



SPCSUSA ADMINCP USER'S MANUAL

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1. ADMINCP

Admin can access all modules.

www.spcsusa.org/admincp/login.

1.1 Login

Only admin user can login from here.

URL: www.spcsusa.org/admincp/login.

ADMINISTRATOR LOGIN
Please login to access administrator panel

Username
Admin Panel Email

Password
Enter your password

[Forgot Password](#)

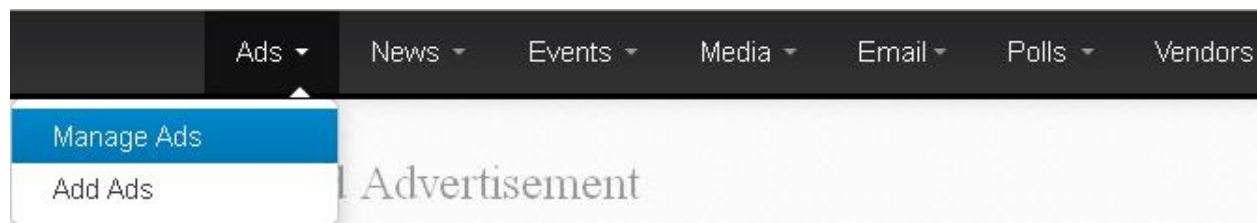


1.2 Advertisement

Admin can create, edit, delete and view Advertisement.

Advertisement will display on front-side based on From date, To date and selected chapters.

- Click Ads menu to open submenu of Ads.
 1. Manage Ads.
 2. Add Ads.



- Click Manage Ads submenu of Ads to view, edit and delete Advertisement.

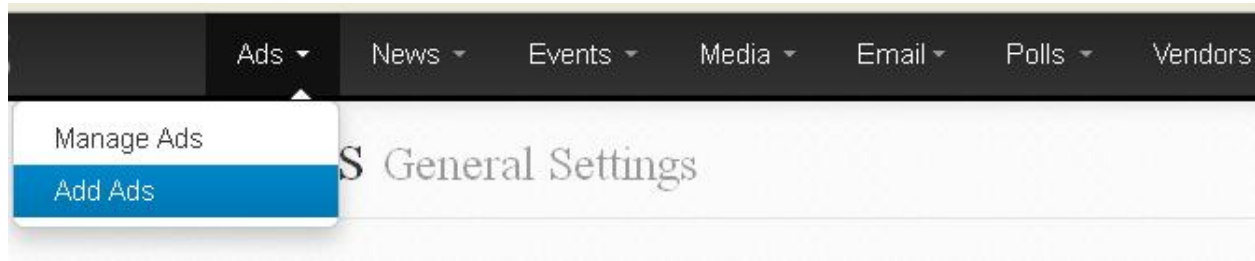
A screenshot of the 'Manage Advertisement' page. It features a table with columns for Name, Status, Size, Chapter, From, To, Created by, Created date, Modified by, Modified date, and Action. The table lists several advertisements, including 'Oppenheimer Funds', 'Dena Bank', 'SPCS Samaj', 'SBI', 'Brandify', and 'Individual Sponsors'. The 'Action' column contains edit and delete icons. Red boxes and arrows highlight the 'Edit' and 'Delete' icons for the 'SBI' advertisement.

Name	Status	Size	Chapter	From	To	Created by	Created date	Modified by	Modified date	Action
Oppenheimer Funds	✓	250x125		2013-08-01 00:00:00	2013-08-09 00:00:00		0000-00-00 00:00:00	admin	2013-08-23 17:50:44	
Dena Bank	✓	250x125		0000-00-00 00:00:00	0000-00-00 00:00:00		0000-00-00 00:00:00		0000-00-00 00:00:00	
SPCS Samaj	✓	250x125		0000-00-00 00:00:00	0000-00-00 00:00:00		0000-00-00 00:00:00		0000-00-00 00:00:00	
SBI	✓	250x125		0000-00-00 00:00:00	0000-00-00 00:00:00		0000-00-00 00:00:00		0000-00-00 00:00:00	
Brandify	✓	250x125		0000-00-00 00:00:00	0000-00-00 00:00:00		0000-00-00 00:00:00		0000-00-00 00:00:00	
Individual Sponsors	✓	250x125		0000-00-00 00:00:00	0000-00-00 00:00:00		0000-00-00 00:00:00		0000-00-00 00:00:00	



- Click Edit icon to edit Advertisement.
- Click Delete icon to delete Advertisement.

How to Create Advertisement?



- Click Add Ads submenu of Ads to create Advertisement.

Ads Add Advertisement

Name

URL

Size

Image
☒ Select Image ☐ Image URL

From

To

Select Chapter ☐

☐ California ☐ Canada ☐ Florida ☐ Georgia ☐ Illinois ☐ Michigan
☐ New Jersey ☐ North Carolina ☐ Texas ☐ Washington-DC

Status



- Name field is required.
- URL field is optional. admin can put URL to open ads details in new tab.
- Size is fixed.
- Admin can upload image by two methods.
 1. Select Image: select image from directories.
 2. Image URL: By valid Image URL.
- From: Select From date for start date of ads.
- To: Select To date to expired date of ads.
- If Current date will between from and to than ads will display otherwise it will not display on front-side.
- Select Chapter: on which chapter to display ads.
- Status: Select Active or Inactive.
 - Active: Select Active to display Ads on front-side.
 - Inactive: Select Inactive to do not display Ads on front-side.
- Submit form to save details.



1.3 News

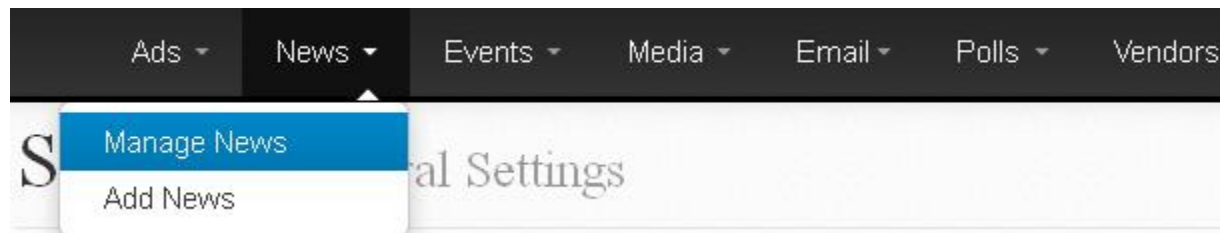
Admin can create, edit, delete and view News.

News will display on front-side based on selected chapters.

➤ Click News menu to open submenu of News.

1. Manage News.

2. Add News.



➤ Click Manage News submenu of News to view, edit and delete News.

A screenshot of the 'News Manage News' page. It features a table with columns for Date, Title, Chapter, Status, Created by, Created date, Modified by, Modified date, and Action. The first row is highlighted, and the 'Edit' and 'Delete' icons in the 'Action' column are circled in red. A red box labeled 'Edit' is placed over the 'Modified by' column of the first row, and another red box labeled 'Delete' is placed over the 'Modified by' column of the third row.

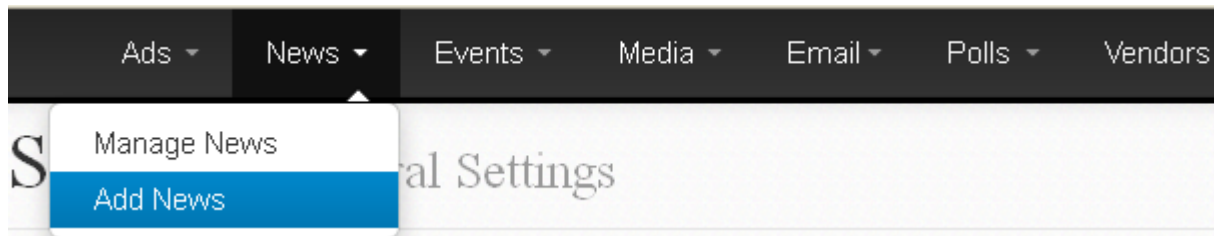
Date	Title	Chapter	Status	Created by	Created date	Modified by	Modified date	Action
2013-09-30	Donation Towards Garba and Diwali		✓	GPaghdal	2013-10-01 07:09:50	Edit	0000-00-00 00:00:00	✎ ✖
2013-09-25	Summer Picnic 2013 Donation		✓	girish-paghdal	2013-09-26 05:35:04		0000-00-00 00:00:00	✎ ✖
2013-09-21	Sad news for GA SPCS Family	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	✓	admin	2013-09-26 18:59:34	Delete	2013-09-26 19:10:03	✎ ✖
2013-09-10	Donation for Garba and Diwali Party 2013	New Jersey	✓	GPaghdal	2013-10-01 07:27:11	GPaghdal	2013-10-09 06:57:29	✎ ✖

➤ Click Edit icon to edit News.

➤ Click Delete icon to delete News.



How to Create News?



➤ Click Add News submenu of News to create News.

A screenshot of the 'Add News' form interface. At the top, there is a dark navigation bar with menu items: 'Ads', 'News', 'Events', 'Media', 'Email', 'Polls', 'Vendors', 'Chapters', 'Pages', and '(2)Members'. Below the navigation bar, the page title 'News Add News' is displayed. The form contains several fields: 'News Title' with a text input field; 'News Content' with a rich text editor featuring a toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, image, video, and other formatting options; 'Date' with a text input field; 'Select Chapter' with a dropdown menu and a list of checkboxes for various locations: California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC; 'Status' with a dropdown menu currently set to 'Active'; and a blue 'Submit' button at the bottom.

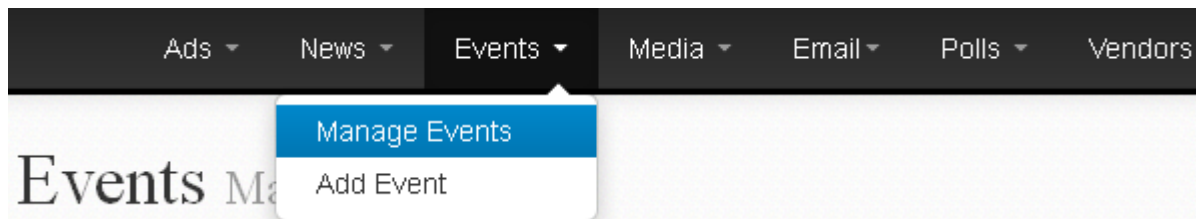
- News Title, News Content, Date fields are required.
- Select Chapter: on which chapter to display News.
- Status: Select Active or Inactive.
 - Active: Select Active to display News on front-side.
 - Inactive: Select Inactive to do not display News on front-side.
- Submit form to save details.



1.4 Events

Admin can create, edit, delete and view Events.

- Click Events menu to open submenu of Events.
 3. Manage Events.
 4. Add Events.

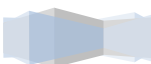


- Click Manage Events submenu of Events to view, edit and delete Events.

A screenshot of the 'Events Manage Events' page. The table lists events with columns: Date, Title, Chapter, Status, Created by, Created date, Modified by, date, and Action. Red annotations include a box around the title 'ALASKA TOUR - 2014', a circle around the 'Details' link, a box around the 'Edit' icon, and a box around the 'Delete' icon. The 'Details' link is circled in red, and the 'Edit' and 'Delete' icons are also circled in red. The 'Details' link is circled in red, and the 'Edit' and 'Delete' icons are also circled in red.

Date	Title	Chapter	Status	Created by	Created date	Modified by	date	Action
2014-05-27 00:00:00	ALASKA TOUR - 2014	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	Upcoming	admin	2013-12-27 00:18:10		0000-00-00 00:00:00	Edit Delete
2014-05-08 14:00:00	Holi 2014		Upcoming	rajendra-pavasia	2013-12-23 21:15:23		0000-00-00 00:00:00	Edit Delete
2013-12-07 17:30:00	Diwali Dinner		Archived	rajendra-pavasia	2013-12-22 20:49:15		0000-00-00 00:00:00	Edit Delete
2013-12-07 17:30:00	Diwali Dinner 2013	Florida	Archived	rajendra-pavasia	2013-12-22 21:30:35	rajendra-pavasia	2013-12-22 21:43:39	Edit Delete

- Click Edit icon to edit Events.
- Click Delete icon to delete Events.
- Click Title of events to view all details of Events.



