# User's Guide

Welcome to WhatsRoaring, an application for the Princeton community that offers a one-stop solution for users to discover, consolidate, and organize information about the numerous events happening around campus, all from one place!
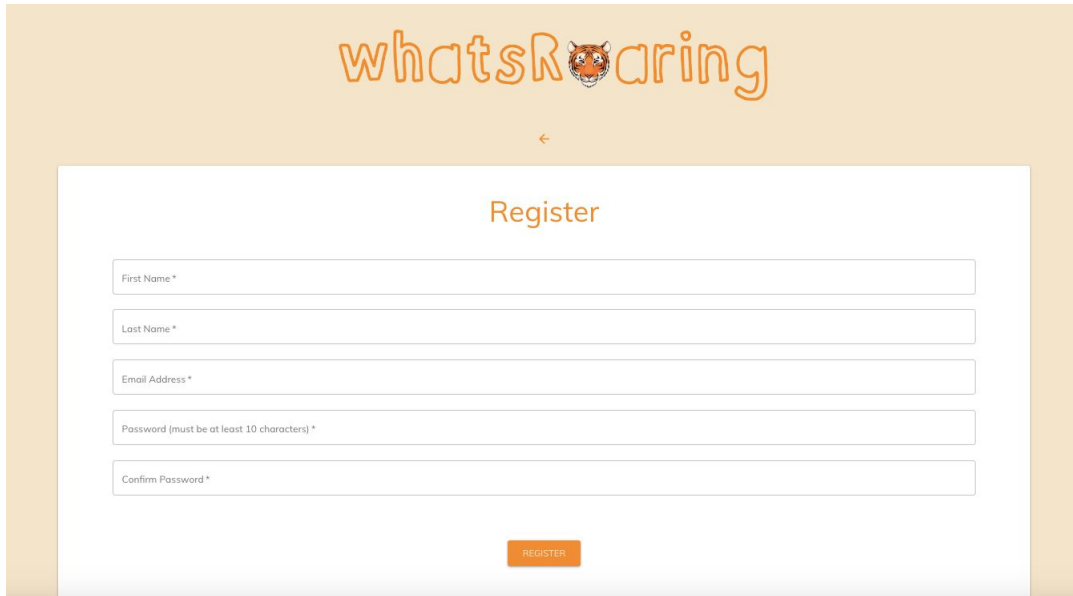
Accessing the App

To access the application, open your browser and type "http://whatsroaring.herokuapp.com" into the address bar. You should see this page:
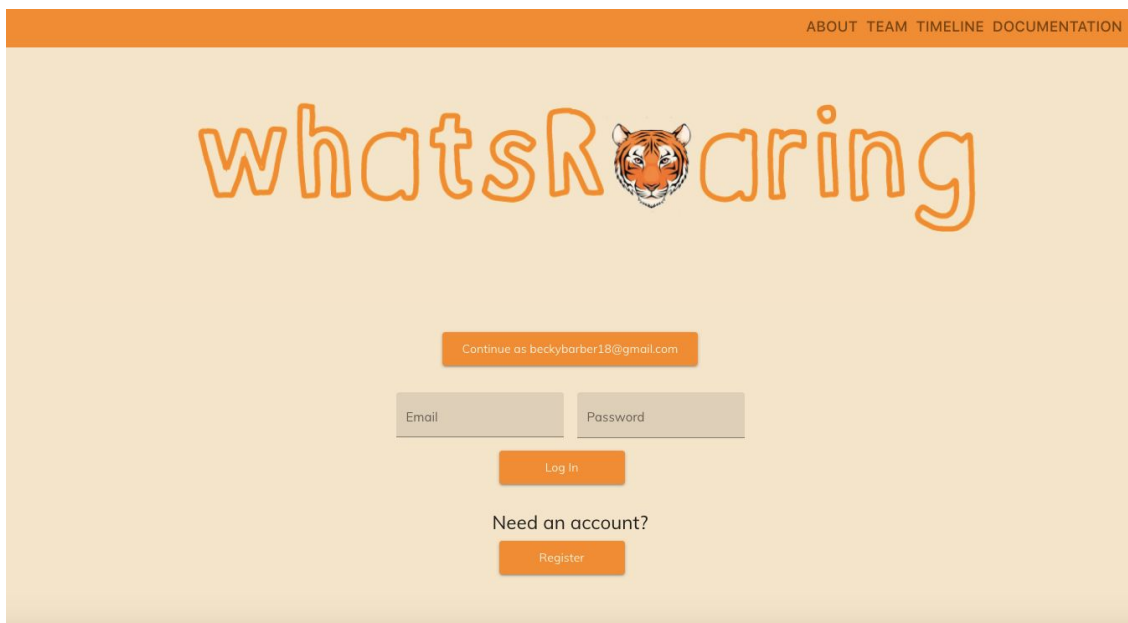
New User Registration

