

CSEA Event Management

User Guide (Web)

4-20-2019

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Introduction

This is a Web-based Application for keeping track of all your upcoming and previously completed events that the CSEA conducts.

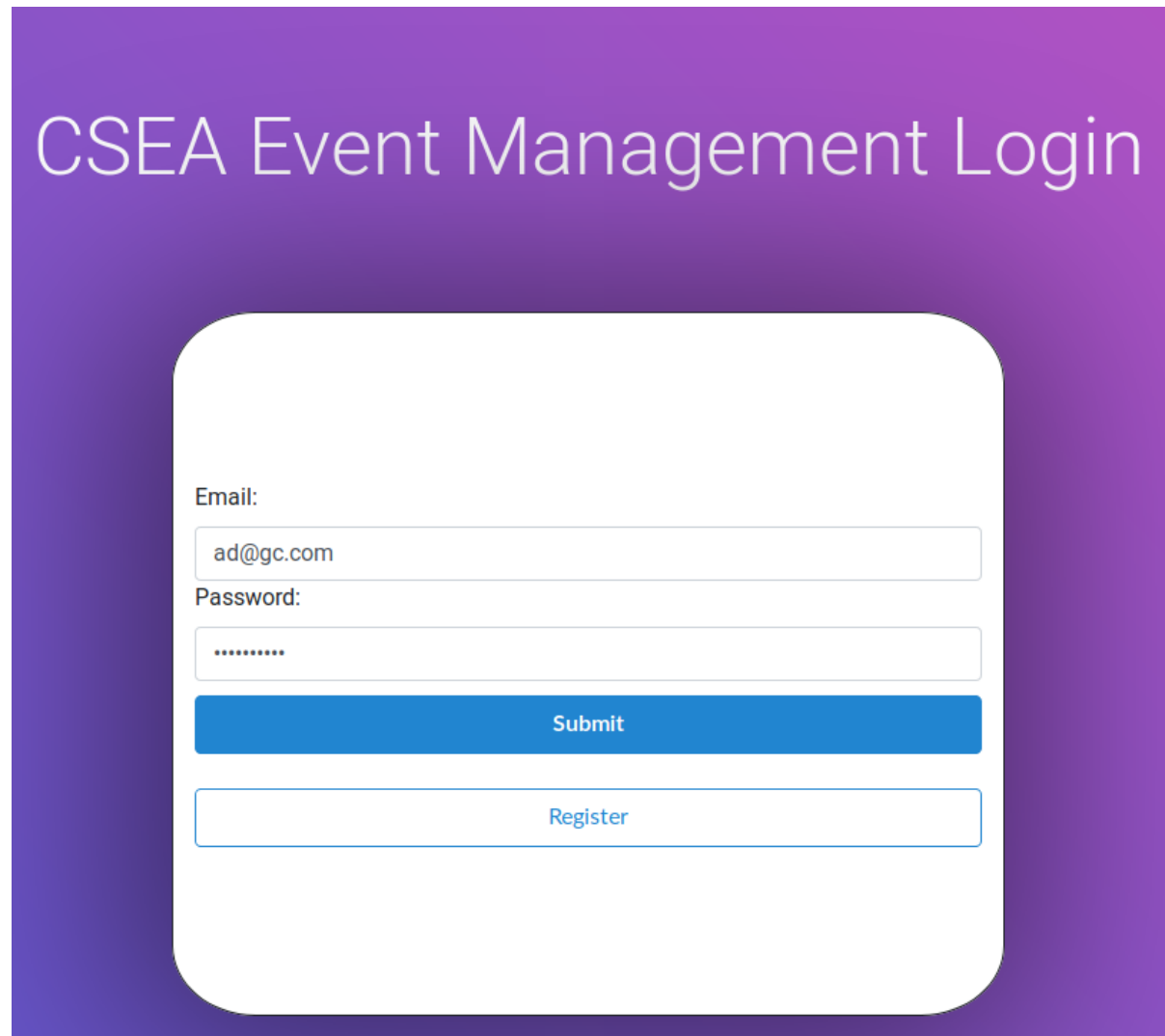
CSEA stands for Computer Science and Engineering Association. CSEA was born as a desire on the part of the students of CSE to have their talents recognized. It is a common platform for all the students to improve and exploit their potential to the fullest and to increase awareness regarding new technologies among the fellow IITians.