Events Media Email Polls Vendors Chapters Pages (2)Members Settings

ALASKA TOUR - 2014

Member Details

Search by name, username or email

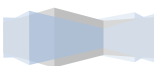
[2 Invited](#)
[0 RSVP](#)
[0 Confirm](#)
[Adults : Kids :](#)
[0 Maybe](#)
[0 Not Coming](#)
[2 Pending](#)

Username	Email Id	Mail Status	Profile Status
shilpa-desai			
vasram-limbasia			
balvant-patel			
harsukh-savalia			
davendra-patel			
haribhai-kher			
chhaya-patel			
bhupendra-parsana			
bavalal-pansuria			
mehul-padshala	mehulpadshala@gmail.com		

1 2 3 > Last >

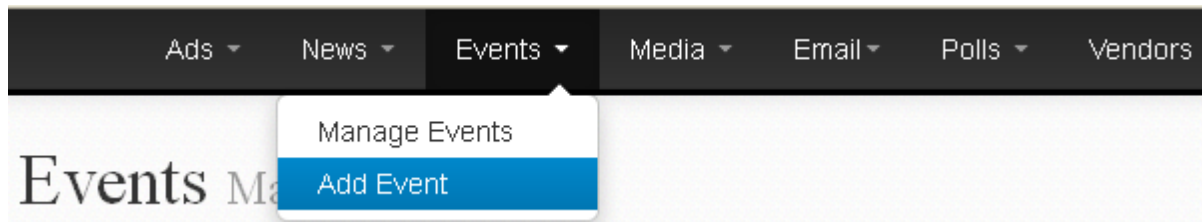
Only Chapter Admin can send event invitation.

1. RSVP: Who has attempted event invitation form of this event.
2. Confirm: Confirm user will attend this event.
3. Adults: no. of Adults will attend this event.
4. Kids: no. of Kids will attend this event.
5. Maybe: Maybe users not sure to attend this event.
6. Not Coming: Not Coming users will not attend this event.
7. Pending: Who has not attempted event invitation form of this event.



- Admin can search and export to excel functionality.
- Click Invited to display details of invited users.
- Click RSVP to display details of RSVP users.
- Click Confirm to display details of Confirm users.
- Click Maybe to display Maybe users.
- Click Not Coming to display Not Coming users.
- Click Pending to display Pending users.

How to Create Event?



- Click Add Event submenu of Events to create Event.



Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ (1)Members ▾ test2.0

Events Add Event

Event Title

The Event Title field is required.

Event Description

B *I* U [List Icons] Font Size ▾ Font Family ▾ Font Format ▾ [Image Icons]

The Event Description field is required.

Event Location

The Event Location field is required.

Date

The Date field is required.

Status

Upcoming ▾

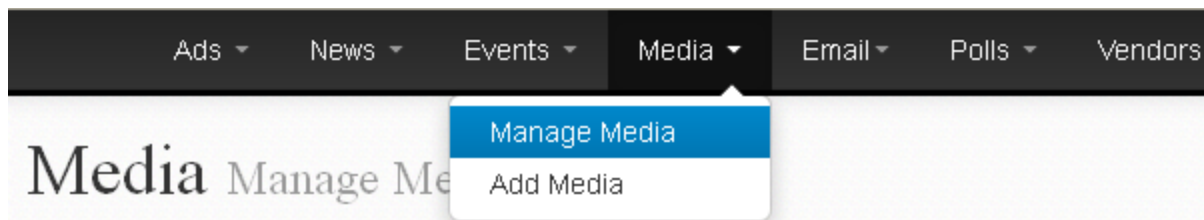
- Event Title, Event Description, Event Location and Date fields are required
- Status: Select Upcoming, Archived, Inactive.
- Submit form to save details.



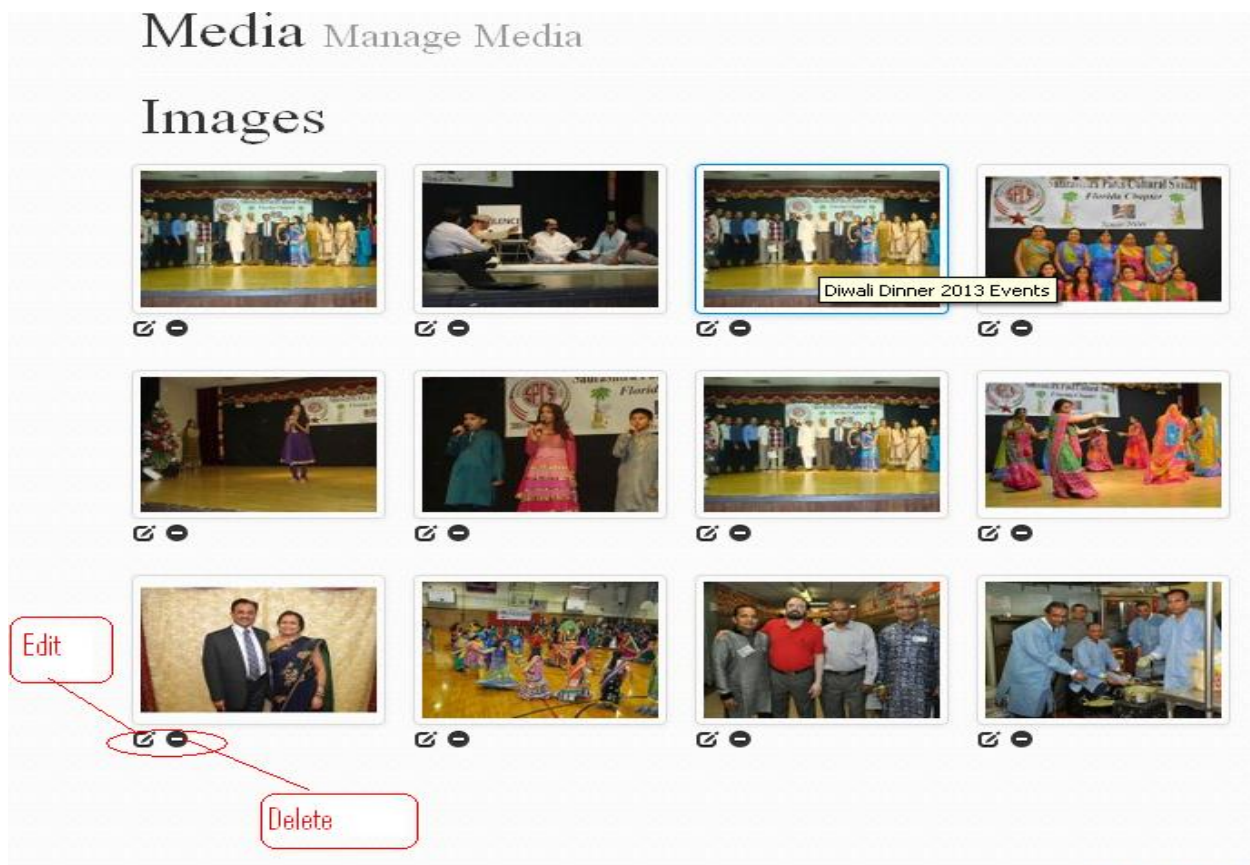
1.5 Media

Admin can create, edit, delete and view Events.

- Click Media menu to open submenu of Events.
 - 5. Manage Events.
 - 6. Add Events.

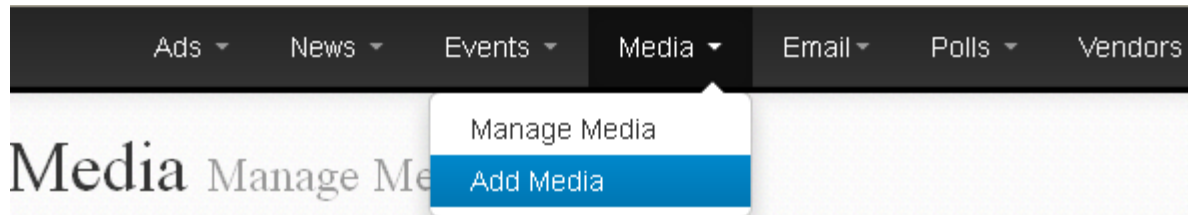


- Click Manage Media submenu of Media to view, edit and delete Media.



- Click Edit icon to edit Media.
- Click Delete icon to delete Media.

How to Create Media?



- Click Add Media submenu of Media to create Media.



Ads ▾ News ▾ Events ▾ Media ▾ Email ▾

Media Add Media


Media Title

Media Type

Photo ▾

Photo

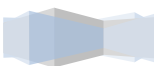
☒ Select Image ☐ Image URL



Browse

Submit

- Media Title field is required.
- Photo Type: Select photo or video to upload photo or video.
- Admin can upload photo or video by two methods.
 1. Select Image: select image from directories.
 2. Image URL: By valid Image URL.
- Submit form to save details.



1.6 Email

1.6.1 Email Template.

1.6.2 Mass Email.

1.6.3 Member Verification Email.

1.6.1 Email Template

Admin can create, edit, delete and view Email Template to use for mass email, event invitation email, etc.

The screenshot shows a web application interface with a top navigation bar containing links: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, (1)Members, and Settings. The 'Email' menu is expanded, showing submenus: Manage Email Template, Add Email Template (highlighted), Manage Mass Email, Add Mass Email, Manage Member verification Email, and Add Member verification Email. Below the menu is a table titled 'Template Manager' with columns: Name, Status, and Action. The table contains six rows of email templates. Red boxes labeled 'Edit' and 'Delete' point to the edit and delete icons in the Action column of the first two rows.

Name	Status	Action
Member Information	Active	
Member Verification Email	Active	
Member Verification Email - Test	Active	
newsletter template	Active	
SPCS Carolina Diwali Dinner 2013 Update	Active	

- Click Add Email Template submenu to insert Email Template.
- Click Manage Email Template submenu of Email to view, edit and delete Email Template.
- Click Edit icon to edit Email Template.
- Click Delete icon to delete Email Template.



1.6.2 Mass Email

Admin can create, edit, delete and view mass Email Information.

Admin can send mass email to users.

Mass Email

- Manage Email Template
- Add Email Template
- Manage Mass Email
- Add Mass Email**
- Manage Member verification Email
- Add Member verification Email

Date	Subject	Status	Mail Status	Created by	Created date	Modified by	Modified date	Action
2013-10-08	Sponsors for Garba and Diwali 2013	2/2559	Complete	GPaghdal	2013-10-09 09:05:47	GPaghdal	0000-00-00 00:00:00	
2013-10-08	Garba and Diwali Sponsors 2013	4507/2559	Complete	GPaghdal	2013-10-04 06:08:47	GPaghdal	2013-10-09 09:02:19	

- Click Add Mass Email submenu to Add Mass Email.
- Click Manage Mass Email submenu to view, edit and delete Mass Email Form.
- Click Edit icon to edit Mass Email.
- Click Delete icon to delete Mass Email.



How to send Mass Email?

The screenshot shows the 'Mass Email Add' form in a web application. The form includes a 'Subject' field with 'test mail' entered. Below it is a 'Select Template' dropdown menu with 'Member Informatic' selected. A red box labeled 'Select Template' points to this dropdown. The email body editor shows a preview of the email content, including a greeting 'Dear {username},' and a link 'Verify | Need To Change'. A red box labeled 'Email Preview' points to the email body editor. Below the editor is a 'Chapters' section with a 'Check All Chapter' checkbox and a list of chapters: California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC. A red box labeled 'Select Chapters' points to the 'Check All Chapter' checkbox. Below the chapters is a 'Select user' button and a '0 User Selected' message. A red box labeled 'Select User' points to the 'Select user' button. At the bottom of the form are 'Save and Close' and 'Submit' buttons.

- Click Add Mass Email to send Mass Email form.
- Select Template from Select Template dropdown which is already created from Email Template.
- Select chapters from displaying chapters, check all functionality also available for select all chapters.
- Click Select user, It'll open pop-up with users details based on selected chapters.



Member Details

Check All user

Search by name, username or email

Search

<input type="checkbox"/>	Username		Chapter Name	Mail Status
<input type="checkbox"/>	jignesh		Washington-DC	⊖
<input type="checkbox"/>	ami		Washington-DC	⊖
<input type="checkbox"/>	zion	zionimpex@gmail.com	Washington-DC	⊖
<input type="checkbox"/>	zinal	info@zeenee.com	Washington-DC	⊖
<input type="checkbox"/>	tjetani	tjetani@gmail.com	North Carolina	⊖
<input type="checkbox"/>	kjetani	kjetani@gmail.com	North Carolina	⊖
<input type="checkbox"/>	vishalrajpara	vishalrajpara@gmail.com	Washington-DC	⊖
<input type="checkbox"/>	jigna-rajpara	jvrajpara@gmail.com	Washington-DC	⊖
<input type="checkbox"/>	arya-rajpara		Washington-DC	⊖
<input type="checkbox"/>	shaunak-rajpara		Washington-DC	⊖

save

cancel

Save Cancel







1 2 3 > Last >

- Admin can search, filter and check all functionality to select users.
- Filter dropdown options are define as:
 1. All members: Registered all members.
 2. Assigned members: Who has assigned chapter.
 3. Un-Assigned members: Who has not assigned chapter.
 4. Verified members: Who has verified by admin.
 5. Un-Verified members: Who has not verified by admin.
 6. Primary Members: Parent members.
- After selection of users, admin will have to click save button to save data.
- Click cancel to reset and close pop-up.



- After selection of users, select option from dropdown
 1. Save and Close: It'll only saves data.
 2. Save and Send: It'll prepare template to send email.
- Click Email Preview to see preview of Mass Email which will send to users.
- After that, submit form to save all details of Mass Email.

