

SPCSUSA SPCSUSA.ORG USER'S MANUAL

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1. SPCSUSA.ORG

1.1 Home

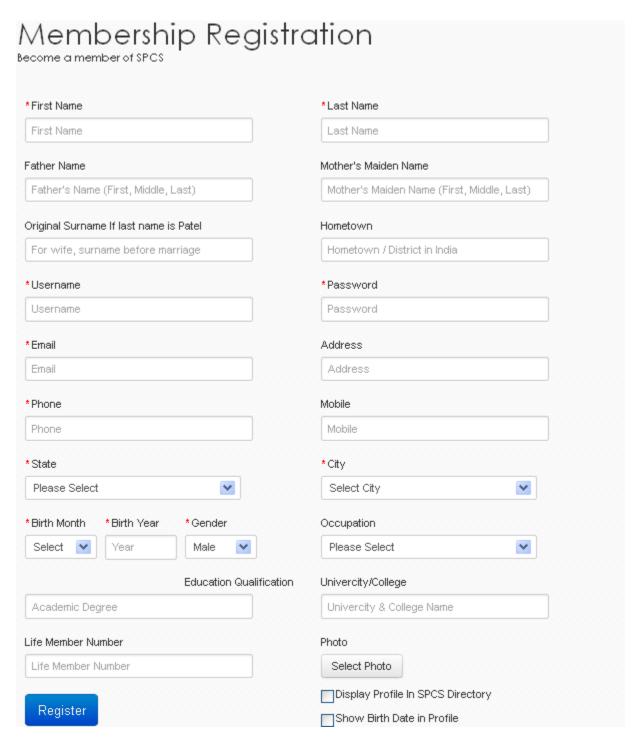
User can login or register.



- > Click Latest news to see news which is created by admin or chapter admin.
- > Click Chapter's name to view particular chapter's details which are already created by admin or chapter admin.

How to Create Account?

> Click Register to create account.



4



- Fields with red (*) are required.
- Select Display Profile in SPCS Directory to display profile in directory list.
- Select Show Birth Date in Profile to display birth date in profile.
- Submit form to save details.

Forgot Password?

> Click forgot password icon to reset password.



- Enter email or username.
- Click Reset Password to get reset password link in inbox.
- After that user can reset new password.

1.2 Chapters

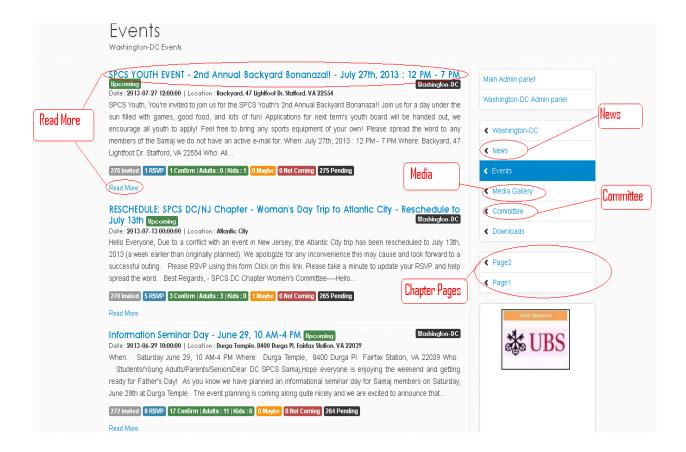
User can view all details of particular chapters.