CSEA has been actively involved in bringing up events which help student community learn and explore. Its services mostly include insight on newer technologies, coding competitions, fun activities, etc

CSEA takes contributions from all CSE students and staff, creating a wide network of knowledge and resources. It conducts many interesting lectures, interactive sessions, workshops and competitions relating directly or indirectly to our course materials.

It also conducts various sports competitions for CSE students, as we all know, we all need some fun once in a while.

Logging in

The image shows a login form for 'CSEA Event Management Login'. The form is white with rounded corners and is centered on a purple gradient background. It contains two input fields: 'Email:' with the text 'ad@gc.com' and 'Password:' with masked characters '*****'. Below these fields are two buttons: a blue 'Submit' button and a white 'Register' button with a blue border.

CSEA Event Management Login

Email:

Password:

Submit

Register

This is the first page you see when you visit the first time.

If you're a registered user:

- *Email:* You enter your IITG Outlook Email Address. (@iitg.ac.in)
- *Password:* The password that you have chosen when you registered.

If you're not a registered user, you can read more on how to register [here](#).

If you're an admin, you know more about logging in as an admin [here](#).

Registering yourself.

A registration form with a light gray background and rounded corners. It contains several input fields with placeholder text, dropdown menus, and a submit button. The fields are labeled: First name, Last name, Email, Department, Program, Roll no, Phone no, Password, and Confirm Password. The 'Phone no' field is highlighted with a red border. The 'Submit' button is a dark gray rectangle at the bottom.

First name:

Last name:

Email:

Department:

Program:

Roll no:

Phone no:

Password:

Confirm Password:

Submit

This is the registration page for those who're not registered users yet. On this page, you enter your details as per the instructions provided in the form.

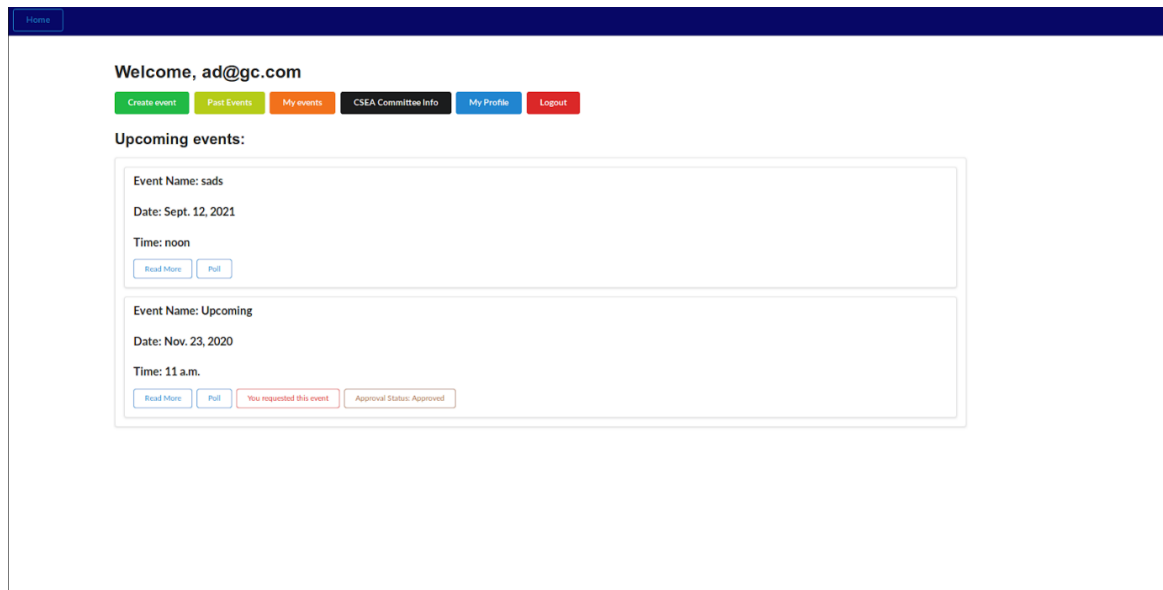
- *First name:* Your first name.
- *Last name:* Your last name.

