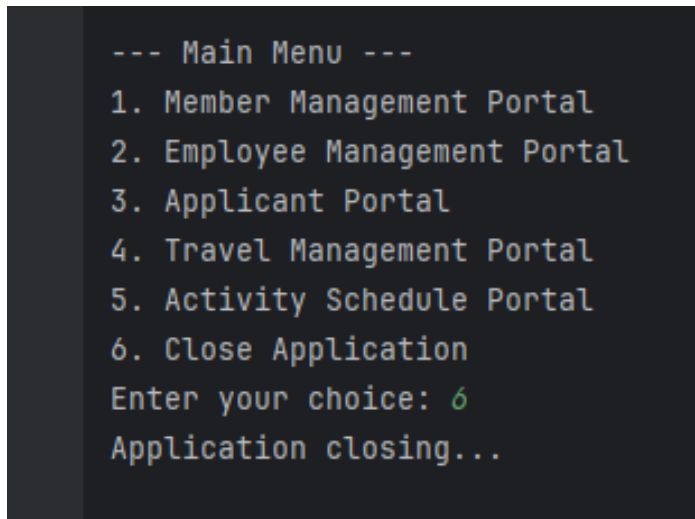


## User Guide for the Sport Club Management System

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



```
--- Main Menu ---
1. Member Management Portal
2. Employee Management Portal
3. Applicant Portal
4. Travel Management Portal
5. Activity Schedule Portal
6. Close Application
Enter your choice: 6
Application closing...
```

#### ▪ Member Management Portal

- **Purpose:** Manages all member-related operations within the organization.
- **Features:**
  - **Create New Members:** Register new members into the system.
  - **Read Member Details:** Retrieve and display existing member information.
  - **Update Member Information:** Modify details of existing members.
  - **Delete Members:** Remove members from the system.
  - **Manage Membership Fees:** Adjust and set membership fee rates.
  - **Schedule Member Activities:** Organize and manage dates and times for member activities.
  - **Handle Member Bookings:** Manage reservations and bookings for members.

```
--- Member Management Portal ---
1. Create Member
2. Read Member
3. Update Member
4. Delete Member
5. Membership Fees
6. Member Schedule
7. Member Booking
8. Return to Main Menu
Enter your choice: 8
Exiting Member Management Portal.
```

#### ▪ **Employee Management Portal**

- **Purpose:** Handles all administrative tasks related to employees.
- **Features:**
  - **Create New Employees:** Add new employees to the organization.
  - **Read Employee Details:** Access detailed profiles of existing employees.
  - **Update Employee Information:** Edit information related to employees.
  - **Delete Employees:** Remove employees from organizational records.
  - **View and Manage Employee Salaries:** Oversee and adjust employee salaries.
  - **Schedule Employee Tasks:** Plan and schedule tasks for employees.
  - **Write and View Employee Reviews:** Manage performance reviews and feedback for employees.

```
--- Employee Management Portal ---
1. Create Employee
2. Read Employee
3. Update Employee
4. Delete Employee
5. View Employee Salary
6. Employee Schedule
7. Write Employee Review
8. View Employee Review
9. Return to Main Menu
Enter your choice: 9
Exiting Employee Management Portal...
```

#### ▪ **Applicant Portal**

- **Purpose:** Manages all operations related to handling job applicants.
- **Features:**
  - **Add New Applicants:** Introduce prospective applicants into the system.
  - **Update Applicant Information:** Change or update details of applicants.
  - **Approve Applicants and Convert to Employees:** Transition approved applicants to official employee status.
  - **Delete Applicants:** Erase applicant data from the system.

```

--- Applicant Portal ---
1. Create Applicant
2. Search Applicant
3. Update Applicant
4. Delete Applicant
5. Review Applicant
6. Return to Main Menu
6
Returning to main menu...

```

#### ▪ **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.

```

--- Travel Management Portal ---
1. Hotel Bookings
2. Change Hotel Rates
3. Additional Fees
4. Back to main menu
Enter your choice: |

```

#### ▪ **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.

```

--- Activity Schedule Portal ---
1. Add Schedule with Trainer
2. Update Schedule
3. Remove Schedule
4. View All Schedules
5. Assign Trainer to Schedule
6. Remove Trainer from Schedule
7. View All Trainers
8. Return to Main Menu
Enter your choice: |

```

- **Close Application**
  - **Purpose:** Provides a safe way to exit the application.
  - **Action:** Closes the application and ensures all user sessions are properly terminated.

## How to Use the System

- **Navigating the Menus:**
  - Upon starting the application, you will be greeted with the main menu.
  - Use the numbers associated with each option to navigate through the menus.
  - After entering your choice, press **Enter** to proceed.
- **Performing Actions:**
  - After selecting a menu option, follow the on-screen prompts to perform specific tasks like adding, updating, or deleting entries.
  - Input required information when prompted and confirm actions as required.

- **Exiting the Application:**

- To exit the application, choose option 6 from the main menu.
- Confirm when prompted to ensure a safe closure of the application.

### **Additional Information**

- **Input Validation:** The application validates all inputs. If an invalid entry is made, you will be prompted to re-enter the correct information.