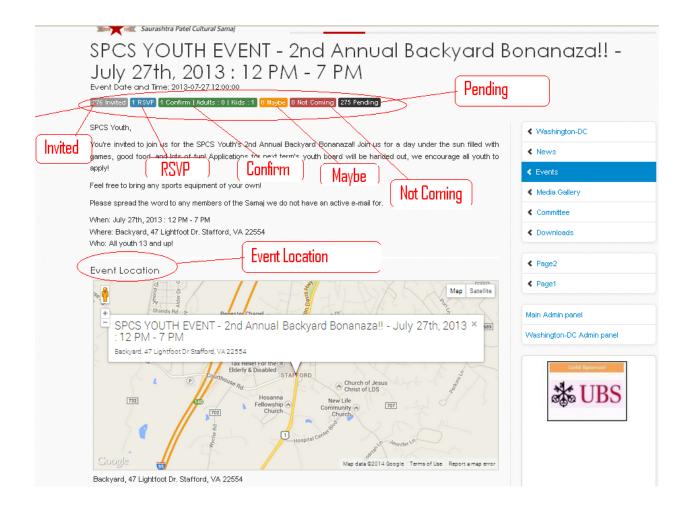
- ➤ Here, displaying details of Washington-DC Chapter and names of other chapters which are created by admin.
- ➤ User can see all chapter's details.
- ➤ If user is chapter admin of any chapter then will display admin panel otherwise not.
- Click main admin panel to redirect admin panel.
- Click Washington-DC admin panel to redirect Chapter admin panel.

1.2.1 Events

➤ Click Event or more to view all events of chapter.



- Click chapter pages to see pages which are created by admin or chapter admin for specific chapter.
- Here, displaying ads which are created by admin or chapter admin.
- Click Read More to see all details of particular event.

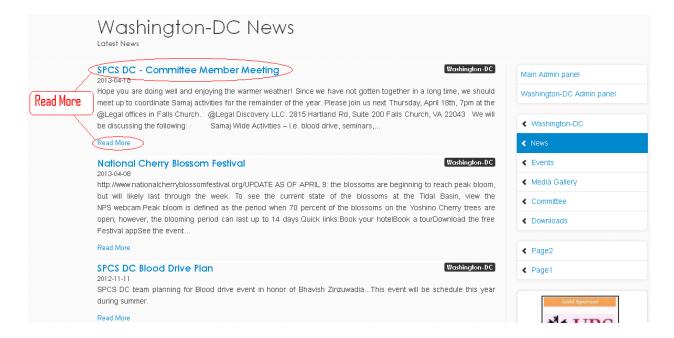


- 1. RSVP: Who has attempted event invitation form of this event.
- 2. Confirm: Confirm user will attend this event.
- 3. Adults: no. of Adults will attend this event.
- 4. Kids: no. of Kids will attend this event.
- 5. Maybe: Maybe users not sure to attend this event.
- 6. Not Coming: Not Coming users will not attend this event.
- 7. Pending: Who has not attempted event invitation form of this event.
- Event Location: Functionality available to see event location on Google map.



1.2.2 News

➤ Click News or more to view all news of chapter which are created by admin or chapter admin.



• Click Read More to see all details of particular news.

SPCS DC - Committee Member Meeting

Date: 2013-04-18

Hope you are doing well and enjoying the warmer weather!

Since we have not gotten together in a long time, we should meet up to coordinate Samaj activities for the remainder of the year.

Please join us next Thursday, April 18th, 7pm at the @Legal offices in Falls Church.

@Legal Discovery LLC.

2815 Hartland Rd, Suite 200

Falls Church, VA 22043

We will be discussing the following:

- · Samaj Wide Activities i.e. blood drive, seminars, etc.
- · Upcoming Youth Activities
- · Upcoming Women's Forum Activities
- · Picnic Planning
- · Web Update
- · NEC Update

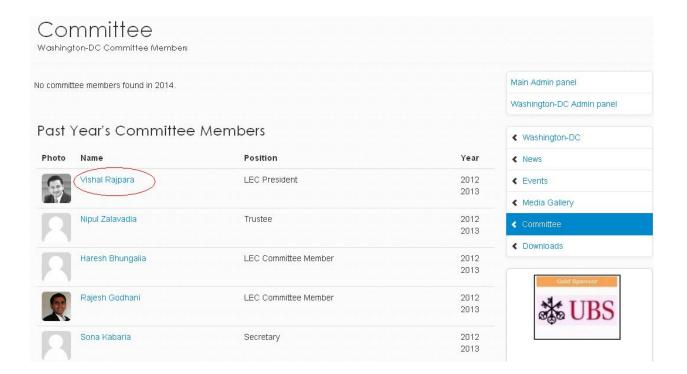
1.2.3 Media

➤ Click Media to view all media of chapter Which are created by admin or chapter admin.



