SPCSUSA ADMINCP_CONVENTION
USER'S MANUAL

Developed By:
Capital Technosys
capitaltechnosys.com

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1. ADMINCP_CONVENTION

Admin can access all modules of admincp_convention.
www.spcsusa.org/admincp_convention/login.

1.1 Login

Only admin user can login from here.
URL:www.spcsusa.org/admincp_convention/login.

ADMINISTRATOR LOGIN

Please login to access administrator panel

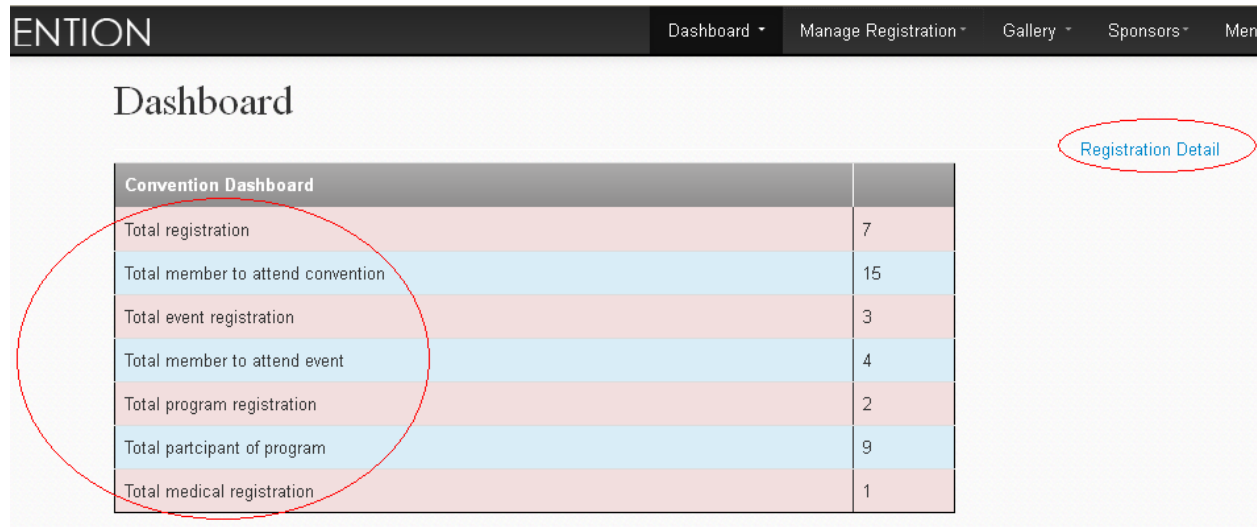|	
Username Admin Panel Email	
Password Enter your password	

Submit   Forgot Password

1.2 Dashboard

➢ Admin can view all details of convention registration.

➢ Click Dashboard menu to view details of convention.

- Total registration: total no. of registration in convention.
- Total member to attend Convention: total no. of member to attend convention.
- Total Event registration: total no. of event registration.
- Total member to attend event: total no. of member to attend event.
- Total program registration: total no. of program registration.
- Total participant of program: total no. of participant of program.
- Total medical registration: total no. of medical registration.

Registration Chart

➢ Admin can see chart of no. of registration v/s date and no. of members who will attend convention v/s date.

➢ Select registration from Registration and Event Chart dropdown.
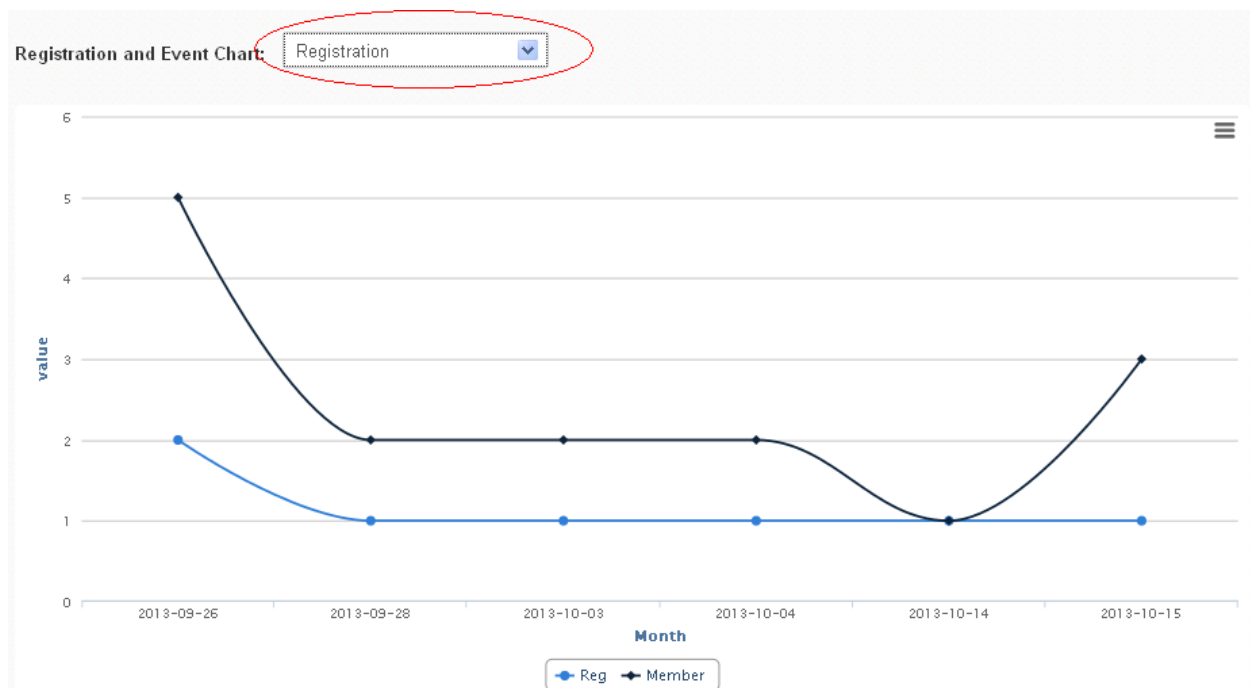
• Admin can see in above chart, Blue line for value of registration and black line for value of members at particular date.

