# **Event24 Documentation**

Project Goal: To create a website that can facilitate the organisation of events by various clubs in an institute.

#### Technologies used:

- 1. Frontend HTML, CSS, Bootstrap, JavaScript (Rendered using EJS)
- 2. Backend Nodejs
- 3. Database MongoDB

Home page: http://localhost:8080/event24

To use the website, follow these steps:

## For admin:

- 1. Create your account as mentioned in README.md.
- 2. Login (URL: http://localhost:8080/login)
- 3. You will be able to view the following pages:

#### i. Events

On this page, you will be able to view and modify all the events in the institute. Click on a particular event to get more details, edit details, or cancel the event.

To add a new event, click on the last box with '+' sign. Add the event details and click on "Arrange Event". Interested users will receive an email notifying them about the event.

If an authorised user adds, edits, or cancels any event, you will receive an email informing you the same.

#### ii. My Events

This page consists of your personal events. Only you can view and modify these events. No emails will be sent for these events.

#### iii. Requests

Here, you can view all the requests made by the users of the institute to add, edit, or cancel any event. You can take any one of the following actions:

Approve for this event –

The user will get the mentioned permission for this particular event. If request type is "Organise", then the user will be able to edit and cancel the event as well.

Approve for all events of "club name" –

The user will get all permissions for events which are organised by the mentioned club.

Decline - The user's request will be declined.

No action - Do nothing.

#### iv. Manage Users

This page lists down all the users along with their permissions. You can modify the permissions of any user.

#### v. Profile

View and modify your account details.

## For other users:

1. Register (URL: http://localhost:8080/register)

Enter your username, password, email, and institute.

Select the clubs for which you would like to receive an email. You will be notified when a new event is arranged or if an existing event is edited or cancelled. You may also choose to receive a reminder one hour before an event is scheduled.

- 2. Login (URL: http://localhost:8080/login)
- 3. You will be able to see the following pages:

#### i. Events

On this page, you will be able to view and modify all the events in the institute. Click on a particular event to get more details, edit details, or cancel the event.

To add a new event, click on the last box with '+' sign. Add the event details and click on "Arrange Event". Interested users will receive an email notifying them about the event. They will also get updates if the event is edited or cancelled.

Note that you must have permission to arrange the event. If you do not have it, then a request will be sent to your institute admin. Additionally, you may also request to edit or cancel an existing event. You will get an email about the admin's action to your request.

Once you have the required permission, you can take the corresponding action. Please note that if you misuse your permissions, then the admin can deny you the given permissions.

# ii. My Events

This page consists of your personal events. Only you can view and modify these events. No emails will be sent for these events.

### iii. Profile

View and modify your account details. You can also edit your interests here.