1.2.4 Committee

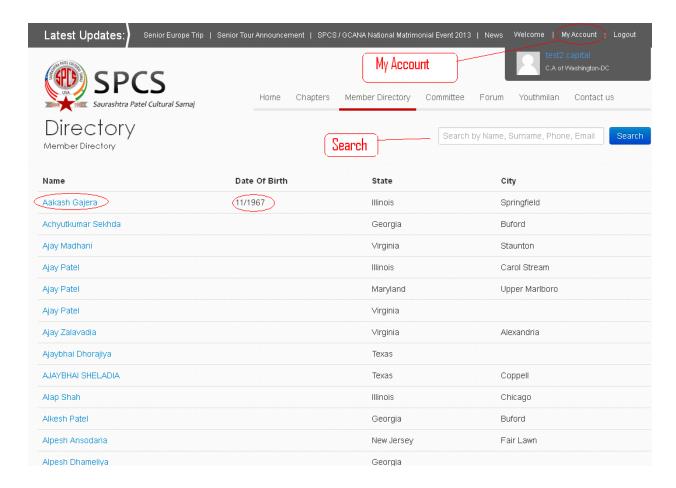
➤ Click Committee to view committee member of chapter.



• Click name of member to view profile.

1.3 Member Directory

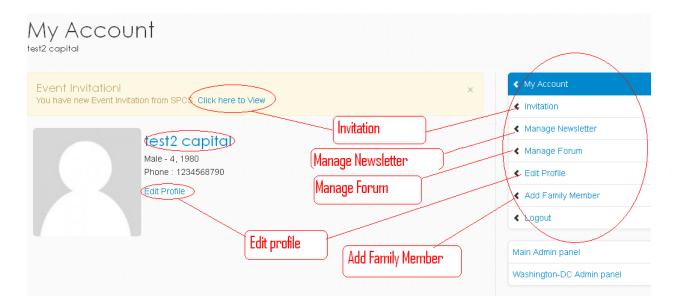
Login User can view user's details who have selected checkbox (Display Profile in SPCS Directory) during registration or edit profile.



- ➤ Date of birth display only those users who have selected checkbox (Show Birth Date in Profile) during registration.
- Click name of user to view profile.
- > Search functionality is available.

1.3.1 My Account

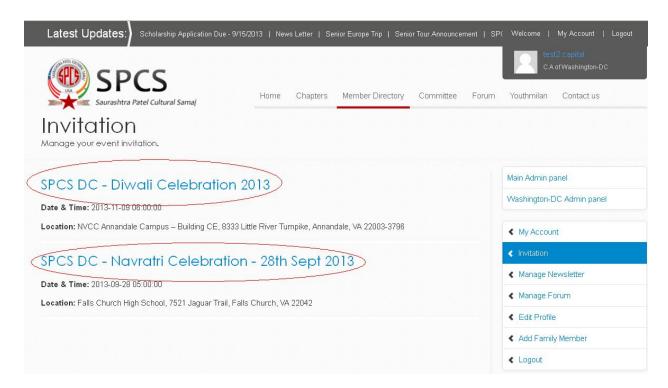
➤ Click My Account to manage your account.



> Click User name to view profile.

How to Attempt Event Invitation?

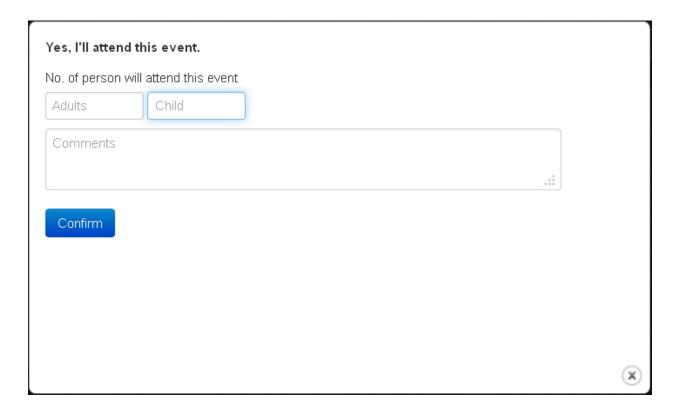
➤ Click Invitation to see all invitations which are sent by chapter admin.



