**Church Registration System – The Guide**

**Overview**

Our church registration system is a browser-based application designed to help churches manage members, attendance, and administrative tasks. It runs entirely in a web browser and uses Firebase for secure authentication and data storage.  
No server installation is required — we just open the link and start using it.

**Step 1: Opening the Application**

1. Just visit the hosted application at:  
   [**https://jackexarion.github.io/Church\_Registration\_Attendance/**](https://jackexarion.github.io/Church_Registration_Attendance/)
2. The application loads automatically in the browser.

**Step 2: Creating Your First Account**

1. On the login screen, click **"Register here"**.
2. Fill out the form:
   * **Name:** Your full name
   * **Email:** Your email address
   * **Password:** A secure password you choose
   * **Role:**
     + **Admin** if we need full access
     + **Member** if we only need limited access
3. Then click **Register**.

**Step 3: How Registration Works**

**If You’re a Member:**

* Register with the role **"Member"**.
* Immediately after registration, complete the **Member Information** form.
* The system automatically creates a basic member entry and updates it when you submit the form.
* log in to access:
  + **Overview**
  + **Members**

**If You’re an Admins:**

* Register with the role **"Admin"**.
* Log in directly and can access:
  + The full dashboard
  + Attendance tracking
  + Reports

**Step 4: Logging in and Starting**

1. Enter our email and password.
2. See the dashboard with **overview statistics**.
3. You can start managing members and tracking attendance.

**Super Admin Account**

For this deployment, we have set up these Super Admin credentials:

* **Email:** rion.exa01@gmail.com
* **Password:** tfm123
* **Role:** Super Admin (full system access)

**Setup Notes:**

* We ensure **Email/Password Sign-in** is enabled in Firebase Authentication.
* We create the authentication user with the email above (either in Firebase Console or by registering through the app).
* If the authentication user exists but no database profile is found, the app auto-initializes the profile on first login.

**📋 Loading Sample Data**

When we want to test the system with sample data:

1. We open our browser console (**F12**).
2. We run:

javascript

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**initializeSampleData()**

1. The system creates sample users:
   * Super Admin → pastor@church.com
   * Super Admin → rion.exa01@gmail.com / tfm123
   * Admin → deacon@church.com
   * Member → member@church.com

**What You Can Do in the System**

| **Roles** | **What You Can Do** |
| --- | --- |
| **Super Admin** | ✅ Full access ✅ Manage accounts (create/edit/delete) ✅ Change roles ✅ Configure system ✅ All member & attendance features |
| **Admin** | ✅ View member directory ✅ Track Sunday attendance ✅ Generate reports ✅ Export data ❌ Cannot manage user accounts |
| **Member** | ✅ View member directory ✅ See overview dashboard ❌ No attendance tracking ❌ No reports ❌ No account management |

**How Attendance Works**

* We can only record attendance on **Sundays** — the system blocks any other date.
* The dashboard shows the number of concluded services based on recorded Sundays.

**Export Options We Have:**

1. **Export Attendance** – Downloads a CSV with:
   * Member Name
   * Email
   * Phone
   * Registered At
   * New Member?
   * Present/Absent
2. **Export Members** – Downloads the member directory as a CSV.

**Where You Can Use It**

* Works on **Chrome, Firefox, Safari, and Edge (latest versions)**.
* Works on **mobile browsers** too.
* Requires an internet connection.

**If You Need Help**

* Check the **SETUP.md** file for more details.
* No server setup is needed — it’s **fully static**.
* All data is automatically saved in Firebase.

**Security Practices We Follow**

* All data is securely stored in Firebase.
* Firebase handles authentication.
* Only **Super Admins** can manage user accounts.
* We perform regular backups using the export feature.

**Your church registration system is now live and ready for use!**

Head Dev: Gabriel, John Carl H.

Documentation: Gabriel, John Carl H.

Tester: Quitlong, Kyzer. Teodoro, Clouie. Salagoste, Glenn Francis.

Presentation: Quitlong, Kyzer. Teodoro, Clouie. Salagoste, Glenn Francis.