Software for YMCA Program

User Manual

Developed By:
Jackson Mishuk
Jack Newman
Abrar Nizam
Travis Wiesner

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1. Introduction

This user manual describes how to use the software simulating a YMCA website. This product can handle multiple users. Using this product, users can create an account, sign up for programs, and unenroll in programs as well. This product uses a database through SQL, which needs to be downloaded along with the software. Without the SQL file, it will not work.

1.1. System Requirements

This product runs on any PC with any OS through XAMMP.

1.2. Installation

The installation of this software is fairly simple. Download the zip file containing that comes with the product and move it into the XAMMP file labeled ht-docs. Download the SQL file that comes with the product and upload it to the SQL server. Once both steps are done, run the web server and the SQL server through XAMMP to activate the product.

2. Getting Started

The YMCA website consists of one component, the website. The website can be accessed from localhost on the computer it is downloaded on.

Upon loading the website, the product displays the home screen as shown in figure 1. It is from here that the user can log into an existing account as shown in figure 2.

By doing this, the user will be taken to their specific homepage which varies depending on their type of account.
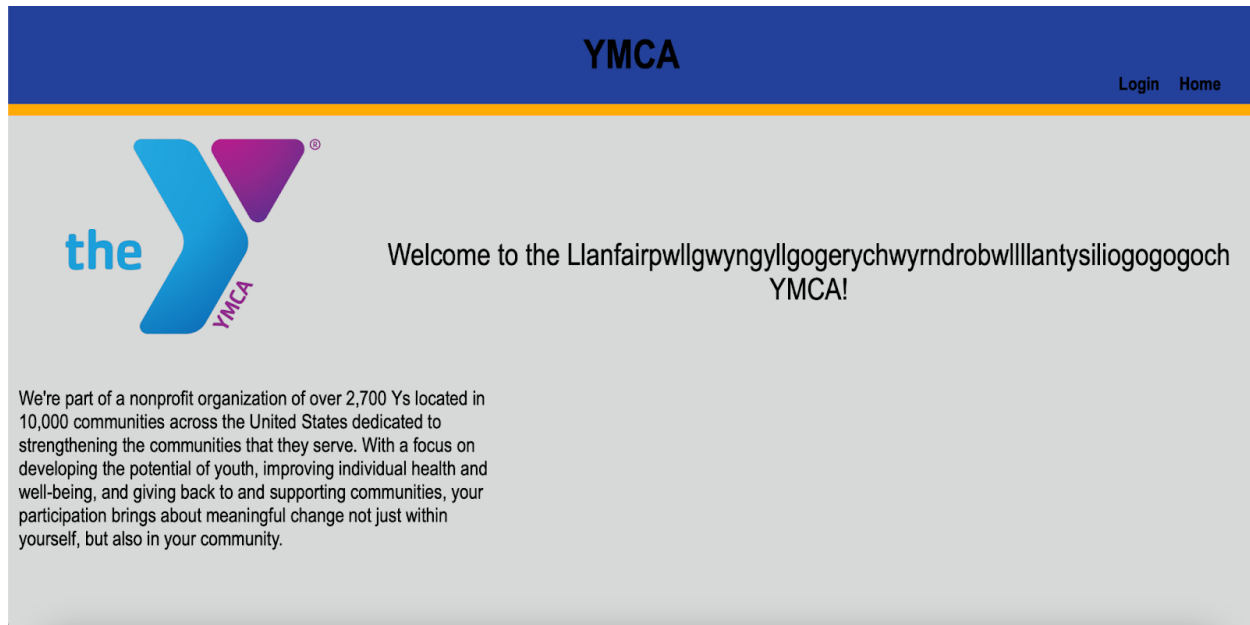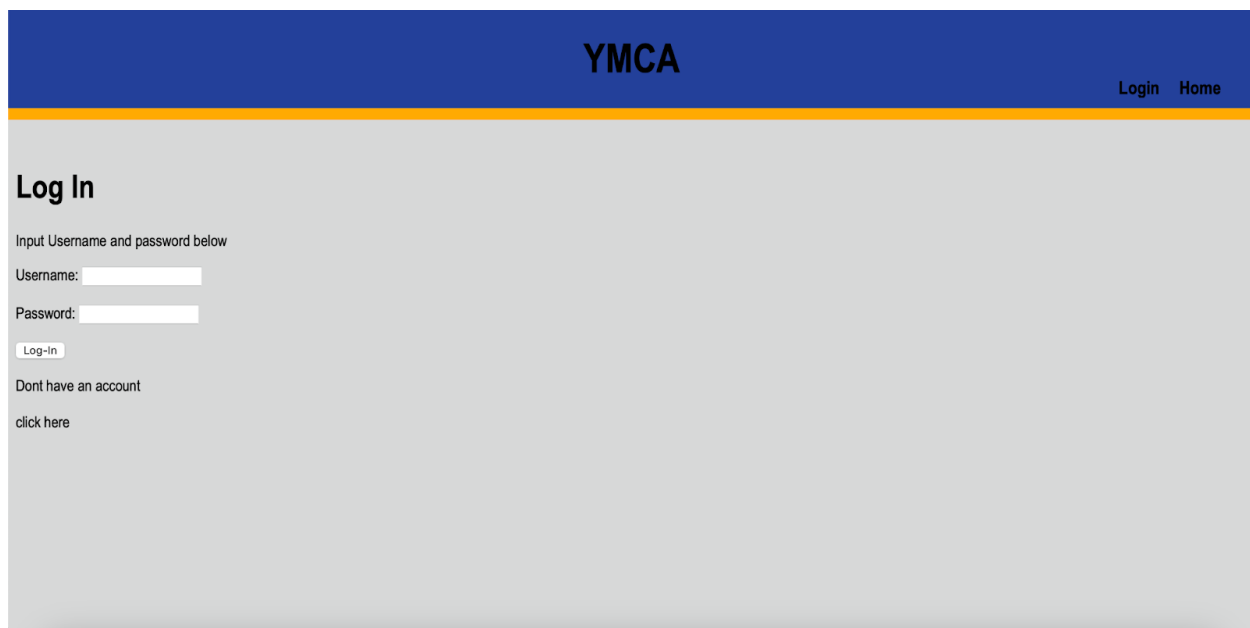
Figure 1: Base Home Page without Logging In

