User Manual

for

EventriX

Version 1.0

Prepared by

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Revisions

Version	Primary Author(s)	Description of Version	Date Completed
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Introduction

Software Description

EventriX is a full-stack web application developed using the MERN stack (MongoDB, Express.js, React.js, Node.js). It is designed to simplify how events are managed in a campus environment.

- ❖ The platform supports three main user roles:

- ❖ Students can browse upcoming events and register easily.

- ❖ Clubs can create, edit, and manage events through their dedicated dashboards.

Key features include user authentication, role-based access, real-time event updates, and a clean, responsive interface. EventriX helps bring everything related to college events into one organized and user-friendly system.

Club (Admin) Role in EventriX

In EventriX, each club acts as the admin for its own events. Clubs have their own dashboards where they can:

- ❖ Create, edit, or delete their own events

- ❖ Update event details like poster, venue, description, or time

- ❖ Edit their club profile, including name, description, logo, and other info

This gives clubs full control over both their identity and their events, making event management smooth and flexible within the platform.

Student (User) Role in EventriX

In EventriX, students can access their own dashboard to stay connected with events happening on campus. They can:

- ❖ Browse and explore all upcoming and ongoing events

- ❖ View detailed event information, such as date, time, venue, and poster

- ❖ Manage their profile, including editing their name, email, and profile picture

The student dashboard is designed to be simple, informative, and user-friendly, allowing students to stay updated without any hassle.

Login and Register

Login to EventriX:

Purpose -

The login functionality in EventriX is designed to authenticate users and provide them with role-specific access to the platform. Students and clubs must log in to access personalized features such as event management or event tracking.

Accessing the Login Page

Users are not redirected to the login page by default. Upon opening the EventriX website, the user is directed to the Home Page, which allows public access to view basic event details.

There are two primary ways users can access the login functionality:

❖ **Via the Navigation Bar**

➢ A Login button is available on the top navigation bar of the home page.

➢ Clicking this button redirects the user to the login page.
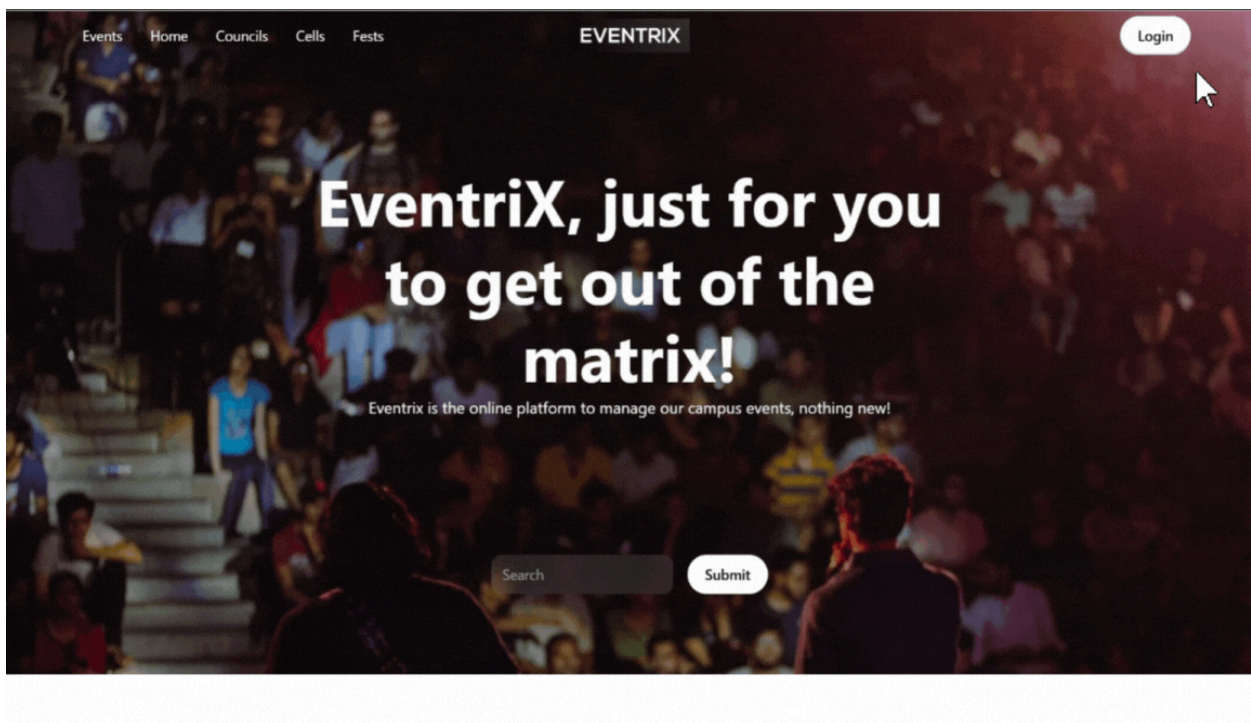
❖ **Via Event-Based Actions**

➢ If a user attempts to interact with an event (e.g., clicking on "Notify Me" or "Subscribe"), the system will prompt a login alert.

➢ The user must log in to proceed with the action.
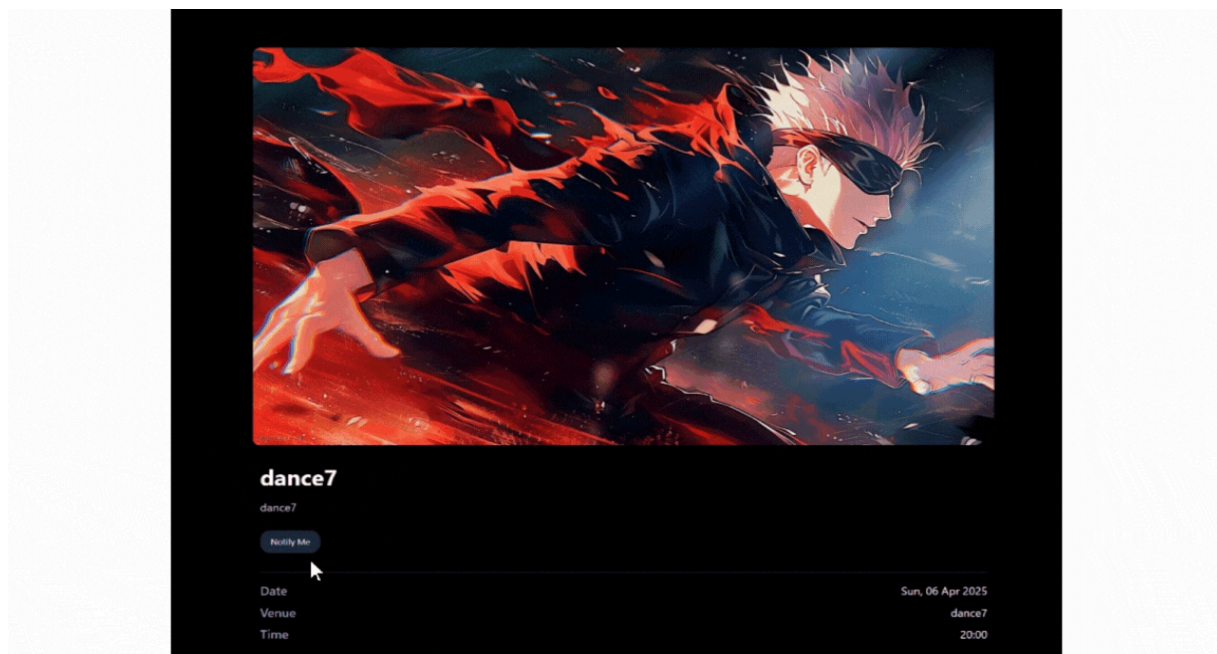
Login Procedure
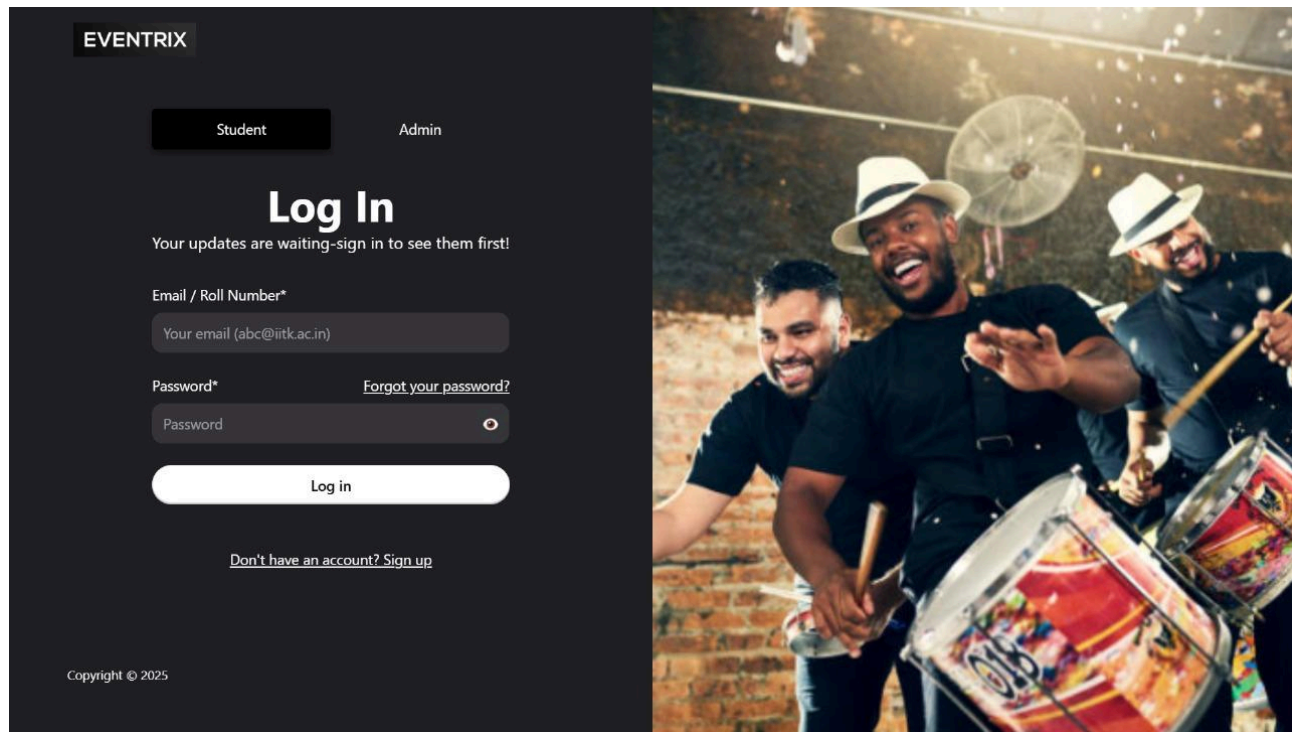
To log in to EventriX:

- ❖ Click the Login button from either the navigation bar or the login alert prompt.

