USER MANUAL

# Add Member:

1. Click on the ‘Members’ tab at the top-left corner of the window.
2. Enter your first name in the first text field.
3. Enter your last name in the second field.
4. Enter a nickname in the third field if you want to.
5. Enter your residential address in the fourth field.
6. Enter your e-mail address in the fifth field.
7. Enter your mobile number in the sixth field. It is recommended to enter it along with the country code.
8. Select your date of birth from the calendar box.
9. Choose your membership type from the drop-down box.
10. Click on ‘Add Member’ when you’re finished.
11. You can click on ‘Query Members’ to view the added member.

# Edit/Remove Member:

1. Click on the ‘Members’ tab at the top-left corner of the window.
2. If you wish to view all the members, make sure all the fields are empty and the ‘Query’ checkboxes are unticked. You can clear all fields by clicking on ‘Clear Fields’ button at the right side of the window.
3. If you wish to view by a specific detail, enter the details in the respective fields.
4. If you want to view by date of birth or by membership type, make sure the ‘Query’ checkboxes are ticked.
5. Click on ‘Query Members’ button at the right side of the window when you’re finished.
6. A table with all the members or your requested members will appear.
7. If you wish to remove a member, skip to step 13. If you wish to edit, then continue.
8. Click on ‘Edit’ at the right side of the row of the member you wish to edit.
9. The fields will be automatically updated with the existing details.
10. Update any fields with new information.
11. If you wish to cancel the process, click on ‘Cancel Update’ at the right side of the window.
12. Click on ‘Update Member’ when you’re finished.
13. Click on ‘Remove’ button at the right side of the row of the member you wish to remove.
14. The removed member will be cut with a line in the table.
15. Click on ‘Query Members’ to refresh the table and the removed member will be disappeared.

# Add Game:

1. Click on ‘Games’ tab at the top-left corner of the window.
2. Enter the name of the game in the first text field.
3. Choose the platform you wish to play on. If no platform is available, add a platform from the ‘Hardware’ tab at the top-left corner of the window.
4. Enter the PEGI rating of the game.
5. Tick the single player and multiplayer checkboxes where necessary.
6. Choose either chart of classic. Chart refers to games that are less than 10 years old. Classic refers to games that are more than 10 years old.
7. Click on ‘Add Game’ at the right side of the window when you’re finished.
8. You can click on ‘Query Games’ to view the added game.

# Edit/Remove Game:

1. Click on ‘Games’ tab at the top-left corner of the window.
2. If you wish to view all the games, make sure the fields are empty and all the ‘Query’ checkboxes are unticked.
3. If you wish to view games with specific details, enter the details and tick the respective ‘Query’ checkbox. To view by platform, make sure you have selected a platform.
4. If you wish to view by name alone, enter the name and untick all ‘Query’ checkboxes.
5. Click on ‘Query Games’ to view all the games or your requested games.
6. If you wish to remove a game, skip to step 11. If you wish to edit a game’s details, then continue.
7. Click on ‘Edit’ button at the right side of the row of the game you wish to edit.
8. All the fields will be filled with existing details.
9. If you wish to abort the process, click on ‘Cancel Update’ button at the right side of the window.
10. Click on ‘Update Game’ button when you’re finished updating the details.
11. Click on ‘Remove’ button at the right side of the row of the game you wish to remove.
12. The removed game will be cut with a line in the table.
13. Click on ‘Query Games’ at the right side of the window to refresh the table and the removed game will be disappeared.

# Add Event:

1. Click on ‘Events’ tab at the top-left corner of the window.
2. Enter the name of the event in the first text field.
3. Choose the date and time of the event using the calendar in the second field.
4. Enter the number of available tickets for this event.
5. Enter the price of each ticket in £ format without decimals in the fourth text field.
6. Enter the number of maximum teams who can participate in this event.
7. Click on ‘Add Event’ at the right side of the window when you’re finished.
8. You can click on ‘Query Events’ at the right side of the window to view the added event.

