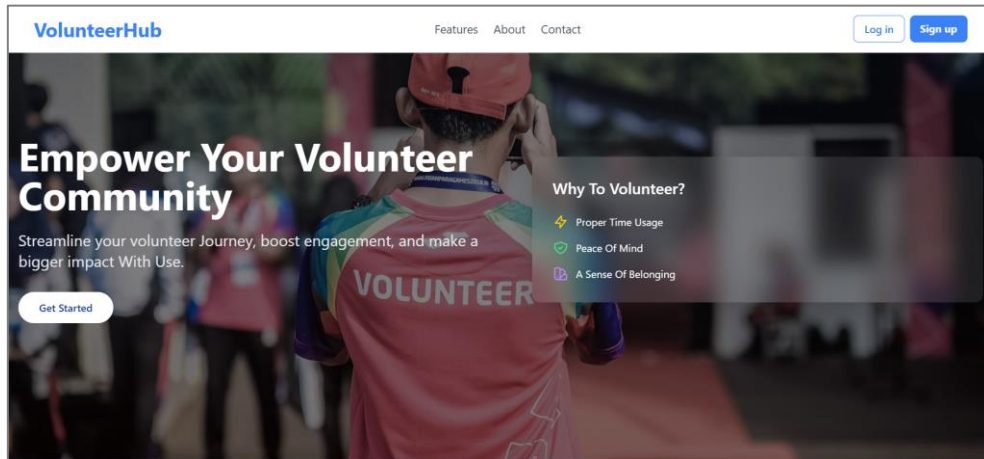


# User Documentation For VoluntererHub

## 1.1 User Manual :

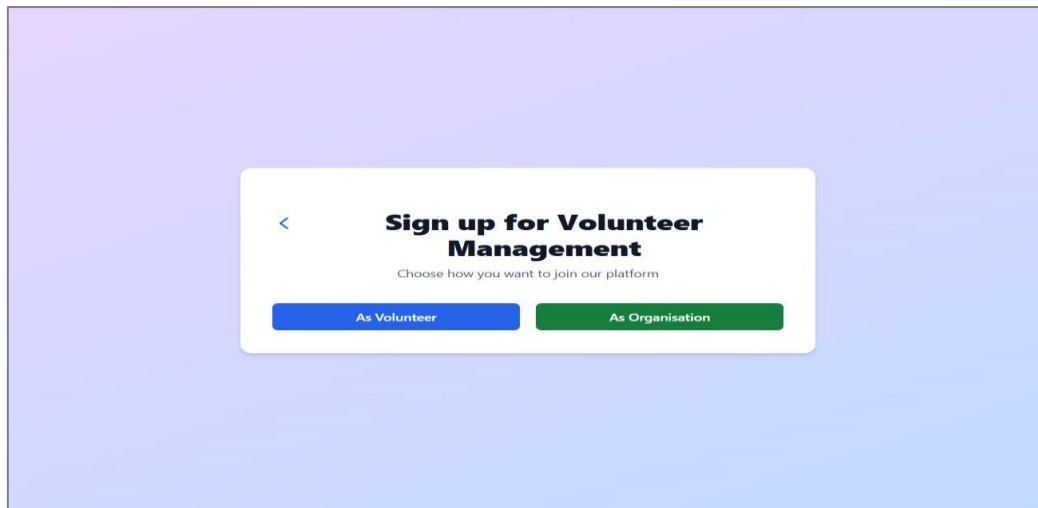


*Figure 1.1 : Landing Page*

- **User documentation for Organization:**

- ❖ **Registration and Login for Users:**

- **Navigate To the Landing Page:** Click On “Sign-Up” button on the home page then select the way you want to login for example “As Organization” button and a form will be displayed.
- **Enter the following details:**
  - Organizational Details / Personal Details
  - Login Details
  - Profile Details
  - Preferences



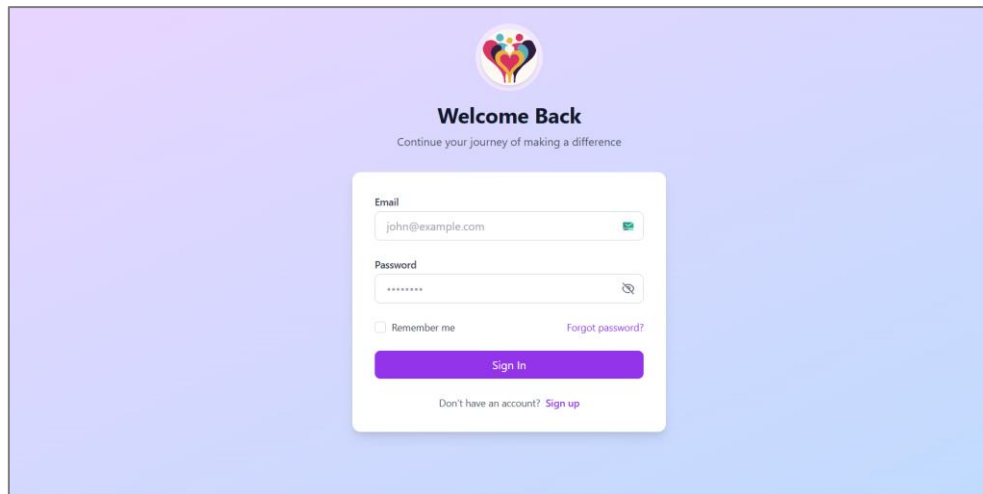
**Figure 1.2 : Sign-up Page Volunteer / Organization**

The image shows the "Organization SignUp Form" page. At the top, there is a back arrow and the title "Sign up for Volunteer Management" in bold. Below the title is the subtitle "Choose how you want to join our platform". There are two buttons: "As Volunteer" in blue and "As Organisation" in green. Below the buttons is the "Organization SignUp Form" section. It has a progress bar with four steps: 1. Organisation (active), 2. Login, 3. Profile, and 4. Others. The form fields are: "Organization Name" (text input), "Date Of Establishment" (date picker), "Contact" (text input), "Organization Type" (dropdown menu), and "Address" (text area). There is a "Next" button at the bottom.

**Figure 1.3 : Sign-up Page (Organization)**

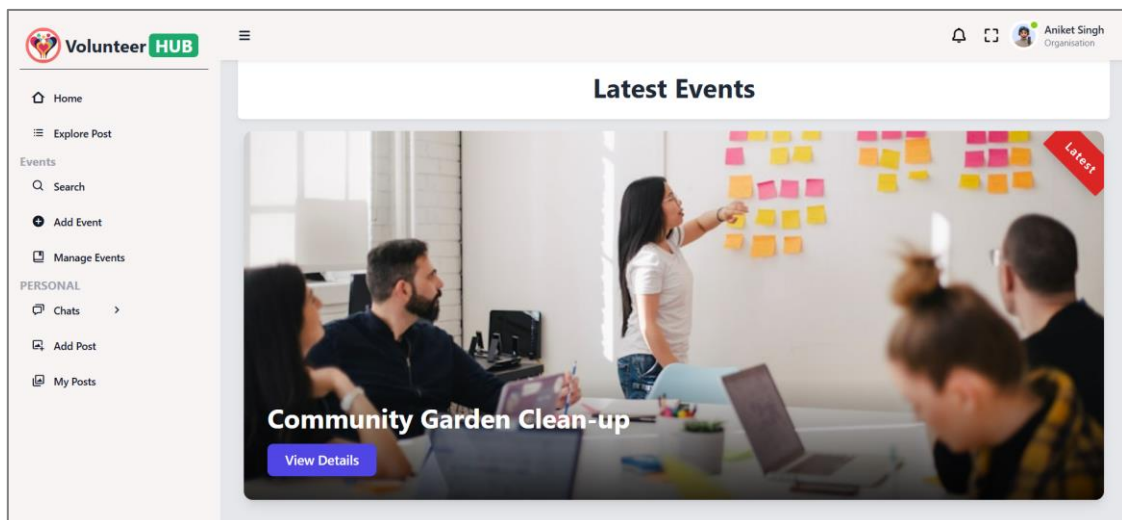
## **Step 2: Login**

- Enter Your Email and Password To Login Into the system.

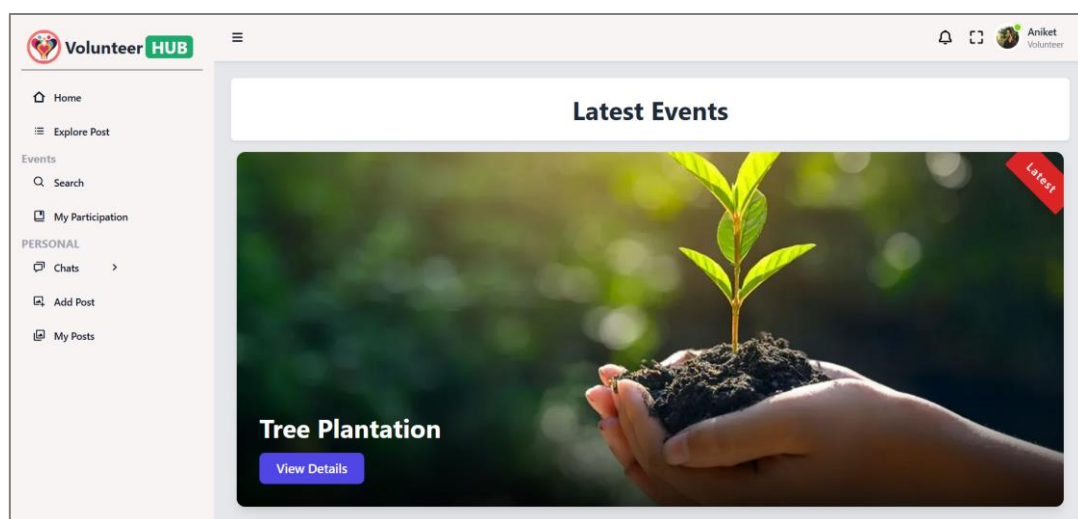


**Figure 1.4 : User Login Page**

After Entering the valid email and password the user will be redirected to the main dashboard.



**Figure 1.5: Home Page (Organization)**



**Figure 1.1: Home Page (Volunteer)**

Based on the registration “As Volunteer” or “As Organization” the user will be redirected to their respective Home Pages. The only difference between the Organization and Volunteer Login is that organizations have the authority to Create, Delete, Edit Events whereas Volunteers can only Participate in the events.