If you have not previously registered an account, select the **"Register"** button to access the registration page.

Enter the following required fields:
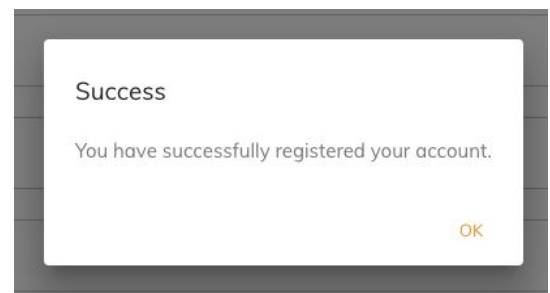**First Name**: user's first name *aaa*
Last Name: user's last name *bbb*
Email Address: user's email address *xxx@email*
Password: password for the account *yyy*

Then click "**Register**" to submit your registration information. If registration was successful, you should see a success dialog, illustrated to the right.

Click "**OK**" to continue to the home screen.

If there was a problem with your registration, follow the relevant instructions in the dialog box and try again.

Login

If you have previously registered an account with WhatsRoaring, you can login to the system by entering your login information in the text fields on the home page.
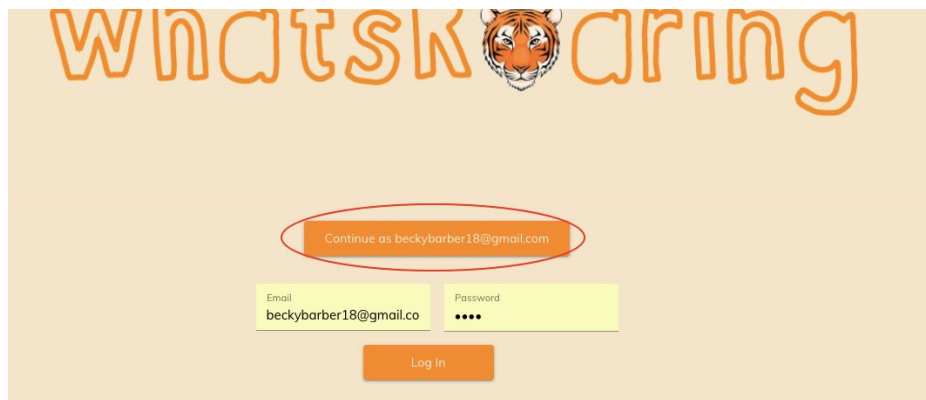For example, if your account was registered with the email janedoe@gmail.com, you should enter "janedoe@gmail.com" in the "**Email**" field and your password *yyy* in the "**Password**" field.

Then, click the "**Log In**" button to log in to your account and navigate to the calendar.

If you had already previously logged on to your account in the same browser session, you should see an additional button on the home page labeled "**Continue as xxx@email**". Instead of re-entering your login information, simply click this button to login and navigate to the calendar.

Logout

To log out of the system, click the "**Log Out**" button at the top center of the page.
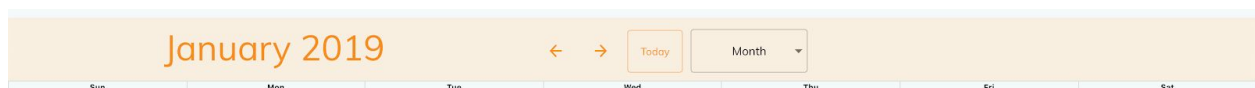

Exploring Events

Upon login, you will be redirected to the calendar, where you can explore events and view event details.

