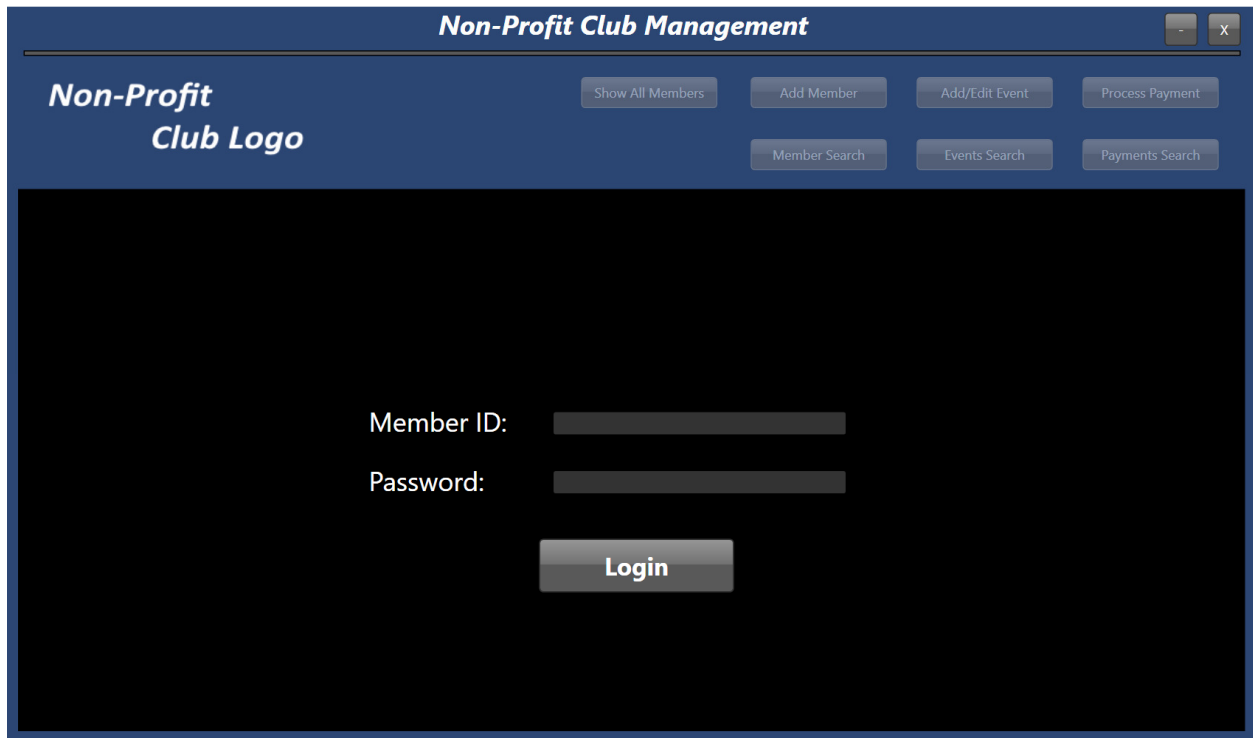


# Non-Profit Club Management Software



## Introduction

Welcome the Non-Profit Club Management Software. This software will allow you to keep track of your members, events and payment transactions. The software is designed to have a simple to use interface with the navigation always on top of the program.