- ❖ On the login page, enter the following credentials:

  - ➢ Email Address/Roll No.

  - ➢ Password

- ❖ Click on the Login button.

- ❖ Upon successful authentication, users will be redirected to their respective dashboards based on their roles:

  - ➢ Student Dashboard for regular users

  - ➢ Club Dashboard for club accounts

Important Notes:

- ❖ Only registered users can log in. If the user does not have an account, they must register first.

- ❖ All passwords are securely encrypted to maintain user privacy.

❖ Invalid login attempts will trigger an error message.

Troubleshooting:
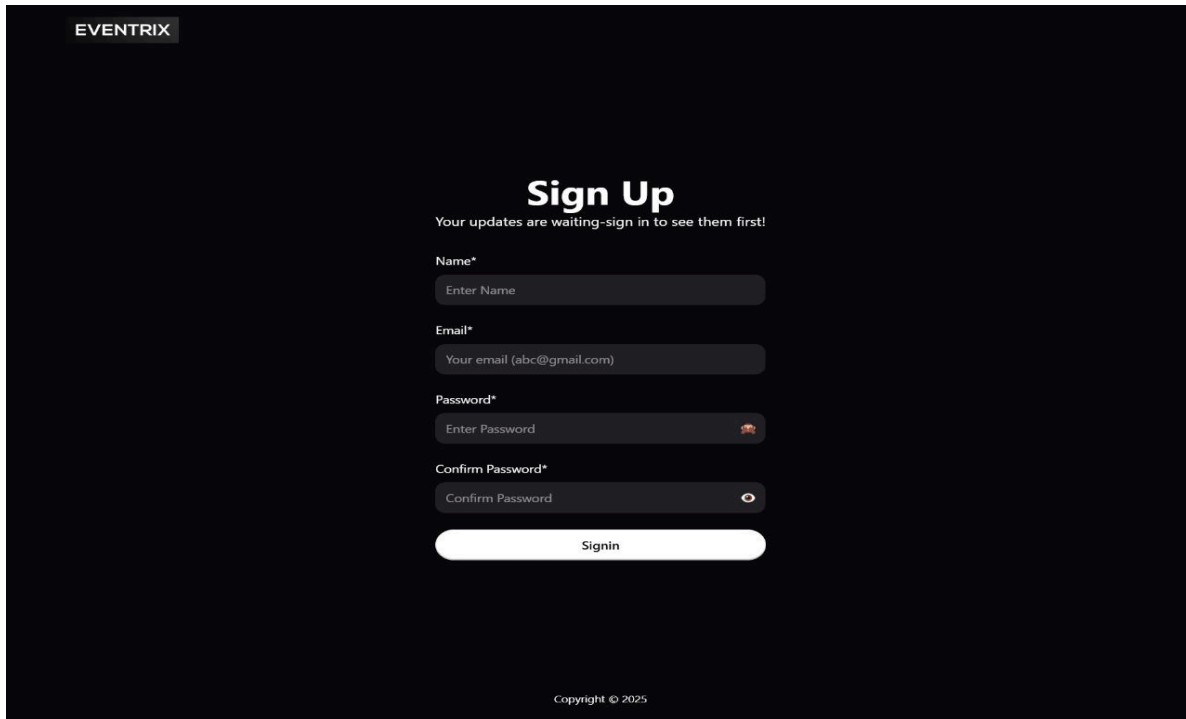
❖ Use the "Forgot Password" option on the login page to reset your password if needed.

❖ Ensure a stable internet connection and verify that your credentials are correct.

Register/Sign UP :

Purpose :

The registration system in EventriX allows students to create their own accounts, while club accounts are created by the system administrators and credentials are shared directly with them.

Student Registration Process :

Select the Student option :

❖ Fill in the required fields:

❖ Full Name

❖ Email Address

❖ Password

❖ Click the Register button.

❖ After successful registration, students can log in to their personalized dashboard.

Club Registration Process
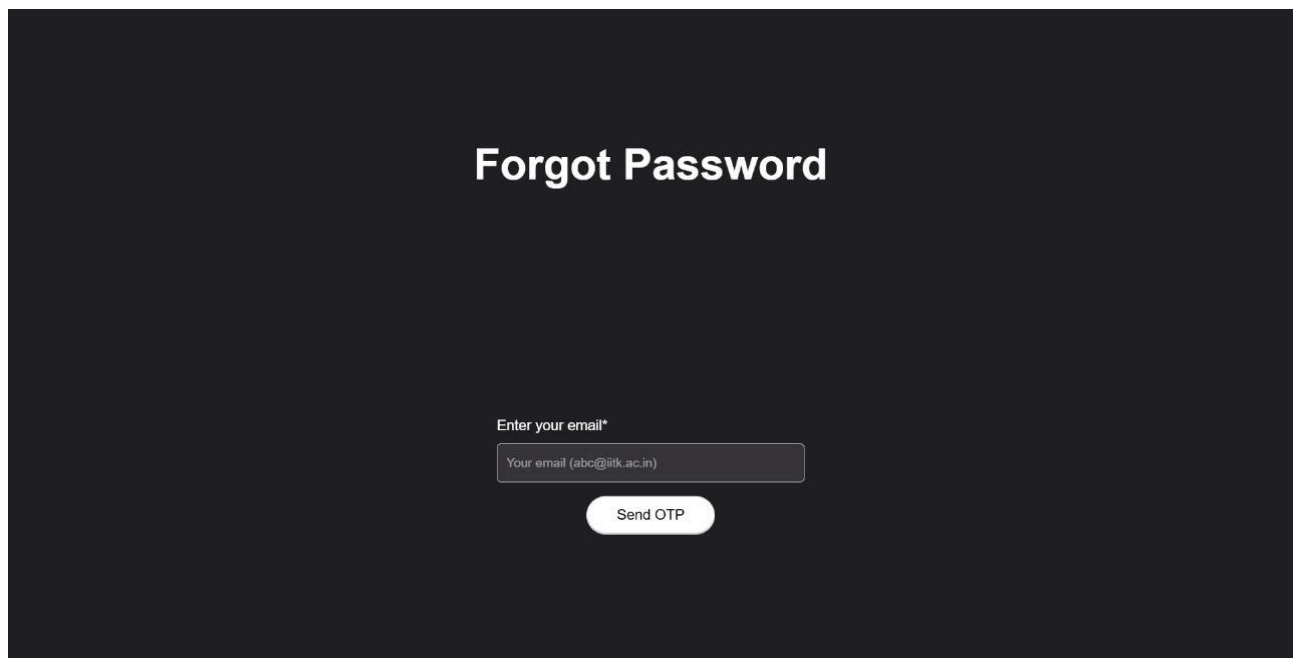
❖ Club accounts are not created manually by clubs.

❖ The EventriX team or system administrator creates club accounts internally.

❖ Login credentials are shared directly with the club via secure communication.

❖ After logging in for the first time, clubs are encouraged to change their password from their dashboard for security purposes.

Important Notes

❖ Student email IDs must be unique and valid.

❖ Club users should change their initial password upon first login.

❖ Both account types follow the same login flow once registered.