- *Email*: We strongly recommend you use the IITG Outlook Email (@iitg.ac.in) provided by the university.
- *Department*: Choose your department from the drop-down list.
- *Program*: Choose your Program (i.e. choose whether you're in BTech, Mtech, etc) from the drop-down list.
- *Roll no*: Your roll number.
- *Phone no*: Your phone number.
- *Password*: Choose a password.

However, while choosing a password, we strongly suggest you follow these rules:

- Your password shouldn't be too similar to your other personal information (e.g. your name, your birthday, your license plate number, etc)
- Your password must contain at least 8 characters
- Your passwords shouldn't be a commonly used password (e.g. qwertyuiop, password, etc)
- Your password can't be entirely numeric.

The Homepage



The homepage contains the *Upcoming events*. Each event has:

- **Event Name:** The name of the event.
- **Date:** The date on which the event is planned.
- **Time:** The time of the event on the planned date.
- **Read More:** This shows the following in addition to the name, date and time of the event:
 - **Fee:** The fee to be paid to take part in the event
 - **Contact:** The contact information where you ask queries
 - **Summary:** Brief information about the event.
 - **FAQ:** Frequently Asked Questions, where the answers to usual questions are given
- **Poll:** This shows the number of people that are either planning to attend, planning to not attend, or are unsure about it. You can vote what you are planning to do. You can also click on Modify to change your vote in case you change your mind.
- If you were the one who requested the event to the admin (you can read more on how to create an event [here](#)), you'll be able to see **You requested this event**.
- In case you were the one who requested the event, you can see the **Approval Status** of your request. If the request has been approved, you will be able to see **Approved** as the status.

There's a button called **Home** on the top left corner on every page on the website which will return you to this page.

Creating an Event

[Home](#)

Welcome,

Fill up these details:

Name:

Fee:

Capacity:

Target audience:

Date:

Time:

Venue:

Auditorium

Tags:

(Press Ctrl to select multiple) Invitees btech:

Btech-1-CSE
Btech-2-CSE
Btech-3-CSE
Btech-4-CSE
Btech-1&2-CSE

(Press Ctrl to select multiple) Invitees mtech:

Mtech-17-CSE
Mtech-18-CSE
Mtech-17-Mnc
Mtech-18-Mnc
AllMtech

(Press Ctrl to select multiple) Invitees phd:

PhD-17-CSE
PhD-16-CSE
PhD-15-CSE
PhD-14-CSE
AllPhd

Organisers:

Contact info:

Summary:

Comment for admin:

Faq question 1:

Faq answer 1:

Faq question 2:

Faq answer 2:

Submit

On clicking on **Create event** button on the [homepage](#), you'll be greeted with the above screen, which will contain a form where you can enter the information regarding the event you want to create.

- **Name:** Name of the event.
- **Fee:** The fee to be paid to take part in the event.
- **Capacity:** The maximum number of people that can take part in the event
- **Date:** The date on which the event is planned.
- **Time:** The time at which the event is planned.
- **Venue:** Choose the venue from the drop-down list.
- **Tags:** Tags that the event is about, these help in searching, so it is advised to keep all the tags relevant to the event in consideration.