Mass Email Manage

Date	Subject	Chapter	Status (Sent/Total)	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-01-16	test mail	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	0/5	Send	admin	2014-01-16 11:38:40	admin	2014-01-16 11:38:40	 
2013-08-14	Member Information Test	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	0/2	Send	admin	2013-08-14 17:14:28	admin	2013-08-14 17:15:20	 
2013-07-29	Member Information Test	California	1/1	Complete	admin	2013-07-30 11:28:57		0000-00-00 00:00:00	 





- Mass Email data is displaying in a grid.
- Click send to start sending email, functionality available to see no. of selected users to send email and no. of users who has sent email.
- Admin also can send mass email by edit mass email, admin can send email who is left during add mass email, but can't resend email to users who has already sent email.



1.6.3 Member Verification Email

Admin can create, edit, delete and view Member Verification Email.

Admin also can send Member Verification Email to users.

Date	Subject	Ch	(total)	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-01-16	tool mail	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC			admin	2014-01-16 12:52:35	admin	2014-01-16 12:52:35	 
2013-09-09	test	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	8187/8187	Complete	admin	2013-09-09 16:01:37		0000-00-00 00:00:00	 

- Click Add Member Verification Email submenu to Add Member Verification Email.
- Click Manage Member Verification Email submenu to view, edit and delete Member Verification Email.
- Click Edit icon to edit Member Verification Email.
- Click Delete icon to delete Member Verification Email.



How to send Member Verification Email?

- Click Add Member Verification Email to send Member Verification Email form.

The screenshot shows the 'Verification Email Add' interface. At the top is a navigation bar with links like Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, (2)Members, Settings, and support. The main heading is 'Verification Email Add' with a 'Quick Add' button. Below the heading is a 'Subject' input field. The main content area is a rich text editor with the following text: 'Dear {username},', 'Please verify your information.', 'Below are details of your account:', '{userinfo}', '{familymember}', 'Below are links to verify your information.', 'Link: [Verify](#) | [Need To Change](#)', and 'SPCSUSA site'. To the right of the editor is an 'Email Preview' window. Below the editor is a 'Chapters' section with a 'Check All Chapter' checkbox and a list of chapters: California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC. A red callout box labeled 'Select Chapters' points to the 'Check All Chapter' checkbox. Below the chapters is a 'Select user' button, with a red callout box labeled 'Select User' pointing to it. At the bottom left is a 'Save and Close' button.

- Select chapters from displaying chapters, check all functionality also available for select all chapters.
- Click Select user, It'll open pop-up with users details based on selected chapters.



Member Details

Check All user

Search by name, username or email

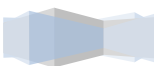
Search

Username	Email	Chapter Name	Mail Status	Status
jignesh	jignesh@zeenec.com	Washington-DC	⊖	Verified
ami	ashabouniawara@gmail.com	Washington-DC	⊖	Verified
zion	zionimpex@gmail.com	Washington-DC	⊖	Verified
zinal	info@zeenec.com	Washington-DC	⊖	Verified
tjetani	tjetani@gmail.com	North Carolina	⊖	Verified
kjetani	kjetani@gmail.com	North Carolina	⊖	Verified
vishalrajpara	vishalrajpara@gmail.com	Washington-DC	⊖	Verified
jigna-rajpara	jvrajpara@gmail.com	Washington-DC	⊖	Verified
arya-rajpara		Washington-DC	⊖	Verified
shaunak-rajpara		Washington-DC	⊖	Verified

Save Cancel

1 2 3 > Last >

- Admin can search, filter and check all functionality to select users.
- Filter dropdown options are define as:
 1. All members: Registered all members.
 2. Assigned members: Who has assigned chapter.
 3. Un-Assigned members: Who has not assigned chapter.
 4. Verified members: Who has verified by admin.
 5. Un-Verified members: Who has not verified by admin.
- After selection of users, admin will have to click save button to save data.



- Click cancel to reset and close pop-up.
- Select option from dropdown.
 1. Save and Close: It'll only saves data.
 2. Save and Send: It'll prepare template to send mail.
- Click Email Preview to see preview of member verification email which will send to users.
- Submit form to save all details of Member Verification Email.

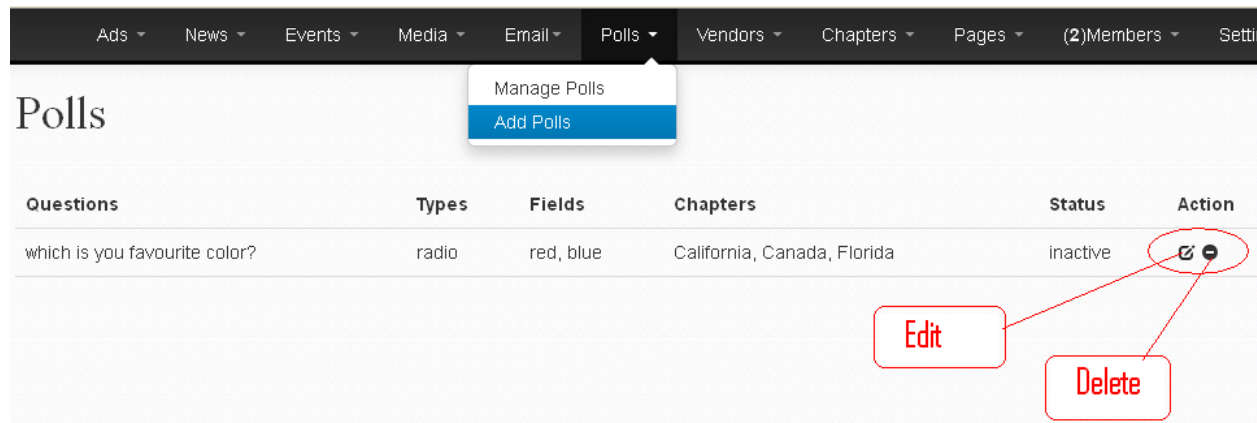
Member Verification Email Manage									
Date	Subject	Chapter	Status (Sent/Total)	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-01-16	tool mail	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	0/4		admin	2014-01-16 12:52:35	admin	2014-01-16 12:52:35	Edit Delete
2013-09-09	test	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	8187/8187	Complete	admin	2013-09-09 16:01:37		0000-00-00 00:00:00	Delete

- Member Verification Email details is displaying in a grid.
- Functionality available to see no. of selected users to send email and no. of users who has sent email of mass email.
- Admin also can send email by edit Member Verification Email, admin can send email who is left during Add Member Verification Email, but can't resend email to users who has already sent email.



1.7 Poll

Admin can create, edit, delete and view Poll.



- Click Add Polls submenu to create Poll.
- Click Manage Polls submenu to view, edit and delete Poll.
- Click Edit icon to edit Poll.
- Click Delete icon to delete Poll.



How to Create Poll?

- Click Add Polls submenu of polls to create Poll.

Ads ▾

News ▾

Events ▾

Media ▾

Email ▾

Polls ▾

Vendors ▾

Chapters ▾

Pages ▾

Polls

Add Poll

Poll Question

Poll Type

Radio ☒ Checkbox ☐

Add Fields

+ -

+ -

Select Chapter

☐ California

☐ Canada

☐ Florida

☐ Georgia

☐ Illinois

☐ Michigan

☐ National

☐ New Jersey

☐ North Carolina

☐ Texas

☐ Washington-DC

Select Status

Inactive

▾

Display As

Percentage

▾

Submit



- Poll Type: select radio or checkbox to display fields with (radio or checkbox) on front-side.
- Add Fields: minimum two fields are required.
- Select Chapter: On which chapter to display poll.
- Select Status: select status Active or Inactive.
 - Active: Select Active to display Poll on front-side.
 - Inactive: Select Inactive to do not display Poll on front-side.
- Display As: Percentage or Count.
 - Percentage: to display results of submitted polls in percentage.
 - Count: to display results of submitted polls in count.
- Submit form to save details.







1.8 Vendors



Admin can create, edit, delete and view Vendors.

- Click Category submenu of Vendors to create categories.

Manage Category

Category	Vendors	Action
Catering	Rupa Vira	 
DJ		 

Vendors Manage Vendors

Vendor Name	Vendor Email	Vendor Address	Category	Chapter	Vendor Description	Created by	Created date	Modified by	Modified date	Action
Rupa Vira	contact@rupavira.com	contact@rupavira.com	Catering	Washington-DC		admin	2013-08-12 23:02:18	admin	2013-08-12 23:02:54	 

- Click Edit, Delete icon to edit, delete vendors.



How to Create Vendor?

- Click Add Vendors submenu of Vendors to create Vendor.

The screenshot shows a web application interface for adding a vendor. At the top, there is a navigation bar with links: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, and Pages. Below the navigation bar, the page title is 'Vendors Add Vendor'. The form consists of several sections:

- Vendor Name:** A text input field with the placeholder 'Vendor Name'.
- Vendor Email:** A text input field with the placeholder 'Vendor Email'.
- Vendor Address:** A large text area for the address.
- Category:** A dropdown menu with the placeholder '---Select-Category---'.
- Vendor Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and other formatting options. The text area is currently empty.
- Select Chapter:** A section with a 'Select Chapter' label and a list of checkboxes for different locations: California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC.



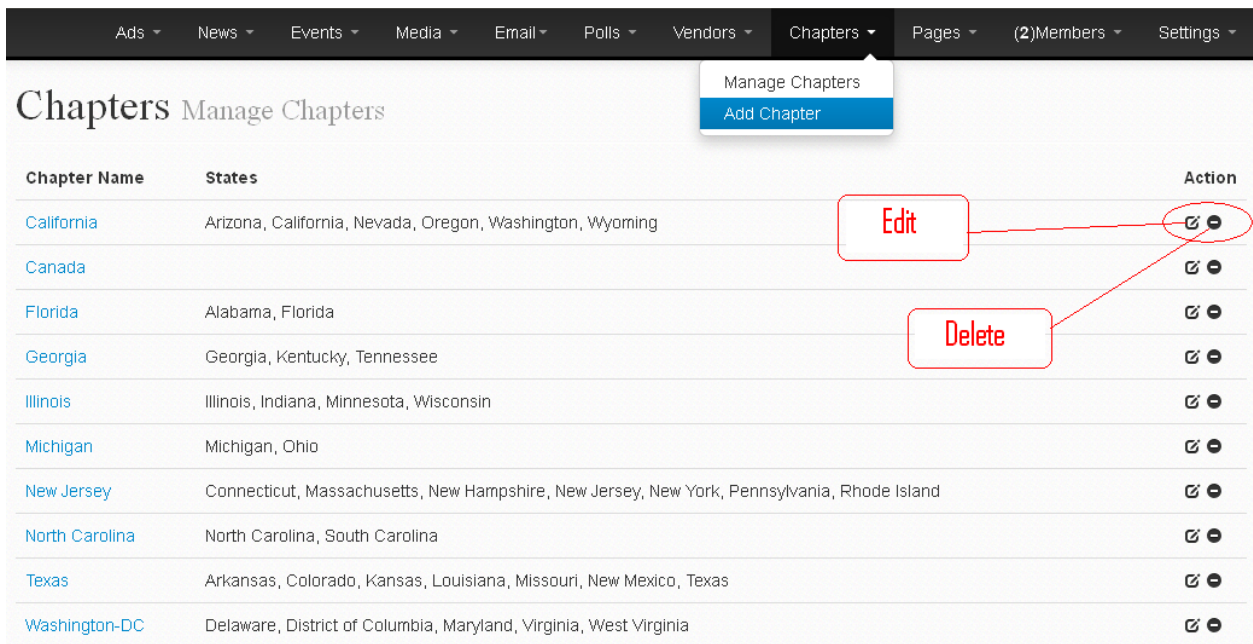
- Vendor Name, Vendor Email, Vendor Address and Vendor Description fields are required.
- Category: Select category which is already created.
- Select Chapter: Select chapter to allocate vendor's chapter.



1.9 Chapters

Admin can create, edit, delete and view Chapters.

- Click Manage Chapters submenu of Chapters to edit, delete, view Chapters.
- Click edit, delete icon to edit, delete chapters.



The screenshot shows the 'Chapters' management interface. At the top, there is a navigation bar with various menu items: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, (2)Members, and Settings. The 'Chapters' menu is expanded, showing 'Manage Chapters' and 'Add Chapter' options. Below the navigation bar, the 'Chapters' section is titled 'Manage Chapters'. A table lists various chapters with their names and associated states. The 'Action' column for each chapter contains an edit icon (pencil) and a delete icon (trash). Red boxes and arrows highlight the 'Edit' and 'Delete' actions for the 'California' chapter.

Chapter Name	States	Action
California	Arizona, California, Nevada, Oregon, Washington, Wyoming	Edit Delete
Canada		Edit Delete
Florida	Alabama, Florida	Edit Delete
Georgia	Georgia, Kentucky, Tennessee	Edit Delete
Illinois	Illinois, Indiana, Minnesota, Wisconsin	Edit Delete
Michigan	Michigan, Ohio	Edit Delete
New Jersey	Connecticut, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island	Edit Delete
North Carolina	North Carolina, South Carolina	Edit Delete
Texas	Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Texas	Edit Delete
Washington-DC	Delaware, District of Columbia, Maryland, Virginia, West Virginia	Edit Delete



How to Create Chapters?

