



# **UNIVERSITY CLUB WEBSITE USER MANUAL**

**Software Engineering Project**

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# **1. INTRODUCTION**

The University Club Website is a web-based application designed to manage and organize university club activities and event

The system allows students to create accounts, log in, view upcoming events, and participate in club activities easily

This website aims to improve communication between students and the university club administration and increase student engagement

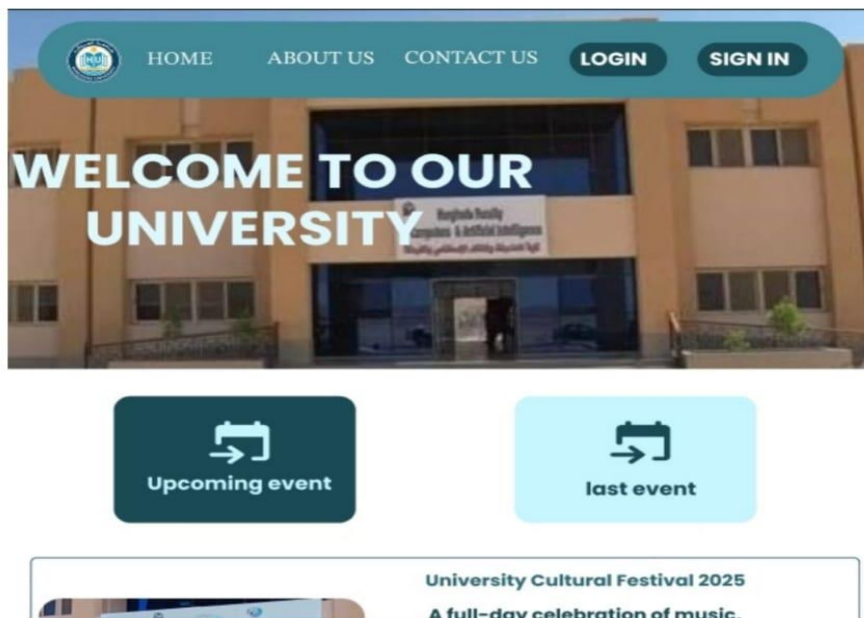
## 2. SYSTEM OVERVIEW

The University Club Website consists of several modules that work together to provide a complete and easy-to-use system

The main modules of the system include user registration, login, event management, and communication features

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### Home Page



System Overview-Home Page : Figure 1

## **3.SYSTEM REQUIREMENTS**

### **3.1 Hardware Requirements**

Personal Computer or Laptop

Internet Connection

### **3.2 Software Requirements**

Operating System: Windows

Web Browser: Google Chrome

Development Tools: Visual Studio Code

## **4.USER ROLES**

### **4.1 Admin**

The admin is responsible for managing events, managing Lost&Found items, monitoring user activities, and maintaining the system

### **4.2 Student**

The student can create an account, log in, view events, join activities, and communicate with the club administration

## 5.HOW TO USE THE SYSTEM(For Student)

### 5.1 Sign up

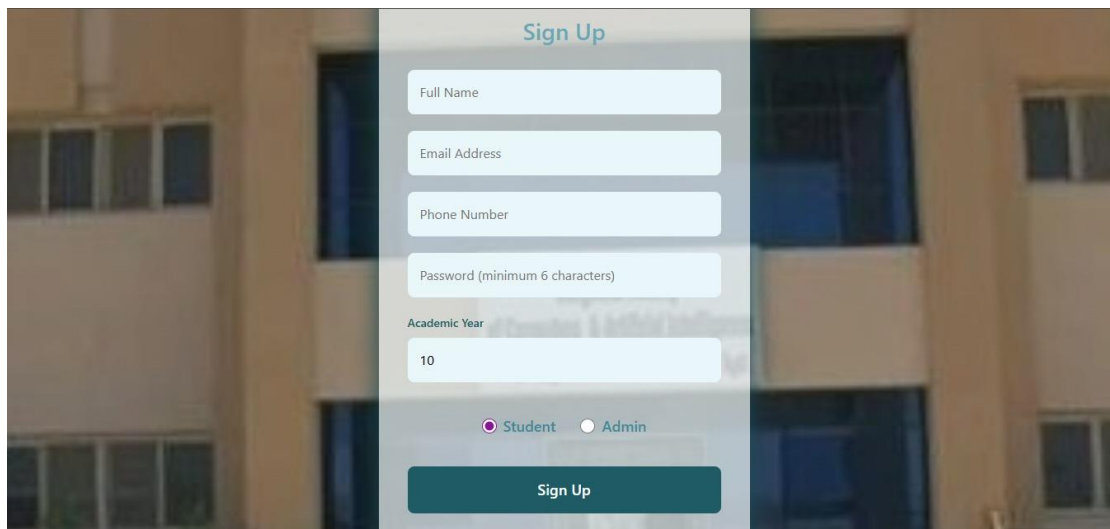
This feature allows new users to create an account on the system