Event Chart

➢ Admin can see chart of no. of event v/s date and no. of members who will attend event v/s date.

➢ Select event from Registration and Event Chart dropdown.

- Admin can see in above chart, Blue line for value of event and black line for value of members at particular date.
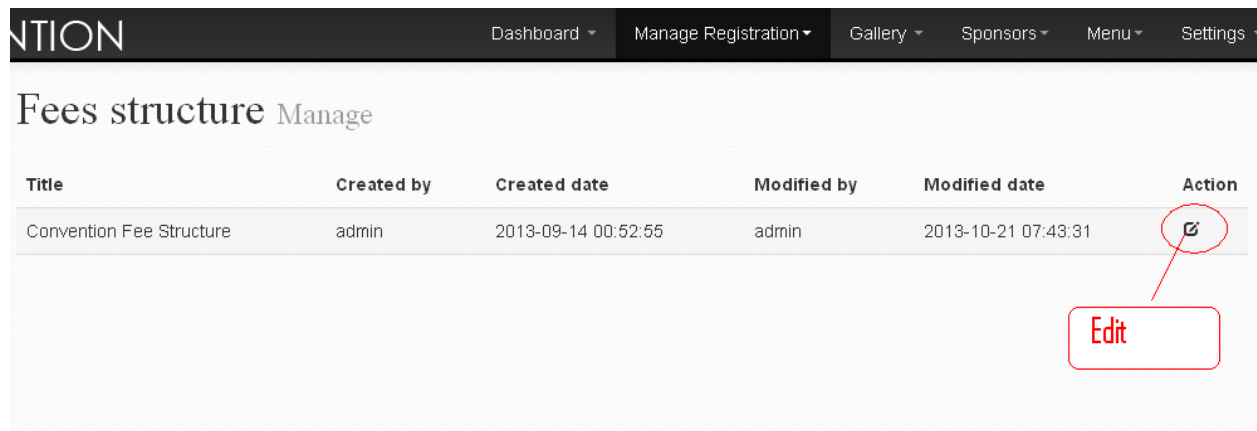
www.spcsusa.org

1.3   Manage Registration

1.3.1 Manage Fees Structure.
1.3.2 Manage Registration Form.
1.3.3 Manage Program.
1.3.4 Manage Medical Release Form.
1.3.5 Manage Events.
1.3.6 Manage Event Member.
1.3.7 Manage Convention detail.

1.3.1 Manage Fees Structure

➢ Admin can edit fees structure which is already created.

➢ Click edit icon to edit Fees Structure.

Fees structure Edit

Title

Convention Fee Structure

Menu Choice	Please indicate menu choice "T" or "C" for each person registered in this form below Attendee will have a type of wrist-band and access to only his/her chosen menu for all three days of convention
t-traditional	Gujarati, Punjabi and South Indian menu will be served for this choice
c-contentional	Italian, Mexican and Punjabi menu will be served for this choice

Age Group	Fees in US $			
	Post Marked by 2014-04-30		After 2014-04-30	
	Member	Non-Member	Member	Non-Member
A – Kids under 6 years old	$ 0	$ 0	$ 0	$ 0
B – Kids and Young Adults 6 – 25 years	$ 49	$ 99	$ 99	$ 199
C – Adults 26 years and up	$ 149	$ 249	$ 199	$ 299
D – International Guests	Treated as member for fee amount			
E – Complimentary admission for sponsorship	Free - Use Age group code E for complimentary admissions received for your sponsorship (Must attach a copy of sponsorship check or receipt of payment to select code E)			

Submit

- All input fields are required.
- Admin can choose fees of convention based on age and date as above figure.

1.3.2 Manage Registration Form

➤ Click Manage registration form submenu of Manage Registration.

➤ Admin can view, delete Registrations of convention which is created by user from front-side.

- Admin can search member by name or email.
- Export to excel functionality is available to export user's detail.
- Click edit icon to view particular user's details.
- Click delete to delete registration.

Dashboard ▾   Manage Registration ▾   Gallery ▾   Sponsors ▾   Menu ▾   Settings ▾

Registration Edit

Export to excel

Menu Choice	Please indicate menu choice "T" or "C" for each person registered in this form below Attendee will have a type of wrist-band and access to only his/her chosen menu for all three days of convention
t-traditional	Gujarati, Punjabi and South Indian menu will be served for this choice
c-contentional	Italian, Mexican and Punjabi menu will be served for this choice

Age Group	Fees in US $			
	Post Marked by 2013-09-15		After 2013-09-15	
	Member	Non-Member	Member	Non-Member
A – Kids under 6 years old	Free	Free	Free	Free
B – Kids and Young Adults 6-25 years	$49	$99	$99	$199
C – Adults 26 years and up	$149	$249	$199	$299
D – International Guests	Treated as member for fee amount			
E – Complimentary admission for sponsorship	Free - Use Age group code E for complimentary admissions received for your sponsorship (Must attach a copy of sponsorship check or receipt of payment to select code E)			

Registration Form :

SPCS Chapter:**Florida**	Life Member Number : L M -
Last name : **capital**	First Name : **test5**	Address :

City : **Abernant**   State : **Alabama**   Zip Code : **12345**

Phone No (H) : **1234568790**   (C) :

Email : **test5.capital@capitaltechnosys.com**

Emergency Contact Name(Not Listed Below) :**ketan**

Phone :   **32564**

* Please list and fill all details about each person registering for Convention (Including Registrant) - Calculate the fee based on table above.

Name of Attendees	Relationship	Age	Menu Choice T/C	Age Group (A-E)	Fee	
test5 capital	Self	28	T	C	199	⊖
test3 capital	Father	28	T	C	199	⊖
kd	Guest	23	T	B	199	⊖⊕
	Guest					⊖⊕
Total					597	

Submit

Remove   Add

- Admin can export particular user's registration form.
- Admin can add and remove members.
- Age group and fee are predefined based on age.

