User Manual

This user manual will split up into four sections: login, the Volunteer view, the Artist view, and the Admin view, respectively. Each section of this Manual aims to provide context for the usability for the functionalities and 'pages' within the product.

Section 1 - Login
- Landing page/homepage
- Login
- Sign up
- Complete sign up

Section 2 - Volunteer view
- Overview
- Calendar
- View event details
- Shift sign up
- Profile page

Section 3 - Artist view
- Request event
- View event requests

Section 4 - Admin view
- Create events
- Create shifts
- Create volunteer roles
    - Manage Users (change user roles)
- Emails

Section 1

Landing page

The landing page of the volunteer management app will display a login button that can be found in two locations.

Bleeding Heart Art Space	HOME LOGIN

Bleeding Heart Art Space
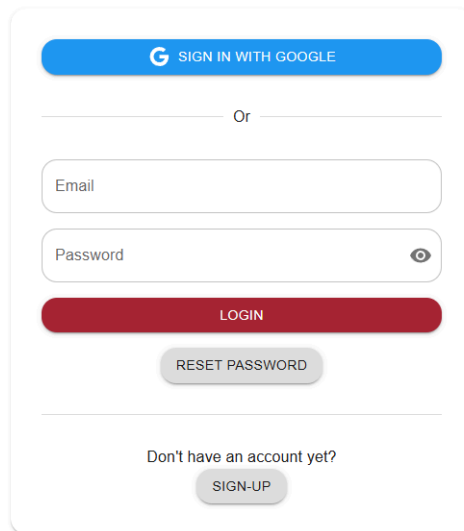
Volunteer Management App
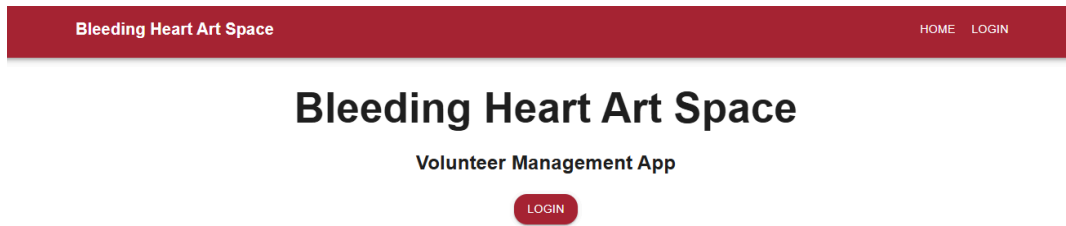
LOGIN

Login

Once login has been selected, the user will have a choice of sign in with google or to login manually.

Users have a choice to reset password if forgotten.

If the users do not have an account yet they can sign up at the bottom.

Sign up

Upon clicking sign up, the user can input their email address and password to sign up.
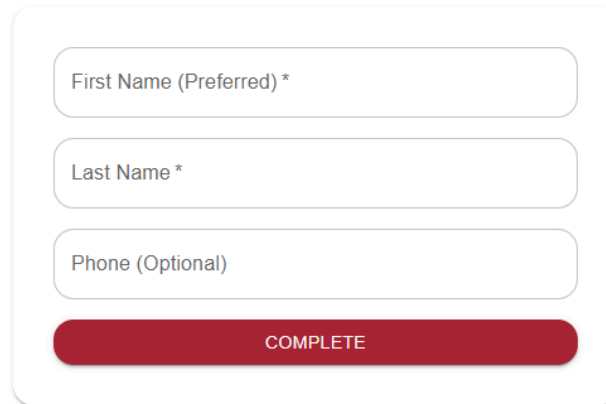
Complete sign up

Just before the user accesses the app, a complete sign up page will appear for the user to put in their first and last name and phone number.

Complete Sign-up

First Name (Preferred) *

Last Name *

Phone (Optional)

COMPLETE

Section 2

In the volunteer view, volunteers only have access to two tabs on the sidebar, Overview and Calendar. The two icons on the top right are for a light-mode/dark mode toggle and profile page respectively.

Overview

Overview will display the signed-up shifts that the volunteer has signed up for the next two weeks, as well as Events upcoming in the next two weeks.
The shifts that the user has signed up for will have buttons for check in and checkout, with checkout being automatically done for the user after the checkout time has been passed.
The shifts and events will have buttons linking to the information for that event as well.

Overview

Calendar

Your Signed-up Shifts

No upcoming signed up shifts in the next two weeks.

Upcoming Events

No upcoming events in the next two weeks.

