

UWL Nonprofit Help Document

This document contains directions for different actions in the use of the UWL Nonprofit event scheduling website for CS741. The document presents help on the following subjects:

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[How do I view a user's volunteer/donation history report?](#)

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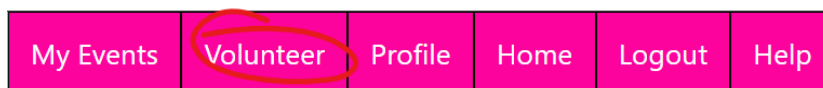
Volunteer Help

How do I view all events?

To view the list of past and present events held by the organization click the UWL Nonprofit logo. This will navigate you to the Home page. Here a list of all events is shown as well as information about these events. Clicking an event will show its description in the space on the bottom of the page.

How do I volunteer for an event?

Click the 'Volunteer' tab in the navigation menu in the top right corner of the page.



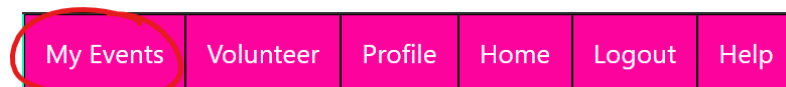
This will take you to a page that contains the list of all of the future events you have not already volunteered before and that are not full. Clicking these events reveals their description like in the home page. To volunteer for an event, click the button labeled 'volunteer' to the right of the screen. The volunteer need can also be seen on the button.

Event Name	Date	Start	End	
C1	12/24/2021	09:00	17:00	Volunteer Need: 1
C2	12/24/2021	09:00	17:00	Volunteer Need: 2

Note: if you have volunteered for something and then cancelled your position, that will not appear on the list and can be found under the 'My Events' tab in the navigation menu. See "How do I view events I am volunteered for?" and "How do I cancel/renew a volunteer slot?" for more information on this.

How do I view events I am volunteered for?

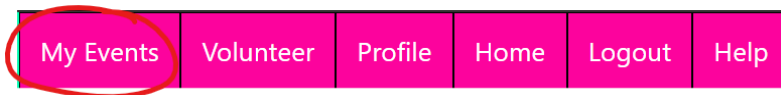
Click the 'My Events' tab in the navigation menu in the top right corner of the page.



This will take you to a page that contains a list of all the events you have volunteered for. Besides the general information offered in other events lists, this list contains a field labelled 'Status'. The 'Status' field can contain three values: 'Volunteered' indicating you're currently considered volunteered for this event, 'Cancelled Slot' indicating you unvolunteered for the event, and 'Event Cancelled' indicating the event is no longer happening. See 'How do I cancel/renew a volunteer slot?' for more information on this page.

How do I cancel/renew a volunteer slot?




Click the 'My Events' tab in the navigation menu in the top right corner of the page.



If you are currently volunteered for an event, there will be a red button on the right labelled 'Cancel' which will unregister you from being volunteered for the event.

If you have cancelled your volunteer slot in an event, there will be a green button on the right labelled 'Volunteer' which will renew your slot in the event unless the event has been filled. An event you are unvolunteered for will appear as crossed out in the list.

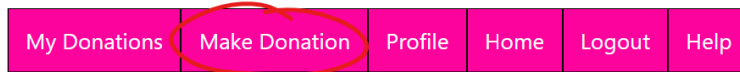
If the event is cancelled there will be no button and the 'Status' field will be labelled as 'cancelled'. A cancelled event will appear as crossed out in the list.

Event Name	Date	Start	End	Status	
Nonprofit Org 2's Annual Event	11/22/2021	08:00	16:00	Volunteered	
Nonprofit Org 1's Annual Event	11/21/2021	09:00	17:00	Cancelled Slot	
Deleted Event	12/24/2021	09:00	17:00	Event Cancelled	
Ct	12/24/2021	09:00	17:00	Cancelled Slot	

Donor Help

How do I make a restricted donation for an event?

Click the 'Make Donation' tab in the navigation menu in the top right corner of the page.



In the first text box enter the amount you wish to donate. This must be in full dollar amounts and cannot be below \$5. The amount can also be incremented by the arrows on the right.

Make Donation

Amount (USD)

Select the desired event to donate to from the dropdown.

Select an event if you want to make a restricted donation

Nonprofit Org 2's Annual Event

Nonprofit Org 1's Annual Event

Nonprofit Org 2's Annual Event

Event 3

C1

C2

Enter description (this part is optional).

Click the blue button labelled 'donate' to complete the donation or 'cancel' to cancel the donation.

Donate

Cancel

How do I make an unrestricted donation to the organization?

Click the 'Make Donation' tab in the navigation menu in the top right corner of the page.



In the first text box enter the amount you wish to donate. This must be in full dollar amounts and cannot be below \$5. The amount can also be incremented by the arrows on the right.

Make Donation

Amount (USD)

Leave the dropdown touched. This is what indicates the donation is unrestricted.

Select an event if you want to make a restricted donation

Enter description (this part is optional).

Click the blue button labelled 'donate' to complete the donation or 'cancel' to cancel the donation.

How do I view donations I have made?

Click the 'My Donations' tab in the navigation menu in the top right corner of the page.



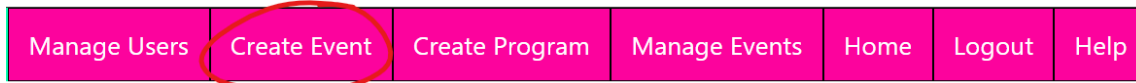
This will show a list of donations you made along with information associated with the donation.

