

# Software for Swim Team Volunteer Service Request System

## User Manual

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# 1. Introduction

This user manual describes how to use the software that creates a volunteer schedule for swim meets. The program is single-user software. Using this product, the administrator can generate a schedule for volunteers at a swim meet.

## 1.1 System Requirements

Runs on Windows, and Mac. This system need mySQL and visual studio to run this program.

# 2. Getting Started

The program consists of three types of accounts: Administrator, Program Manager, and volunteer. Upon initial startup, the program consists of one Administrator who then has the capability of creating user accounts. The program will show a log in screen when entering the website for all existing accounts.

# 3. User Accounts

## 4.0 Logging In and Out

Once a user has created their account, or had their account created for them by the admin, they can login by entering their email and password into the fields. To log out, simply scroll to the bottom of the page, and click on the button titled "Log out".

## 4.1 Administrator

The administrator account is assumed to have already been created at the creation of the program because there can only be one that cannot be created or removed.

### 4.1.1 Add/Delete a user account

When logged in as an administrator, you have the option to add an account of any type.

Steps:

1. Click on the blue hyperlink titled "Create a User".
2. Fill in details of that user.
3. Click the blue "Register" button to create the user, or click on "Cancel" to cancel.

You can also delete accounts.

Steps:

1. Look under the "All registered users" section of the screen
2. Click the blue hyperlink titled "Delete" at the end of an account.

If you want to edit a user account, you will have to delete it and create it again with the correct information.

## 4.2 Program Manager

Program manager accounts have to be created by the administrator.

### 4.2.1 Add/Delete service request

The program manager has the ability to create service requests.

Steps:

1. Click on the blue hyperlink titled "Create a Service Request".
2. Fill in details about the service request.
3. Click the blue "Create" button to create the service request, or click on "Cancel" to cancel.

The program manager can also delete service requests

Steps:

1. Look under the "All Service Requests" section of the screen.
2. Click the blue hyperlink titled "delete" at the bottom of a service request.

## 4.3 Volunteer Account

Volunteer accounts can be created by anyone with the proper credentials of a first and last name along with an email.

### 4.3.1 Sign up/Cancel for service request

Volunteers can sign up for open service requests. A service request will indicate if there are available spots to volunteer.

Steps:

1. Find the service request you want to sign up for.
2. Click on the "Sign Up" button at the bottom of the service request.

Volunteers can also cancel on service requests.

Steps:

1. Click on the "Cancel" button under the service request you have signed up for. The button is located at the bottom of the service request.

