

YMCA Program Registration

User Manual

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May 2025

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1. Introduction

This user manual describes how to use the software for a YMCA program registration system. This software can be used by two types of users: program participants and YMCA staff members. Using this software, program participants can create an account, log into an account, register for programs, and add family members to their account. Staff members can also register for classes and add family members, but they can also create, modify, and cancel classes. Staff members can also view which participants are currently registered for their classes.

1.1 System Requirements

This product runs on a PC with internet access, Node.js and npm installed, and a web browser.

1.2 Access Instructions

Clone the git repository and install frontend and backend dependencies. From the *backend* directory run: “node index.js” and then in the *frontend* directory, run: “npm run dev”. Then navigate to the web browser application.

2. Getting Started

The YMCA software consists primarily of a home page, account page, and programs page. There is also a login page, signup page, membership dashboard, and a staff portal for staff members. All pages can be navigated to within the same window and the home page can always be accessed through the logo button on the top left corner. In each page, if the user is logged in, they can always log out by clicking the *Logout* button in the top left corner.

Upon startup, the software will display the home page. From the home page the user can navigate to the account page, programs page, login page, and staff portal if the user is a staff member. Throughout this document, each page as well as the additional pages will be explained in depth.

3. Home Page

As stated above, upon start up, the software displays the home page as shown in Figure 1. A user can do the following:

- Select the *Account* button to navigate to the account page to view account information.
- Select the *Programs* button to navigate to the program page to view the currently available programs.
- Select the *Login* button to navigate to the log in page to log into the software. From the login page, there is a button to navigate to the *Signup* page to create an account.
- Staff members will also have an additional *Staff Portal* button as shown in Figure 2 to navigate to the page to create/update/delete programs and search for program participants.

Figure 1:

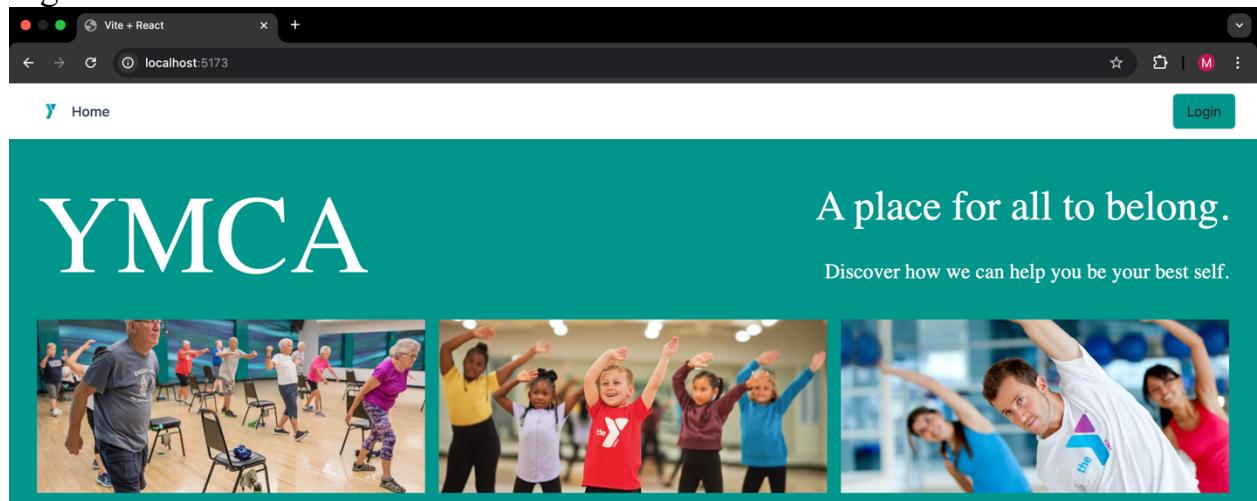
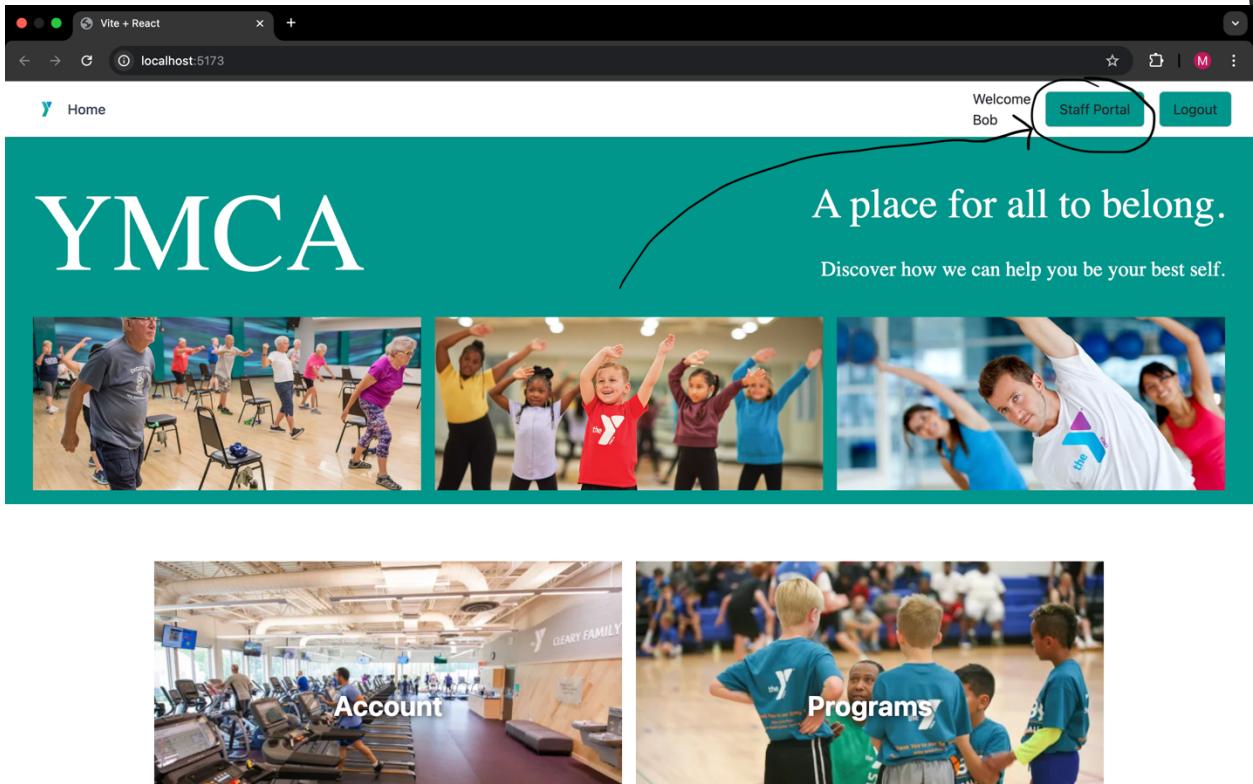


Figure 2:



4. Login Page

Upon navigating to the login page, it will look like Figure 3. The user can enter their username and password for the software to retrieve all their data for subsequent pages and actions. If the user does not have an account, they may click the *Sign Up* page to create an account, which will be described next.

Upon a successful username and password entry, program participants will be automatically sent to the home page and staff members will be sent to the YMCA Staff Portal.

Figure 3:

The image shows the login page. The URL in the browser is 'localhost:5173/login'. The page has a 'Login' heading and two input fields: 'username' and 'password'. Below the fields is a blue 'Login' button. At the bottom, there is a link 'Don't have an account? [Sign Up](#)'.

5. Signup Page

If the user navigates to the signup page as shown in Figure 4, they can enter their first name, last name, username, password, email, and phone number to create an account with the YMCA. The user will then have an account with the YMCA and will be able to perform all the operations described in this document.

The user could also click the *Login* button to navigate back to the login page.

Figure 4:



Sign Up

First Name

Last Name

Username

Password

Email

Phone Number

Sign Up

Already have an account? [Login](#)

6. Account Page

When a user navigates to the account page and are logged in, they will see their account information. Their account information includes: first name, last name, phone number, email, and any family members as shown in Figure 5. The user could click the *View Membership Dashboard* or the *+ Add Family Member* buttons described below:

Figure 5:

The screenshot shows a web browser window with the URL `localhost:5173/Membership`. The page title is "Vite + React". The top right corner displays a welcome message "Welcome Luke" and a "Logout" button. A green "View Membership Dashboard" button is located at the top left. The main content area is titled "Account Information". It displays account details: First Name: Luke, Last Name: Anderson, Phone Number: 608-826-8864, Email: Luke@example.com. Below this, there is a section titled "Family Members" containing two entries. The first entry shows: First Name: Anni, Last Name: Anderson, Relationship: Sibling. The second entry shows: First Name: Preston, Last Name: Anderson, Relationship: Parent. At the bottom left of the main content area is a blue "+ Add Family Member" button.