Forgot Password

Purpose

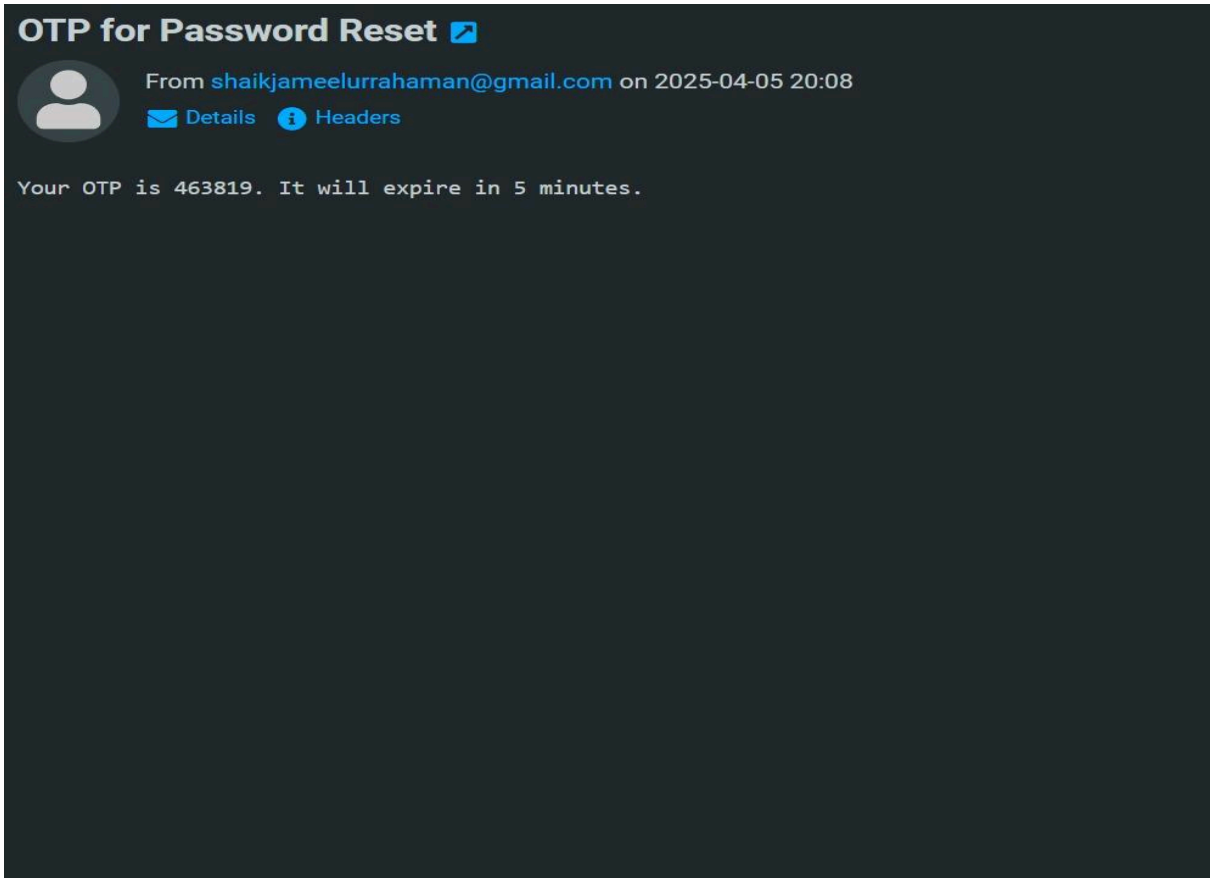**Forgot Password**

Enter your email*
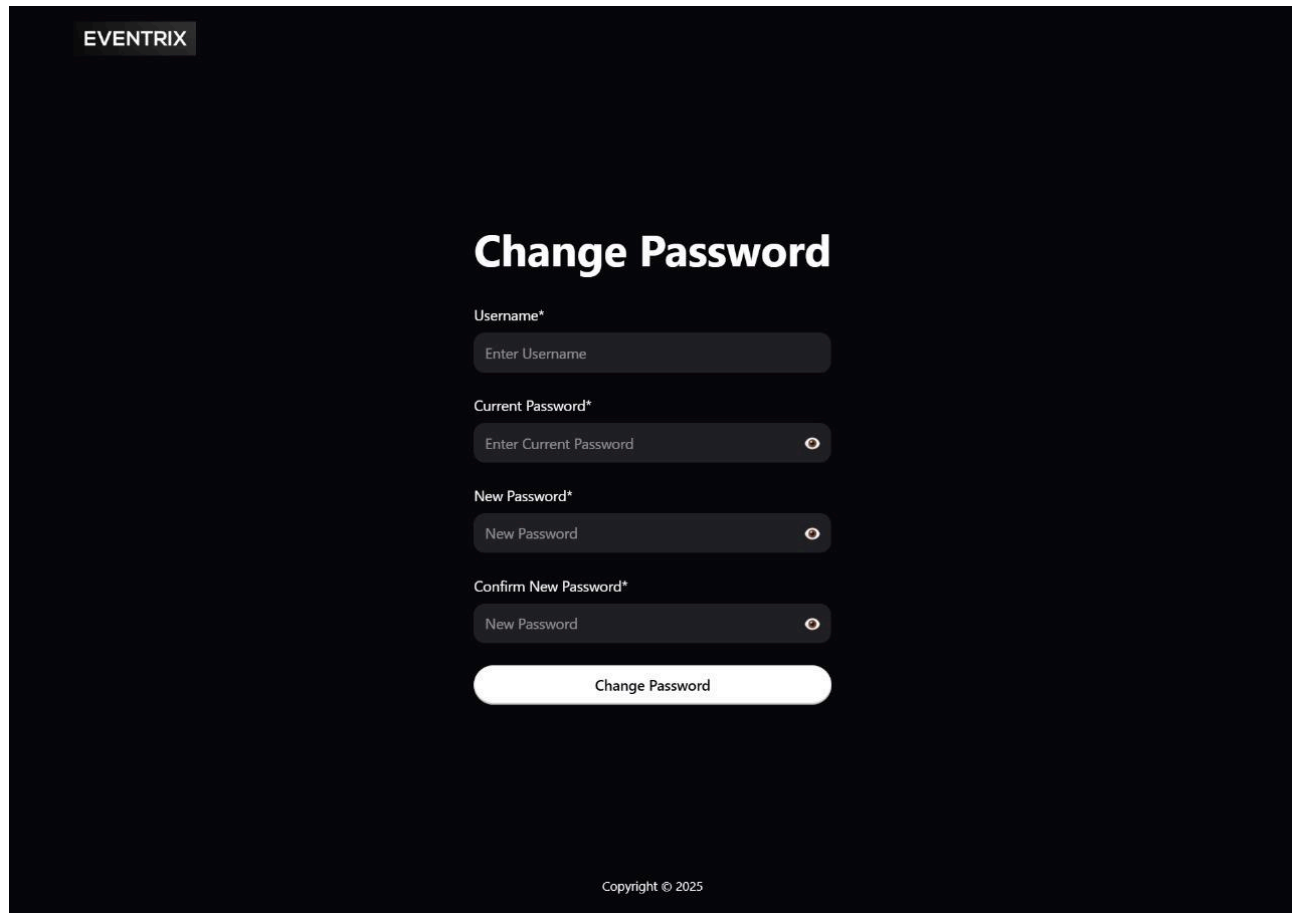
Your email (abc@iitk.ac.in)

Send OTP

The "Forgot Password" functionality allows users to securely reset their password in case it is lost or forgotten.

Password Reset Steps

❖ On the Login Page, click the Forgot Password link.

❖ Enter your registered email address.

❖ Click Submit to receive a password reset email.

❖ Use the OTP in your email and enter a new password.

❖ After successful update, return to the login page and log in with the new password.

Important Notes

❖ If the entered email does not exist, an error message will be shown.

❖ Reset links are time-sensitive and expire after a specific duration.

Home Page

The Eventrix homepage is a dynamic starting point. It blends sleek design with intuitive navigation to deliver a smooth and engaging event discovery experience.
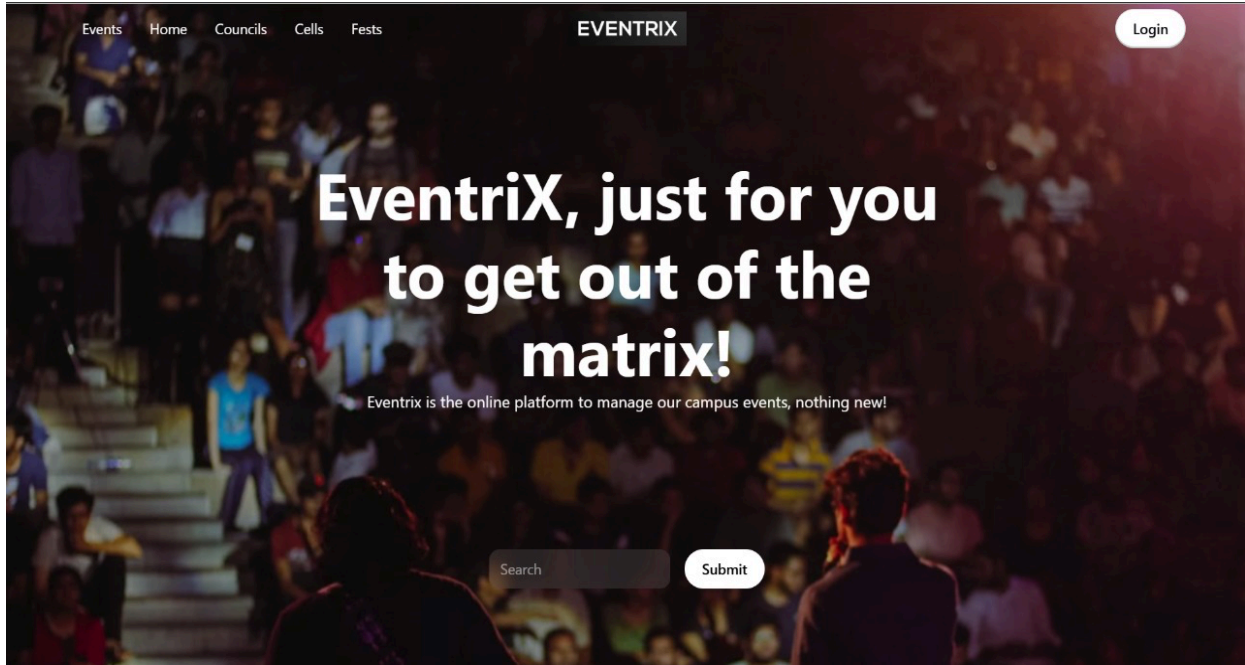

The differents Components of the Home Page are -

❖ **Navbar** -

➢ **Home** - Directs to homepage, a landing page and overview hub.

➢ **Cells** - Directs to cells page , showcasing smaller communities or interest-based groups within institutions or organizations. All the cells are listed in this page with some short descriptions.

➢ **Councils** - Directs to the councils page, which highlights larger organizational bodies or governing student groups. All the councils are listed in this page with some short descriptions.

➢ **Fests –** Directs to Fest Page, dedicated to showcasing the details of the various campus festivals.

➢ **Events –** A central place to discover all events on the platform. Each event has its own page with details, registration options and coordinators contact information.

➢ **Login/Signup (for Guests)** : Directs to the login/signup page where a user can login as two roles namely -

- ■ **Student –** Gives access to explore and register for events using their name, rollno. and password.

- ■ **Admin –** Reserved for council/cell heads or event organizers. Grants tools to create, edit, and manage events, oversee registrations. The id and passwords for admins will be provided by the website which they can edit later on.

➢ **User Profile Section (Logged-In Users)** : The **Profile Section** in Eventrix adapts based on the user's role — **Student** or **Admin** — providing access to relevant features and controls.