- *Invitees Btech*: Choose which batches from Btech you want to invite. You can select multiple batches by holding down the Ctrl key while selecting them.
- *Invitees Mtech*: Choose which batches from Mtech you want to invite. You can select multiple batches by holding down the Ctrl key while selecting them.
- *Invitees PhD*: Choose which batches from PhD you want to invite. You can select multiple batches by holding down the Ctrl key while selecting them.
- *Organizers*: The people who are the organizers for the event.
- *Contact info*: Contact details for the Organizers, where everyone else can ask in case they have any queries.
- *Summary*: A short detail on what your event is regarding.
- *Comment for admin*: Anything you want to let the admin know. Since your event will be forwarded to the admin for approval, the comment should be relevant and important.
- *FAQ Question/Answers*: You can add the answers to the questions that are usually asked. (You can edit these later, read how to [here](#))

If an event is requested by you, you'll be able to see **You requested this event** and the **Approval Status**. Once the admin approves, the status will be set to approved, and other users will be able to view the event. (As seen in the picture below)

Event Name: Upcoming

Date: Nov. 23, 2020

Time: 11 a.m.

Read More

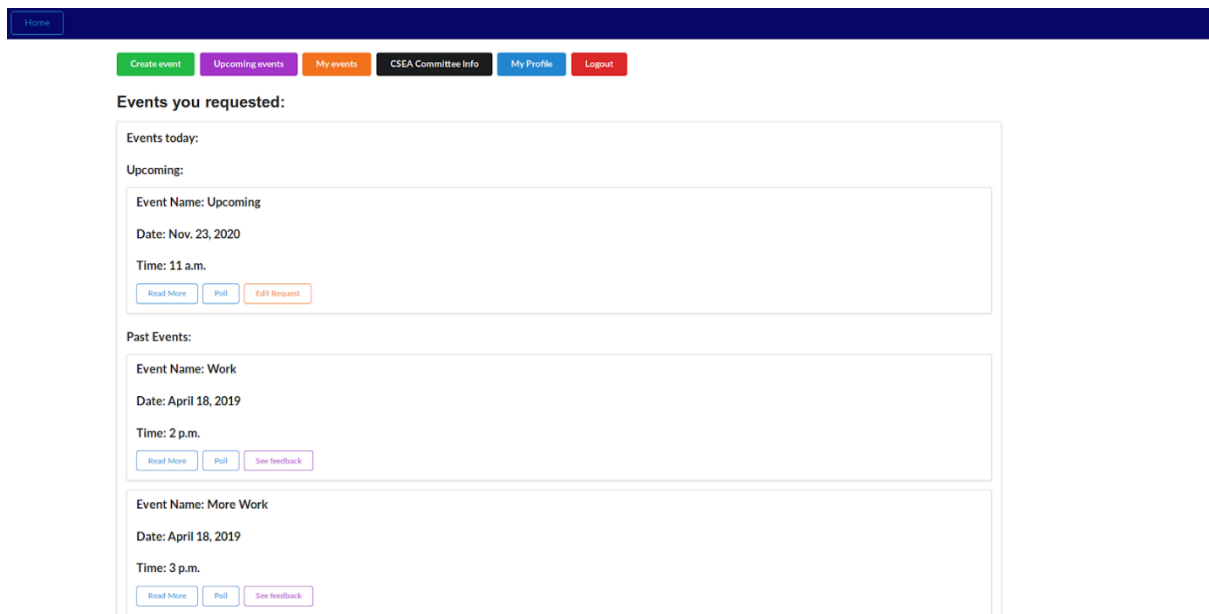
Poll

You requested this event

Approval Status: Approved

Viewing Your Events

You can click on the **My Events** button to show you the events that you have requested.



- *Events today:* The events that are happening on the current day
- *Upcoming:* The events that you have planned. You can edit your request to update details or add FAQs.