# Index

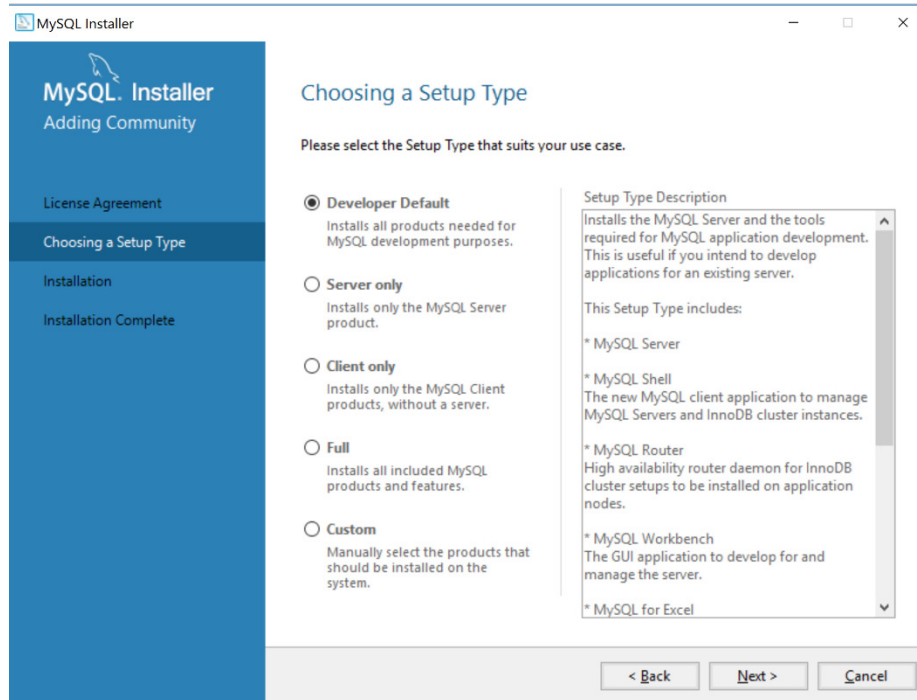
<b>Setup .....</b>	<b>3</b>
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# Setup

## Database:

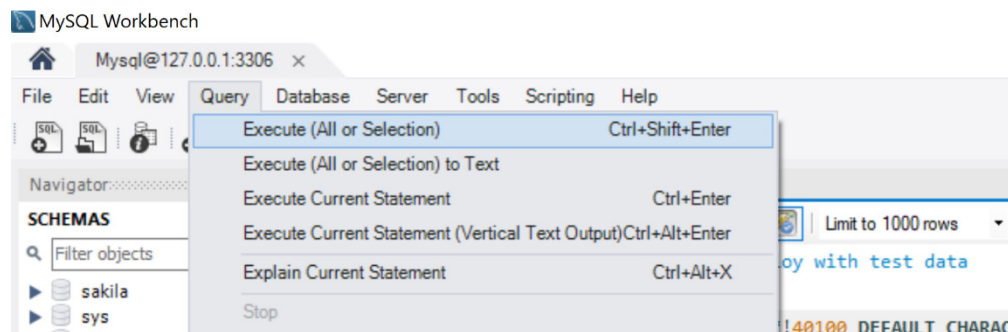
Open mysql-installer-web-community-8.0.15.0.msi from the SDK folder.

Select the default install and follow the instructions. Use the default configurations.



Once MYSQL is installed, open MySQL Workbench and connect to the database engine.

From the query window open the NonProfitDBBuild.sql file from the database folder and run it:



## Microsoft .net:

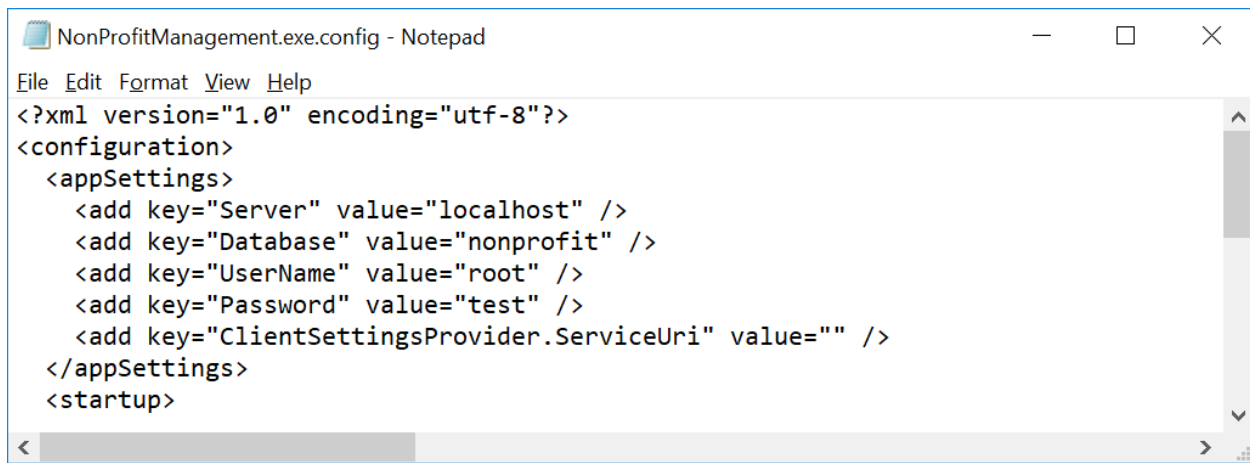
Run: NDP452-KB2901907-x86-x64-AIIO5-ENU.exe

## App Configuration:

Copy the files from the Application folder to where you want to run the app from.

