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Computer Engineering Department**



# **PUP Adder: A New Era of Managing Events User Guide**

## **Database System Implementation**

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**Table of Contents**

PUP Adder.....	3
Log In Page.....	5
Sign Up Page.....	5
Admin POV	
a. Discover Events.....	8
b. Mini Dashboard.....	9
c. Change Password.....	10
d. Upcoming Events.....	11
e. Past Events.....	12
f. Main Dashboard.....	13
g. Participants and Export.....	14
h. Admins.....	15
i. Find User Functionality.....	16
j. Update User Role.....	17
k. Scan QR Code.....	18
l. Create Event.....	19
m. Profile.....	20
User POV	
a. Change Password.....	21
b. Discover Events.....	22
c. Upcoming Events.....	23
d. Past Events.....	24
e. Profile.....	25



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## **PUP Adder**

### **1. Introduction**

Welcome to PUP Adder! This guide provides step-by-step instructions to help you navigate and use the website effectively.

### **2. System Requirements**

To access PUP Adder, ensure your system meets the following requirements:

- Supported Browsers: Chrome, Firefox, Safari, Edge
- Internet Connection: Minimum 2 Mbps for smooth browsing
- Device Compatibility: Desktop, Tablet, Mobile

### **3. Getting Started**

#### *3.1 Creating an Account*

- Visit <https://pupgather.vercel.app/>.
- Click on the "Sign Up" button.
- Enter your details (name, email, password, etc.).
- Verify your email and log in.

#### *3.2 Logging In*

- Click on "Login" on the homepage.
- Enter your credentials.
- Click "Sign In."

### **4. Account Management**

#### *4.1 Updating Profile*

- Navigate to "Account Settings."



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- Modify details and save changes.

#### *4.2 Changing Password*

- Click "Security Settings."
- Enter a new password and confirm changes.

#### *4.3 Deactivating Account*

- Go to "Account Settings."
- Click "Deactivate Account" and confirm.

### **5. Troubleshooting and FAQs**

#### *5.1 Common Issues*

- Forgot Password? Reset via "Forgot Password" link.
- Website Not Loading? Clear cache or try a different browser.

#### *5.2 FAQs*

- How to contact support? Visit the "Support" page.
- Can I change my email? Yes, in "Account Settings."

### **6. Contact Support**

For any queries, reach out via:

- Email: [ronniedaza19@gmail.com](mailto:ronniedaza19@gmail.com)
- Phone: 0905 492 6055

### **7. Terms and Policies**

Refer to the Privacy Policy and Terms of Service pages for details on data protection and user agreements.

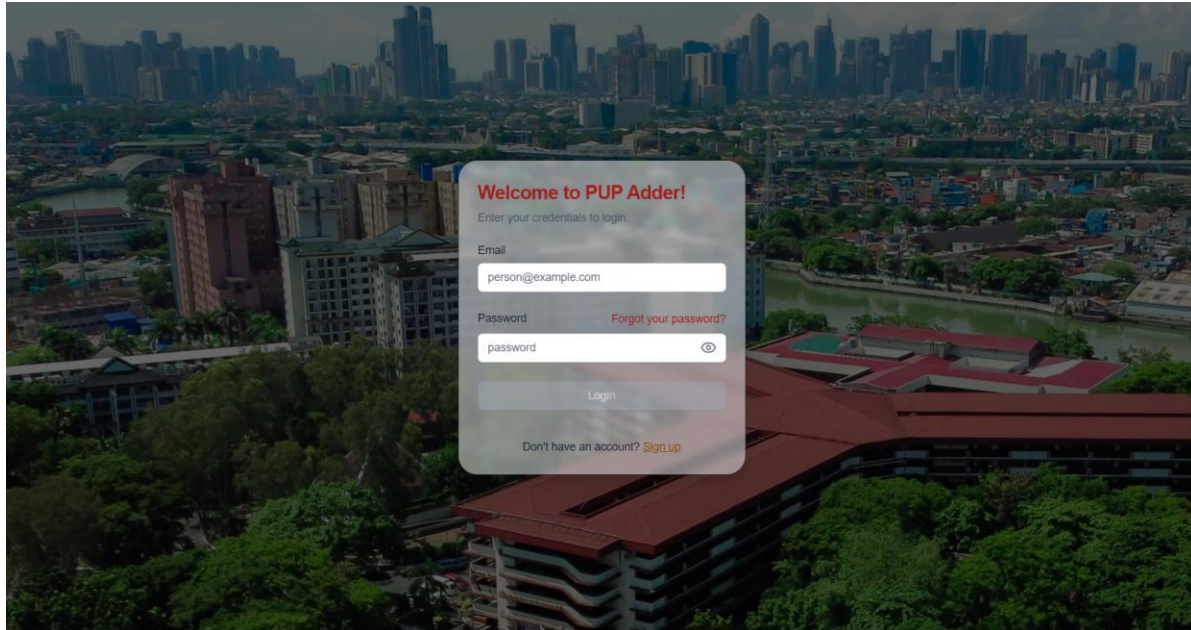


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### **Log In Page**

Welcome to PUP Adder! The new era of managing events has begun. By opening the web app, you will be greeted with a log in page. If you already have an existing account, just type your email and password. If you forgot your password, just click forgot your password. If you are new and don't have an account, just sign up.