#### Steps:

Step 1: Open the Sign up page

Step 2: Enter personal information

Step 3: Click on the Submit button

A screenshot of a mobile application's 'Sign Up' page. The page is overlaid on a blurred background of a building. The form contains several input fields: 'Full Name', 'Email Address', 'Phone Number', 'Password (minimum 6 characters)', and 'Academic Year' (with '10' entered). Below these fields are two radio buttons for 'Student' (selected) and 'Admin'. At the bottom is a dark green 'Sign Up' button.

Sign up Page :Figure 2

## 5.2 Login

Registered users can log in to the system using their username and password

### Steps:

Step 1: Open the Login page

Step 2: Enter username and password

Step 3: Click Login

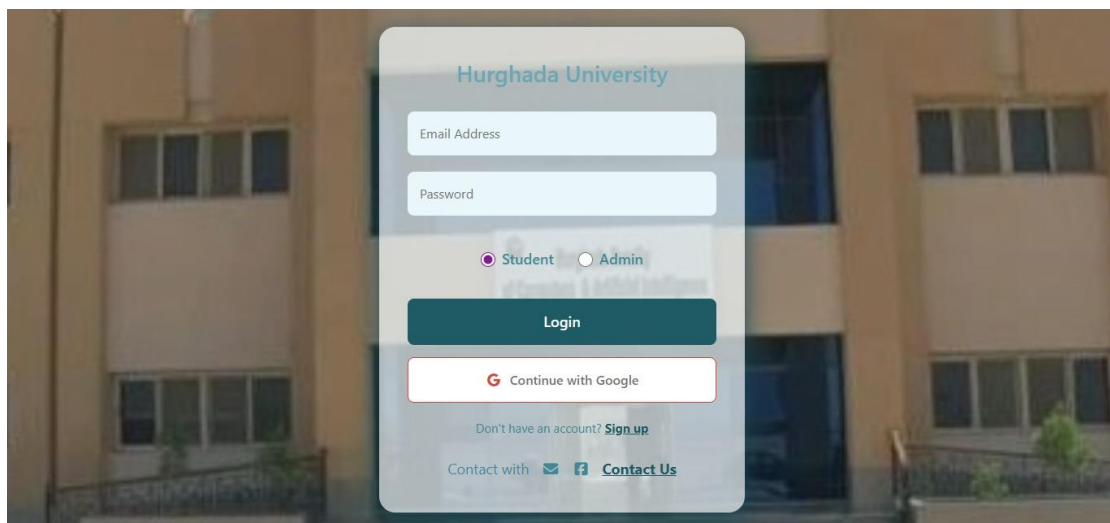


Figure 3 :Login Page

## 5.3 View Last Events

Users can view a list of last events with detailed information such as date, time, and location