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1.3.3 Manage Program

➢ Admin can create, edit, delete and view program.
➢ User also can create program from front-side.

- Admin can search and export to excel program details.
- Click Unconfirm to confirm program.
- Click confirm to unconfirm program.
- Confirm program will display on front-side.
- UnConfirm program will not display on front-side.
- Click edit icon to edit program.
- Click delete icon to delete program.

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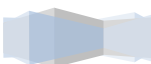
How to Fill Program?

> ➢ Click Add Program submenu of manage registration.

- All fields are required.
- Select member from member name dropdown who have already registered in convention to assign program.
- Minimum four participants are required.
- Click Add icon to add participant.
- Click Remove icon to remove participant.

1.3.4 Manage Medical Release Form

➢ Medical Release Form only for kids under 18 years.
➢ Admin can fill, edit, delete and view medical release form.
➢ User also can fill medical details from front-side.
➢ Click Manage Medical submenu of manage registration to view, edit and delete medical details.

- Admin can search and export to excel Medical details.
- Click edit icon to edit medical details.
- Click delete icon to delete medical details.

How to Fill Medical Release Form?

➢ Click Add Medical submenu of manage registration.

- All fields are required.
- Select member from member name dropdown who have already registered in convention to assign Medical release form.
- First fill user details.
- After that, fill IN CASE OF EMERGENCY, CONTACT details.
- IF EMERGENCY CONTACT IS NOT AVAILABLE, CONTACT: fill details to contact if emergency contact is not available.
- PERSONAL DOCTOR: Fill details to contact personal doctor.
- Submit form to save details.

1.3.5 Manage Events

- ➢ Admin can create, edit, delete and view events.
- ➢ Click Manage event submenu of manage registration to view, delete and edit events.

- • Admin can search and export to excel Event details.
- • Click edit icon to edit Event details.
- • Click delete icon to delete Event details.

How to Create Event?

- All fields are required.
- Insert age difference and related its cost.
- Submit form to save event details

1.3.6 Manage Event Member

➢ Admin manage member details for event which is submitted by user from front-side.

➢ First user submits Event membership form from front-side, after that admin can manage event member details.

- Click edit icon to edit Event Member details.
- Click delete icon to delete Event Member details.

Event Member Edit
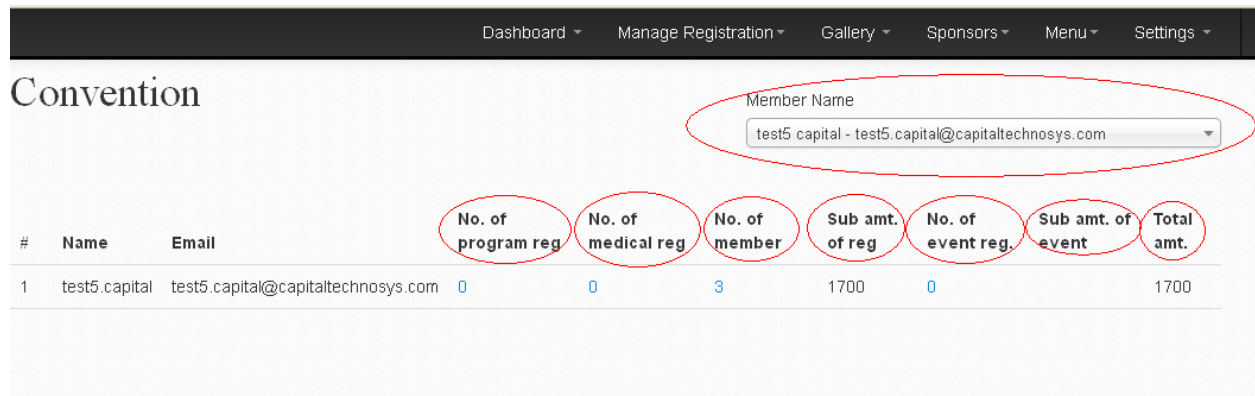
Age Group	Activity	Number of Participant	Amount
1-10	test event	1 x $12	12
0-15	test event1	4 x $12	48
0-15	test event2	6 x $12	72
		Total:	132

Submit

- Age Group and Cost are predefined for events.
- Submit form to save changes.

1.3.7 Manage Convention Detail

➢ Click manage convention detail submenu to view all details of particular user who have registered in convention.

- Select user from Member Name dropdown to view convention details of that user.
- Click count to manage their details
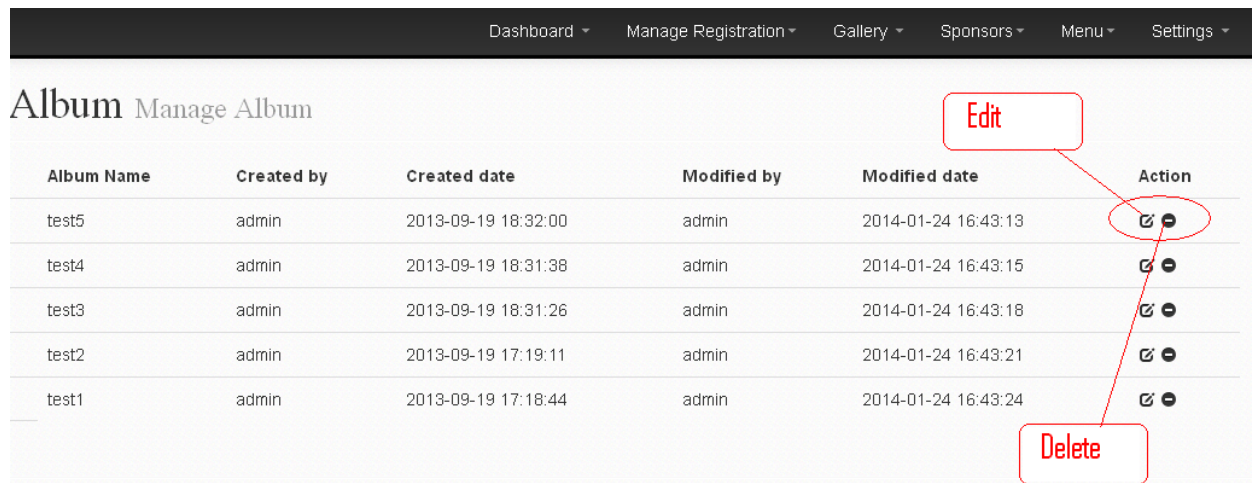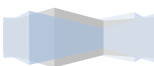
1.4 Gallery