### **Sign Up Page**

If you don't have an account, you can sign up here. Here you have 3 options: Student, Alumni, and Faculty. Just input your information and after that, click sign up to create your account.



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**Personal Information**  
Complete the form to get started

☐ Student ☐ Alumni ☐ Faculty

First Name

Last Name

Phone Number

Age  Sex/Gender

Program Graduated

**Personal Information**  
Complete the form to get started

☐ Student ☐ Alumni ☐ Faculty

First Name

Last Name

Faculty ID Number

Phone Number

Age  Sex/Gender

Department

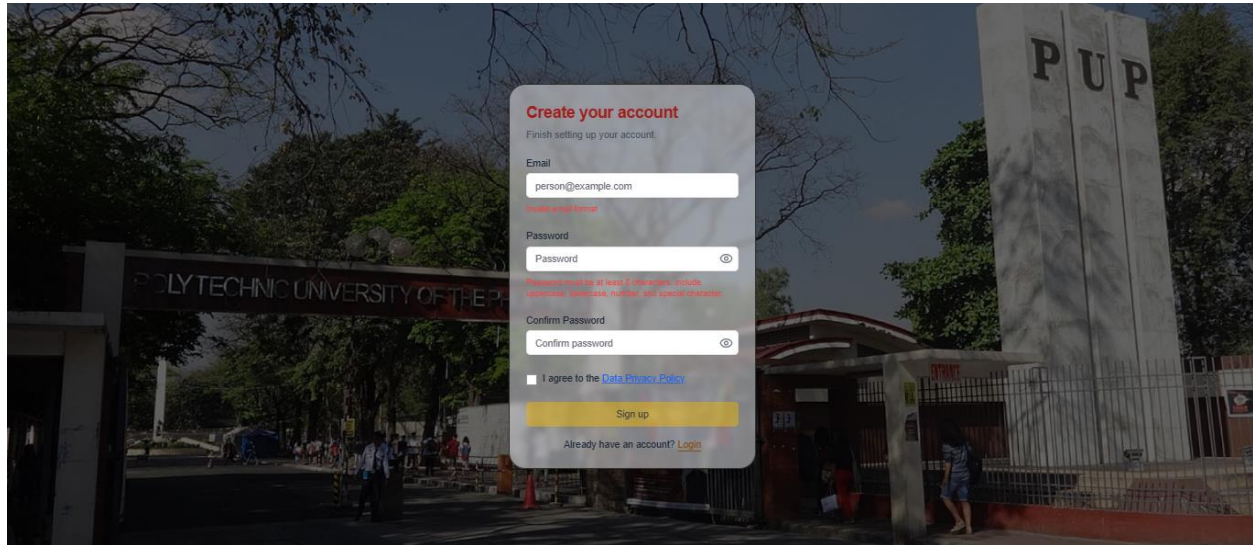




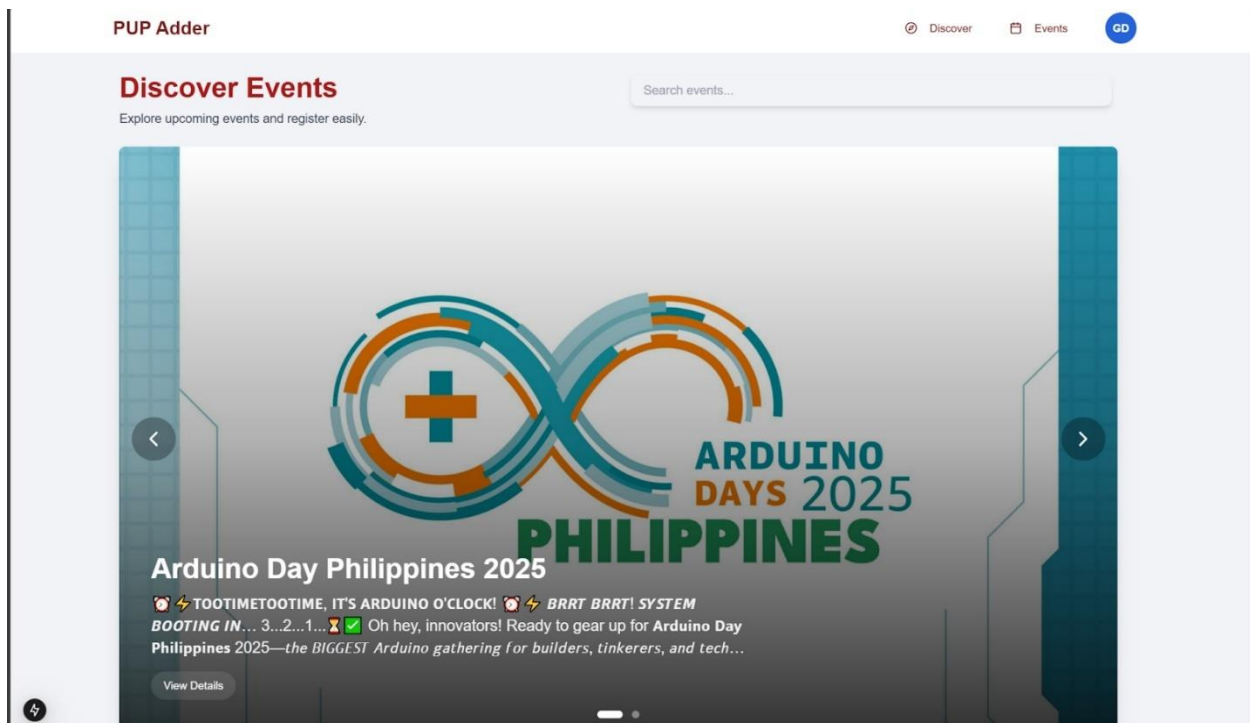
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After filling up your info, you will be asked to enter your email and password. You need to confirm your password to proceed. Agree to the data privacy policy and click sign up.