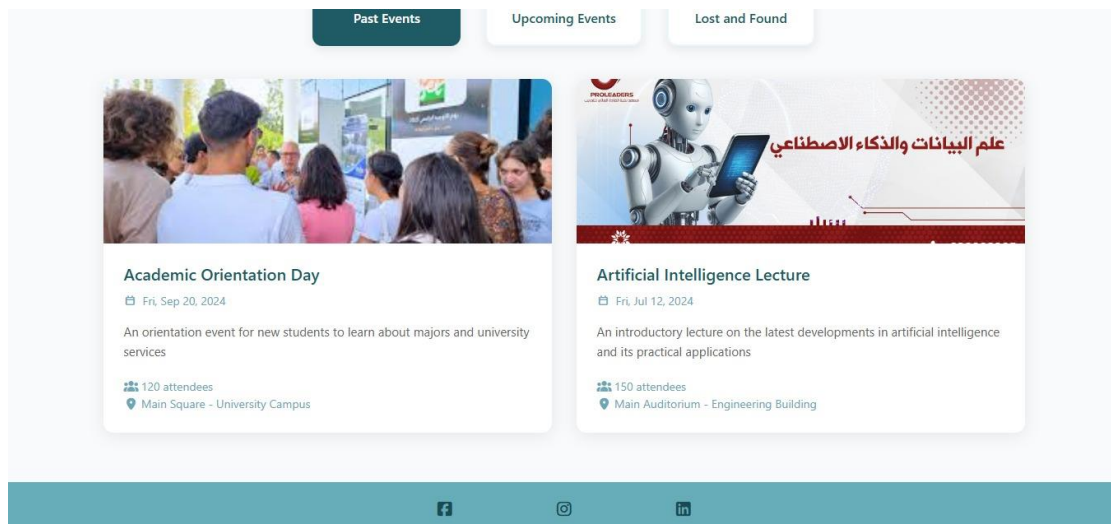
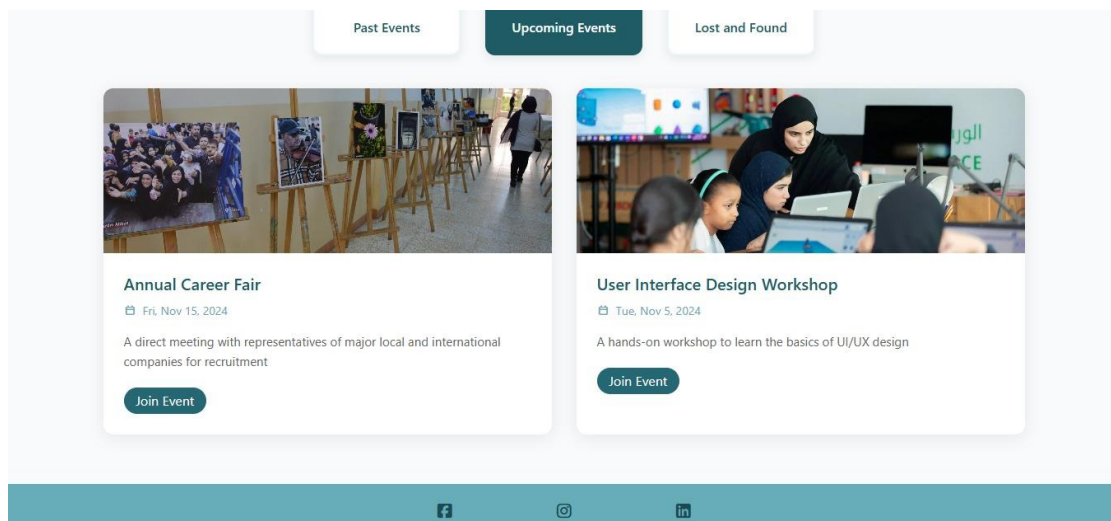


Figure 4: Home Page



## 5.4 View Upcoming Events

Users can view a list of upcoming events with detailed information such as date, time, and location.



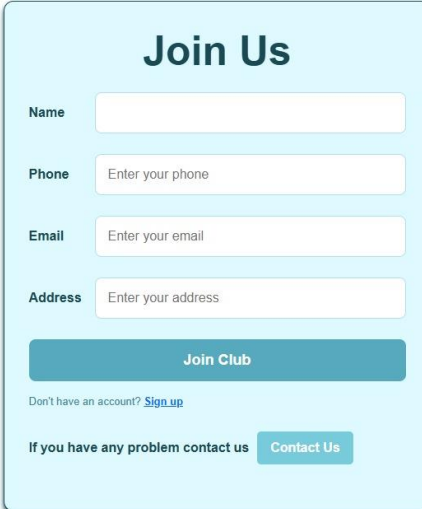
*Upcoming Events : Figure 5*

## 5.5 Join Events

This feature allows users to register and participate in an event

Steps:

1. Click on "Join" in the Upcoming Event you want to register in
2. Enter Your Details in "Join Us" page
3. Click on "Join"



The image shows a 'Join Us' registration form. It has a light blue background and a dark blue title 'Join Us' at the top. Below the title are four input fields: 'Name', 'Phone', 'Email', and 'Address'. Each field has a placeholder text: 'Enter your phone', 'Enter your email', and 'Enter your address'. Below these fields is a dark blue button labeled 'Join Club'. At the bottom, there is a link 'Don't have an account? [Sign up](#)' and a 'Contact Us' button.