Figure 2: Login Page

3. Homepage Functions

A member and non-member share functions between themselves, so the pages for each will look the same. However, admins and staff have a different home page than the member/non-member. Upon logging into one of these accounts, the member/non-member will be greeted by a home page as shown

in figure 3, and the admins and staff will be greeted by a home page as shown in figure 4.

3.1 Member/Non-Member Homepage Functions

From their homepage, the user/non-member can:

- Navigate to the Programs page by clicking the "Programs" button in the top banner. This will take them to the Programs page where they can view programs, sign up for programs, unenroll in programs, or search for programs.
- Navigate to the Account page by clicking the "Account" button in the top banner. This will take them to the Account page where they can view their information and family members as shown in figure 5.
- Sign out by clicking the "Sign out" button in the top banner. This will take them to the original page before they ever logged in.
- If the user navigates away from any page, they are able to click their corresponding button in the top banner to return to that page, including "Home" to return to the home page.

3.2 Admin and Staff Homepage Functions

From their homepage, admins and staff can:

- Navigate to the Programs page by clicking the "Programs" button in the top banner. This will take them to the Programs page where they can view programs, sign up for programs (staff only), unenroll in programs (staff only), or search for programs.
- Sign out by clicking the "Sign out" button in the top banner. This will take them to the original page before they ever logged in.
- Create a program by clicking the "Create Programs" button in the top banner. This will take them to the Program creation page.
- Create a program session by clicking the "Create Sessions" button in the top banner. This will take them to the Session creation page.
- Search for a specific person and their information by clicking the "People Search" button in the top banner. This will allow them to search for any user and see their information.