Key Difference in tabs:

**Volunteer:**

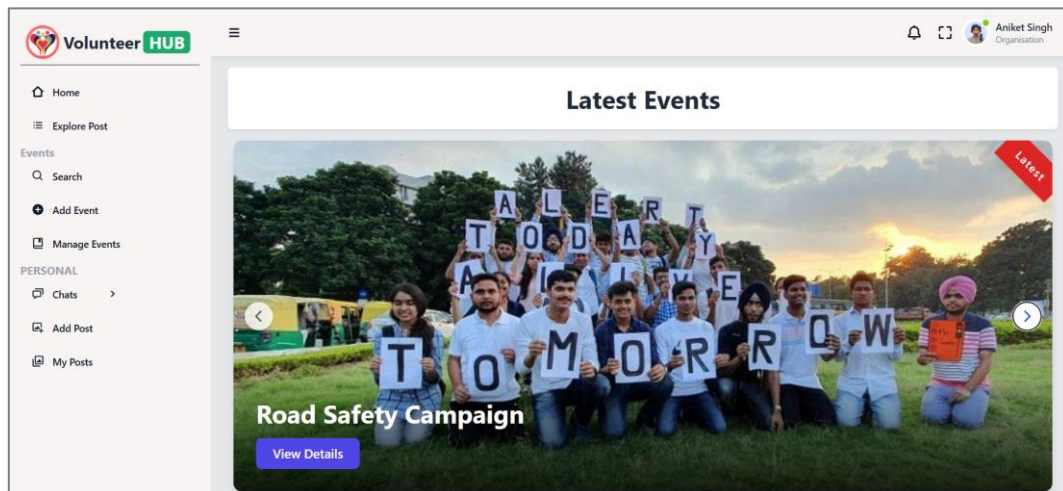
- **My Participation**

**Organization:**

- **Add Event**
- **Manage Events**

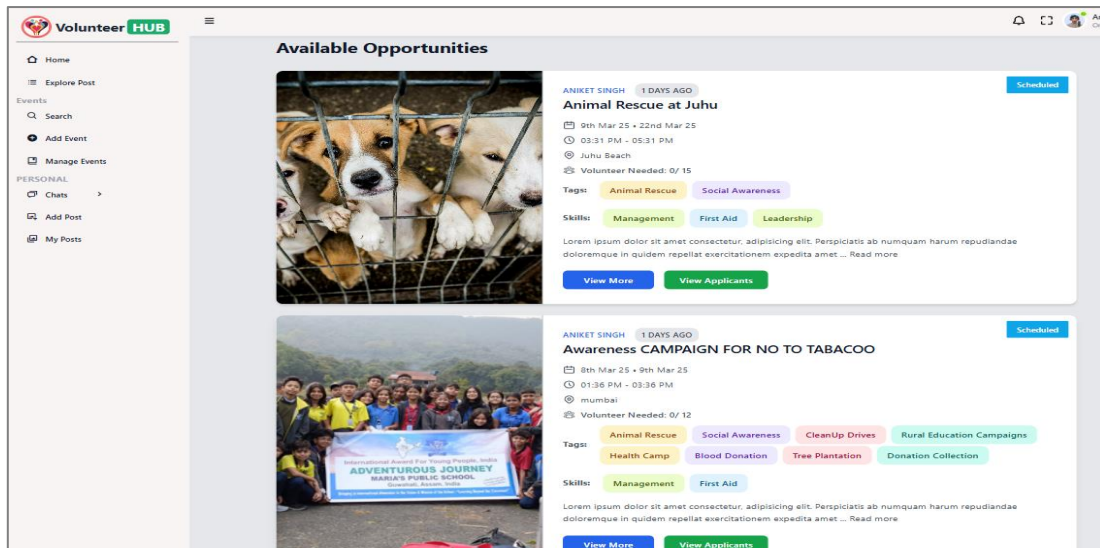
Sections Of Home Page:

- **Latest Events**



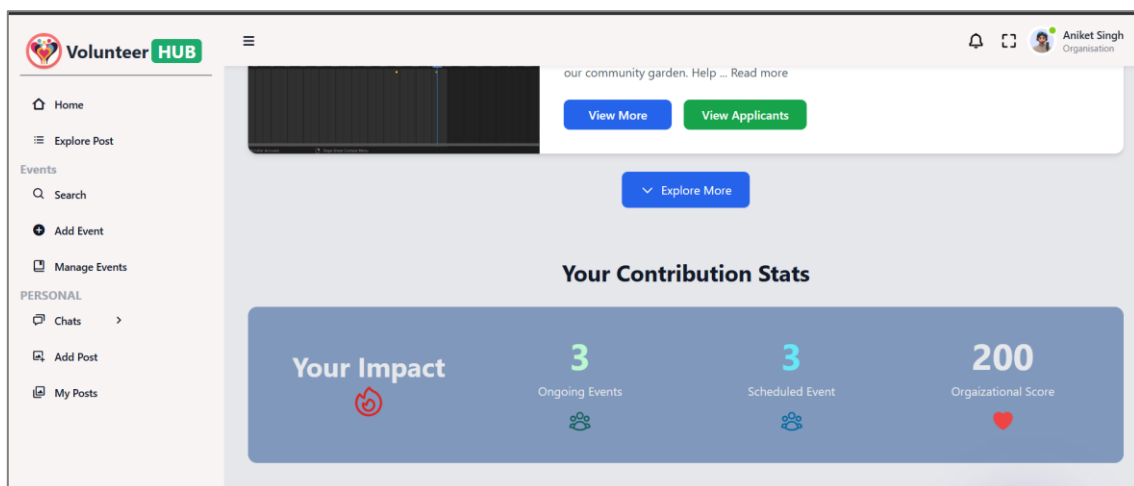
*Figure 1.7: Home Page Latest Events Section*

- **Available Opportunities**

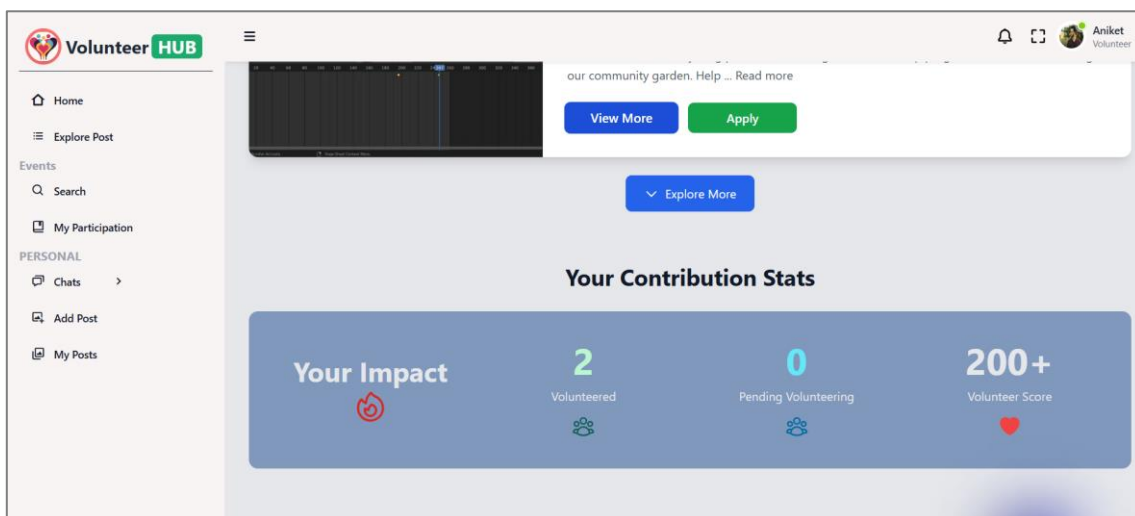


**Figure 1.8: Home Page Available Opportunities Section**

## • User Stats

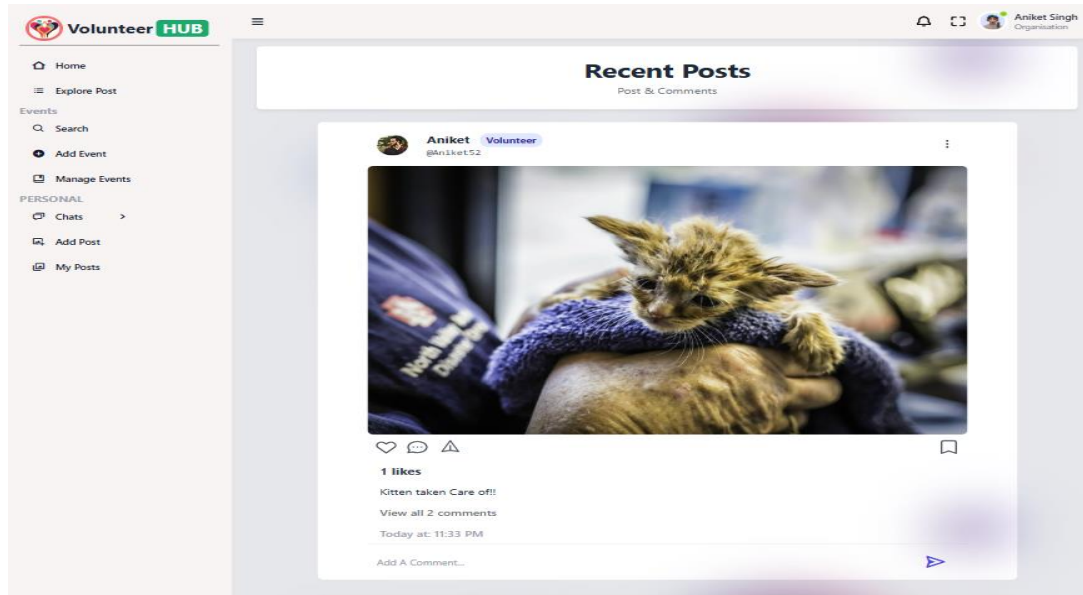


**Figure 1.9: Home Page User Stats Section (Organization)**



**Figure 1.10: Home Page User Stats Section (Volunteer)**

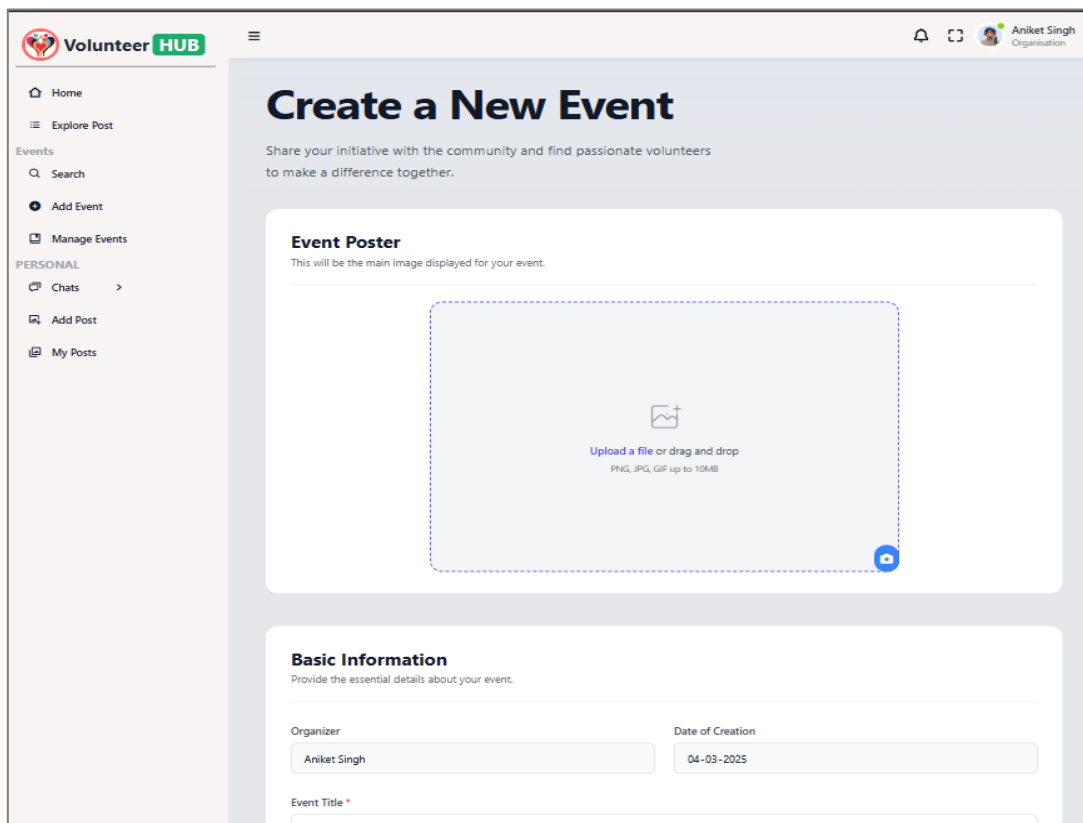
- **Recent Post**



**Figure 1.11: Home Page Recent Post Section**

- ❖ **Creating an Event: (Organization)**

To Create an event the organization needs to navigate to ‘ Add Event’ tab. And enter the details of the events such as the poster, title, from date, to date, from time, to time, volunteer needed, max application to apply, skills required by the applicant, and the causes of the event.