6.1. Add family member(s)

Program participants can add dependents/family members to their account. They will click the *+ Add Family Member* button which brings up a pop-up form (Figure 6) for them to complete. It asks for the family member's first name, last name, and relationship to account owner. The user can then either click cancel or add to add the family member to their account.

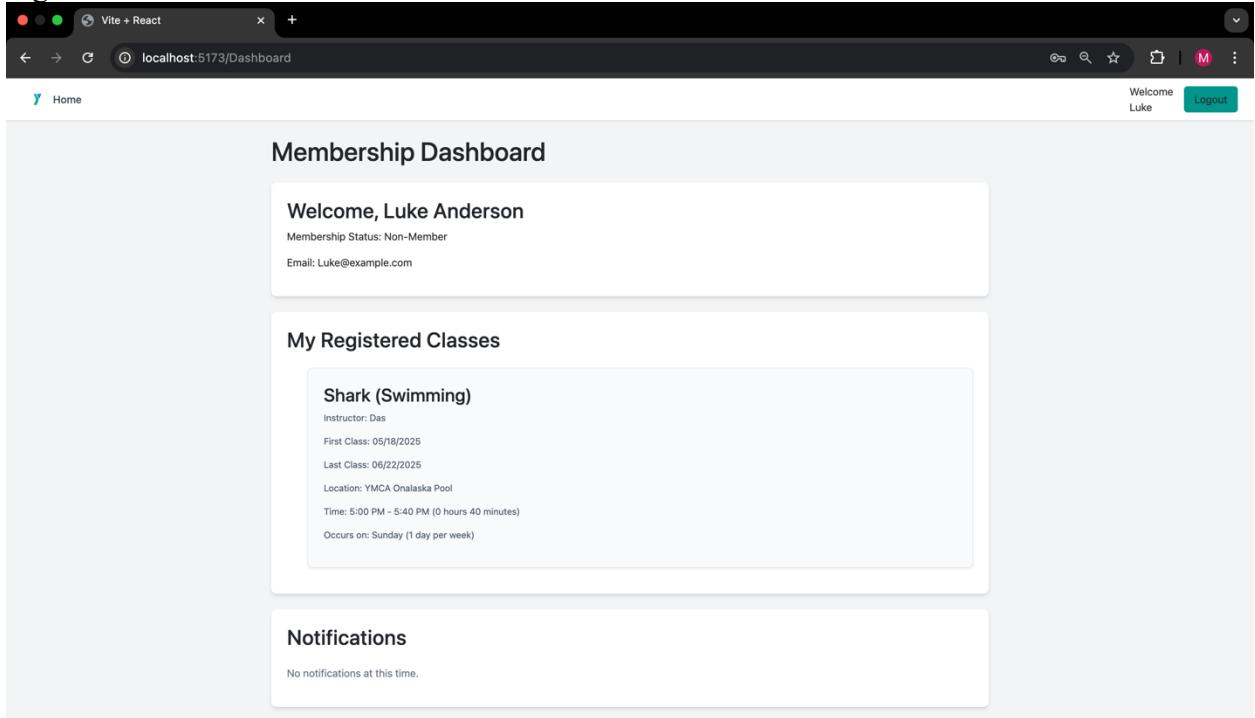
Figure 6:

The screenshot shows a web browser window with the URL `localhost:5173/Membership`. The top right corner displays a welcome message "Welcome Luke" and a "Logout" button. A green "View Membership Dashboard" button is located at the top left. The main content area is titled "Account Information". It displays account details: First Name: Luke, Last Name: Anderson, Phone Number: 608-826-8864. Below this, there is a section titled "Family Members" containing two entries. The first entry shows: First Name: Anni, Last Name: Anderson, Relationship: Sibling. The second entry shows: First Name: Preston, Last Name: Anderson, Relationship: Parent. A modal dialog box titled "Add Family Member" is displayed in the center. It contains three input fields: "First Name", "Last Name", and "Relationship". The "Relationship" field has a dropdown menu open with the placeholder "Select Relationship". At the bottom of the dialog are "Cancel" and "Add" buttons. The background of the page is dimmed to indicate the modal is active.

