

User Guide for the Sport Club Management System

This guide provides an overview of the Sport Club Management System, designed to facilitate the management of members, employees, applicants, and scheduling activities within an organization. Below is a detailed explanation of each option available in the main menu of the application.

▪ Main Menu Options

The main menu is a simple drop-down menu that allows you to navigate to the other menu portals.

▪ Member Management Portal

- **Purpose:** Manages all member-related operations within the organization. Each member can be retrieved and edited using their Member ID.
- **Features:**
 - **Create New Members:** Register new members into the system.
 - **View Member:** Retrieve and display existing member information.
 - **Update Member :** Modify details of existing members.
 - **Delete Members:** Remove members from the system.
 - **Change Fees** Adjust and set membership fee rates.
 - **Member Schedule:** Organize and manage dates and times for member activities.
 - **Member Booking:** Manage reservations and bookings for members.

The screenshot shows a web application window titled "Club Management System". The main menu is displayed on the left, with a list of member IDs. The selected member ID is "3". The details for this member are shown on the right:

Member ID:	3
Name:	Dani
Address:	4556 Wherever
Email:	Dani@example.com
Membership Fee:	

At the bottom of the window, there are seven buttons: "Create Member", "View Member", "Update Member", "Delete Member", "Change Fee", "Member Booking", and "Member Schedule".

Member Booking

Member ID:

1

Date (MM-dd-yyyy):

05/09/2024

Hotel Name:

Hilton

Add Booking

Remove Booking

Date	Hotel Name	Member ID
05/09/2024	Hilton	1

Message

i

Booking added successfully.

OK

Member Schedule

Member ID:

1

Date (MM-dd-yyyy):

05/10/2024

Activity:

Spin Class

Member ID	Date	Activity
1	05/10/2024	Spin Class

Message

i

Member added to schedule successfully.

OK

Add to Schedule

Remove from Schedule

▪ Employee Management Portal

- **Purpose:** Handles all administrative tasks related to employees. Each Employee can be retrieved and edited using their Employee ID.
- **Features:**
 - **Create Employee:** Add new employees to the organization.
 - **View Employee:** Access detailed profiles of existing employees.
 - **Update Employee:** Edit information related to employees.
 - **Delete Employees:** Remove employees from organizational records.
 - **Schedule Employee:** Plan and schedule tasks for employees.
 - **Write Review:** Manage performance reviews and feedback.

Club Management System

Main Menu

Employee ID: 1

Name: Woody

Address: 123 Toybox

Email: Woody@example.com

Salary: 50000.0

Review:

Create Employee View Employee Update Employee Delete Employee Manage Schedule Write Review

Manage Employee Schedule

Date (MM-DD-YYYY): 05/10/2024

Activity: Spin class

Employee ID: 1

Date	Activity	Employee ID
05/10/2024	Spin class	1

Message: Schedule entry added successfully.

OK

Add to Schedule Remove from Schedule

OK

▪ Applicant Portal

- **Purpose:** Manages all operations related to handling job applicants.
- **Features:**
 - **Create Applicant:** Introduce prospective applicants into the system.
 - **Update Applicant:** Change or update details of applicants.
 - **Delete Applicant:** Erase applicant data from the system.
 - **Review Applicant:** Make a decision on whether to hire an applicant.
Approve will add the applicant to the employee roster. Reject will delete the applicant from the system.
 - **View Applicants:** Displays all applicants and their information.

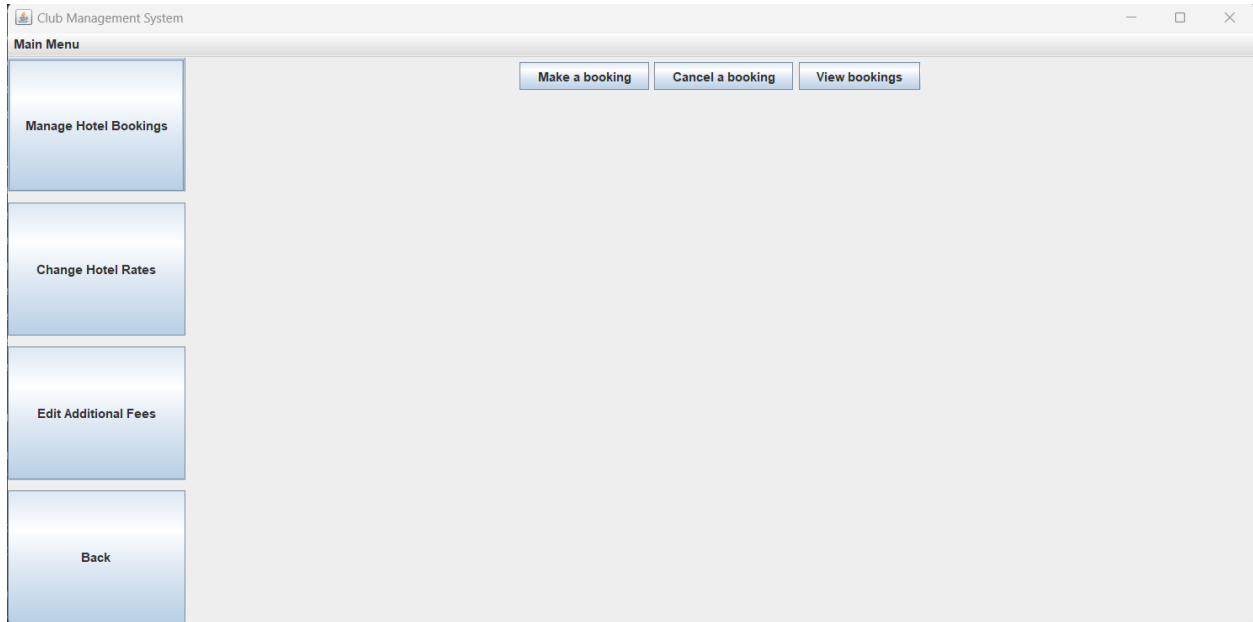
The screenshot shows a web application window titled "Club Management System". The interface has a "Main Menu" section on the left with five buttons: "Create Applicant", "Update Applicant", "Delete Applicant", "Review Applicant", and "View Applicants". To the right of these buttons are five input fields for "Name:", "Address:", "Phone Number:", and "Email:". Below the menu is a large empty box labeled "All Applicants:". The window has standard minimize, maximize, and close buttons in the top right corner.