• Click title to see all details about invitation.



- Submit any one to RSVP.
- Click yes to attend this event.



- No. of adults and no. of child will attend this event.
- Click Confirm to save data.
- Click maybe to not sure.
- Click no to do not attend this event.
- User can change details of RSVP.

NOTE: If user already RSVP than no need to RSVP again.

How to Manage Newsletter?

➤ Click Manage Newsletter to Manage Newsletter.



- User can subscribe and unsubscribe newsletters which are created by admin or chapter admin.
- Click Subscribe to subscribe newsletter.



- Click Unsubscribe to unsubscribe newsletter.
- After Unsubscribe, user can subscribe Newsletter from home page.

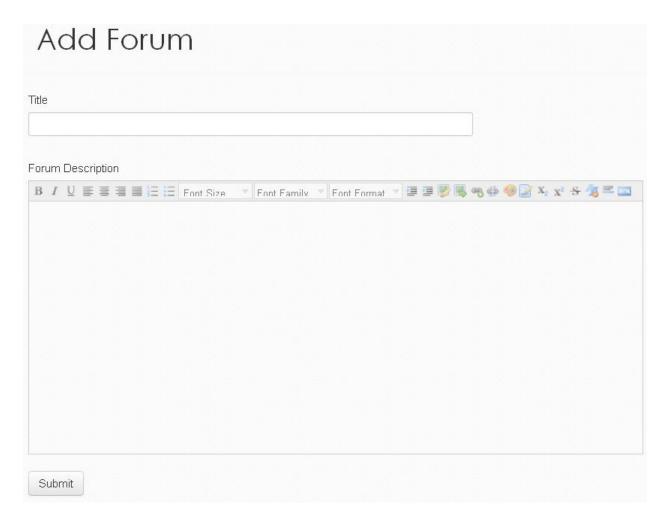


How to Manage Forum?

➤ Click Manage Forum to Manage Forum.



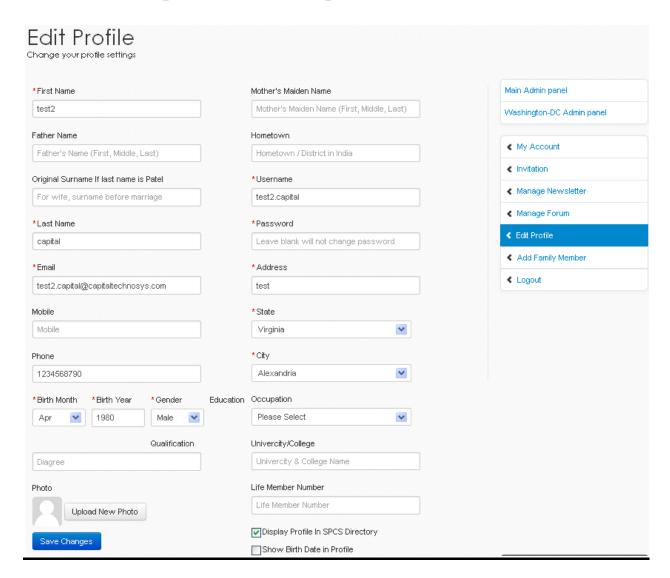
- > Click edit icon to edit forum.
- > Click delete icon to delete event.
- > Click Add Forum to add forum.



• Title field is required.

How to Manage Profile?