6.2. View membership dashboard

By clicking the *View Membership Dashboard* button, members can view their membership status (member or non-member) as well as their email. They can also view the classes that they are currently registered for and any notifications. Notifications will contain information about cancelled classes. All of this can be seen in Figure 7.

Figure 7:



7. Programs Page

Upon navigation to the *Programs* page, users can see the current classes being offered by the YMCA. Each class description contains the name of the class, instructor, first/last class date, location, capacity, member/non-member price, a short description of required level, duration, and occurrence of class. There is a register button for each class as well as an enrollment count to show when the class is full and cannot accept any more participants. A class example on the Programs page is shown in Figure 8.

Figure 8:

The screenshot shows a user interface for a web application. At the top, there is a navigation bar with a teal logo icon followed by the text "Home". To the right of the logo are two buttons: "Welcome Luke" and a teal "Logout" button. Below the navigation bar, the page title "Current Classes" is displayed in a large, bold, dark font.

The main content area features a card for a class titled "Shark (Swimming)". Inside the card, the following details are listed:

- Instructor: Das
- First Class: 05/18/2025
- Last Class: 06/22/2025
- Location: YMCA Onalaska Pool
- Capacity: 8
- Member Price: \$48
- Non-Member Price: \$96
- Participants must have passed pike level before.
- Duration: 5:00 PM - 5:40 PM (0 hours 40 minutes)
- Occurs on: Sunday (1 day per week)

Below the details, there is a green button labeled "Enrolled: 1/8" and a grey button labeled "Registered".

Below this card, there is another card for a class titled "Shark (Swimming)" with the following details:

- Instructor: Foley
- First Class: 05/18/2025

7.1. Register for classes

By clicking the Register button in the class description, the participant will be registered for the class if the capacity has not been reached. The participant will then show up in the class roster, viewable by the staff members. Users are required to read the description of the program (shown in Figure 9) and ensure they are at the correct level when they register for the program.

Figure 9:

The screenshot shows a web application interface for managing classes. At the top, there is a navigation bar with a teal logo, a 'Home' link, a 'Welcome' message for 'Luke', and a 'Logout' button. Below the navigation bar, the main content area is titled 'Current Classes'. A card displays details for a class named 'Shark (Swimming)'. The card includes the following information:

- Instructor: Das
- First Class: 05/18/2025
- Last Class: 06/22/2025
- Location: YMCA Onalaska Pool
- Capacity: 8
- Member Price: \$48
- Non-Member Price: \$96
- Participants must have passed pike level before.** (This text is highlighted with a red oval and a black curved arrow points from it to the 'Enrolled' status below.)
- Duration: 5:00 PM - 5:40 PM (0 hours 40 minutes)
- Occurs on: Sunday (1 day per week)

The status 'Enrolled: 1/8' is shown in green, and a dark grey button labeled 'Registered' is visible. Below this card, another card shows similar details for a class with Instructor Foley, First Class on 05/18/2025, and Non-Member Price of \$96.

8. Staff Portal

When a staff member logs in, they will be navigated directly to the Staff Portal (Figure 10). Each action that can be performed on this page is described below:

Figure 10:

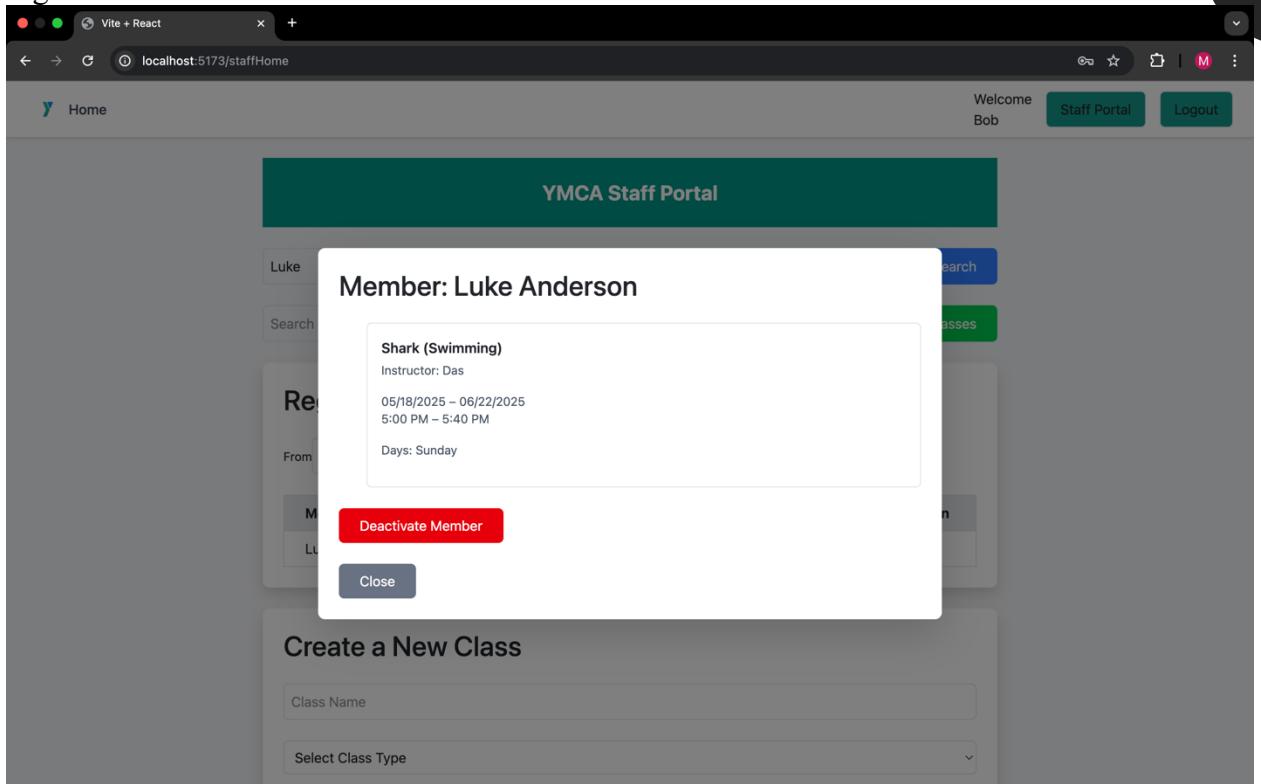
The screenshot shows a web browser window for 'Vite + React' at 'localhost:5173/staffHome'. The top navigation bar includes 'Home', 'Welcome Bob', 'Staff Portal' (which is highlighted in blue), and 'Logout'. A teal header bar says 'YMCA Staff Portal'. Below it is a search bar with placeholder 'Search member by name...' and a 'Search' button. To the right of the search bar is a dropdown menu showing 'Shark' and a 'Search Classes' button. A large white box contains the 'Registrations Report' section with a table showing one registration entry for Luke Anderson. Another large white box below it contains the 'Create a New Class' form with fields for Class Name, Select Class Type, Instructor Name, Start Date, End Date, Start Time, and End Time.

Member	Program	Type	Class Dates	Registered On
Luke Anderson	Shark	Swimming	5/17/2025 – 6/21/2025	5/7/2025

8.1. Search members

The top search bar that the staff member has is the “Search member by name...” search bar. In Figure 11, a staff member has searched the name “Luke” and Luke Anderson is displayed and can view the Shark program that he is registered in. The staff member can also deactivate this member through the *Deactivate Member* button.