Example: C:\Non-ProfitManagment\

Next open the NonProfitManagement.exe.config file to configure the database connection:



```
NonProfitManagement.exe.config - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<configuration>
  <appSettings>
    <add key="Server" value="localhost" />
    <add key="Database" value="nonprofit" />
    <add key="UserName" value="root" />
    <add key="Password" value="test" />
    <add key="ClientSettingsProvider.ServiceUri" value="" />
  </appSettings>
  <startup>
```

If you are running it on the same system you installed the database server, localhost can be used for the server, otherwise enter the IP address of the database server.

Set the UserName and Password to the ones you choose when you setup the MYSQL database server.

Save the file.

## Club Logo:

You can use your own logo by replacing the logo.png file with your own logo. The resolution of the image is: 392 x 115

## Run the program:

Double-Click the NonProfitManagement.exe, you can also create a shortcut to the folder on the desktop.

# Using the Software

## Login Information /Administration

Use the following to log into the program for the first time.

**Member ID:** 0

**Password:** admin

The screenshot shows the 'Non-Profit Club Management' software interface. The title bar at the top reads 'Non-Profit Club Management'. Below the title bar, there is a 'Non-Profit Club Logo' on the left and a row of buttons: 'Show All Members', 'Add Member', 'Add/Edit Event', and 'Process Payment'. Below these buttons is another row: 'Administration', 'Member Search', 'Events Search', and 'Payments Search'. The main content area is titled 'Adminstration' (note the typo in the image). On the left side of this area, there are labels for 'Member ID:', 'Member:', 'Member Level:', 'App Access:', and 'Administrator:', each followed by a dropdown menu. The 'Member Level' dropdown is currently set to 'President', 'App Access' to 'None', and 'Administrator' to 'None'. Below these labels is an 'Update Member' button. On the right side, there is a table with the following data:

First	Last	Memeber ID	Member Level	App Access	Admin Access
admin		0		Yes	Yes

Below the table, there is a 'Member Level:' label followed by a dropdown menu set to 'Admin' and a 'Search' button. Below that are 'Password:' and 'Confirm Password:' labels, each followed by a text input field. At the bottom right is an 'Update Member Password' button.

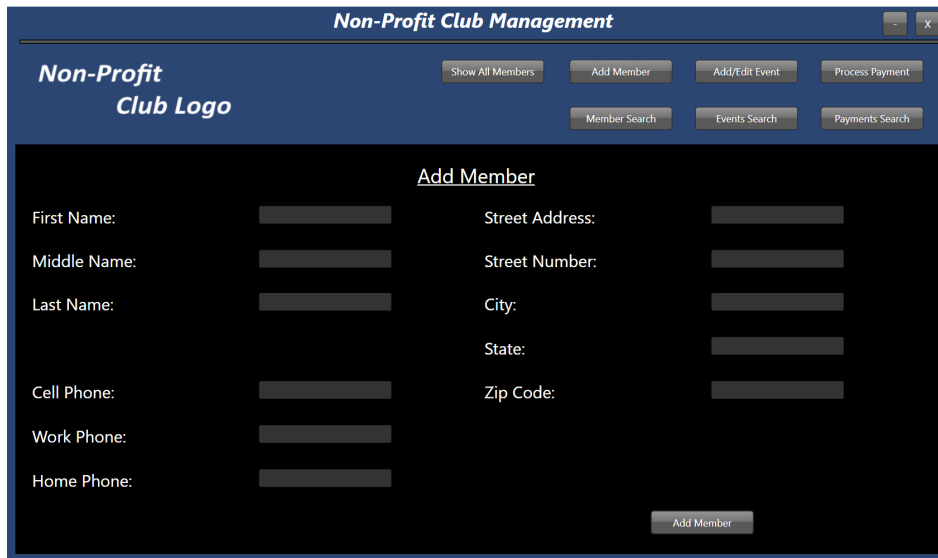
Open the Administration to change the password. This is only available to users with “Administrator” access.