Figure 6: Join Events

## 5.6 View Lost&Found Items

This feature allows students to view lost or found items within the university.

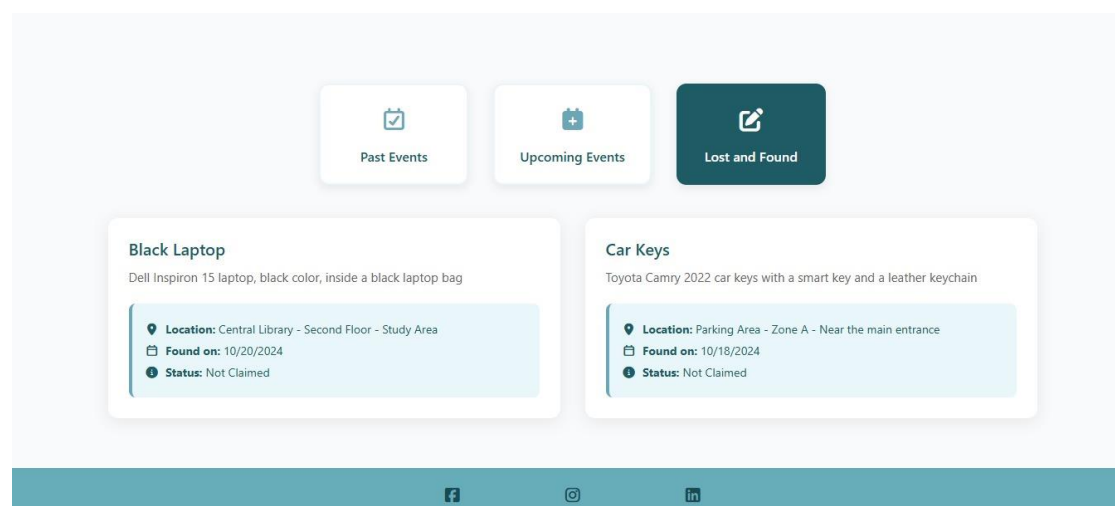
The feature helps students recover lost belongings and improves communication between students

### Steps:


Step 1: Log in to the system as a student.

Step 2: Navigate to the Lost & Found section.

Step 3: View lost & found items.




# 5.7 View About page

[Home](#)[About](#)[Contact](#)


[Login](#)[Sign In](#)

## UNIVERSITY CLUB


Welcome to our official club page! We're a community of passionate students who bring energy, creativity, and teamwork to every university event.




## Meet our team



Ahmed Mohamed



Sarah Ali



Mohamed Hassan

## CLUB OVERVIEW

Lorem ipsum, dolor sit amet consectetur adipisicing elit. Saepe laborum id qui nulla quia obcaecati repudiandae, vero voluptas quibusdam. Iste, enim? Commodi, unde veniam? Id, deleniti. Id quo repellat officiis? Lorem ipsum dolor sit amet, consectetur adipisicing elit. Enim repellat quam adipisci sint porro eum, ducimus et autem animi. Minima, tempore nisi? Lorem, ipsum dolor sit amet consectetur adipisicing elit. Perferendis, vel omnis. Necessitatibus animi sit ullam, exercitationem saepe quas, earum qui incidunt blanditiis, provident placeat! Qui dolorem eveniet quam eius nihil. Modi cumque ipsum, adipisci quam et tempora fugiat!

## VISION

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## MISSION

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## Achievements



## GALLERY

## 5.8 View Contact Us Page

Users can contact the university club administration by sending messages through the Contact Us page

HOME ABOUT US CONTACT US LOGIN SIGN IN

# Contact us

Phone Email

Whatsapp Facebook

### Get in Touch

If you have any problems with the contact us page, please contact us at any time and we will be at your service.

