

UPSKILL Quick-Start Pamphlet

A one-page guide for participants and admins.

What is UPSKILL?

A platform for soft-skills development through workshops, assessments, and real-time updates.

For Participants (Users)

- Create Account
 - Go to `register.html` (or Sign Up on the top bar)
 - Fill in details (must be 15+). Submit
 - Check email and click the verification link
 - Log In
 - Visit `login.html` and sign in
 - If email isn't verified, you'll be guided to `verification-pending.html`
 - Workshops (`workshops.html`)
 - Browse by status: Active, Upcoming, Completed
 - Click a workshop to view details
 - Register (for Upcoming/Postponed); if not logged in, a quick sign-up modal appears
 - For Completed workshops you attended: rate (1-5) and comment
 - Notifications (`notifications.html`)
 - Bell icon appears after login
 - Click to view, filter, and mark as read
 - Some notices let you reply to admins
 - Contact Support (`contact.html`)
 - Send questions or feedback
 - If signed in, your name/email auto-fill
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For Admins (Quick Tasks)

- Admin Dashboard (`admin-dashboard.html`)
 - Overview: users, workshops, registrations, recent activity
- Workshops & Notifications (`manage-workshops-notifications.html`)
 - Create/update workshops (title, date/time, capacity, location, status)
 - Send announcements, workshop updates/cancellations/reminders
 - Target: all users, registered users, or specific IDs
- Contact Management (`contact-management.html`)
 - View contact form messages and user replies to notifications (in one place)
 - Reply (sends in-app notification) and update statuses

- User Verification (`user-verification.html`)
 - Review pending users, approve/reject with reason
 - Analytics (`analytics.html`)
 - Trends, popularity by tag, demographics; export CSV
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Handy Links

- Home: `index.html`
- Register: `register.html`
- Login: `login.html`
- Workshops: `workshops.html`
- Notifications: `notifications.html`
- Contact: `contact.html`
- Admin Dashboard: `admin-dashboard.html`

Help

- Email: info@upskill.com
- Address: Room 316 B, Lopez Building, Session Road, Baguio City 2600
- Phone: 0908-340-8351