The navigation toolbar appears at the top of the calendar and looks like this:

Calendar Navigation

The calendar defaults to displaying events by month. Events will be populated on the dates that they occur. To view the next month, click the orange right arrow in the navigation toolbar. To view the previous month, click the orange left arrow.
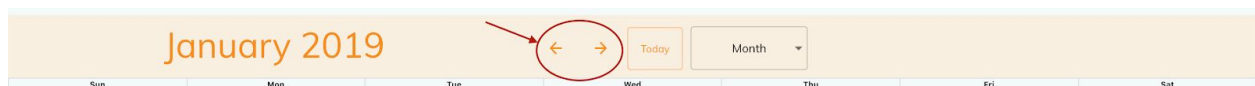
To return back to the current month from any other month, click the "**TODAY**" button, which will bring you back to the current month of today's date.

Month/Week/Day View

You can also switch the calendar from month view to week or day view to see events by week or day. To switch to week view, select "**Week**" in the dropdown menu.
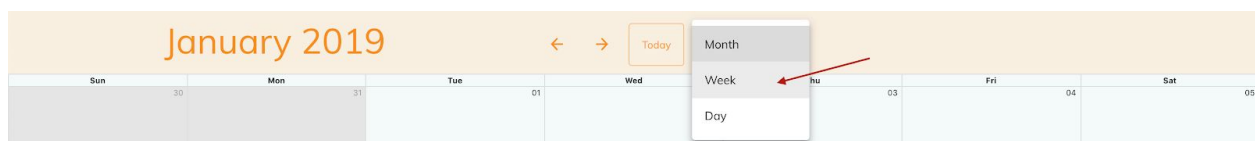
You will be brought to the calendar week view:
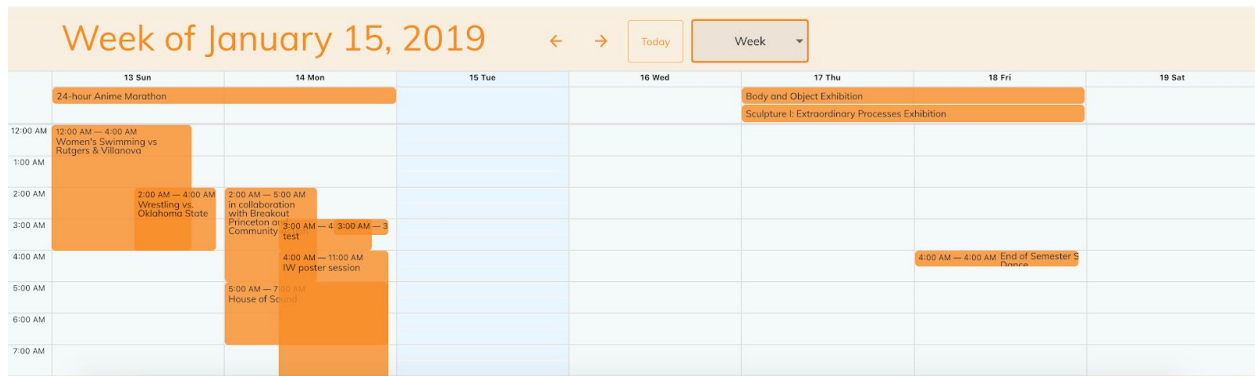
To switch to day view, select "**Day**" in the dropdown menu.
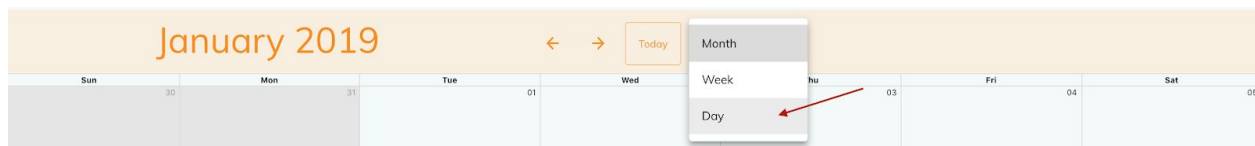
You will be brought to the calendar day view:

Returning to Home Page

To return to the home page from the calendar, click anywhere around the logo on the top of the calendar.