Name

Email

Subject

Message

Send now

Facebook LinkedIn Instagram Twitter

Figure 8 : Contact Us

## 6. How To Use the System(For Admin)

### 6.1 Sign up

This feature allows new admin to create an account on the system

#### Steps:

Step 1: Open the Sign up page

Step 2: Enter personal information

Step 3: Click on the Submit button

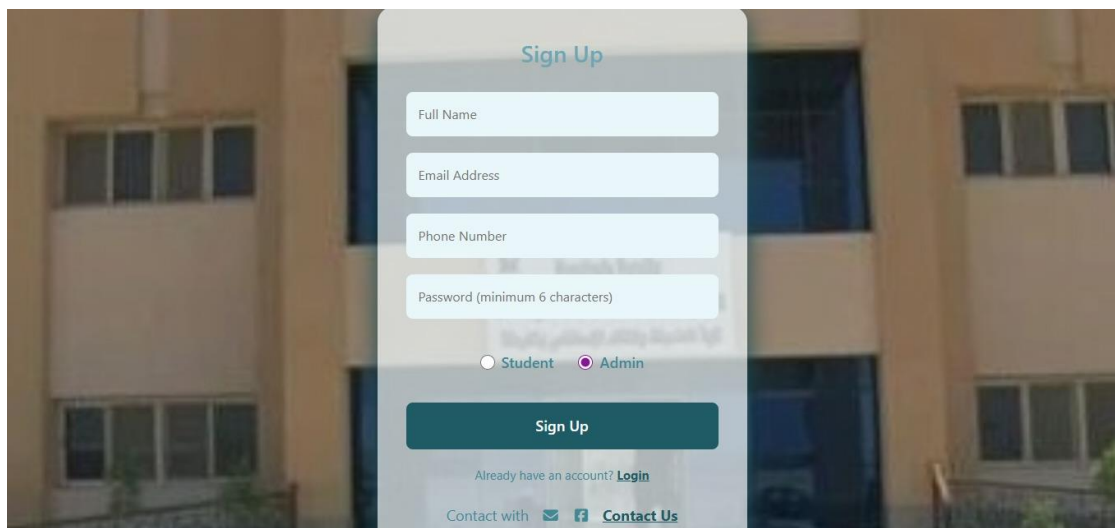


Figure 8 : sign up

## 6.2 Login

Registered users can log in to the system using their username and password

### Steps:

Step 1: Open the Login page

Step 2: Enter username and password

Step 3: Click Login

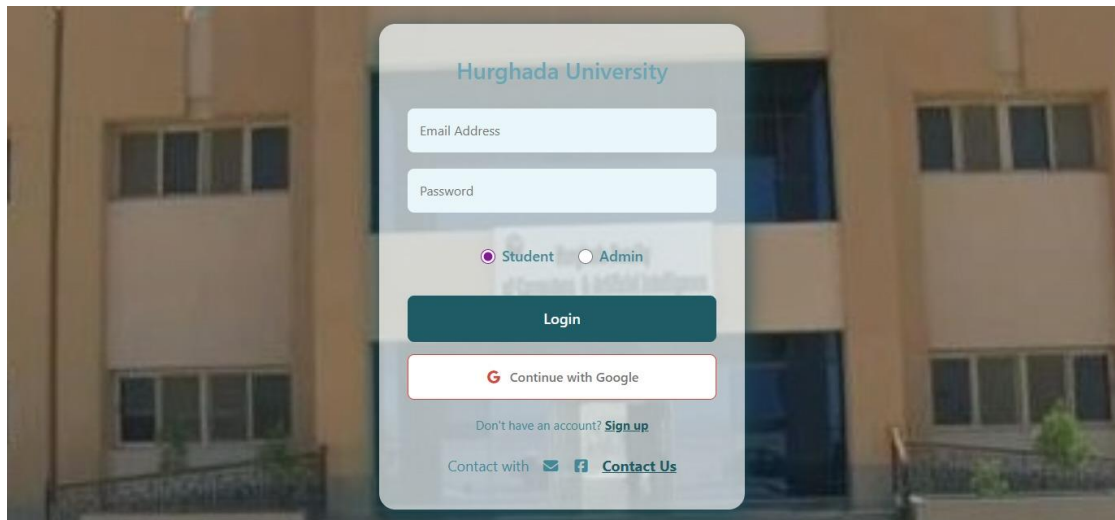