1.4.1 Manage Album.
1.4.2 Manage Gallery.

1.4.1 Manage Album

➢ Admin can create, view, edit and delete album name.
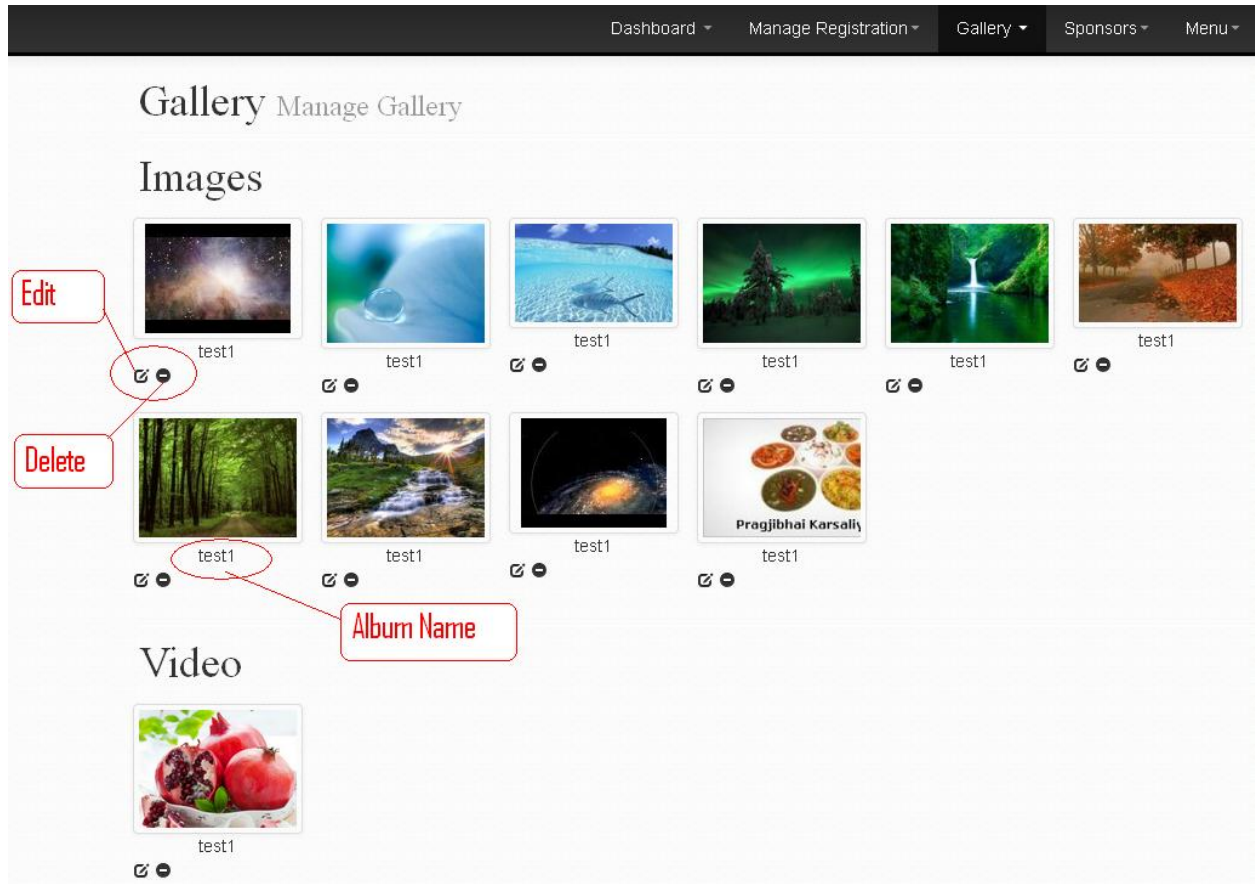
➢ Click manage album submenu of album to edit, delete, view album.

- Click edit icon to change album name.
- Click delete icon to delete album.

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1.4.2 Manage Gallery

➢ Admin can crate, view, edit and delete Gallery.