- Click Add Chapter submenu of Chapters to create new Chapter.

Chapter Add

Chapter Name Seo

Chapter Description

Sincerely,
Hardik Kachhadia
President - SPCS-CA-Chapter

Select States

<input type="checkbox"/> Alabama	<input checked="" type="checkbox"/> Alaska	<input type="checkbox"/> Arizona	<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia	<input checked="" type="checkbox"/> Hawaii
<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input checked="" type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input checked="" type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input checked="" type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri	<input checked="" type="checkbox"/> Montana	<input checked="" type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire
<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina	<input checked="" type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio
<input checked="" type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina	<input checked="" type="checkbox"/> South Dakota
<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas	<input checked="" type="checkbox"/> Utah	<input checked="" type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington
<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming			

- Chapter Name, Seo, Chapter Description fields are required.
- Select State: Selected state will include in these chapter.
- Submit form to save data.



1.10 Pages

1.10.1 Pages.

1.10.2 Latest News.

1.10.3 Chapter Pages.

1.10.1 pages

Admin can create, edit, delete and view Pages.

➤ Click Manage Pages submenu of pages to edit, delete, view pages.

Static Pages Manage Pages

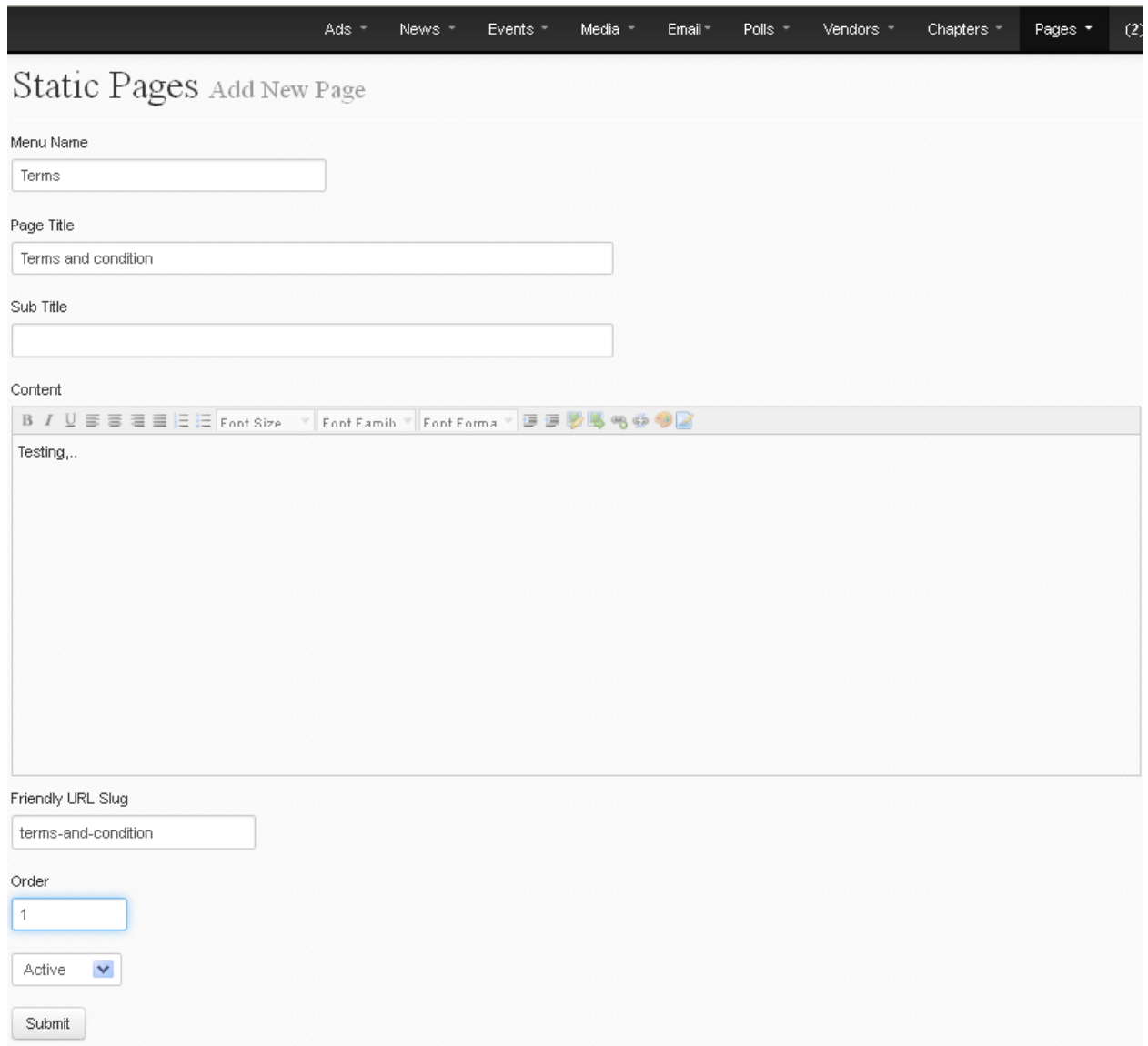
#	Name	Created by	Created date	Modified date	Action
1	Terms		0000-00-00 00:00:00		
1	Welcome		0000-00-00 00:00:00	19:01:22	
2	SPCS History		0000-00-00 00:00:00	17:18:18	
3	Information About India		0000-00-00 00:00:00	17:19:31	
4	Convention		0000-00-00 00:00:00	17:56:26	
6	Preferred Vendors		0000-00-00 00:00:00	17:21:21	

➤ Click Edit, Delete icon to edit, delete pages.



How to Create Pages?

- Click Add New Page submenu of Pages to create new page.



The screenshot shows a web application interface for creating a new static page. At the top, a dark navigation bar contains links for Ads, News, Events, Media, Email, Polls, Vendors, Chapters, and Pages (2). Below this, the page title is 'Static Pages Add New Page'. The form includes several input fields: 'Menu Name' with the value 'Terms', 'Page Title' with 'Terms and condition', and 'Sub Title' which is empty. The 'Content' section features a rich text editor with a toolbar showing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The text area contains 'Testing...'. Below the editor is the 'Friendly URL Slug' field with the value 'terms-and-condition'. The 'Order' field is set to '1'. There is a dropdown menu for 'Active' currently showing 'Active', and a 'Submit' button at the bottom.

Static Pages Add New Page

Menu Name
Terms

Page Title
Terms and condition

Sub Title

Content

Testing...

Friendly URL Slug
terms-and-condition

Order
1

Active

Submit



- Menu Name, Page Title, Content, Friendly URL Slug fields are required.
- Status: Select Active or Inactive operation.
Active: Select Active to display page link on front-side.
Inactive: Select Inactive to do not display page link on front-side.
- Order: fill out order field to display page in ASC order.
- Submit form to save data.

1.10.2 Latest News

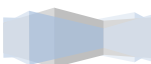
Admin can create, edit, delete and view Latest News.

- Click Manage Latest news submenu of pages to edit, delete, view Latest news.

The screenshot displays the 'Latest News' management section of the SPCS USA website. The top navigation bar includes links for Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, (2)Members, Settings, and support. The 'Pages' dropdown menu is open, showing options like 'Manage Pages', 'Add New Page', 'Manage Latestnews', and 'Add Latestnews'. The main table lists news items with columns for Name, Status, URL, Modified by, Modified date, and Action. The first item, 'Sad news for GA spcs family - Jigneshbhai Pandya', has a status of 'Active' and a URL. The 'Action' column for this item shows 'Edit' and 'Delete' icons, which are highlighted with red boxes. The 'Modified by' column shows 'admin' and the 'Modified date' shows '2013-09-26 19:04:48'.

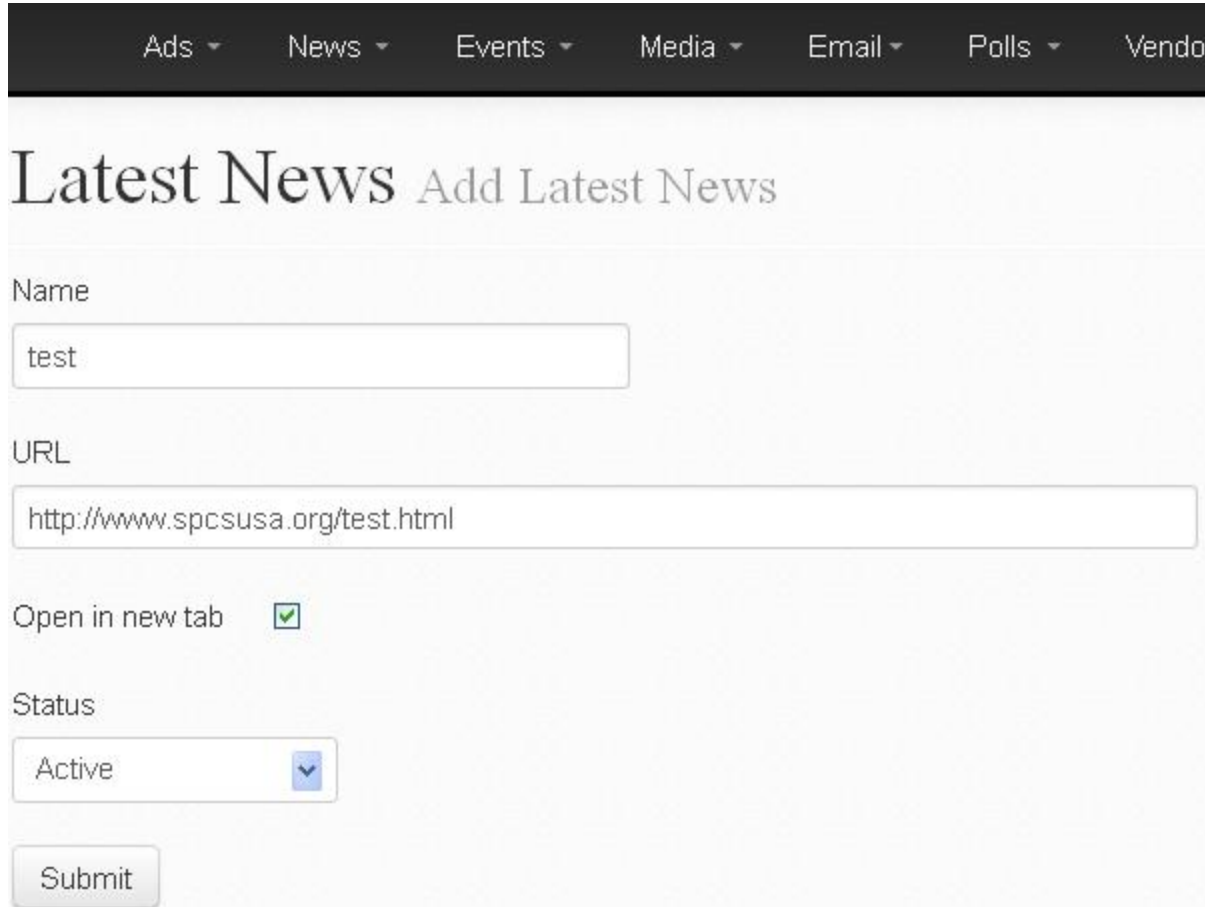
Name	Status	URL	Modified by	Modified date	Action
Sad news for GA spcs family - Jigneshbhai Pandya	Active	http://www.spcsusa.org/news/national/22/sad-news-for-ga-spcs-family.html	admin	2013-09-26 19:04:48	Edit Delete
SPCS - SPCS Education Scholarship Application Due - 9/15/2013	Active	http://www.spcsusa.org/news/national/20/spcs-spcs-education-scholarship-application-due-9-15-2013.html		0000-00-00 00:00:00	Edit Delete
News Letter	Active	https://docs.google.com/file/d/0BxGjLjA8O0IXTFIIMkphUXhJSWVs/edit?usp=sharing		0000-00-00 00:00:00	Edit Delete
Senior Europe Trip	Active	https://docs.google.com/file/d/0BxGjLjA8O0IXbHwSlpOV2xTek0/edit?usp=sharing		0000-00-00 00:00:00	Edit Delete
Senior Tour Announcement	Active	https://docs.google.com/file/d/0BxGjLjA8O0IXckU3ODZCYWVaaEU/edit?usp=sharing		0000-00-00 00:00:00	Edit Delete

- Click Edit, Delete icon to edit, delete Latest news.



How to Create Latest News?

- Click Add Latest news submenu of Pages to create latest news.



The screenshot shows a web application interface with a dark navigation bar at the top containing links: Ads, News, Events, Media, Email, Polls, and Vendor. Below the navigation bar, the page title is 'Latest News' followed by a subtitle 'Add Latest News'. The form contains the following fields and controls:

- Name:** A text input field containing the value 'test'.
- URL:** A text input field containing the value 'http://www.spcsusa.org/test.html'.
- Open in new tab:** A checkbox that is checked, indicated by a green checkmark icon.
- Status:** A dropdown menu with 'Active' selected and a blue downward arrow icon.
- Submit:** A button labeled 'Submit'.