You will now be redirected to the Discover Events!





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## Admin POV

### a. Discover Events

Hello! Welcome, this page contains the events you can view and register. And on the ribbon tab, you have 6 tabs (Discover tab not included).

First, the Events tab where you have the option to view your past and upcoming events.

Next, the Dashboard tab where you can see the information of the events such as number of registrants.

The Admin tab lets you manage the admins, if you want to add or remove admins.

Next, the QR Code Scanner feature opens your device's camera to scan a QR code.

The Create Event button lets you create a new event to register.

And lastly, your Profile Picture button lets you customize yourself such as edit your picture or details.





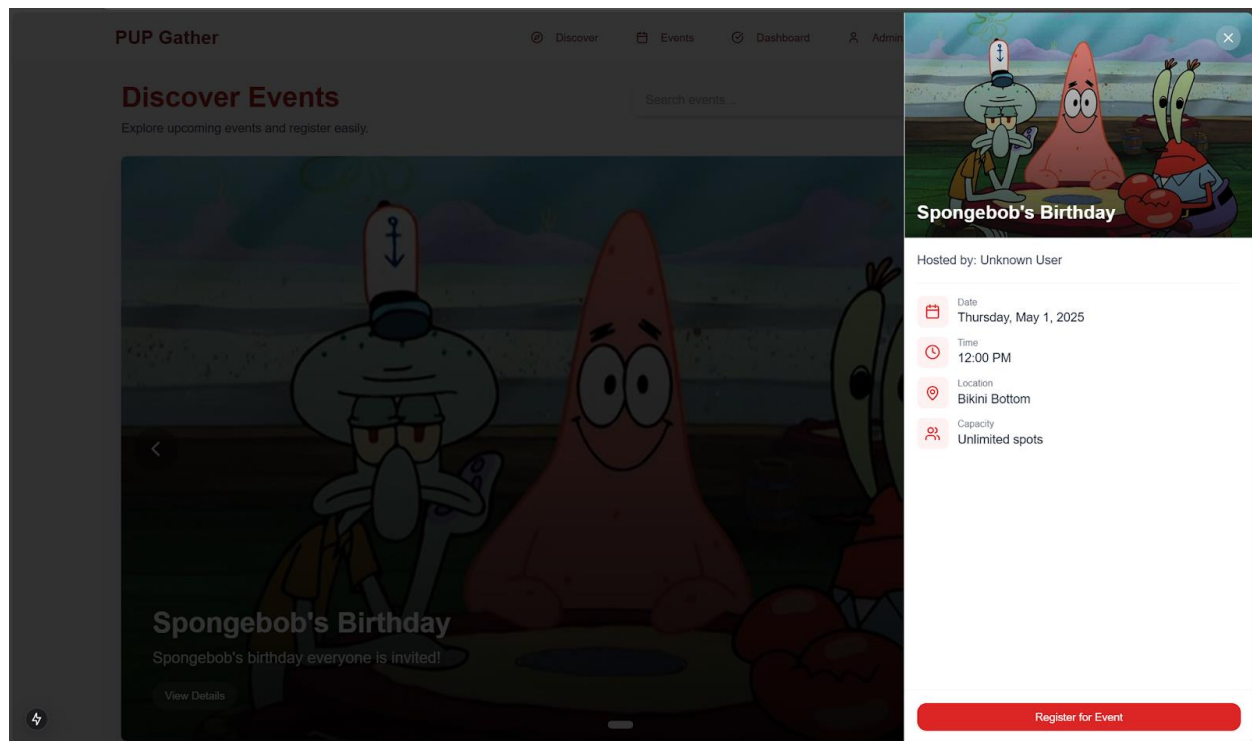


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**b. Mini Dashboard**

When you click an event, a mini dashboard about that event will pop up. It will show you relevant details regarding the event. Here you can register for the event and you will receive a confirmation message shortly after registering. Now you are registered!





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**c. Change Password**

Hello there! Now you are on the Change Password page. Here you can edit your password as to your liking. Remember your password! In case you forgot it, there's always a forgot password button on the login page.

The screenshot displays the PUP Gatter web application interface. A modal window titled "Change Password" is centered on the screen, prompting the user to "Update your account password securely." The modal contains three input fields: "Current Password" (with masked characters), "New Password" (with the placeholder "Enter new password"), and "Confirm Password" (with the placeholder "Confirm new password"). A red "Save Changes" button is located at the bottom right of the modal. The background shows a dark-themed dashboard with a sidebar on the right containing the user's profile information for Maria Bernadete Baroto, including personal details, contact information, and a "Log Out" button.