# Edit/Remove Event:

1. Click on ‘Events’ tab at the top-left corner of the window.
2. If you wish to view all the events, make sure all the fields are empty and all the ‘Query’ checkboxes are unticked. You can clear all fields by clicking on ‘Clear Fields’ button at the right side of the window.
3. If you wish to view by a specific detail, enter the detail, and tick the ‘Query’ checkbox to its right.
4. Click on ‘Query Events’ when you’re finished.
5. If you wish to remove an event, skip to step 10. If you wish to edit an event, then continue.
6. Click on ‘Edit’ at the right side of the row of the event you wish to edit.
7. All the fields will be filled with existing details.
8. If you wish to abort the process, click on ‘Cancel Update’ at the right side of the window.
9. Click on ‘Update Event’ when you’re finished updating the details.
10. Click on ‘Remove’ at the right side of the row of the event you wish to remove.
11. The removed member will be cut with a line in the table.
12. Click on ‘Query Events’ at the right side of the window to refresh the table.

# Add Hardware:

1. Click on ‘Hardware’ at the top left corner of the window.
2. Choose the platform you wish to add.
3. Enter the name of the monitor it will be connected to.
4. Click on ‘Add Hardware’ at the right side of the window.

# Edit/Remove Hardware:

1. Click on ‘Hardware’ tab at the top left corner of the window.
2. If you wish to view all the hardware devices, make sure all the fields are empty and the ‘Query’ checkboxes are unticked.
3. If you wish to view by a specific detail, enter the detail and tick on ‘Query’ checkbox if it’s placed next to it.
4. Click on ‘Query Hardware’ at the right side of the window to view all the hardware devices or specific hardware devices.
5. If you wish to remove a hardware, skip to step 10. If you wish to edit a hardware, then continue.
6. Click on ‘Edit’ at the right side of the row of the hardware device you wish to edit.
7. All the fields will be filled with existing details.
8. If you wish to abort the process, click on ‘Cancel Update’ at the right side of the window.
9. Click on ‘Update Hardware’ when you’re finished updating the changes.
10. Click on ‘Remove’ at the right side of the row of the hardware device you wish to remove.
11. The removed hardware will be cut with a line in the table.
12. Click on ‘Query Hardware’ at the right side of the window to refresh the table.

# Book Game Session:

1. Click ‘Main Bookings’ at the top left corner of the window.
2. Fill the first four text fields with customer details.
3. If the customer is a member, enter his/her details and click on ‘Query Members’
4. Select the appropriate member from the queried list.
5. If the customer is not a member, enter his/her details in the first four text fields.
6. Enter the name of the game the customer wishes to play.
7. Choose the hardware device the customer wishes to play on.
8. Click on ‘Query Games’ to select the game and its hardware.
9. Choose the duration of the session in hours.
10. Choose the date and time of the session. If the customer wishes to play in future, untick the ‘Now’ checkbox and choose the requested date and time.
11. If the customer wishes to pay later, click on ‘Book’. If the customer has paid, tick the ‘Paid’ checkbox and then click on ‘Book’.
12. Click on ‘Query Bookings’ at the right side of the window to view the added booking.

# Remove a Game Booking:

1. Click on ‘Main Bookings’ at the top left corner of the window.
2. If you wish to view all the game bookings, make sure all the fields are empty and the ‘Query’ checkboxes are unticked at the right half of the page.
3. If you wish to view by a specific detail, enter the details and tick the ‘Query’ checkbox if it’s present next to the field.
4. Click on ‘Query Bookings’ to view all the game bookings or specific game bookings.
5. Click on ‘Remove’ at the right side of the row of the game booking you wish to remove.
6. The removed game booking will be cut with a line in the table.
7. Click on ‘Query Bookings’ to refresh the table.

# Book Event:

1. Click ‘Event Bookings’ at the top left corner of the window.
2. Fill the first four fields with member details.
3. Click ‘Query Members’ to view the members and select the appropriate one.
4. Enter the event details and click on ‘Query Events’ to view the events.
5. Select the event the member wishes to participate.
6. Click on ‘Book’ when you’re finished.
7. You can click on ‘Query Event Bookings’ at the right side of the window to view the added booking.

# Remove an Event Booking:

1. Click on ‘Event Bookings’ at the top left corner of the window.
2. If you wish to view all the event bookings, make sure all the fields are empty at the right half of the page.
3. If you wish to view by a specific detail, enter the details.
4. Click on ‘Query Event Bookings’ to view all the event bookings or specific event bookings.
5. Click on ‘Remove’ at the right side of the row of the event booking you wish to remove.
6. The removed event booking will be cut with a line in the table
7. Click on ‘Query Event Bookings’ to refresh the table.