- Name field is required.
- Select open in new tab to open latest news in new tab.
- Status: Active or Inactive operation.
 - Active: Select Active to display latest news on front-side.
 - Inactive: Select Inactive to do not display latest news on front-side.
- Submit form to save data.



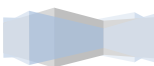
1.10.3 Chapter Pages

Admin can create, edit, delete and view Chapter pages to display pages on front-side based on selected chapters.

- Click Manage Chapter pages submenu of pages to edit, delete and view Chapter pages.
- Click Edit, Delete icon to edit, delete Chapter pages.

The screenshot shows a web application interface with a top navigation bar containing links like Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, (2)Members, Settings, and a user profile. Below the navigation bar, the 'Manage Pages' section is active. It features a table with columns: #, Name, Chapter, Created by, Modified date, and Action. The table lists three pages: 'Page1', 'Page2', and 'SPCS DC Diwali 2013 Video Clips'. A dropdown menu is open from the 'Pages' navigation item, showing options like 'Manage Pages', 'Add New Page', 'Manage Latestnews', 'Add Latestnews', 'Terms', 'Welcome', 'SPCS History', 'Information About India', 'Convention', 'Preferred Vendors', 'Manage Chapter Pages', and 'Add New Chapter Page'. The 'Manage Chapter Pages' option is highlighted. In the 'Action' column of the table, the 'Edit' and 'Delete' icons for the first row are circled in red.

#	Name	Chapter	Created by	Modified date	Action
0	Page1	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	admin	2013-08-14 19:03:34	Edit Delete
0	Page2	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	admin	2013-08-14 19:03:46	Edit Delete
1	SPCS DC Diwali 2013 Video Clips	Washington-DC	vishalrajpara	2013-11-12 01:17:00	Edit Delete



How to Create Chapter Pages?

- Click Add New Chapter Page submenu of Pages to open Chapter Page form.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ (2)M

Menu Name

Page Title

Sub Title

Content

B I U [List Icons] Font Size ▾ Font Family ▾ Font Forma ▾ [Rich Text Icons]

Page1

Chapters ☒ Check All Chapter

<input checked="" type="checkbox"/> California	<input checked="" type="checkbox"/> Canada	<input checked="" type="checkbox"/> Florida	<input checked="" type="checkbox"/> Georgia	<input checked="" type="checkbox"/> Illinois	<input checked="" type="checkbox"/> Michigan
<input checked="" type="checkbox"/> National	<input checked="" type="checkbox"/> New Jersey	<input checked="" type="checkbox"/> North Carolina	<input checked="" type="checkbox"/> Texas	<input checked="" type="checkbox"/> Washington-DC	

Friendly URL Slug

Order

Active ▾



- Menu Name, Page Title, Content, Friendly URL Slug fields are required.
- Chapters: On which chapter to display Chapter pages.
- Status: Select Active or Inactive.
 - Active: Select Active to display latest news on front-side.
 - Inactive: Select Inactive to do not display latest news on front-side.
- Order: fill out order field to display Chapter page in ASC order.
- Submit form to save data.



1.11 Members

- 1.11.1 Manage Users.
- 1.11.2 Online Users.
- 1.11.3 Login History.
- 1.11.4 User Registration.
- 1.11.5 Member Position.
- 1.11.6 Committee Member.
- 1.11.7 Newsletter.
- 1.11.8 Password Reset Email.
- 1.11.9 Forum.

1.11.1 Manage Users

Admin has authority to edit, delete details of registered user.

Members 2606

Select chapter: All members Search by name, username or email Submit

Export to excel

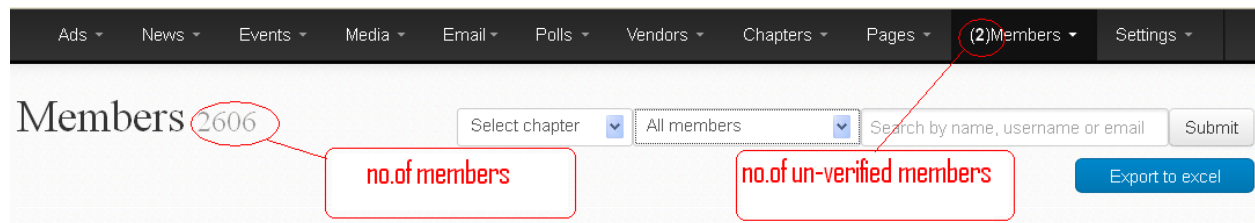
Username	Name	Address	Chapter	Phone	Email	Type	Status	Action
geeta	Geeta Kaila	22541 Welborne Manor sq	Washington-DC	703-729-1341	gkaila@hotmail.com	Member	New	Edit
spatel2499	shyam patel	7575 Frankford Rd	Texas	2817966421	shyam_0786@yahoo.com	Member	New	Edit
Kakadia	Rajni Kakadia	550 S Hill St		(213) 924-1161	info@monarchydiamond.com	Member	✓	Edit
aakash-gajera	Aakash Gajera	500 N 1st Street	Illinois	(217) 390-6363	agajera@gmail.com	Member	✓	Delete
Meena-Gajera1958	Meena Gajera	500 N 1st Street	Illinois			Member	✓	Edit
Yash-Gajera1958	Yash Gajera	500 N 1st Street	Illinois			Member	✓	Edit
Urja-Gajera1958	Urja Gajera	500 N 1st Street	Illinois			Member	✓	Edit
achyutkumar-sekhada	Achyutkumar Sekhda	5129 Summer Haven Walk	Georgia	6783944815	achyut21@hotmail.com	Member	✓	Edit
Sonal-Sekhada2335	Sonal Sekhada	5129 Summer Haven Walk	Georgia			Member	✓	Edit
Tanvee-Sekhada2335	Tanvee Sekhada	5129 Summer Haven Walk	Georgia			Member	✓	Edit
Kasavee-Sekhada2335	Kasavee Sekhada	5129 Summer Haven Walk	Georgia			Member	✓	Edit
ajay-zalavadia	Ajay Zalavadia	5201 Cannes Ct	Washington-DC (703)	922-9542	ajay@zalavadia.com	Member	✓	Edit
Goral-Zalavadia	Goral Zalavadia	5201 Cannes Ct	Washington-DC		goral@zalavadia.com	Member	✓	Edit
Kanisa-Zalavadia2290	Kanisa Zalavadia	5201 Cannes Ct	Washington-DC			Member	✓	Edit



- Members with red color are parents and with sky blue color are children of them.
- Chapter Filter: search members by selected chapters.
- Members Filter: Admin can search members..

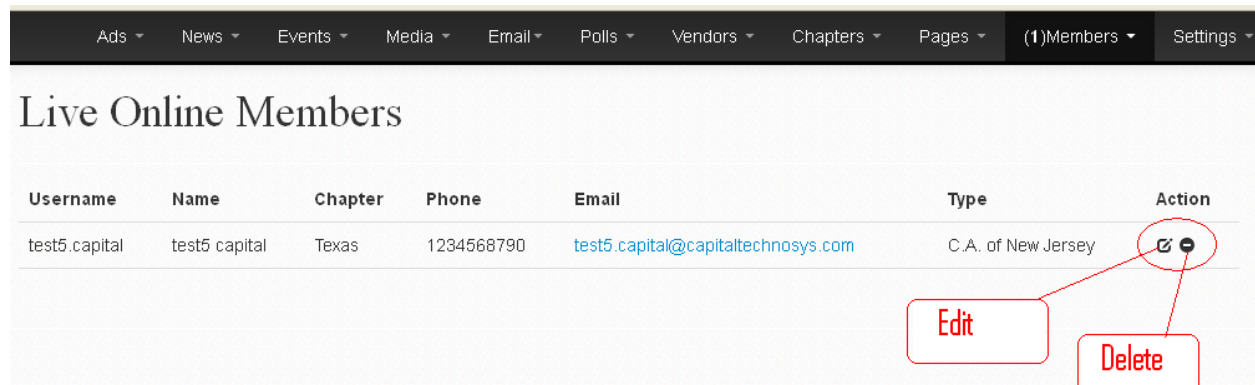
1. All members: Registered members.
2. Assigned members: Who has assigned chapter.
3. Un-Assigned members: Who has not assigned chapter.
4. Verified members: Who has verified by admin.
5. Un-Verified members: Who has not verified by admin.
6. Chapter admin: Chapter admin members.

- Search: Search members by email, username, and.
- Status: Click status icon to verify, un-verify members.



- No. of members(counts only parents)
- No. of un-verified members

1.11.2 Online Users



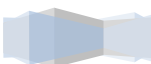
- Admin can see details of user who are live at that time.
- Admin also can edit and delete user profile

1.11.3 Login History

Admin has authority to view all Login History.

- Click Login History submenu of members to view Login History.

Member Login History				
Total Logins: 2572			no. of login user	
Date & Time	Name	Phone	Email	IP
2014-01-16 07:42:29	Krishan Patel	(678) 965-5439	bhav1962@yahoo.com	24.30.5.29
2014-01-15 23:01:25	Shirish Hirpara	(410) 384-4303	shirishhirpara@yahoo.com	71.246.82.240
2014-01-15 22:59:34	Shirish Hirpara	(410) 384-4303	shirishhirpara@yahoo.com	71.246.82.240
2014-01-15 22:55:05	Shirish Hirpara	(410) 384-4303	shirishhirpara@yahoo.com	71.246.82.240
2014-01-15 01:11:38	Dipak Rajpara		diprajpara@gmail.com	68.50.125.253
2014-01-14 20:15:21	Kamlesh Patel	(973) 471-6762	kamlesh2@msn.com	67.142.235.68
2014-01-14 04:20:30	Babubhai Patel	(404) 789-8873	bvitaliya@gmail.com	152.15.112.180
2014-01-13 06:47:23	Bakulbhai Ghelani	(734) 495-3228	rasilaghelani@yahoo.com	98.243.57.40
2014-01-12 22:57:23	Dipu Gajera	(201) 784-9204	dipugajera@yahoo.com	71.172.89.209
2014-01-12 08:22:22	Ramji Gadhia	(281) 240-8380	rumgadhia@yahoo.com	75.90.84.97
2014-01-11 23:36:59	Maganbhai Patel	(262) 255-7998	magangpatel@hotmail.com	72.135.242.81
2014-01-11 23:27:45	bharat patel	(718) 793-9076	bpbppatel12@gmail.com	121.246.82.125
2014-01-11 23:26:12	Maganbhai Patel	(262) 255-7998	magangpatel@hotmail.com	72.135.242.81
2014-01-10 12:46:20	test7 capital	1234568790	test7.capital@gmail.com	103.240.35.240



1.11.4 User Registration

Admin has authority to create new users.





















- Click User Registration submenu of members to create new user, it'll redirect to registration form of front side.

1.11.5 Member Position

Admin can create, edit, delete and view Member position.

- Click Manage Member Position submenu of Members to edit, delete, view Member Position.
- Click Edit, Delete icon to edit, delete Member Position.

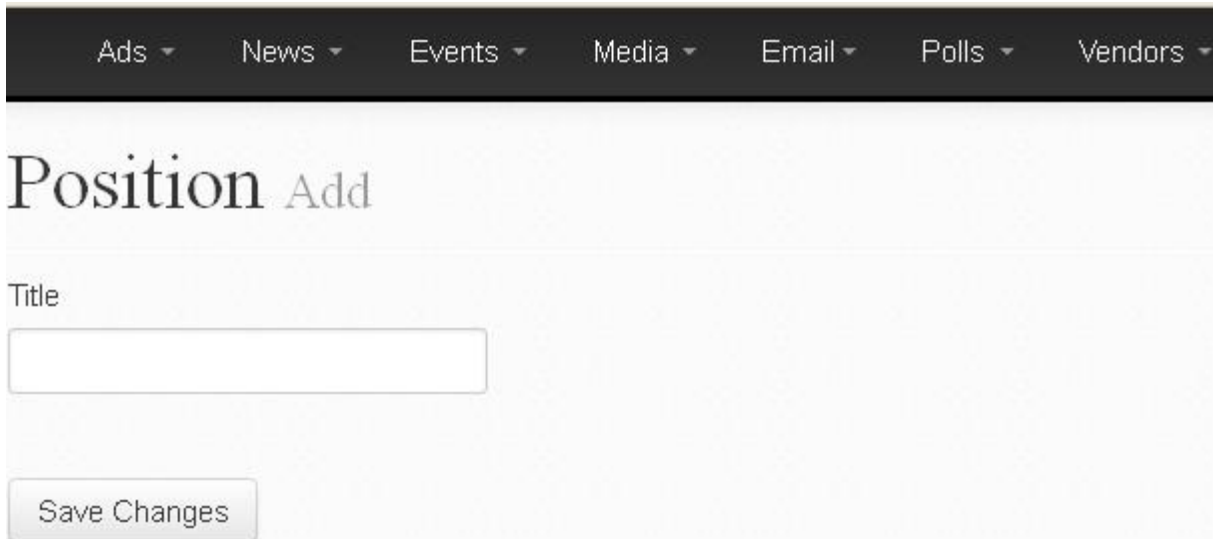
Position Manage Positions

Title	Action
LEC Committee Member	 
LEC President	 
LEC Secretary	 
LEC Treasurer	 
LEC Web Committee Member	 
NEC President	 
NEC Secretary	 
NEC Treasurer	 
NEC Web Committee Member	 
Senior Committee Member	 



How to Create Member Position?