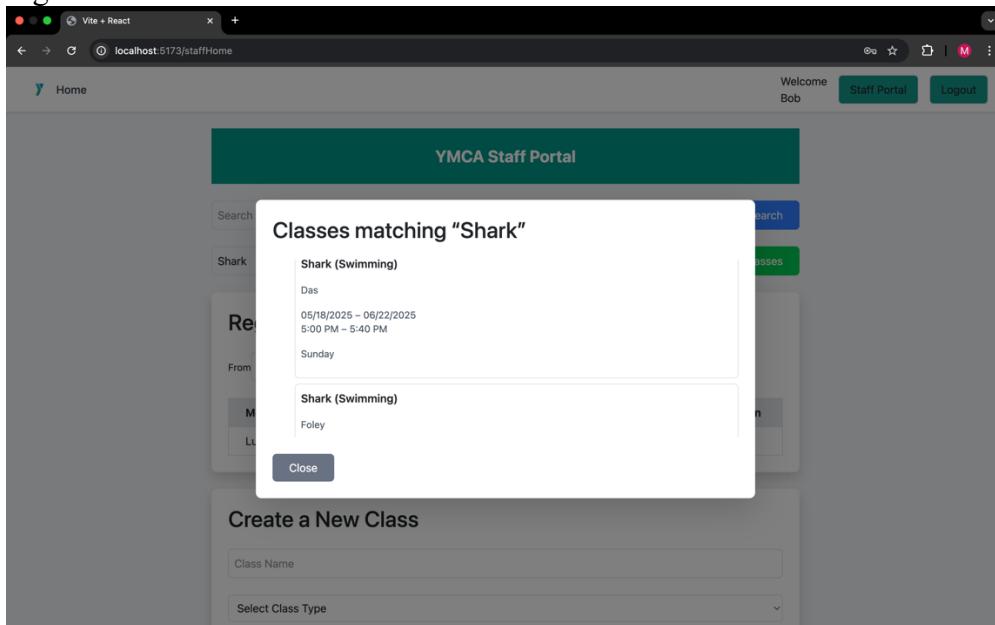
Figure 11:



8.2. Search classes

The second search bar is the “Search classes by name...” search bar. In Figure 12, a staff member has searched “Shark” and can view all programs that have the name “Shark”.

Figure 12:



8.3. Registrations Report

The Registrations Report can show a list of members and the program info that they registered for with a given date input range as shown in Figure 13.

Figure 13:

The screenshot shows a web browser window titled "Vite + React" at "localhost:5173/staffHome". The page is titled "YMCA Staff Portal". At the top, there is a search bar with placeholder text "Search member by name..." and a "Search" button. Below it is another search bar with the text "Shark" and a "Search Classes" button. A large arrow points from the text "Shark" to a table below. The table has a header row with columns: Member, Program, Type, Class Dates, and Registered On. The data row shows: Luke Anderson, Shark, Swimming, 5/17/2025 – 6/21/2025, and 5/7/2025. This row is circled with a thick black line. Below the table is a section titled "Create a New Class" containing fields for Class Name, Select Class Type, Instructor Name, Start Date, End Date, Start Time, and End Time.

Member	Program	Type	Class Dates	Registered On
Luke Anderson	Shark	Swimming	5/17/2025 – 6/21/2025	5/7/2025

8.4. Create a new class

Staff members can also create new classes in the Staff Portal. The form is shown in Figure 14. They must input class name, class type (dropdown), start/end dates, start/end times, location, capacity, member/non-member price, a short description, and the days of the week that the class occurs on. Then they can click the *Create Class* button after filling out all the class information.

Figure 14:

The screenshot shows a web application window titled "Vite + React" with the URL "localhost:5173/staffHome". The main content is a form titled "Create a New Class". The form fields include:

- Class Name
- Select Class Type
- Instructor Name
- Start Date: mm/dd/yyyy
- End Date: mm/dd/yyyy
- Start Time: --:-- --
- End Time: --:-- --
- Location
- Capacity
- Member Price
- Non-Member Price
- Description
- Days of Week:
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

A large teal "Create Class" button is located at the bottom of the form.

8.5. View current classes

Staff members can view a list of the current classes that are being offered. The instructor's name, dates, location, times, and days are shown for a short description as well as an enrollment count for each class. There are also two buttons: *Edit* and *Cancel Class* which they can either edit or cancel classes. Finally, there is a roster of the participants currently enrolled in that class and a search bar to search for specific participants.

8.6. Edit current classes

Staff members can edit class information through the *Edit* button displayed in each class.

8.7. Cancel classes

Through the *Cancel Class* button, staff members can cancel classes in the Staff Portal. Cancelling the class will send a notification to the participants that were enrolled in that class at the time of the cancellation.

Glossary

Program and **Class** are used interchangeably throughout this document, and both mean the same thing: a fitness class put on by the YMCA.

Program Participants are users registered for programs/classes. They can be members or non-members.