Filtering Events

You can filter which events appear on the calendar by using the filtering toolbar:

| Categories ▼ | Organizations ▼ | ☐ Free Events | ☐ Favorites |

To filter by event category, click the "**Categories**" dropdown menu, scroll through the options, and select the desired categories. Multiple categories can be selected – events that match any one o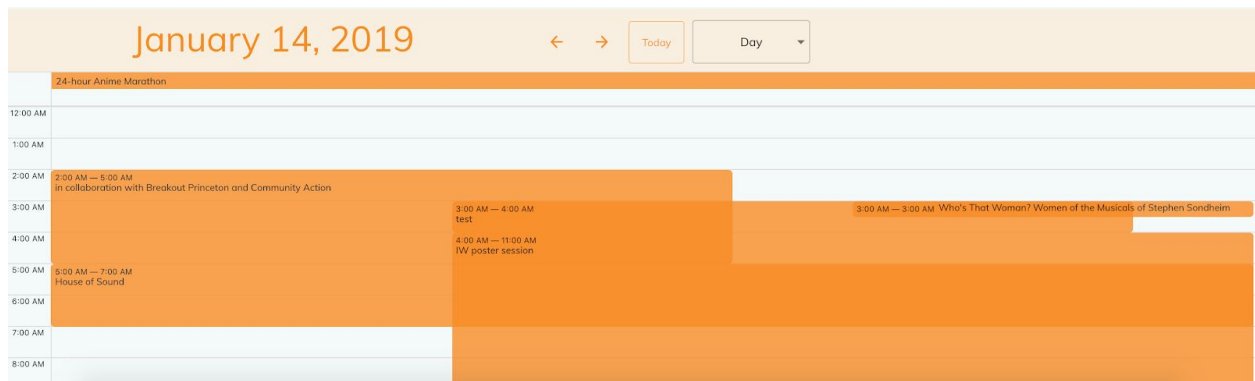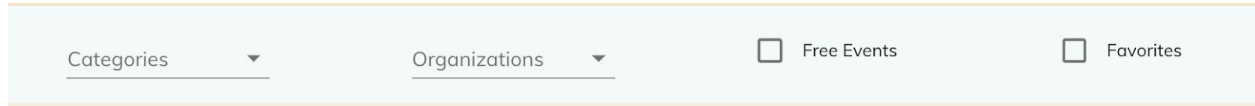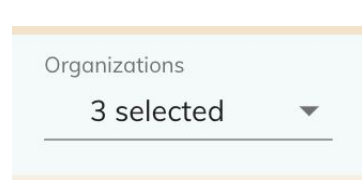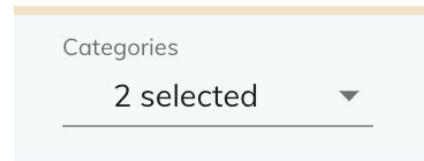f the selected categories will be displayed on the calendar. Note that some events do not have an associated category and will not be displayed using this filter. The number of options you have selected will appear in the dropdown menu text, as shown to the right.

Categories
2 selected ▼

Organizations
3 selected ▼

To filter by organizations hosting events, click the "**Organizations**" dropdown menu, scroll through the options, and select the desired organizations. Multiple organizations can be selected – events hosted by any one of the selected organizations will be displayed. The number of options you have selected will appear in the dropdown menu text, as shown above.

If you would like to view only free events, select the "**Free Events**" checkbox.

If you would like to view events that you have favorited, select the "**Favorites**" checkbox.

You can select any combination of categories, organizations, free, and favorites to filter by. Events that match any of the selected categories **and** any one of the selected organizations, **and** are free/favorites, if those options are selected, will be displayed. For example, if the user selects the "Academic" and "Arts" categories, the "Princeton CS" organization, and the free checkbox, only free events that are hosted by Princeton CS and are in the Academic or Arts categories will be displayed.

Event Details

You can view details of any event that appears on the calendar. To do so, simply click on the event **xxx** in the calendar, which will bring you to the Events Details page of event **xxx**. In this page you can view associated event details, such as time, location,

organization, and event type. To return to the calendar from the Event Details page, click the orange arrow in the top left of the page:

You will be brought back to the calendar. Any filtering options you selected before navigating to the details page will be preserved, as well as the month/week/day that you were on.