- If the user navigates away from any page, they are able to click their corresponding button in the top banner to return to that page, including "Home" to return to the home page.
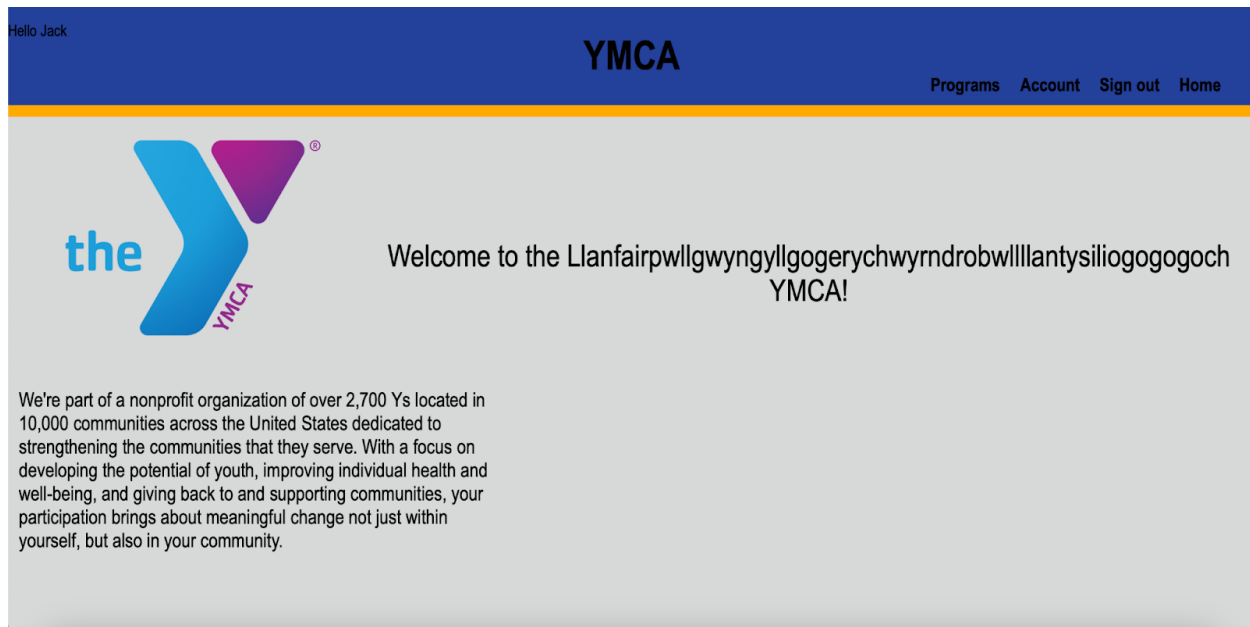

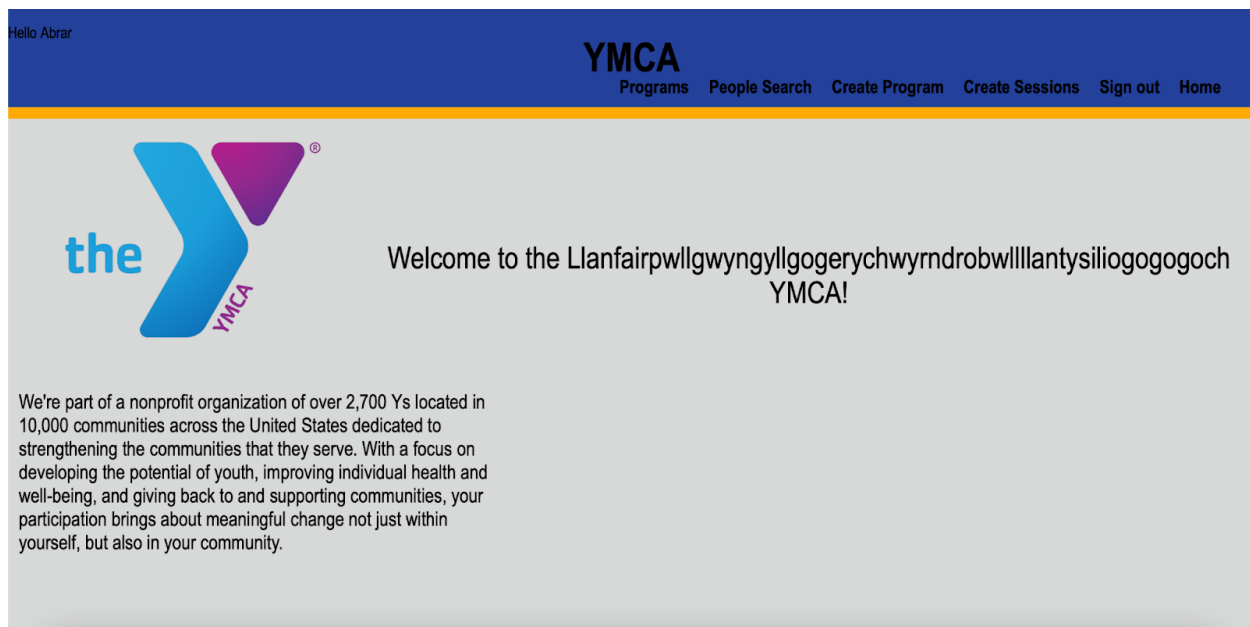Figure 3: Member/Non-Member Home Page
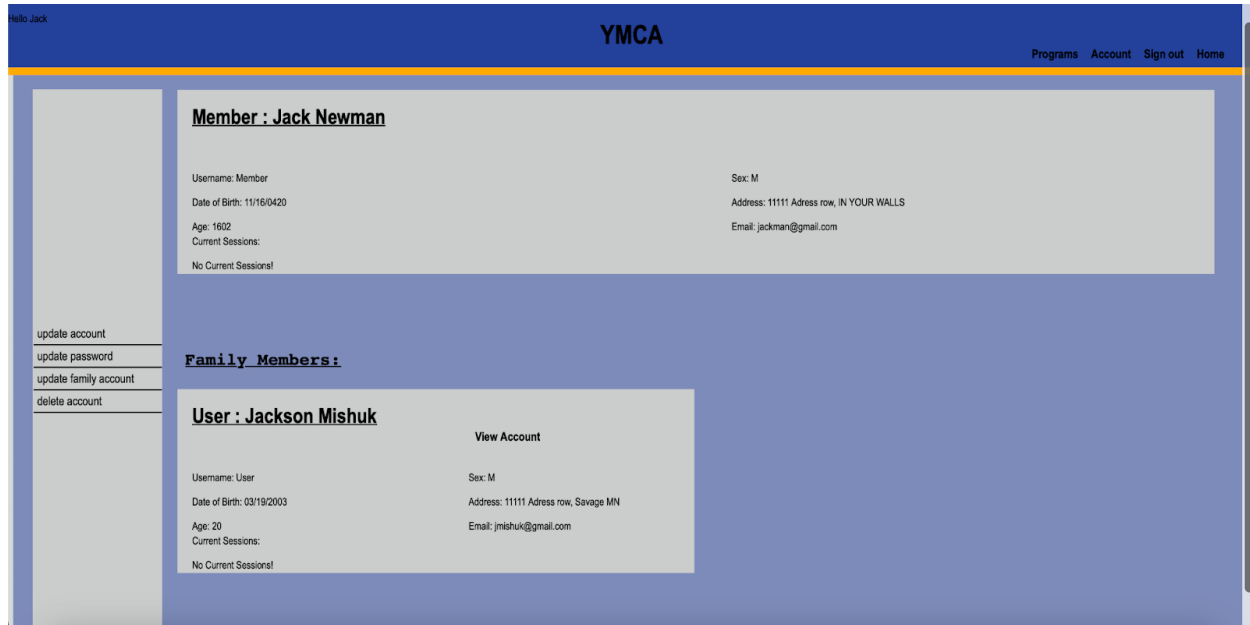