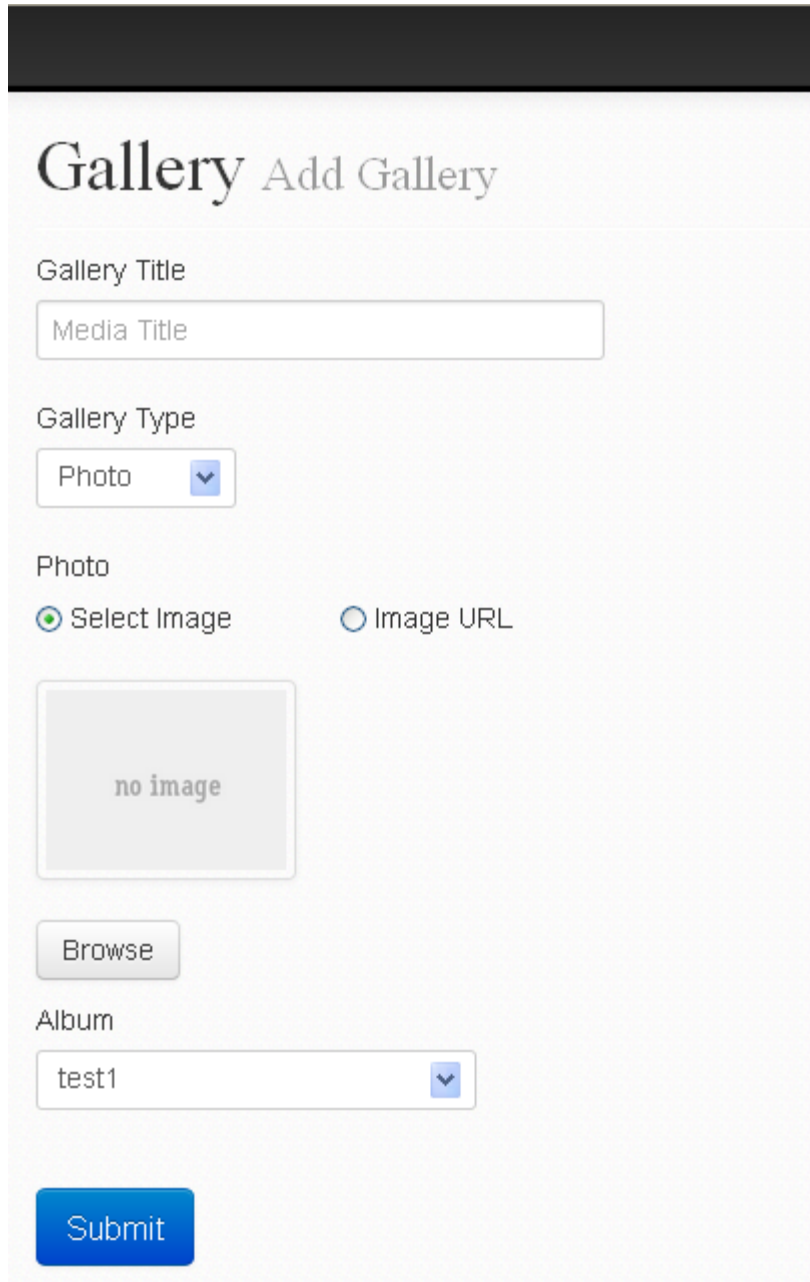➢ Click Manage Gallery to edit, view and delete gallery.

- Click edit icon to edit gallery details.
- Click delete icon to delete gallery.

How to Create Gallery?

➢ Click Add Gallery to create Gallery.

Gallery Add Gallery

Gallery Title

Media Title

Gallery Type

Photo

Photo

⦿ Select Image   ○ Image URL

no image

Browse

Album

test1

Submit
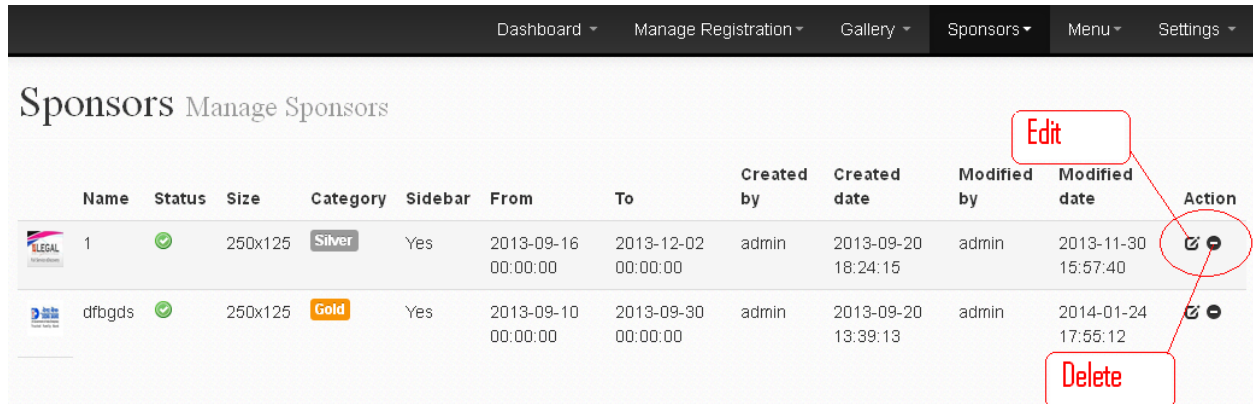
- Gallery Title field is required.
- Gallery Type: Select photo or video to upload photo or video.
- Admin can upload photo or video by two methods.

    1. Select Image: select image from directories.
    2. Image URL: By valid Image URL.

- Select album from album dropdown which are already created.
- Submit form to save details.