- ■ **Student Role:**
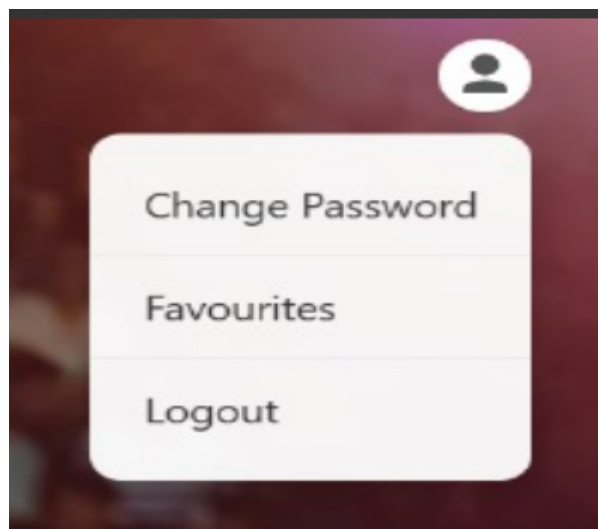
- **Change Password**: Option to securely update their account password.

- **Favourites**: Directs to a dedicated page showing all events the student is subscribed to.
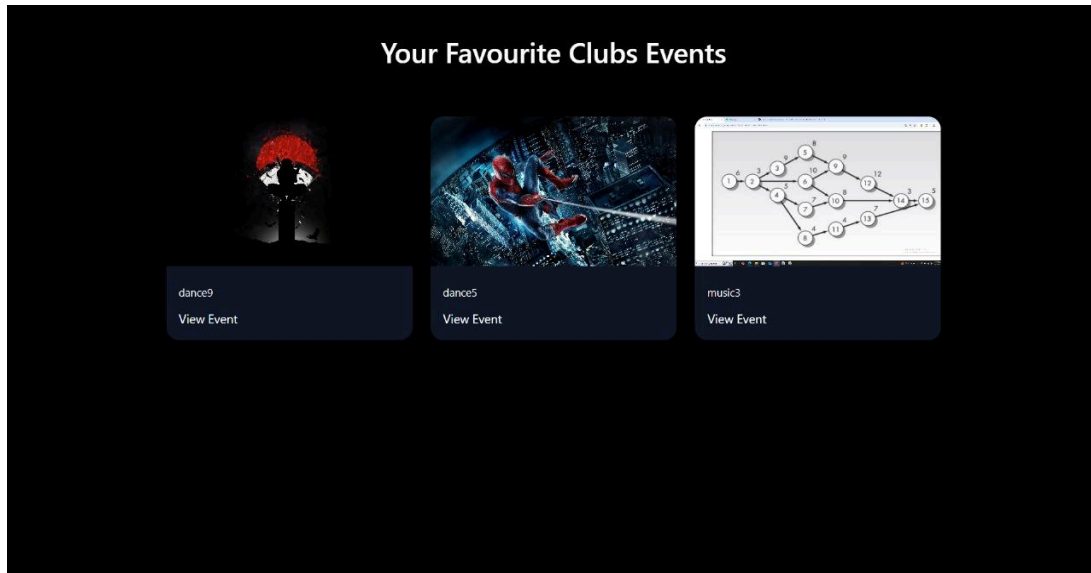
- **Logout:** Quickly and safely end the session.

■ **Admin Role:**
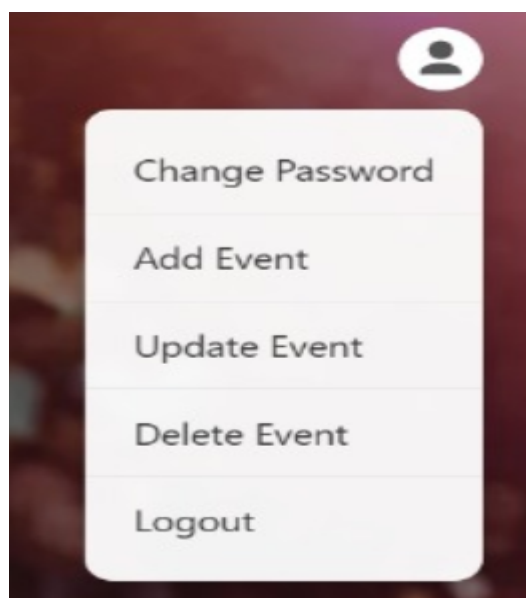
- **Change Password**: Update login credentials securely.

- **Add Event:** Create new events under their assigned entity.

- **Update Event:** Edit details of existing events.

- **Delete Event:** Remove events they have created.

- **Logout:** Log out from the admin panel.

❖ **Search Section –**

➢ **Purpose –** To provide users with a quick and efficient way to find specific events, cells, councils, or fests across the platform.

➢ **Details –**

■   The search bar is accessible from the homepage and all major sections of Eventrix.

■   Users can enter the event name, club/cell, council, or fest. Upon submission, the search intelligently matches the query and redirects users directly to the relevant page — whether it's a detailed event page or the profile of a specific organizing body.

■   This feature ensures seamless navigation and enhances user experience by minimizing the time spent searching for specific content.

All Events Page

❖ The Home Page features a dedicated "Events" section.

❖ This section displays a limited set of the most recent or soon-to-happen events in a concise layout.
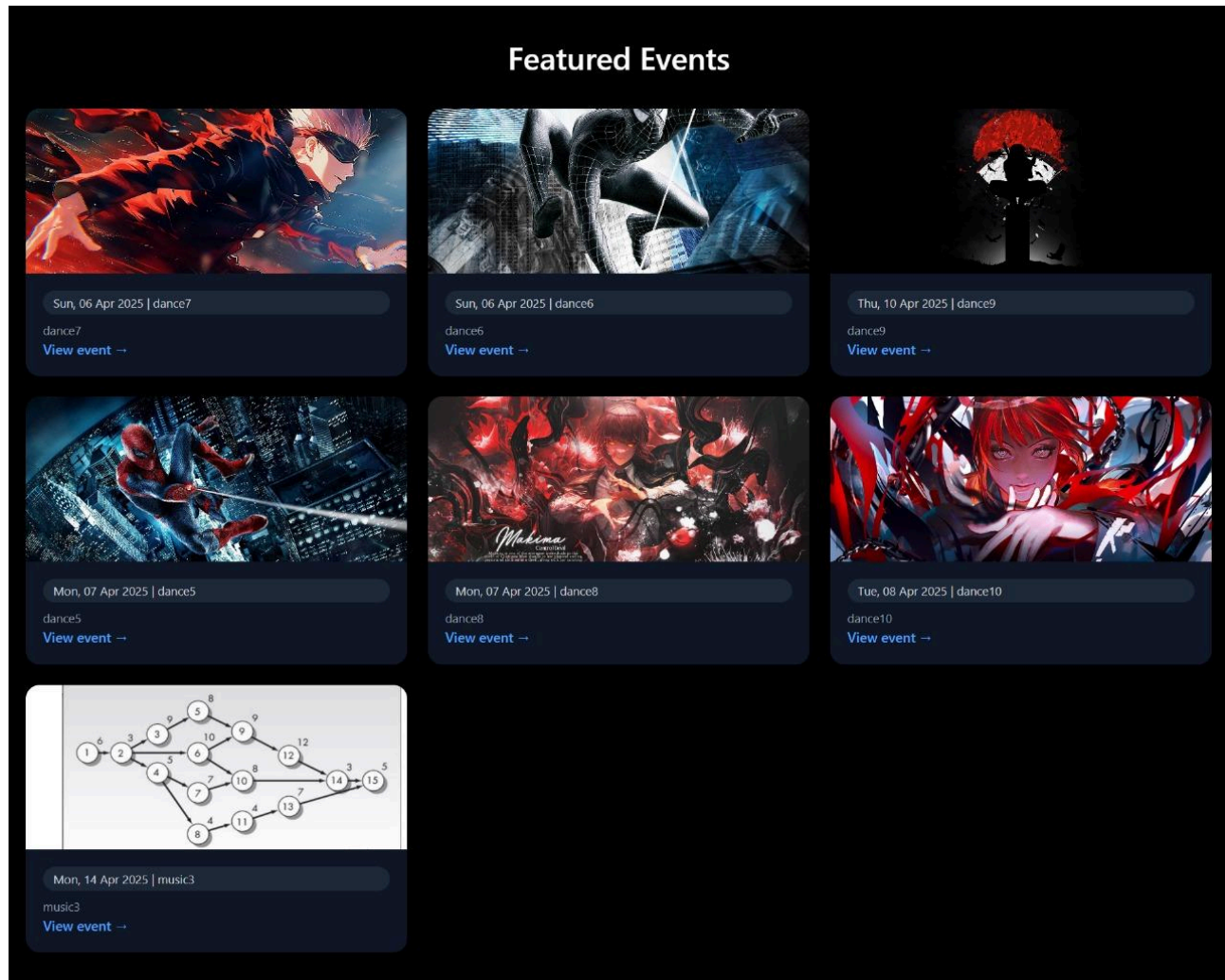
Features of the All Events Page:

❖ Displays a comprehensive list of events, both upcoming and ongoing.

❖ Events are organized in a card-based layout, making it easy to scan and explore.