Favoriting Events

From the Event Details page, you also have the option of favoriting events. Favoriting an event adds it to the list of events that you have previously favorited, which you can then view on the calendar.

You can favorite event **xxx** by navigating to the Event Details page of that event and clicking the star icon in the top right of the page:

If successful, a success dialog will appear, and the star icon will be filled in, indicating that event **xxx** has been favorited.
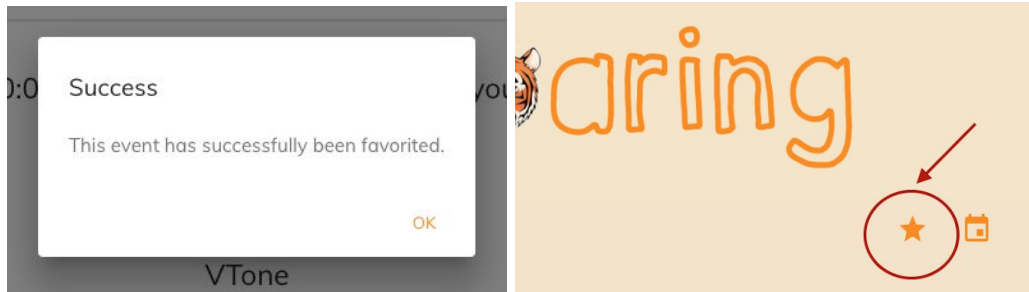
To view your favorited events on the calendar page, select the "**Favorites**" checkbox on the filtering toolbar. This will filter events based on whether or not they have been favorited, and only favorited events will be displayed on the calendar. For example, if you just favorited the event "VTone Spring Open House," it should now remain on your calendar when you filter by favorites.

Unfavoriting Events

To unfavorite a favorited event **xxx**, navigate to the details page of that event. If you previously favorited that event, the star icon in the top right of the page will be filled in. Click the star icon to unfavorite event **xxx**. A dialog box will appear indicating that the event has been unfavorited.
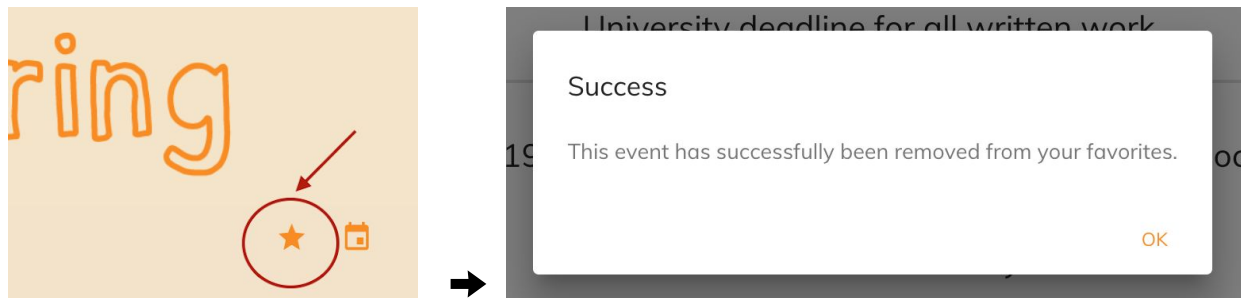
Exporting Events

Users have the option of exporting events from WhatsRoaring to Google Calendar. To export event **xxx**, navigate to the Event Details page of event **xxx** and click the calendar icon in the top right of the page:

If you are currently logged in to a Google account in the browser, you will be redirected to a new event in Google Calendar, with the event details for event **xxx** automatically filled in. You can then add event **xxx** to your calendar. If you are not currently logged in, you will be redirected to the Google login page, where you can login and continue to Google Calendar.

Admin Access

To add, edit, and delete events, you must have admin access to the calendar.

Requesting Admin Access

If you are not an admin of WhatsRoaring, you can request admin access by clicking the "**Request Admin Access**" button, located on the right of the filtering toolbar:
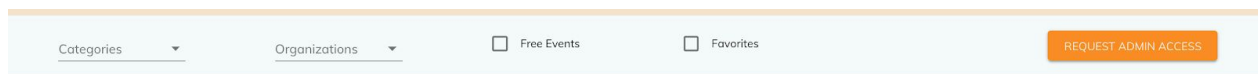
The request form will be opened in a new tab. Fill out the information as directed and submit the form to request admin access. Your request will be reviewed by the WhatsRoaring team.