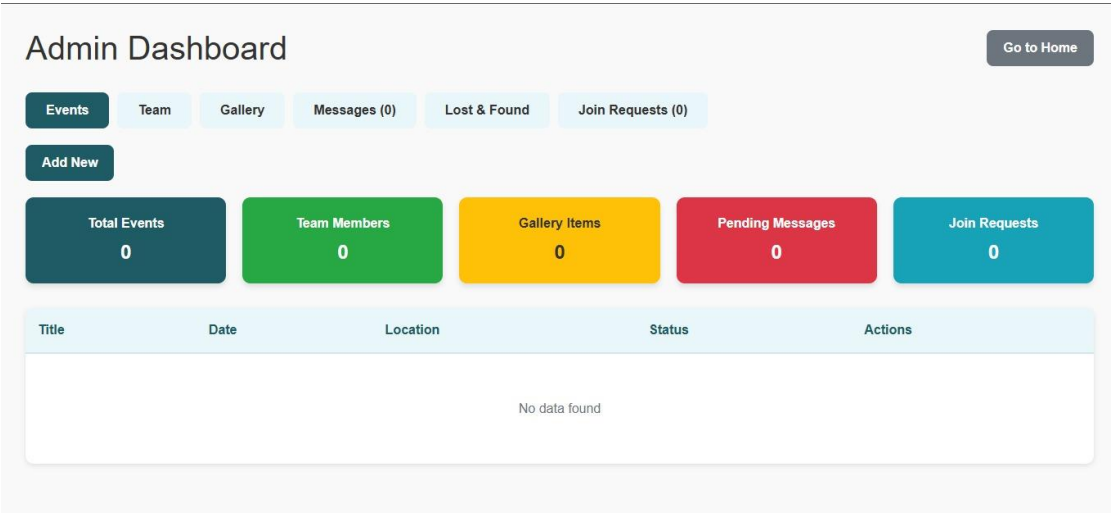


Figure 9 :Login

# 6.3 Admin Dashboard

## Steps:

- 1. Go to the login page and select "Staff" as your role.
- 2. Enter your admin credentials.
- 3. After login, you will access the Admin Dashboard.





## 6.4 Create Event

This feature allows the admin to create and publish new events on the University Club Website.

The admin can enter event details such as event name, date, time, location, and description.

Once the event is created, it becomes visible to all students on the system.

### Steps:

Step 1: Log in to the system as an admin.

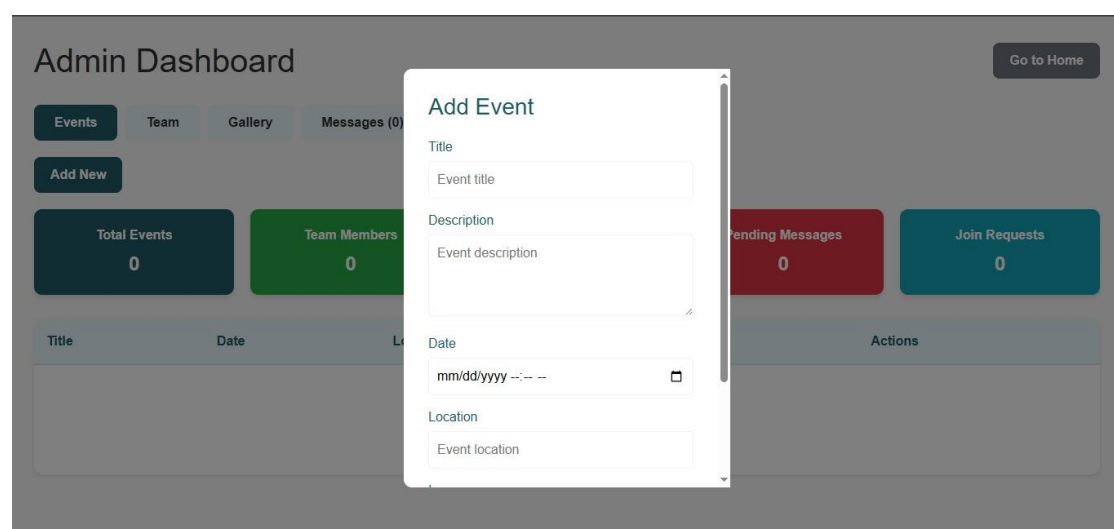
Step 2: Navigate to the Create Event page.