Overview

Calendar

Your Signed-up Shifts

Role: test
Start: Dec 3, 2024, 02:00 PM
End: Dec 3, 2024, 03:00 PM
Note: testing

CHECK IN   CHECK OUT

VIEW EVENT

Role: test
Start: Dec 3, 2024, 04:00 PM
End: Dec 4, 2024, 05:00 PM

CHECK IN   CHECK OUT

VIEW EVENT

Upcoming Events

test
Dec 3, 2024, 12:00 AM
Total Volunteers: 2/2

VIEW DETAILS

Calendar

Calendar will display an interactive calendar that will display all the events created.
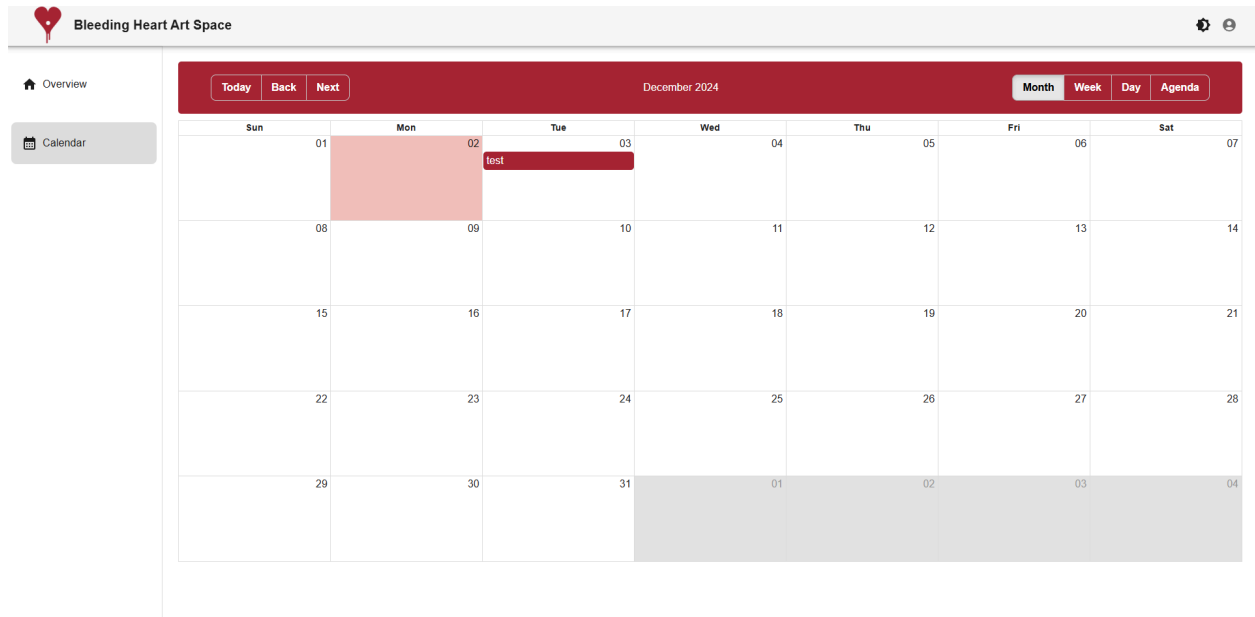
View Event Details