In case you choose to update the details of the event, you'll be taken to the following page:

Home

Welcome,

Fill up these details:

Name:

Upcoming

Fee:

788

Capacity:

200

Target audience:

kids

Date:

2020-11-23

Time:

11:00:00

Venue:

Auditorium

Tags:

stuff

(Press Ctrl to select multiple) Invitees btech:

Btech-1-CSE

Btech-2-CSE

Btech-3-CSE

Btech-4-CSE

Btech-16-CSE

(Press Ctrl to select multiple) Invitees mtech:

Mtech-17-CSE

Mtech-18-CSE

Mtech-17-MnC

Mtech-18-MnC

AllMtech

(Press Ctrl to select multiple) Invitees phd:

PhD-17-CSE

PhD-16-CSE

PhD-15-CSE

PhD-14-CSE

AllPhd

Organizers:

idk

Contact info:

don't contact

Summary:

Comment for admin:

thanks

Faq question 1:

Faq answer 1:

Faq question 2:

Faq answer 2:

Submit

(more on what each field means [here](#))

- Past Events:** Your events that have been completed. You can See feedback regarding your events and use the feedback to further improve the events you plan

Viewing Past Events

Home

Create event Upcoming events My events CSEA Committee Info My Profile Logout

Past events:

Event Name: Work
Date: April 18, 2019
Time: 2 p.m.
[Read More](#) [Pull](#) [Give Feedback](#) [See feedback](#)

Event Name: More Work
Date: April 18, 2019
Time: 3 p.m.
[Read More](#) [Pull](#) [Give Feedback](#) [See feedback](#)

On clicking on **Past Events** on the [homepage](#), you'll be shown the events that have been completed.

You'll be able to provide feedback about an event by clicking on Give feedback. A feedback window has the following fields:

- **Content:** Your feedback. Basically, you can write how the event was, and further you can provide any helpful information or insight that could help us improve the event further.
- **Rating:** You can rate the event out of 10. Higher the rating, the better you felt the event was.

An example is shown below:

Please enter your feedback for the event:

Content:

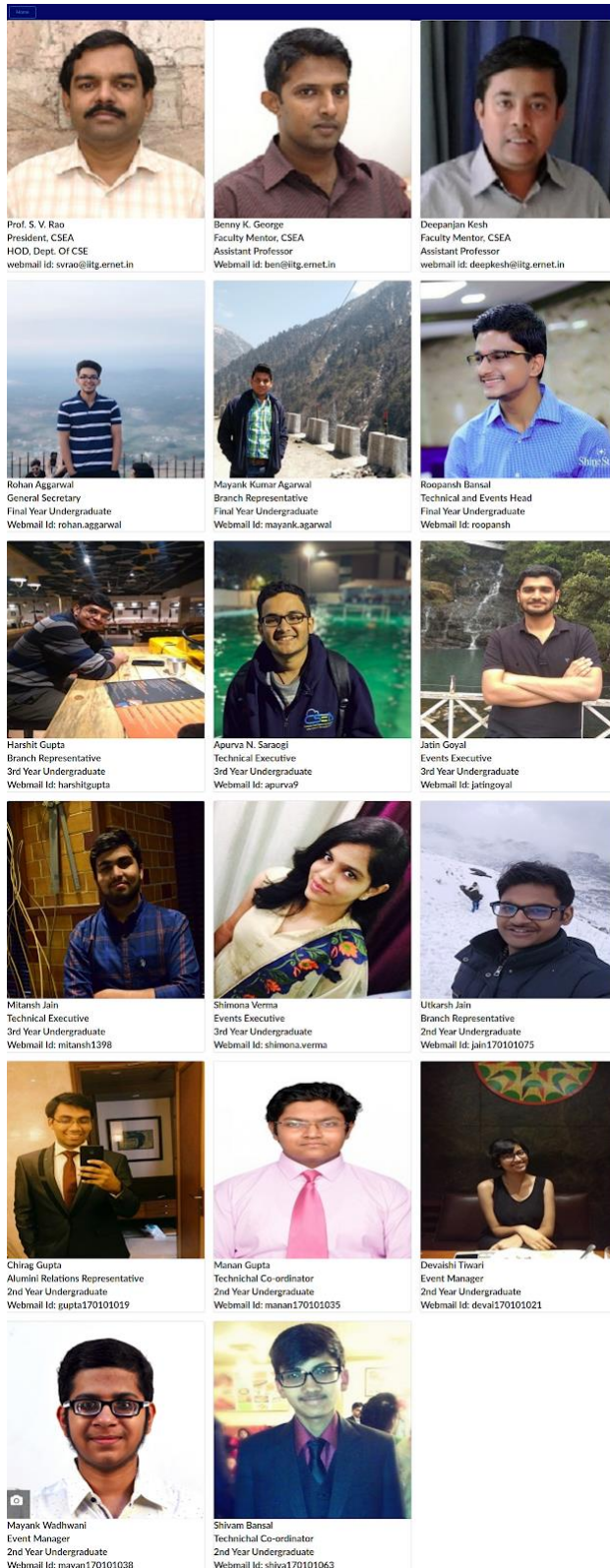
It was quite fun!