Here you can give user’s access to the program, assign administrator access and change passwords.

Use the search area to find users to adjust. Once you click on a user it will populate the fields to edit.

**Note: The admin account can only have its password changed.**

## Member Add / Update



The screenshot displays the 'Non-Profit Club Management' software window. The title bar reads 'Non-Profit Club Management'. The interface has a dark blue header with the text 'Non-Profit Club Logo' on the left. To the right of the logo are several buttons: 'Show All Members', 'Add Member', 'Add/Edit Event', and 'Process Payment'. Below these are three search buttons: 'Member Search', 'Events Search', and 'Payments Search'. The main content area is black and features the heading 'Add Member' in yellow. Below this heading are two columns of input fields. The left column contains: 'First Name:', 'Middle Name:', 'Last Name:', 'Cell Phone:', 'Work Phone:', and 'Home Phone:'. The right column contains: 'Street Address:', 'Street Number:', 'City:', 'State:', and 'Zip Code:'. Each label is followed by a grey rectangular input field. At the bottom right of the form area is a single 'Add Member' button.

**Member Add:** Here you can enter the information for the new member you want to add. Once all of the information is ready, click “Add Member” and the information will be saved.

**Member Update:** This is accessed from by either clicking the “Show All Members” button or using the “Member Search” Button. Once you see a member in the grid you want to edit, click on it and it will bring you back to this page. Make the changes and click “Update Member” to save the changes.

# Member Search

The screenshot shows a software window titled "Non-Profit Club Management". Inside, there's a header bar with the text "Non-Profit Club Logo" and several buttons: "Show All Members", "Add Member", "Add/Edit Event", "Process Payment", "Member Search", "Events Search", and "Payments Search". Below this is a section titled "Member Search" containing various input fields: "First Name:", "Middle Name:", "Last Name:", "Member Level:" (with a dropdown menu showing "All"), "Cell Phone:", "Work Phone:", "Home Phone:", "Street Address:", "Street Number:", "City:", "State:", "Zip Code:", and "Member ID:". A "Search" button is located at the bottom right of the form.

Here you can search for members based on any combination of data you enter into the fields. Once you are read, click “Search” and the results will displayed here:

The screenshot shows the same software window, but now displaying a table of members. The table has columns for ID, Member Level, First, Middle, Last, Cell Phone, Work Phone, Home Phone, Street, Number, City, State, and Zip. Two rows of data are visible, followed by a large empty space for more results.

ID	Member Level	First	Middle	Last	Cell Phone	Work Phone	Home Phone	Street	Number	City	State	Zip
1	Member	Test		User								
2	Member	Test	asd	User 2								

## Event Add / Update

The screenshot displays the 'Non-Profit Club Management' application window. The title bar reads 'Non-Profit Club Management'. Below the title bar, on the left, is the text 'Non-Profit Club Logo'. To the right of the logo are several buttons: 'Show All Members', 'Add Member', 'Add/Edit Event', 'Process Payment', 'Member Search', 'Events Search', and 'Payments Search'. The main content area is titled 'Add Event'. It contains the following fields:

- Cost:** A text input field.
- Event Type:** A dropdown menu with 'Bus Trip' selected.
- Start Date:** A date picker showing '4/26/2019'.
- Start Time:** A time picker showing '12:59 AM'.
- End Date:** A date picker showing '4/26/2019'.
- End Time:** A time picker showing '12:59 AM'.
- Description:** A large text area.

At the bottom center of the form is an 'Add Event' button.

**Event Add:** Here you can add an event for your club. Once all of the details are entered, click “Add Event” to save it.

**Event Update:** This is accessed from by clicking the “Events Search” Button. Once you see an event in the grid you want to edit, click on it and it will bring you back to this page. Make the changes and click “Update Event” to save the changes.



# Event Search

The screenshot shows the 'Event Search' form within the 'Non-Profit Club Management' application. The form is titled 'Event Search' and contains several input fields for searching events. The fields are arranged in two columns. The left column includes 'Cost:', 'Start Date:', 'End Date:', and 'Event Type:'. The right column includes 'Event ID:', 'Start Time:', 'End Time:', and 'Description:'. A 'Search' button is located at the bottom center of the form. The application window has a title bar 'Non-Profit Club Management' and a menu bar with options like 'Show All Members', 'Add Member', 'Add/Edit Event', 'Process Payment', 'Member Search', 'Events Search', and 'Payments Search'.