Figure 4: Staff/Admin Home Page

Figure 5: Account Page and Family Member Display

4. Program and Session Functions

Using the website, a member, non-member, and staff can all sign up for program sessions, and staff and admin can create these programs and their sessions.

4.1 How to Join a Program Session

Once on the home page, click the "Programs" button in the top banner. This will take the user to a page where various programs are displayed in alphabetical order or can be searched for, as shown in figure 6. After clicking on a program, the user will be shown the various sessions, information and a description for that program, and can decide on which one to sign up for by clicking "Enroll", as shown in figure 7. If the program's capacity is full or there is a conflict with one of the user's other programs, it will not let the user enroll.

4.2 How to Quit a Program Session

When on the program information page, after enrolling into a program, the "Enroll" button will change to an "Unenroll" button, as shown in figure 8. By clicking that button, the user will quit the program.

4.3 How to Search for Programs

After clicking the "Programs" button in the top banner on the home page, there will be a search bar shown as in figure 6. By typing in the name for a program, a user will be able to find all available sessions and more information for that program. However, the name the user types in for a program must actually exist.

4.4 How to Create a Program

To create a program, as a staff or admin, navigate to the Program Creation page by clicking on "Create Program" in the top banner from any page. This will display a page as shown in figure 9. From here, fill in the text boxes for the program's name and description, and click "Add program". If the program doesn't already exist, it will be created.

4.5 How to Create a Program Session

To create a program session, as a staff or admin, navigate to the Session Creation page by clicking on "Create Session" in the top banner from any page. This will display a page as shown in figure 10. From here, fill out the appropriate information for what program the session belongs to, what the session's name is, its description, the duration of the session, what days it takes place on, the starting time, the starting date, the cost for members and non-members, and the location of the session. If it does not conflict with any other sessions that already exist concerning their times, location, and name, pressing "Add Session" will add that session.