- Click Add Member Position submenu of members to open Member Position form.



The screenshot shows a web application interface. At the top is a dark navigation bar with links: Ads ▾, News ▾, Events ▾, Media ▾, Email ▾, Polls ▾, and Vendors ▾. Below this is a light gray header area with the text 'Position Add'. The main content area is white and contains a form with a label 'Title' above a text input field. At the bottom left of the form is a button labeled 'Save Changes'.

- Title field is required.
- Submit form to save position.
- It's use for committee members to assign position.



1.11.6 Committee Member

Admin can assign, edit, remove and View Committee Members details.

- Click Manage Committee Member submenu of Members to edit, remove, view Committee Member.
- Click Edit, Delete icon to edit, remove Committee Member.
- Admin can Assign Committee Member from click Add Members.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ (2)Members ▾ Settings ▾

Committee Members Manage

California Committee Members [Add Member](#)

Photo	Name	Position	Year	Status	Action
	Ashish Sheladiya California California	Treasurer	2012 2013	Active	Edit Delete
	Dhiru Vadodaria California California	Trustee	2012 2013	Active	Delete Edit
	Ghanshyam Akbari California California	Trustee	2012 2013	Active	Edit Delete
	Hardik Kachhadiya California California	President	2012 2013	Active	Edit Delete
	Sharad Ribadia California California	Secretary	2012 2013	Active	Edit Delete

Canada Committee Members [Add Member](#)

No Committee Members found in Canada Committee

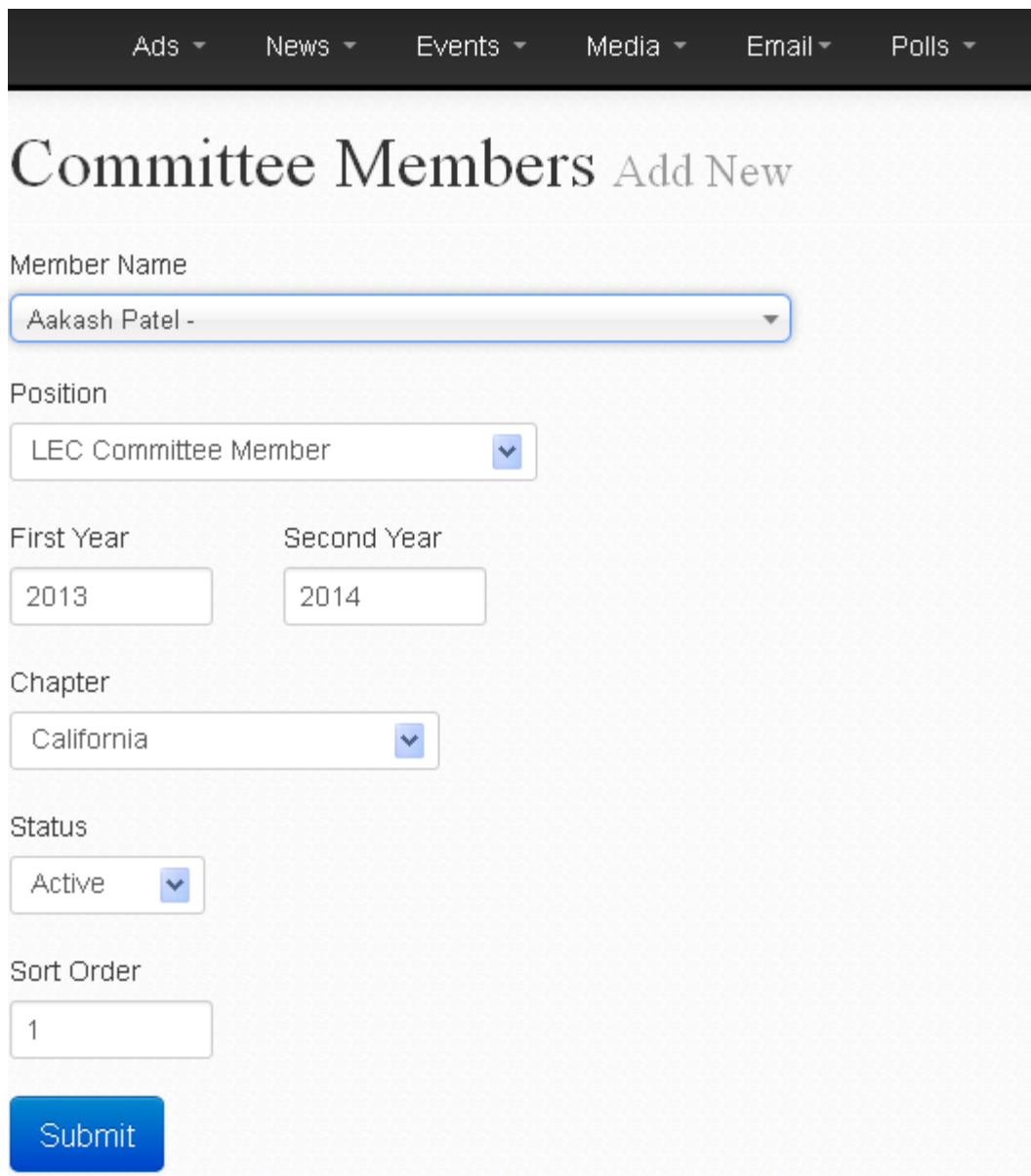
Florida Committee Members [Add Member](#)

Photo	Name	Position	Year	Status	Action
	Kamlesh Rajani Florida Florida	Treasurer	2012 2013	Active	Edit Delete



How to Assign Committee Member?

- Click Add Committee Member submenu of members to assign Committee Member.



The screenshot shows a web interface for adding a new committee member. At the top is a dark navigation bar with links: Ads, News, Events, Media, Email, and Polls. Below this is a header section with the title 'Committee Members' and a link 'Add New'. The form contains several fields: 'Member Name' with a dropdown menu showing 'Aakash Patel -'; 'Position' with a dropdown menu showing 'LEC Committee Member'; 'First Year' and 'Second Year' with text input fields containing '2013' and '2014' respectively; 'Chapter' with a dropdown menu showing 'California'; 'Status' with a dropdown menu showing 'Active'; and 'Sort Order' with a text input field containing '1'. A blue 'Submit' button is located at the bottom left of the form.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾

Committee Members [Add New](#)

Member Name
Aakash Patel - ▾

Position
LEC Committee Member ▾

First Year
2013

Second Year
2014

Chapter
California ▾

Status
Active ▾

Sort Order
1

[Submit](#)



- Member Name: Select member from Member Name dropdown
- Position: Select position to assign member position, which is already created from member position.
- Select Chapter for member to assign Committee Member of chapter.
- Status: Active or Inactive.
 - Active: Select Active to display committee member.
 - Inactive: Select Inactive to do not display committee member.
- Order: fill out order field to display Committee Member in ASC order.
- Submit form to save data.



1.11.7 Newsletter

Admin can create, edit, delete and view Newsletter.

Admin can send Email of Newsletter to users.

How to Create Newsletter?

- Click Add Newsletter submenu of Members to open Newsletter form.

The screenshot shows the 'Add New' Newsletter form. At the top, there's a navigation bar with menus like Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, Members, Settings, and support@. Below the navigation bar, the form title is 'Newsletter Add New' with a 'Quick Add' button. The form contains several sections: 'Subject Title' with a text input; 'Select Template' with a dropdown menu (labeled 'Please Select') and a red callout box saying 'Select Template'; a rich text editor with a toolbar (labeled 'Email Preview' with a red callout box); 'Select Chapter' with a red callout box saying 'Select Chapters' and a grid of checkboxes for California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC; 'Status' with a dropdown menu (set to 'Active'); and 'Queued Newsletter' with a dropdown menu (set to 'Save and Close').

- Select Template from select template dropdown to prepare email layout, which is already created from Email Template.
- Select Chapters: on which chapter to display Newsletter.
- Select status from status dropdown.



How to Send Newsletter Email?

- After create Newsletter, Admin have to edit Newsletter to send Newsletter Email.
- Click edit icon to edit Newsletter.

The screenshot shows the 'Newsletter Edit' page. At the top is a navigation bar with links: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, Members, and Settings. The main heading is 'Newsletter Edit'. Below it, there is a 'Subject Title' field containing 'Member Information Test'. A 'Select Template' dropdown is set to 'Member Informati'. A rich text editor contains the text: 'Dear {username},', 'This is test email.', 'Below is test link to verify your information.', 'Link: [Verify](#) | [Need To Change](#)', and 'SPCSUSA site'. To the right of the editor is a blue 'Email Preview' button, with a red line connecting it to a red-bordered box labeled 'Email Preview'. Below the editor is a 'Select Chapter' section with checkboxes for California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC (which is checked). A 'Select user' button is highlighted with a red line connecting it to a red-bordered box labeled 'Select user'. Below this is a 'Status' dropdown set to 'Active'. A 'Queued Newsletter' section has a 'Save and Close' button, which is highlighted with a red line connecting it to a red-bordered box labeled 'Queued Newsletter'. At the bottom is a 'Submit' button.

- Before select user, at least one user should have subscribed this newsletter from front-side.
- Newsletter display on front-side based on selected chapters.
- After that, Click Select user to open pop-up with user details who has subscribed newsletter.



Member Details

Save Cancel Check All user Search by name, username or ema Search

☒ Username test2.capital

☒ Email Id test2.capital@capitaltechnosys.com

Chapter Name Washington-DC

Mail Status

Save Cancel Check All user Search

- Here, one user is displaying on pop-up, that means one user has subscribed for these Newsletter.
- Admin can search user to select user, also have check all functionality for select all user.
- After that, admin have to click save to save selected users.
- Click Cancel to reset and close pop-up.
- Select option from dropdown.
 1. Save and Close: It'll only saves data.
 2. Save and Send: It'll prepare template to send mail.
- Click Email Preview to see preview of Newsletter email which will send to users.
- Submit form to save all details of Newsletter.



Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ Members ▾ Settings ▾ support

lly updated.

Newsletter Manage

Date	Title	Chapter	Total	Status (Sent/Total)	Status	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-01-17	Member Information Test	Washington-DC	1	0/1	Active		test2.capital	2013-08-15 13:35:06	admin	2014-01-17 11:46:26	Edit Delete
2014-01-10	testing newsletter	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	1	0/0	Active		admin	2013-08-05 17:08:46	admin	2014-01-10 13:42:51	Edit Delete
2013-07-29	Password Recovery Email		0	0/0	Inactive			0000-00-00 00:00:00	admin	2013-07-30 11:11:55	Edit Delete

- Newsletter details is displaying in a grid.
- Functionality available to see no. of user who has sent email and no. of selected users to send email of Newsletter.
- Admin also can send email by edit Newsletter Email, admin can send email who is left, but can't resend email to users who has already sent email for particular newsletter..
- Click delete icon to delete Newsletter.
- Click Title of Newsletter to display details about Newsletter.

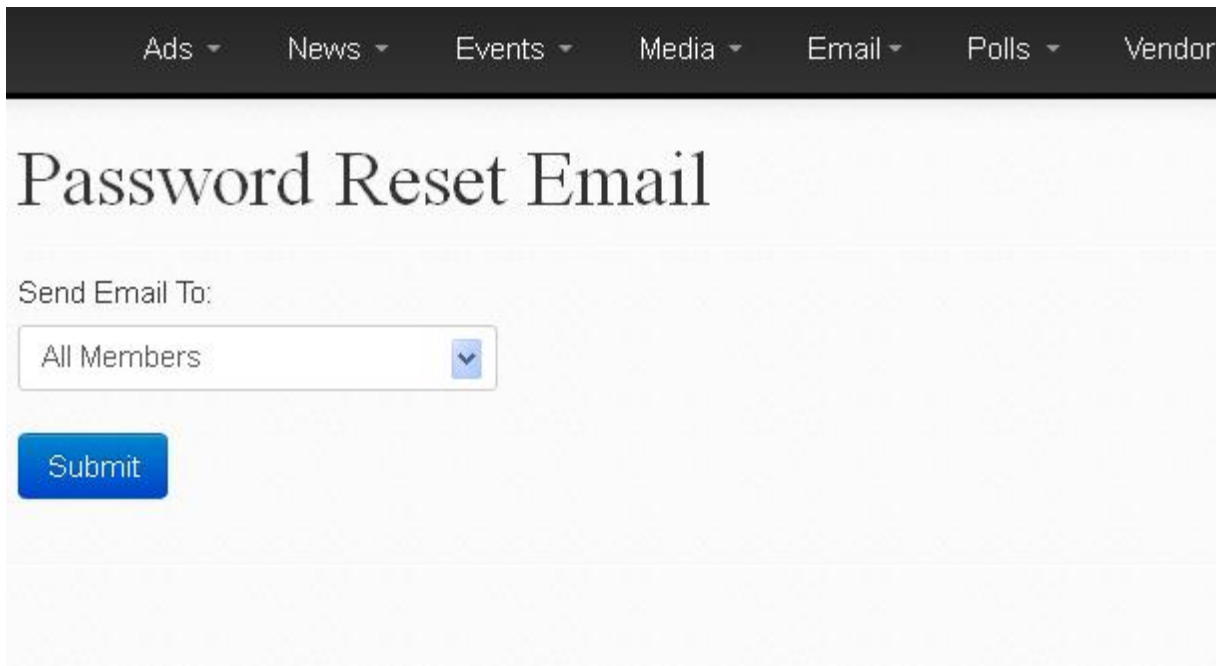


1.11.7 Password Reset Email

Admin can send email to reset password.