**Figure 1.12: Add Event Page\_1**

**Volunteer HUB**

Home  
Explore Post  
Events  
Search  
Add Event  
Manage Events  
PERSONAL  
Chats  
Add Post  
My Posts

**Basic Information**  
Provide the essential details about your event.

Organizer: Aniket Singh  
Date of Creation: 04-03-2025  
Event Title: Enter a descriptive title for your event

**Date and Time**  
Set when your event will take place.

From Date: dd-mm-yyyy  
To Date: dd-mm-yyyy  
From Time: --:--  
To Time: --:--  
Number of Days: Calculated automatically  
Total Time: Calculated automatically  
Maximum Applications (Optional): 50

**Location and Participation**  
Specify where the event will take place and how many volunteers you need.

Location: Enter the event location  
Volunteers Needed: Number of volunteers required

**Figure 1.13: Add Event Page\_2**

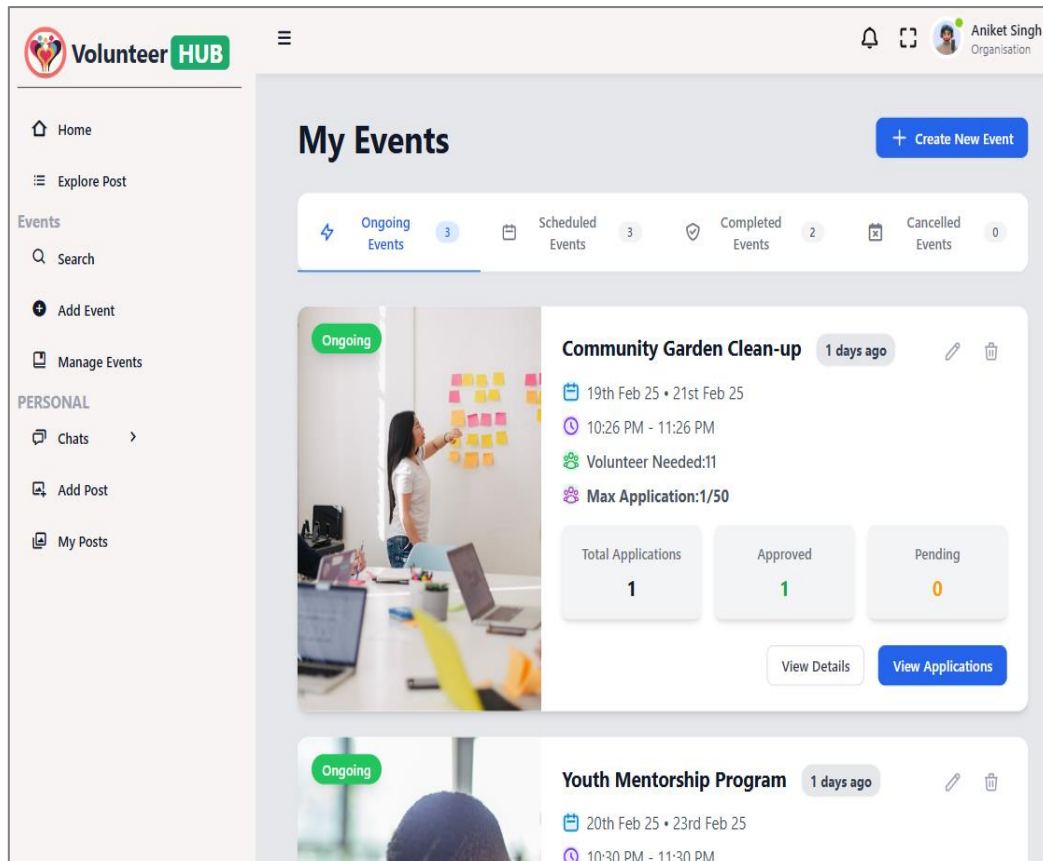
❖ **To Manage the Created Event: (Organizer)**

To edit ,delete or view the applications of the created event the organizer need to navigate to his ‘Manage Events Tab’.

It Included:

- Edit Event
- Delete Event
- View Application Based on the Status of the Event
- View the Details of the Events





**Figure 1.14: Manage Event Page**

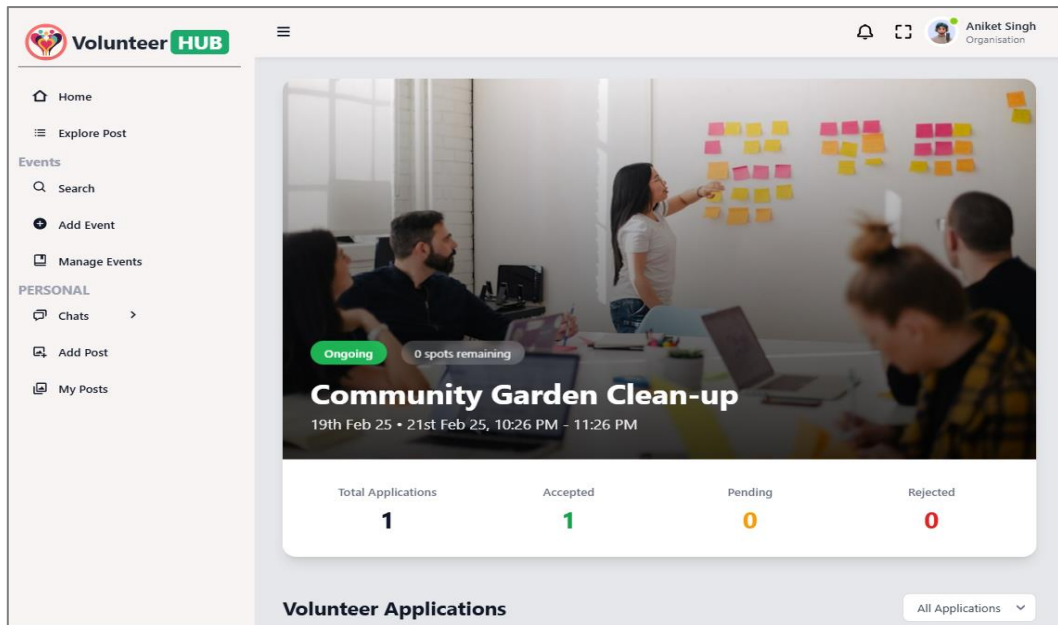
The manage events page has tabs – ‘ongoing’, ‘scheduled’, ‘completed’, ‘cancelled’ this helps the organizer in segregating the events and make event handling much more easier.

On clicking on ‘**View Applications**’ all the applicants or volunteers who have applied for that event are listed.

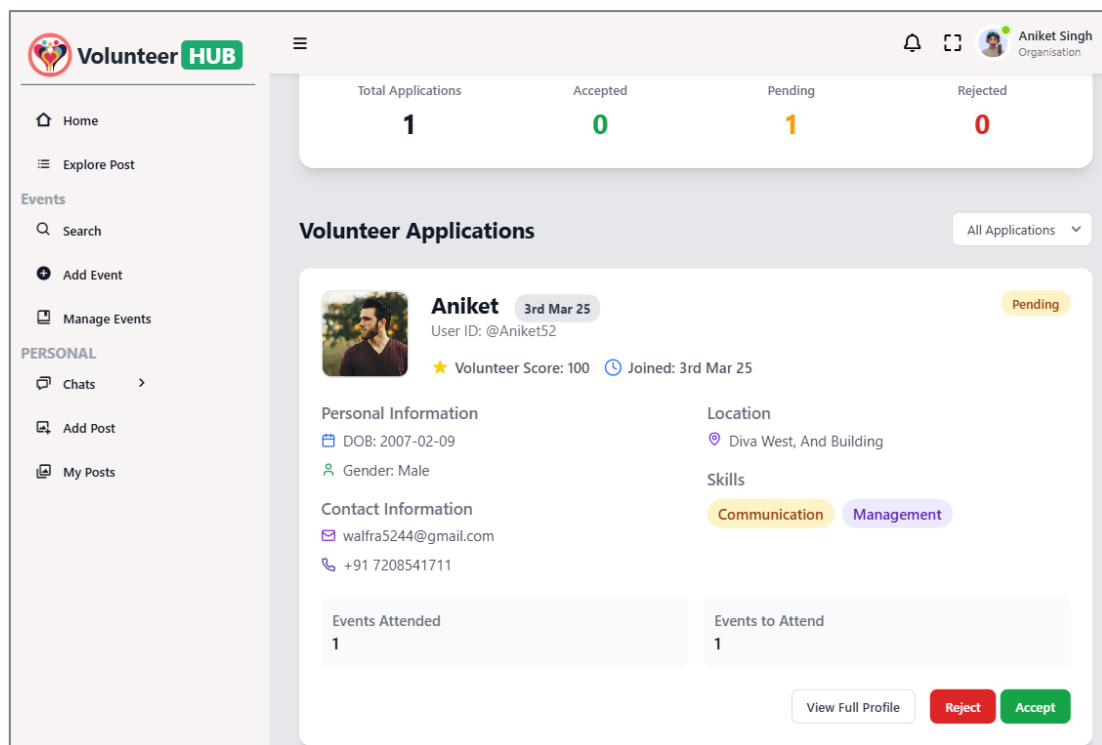
❖ **To Manage Event Application: (Organizer)**

Select an Event and click on “**View Applications**”





*Figure 1.15: View Application\_1*



*Figure 1.11: View Application\_2*

This page allows organization or the organizer to accept or reject volunteer request.

❖ **To Edit an Created event:**

To edit go to the **Manage Events** page and select the event to edit. At the top of the event there would be two button one for edit and one to delete. Select the edit button.

The screenshot shows the 'My Events' dashboard. At the top right is a '+ Create New Event' button. Below it are tabs for 'Ongoing Events' (3), 'Scheduled Events' (3), 'Completed Events' (1), and 'Cancelled Events' (0). The 'Ongoing' tab is selected, showing a list of events. The first event is 'Community Garden Clean-up', marked as '1 days ago'. It includes a thumbnail image of people in a meeting, event dates (19th Feb 25 - 21st Feb 25), time (10:26 PM - 11:26 PM), and requirements (Volunteer Needed: 01, Max Application: 1/50). Below these are three summary boxes: 'Total Applications' (1), 'Approved' (0), and 'Pending' (1). At the bottom right of the event card are 'View Details' and 'View Applications' buttons.