4.6 How to Cancel a Program Session

To cancel a program session, as an admin, navigate to the Program information page by clicking on "Programs" in the top banner from any page, then click on a specific program name as shown in figure 6. From here, the admin has the ability to cancel a program session by clicking "Cancel Program" as shown in figure 11.
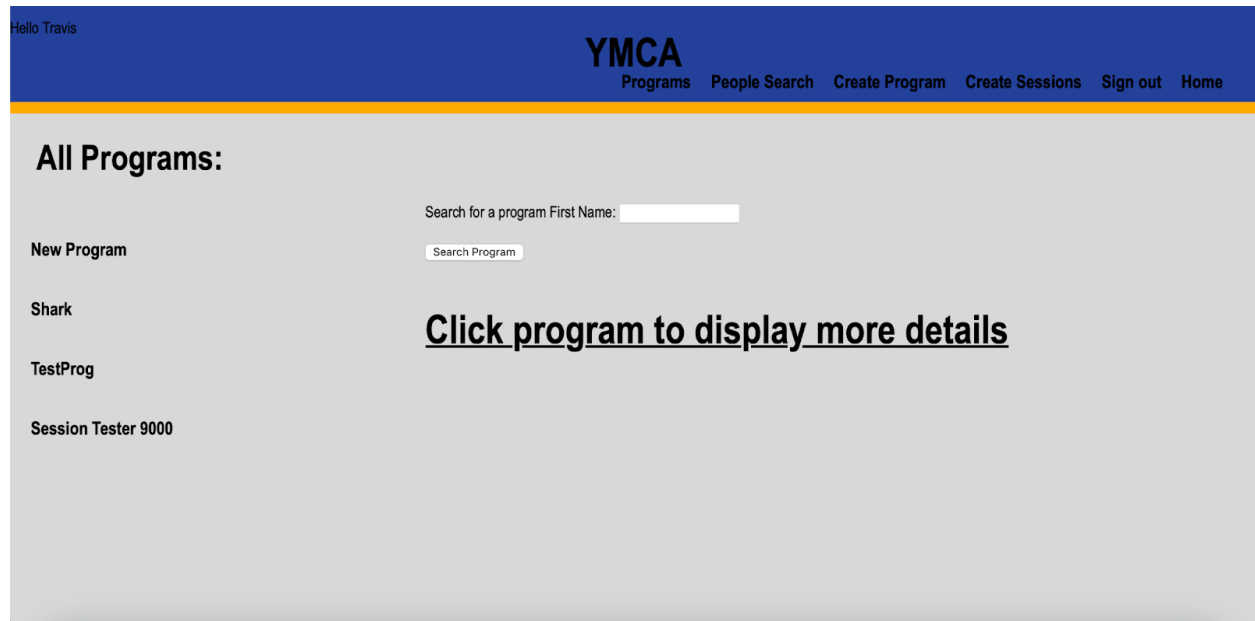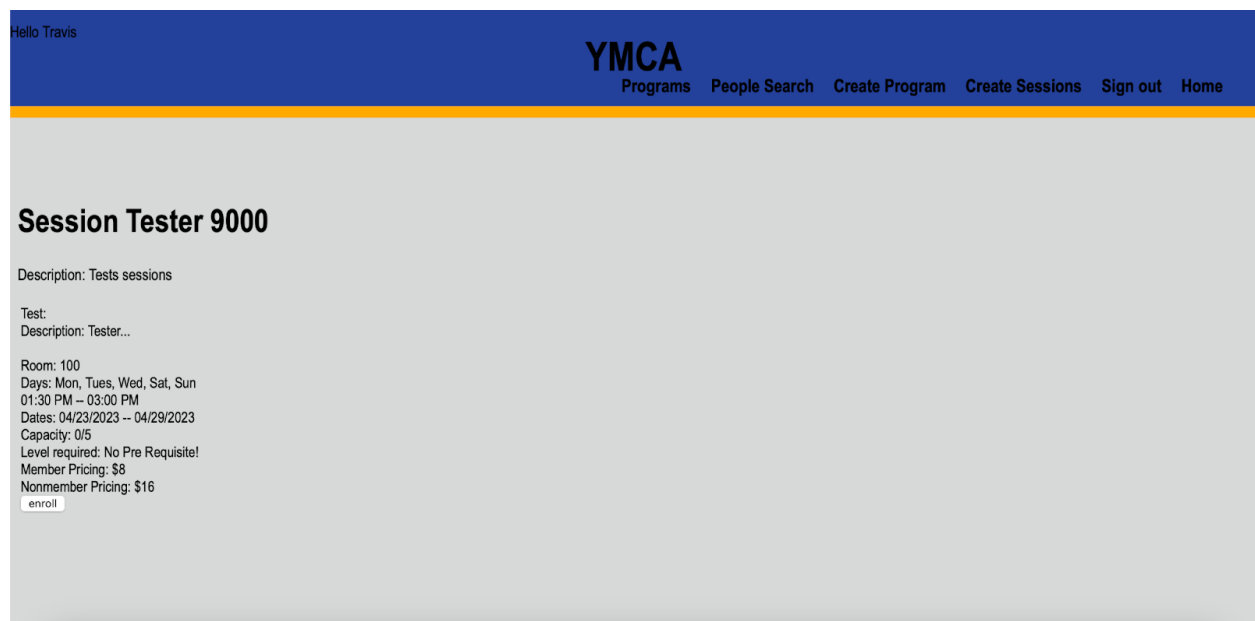
Figure 6: Programs Page