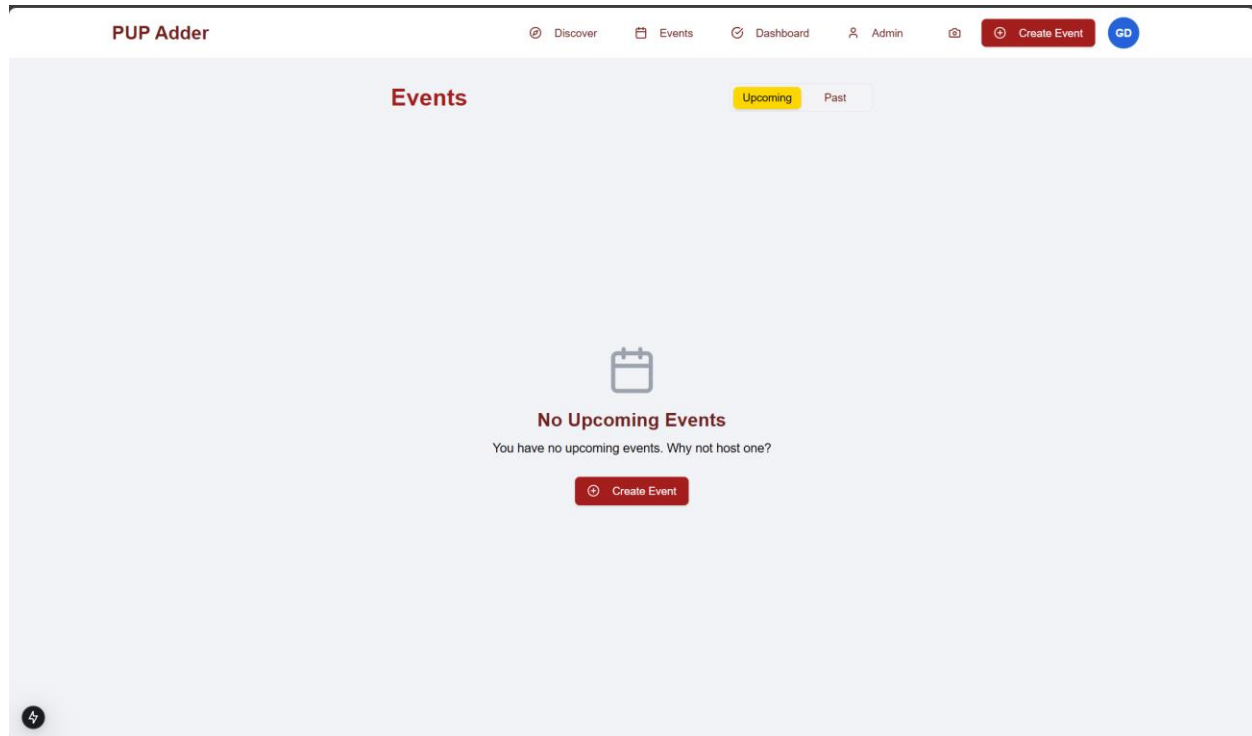


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**d. Upcoming Events**

Hi! Here you can see your upcoming events. Whether it's tomorrow or next week, everything is organized here. You can track your events here to ensure you won't miss anything.