*Figure 1.17: Edit Event\_1*

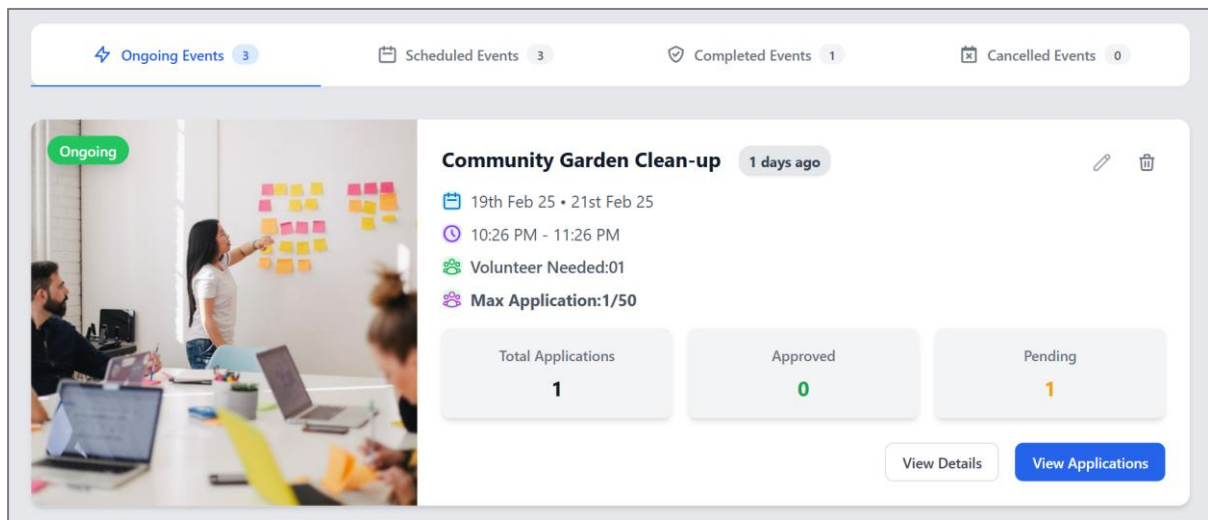
The screenshot shows the 'Edit Event' page in the 'Volunteer HUB' application. The left sidebar contains navigation links: Home, Explore Post, Events, Search, Add Event, Manage Events, PERSONAL, Chats, Add Post, and My Posts. The main content area is titled 'Edit Event' with a subtitle 'change the details of the event as per your needs.' Below this is the 'Event Poster' section, which includes a placeholder image of a meeting. The 'Basic Information' section contains form fields for 'Organizer' (Aniket Singh), 'Date of Creation' (02-03-2025), 'Event Title' (Community Garden Clean-up), and 'Status' (Ongoing).

*Figure 1.18: Edit Event\_2*

On clicking on the Edit Icon the edit page will be opened here the organizer can edit all the details of the selected event.

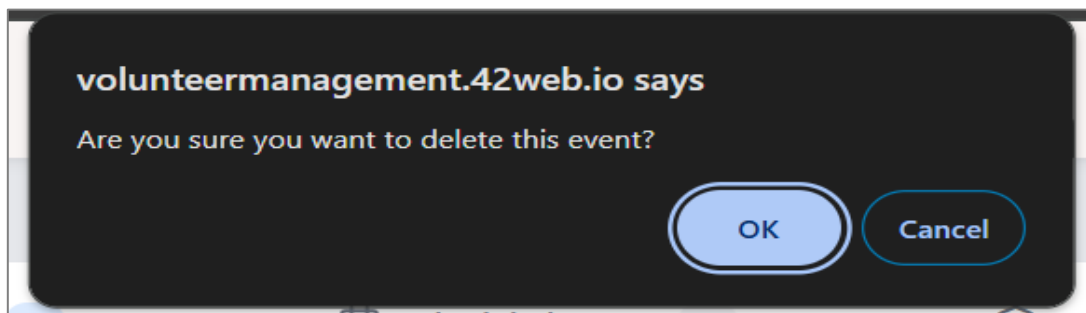
❖ **Delete Event: (Organizer)**

To delete the event the user need to navigate to the “manage events” page and click on the delete Icon.



*Figure 1.19: Delete Event\_1*

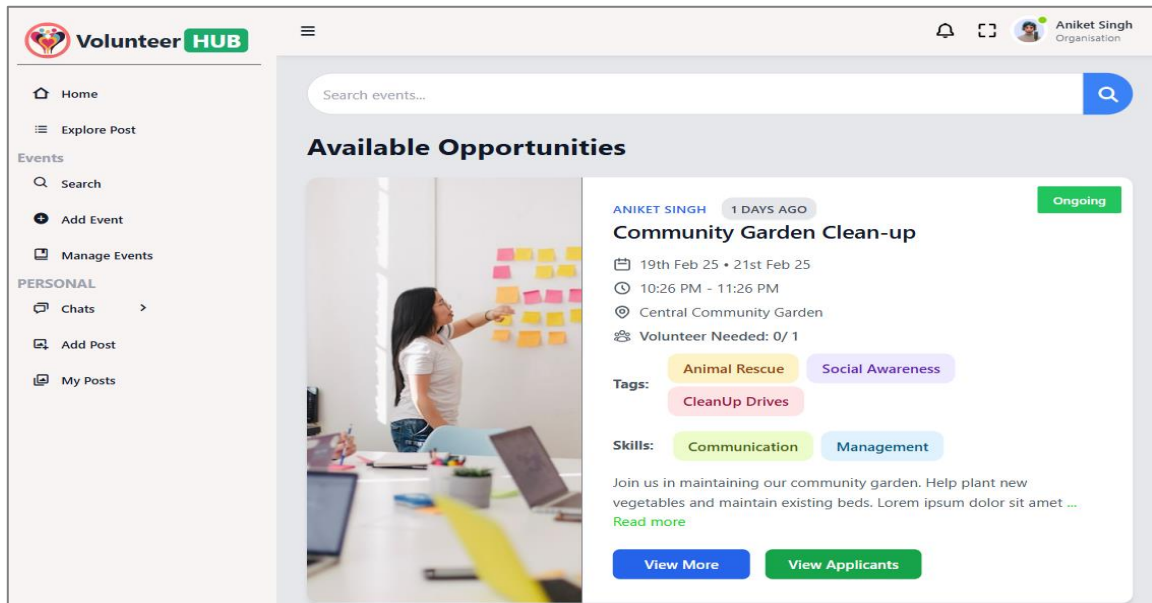
After clicking on the delete icon an confirmation will be asked to delete he event or not click “yes”



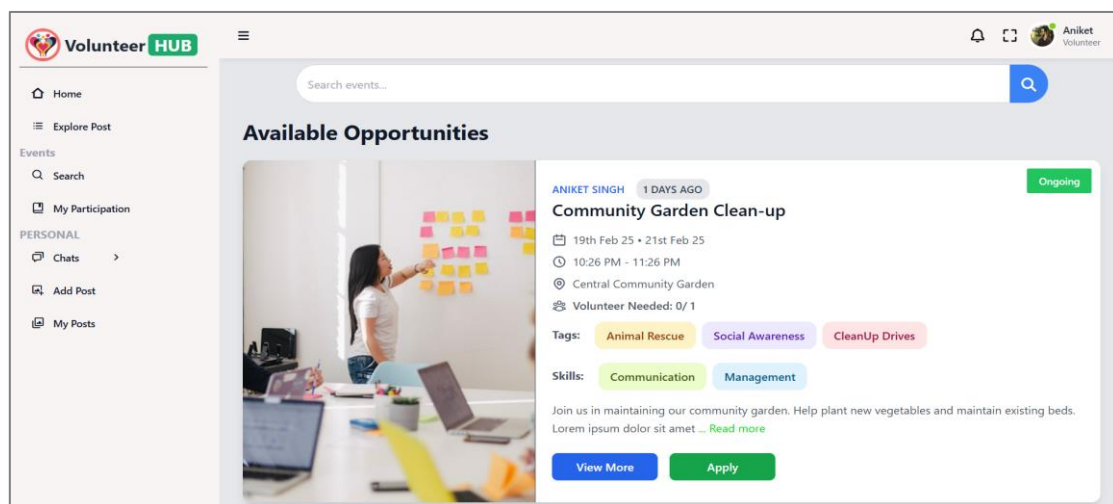
*Figure 1.20: Delete Event\_2*

❖ **To Search Event:**

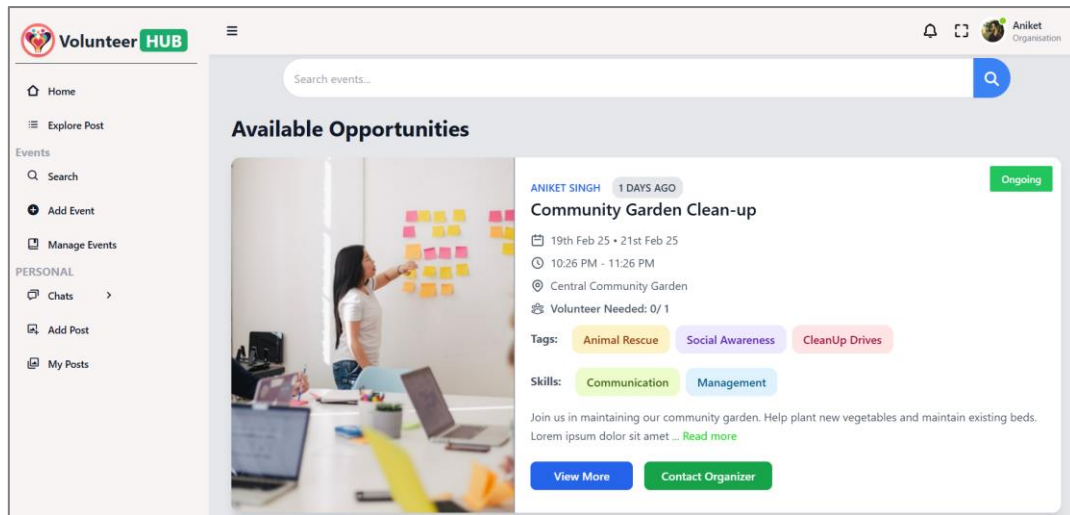
To search event go to “search” tab in events section of the left panel. User can search and apply for events from here itself.