1.5 Sponsors

- ➢ Admin can add, edit, delete and view sponsors details.
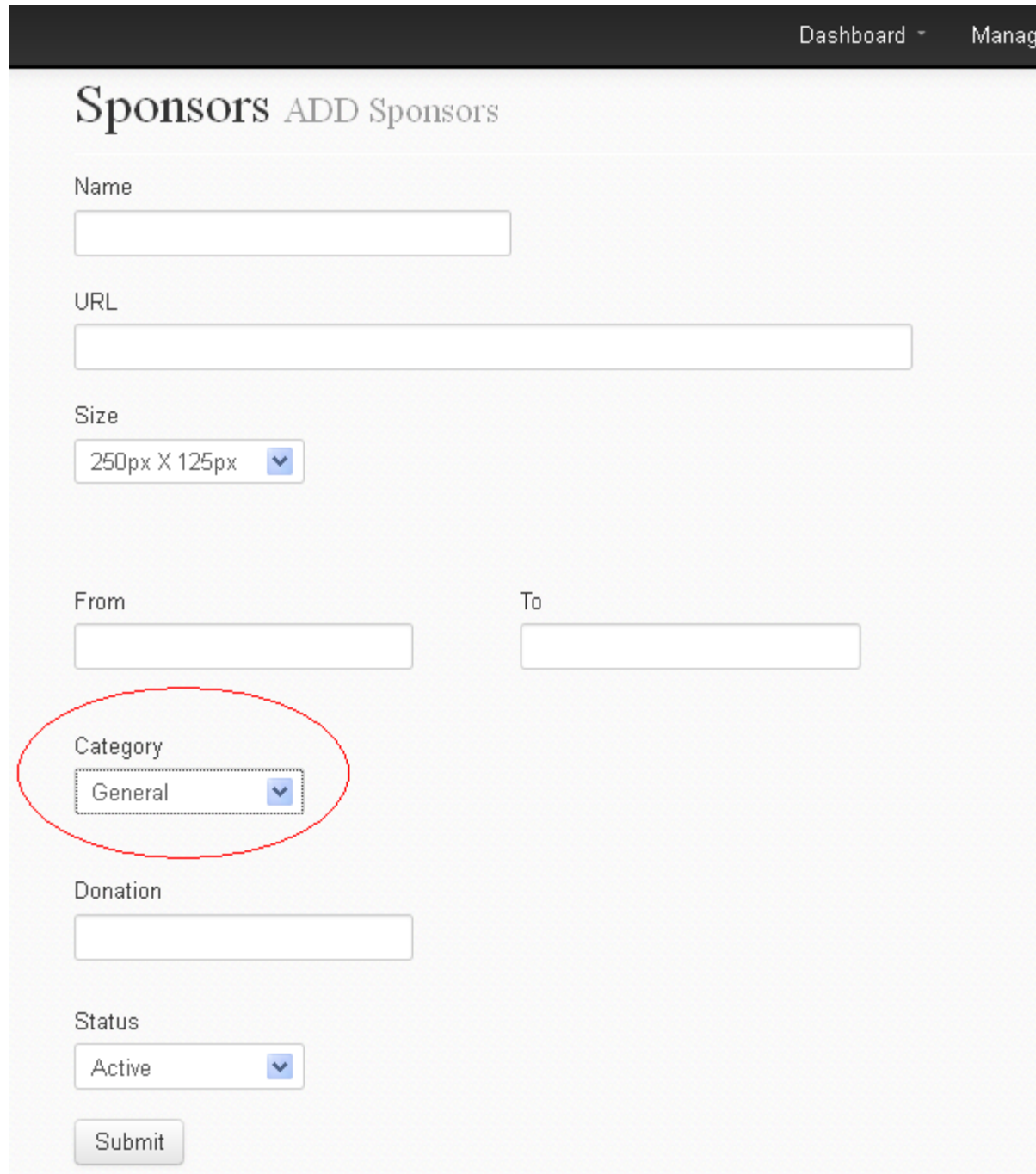- ➢ Click Manage sponsors to view, edit and delete sponsors.

- • Click edit icon to edit Sponsors.
- • Click delete icon to delete Sponsors.

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How to Create Sponsors?

➢ Click Add Sponsors to create sponsors.

Name

URL

Size

250px X 125px

Image

⊙ Select Image   ○ Image URL

no image

Browse

From

To

Category

Grand

Show On Sidebar

No

Donation

Status

Active

- Name field is required.
- URL field is optional. Admin can put URL to open Sponsor's 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 Sponsors.
- To: Select To date to expired date of Sponsors.
- If Current date will between from and to than Sponsors 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 Sponsors on front-side.
     Inactive: Select Inactive to do not display Sponsors on front-side.
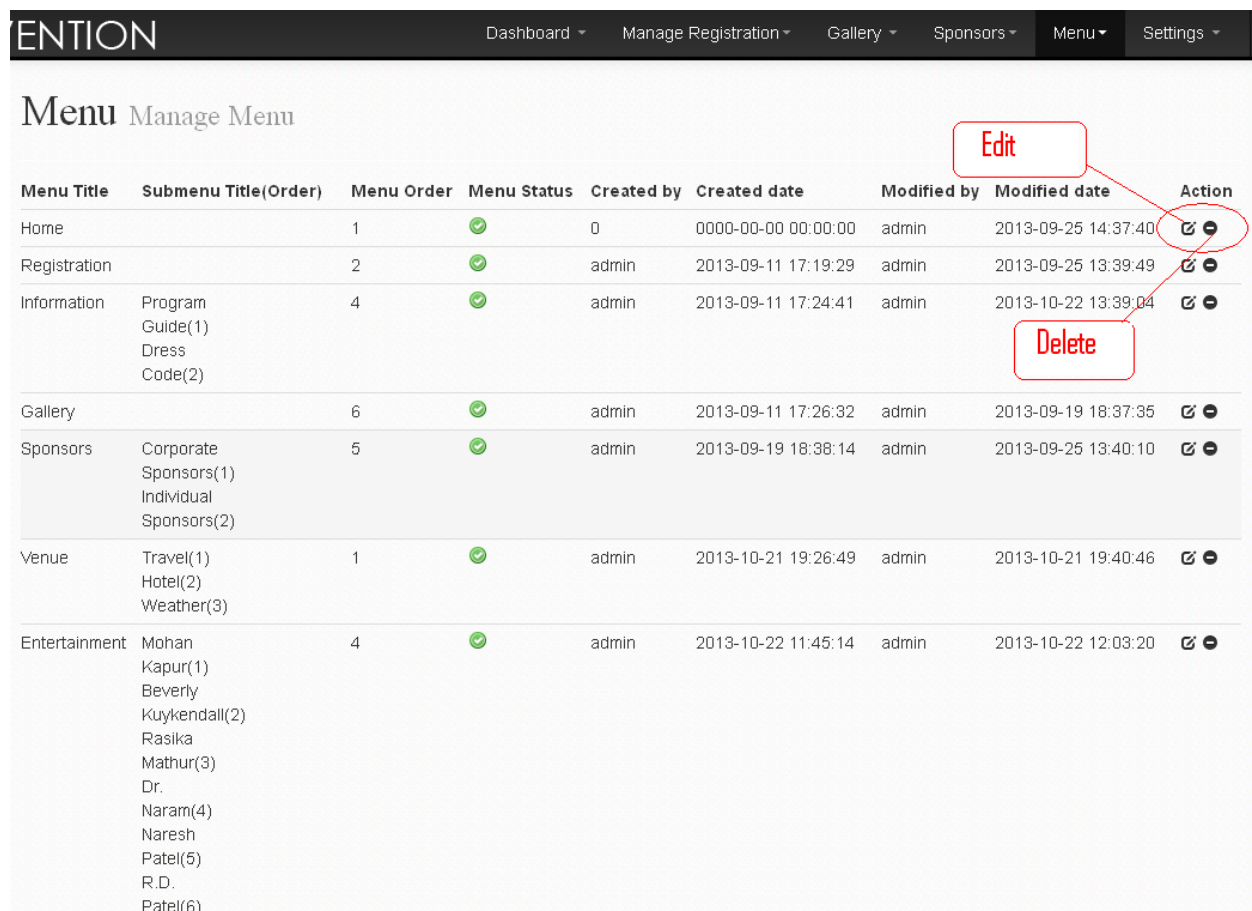- Submit form to save details.