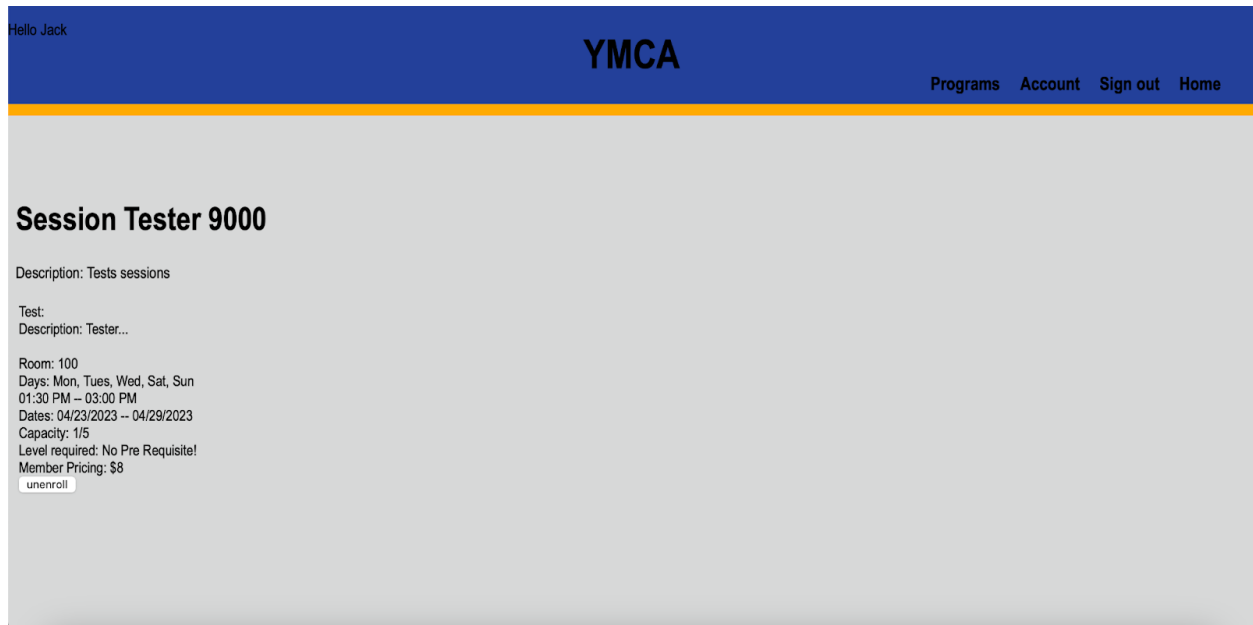Figure 7: Program Information Page Enrollment

Hello Jack

YMCA

Programs   Account   Sign out   Home

Session Tester 9000

Description: Tests sessions

Test:
Description: Tester...

Room: 100
Days: Mon, Tues, Wed, Sat, Sun
01:30 PM -- 03:00 PM
Dates: 04/23/2023 -- 04/29/2023
Capacity: 1/5
Level required: No Pre Requisite!
Member Pricing: $8

[unenroll]

Figure 8: Program Information Page Unenrollment

Hello Travis

YMCA

Programs   People Search   Create Program   Create Sessions   Sign out   Home

Add Program:

Program Name: [   ]

Description:

[   ]