Step 3: Enter the event name and description.

Step 4: Select the event date, time, and location.

Step 5: Click on the Create button to publish the event.

**Note:** Only authorized administrators are allowed to create and manage events.



The screenshot displays the Admin Dashboard interface. At the top left, the title 'Admin Dashboard' is visible. Below it, there are navigation tabs: 'Events', 'Team', 'Gallery', and 'Messages (0)'. A 'Go to Home' button is located at the top right. The main content area features several widgets: 'Total Events' with a value of 0, 'Team Members' with a value of 0, 'Pending Messages' with a value of 0, and 'Join Requests' with a value of 0. An 'Add New' button is positioned above the 'Total Events' widget. A table with columns 'Title', 'Date', and 'Actions' is partially visible at the bottom. Overlaid on this is a white 'Add Event' modal form. The form contains the following fields: 'Title' (with placeholder 'Event title'), 'Description' (with placeholder 'Event description'), 'Date' (with a date picker showing 'mm/dd/yyyy --:-- --'), and 'Location' (with placeholder 'Event location').

## 6.5 Add new team member

### Steps:

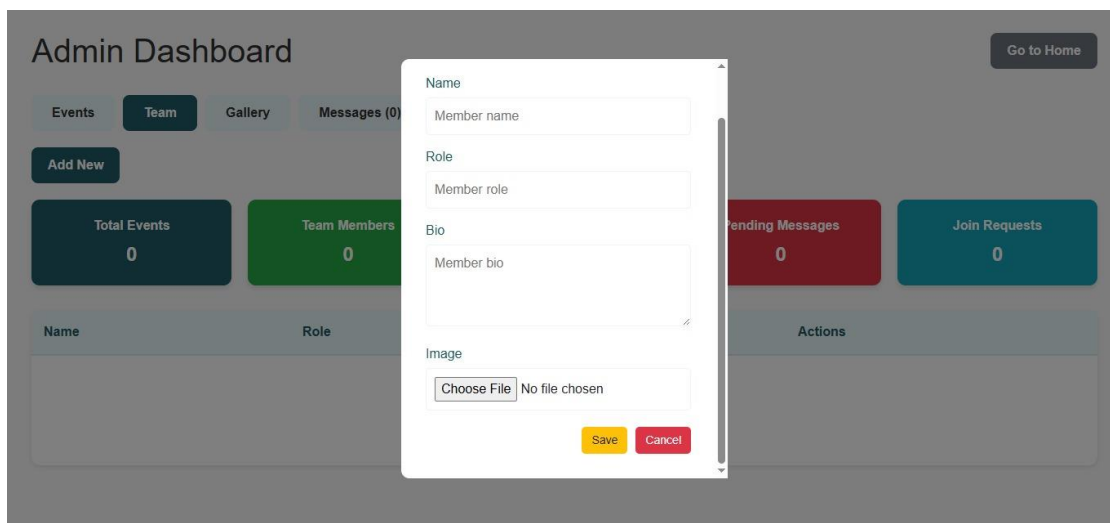
Step 1: Log in to the system as an admin.

Step 2: click at team.

Step 3: click at add new.

Step 4: add info .

Step 5: Click on the Create button.



The screenshot displays an 'Admin Dashboard' with a 'Team' tab selected. A modal window is open for adding a new team member. The modal contains the following fields:

- Name:** A text input field with the placeholder 'Member name'.
- Role:** A text input field with the placeholder 'Member role'.
- Bio:** A text area with the placeholder 'Member bio'.
- Image:** A file selection area with a 'Choose File' button and the text 'No file chosen'.

At the bottom of the modal are two buttons: 'Save' (yellow) and 'Cancel' (red). The background dashboard shows a 'Team' tab, a 'Go to Home' button, and several summary cards: 'Total Events' (0), 'Team Members' (0), 'Pending Messages' (0), and 'Join Requests' (0). A table with columns 'Name' and 'Role' is also visible.