However, the event should have been conducted in the Auditorium due to the large number of attendees.

Rating:

8

Submit



CSEA Committee Info

Clicking on this button will take you to a page that contains the contact details of the current CSEA Committee. You can contact the committee if you are facing any issues in either creating an event or have any question regarding events, and the organizers are unreachable or unable to resolve your issues.

Here, you will see the entire CSEA Committee.

Every member will have an image with their name, their position in the committee, and their Webmail ID will be given.

You will be able to contact them through email at <webmail_id>@iitg.ac.in.

Viewing Your Profile

On clicking the **My Profile** button, you'll be shown a page containing your profile information.

- *Username*: The username you chose
- *Email*: Your email (Outlook)
- *First Name*: Your first name
- *Last Name*: Your last name
- *Roll No*: Your roll number
- *Department*: The department you study in
- *Course*: The course you are currently studying in
- *Phone No*: Your phone number

Here you can change your password. Remember the limitations you have on what you choose your password:

- Your password can't be too similar to your other personal information
- Your password must contain at least 8 characters
- Your password can't be a commonly used password
- Your password can't be entirely numeric

You are reminded of this in the change password page again, and it's crucial to have a secure password.

Old password:

••••••••

New password:

••••••••

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation:

••••••••

Submit

Logging Out

If for some reason you need to log out, or you're not on your personal computer, you can log out simply by clicking the red Logout button on the homepage. You'll be logged out and redirected to the [Login Page](#).

Admin Page

Logging in

As an admin, you go to `127.0.0.1/admin/` to go to the admin login page.

A screenshot of the Django administration login page. At the top, there is a dark blue header bar with the text "Django administration" in white. Below the header, the page has a white background. There are two input fields: the first is labeled "Username:" and the second is labeled "Password:". Both fields are currently empty and have a dark gray border. Below the password field, there is a blue button with the text "Log in" in white.

Here you enter your admin username and password to login.

After logging in, the admin can view the following:

Users

Select user to change

Search

Action: Go 0 of 5 selected

USERNAME	EMAIL ADDRESS	FIRST NAME	LAST NAME	STAFF STATUS
ad@gc.com				✔
captain	captain@litg.ac.in	begin	end	✘
mail	mail@litg.ac.in	Baap	Maa	✘
mailbox	mailbox@litg.ac.in	Shuru	Khatam	✘
mailbox2	mailbox2@litg.ac.in	Shuru	Khatam	✘

5 users

- **Username:** Here, the admin will be able to see the usernames of all the users.
- **Email Addresses:** This contains the email addresses of respective users
- **First name, Last Name:** These columns contain the name of the respective users.
- **Staff Status:** This shows if the user is a member of the staff.

When the admin clicks on the username of one of the users, they can view their username and their personal information. The admin can never see the raw password of the user. However, in case the user has forgotten their password, the admin can click on the link provided below the encoded password (as shown in the image below) and change the password and provide the user with a new password (as shown in the image further below).

Password: **algorithm:** pbkdf2_sha256 **iterations:** 150000 **salt:** 97Js8i***** **hash:** +SDcER*****
Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using [this form](#).