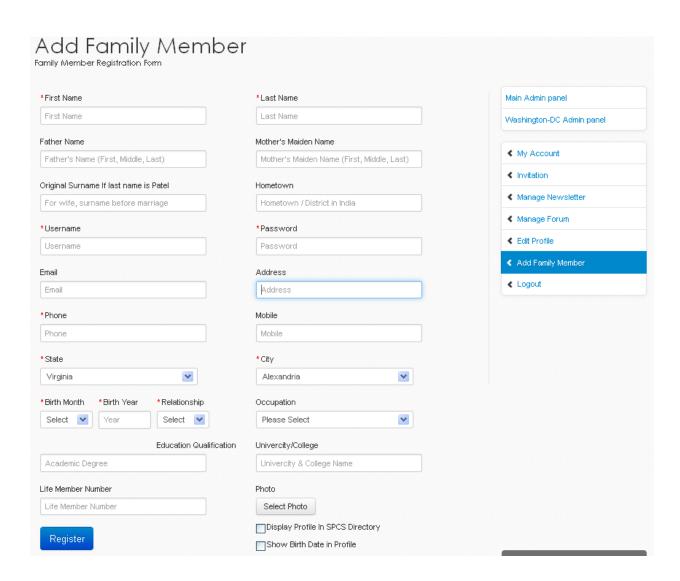
➤ Click Edit profile to edit user profile.



• Submit form to save changes.

How to Add Family Member?

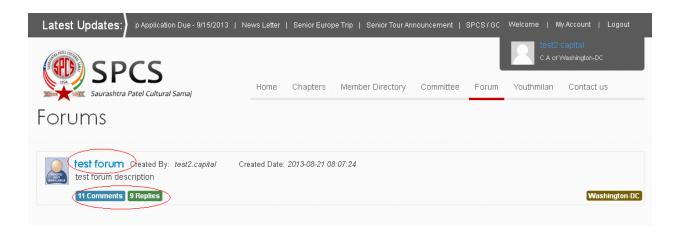
➤ Click Add Family Member to Add Family Member.



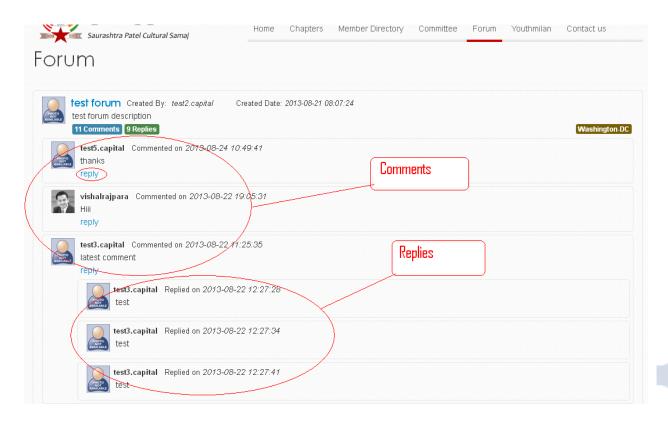
- Fields with red (*) are required.
- State and city are auto selected, depends on parent state and city.
- Submit form to add family member.

1.4 Forum

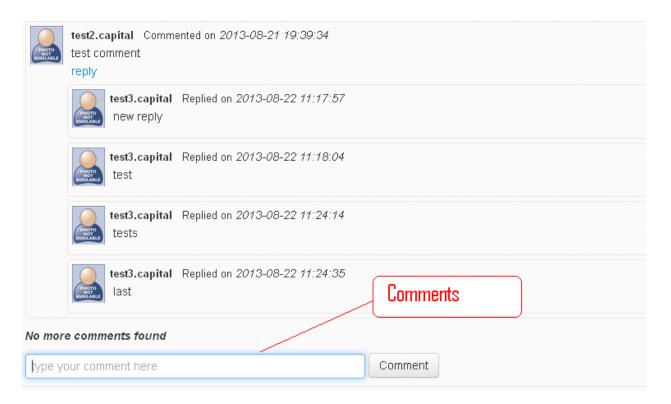
> Click Forum header menu to view all forum.



- Here, displaying all forums which are created by admin, chapter admin, or user.
- Functionality available to see count of comments and replies.
- Click forum name to view all details of forum.



- Commented user and replied user Displaying separate.
- Click reply to give reply of comment.



• User can give more comments.

1.5 Youthmilan

- ➤ Click Youthmilan header menu to register in youthmilan.
- ➤ If user is not login, user will have to login.



