# Legion Web Platform – Administrative User Guide (V.3)

## 1. Overview

The *Legion* web platform provides a structured and secure environment for managing organizational operations, including events, resources, users, committees, and service hours. Administrative privileges are granted to executives and presidents, each with distinct levels of control. Presidents may modify user roles and positions, while executives have elevated access for day-to-day management functions.

All administrative users can modify public-facing site content, including the Home, About Us, Contact Us, Recruitment, Member Center, and Committee pages.

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## 2. Signing In

1. Contact the President or an Executive to request that your account be created.
    - The email provided **must** be associated with a Google account.
2. Once your account is created, navigate to the Legion homepage.
3. Select **“Member Center”** in the navigation bar.
4. Choose **“Sign in with Google”**.
5. Sign in using the Google account linked to your Legion credentials.
6. Upon successful authentication, you will be redirected to the member center with access levels determined by your role.

# 3. Events Management

## Viewing (Members)

1. Select **“Events”** from the member center Quick Links.
2. View a list of all published upcoming events.
3. Use the **“Filter by Category”** dropdown to filter events by type.

## Viewing (Executives and Presidents)

1. Ensure you are signed in with executive or presidential privileges.
2. Select **“Events Dashboard”** in the Admin links.
3. View, Create, Update, or Delete events, including unpublished drafts.
4. The Update Log shows the 20 most recent updates to the dashboard. Note: A scheduled deletion of stale events occurs at 2:00 A.M CST

## Creating

1. Navigate to **“Events Dashboard”**.
2. Select **“Create New Event.”**
3. Complete all required fields with relevant information.
4. Select **“Create Event.”**
5. If validation errors occur, messages will display at the top of the page.
6. Upon successful creation, a confirmation message appears, and the user is redirected to the Events list.

### Editing

1. From **“Events Dashboard,”** locate the event to edit.
2. Select **“Edit”** beneath the event.
3. Modify any necessary fields and select **“Update Event.”**
4. A confirmation message will indicate successful updates.

### Publishing and Deleting

- To make an event visible to all users, select **“Publish.”**
- To hide an event, select **“Unpublish.”**
- To permanently remove an event, select **“Delete.”** A confirmation message will appear upon completion.

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## 4. Resource Management

### Viewing (Members)

1. Select **“Resources”** from the member center Quick Links
2. View or download any available files by selecting **“View File”** or **“Download File.”**
3. Resources can also appear as links, which are available simply by selecting the button

### Viewing and Managing (Executives and Presidents)

1. Navigate to **“Resources Dashboard”** from the member center Admin links
2. Access all resources or by category with view, download, and link options.

### Creating

1. Select **“Create New Resource.”**
2. Fill in all relevant fields and attach any necessary files and/or links.
3. Select **“Create Resource.”**
4. A confirmation message will indicate successful creation.
5. Use **“Publish”** or **“Unpublish”** to control visibility.

### Editing and Deleting

- To modify a resource, select **“Edit,”** adjust fields, and save changes.
- To delete a resource, select **“Delete.”** A confirmation message will display upon success.

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## 5. User Management

### Viewing (Members)

1. Navigate to **“Member Directory.”**
2. View all registered users and their key information.
3. Select **View My Profile** to view personal information.

### Creating (Executives and Presidents)

1. Navigate to **“Member Dashboard”**
2. Select **“New User.”**
3. Fill out the form with the user’s details (email must correspond to a Google account).

4. Select **"Create User."**

### Editing

1. Locate and select the user's profile.
2. Select **"Edit."**
3. Modify any permitted fields.
    - **Executives** may update basic information and status.
    - **Presidents** may additionally modify position and role.
4. Select **"Update User."**

### Bulk-Editing

5. Locate and select the users' profiles using the checkboxes.
6. Select **"Edit Selected Users."**
7. Modify any permitted fields.
8. Select **"Update All Selected Users."**

### Deleting

1. Select the desired user profile.
2. Choose **"Edit."**
3. Set their user status to **inactive**. Note, they can be brought back; however, an inactive status restricts a user from logging in and their information from appearing to all.

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## 6. Service Hours

### Submitting Hours (Members)

1. Select **“View Service Hours”**t.
2. Select **“Submit Service Request.”**
3. Complete all required fields and select **“Submit Service Request.”**

### Approving or Rejecting Requests (Executives and Presidents)

1. Navigate to **“Services Dashboard.”**
2. Review pending requests.
3. Select **“Approve”** or **“Reject”** based on validity. Rejections must have a reason to accompany them.
4. A confirmation message will indicate the outcome.

### Viewing

- **Executives/Presidents:** May view all submissions under **“Services Dashboard”**
- **User-Specific View:** Accessible through the **View Service Hours** page as well as in the section under each user’s profile in the **Member Directory**.

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## 7. Committee Management

### Viewing (Members)

1. Navigate to **“Committees”** from the navigation bar.
2. View all committees, their members, and details via the various links and dropdowns.

### Creating

1. Navigate to **“Committee Dashboard.”**
2. Fill in the committee’s title, description, and related details.

3. Select **“Create Committee.”**

### Editing

1. Access the specific committee’s page via the **Committees Dashboard**.
2. Select **“Edit.”**
3. Modify any of the following:
    - Title
    - Description (including headings, body text, and images)
4. Select **“Update Committee.”** A confirmation message will appear upon success.

### Managing Members

1. Access the **“Committees Dashboard”** and select **“Edit”** under the committee to modify.
2. Under **“Add Member,”** select a user and click **“Add Member.”**
3. Under **“Remove Member,”** select a user and click **“Remove Member.”**
4. Confirmation messages will appear for each action.

### Deleting

1. Open the **“Committees Dashboard”**
2. Select **“Delete Committee.”**
3. Confirm deletion on the following page.

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## 8. Page Content Management

Administrators (executives and presidents) may edit the following pages:

- **Home**
- **About Us**
- **Contact Us**
- **Recruitment**
- **Member Center**

Each editable page includes an **"Edit"** button located at the bottom. Selecting this button opens a dedicated editing interface where administrators can modify text and, in some cases, include HTML markup. The **"Edit**" page buttons are also accessible via the **Member Center.**

The **Committees page** can be managed and modified via the Committees Dashboard. The **Members page** is automatically updated based on the Member Directory/Dashboard.

### Member Center Specific Features

- **Caption Text:** Editable via a button that opens a modal for modifying caption content.
- **Photo Gallery:** Editable via a button that opens a modal that allows adding or deleting gallery photos.
- **Announcements:** Constant flash bulletins that appear on the home page and member center page. These can be created and ended via the **"Admin User Guide".**

All updates are saved upon confirmation, and a success message will indicate completion.

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## 9. Support

For technical assistance or inquiries related to the operation of the Legion website, contact the development team:


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