Event Cards in All Events Page:

Each event is shown in an individual card component, which includes:

❖ Event Title

❖ Short Description

❖ Date & Time

❖ Venue / Platform Information

❖ Event Poster or Visual Banner

Note: If a student is not logged in, clicking the "Notify Me" button will trigger a login prompt.
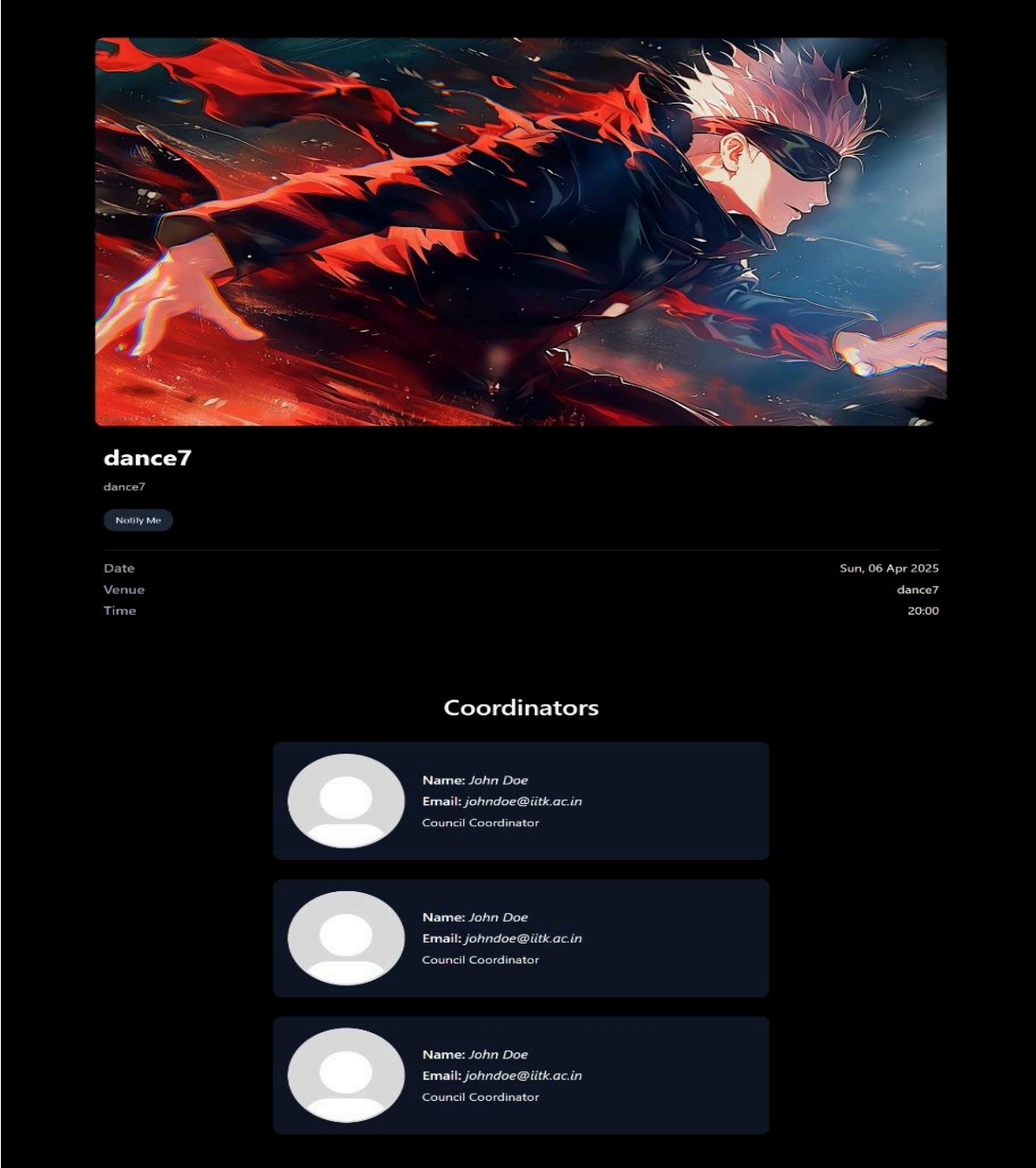
Important Notes :

The "Notify Me" button allows students to opt-in for reminders for upcoming events.

All event data shown on these pages is dynamically fetched from the backend database.

Event Description Page

Purpose:

The Event Description Page provides a detailed view of an individual event. It allows users to understand the complete context, purpose, and logistics of an event before deciding to interact with it (e.g., by setting notifications).

Accessing the Page:

- ❖ This page can be accessed by clicking on any event card from:
  - ➢ The All Events page
  - ➢ Organizing Club's Page

Information Displayed:

Each Event Description Page includes comprehensive details about the selected event. The layout is designed to be clean, informative, and easy to navigate.

Details Included:

- ❖ Event Title
- ❖ Event Poster or Banner (if uploaded)
- ❖ Organizing Club Name
- ❖ Full Event Description
- ❖ Objective, content, guest speakers (if any), and target audience
- ❖ Date and Time
- ❖ Venue or Online Platform Details

User Actions Available

- ❖ For logged-in students, a "Notify Me" button will appear:
- ❖ This allows the student to receive event reminders or updates.

Reminder: music5 is starting soon! ↗

From shaikjameelurrahaman@gmail.com on 2025-04-05 03:52
✉ Details ⓘ Headers

```
Hello,

This is a reminder that the event "music5" is starting at 03:55 on Sat Apr 05 2025.

Don't miss it!
```
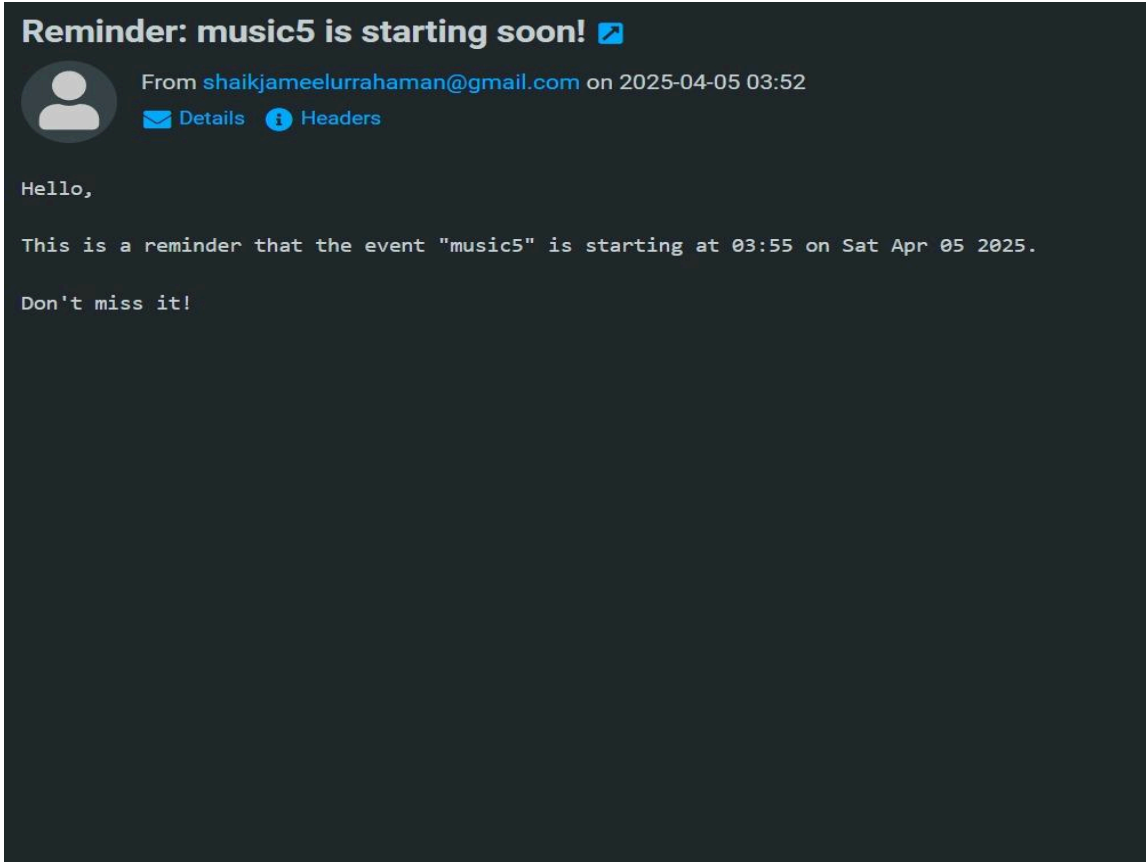
❖ Once clicked, the system confirms subscription (may change button state or show a success message).

❖ If the student is not logged in, clicking the button will trigger a login prompt.

Additional Notes

❖ Clubs and other admins can view the page, but won't see the interactive "Notify Me" feature.

❖ Event content on this page is dynamically pulled from the database and reflects the most recent updates made by the hosting club.

Entity Pages: Fests, Cells, Clubs, and Councils

Eventrix provides dedicated pages for Fests, Cells, Clubs, and Councils, each following a consistent and user-friendly layout. These pages serve as the main identity hubs for the respective entities, offering descriptive content, event listings, and coordinator details. The layout is optimized to present key information clearly, while maintaining editing privileges for authorized administrators only.

Common Page Template (Fests, Cells, Clubs, Council) :