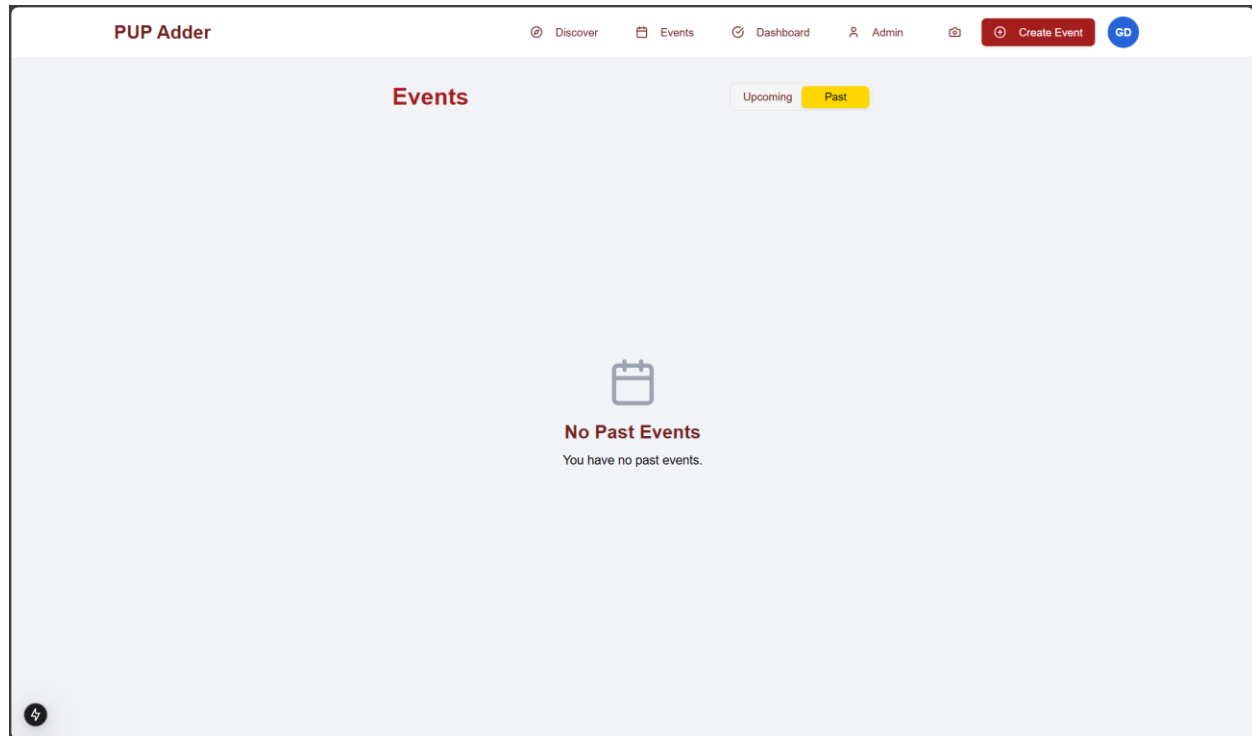


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**e. Past Events**

Hello! Here you can see your past events that you have registered. You can see all the events you attended here on this page. Want to see something specific, we got it here.





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**f. Main Dashboard**

Welcome! Here you can see all the info about the events. You can see the total registrations, upcoming events, the created events, and the info about a particular event. You can see the data about an event, and you can view the participants or cancel the event.

PUP Adder

[Discover](#) [Events](#) [Dashboard](#) [Admin](#) [Create Event](#) [GD](#)

Dashboard

Total Registrations

0

Upcoming Events

2

Created Events

Arduino Day Philippines 2025

2025-03-31 at 8:00 AM

0

Arduino Day Philippines 2025

2025-03-31 at 8:00 AM

0

Select an event to view details



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**g. Participants and Export**

Hey there... You are now in the participants and export page, where you can see all the participants that registered for a specific event. Here you will see all the relevant info about the participants. For ease of use, a feature for export as excel file is also available.

The screenshot shows the 'PUP Gather' web application interface. A modal window titled 'Spongebob's Birthday Participants' is open, displaying a table of registered participants. The table has columns for Name, Type, Email, Phone, Age, Gender, Department, Registration, and Status. One participant, Marvin James Erosa, is listed with a 'Pending' status. An 'Export CSV' button is visible at the bottom right of the modal.

Name	Type	Email	Phone	Age	Gender	Department	Registration	Status
Marvin James Erosa	admin	mjae0109@gmail.com	Not provided	Not provided	Not provided	BS Computer Engineering	2/24/2025	Pending





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**h. Admins**

Now you are on the Admins page, where you can manage the admins of the system.  
You can search or remove admins here.

**PUP Adder**

DiscoverEventsDashboardAdminCreate Eventjd

**Administrator Management**

Manage User Permissions

**User Statistics**

5  
Total Users

3  
Administrators

0  
Faculty

0  
Students

0  
Alumni

**All Registered Users**

All Types

Search users by name or email...

USER	EMAIL	ROLE	ACTIONS
GD Geoff Del Rosa	cutie1@gmail.com	Administrator	
FO Florinda Oquindo	of@pup.edu.ph	Faculty	



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**i. Find User Functionality**

Here you are... On the Find User dialog box, you have the ability to search for a specific user and view their access to the system.

The screenshot displays the 'PUP Adder' web application interface. At the top, there is a navigation bar with links for Discover, Events, Dashboard, Admin, and a Create Event button. The main content area is titled 'Administrator Management' and includes a 'Manage User Permissions' button. Below this, there are 'User Statistics' cards showing counts for Total Users (5), Administrators (3), Students (0), and Alumni (0). A 'User Permission Management' dialog box is open in the center, featuring a 'Find User' section with a text input field labeled 'Enter user email address' and a 'Search' button. Below the dialog, the 'All Registered Users' section is visible, containing a search bar and a table of users.

USER	EMAIL	ROLE	ACTIONS
GD Geoff Del Rosa	cutie1@gmail.com	Administrator	[Dropdown]
FO Florinda Oquindo	of@pup.edu.ph	Faculty	[Dropdown]



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**j. Update User Role**

Hope you're still good... Here on the Update User Role dialog box, you can assign a role for the user you searched. Let's say Carl, he is a student of PUP, here you can edit his status as to what you want.

The screenshot shows a web application interface with a 'Manage User Permissions' header. Below it, there are 'User Statistics' cards for Total Users (5), Administrators (3), Students (0), and Alumni (0). A 'User Permission Management' dialog box is open, displaying a search for 'cutie@gmail.com' and the user details for Geoff Del Rosa (GD), currently a Student. The dialog includes an 'Assign Role' dropdown menu and an 'Update User Role' button. In the background, a table lists registered users with columns for USER, EMAIL, ROLE, and ACTIONS.