**Figure 1.21: Search Events Page(Organizer)**



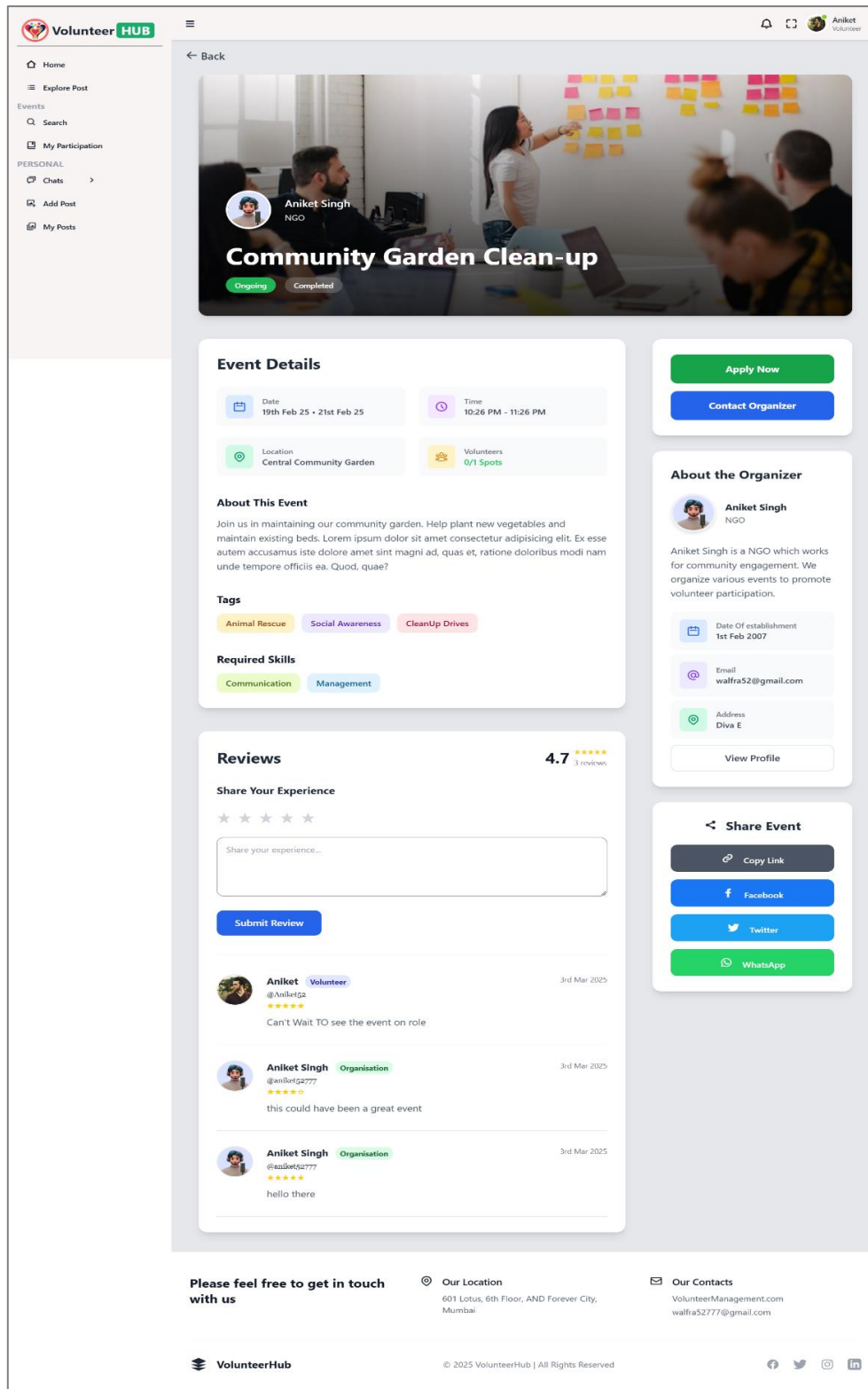
**Figure 1.22: Search Events Page(Volunteer)**



***Figure 1.23: Search Events Page(Other Organizers)***

The search page looks the same for every user just the event card is different for volunteers its shows the “Apply” Button. for Organizer [the one who created the event] its shows ‘View Application’ and to other organizers it shows “Contact Organizer”.

To view all the details about the event click on “View More”.



**Figure 1.24: Event Details Page**

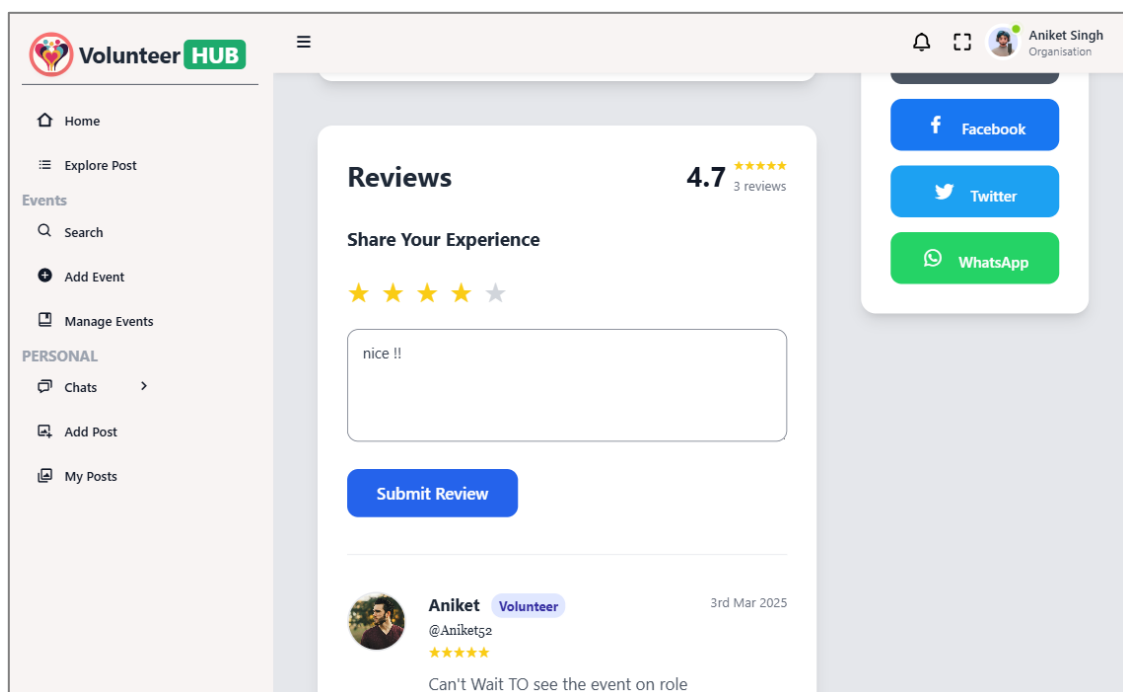
This is the event detail page where all the details of the events are shown. This contain various section.

- Event Details

- Reviews:
- Notices and updates (Only for the volunteered who have applied and are accepted)
- Sharing option
- Action section (Apply, Contact organizer etc)
- View Organizer Profile.

❖ **Add and View Rating and review:**

To add or view rating and review on an event scroll down on the event details page you will see an section for Review where you can add your review and view other users (Volunteer and organizer) review



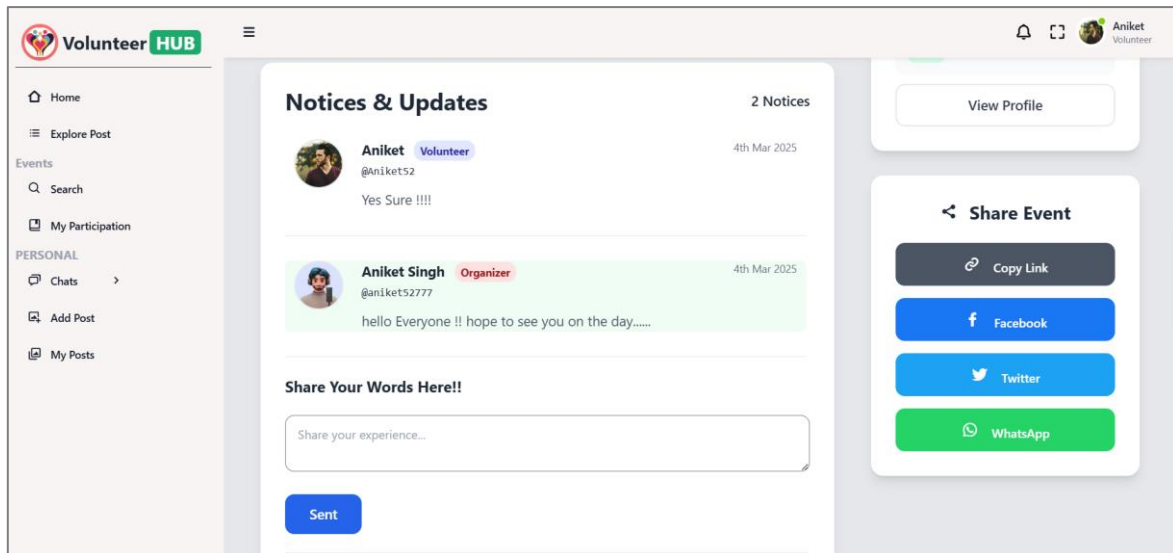
*Figure 1.25: Review and Rating Page For Event*

❖ **Notices and Updates: (Organizer, Volunteers that are Accepted for that Event)**

The event details page also has a Notice and Updates section where notices and updates are shared by the organizer to only those Volunteers who's application have been accepted by the Organizer.

Other organizations and users can't access this section other than the organizer and the accepted volunteer. They can communicate with each other through this section.

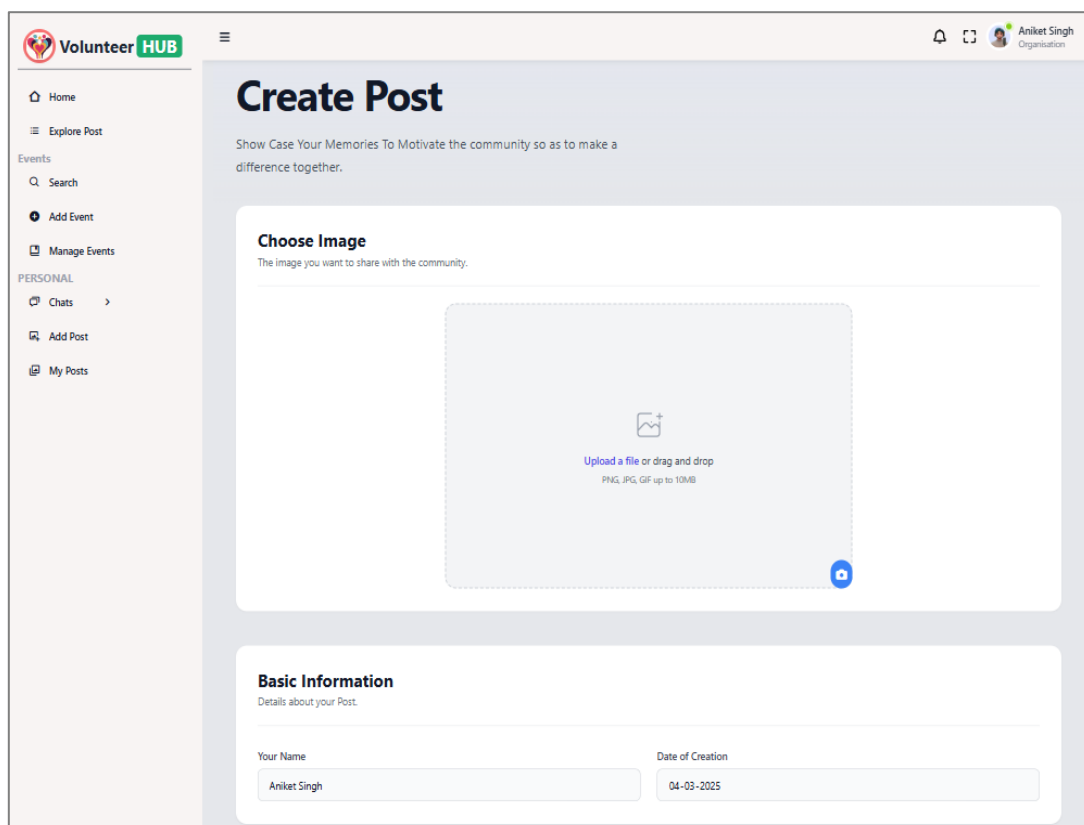




**Figure 1.21: Notices and Updates For Event**

### ❖ Add Post:

To create post on the platform users need to go to the “App Post” tab on the personal section on the left sidebar. Here they need to upload the image and a short description for that post. On clicking on “Submit” the Post gets created and is visible by everyone on the platform.