Each entity page (fest, cell, or council) follows a shared structure, designed for clarity and usability:
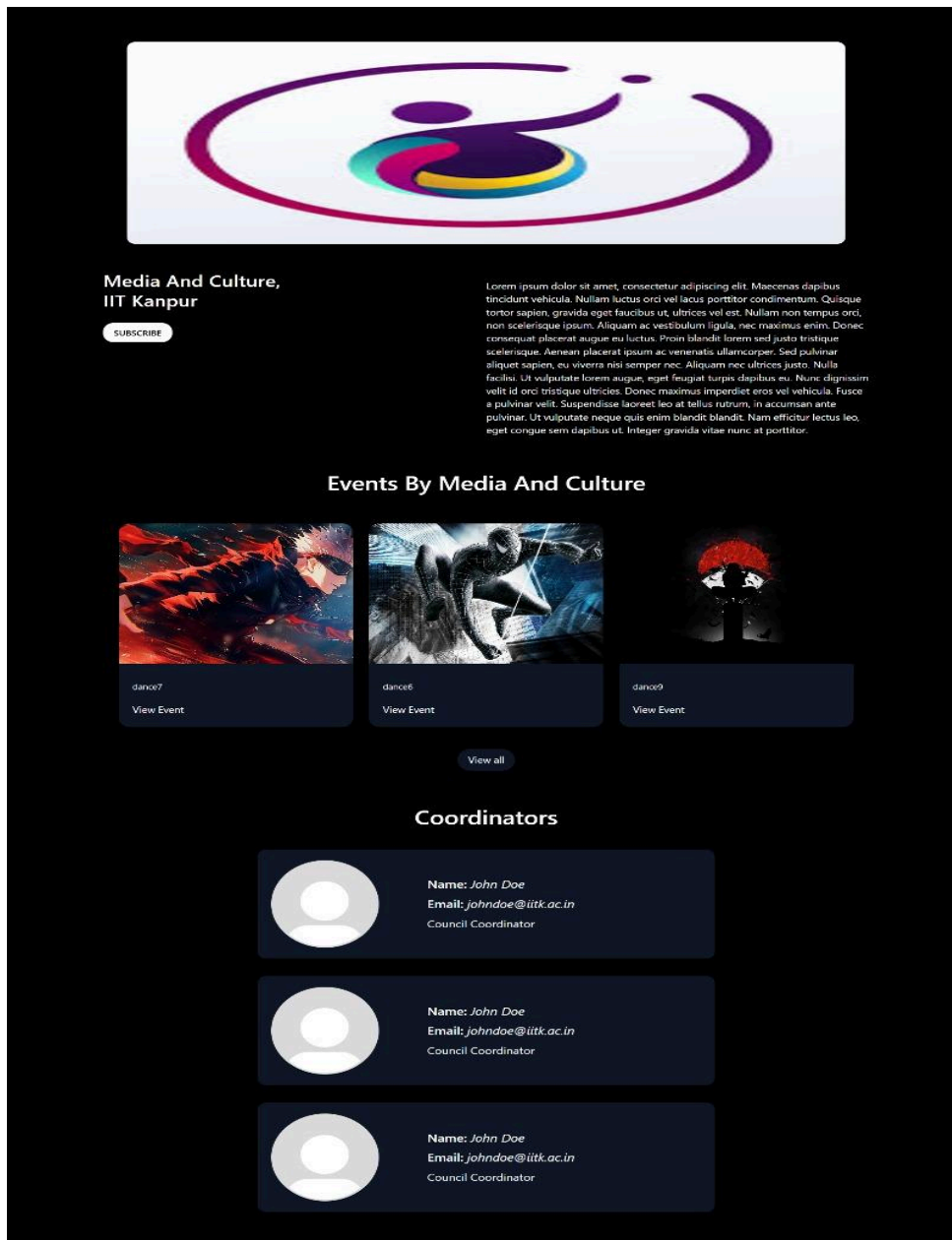
- ❖ Entity Image

- ❖ Entity Name

- ❖ Large Description Section:

  - ➢ Fully editable only by the admin(s) of the entity.

- ❖ **Subscription Feature:** Each Club, Cell, and Council page includes a "Subscribe" button that allows users to stay connected with the entity's activities.

  - ➢ **Purpose:** To let students express interest and stay updated with the entity's future events.

  - ➢ **Functionality:**

    - ■ When a logged-in student clicks the Subscribe button, they are added to the entity's subscription list.

    - ■ Once subscribed, the user will receive email notifications for every upcoming event organized by that entity.

    - ■ This helps students never miss important announcements or opportunities to participate.

  - ➢ The button is clearly visible on each entity page and toggles between "**Subscribe**" and "**Unsubscribe**" based on the user's current status.

- ❖ **Events / Event Calendar Section:**

  - ➢ **For Cells and Councils:** This section displays upcoming events hosted or organized by the entity. Events are shown as cards with brief details and links to full event pages.

  - ➢ **For Fests:** Instead of individual event listings, this section features a visual event calendar or gallery that showcases all events under the fest using poster thumbnails or images in chronological order.

- ❖ **Coordinators Section:**

  - ➢ A list of all coordinators or team members associated with the entity.

  - ➢ Each coordinator is shown with:

    - ■ Profile Image

    - ■ Full Name

    - ■ Position

➢ Designed to provide transparency and contact visibility.

➢ The section is editable by admins to add, remove, or update coordinators as needed.

Section-Specific Differences:

While the overall layout remains consistent, each entity page includes features specific to its nature:

❖ **Fests Page:**

➢ **Events Calendar**

■ A visual gallery or calendar-style section showcasing all scheduled events under the fest.

■ Helps users understand the flow and schedule of the fest at a glance.

■ Typically displayed as event posters or thumbnails with dates.

➢ **Coordinators Section**

■ Lists all coordinators responsible for organizing and managing the fest.

■ Includes coordinator photos and names.

■ Editable by fest admins to maintain accuracy and updates.

❖ **Cells and Councils Pages**

➢ **Events Section**

■ Displays a list or grid of upcoming events organized by the respective cell or council.

■ Each event is shown as a card with the event name, brief description, and a link to view more.

■ Helps users stay updated on the entity's current and future engagements.

➢ **Coordinators Section**

■ Similar to fests, this section lists all coordinators for the cell or council.

■ Editable by the corresponding admin(s).

■ Ensures transparency and allows students to identify key points of contact.
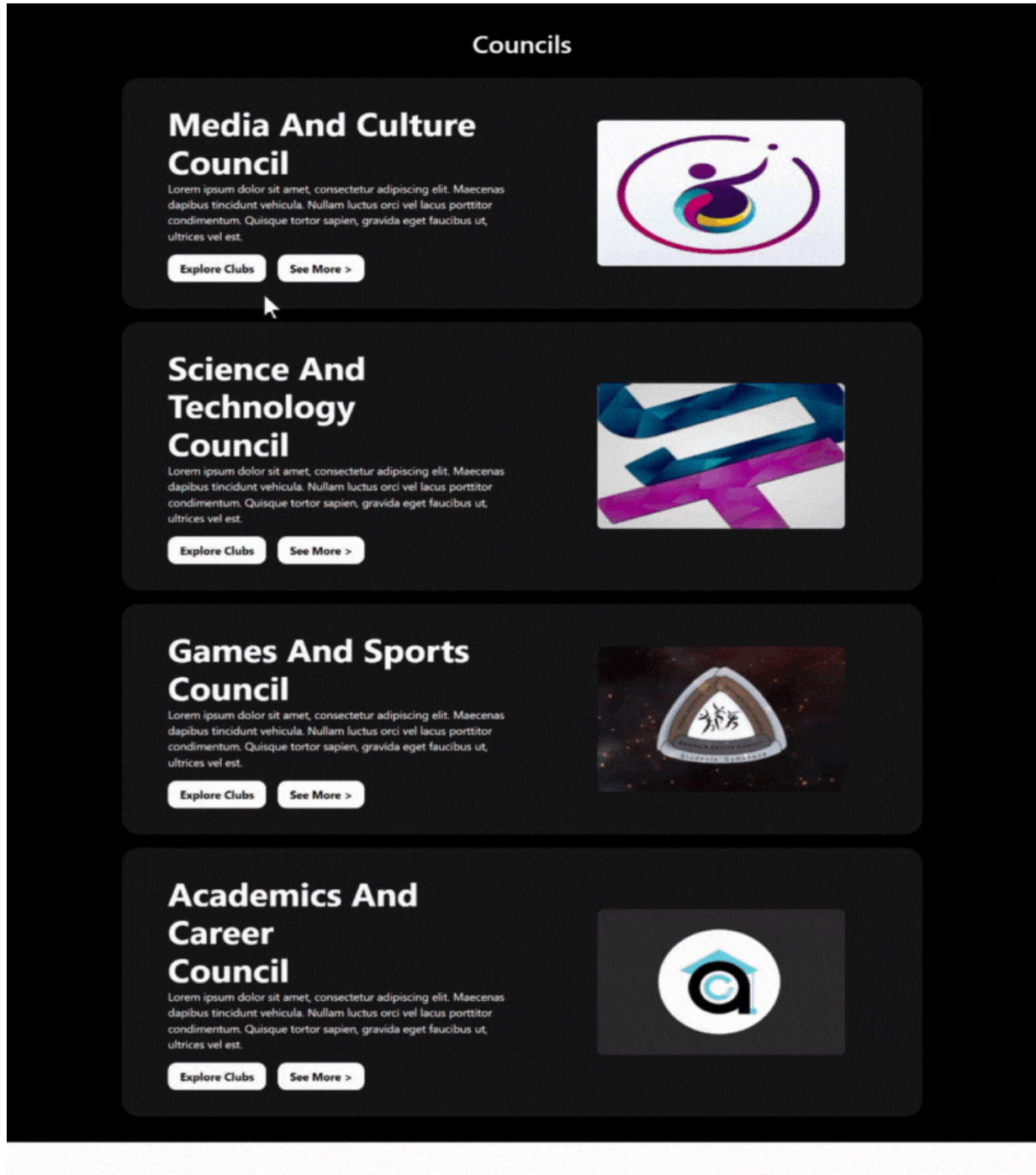
Navigation Flow:

❖ **For Cells/Fests:**
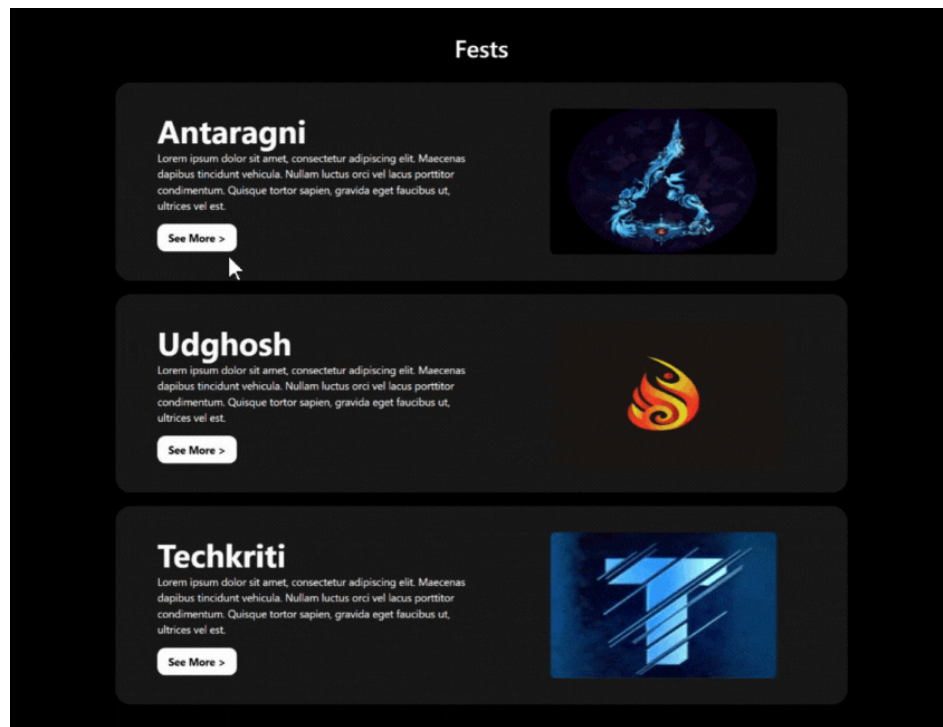
➢ Accessible via the "Cells/Fests" tab in the top navigation bar.