How to Send Password Reset Email?

- Click Password Reset Email submenu of members to open form.



The screenshot shows a web application interface with a dark navigation bar at the top containing links: Ads, News, Events, Media, Email, Polls, and Vendor. Below the navigation bar, the main heading is "Password Reset Email". Under this heading, there is a form with the label "Send Email To:". Below the label is a dropdown menu currently showing "All Members" with a blue downward arrow. Below the dropdown is a blue "Submit" button.

- Select option from Send Email To dropdown.
 1. All Members: for send email to all members.
 2. Select Members: Select user from another dropdown for send email to particular selected user.
- Submit form to send email.



1.11.7 Forum

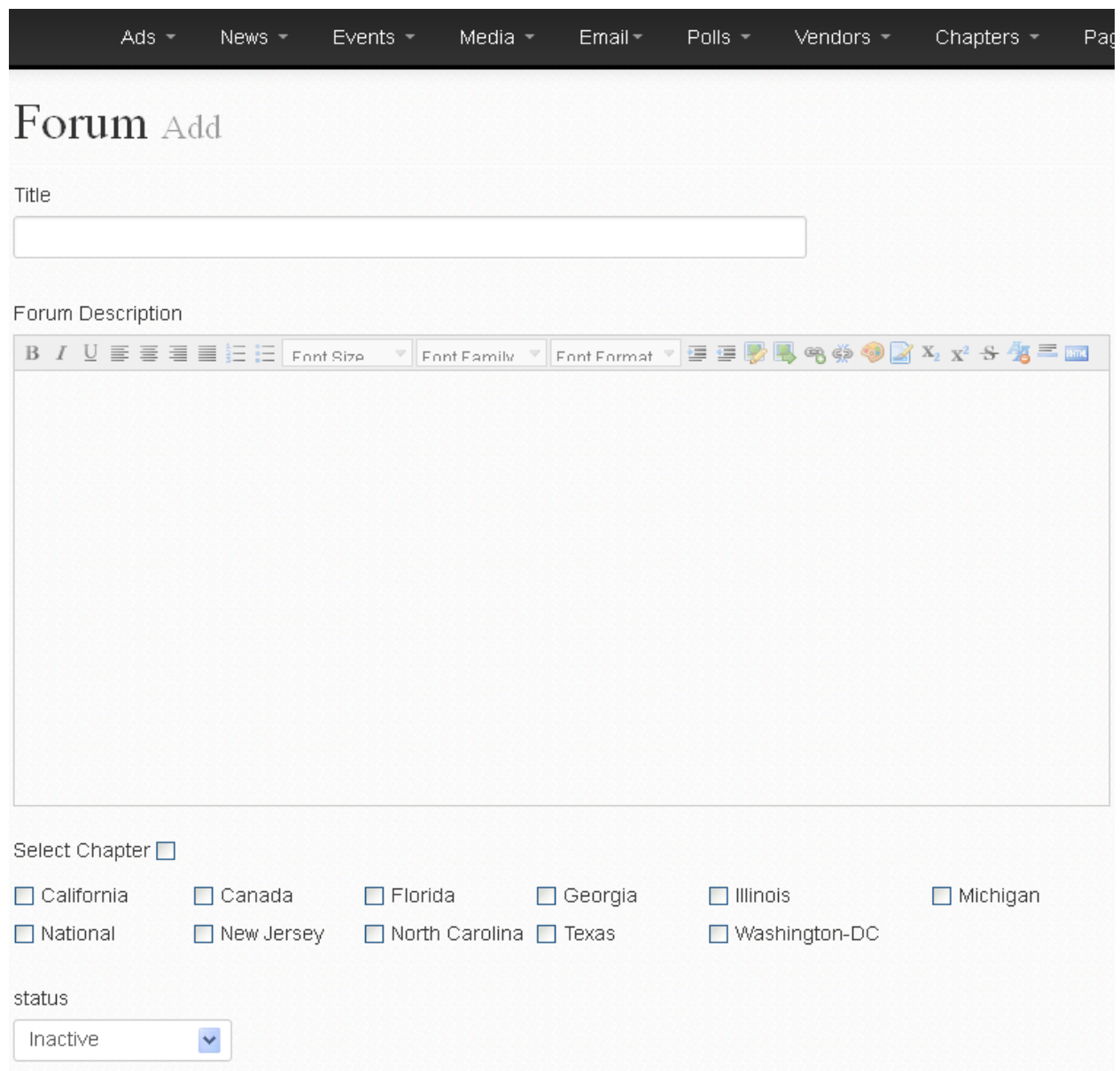
Admin can create, edit, delete and view Forum.

Login User also can create, edit, delete forum from front-side.

My Account-> Manage Forum->Add Forum.

How to Create Forum?

- Click Add Forum submenu of Members to create Forum.



Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pag

Forum Add

Title

Forum Description

B *I* U [List Icons] Font Size ▾ Font Familw ▾ Font Format ▾ [Rich Text Icons]

Select Chapter ☐

☐ California ☐ Canada ☐ Florida ☐ Georgia ☐ Illinois ☐ Michigan
☐ National ☐ New Jersey ☐ North Carolina ☐ Texas ☐ Washington-DC

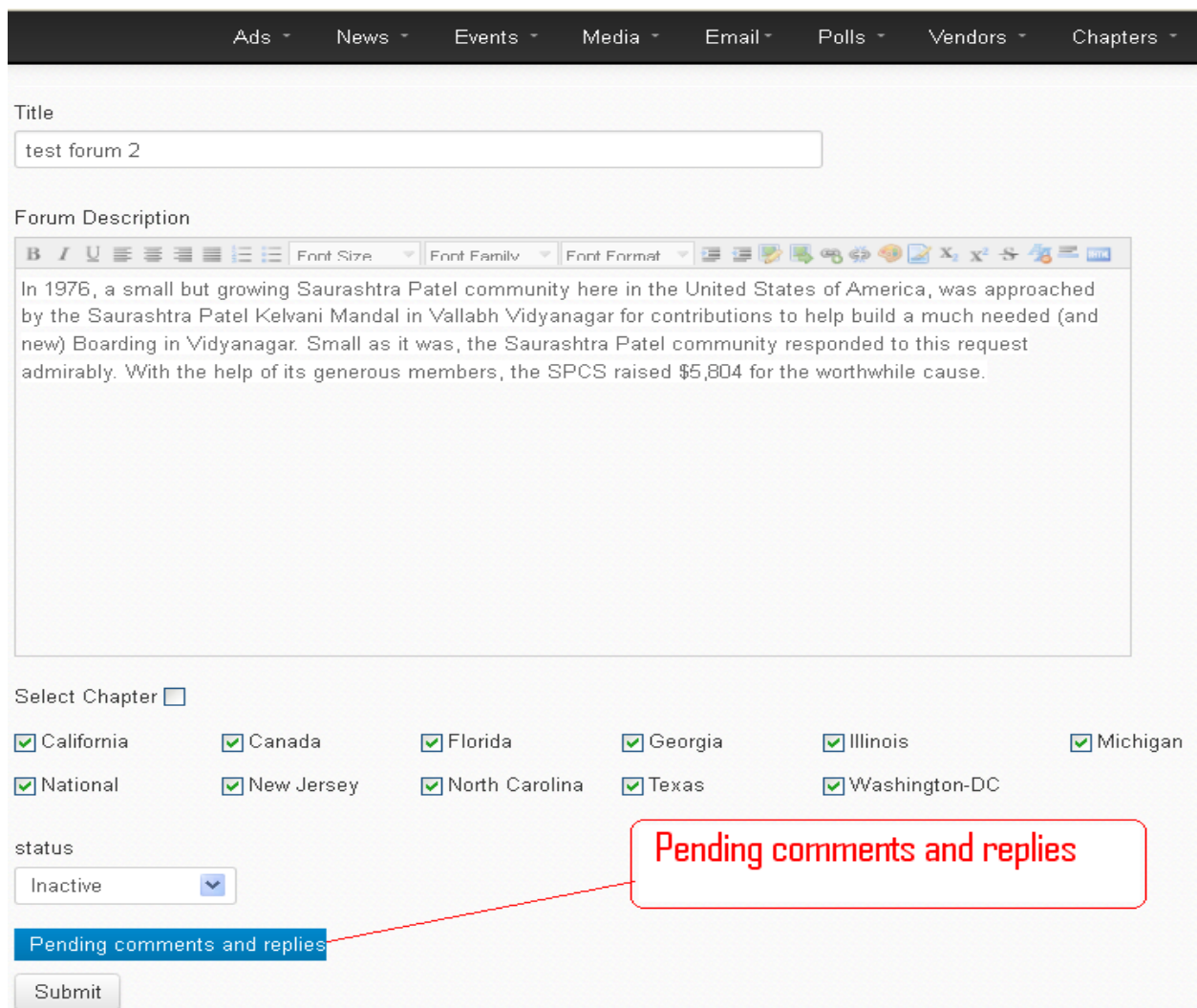
status

Inactive ▾

- Title Forum, Description and Chapter fields are required.
- Select Chapters: on which chapter to display Forum.
- Select status from status dropdown.
 Active: Select Active to display Forum on front-side.
 Inactive: Select Inactive to don't display Forum on front-side.

How to Manage Forum?

- After create Forum, Admin can manage Forum.
- Login user can give comments and replies from front-sides for particular Forum.
- Click edit icon to edit Forum.



The screenshot shows a web interface for creating a forum. At the top is a navigation bar with links: Ads, News, Events, Media, Email, Polls, Vendors, and Chapters. The form fields include:

- Title:** A text input field containing "test forum 2".
- Forum Description:** A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a text area containing a paragraph about the Saurashtra Patel community.
- Select Chapter:** A section with checkboxes for various locations: California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, and Washington-DC. All are checked.
- status:** A dropdown menu currently set to "Inactive".
- Pending comments and replies:** A blue button with a red callout box pointing to it, containing the text "Pending comments and replies".
- Submit:** A grey button at the bottom.

- Admin can see all comments and replies which is given by users for a particular Forum.
- Click Pending comments and replies to see details of Pending comments and replies.

Pending comments and replies

	Text	Commented on	Username	Verify
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:02	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:21	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:31	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:37	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:46	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 16:04:11	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 17:36:10	test3.capital	Approve Reject
<input type="checkbox"/>	comment test reply 1	2013-08-23 17:36:20	test3.capital	Approve Reject
<input type="checkbox"/>	reply test reply 1	2013-08-23 13:47:12	test3.capital	Approve Reject
<input type="checkbox"/>	reply new reply	2013-08-23 17:35:49	test3.capital	Approve Reject

Showing 1 to 10 of 11 entries

Save Cancel

1 2













- Select comments and replies from list.
- Select Approve or Reject from dropdown OR Click Approve or Reject icon.

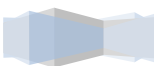
Approve: to display comments and replies on front-side.

Reject: to reject comments and replies which is given by users.

- After selection of Approve or Reject, Admin will have to click save to save details.
- Click Cancel to reset and close pop-up.
- Submit form to save details of Forum.