Change password: mail

Enter a new password for the user **mail**.

Password:

Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.

Password (again):

Enter the same password as before, for verification.

App feedbacks

We also have an Android app which does the same work as the website. The admin can see the feedbacks for this app in the App feedbacks.

Change app feedback

Content: Thanks

Rating ui: 4

Rating ux: 4.5

Rating overall: 3.5

Submitted by: Anonymous

The first image is the one the admin sees when they open the App feedbacks and clicking on one of the AppFeedback objects will open a page similar to the second, where the admin can see the ratings given by the user.

- *Rating ui*: The rating the user gave to the User Interface
- *Rating ux*: The rating given by the user to the User Experience
- *Rating overall*: The overall rating of the app according to the user
- *Submitted by*: The name of the user.

Events

Whenever a user requests an event, the information is forwarded to the admin. The admin can see all these requests in the Events section.

APPROVAL	VENUE	DATE	TIME	REQUESTOR	NAME
Approved	-	Dec. 12, 1212	-		asdff
Approved	-	April 18, 2019	2 p.m.	ad@gc.com	Work
Approved	-	Nov. 23, 2020	11 a.m.	ad@gc.com	Upcoming
Pending	-	Feb. 2, 2012	2:02 a.m.		Yes

The columns are, in order:

- *Approval*: Whether an event is approved, pending or declined.
- *Venue*: Where the event is planned to take place.
- *Date*: The date on which the event is planned.
- *Time*: The time at which the event is planned.
- *Requestor*: The user who requested the event.
- *Name*: The name of the event.

The admin can then click on an event, and view the detailed information about the event.

- *Name*: The name of the event.
- *Event id*: This is a randomly generated unique id for that event.
- *Fee*: The fee an attendee has to pay to attend the event.
- *Capacity*: The maximum amount of people who can take part in the event.
- *Date*: The date on which the event is planned.
- *Time*: The time at which the event is planned on that given day.
- *Summary*: Brief information about the event.
- *FAQ*: Frequently Asked Questions and their answers.
- *Tags*: Tags regarding the event. These are useful for searching etc.
- *Organizers*: The people/club who took part in organizing the event.
- *Contact info*: Information regarding contacting the organizers for asking any query.
- *Venue*: The place where the event is planned to take place.
- *Invitees BTech*: Batches of BTech that are invited.
- *Invitees MTech*: Batches of MTech that are invited.
- *Invitees PhD*: Batches of PhD that are invited.
- *Comment for Admin*: A comment mentioning anything if it's important for organizing the event to the admin.
- *Approval*: Here, the admin can change the Approval Status of the request. The admin can either decline or accept the request.
- *Requestor*: The user who has requested the event.
- *Curr audience*: The number of people who are planning to attend the event.

Profiles

PROFILE

mail

captain

mailbox



mailbox2

4 profiles

Change profile

User:

mail

Department:

Computer Science & Engineering

Program:

BTech

Roll no:

17121212

Phone no:

1324564789

Delete

The first image shows what the Admin sees when they click on Profiles.

After clicking on any one of the profiles, we see some basic info about the profile:

- *User*: The username of the user
- *Department*: The department the user belongs in
- *Program*: The program the user is studying in
- *Roll no*: The roll number of the user
- *Phone no*: The phone number of the user

If the user realizes they have entered any of the information incorrectly, they can choose to mail the admin, where the admin will be able to change their information here as per the user.

About Us

Our team has worked really hard to bring you this project. The following people are the ones in developing this website:

- Mayank Chandra
- Lucky
- Rajanala Harshavardhan Reddy
- Partha Pratim Malakar
- Vemuri Sahithya
- Sayalkumar Hajare
- Thahir Mahmood
- Geddam Ikya Venus

We also have an app for Android. The following people worked hard to bring you this app:

- Rohan Nigam
- Rounak Parihar
- Rutvik Ghughal
- Avneet Singh Channa
- Priyanshu Singh
- Siddharth Agrawal
- Geddam Ikya Venus