➢ Cells/Fests Page displays a collection of all cells/fests on the platform, each represented as a card.

■ Each cell/fest card includes:

● Cell/Fests name

● Optional image or logo

● "View More" button

➢ Clicking "View More" on a cell/fest card redirects users to that cell's/fests full profile page (as described above).

❖ **For Councils:**

➢ Accessible via the "Councils" tab in the navigation bar.

➢ Councils Page lists all main councils on the platform, each shown as a card with two options:

■ **Council Description**: Redirects to the main council page, following the shared template with image, name, description, events section, and coordinators.

■ **View Clubs**: Opens a page displaying all clubs (cells) under that particular council.

● Each club appears as a card.

● Clicking on a club card redirects to the respective cell page, which uses the same layout as the general cell template.
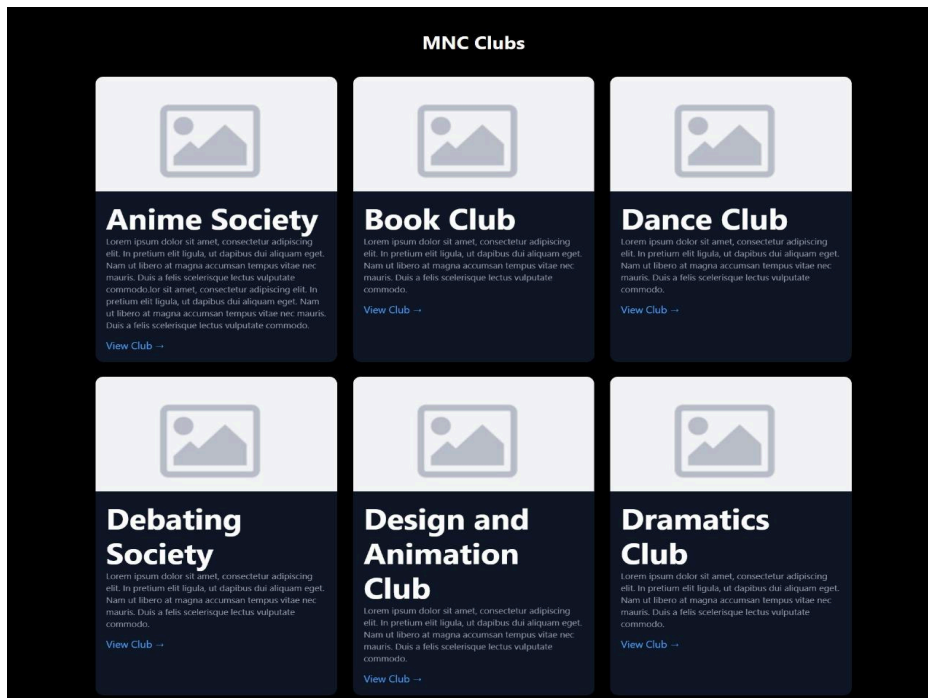
Admin Permissions:

❖ Only users logged in as Admins (assigned to a specific entity) can:

➢ Edit the entity description

➢ Update the image

➢ Manage the coordinators list

❖ Regular users can view all content but cannot make changes.
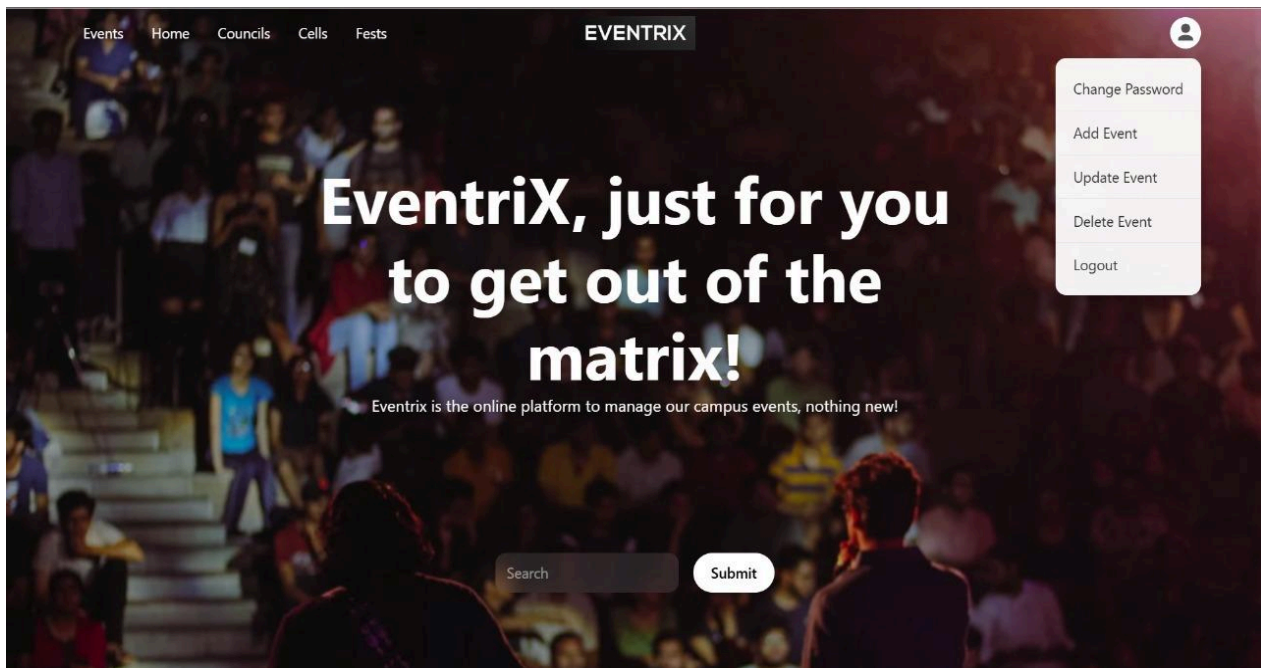
Event Creation Page

Event Creation Form

Purpose

The Event Creation Form allows club accounts (admins) to create and publish new events on the EventriX platform. This feature enables clubs to manage and promote events directly from their dashboard.

Accessing the Form

  ❖ After logging in, clubs are redirected to their Club Dashboard.

  ❖ Within the dashboard, there is a clearly visible "Add Event" button or link.

  ❖ Clicking this opens the Event Creation Form, where all event details can be entered.

Fields in the Event Creation Form

The form includes the following input fields to collect complete event information:

  ❖ **Event Title**

  ➢ A short and descriptive name for the event.

❖ **Event Description**

➢ Detailed information about the event: purpose, agenda, speakers, etc.
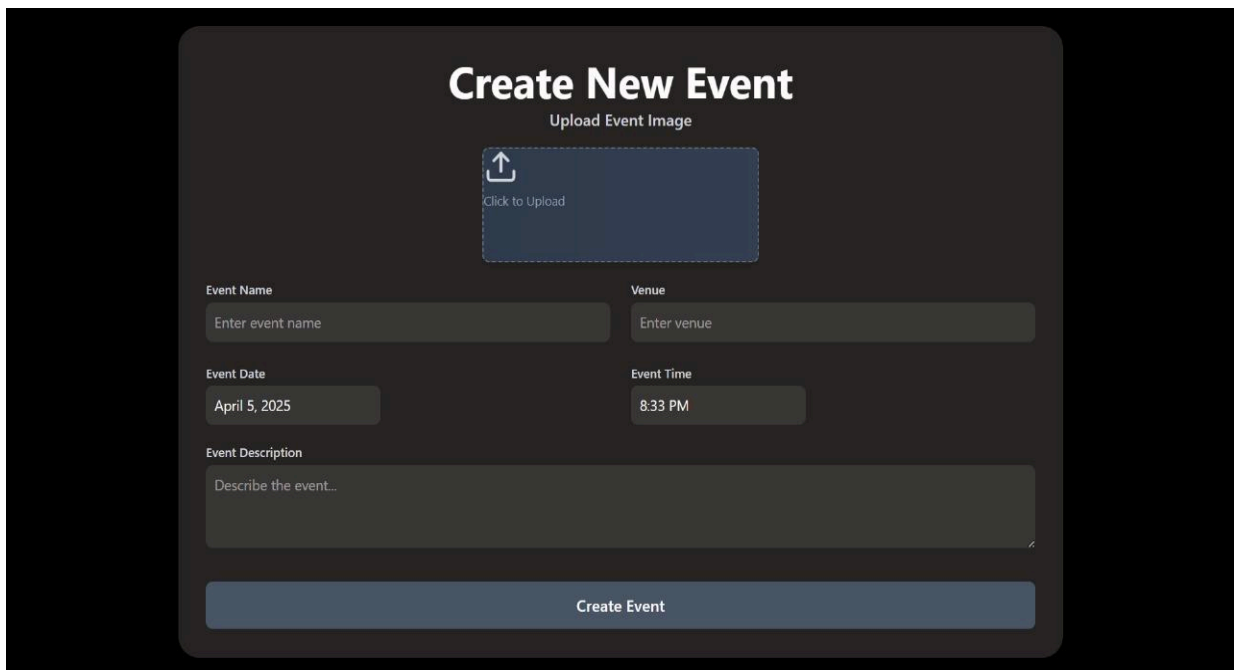
❖ **Date & Time**

➢ Start date and time of the event. (End time can also be optional if applicable)

❖ **Venue / Platform**

➢ Physical location or online meeting link (e.g., Zoom, MS Teams).