USER	EMAIL	ROLE	ACTIONS
GD - Geoff Del Rosa	cutie@gmail.com	Student	[Edit] [Delete]
FO - Florinda Oquindo	ofg@pup.edu.ph	Faculty	[Edit] [Delete]
ME - Marvin James Erosa	mjae0106@gmail.com	Administrator	[Edit] [Delete]
GD - Geoff Del Rosa	cutie@gmail.com	Student	[Edit] [Delete]

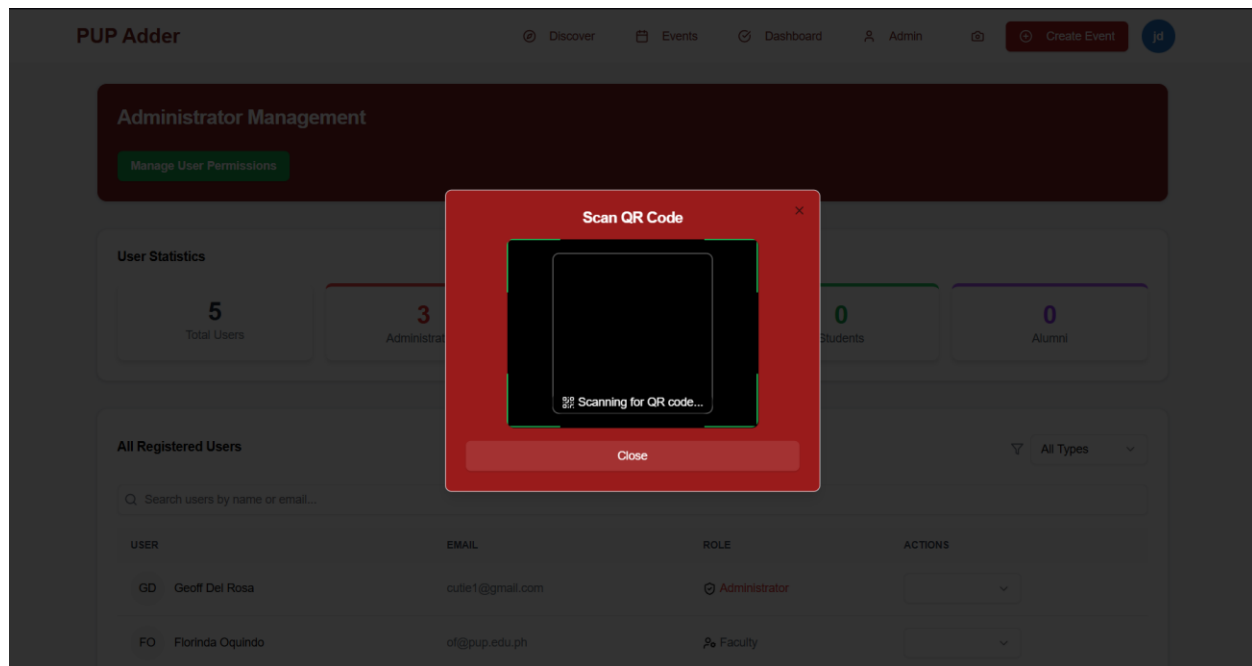


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**k. Scan QR Code**

Still good? Great! Here we have a Scan QR Code functionality that will ask to open your camera to scan the QR code. This will be useful for verification when entering an event. Remember, a QR code can only be scanned once. If scanned on the second time, it will not allow the user to enter the event.





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## I. Create Event

Hey... Here on the Create Event page, you have the ability to create and customize your event. You can add an event poster, enter event name, add date and time, add location, add description, add approval, and add capacity (you have the option to make it limited or unlimited). You can edit it as to what you like.

**PUP Adder**

DiscoverEventsDashboardAdminCreate Eventjd

**Event Poster**



Add Event Poster

Recommended size: 1200x1200px

JPG or PNG format, max 5MB

**Event Name**

Enter event name

**Date & Time**

Startmm/dd/yyyySelect time

Endmm/dd/yyyySelect time

**Location**

Add event location

**Description**

Add event description

**Event Settings**

Approval Required

CapacityUnlimited



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**m. Profile**

At last! Here on the Profile dashboard, you have the option to manage your account and preferences. You can view your info, change password, or logout.

**PUP Adder**    Discover   Events   Dashboard   Admin

### Dashboard

Total Registrations  
0

Upcoming Events  
2

#### Created Events

Arduino Day Philippines 2025 2025-03-31 at 8:00 AM	0
Arduino Day Philippines 2025 2025-03-31 at 8:00 AM	0

Select an event to view details

**Profile**    X

Manage your account and preferences

GD

**Geoff Del Rosa**  
admin

Personal Information

cutie1@gmail.com

9636166376

BS Computer Engineering

23 years

Female

admin Information

Faculty ID:

Change Password

Log Out





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## User POV

### a. Change Password

Hi! Here is the user POV where you can change your password. Here you will be asked to enter your current password, your desired new password, and confirm your new password. You can save changes to ensure that your password is changed. Try logging in again and see if it works!

The screenshot displays the 'PUP Gather' application interface. A central modal titled 'Change Password' is open, prompting the user to 'Update your account password securely.' The modal contains three input fields: 'Current Password' (with placeholder 'Enter current password'), 'New Password' (with placeholder 'Enter new password'), and 'Confirm Password' (with placeholder 'Confirm new password'). A red 'Save Changes' button is located at the bottom right of the modal. The background interface is dark-themed and includes a top navigation bar with 'PUP Gather', 'Events', 'Upcoming', and 'Calendar'. On the right side, there is a 'Profile' section for 'Maria Bernadete Baroto' (Faculty), showing personal information (email: bernadetebaroto@gmail.com, phone: 9636166378, degree: BA Philosophy, age: 56 years, gender: Female) and faculty information (ID: 2010-08096-MN-1). At the bottom of the profile section, there are buttons for 'Change Password' and 'Log Out'.