Non-Profit Club Management

Non-Profit Club Logo

Show All Members Add Member Add/Edit Event Process Payment

Member Search Events Search Payments Search

Event Search

Cost: [Text Field] Event ID: [Text Field]

Start Date: [Select a date] [Calendar Icon] Start Time: [Dropdown] [Dropdown] [Dropdown]

End Date: [Select a date] [Calendar Icon] End Time: [Dropdown] [Dropdown] [Dropdown]

Event Type: [All] [Dropdown] Description: [Text Field]

Search

Here you can search for events based on any combination of data you enter into the fields. Once you are ready, click “Search” and the results will be displayed here:

The screenshot shows the 'Events' table within the 'Non-Profit Club Management' application. The table has a title 'Events' and contains five rows of data. The columns are: ID, Event Type, Amount, Start Date & Time, Start Date & Time1, and Description. The data is as follows:

ID	Event Type	Amount	Start Date & Time	Start Date & Time1	Description
1	Bus Trip	\$55.95	9/11/2000 12:00:00 PM	12/11/2000 12:00:00 PM	
2	Social	\$55.95	9/11/2000 12:00:00 PM	12/11/2000 12:00:00 PM	
3	Fundraiser	\$0.00	4/4/2019 12:00:00 PM	4/19/2019 12:00:00 PM	
4	Bus Trip	\$159.00	4/1/2019 12:00:00 AM	5/4/2019 12:00:00 AM	
5	Fundraiser	\$234.00	4/25/2019 2:59:00 AM	5/11/2019 12:59:00 PM	

Non-Profit Club Management

Non-Profit Club Logo

Show All Members Add Member Add/Edit Event Process Payment

Member Search Events Search Payments Search

Events

ID	Event Type	Amount	Start Date & Time	Start Date & Time1	Description
1	Bus Trip	\$55.95	9/11/2000 12:00:00 PM	12/11/2000 12:00:00 PM	
2	Social	\$55.95	9/11/2000 12:00:00 PM	12/11/2000 12:00:00 PM	
3	Fundraiser	\$0.00	4/4/2019 12:00:00 PM	4/19/2019 12:00:00 PM	
4	Bus Trip	\$159.00	4/1/2019 12:00:00 AM	5/4/2019 12:00:00 AM	
5	Fundraiser	\$234.00	4/25/2019 2:59:00 AM	5/11/2019 12:59:00 PM	

## Process Payment

The screenshot shows a web application window titled "Non-Profit Club Management". The window has a dark blue header bar with the title and a "Non-Profit Club Logo" on the left. Below the header, there is a navigation bar with several buttons: "Show All Members", "Add Member", "Add/Edit Event", "Process Payment", "Member Search", "Events Search", and "Payments Search". The main content area is titled "Process Payment" and contains a form with the following fields:

- Member ID:** A dropdown menu with "Donation" selected.
- Payment Date:** A date input field showing "4/26/2019" with a calendar icon.
- Amount:** A text input field.
- Source:** A dropdown menu with "Cash" selected.
- Event ID:** A dropdown menu.
- Type:** A dropdown menu with "Member Dues" selected.
- Description:** A large text area.

A "Process Payment" button is located at the bottom right of the form.

You can use this to keep track of payments and donations that are made to your club. Enter all of the information for the transaction and then click “Process Payment” to save the information.

## Payment Search

Non-Profit Club Management

Non-Profit Club Logo

Show All Members

Add Member

Add/Edit Event

Process Payment

Member Search

Events Search

Payments Search

Payment Search

Member ID:

Date Range:

Select a date 15

Select a date 15

Amount:

Source:

Type:

Event ID:

Search Payments

Description:

Member ID	First Name	Last Name	Payment Type	Amount	Event	Payment Source	Date	Description
1	Test	User	Member Dues	\$100.00		Cash	April 25, 2019	
2	Test	User 2	Member Dues	\$100.00		Cash	April 25, 2019	
1	Test	User	Donation	\$500.00		Credit Card	April 25, 2019	

Here you can search for payments based on any combination of data you enter into the fields. Once you are ready, click “Search Payments” and the results will be displayed in the grid at the bottom.