❖ **Poster / Banner Upload**

➢ Clubs can upload a poster or event banner to visually promote the event.

Submission and Validation

❖ All required fields must be filled before submission.

❖ The form performs validation checks for:

➢ Missing mandatory fields

➢ Invalid date/time formats

➢ File upload type and size restrictions for posters

❖ Once all details are entered correctly, the club clicks the "Create" or "Submit" button.

After Submission

❖ The newly created event appears:

➢ In the All Events section

➢ On the Home Page under "Upcoming Events" (if it qualifies)

❖ Users can now view, interact with, and subscribe to the event.

Important Notes

❖ Clubs can edit or update the event later from the dashboard if required.

❖ Only club users have access to the event creation feature.

❖ Poster uploads should be in accepted formats (e.g., JPG, PNG) and within size limits.

Modifying Events

# Modifying Events on EventriX

Purpose

The Modify Event feature on EventriX allows users to make changes to existing events by either:

- ❖ Updating event details such as name, date, venue, etc.

- ❖ Deleting an event that is no longer relevant or needed.

This functionality is designed to give event coordinators, and admins full control over campus event management.

How to Access the Modify Event Feature
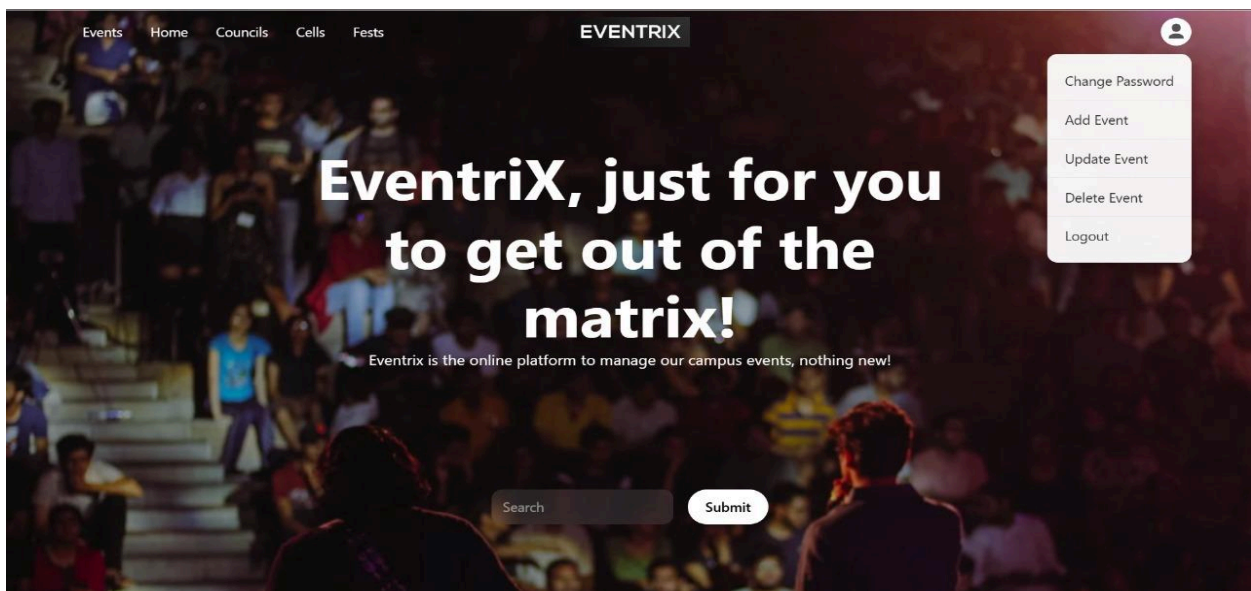
- ❖ Navigate to the EventriX homepage.

- ❖ Click on the profile icon (top right) or locate options depending on your role.

- ❖ Choose either:

  - ➢ Update Event

  - ➢ Delete Event

A prompt window will appear asking you to enter the event name.

Information Displayed in Prompt

❖ Field: Enter event name

❖ Buttons:

➢ Update / Delete

➢ Cancel

This input is used to identify the specific event you wish to update or delete.

Update Event Flow

❖ Select Update Event.

❖ A prompt window appears — enter the name of the event you want to modify.

❖ Click Update.

❖ You are redirected to a new page where you can modify the event details.
  Fields Available for Update:

➢ Event Image (Upload)

➢ Event Name and Venue

➢ Event Date, Time and Description

➢ The Create Event button becomes the Update Event in context.

❖ After editing, click Update Event to save changes.
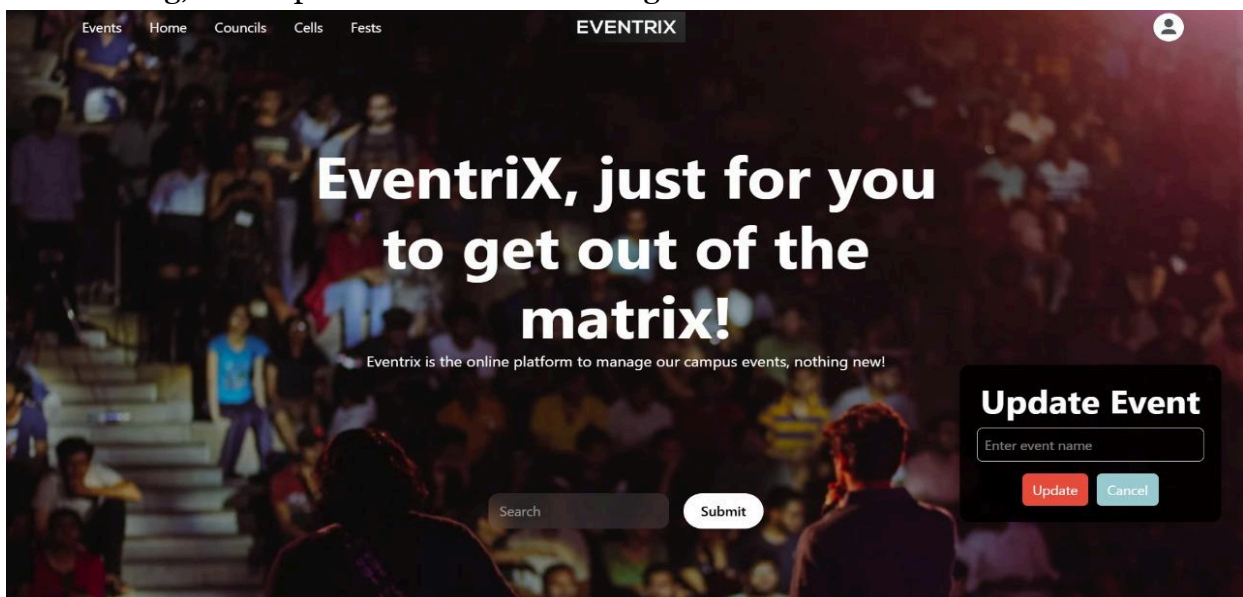
Delete Event Flow

❖ Select Delete Event.

❖ A prompt window appears — enter the name of the event you want to remove.

❖ Click Delete.

❖ The event is immediately removed from the database and will no longer appear on the Events list.
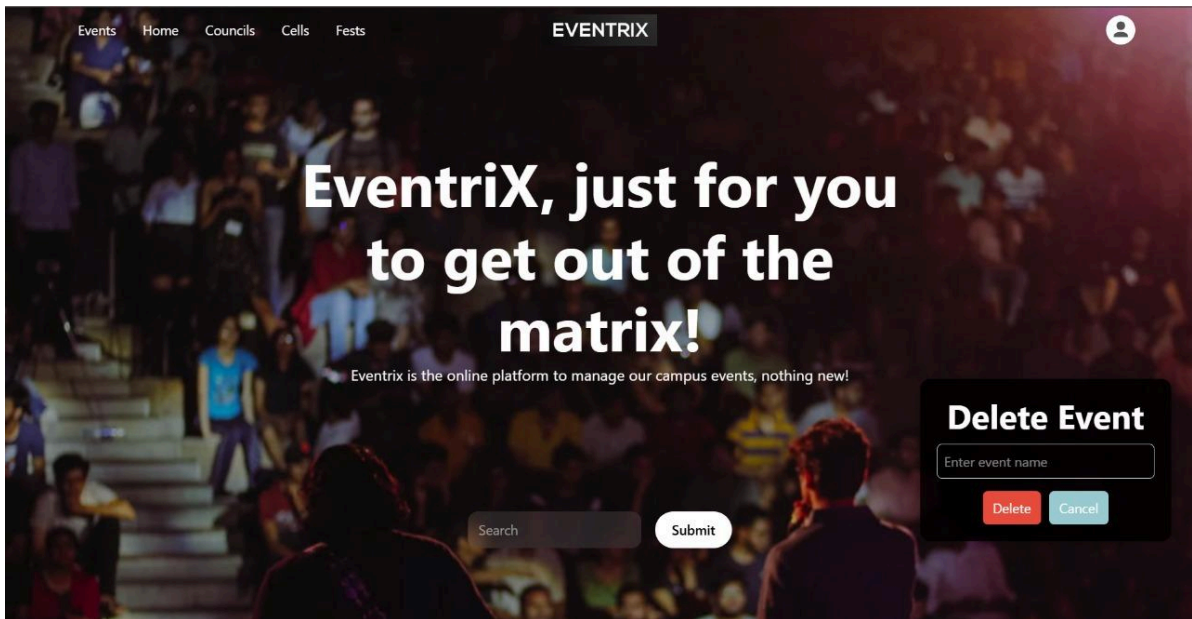
Details Included in Modification

When updating an event:

❖ You can change any of the following:

➢ Image

➢ Name

➢ Date & Time

➢ Venue

➢ Description

When deleting an event:

● Only the event name is required to identify and remove the event.