Clicking on either the event on the calendar, view event on the signed up shifts, or view details in upcoming events, will display the event title, date, time, venue, and address for that event.
And upon clicking on the view details button on each shift, will display who has signed up for that particular shift.
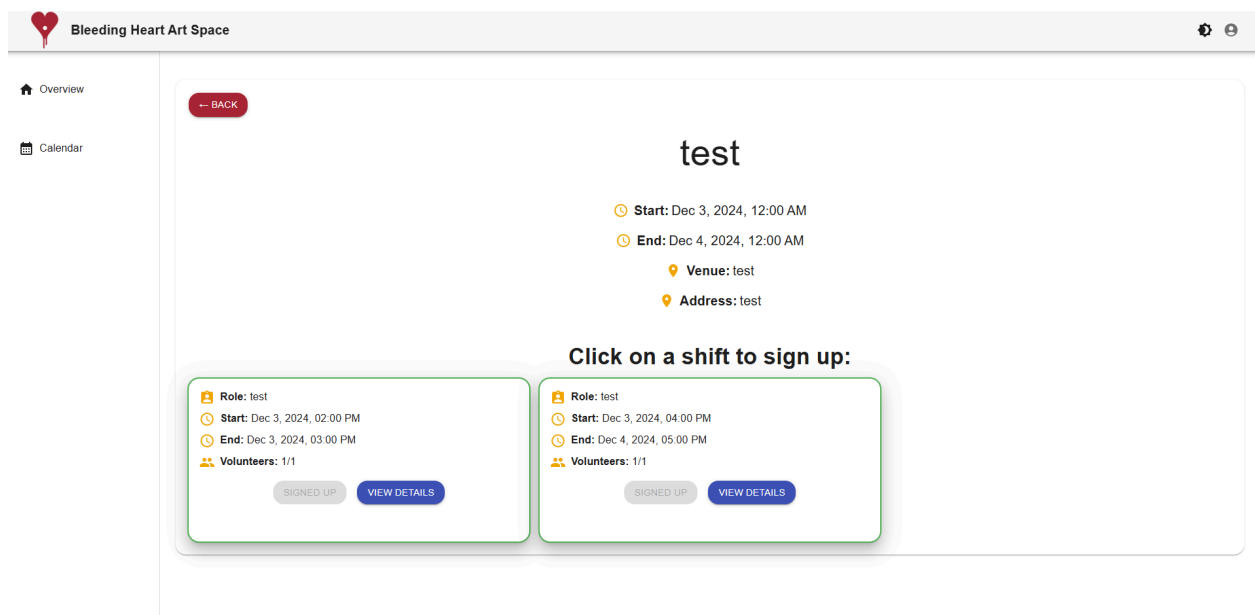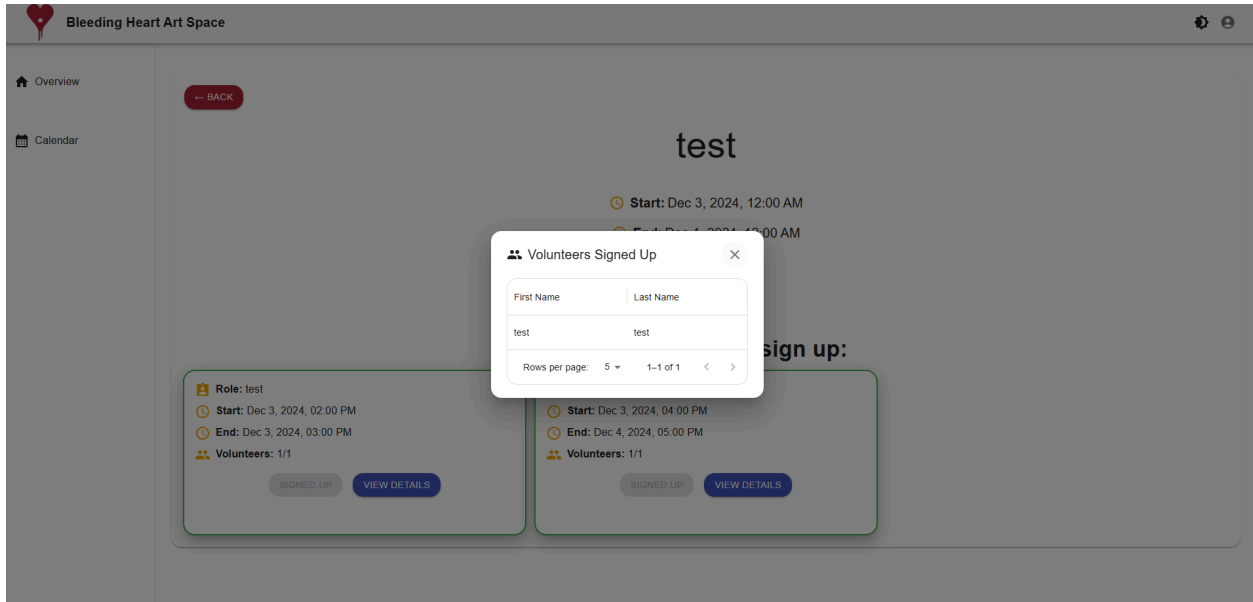
Shift sign up