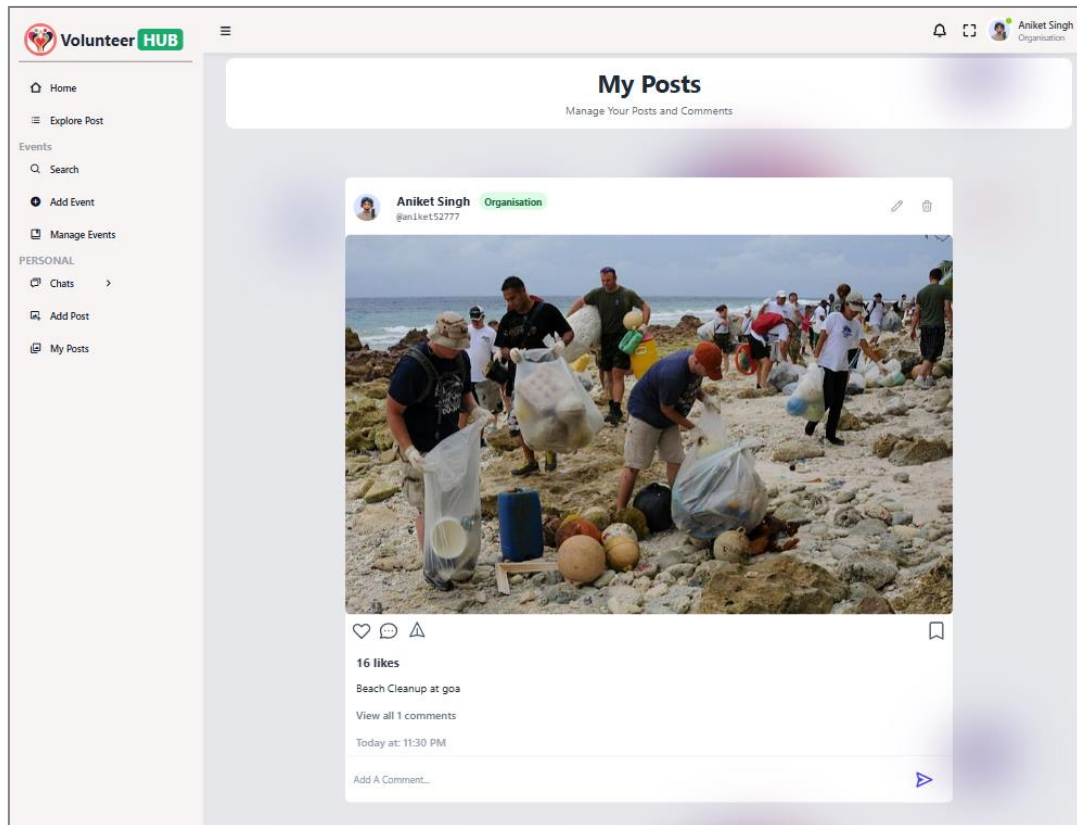


**Figure 1.27: Add Post**

❖ **Manage Posts: (Edit Post, Delete Post)**

To manage the post created go to “My Post” tab on the Personal section of the sidebar.

In this page you can Edit and delete all the post created by you. Along with that you can “**Add Comment**” and “**View Comment**” for a particular post.



**Figure 1.28: Manage Post**

You can like you post view comments and add your own comments on the posts created. Along with that there are options to edit and delete posts, share post etc.

❖ **Edit Post:**

To edit post click on the edit icon on the top right corner of the post you want to edit. An edit page will open for editing that selected post.

Here the user can change the:

1. Caption
2. Picture to post

**Volunteer HUB**

**Edit Post**

Show Case Your Memories To Motivate the community so as to make a difference together.

**Choose Image**

The image you want to share with the community.

**Basic Information**

Details about your Post.

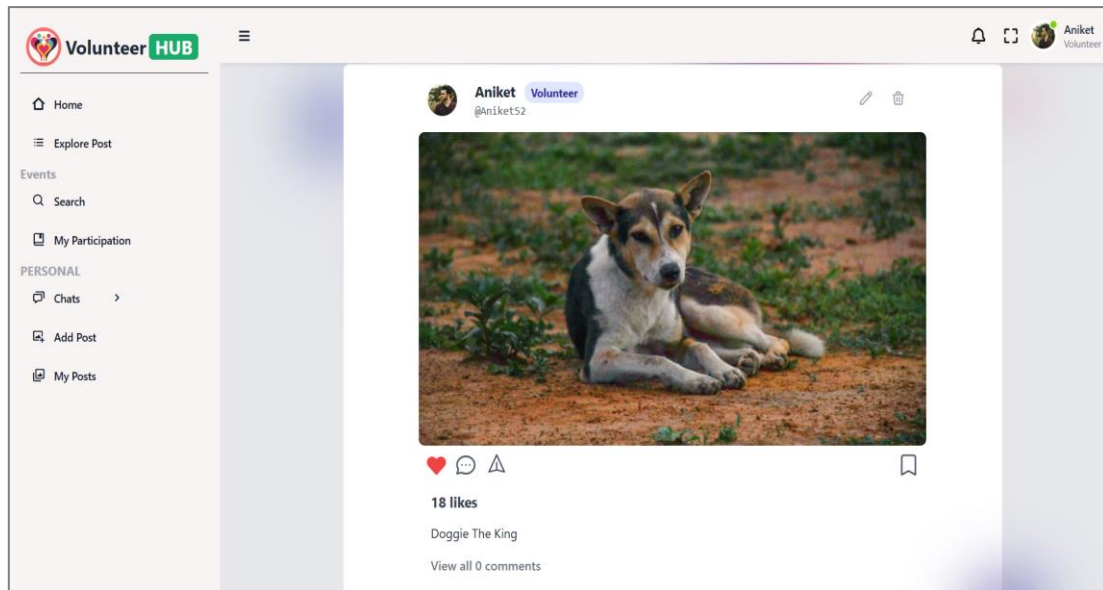
Your Name: Aniket Singh

Date of Creation: 02-03-2025

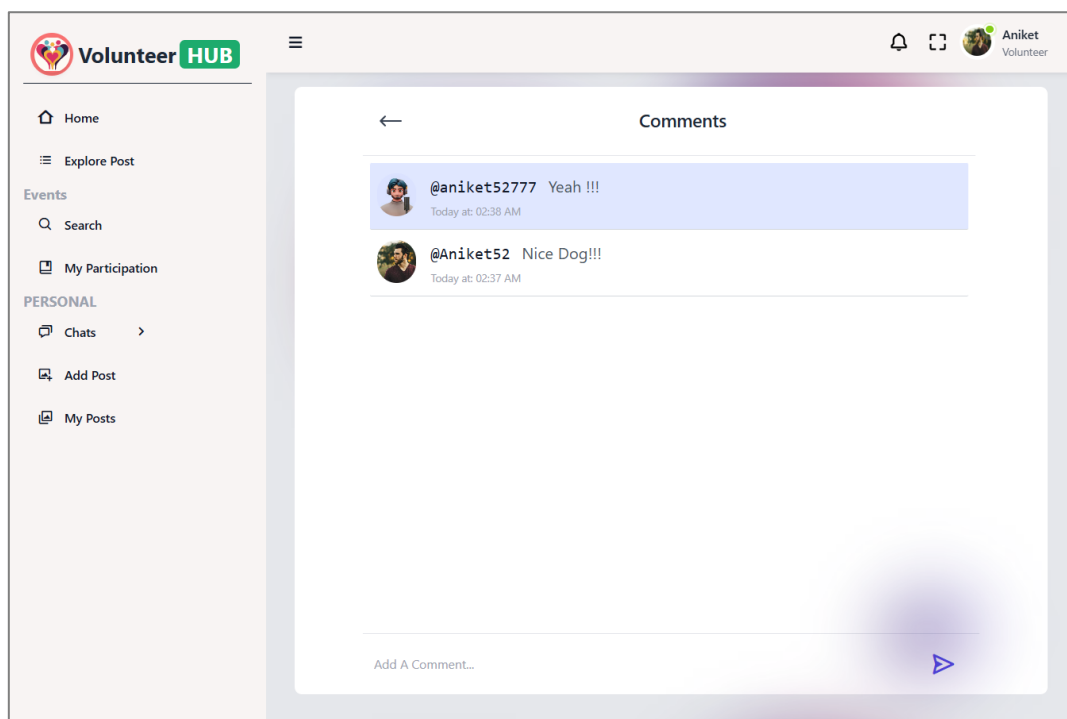
*Figure 1.29: Edit Post*

❖ **Like. View and Add Comments on a Post.**

To Like a post click on the heart icon of the post and you like will be saved. To view comments click on the comment icon the comment section will open and to add a comment type a comment in the below input field and Enter you comment will be saved for that comment can will be visible by other users on the platform.