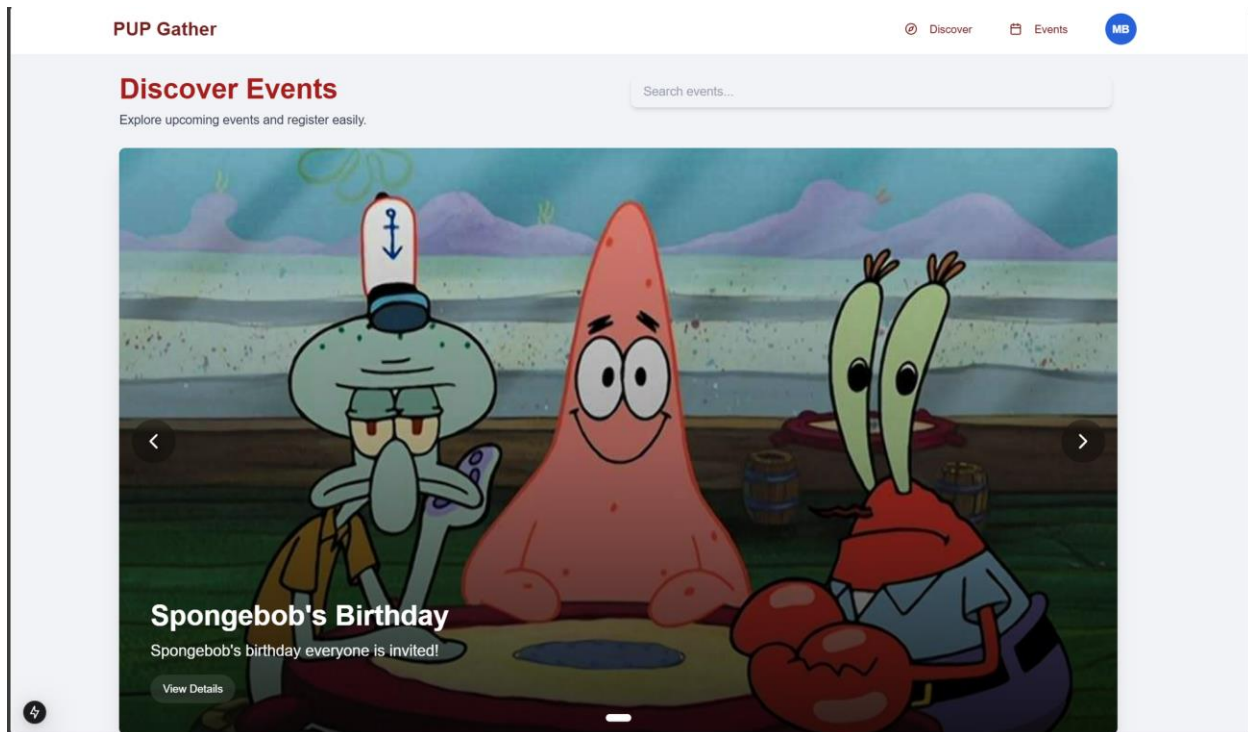


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**b. Discover Events**

Welcome! Here you will be shown the Discover Events page where you can view the upcoming events, access the ribbon tab, or just explore around.