Amount (USD)	Date	Type	Event
1000	12/10/2021	Unrestricted	--
40	12/10/2021	Restricted	Nonprofit Org 1's Annual Event
200	12/10/2021	Restricted	Nonprofit Org 2's Annual Event
700	12/10/2021	Unrestricted	--

Admin Help

How do I create a new event?

Click the 'Create Event' tab in the navigation menu in the top right corner of the page.



This will take you to a tab containing a form for the event. Below is an explanation of what each field in the form is:

- Event Name – The name of the event.
- Volunteer Need – The number of volunteers needed for the event. Must be at least 1.
- Donation Goal – The target amount of money wanted for the event.
- Event Date – The date the event will be held. Cannot be in the past.
- Start Time – The time the event will start.
- End Time – The time the event will end. Cannot be before the start time.
- Description – A description of an event. This is where location and any other information not specified in the other fields is supposed to go. This field is not necessary.

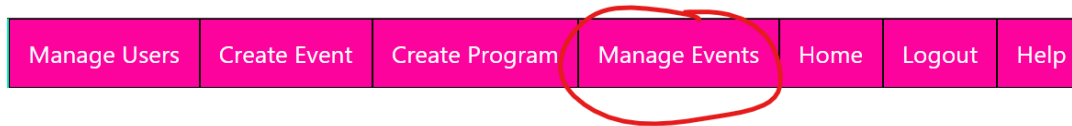
Click the blue button labelled 'Add Event' to add the event into the database. If it is greyed out, this means that one or more of the above required fields have not been filled out.

Hit the white 'Cancel' button to return to the home screen without adding the event.



How do cancel an event?

Click the 'Manage Events' tab in the navigation menu in the top right corner of the page.



This will take you to a tab with the list of all the events and some buttons for control. To cancel an event, click the red button on the right side of the screen labelled 'Cancel'. Be careful to make sure it is the button in the row for the event you mean to cancel.

Event Name	Volunteer Need	Donation Goal	Date	Start	End		
Nonprofit Org 1's Annual Event	2	260	11/21/2021	09:00	17:00	Edit	Cancel
Event 3	2	300	11/22/2021	08:00	16:00	Edit	Cancel
C1	1	300	12/24/2021	09:00	17:00	Edit	Cancel
C2	2	300	12/24/2021	09:00	17:00	Edit	Cancel

How do I view all users?

Click the 'Manage Users' tab in the navigation menu in the top right corner of the page.



This will take you to a tab where you can see all users and some various information associated with them. There are several tasks you can accomplish from this view as well which will be discussed below in 'How do I view a user's volunteer/donation history report?', 'How do I delete a user?', and 'How do I reinstate/renew a user?'

How do I view a user's volunteer/donation history report?

Click the 'Manage Users' tab in the navigation menu in the top right corner of the page.



This will take you to a tab which lists all users. In order to see their information, click the button labelled 'View Donation History' or 'View Volunteer History' depending on the type of user. This will take you to a view of information associated with the user in question.

Username	First	Last	Type	
evan	Evan	Witthun	Admin	Delete
john	John	Cornwell	Admin	Delete
donor	John	Cornwell	Donor	View Donations History Delete
volunteer	John	Cornwell	Volunteer	View Volunteer History Delete

How do I delete a user?

Click the 'Manage Users' tab in the navigation menu in the top right corner of the page.



This will take you to a tab which lists all users. You can delete on a in two ways. The first is you can click the delete button on the far right of this page to delete the user.

Username	First	Last	Type	
evan	Evan	Witthun	Admin	Delete
john	John	Cornwell	Admin	Delete
donor	John	Cornwell	Donor	View Donations History Delete
volunteer	John	Cornwell	Volunteer	View Volunteer History Delete

The second is you can click the button 'View Donations History' or 'View Volunteer History' to see the users information page. On this view there is also a red button labelled 'delete' which will delete the user.

Volunteer Details

Username: **volunteer**

First Name: **John**

Last Name: **Cornwell**

Status: **Active**

Total volunteer hours for volunteer: **0**

Future volunteer hours for volunteer: **0**

John Cornwell's Events

Event Name	Date	Start	End	Status
Nonprofit-Org-2's Annual Event	11/22/2021	08:00	16:00	Event Cancelled
Nonprofit-Org-1's Annual Event	11/21/2021	09:00	17:00	Cancelled Slot
C1	12/24/2021	09:00	17:00	
Deleted Event	12/24/2021	09:00	17:00	Event Cancelled

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[Delete](#)

How do I reinstate/renew a user?

Click the 'Manage Users' tab in the navigation menu in the top right corner of the page.



This will take you to a tab which lists all users. You can renew on a in two ways. The first is you can click the renew button on the far right of this page to renew the user.

Username	First	Last	Type		
evan	Evan	Witthun	Admin		Delete
john	John	Cornwell	Admin		Delete
donor	John	Cornwell	Donor	View Donations History	Delete
volunteer	John	Cornwell	Volunteer	View Volunteer History	Renew

The second is you can click the button 'View Donations History' or 'View Volunteer History' to see the users information page. On this view there is also a green button labelled 'renew which will renew the user.

Volunteer Details

Username: **volunteer**

First Name: **John**

Last Name: **Cornwell**

Status: **Deleted**

Total volunteer hours for volunteer: **0**

Future volunteer hours for volunteer: **0**

John Cornwell's Events

Event Name	Date	Start	End	Status
Nonprofit Org 2's Annual Event	11/22/2021	08:00	16:00	Event Cancelled
Nonprofit Org 1's Annual Event	11/21/2021	09:00	17:00	Cancelled Slot
Deleted Event	12/24/2021	09:00	17:00	Event Cancelled
€†	12/24/2021	09:00	17:00	Cancelled Slot

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Renew