1.6   Menu

1.6.1 Manage Menu.
1.6.2 Manage Pages.

1.6.1 Manage Menu

➢ Admin can create dynamic menu for convention main menu.

➢ Click Manage Menu submenu of Menu.

• Click edit icon to edit Menu details.
• Click delete icon to delete Menu details.

How to Create Menu?

➢ Click Add Menu submenu of Menu to create Menu.

- Menu title, order fields are required.
- Menu Type: Two types of menu
  - o Internal: Click Internal option of Menu Type to open Internal Menu dropdown with option and select any for menu link.
  - o External: Click External option to open Menu link field. Fill out Menu link field for menu link.
- Submenu: Submenu is optional, if you want to create submenu of menu than you can create one or more than one submenu.
- Click add icon to add submenu.
- Click Remove to remove submenu.
- Order: order field is required, menu and submenu will display based on ASC order.

- Status: Select Active or Inactive.
  - Active: Select Active to display Menu on front-side.
  - Inactive: Select Inactive to do not display Menu on front-side.
- Submit form to save data.

1.6.2 Manage Pages

➤ Admin can create, edit, delete and view pages.

➤ Click Manage pages submenu of Menu.

- Click edit icon to edit Page.
- Click delete icon to delete Page.

How to Create New Page?

➤ Click Add New Page submenu of Menu.

- Page title field is required.
- Friendly URL slug is use for reference.
- Show On Home Page: Select Yes or No
  - Yes: select yes to show page on home page
  - No: select no to do not show page on home page.
- Order: Pages will display based on ASC order.
- Status: Select Active or Inactive.
  - Active: Select Active to display Page on front-side.
  - Inactive: Select Inactive to do not display Page on front-side.
- Status: Submit form to save data.

1.7 Settings

1.7.1 Settings

Admin can save General Settings of spcsusa.org.

<u>How to Save General Settings?</u>

- Click Settings submenu of Settings to save General Setting.