Main Menu	
Create Applicant	Name:
Update Applicant	Address:
Delete Applicant	Phone Number:
Review Applicant	Email:
View Applicants	

All Applicants:

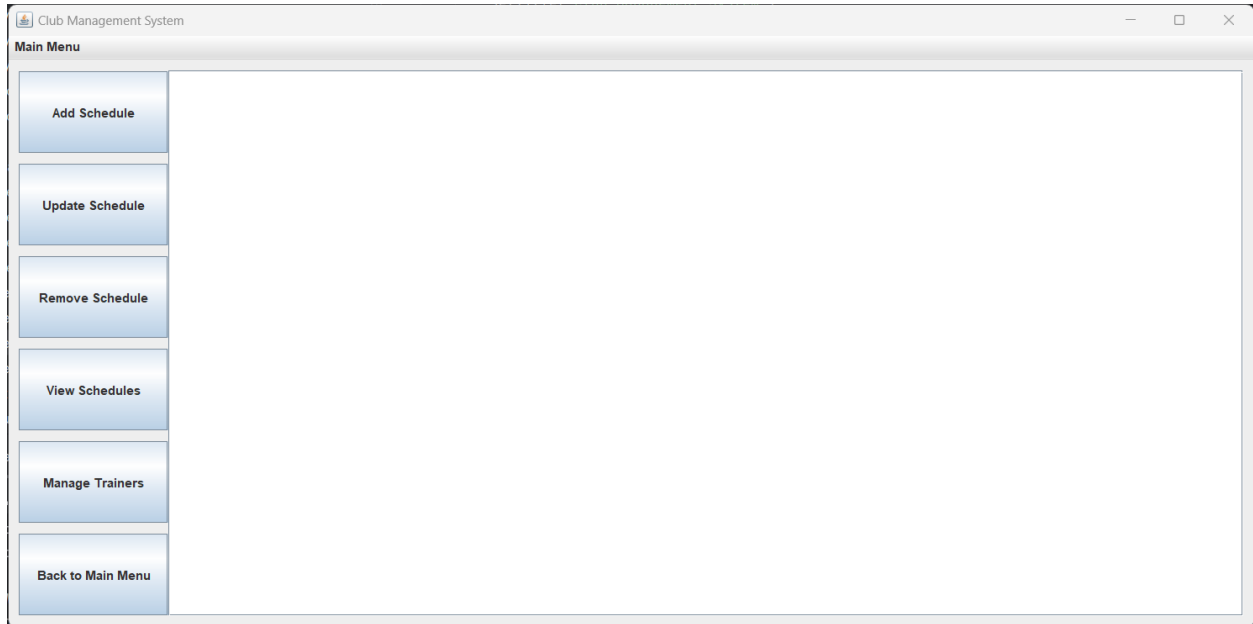
- **Travel Management Portal**

- **Purpose:** Manages travel-related operations including accommodations and fee adjustments.
- **Features:**
 - **Manage Hotel Bookings:** Handle all aspects of booking accommodations.
 - **Change Hotel Rates:** Adjust pricing and rates for various accommodations.
 - **Apply Additional Fees:** Implement additional charges related to travel.



- **Activity Schedule Portal**

- **Purpose:** Organizes and manages all scheduled activities within the organization.
- **Features:**
 - **Add New Schedules:** Create schedules for new activities.
 - **Update Existing Schedules:** Modify the details of current schedules.
 - **Remove Schedules:** Delete schedules from the system.
 - **View All Schedules:** Display a comprehensive list of all activity schedules.



- **Close Application**

- **To close the application, simply select Exit from the Main Menu.**

How to Use the System

- **Navigating the Menus:**

- Upon starting the application it will default to the Member Management window. To select different windows use the drop-down menu in the upper left hand corner of the application.

- **Performing Actions:**

- After selecting a menu option, follow the on-screen prompts to perform specific tasks like adding, updating, or deleting entries. The buttons and their functions are described in each section of this guide.

Additional Information

- Entries, such as employees, members, applicants, and scheduling information will be saved and loaded with the program.