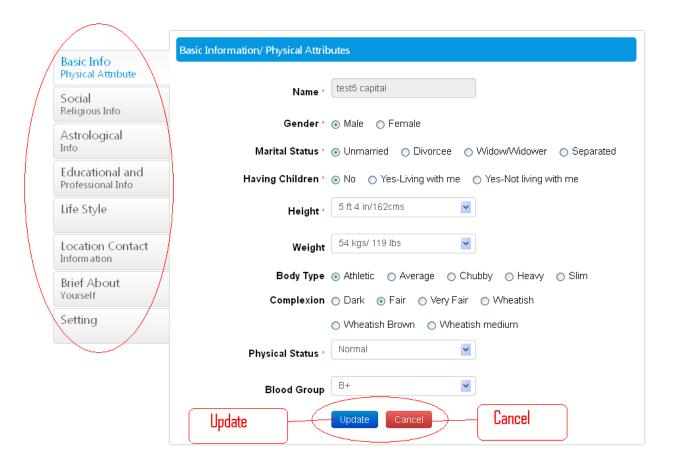
- ➤ If user has family member, will display with details in grid, otherwise not.
- ➤ User can register and edit their family member's profile of youthmilan.

How to Register?

➤ Click Register icon to register profile in youthmilan.

Basic Information/Physical Attribute

➤ Click Basic Info/ Physical Attribute to fill Basic Info/ Physical Attribute.

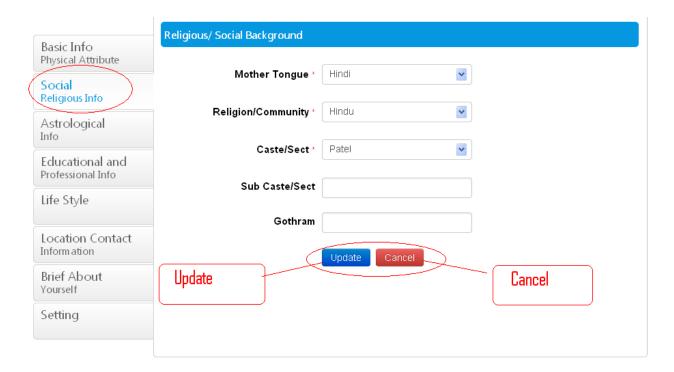


- Fields with red (*) are required.
- Click Update to save Basic Info/ Physical Attribute.
- Click Cancel to reset.



Religious/Social Background

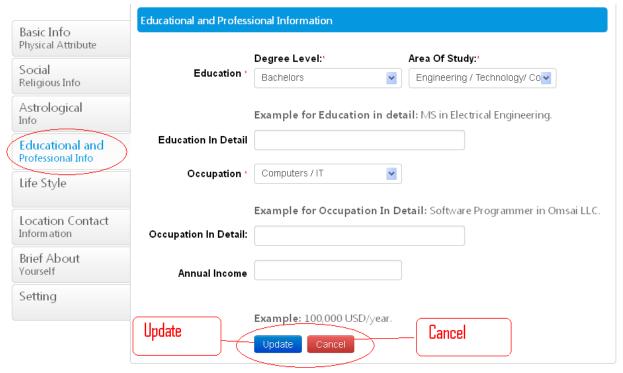
➤ Click Social/Religious Info to fill Social/Religious Info.



- Fields with red (*) are required.
- Click Update to save Social/Religious Info.
- Click Cancel to reset.

Educational and Professional Information

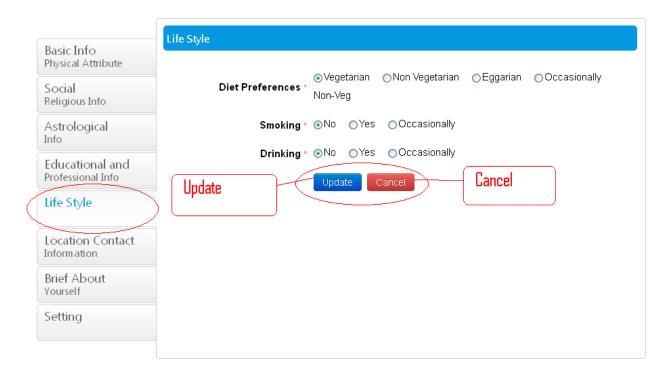
➤ Click Educational and Professional Info to fill Educational and Professional Info.