Adding Events

If you are an admin of WhatsRoaring, you can add events to the calendar. On the calendar page you will be able to see the "**+ Event**" button on the right side of the filtering toolbar. To add an event **xxx**, click the button, which will open a new tab to the "Create Event" form.
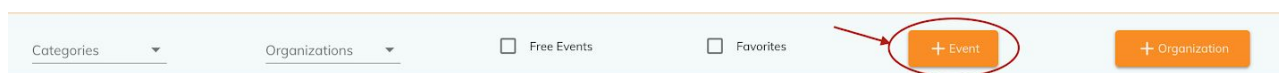
Enter the following fields. Required fields are indicated with an asterisk.

Event name*: The name of event **xxx**.
Description*: A description of event **xxx**.
Location*: The location where event **xxx** is taking place.
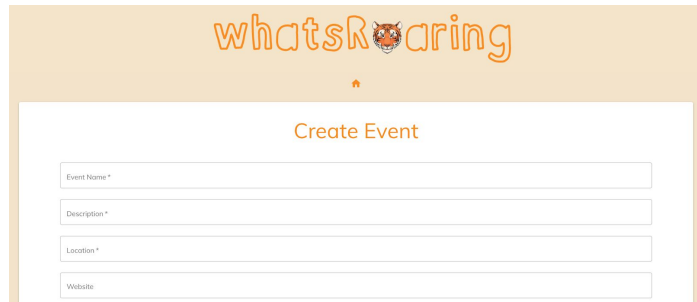**Website**: A URL to the event or organization page.
Start date/time*: The time when event **xxx** is starting. This cannot be prior to the current time.
End date/time*: The time when event **xxx** is ending. This cannot be prior to the start time.
Organization*: The organization hosting event **xxx**.
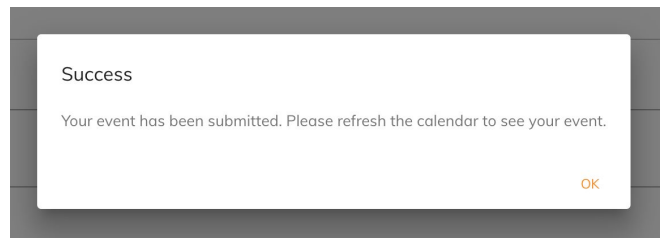**Category***: The category/categories of event **xxx.**
Free?: "Yes" if event **xxx** is free, "No" if it is not.

After filling out the fields, click the "**Submit Event**" button at the bottom of the page. You will not be allowed to enter duplicate events with the same name and start time. A dialog box will be displayed upon successful submission.
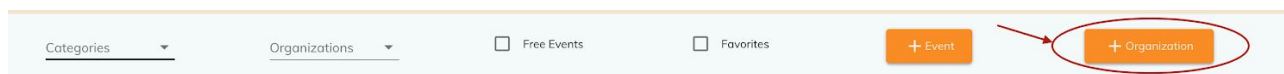
If you would like to exit the form without creating an event, either close the tab or click the home icon at the top of the page to return to the calendar.
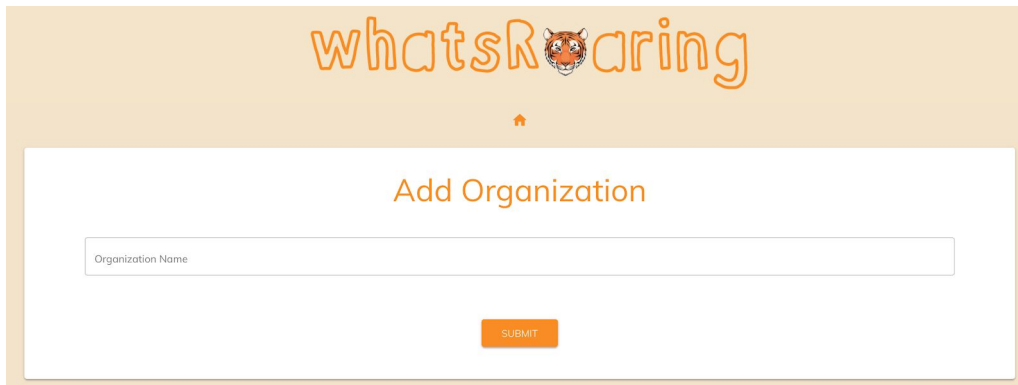
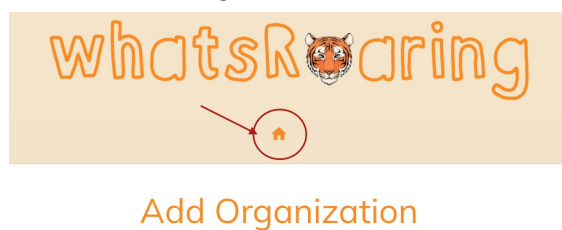Create Event

