

## **Client Proposal: Comprehensive Membership Management Portal**

### **1. User Authentication & Security**

- Login:
  - Secure login page with email and password authentication.
  - Robust session management for maintaining user sessions securely.
- Signup:
  - User registration form capturing essential details such as full name, email, and password, with proper validation.
- Forgot Password:
  - A secure password recovery process via email verification.
- reCAPTCHA Integration:
  - Implement Google reCAPTCHA on all authentication and contact forms to safeguard against automated attacks and spam.

### **2. Contact Form**

- Database Integration:
  - All contact form submissions are securely stored in a database for easy access and record-keeping.
- Email Notifications:
  - Automatic email notifications are sent to both the user (for confirmation) and admin (for notification) upon form submission.

### **3. Responsive Design**

- Mobile-Friendly Interface:
  - Fully responsive design ensuring an optimal user experience across all devices, including desktop, tablet, and mobile.

### **4. Membership Management Portal**

- Members Database:
  - A secure database to store detailed member information, including personal details, financial status, and membership status.
- Member's Portal:
  - A dedicated portal where members can log in to access personalized information, update profiles, and access exclusive resources.
- Registration Management:
  - Structured registration process with automatic assignment of unique registration numbers based on predefined criteria (e.g., YIP-Country Code-Ranking Number-Year of Joining).
- Membership Renewals & Dues Management:
  - Integrated payment processing for membership dues and renewals, with support for multiple payment methods.
- Members Directory:
  - A searchable directory allowing members to find others by name, code, or country.

- Language Support:
  - Multilingual support (initially English and French) to cater to diverse member bases.

## 5. Member Dashboard

- Dashboard Overview:
  - A user-friendly dashboard displaying key member information, such as full name, PIN number, and financial status.
- Profile Management:
  - Members can view and update their personal details, including contact information, employment status, and academic qualifications (with document uploads).
- Financial Status:
  - Real-time updates on membership status and financial dues.
- Access to Resources:
  - Exclusive access to members-only resources, including documents, event materials, and educational content.

## 6. Detailed Profile Management

- Comprehensive Profile Information:
  - Capture and manage detailed member profiles, including personal information, marital status, academic qualifications, and employment history.
- Document Uploads:
  - Sections for uploading proof of qualifications, means of identification, and other necessary documents.
- Next of Kin & Referee Information:
  - Capture next of kin details and referee information with full contact details.
- Declaration:
  - A declaration section where members can agree to terms, conditions, and privacy policies.

## 7. Financial Management

- Member Wallet:
  - A dedicated wallet section displaying payment confirmations for subscriptions, events, and other fees.
- Transaction History:
  - A detailed history of all financial transactions, with options to download receipts.

## 8. ID Card Generation

- Online ID Card:
  - Generate printable ID cards for members, featuring their photo, full name, ID number, barcode, and expiration date.
- Automatic Synchronization:
  - Synchronization with the date of birth to determine membership expiration (e.g., membership expires at age 40).

## 9. Admin Dashboard

- Comprehensive User Management:
  - Admin panel displaying all registered users with advanced search, filter, and management capabilities.
- Age-Based Membership Management:
  - Special filters to display and manage members who are no longer eligible due to age constraints.
- Contact Form Management:
  - Centralized management of all contact form submissions, with search functionality and the ability to respond directly.
- Membership Monitoring & Reporting:
  - Tools for monitoring membership renewals, approving new members, updating member statuses, and generating reports on membership trends and dues collection.

#### 10. Additional Considerations

- Security & Compliance:
  - Implement SSL/TLS for secure communication, conduct regular security audits, and ensure compliance with data protection regulations.
- Scalability:
  - The portal is designed for scalability, allowing it to handle an increasing number of members and resources efficiently.
- Backup & Recovery:
  - Regular database backups and a recovery plan to prevent data loss and ensure business continuity.