- Fields with red (*) are required.
- Click Update to save Educational and Professional Info.
- Click Cancel to reset.

Life Style

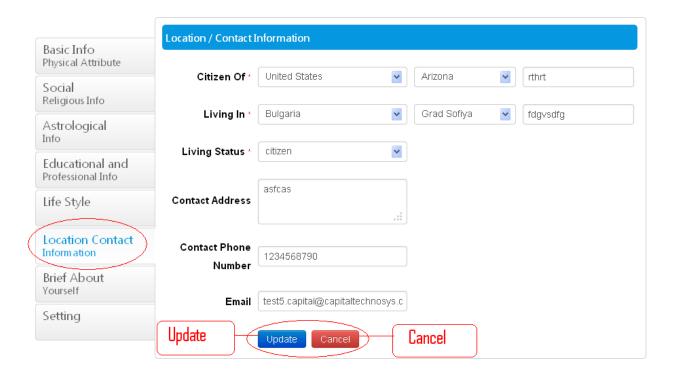
➤ Click Life Style to fill Life Style Info.



- Fields with red (*) are required.
- Click Update to save Life Style Info.
- Click Cancel to reset.

Location/Contact Information

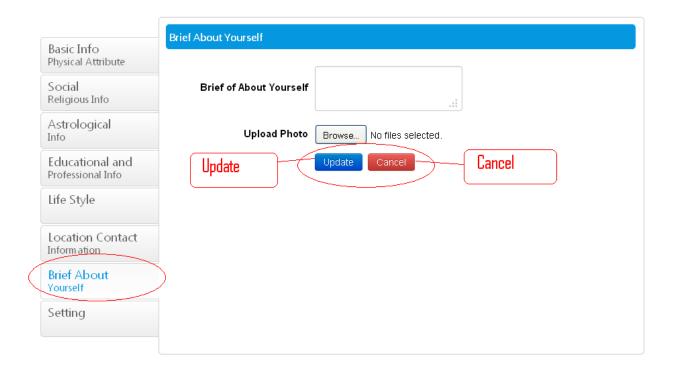
➤ Click Location/Contact Information to fill Location/Contact Information.



- Fields with red (*) are required.
- Click Update to save Location/Contact Info.
- Click Cancel to reset.

Brief About Yourself

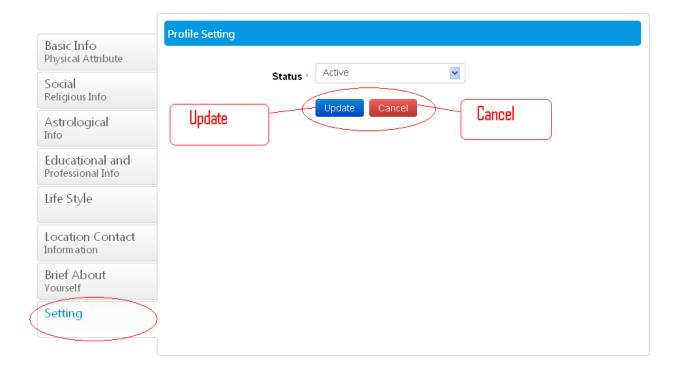
➤ Click Brief About Yourself to fill Location Brief About Yourself Information.



- Select photo from directory to upload photo .
- Click Update to save Brief About Yourself Info.
- Click Cancel to reset.

Setting

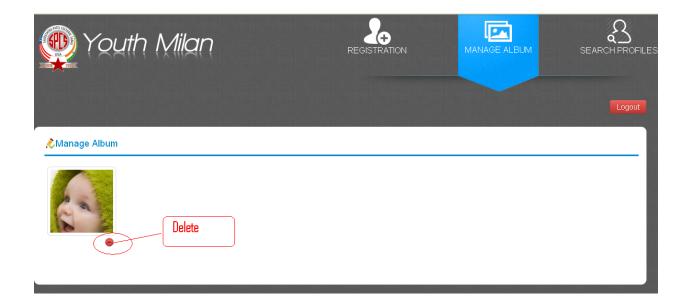
➤ Click setting to save setting.