Adding Organizations

If you are an admin, you can also add organizations to the calendar database. On the calendar page you will be able to see the "**+ Organization**" button on the right side of the filtering toolbar. To add organization **xxx**, click the button, which will open a new tab to the "Add Organization" form.

In the form, fill in the name of organization **xxx** and click "**Submit**". You will not be allowed to enter an organization name that already exists in the database. A dialog box will be displayed upon successful submission.

If you would like to exit the form without adding an organization, either close the tab or click the home icon at the top of the page to return to the calendar.

Add Organization

Editing and Deleting Events

You are able to edit or delete an event **xxx** that you have added to the calendar. To do so, locate event **xxx** in the calendar and click on it to navigate to its details page. On the details page, if it is an event that you have added to the calendar under your account, you will be able to see an edit icon and a trash icon below the favorite and export icons.
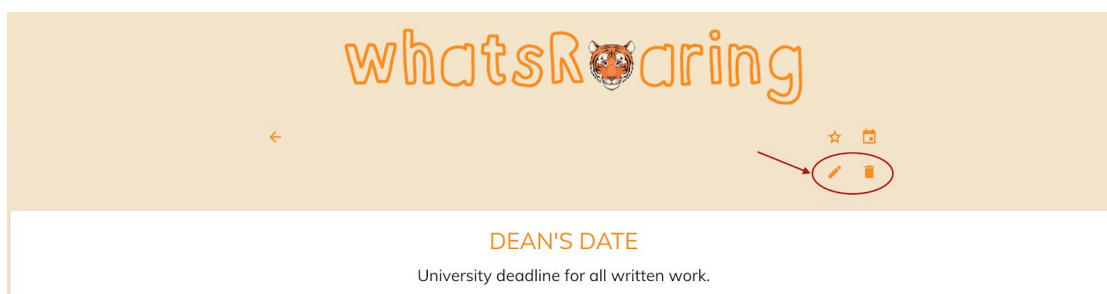
Editing an Event

To edit event **xxx** that you have added, click the edit icon in its event details page.

You will be directed to the "Edit Event" form for that event. Make any desired edits and click the "**Submit Edits**" button at the bottom of the page. A success dialog will be displayed upon successful submission of your edits.
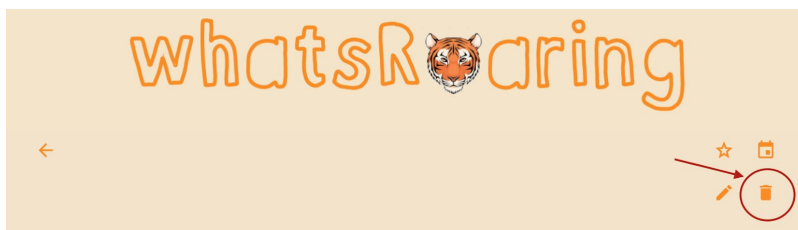
To exit the form without editing your event, click the home icon at the top of the page to return to the calendar.

Edit Event

Deleting an Event

To delete event **xxx** that you have added, click the delete icon in its event details page.

A dialog box will appear asking you to confirm that you would like to delete the event. Click "**Yes**" if you would like to delete the event; a dialog box will be displayed upon successful deletion.

Click "**No**" to return to the details page without deleting the event.

Success

This event has successfully been deleted.

OK