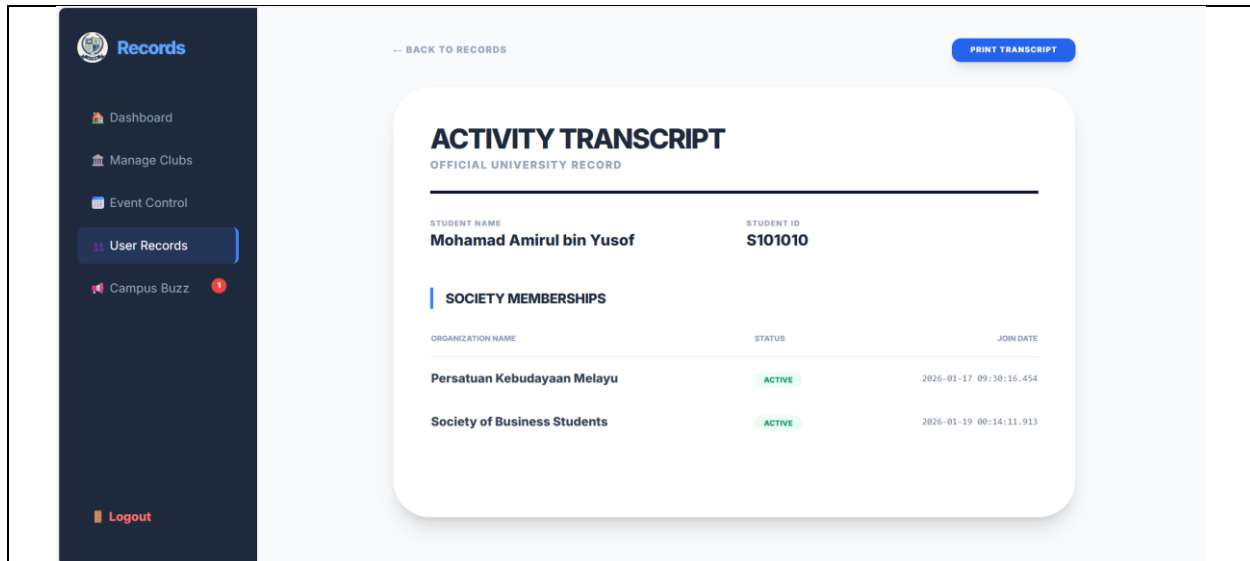
- Publish event → submit button after finish fill the form and will display message " Event Created Successfully!" means event is successfully submit.

5. Admin User Records

STUDENT ID	FULL NAME	
5181818	Mohamad Amirul bin Yusof	<button>VIEW TRANSCRIPT</button>
5151515	Muhammad Amil Ahsan	<button>VIEW TRANSCRIPT</button>
5777777	Muhammad Azri Sanawi	<button>VIEW TRANSCRIPT</button>
5484848	Muhammad Fazli bin Ramli	<button>VIEW TRANSCRIPT</button>
5125555	Nurin Abdullah	<button>VIEW TRANSCRIPT</button>
5383838	Nurul Izzah binti Mansor	<button>VIEW TRANSCRIPT</button>
5282828	Siti Nurhaliza binti Osman	<button>VIEW TRANSCRIPT</button>

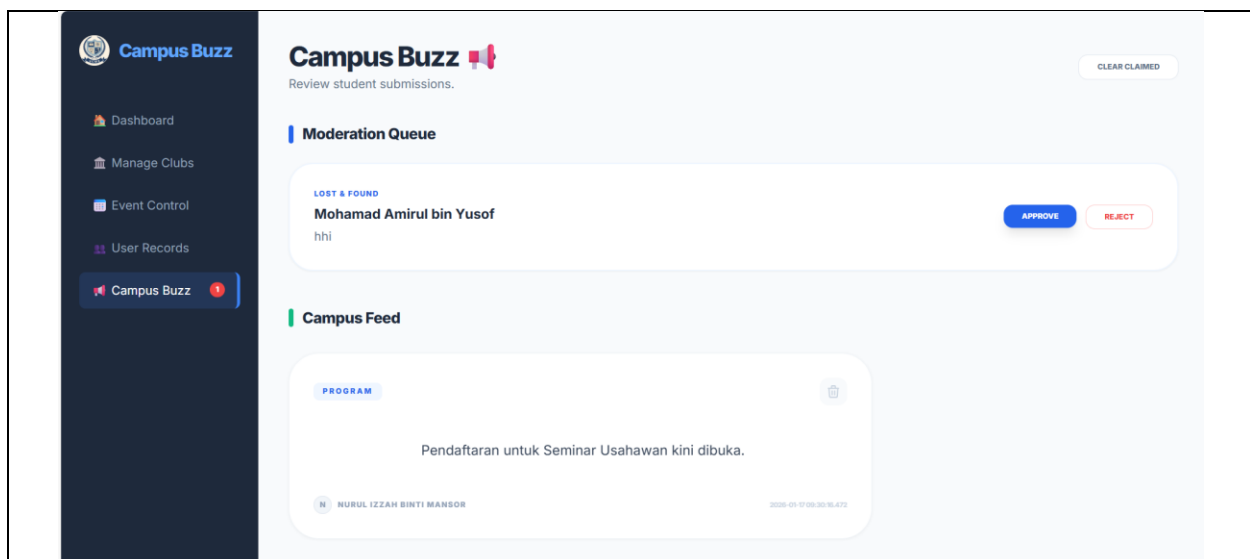
The Admin User Records page is the landing page if admin click on User Records on Navigation Bar. This page displayed navigation bar, society search filter and student records that contains:

- Student ID
- Full name
- Transcript → Student full information



If Admin click 'View Transcript', admin can see student information and print student transcript by clicking 'Print Transcript' button

6. Admin Campus Buzz



The Admin Campus Buzz page is the landing page if admin click on 'Campus Buzz' on Navigation Bar. This page displayed navigation bar and contains:

- Clear claimed
- Moderation Queue → A buzz submitted approval from student
- Campus feed → A buzz submitted by student that have been approved by admin
- Delete → Delete campus feed

5.0 CONCLUSION

In conclusion, University Club Management System (UCMS) is designed to enhance the management of student clubs by providing a structured and digital solution. The system clearly separates student and administrative roles, ensuring that students can easily access relevant club information while administrators are equipped with effective tools to manage data securely and efficiently.

By digitalizing club and event management processes, the system improves operational efficiency, reduces manual workload, and enhances student engagement in club activities. Overall, the system provides a reliable, user-friendly, and organized platform that supports effective club management within the institution.