Forum Manage									
Title	Chapters	Status	Confirmed	Pending	Created by	Created date	Modified by	Modified date	Action
Donation towards 2013 Garba and Diwali	New Jersey	Active	✓	0	GPaghdal	2013-09-30 20:15:48	admin	2013-10-23 04:59:28	 
latest test forum	California	Inactive	✓	0	admin	2013-08-23 23:47:18	admin	2013-08-23 23:47:33	 
test forum form member side	Washington-DC	Inactive	✓	0	test3.capital	2013-08-23 17:36:37	admin	2013-08-26 00:20:29	 
test forum	Washington-DC	Inactive	✓	2	test2.capital	2013-08-21 08:07:24	admin	2013-08-26 00:20:47	 
test forum 2	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	Inactive	✓	10	admin	2013-08-21 07:51:11	admin	2013-10-23 00:31:24	 

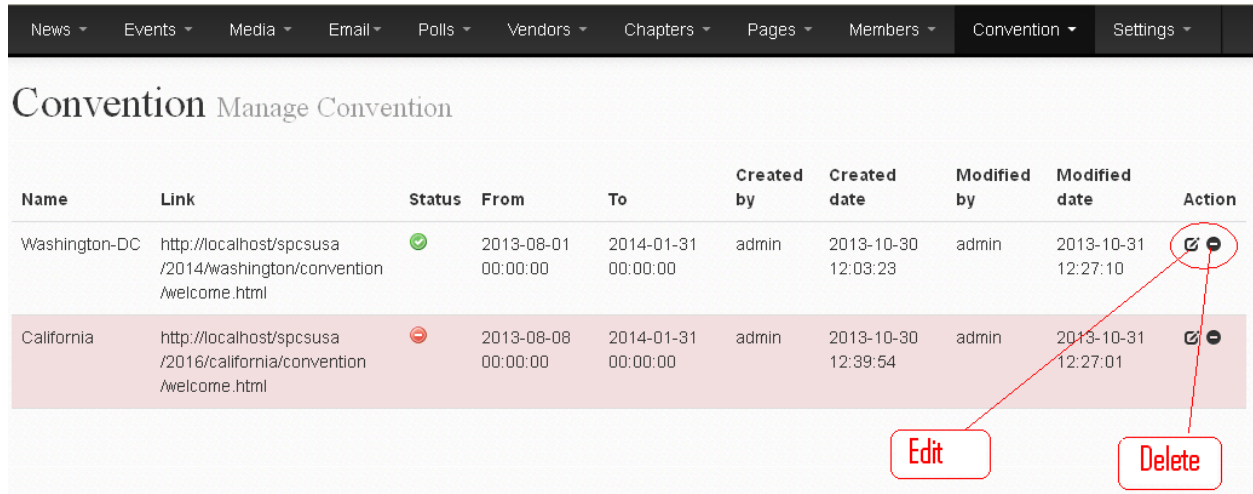
- Forum details is displaying in a grid.
- Functionality available to see no. of pending comments and replies of particular Forum.
- Click delete icon to delete Forum.







1.12 Convention

Admin can create, edit, delete and view Convention details.

- Click Manage convention submenu of Convention to edit, delete and view Convention.



Convention Manage Convention									
Name	Link	Status	From	To	Created by	Created date	Modified by	Modified date	Action
Washington-DC	http://localhost/spcsusa/2014/washington/convention/welcome.html	✔	2013-08-01 00:00:00	2014-01-31 00:00:00	admin	2013-10-30 12:03:23	admin	2013-10-31 12:27:10	 
California	http://localhost/spcsusa/2016/california/convention/welcome.html	✘	2013-08-08 00:00:00	2014-01-31 00:00:00	admin	2013-10-30 12:39:54	admin	2013-10-31 12:27:01	 

- Click Edit icon to edit Convention detail.
- Click Delete icon to delete Convention.

How to Create Convention?

- Click Add Convention to create new convention.



Convention Add Convention

Name

Convention

Year

From

To

Status

- All fields are required.
- Select name to show name of convention.
- Select chapter from convention dropdown to create convention.
- Select year from year dropdown for convention.
- From: Select From date for start date of Convention registration.
- To: Select To date to expired date of Convention registration.
- If Current date will between from and to than Convention link will display on front-side for convention registration. Otherwise it will not display on front-side.
- Status: Select Active or Inactive.
 - Active: Select Active to display Convention link on front-side.
 - Inactive: Select Inactive to do not display Convention link on front-side.
- Submit form to save details.



1.13 Settings

1.12.1 Settings.

1.12.2 Slider.

1.12.3 Manage Occupations.

1.13.1 Settings

Admin can save General Settings of spcsusa.org.

How to Save General Settings?

- Click Settings submenu of Settings to save General Setting.



Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾

Site Title

SPCSUSA.ORG

Meta Keywords

spcs, patel

Meta Description

spcs description

Analytics/Tracking/Counter Code


Analytics/Tracking/Counter Code

Email

support@spcsusa.org

Logo

Browse



SPCS

Saurashtra Patel Cultural Samaj

Favicon

Browse

ShareThis.com ID

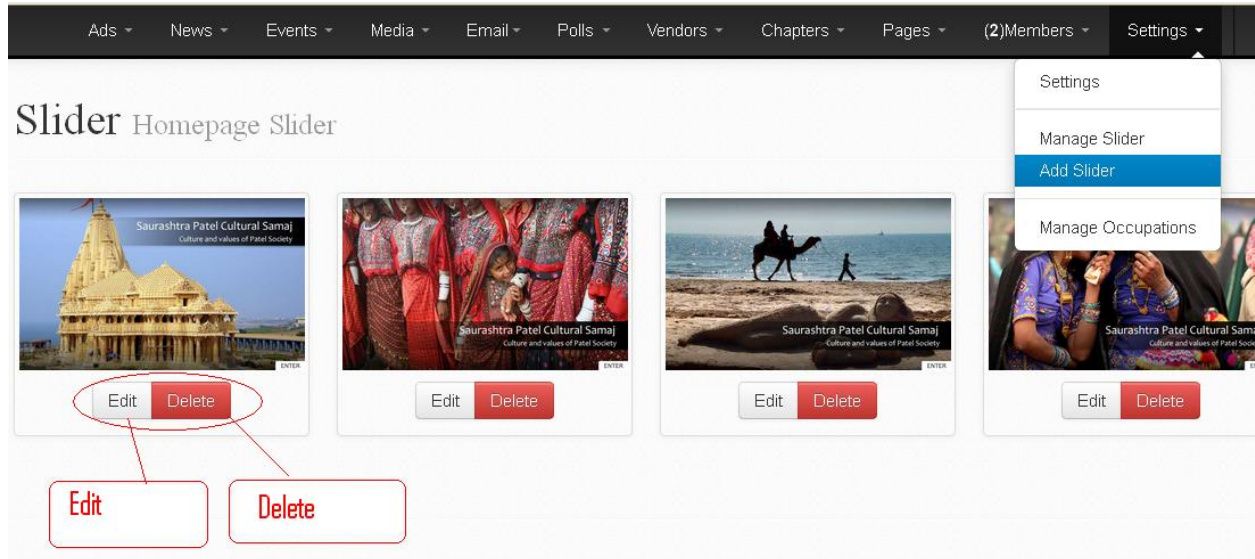
ShareThis.com ID

Signup at [Sharethis.com](https://sharethis.com) and get your Pub Key



1.13.2 Slider

Admin can create, edit, delete and view Slider for homepage slider.

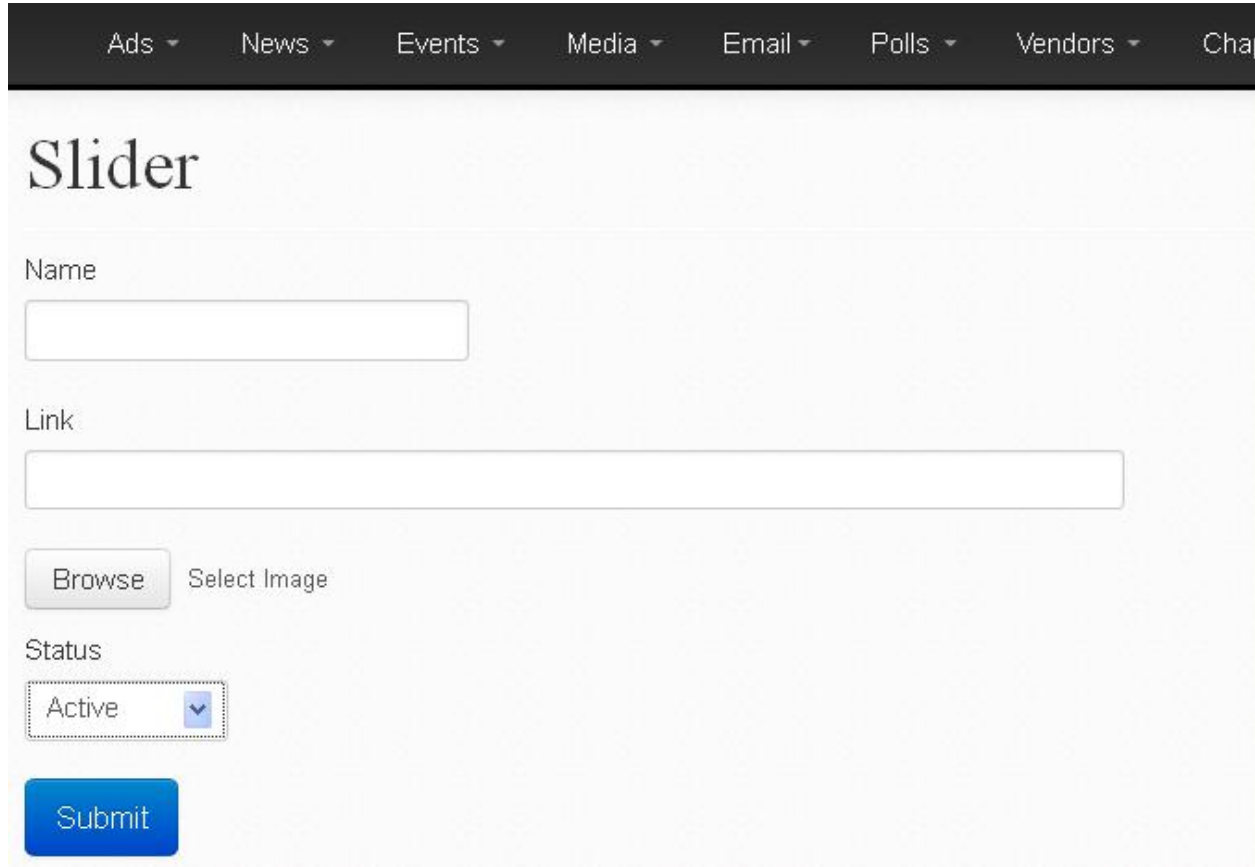


- Click Manage Slider to edit, delete and view slider details.
- Click Edit button to edit slider details.
- Click Delete button to delete Slider details.



How to Create Slider?

- Click Add Slider submenu of Settings to create slider.



The screenshot shows a web application interface for creating a slider. At the top, there is a dark navigation bar with menu items: Ads, News, Events, Media, Email, Polls, Vendors, and Chat. Below this, the main heading is "Slider". The form contains the following fields and controls:

- Name:** A text input field.
- Link:** A text input field.
- Select Image:** A button labeled "Browse" next to the text "Select Image".
- Status:** A dropdown menu currently showing "Active".
- Submit:** A blue button labeled "Submit".







- Name field is required.
- Admin can put link on image, it's optional.
- Select image for slider.
- Status: Active or Inactive.
 - Active: Select Active to display on front-side.
 - Inactive: Select Inactive to don't display on front-side.
- Submit form to save data.



1.13.3 Occupation

Admin can create, edit, delete new Occupation for user.

- Click Manage Occupation submenu of Settings to edit, delete and view Occupations.

Title	Action
Administrative	 
Self-Employed	 
I prefer not to say	 

- Click Add New to add Occupation.
- Click Edit icon to edit Occupation.
- Click Delete icon to delete occupation.

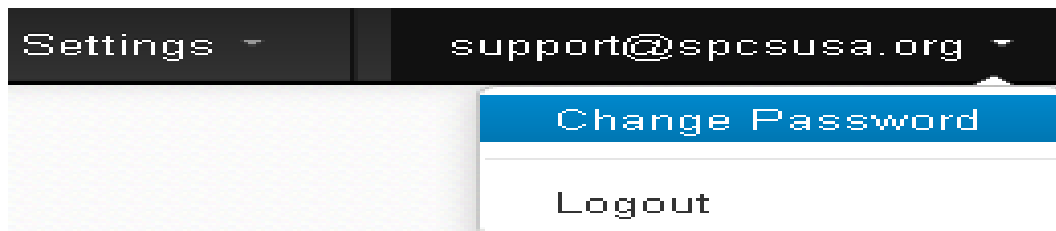


1.14 Admin Profile:

1.13.1 Change Password.

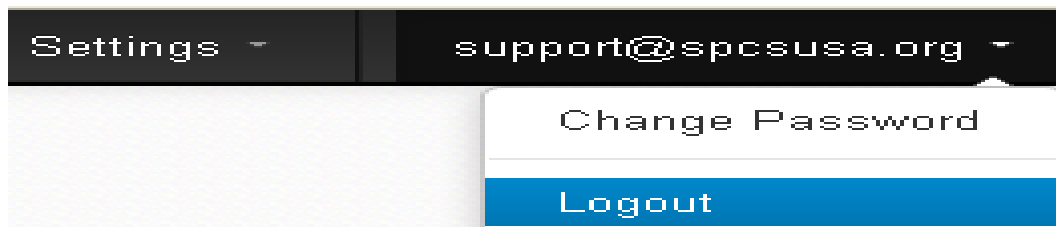
1.13.2 Logout.

1.14.1 Change Password



- Click Change Password to change password.
- Create new password.
- Submit form to change password.

1.14.2 Logout



- Click Logout to logout.