Site Title

SPCSUSA.ORG

Meta Keywords

spcs, patel

Meta Description

spcs description

Analytics/Tracking/Counter Code

Analytics/Tracking/Counter Code

Email

support@spcsusa.org

Spcs Logo

Browse

Convention Logo

Browse

Chapter

Washington-DC

Convention Year

2014

Place Of Event

Rue Mauverney 28 CH-1196 Gland, USA

Enter Date

2014-05-31 00:00:00

1.7.2 Slider

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

➢ Click Manage Slider to edit, delete and view slider details.
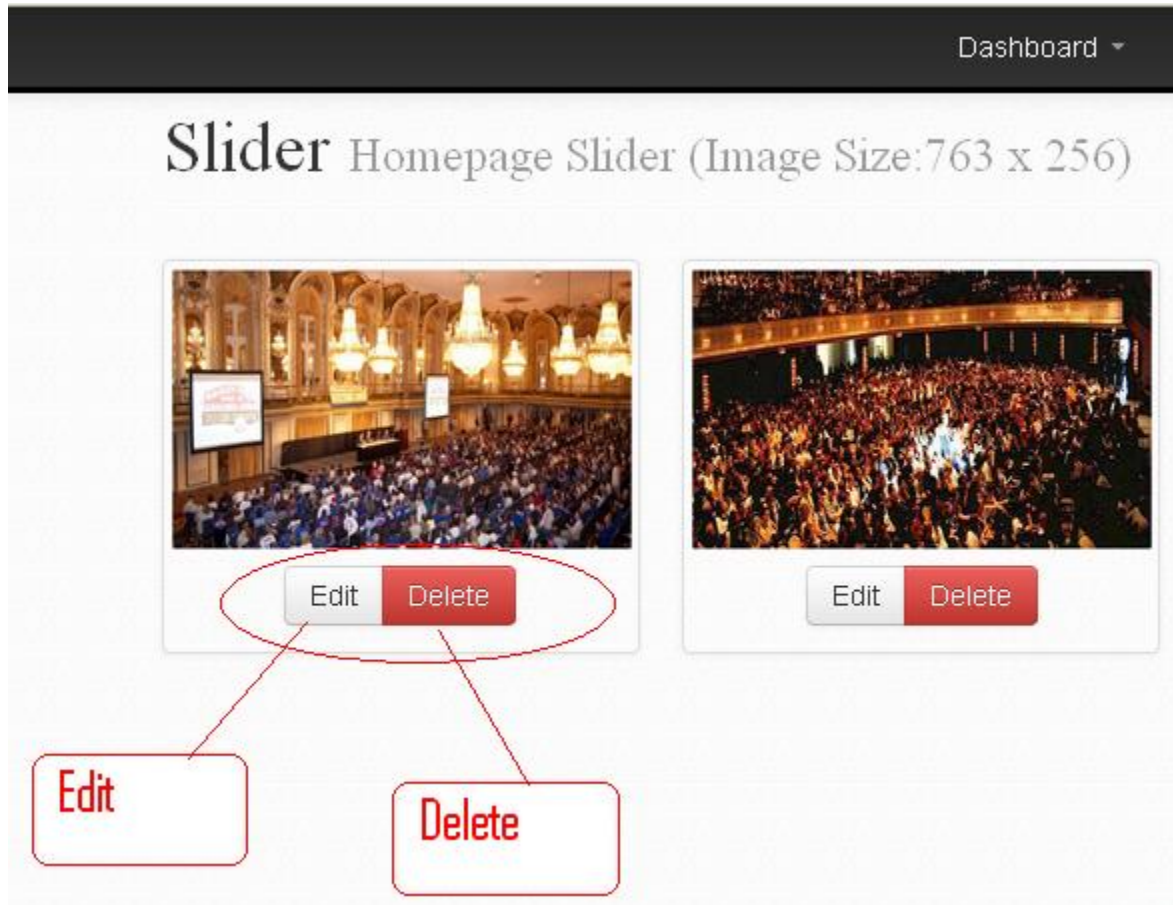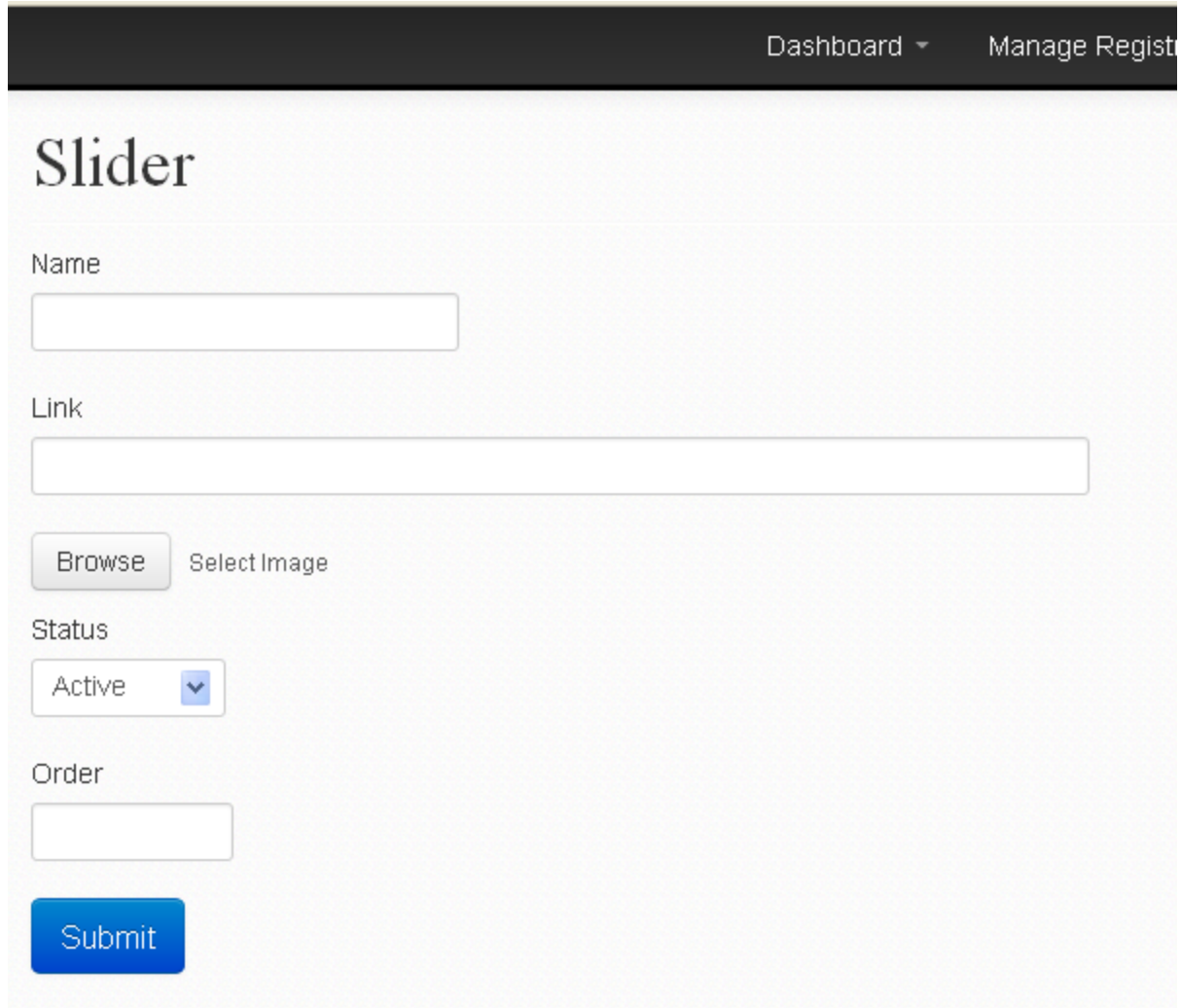

➢ Click Edit button to edit slider details.
➢ Click Delete button to delete Slider details.

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How to Create Slider?

- Click Add Slider submenu of Settings to create slider.

- 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.
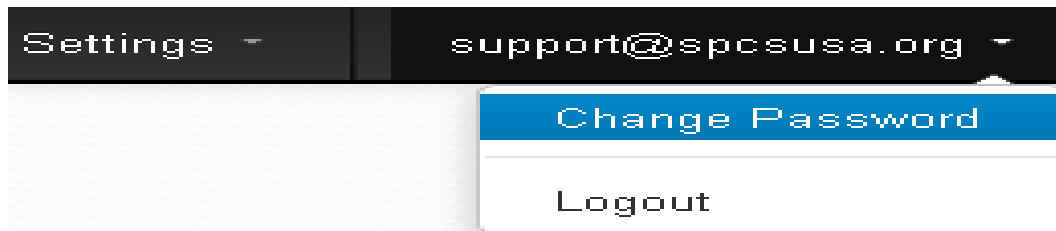- Submit form to save data.

1.8   Admin Profile:

1.8.1 Change Password.
1.8.2 Logout.

1.8.1 Change Password

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

1.8.2 Logout

- ➢ Click Logout to logout.