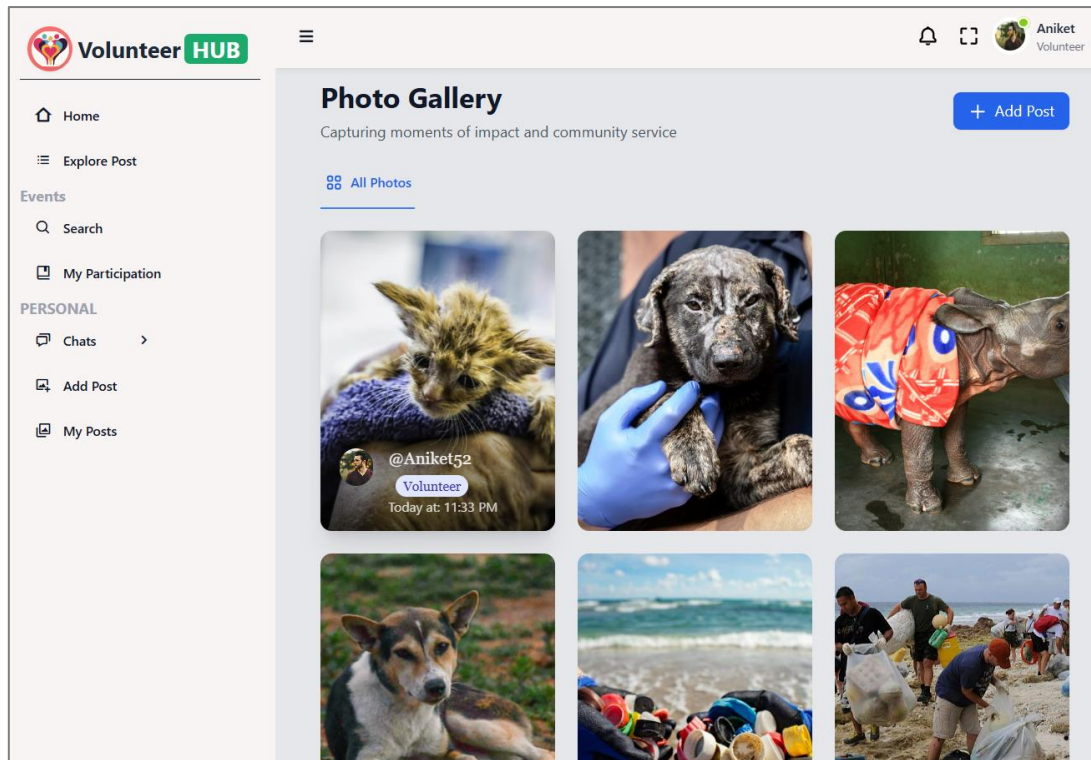
**Figure 1.30: Like\_Post**



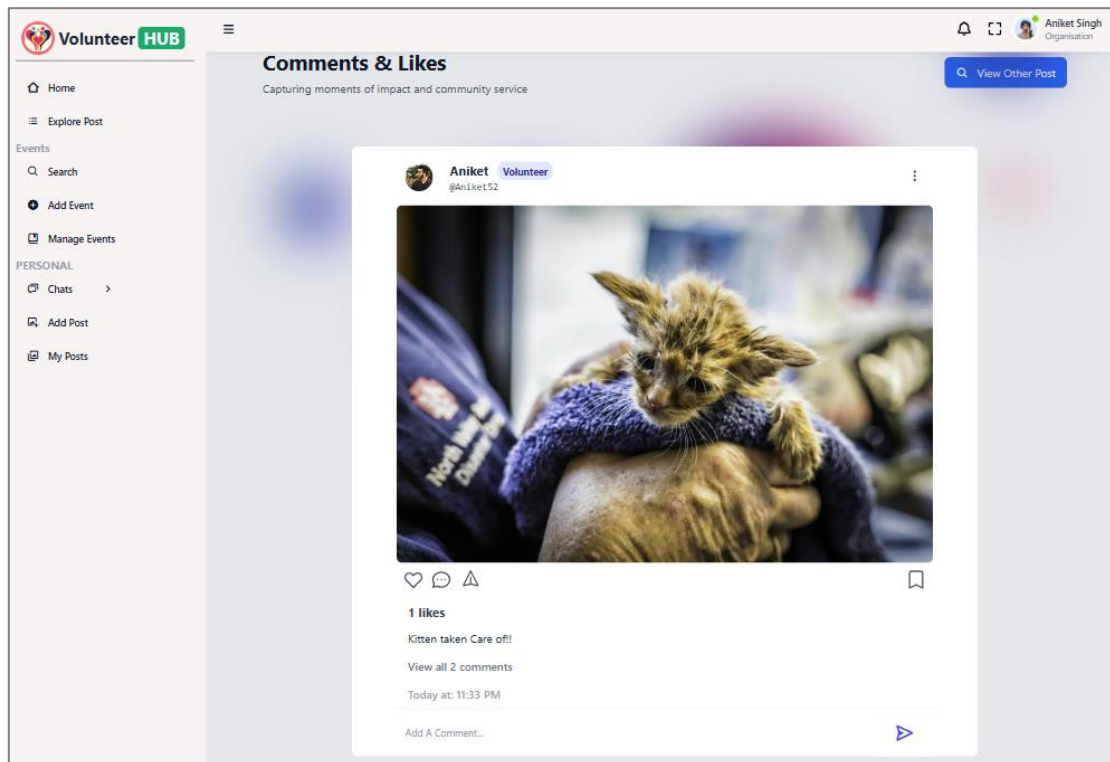
**Figure 1.31: Add\_View\_Comment**

### ❖ **View Post Gallery:**

To view all the Post available on the platform Go to “Explore Post” tab. It will display the photo gallery of all the posts available on the website. You can click on any of the post to view it in detail. On hovering the image the username and the name of the post creator will be displayed.



*Figure 1.32: Photo\_Gallery*

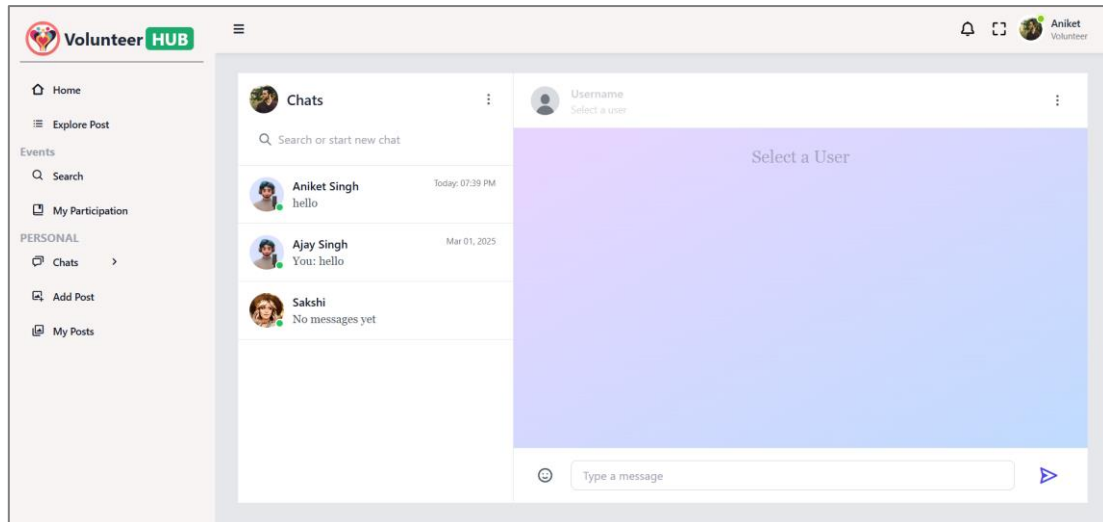


*Figure 1.33: View Comments, Likes & Post*

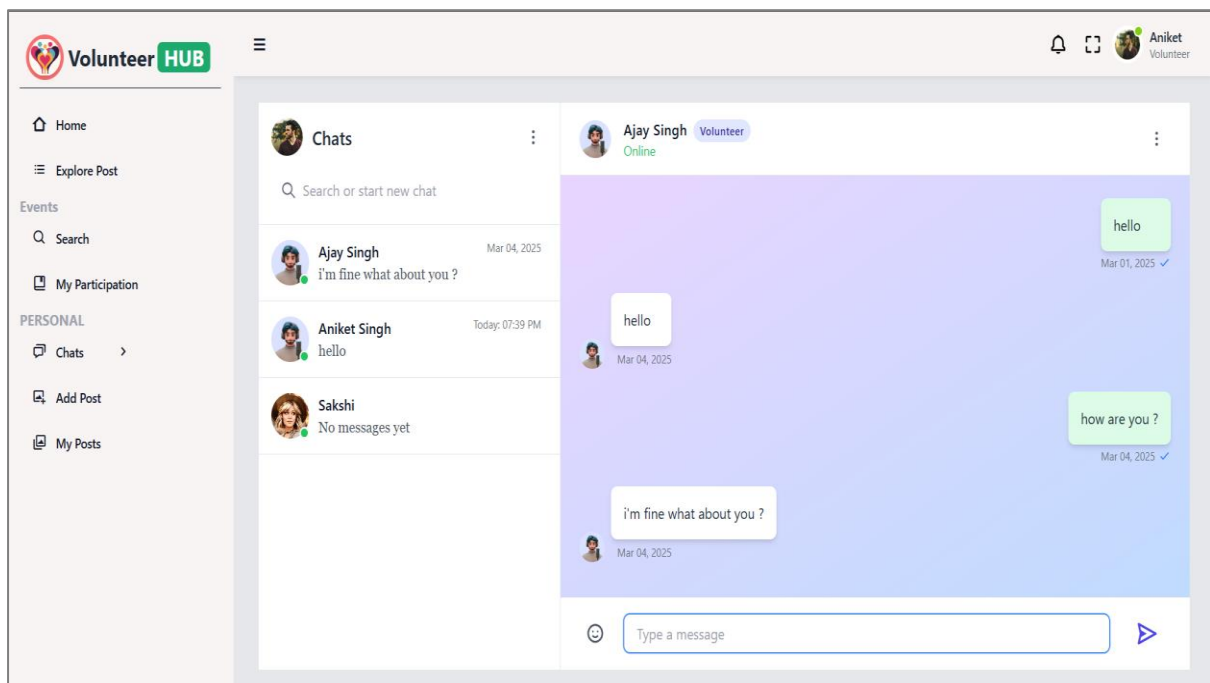
### ❖ Chatting:

To chat with other users can navigate to the “Chat” option on the personal section of sidebar. The chat page has two section 1<sup>st</sup> is the chat list and the 2<sup>nd</sup> is the chat window.

1. Select an user from the chat list
2. Messages will be dynamically loaded and will be continuously updated automatically.



