

User Manual

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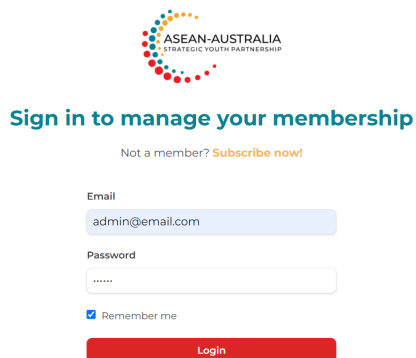
User Login

Users can log in to the system using the account created during registration.

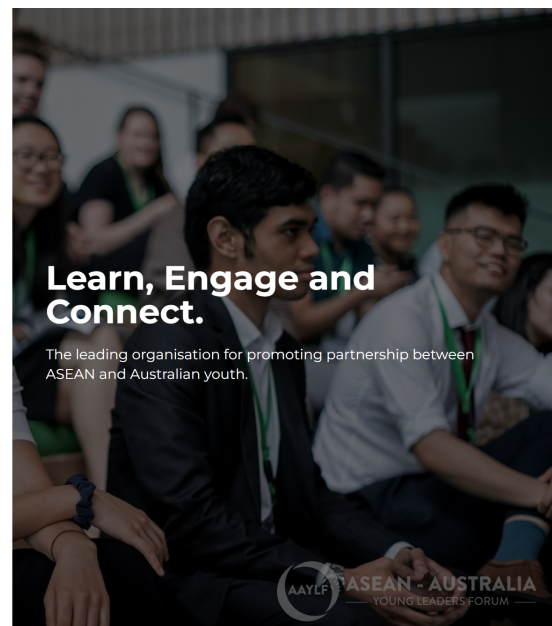
Steps:

1. Open your web browser and navigate to the login page at `https://localhost:5173/login`.
2. On the login page, enter your **email address** in the appropriate field.
3. Enter your **password** in the password field.
4. Click the "**Login**" button to enter the system.

Example Screenshot:



The screenshot shows a login form for the ASEAN-Australia Strategic Youth Partnership. At the top is the organization's logo, a circular arrangement of colored dots. Below the logo is the text "Sign in to manage your membership" in blue, followed by a link "Not a member? [Subscribe now!](#)". The form contains two input fields: "Email" with the value "admin@email.com" and "Password" with masked characters ".....". There is a "Remember me" checkbox which is checked. At the bottom is a red "Login" button.



Tips:

- If you have not signed up, click **Subscribe now!** and you will be directed to a registration page.
- After logging in, you will be directed to your user profile page, which provides an overview of the main features.

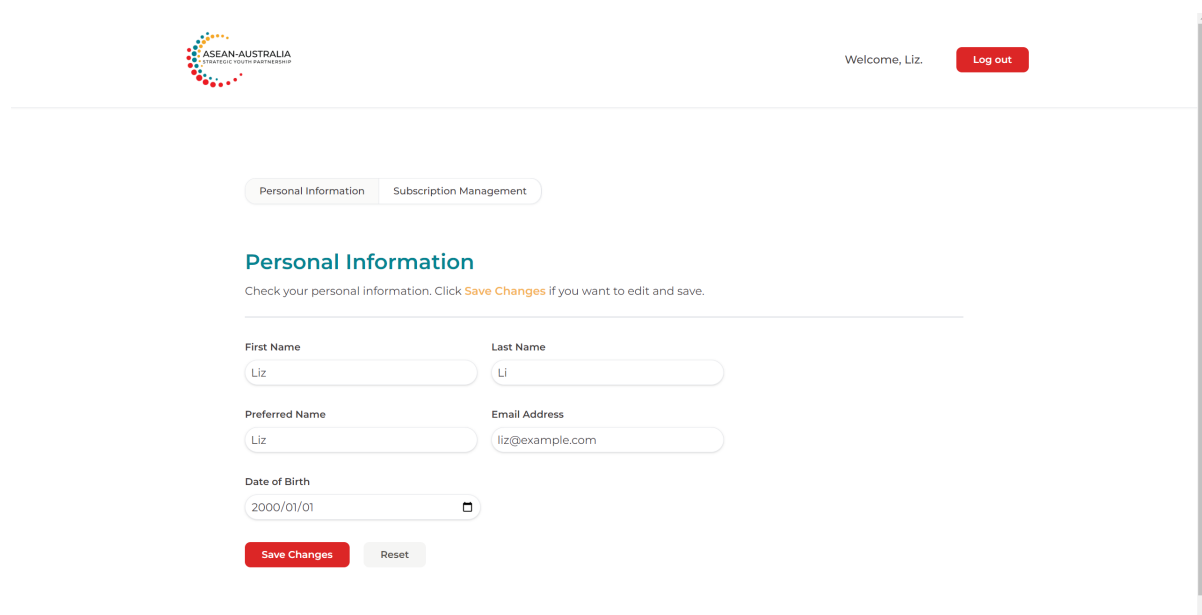
Updating User Information

After logging in, users can update their personal information, such as name, email, and password.

Steps:

1. After logging in, navigate to **Personal Information** section.
2. Update the necessary information:
 - **First Name:** Enter your new first name.
 - **Last Name:** Enter your new last name.
 - **Preferred Name:** Enter your new preferred name.
 - **Email:** Enter your new email address.
 - **Date of Birth:** Select a new date of birth.
3. Once finished, click the "**Save changes**" button to apply the changes.

Example Screenshot:



The screenshot shows a web interface for updating personal information. At the top left is the ASEAN-Australia Partnership Portal logo. At the top right, it says "Welcome, Liz." with a "Log out" button. Below the header, there are two tabs: "Personal Information" (selected) and "Subscription Management". The main heading is "Personal Information" in blue. Below it, a message says: "Check your personal information. Click **Save Changes** if you want to edit and save." The form contains five input fields: "First Name" (Liz), "Last Name" (Li), "Preferred Name" (Liz), "Email Address" (liz@example.com), and "Date of Birth" (2000/01/01) with a calendar icon. At the bottom are two buttons: "Save Changes" (red) and "Reset" (grey).

Tips:

- If you want to reset all the input, click `reset` button.
- Ensure that the new email address is valid and accessible.


Manage Subscription

Subscription Management Section can allow users to check their subscription information, including plan, price, status, etc.

Steps:

1. After logging in, click **Subscription Management**.
2. Subscription Information displays as follows:
 - **Plan:** Shows the name of the current subscription plan.
 - **Payment:** Displays the payment price.
 - **Status:** Indicates the current status of the subscription.
 - **Start Date:** Shows the date when the subscription was first activated.
 - **Renewal Date:** Displays the next date when the subscription will renew and be charged.
3. If user wants to cancel subscription, click the "**Cancel Subscription**" button.

Example Screenshot:



Welcome, Liz.

Log out

Personal Information

Subscription Management

Subscription Management

Manage your subscription in the portal.

Plan	Payment	Status
Australian Student	AUD 20 per year	Active
Start Date	Renewal Date	Cancel Subscription
16/09/2024	15/09/2025	

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