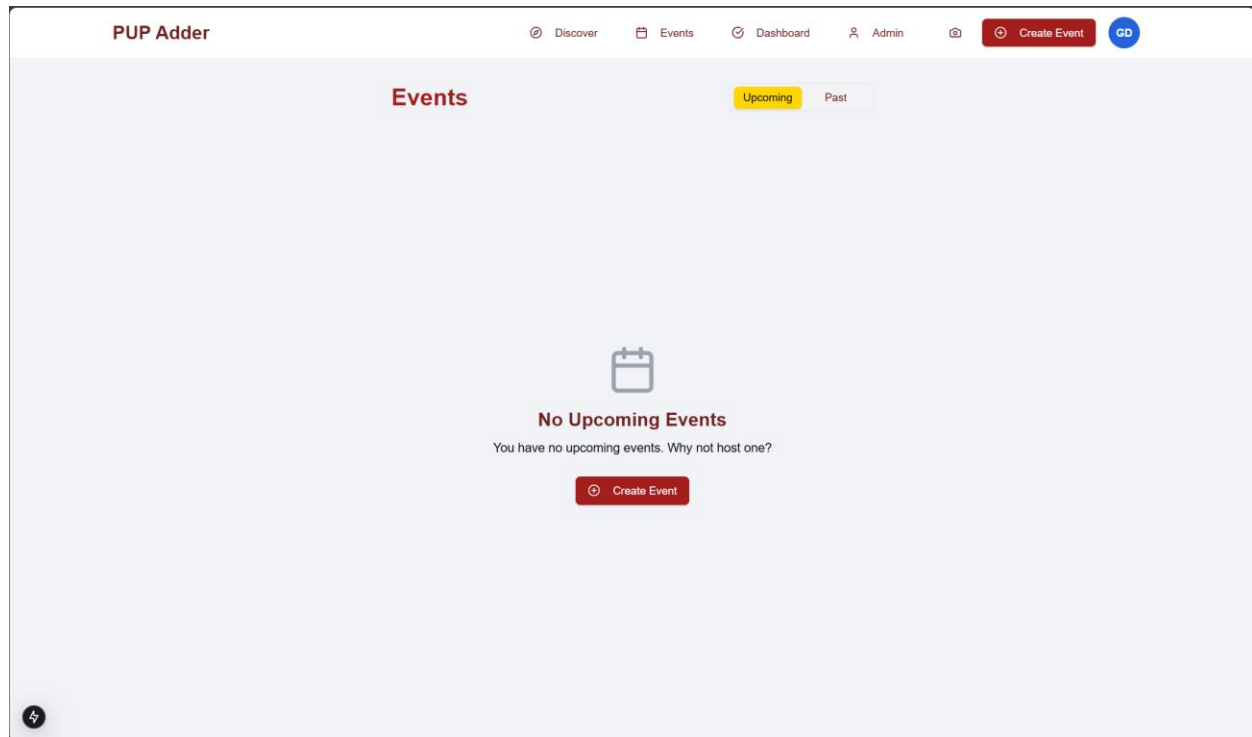


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**c. Upcoming Events**

Here you can see your upcoming events you've registered for. You can track all the events here and find that one event you've been eyeing for.



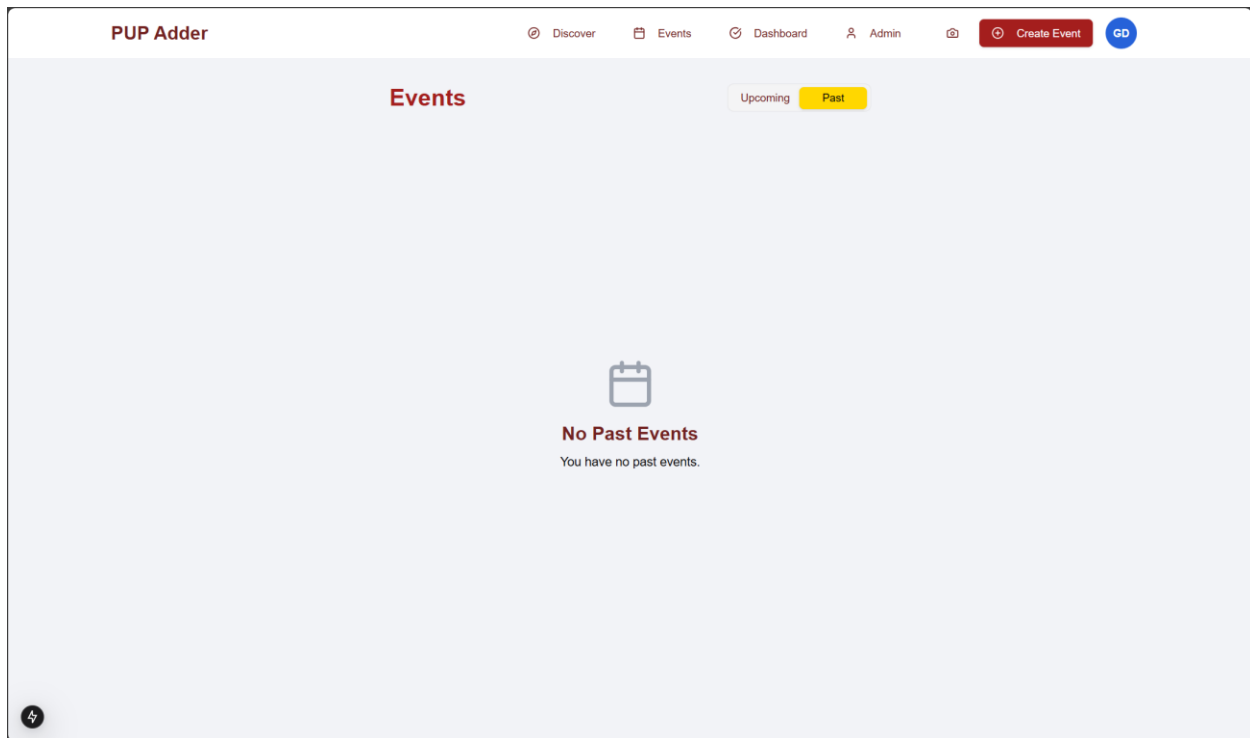


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**d. Past Events**

Here you can track all the past events that you've attended. Just scroll up and you will find the event that you would want to view.





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**e. Profile**

Finally, here is the mini dashboard for your profile. Here you can see your info, change password, or log out. You can also change your profile picture by clicking your picture.

**PUP Adder** | Discover | Events | Dashboard | Admin

### Events

Upcoming | **Past**

**No Past Events**  
You have no past events.

---

#### Profile

Manage your account and preferences

**GD**  
**Geoff Del Rosa**  
admin

**Personal Information**

- cutie1@gmail.com
- 9638168378
- BS Computer Engineering
- 23 years
- Female

**admin Information**

Faculty ID:

[Change Password](#)

[Log Out](#)