*Figure 1.34: Chatting\_1*

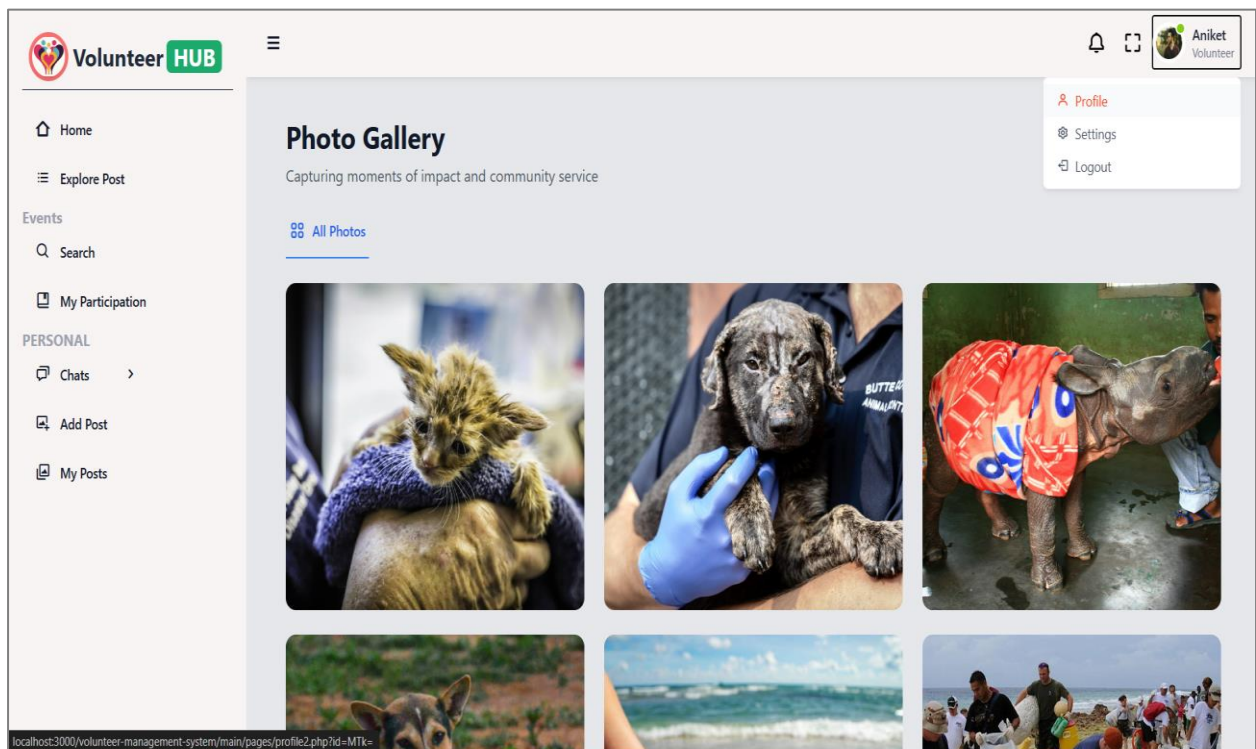


*Figure 1.35: Chatting\_2*

### ❖ Manage User Profile:

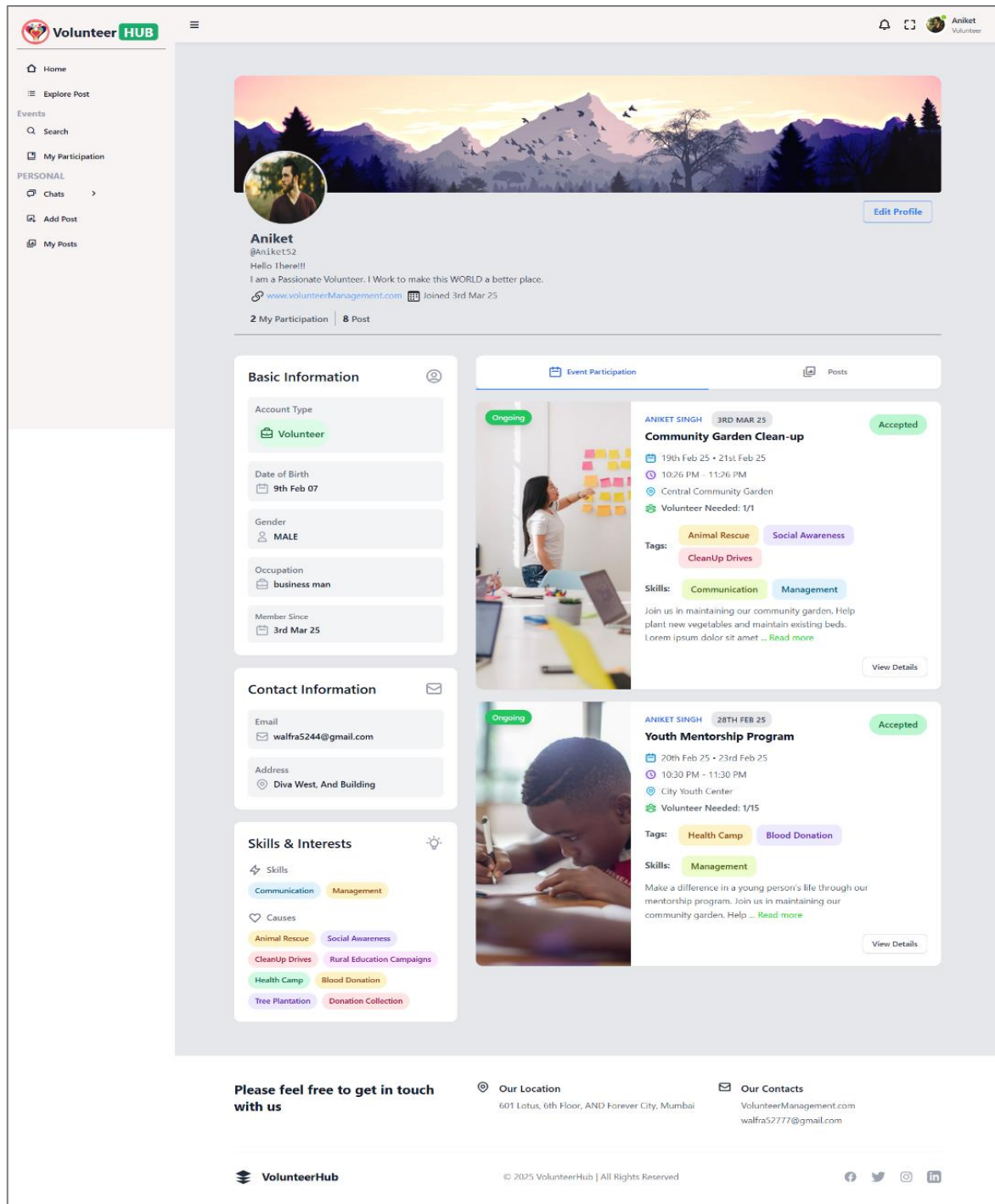


To view your own Profile click on the top right corner of the navbar on your profile picture an small dropdown will be shown click on “Profile”.



*Figure 1.31: User\_Profile\_1*





**Figure 1.37: User\_Profile\_2**

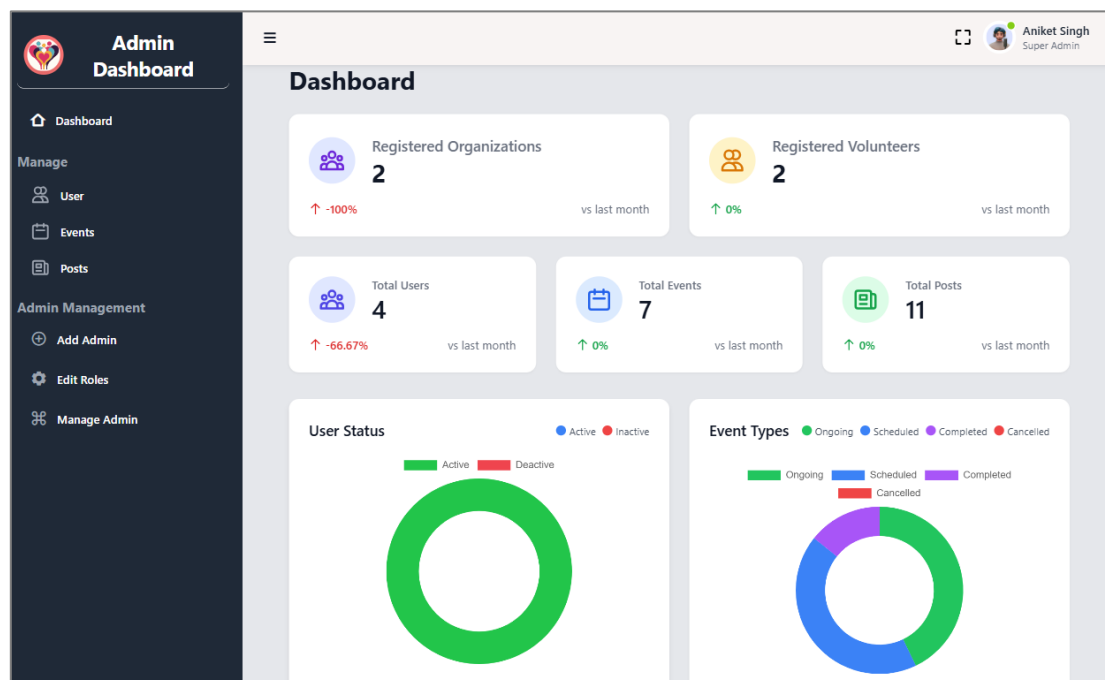
The User Profile page shows all the details about the user his personal details, contact details, skills and his interest. His participations (If User is volunteer), his Event listings (If Organization), and all his post available on the platform in the post tab of the profile.

### ❖ Admin Panel:

This is the admin panel from where the admin can monitor and manage the website. The admin can:

1. Manage the users(Organization, Volunteer)
2. Manage Events.
3. Manage Posts.

The panel has visual representation of a data like **Line chart**, **Pie Diagram** to make it easier for admin to understand the data. The admin panel also shows the percentage of growth of the website from the last month in every aspect like in volunteer count, organization count, post count or event count.



*Figure 1.38: Admin\_Panel\_1*

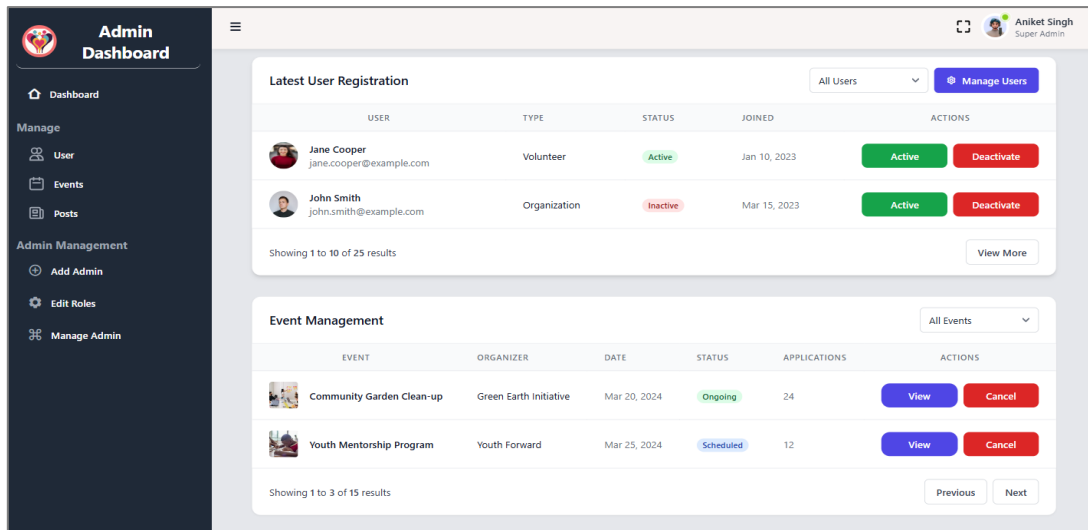


Figure 1.39: Admin\_Panel\_2

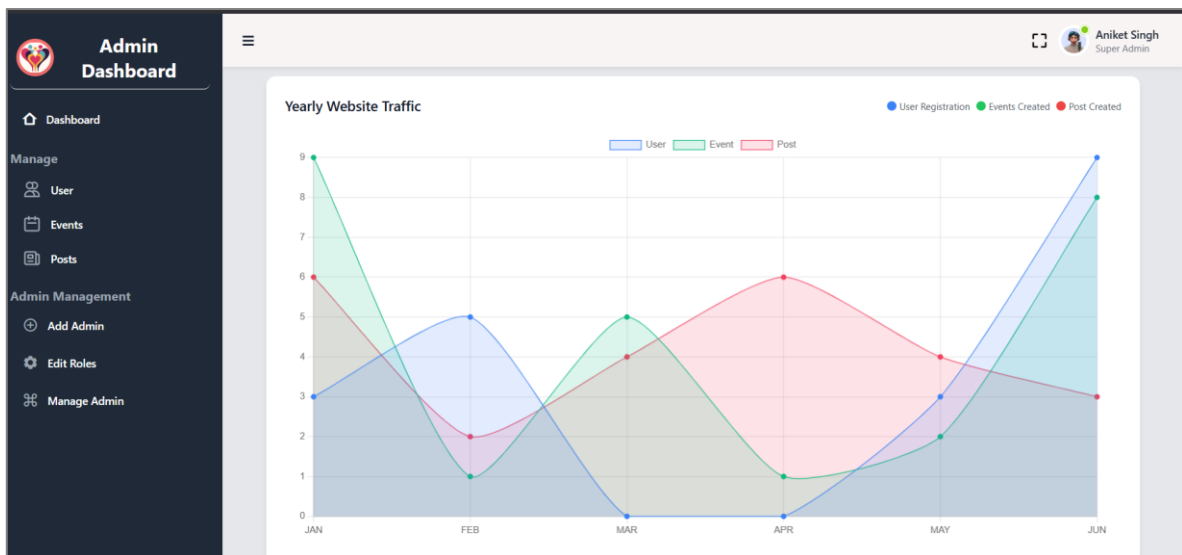


Figure 1.40: Admin\_Panel\_3