[Add Program]
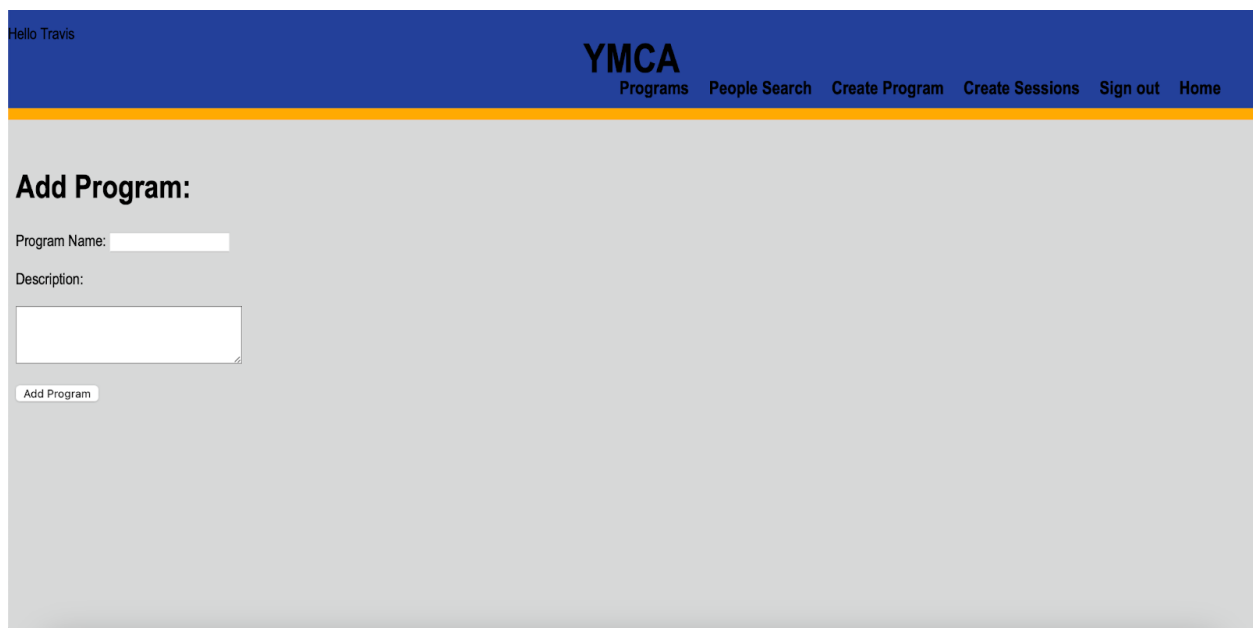
Figure 9: Program Creation Page

Figure 10: Session Creation Page

Figure 11: Session Cancellation

5. People Search Functions
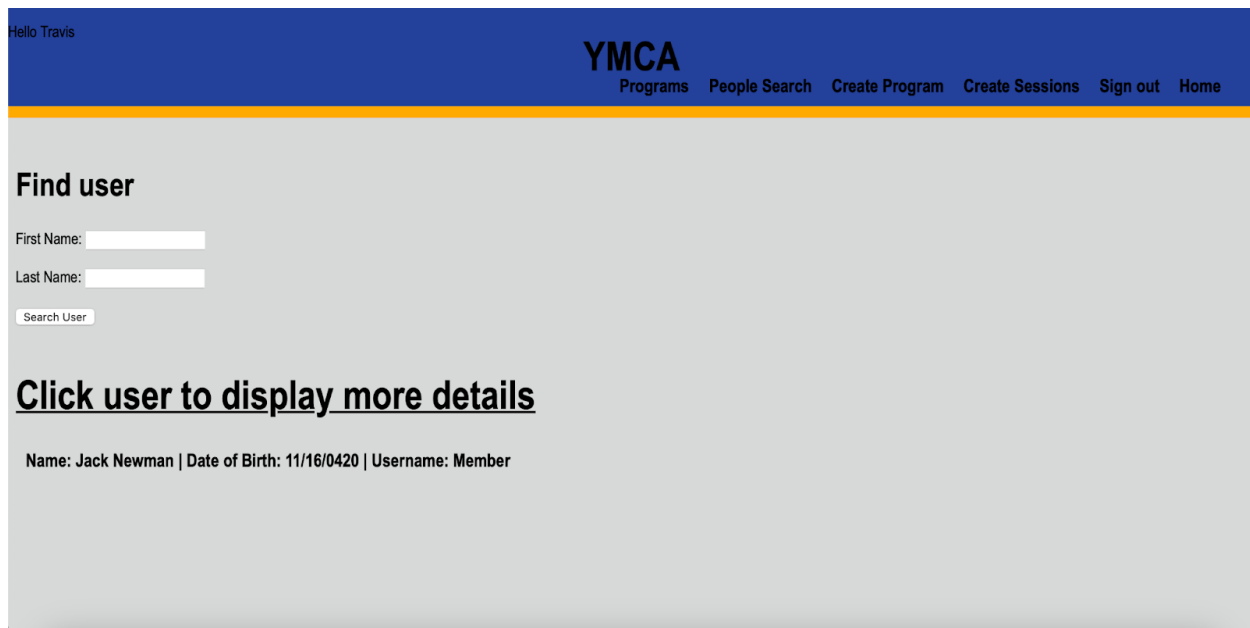
Using the website, an admin or staff can search for people by navigating to the people search page using the "People Search" button as shown in Figure 4. Clicking it will display a page as shown in Figure 12.