## 6.6 Manage Lost&Found Items

This feature allows the admin to manage lost and found items submitted by students.

The admin can add items, update item status, edit item information, or remove items when they are no longer available.

This feature helps maintain accurate and organized lost and found records within the system.

### Steps:

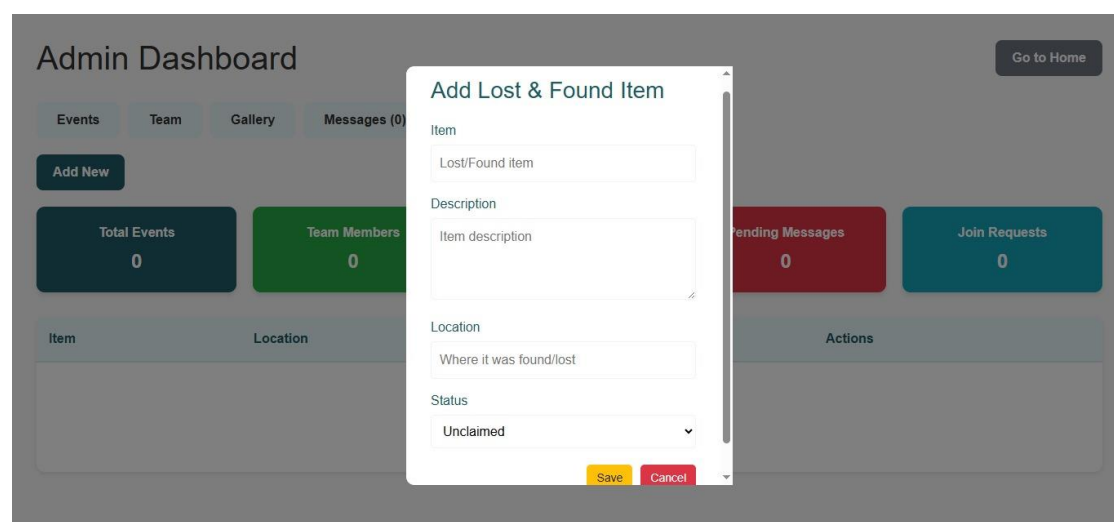
Step 1: Navigate to the Manage Lost&Found Items page.

Step 2: View the list of reported items.

Step 3: Update item details or change its status (Lost / Found).

Step 4: Delete items that are no longer needed.

**Note:** Only authorized administrators have permission to manage lost and found items.



The screenshot displays the Admin Dashboard interface. At the top, there are navigation tabs for 'Events', 'Team', 'Gallery', and 'Messages (0)'. Below these, there is an 'Add New' button and two summary cards: 'Total Events' with a value of 0 and 'Team Members' with a value of 0. A 'Go to Home' button is located in the top right corner. The main content area is partially obscured by a modal form titled 'Add Lost & Found Item'. This form contains the following fields: 'Item' (with a placeholder 'Lost/Found item'), 'Description' (with a placeholder 'Item description'), 'Location' (with a placeholder 'Where it was found/lost'), and 'Status' (a dropdown menu currently set to 'Unclaimed'). At the bottom of the modal, there are 'Save' and 'Cancel' buttons. In the background, there are also buttons for 'Pending Messages' (0) and 'Join Requests' (0), and a table with columns 'Item' and 'Location'.

## **7. FAQ**

**Q1:** How can I create a new account?

**A:** You can create a new account by clicking on the Sign Up button and filling in the required information

**Q2:** Who can use the University Club Website?

**A:** The website can be used by all university students and authorized staff members

**Q3:** What should I do if I forget my password?

**A:** You can contact the system administrator to reset your password

**Q4:** How can I view upcoming events?

**A:** After logging in, you can view all upcoming events from the home page or the events section

**Q5:** Can I join more than one event?

**A:** Yes, users can join multiple events as long as they meet the event requirements

**Q6:** How can I contact the club administration?

**A:** You can contact the club administration through the Contact Us page available on the website

**Q7:** Do I need to install any software to use the system?

**A:** No, this is a "full website" You only need a web browser (like Chrome) and an internet connection

"No, installation is required on your device"