- Select Status: select status Active or Inactive.
 Active: Select Active to display profile during search profile.
 Inactive: Select Inactive to do not display profile during search profile.
- Click Update to save setting.
- Click Cancel to reset.

How to Manage Album?

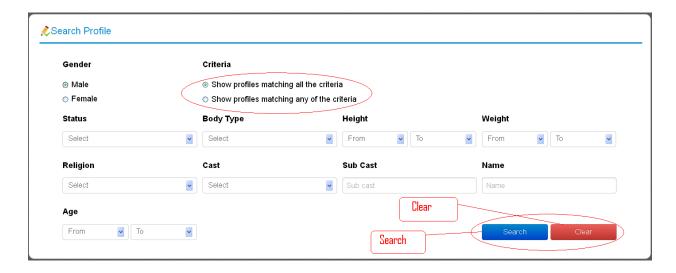
➤ Click Manage Album to Manage Album in youthmilan.



- Displaying all photos which are uploaded by user in youthmilan.
- Click Delete icon to delete photo.

How to Search Profile?

➤ Click Search profile to search profile of users who have registered in youthmilan.



- Select criteria from displaying all criteria which you are looking to search profile.
- Show profile matching all the criteria: Extract users whose info matches with selected all the criteria.
- Show profile matching any of the criteria: Extract users whose info matches with selected any of the criteria.
- Click search to search profile based on selected criteria.
- Click Cancel to reset.

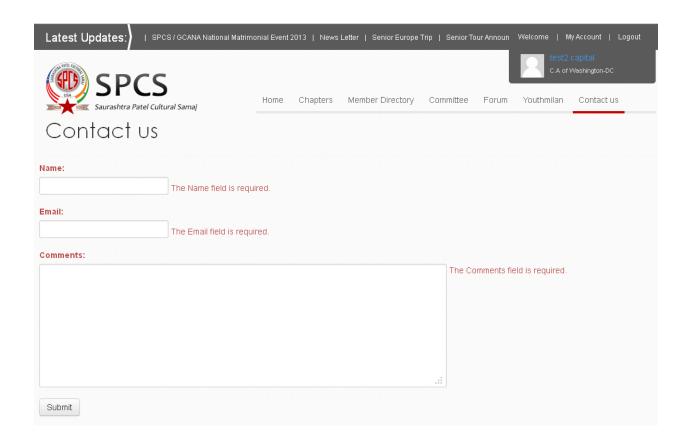


- Displaying search results with details.
- Click View Details to view more details of user.

	Basic Information/ Physical Attributes	Astrological Information
	Name : test6 capital	Age: 29
	Gender : Male	Birth Date : 1985-1
	Marital Status : Unmarried	Birth Time :
	Having Children : No	Birth Place :
	Height: 165 cms	Manglik?: No
	Weight : 50 kgs / 110 lbs	Moon Sign/Raasi :
	Body Type : Average	Star Sign/Nakshatra :
	Complexion : Fair	
	Physical Status : Normal	
	Blood Group : O+	
Religious/ Social Background		
Mother Tongue : Gujarati	Religion : Hindu	Gothram :
Caste : Patel	Sub Caste :	
Educational and Professional Information		
Education : Bachelors	Education Detail :	Annual Income :
Occupation : Advertising / Mass Communication	Occupation Detail:	
Life Style		
Diet : Vegetarian	Smoking : No	Drinking : No
Contact Detail		
Phone No : 99244567821	Email :	
Address: xyz		
Citizen of :		
Country : India	State :Gujarat	City: ahmedabad
Living of :		
Country: United States	State : Alabama	City:asdf
Living Status; work normit		
Living Status: work permit		

1.6 Contact Us

> Click Contact Us header menu to contact with admin.



- Name, Email and Comments fields are required.
- Submit form to save details.