5.1 How to Search for a Person

Once on the People Search page, an admin or staff can search for a person with an account by typing in their first name and last name, then pressing the "search" button. After pressing the search button, if the user exists, a small line of their information will appear. Upon clicking on that user's name, their information will be shown, as displayed in Figure 13.

5.2 How to Soft-Delete and Reactivate a User

After searching for a user and clicking on their name, an admin has the ability to soft-delete their account by pressing the button "Soft delete user", as shown in Figure 14. Upon clicking this button, the user's account will be deactivated. The soft delete button will be replaced with a button "Reactivate User", as shown in Figure 15. Upon clicking this button, the user's account will be reactivated.

Figure 12: People Search

Figure 13: A User's Information after Searching

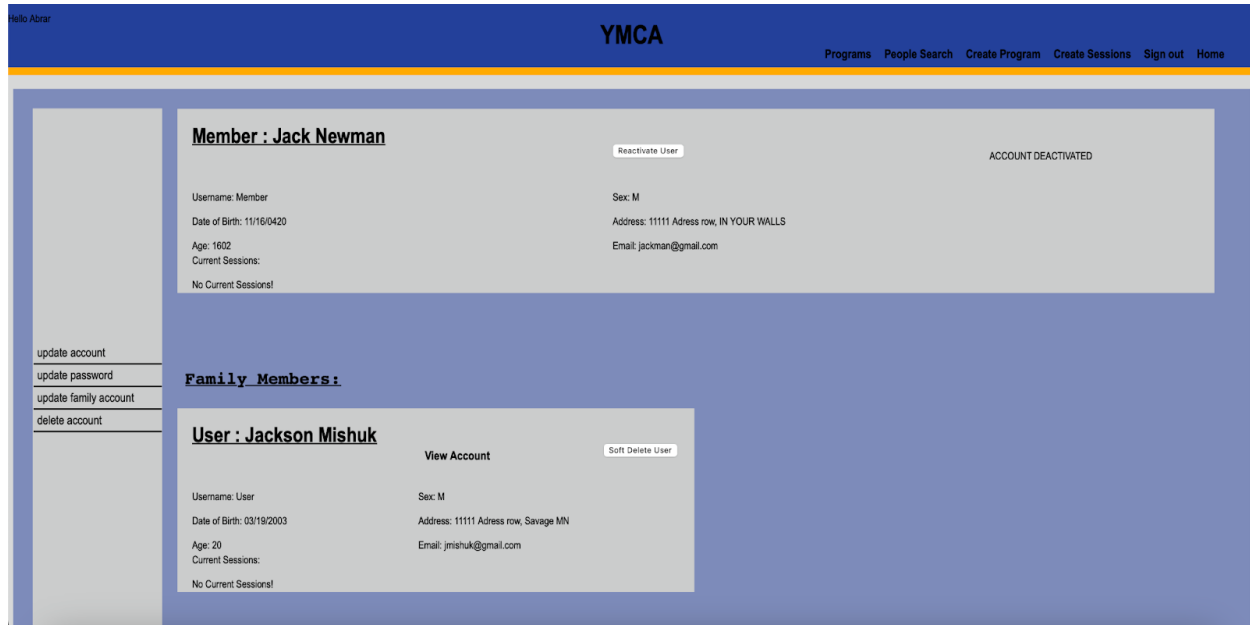Figure 14: Admin View of User's Information, Including Soft-Delete Button

Figure 15: Admin view of user's information after being soft-deleted, including the reactivate button

Glossary:

YMCA Website: The entire product is called the YMCA Website.

Admin: A type of account that has full domain over the website, with the ability to create and delete programs and program sessions, as well as soft delete and reactivate users.

Member: A type of account created solely to sign up for programs. These accounts have subscribed for a membership to the YMCA and receive a discounted price for all programs.

Non-Member: A type of account created solely to sign up for programs. These accounts have not subscribed for a membership to the YMCA, and do not receive a discounted price.

Staff: A type of account for people that work at the YMCA, with the ability to search for users, as well as the ability to create and delete programs and programs sessions.

Programs: The component that holds the information on programs and sessions that a user can sign up for.