Upon sign up, users will be given the option to add notes to their signed up shift. For example, if they would like to remind themselves or the admin of anything for that particular event (bringing extra volunteers, needing different equipment)
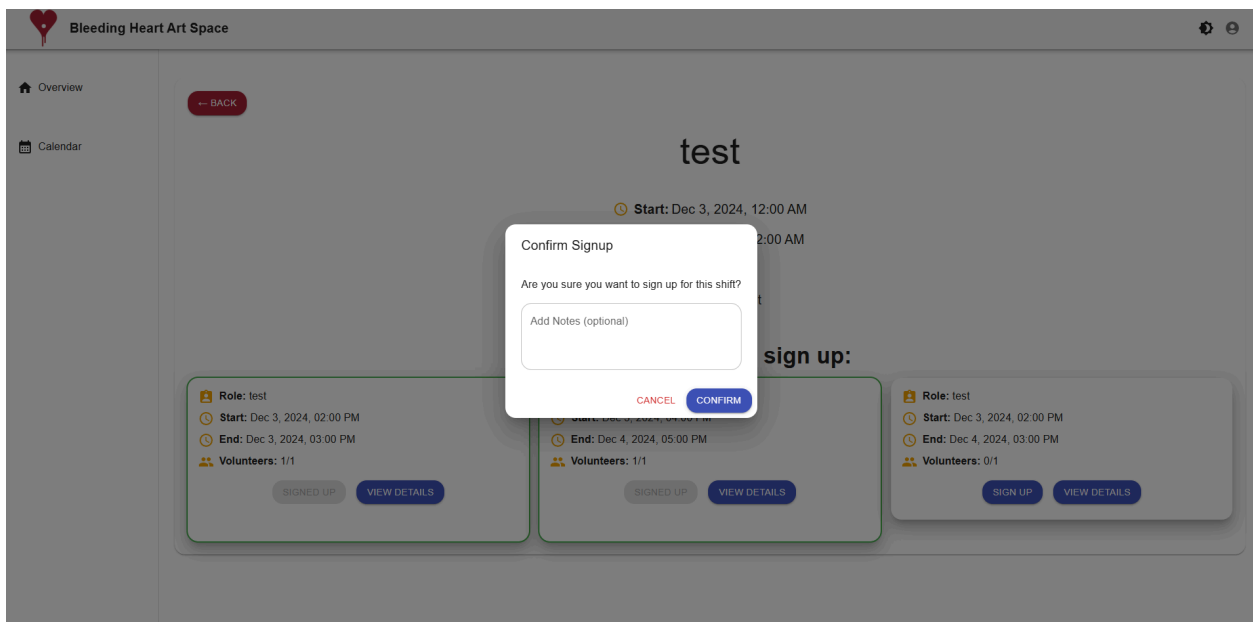
Your Signed-up Shifts

Role: test
Start: Dec 3, 2024, 02:00 PM
End: Dec 3, 2024, 03:00 PM

Note: testing

CHECK IN   CHECK OUT

VIEW EVENT

Profile page

On the top right, the user will be able to click on their profile and update their information if needed.
They are also able to sign out/verify their email here.
Total volunteer hours for each individual volunteer will be displayed here.

♥ Bleeding Heart Art Space

🏠 Overview
📅 Calendar

Account Information ✏️

First Name (Preferred):
test

Last Name:
test
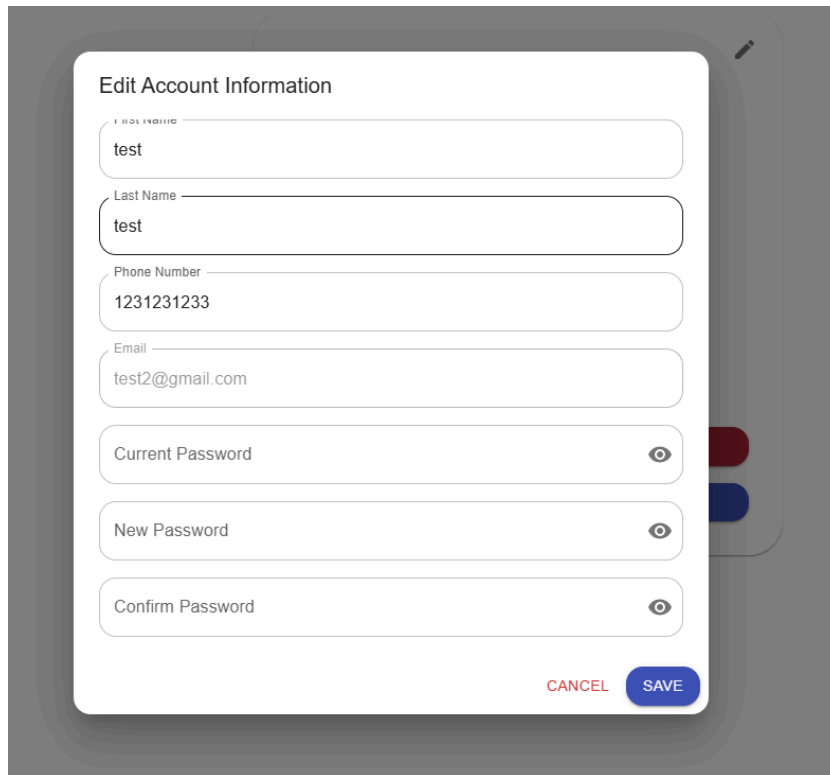
Phone Number:
1231231233

Email:
test2@gmail.com

Total Hours Worked:
0 hours

SIGN OUT

RESEND VERIFICATION EMAIL

Section 3

The artist view of the app is identical to the volunteer view with two added features, request event, and view Event requests.

View Request

Here, in their calendar view, artists are able to click a button on the bottom right to request an event.
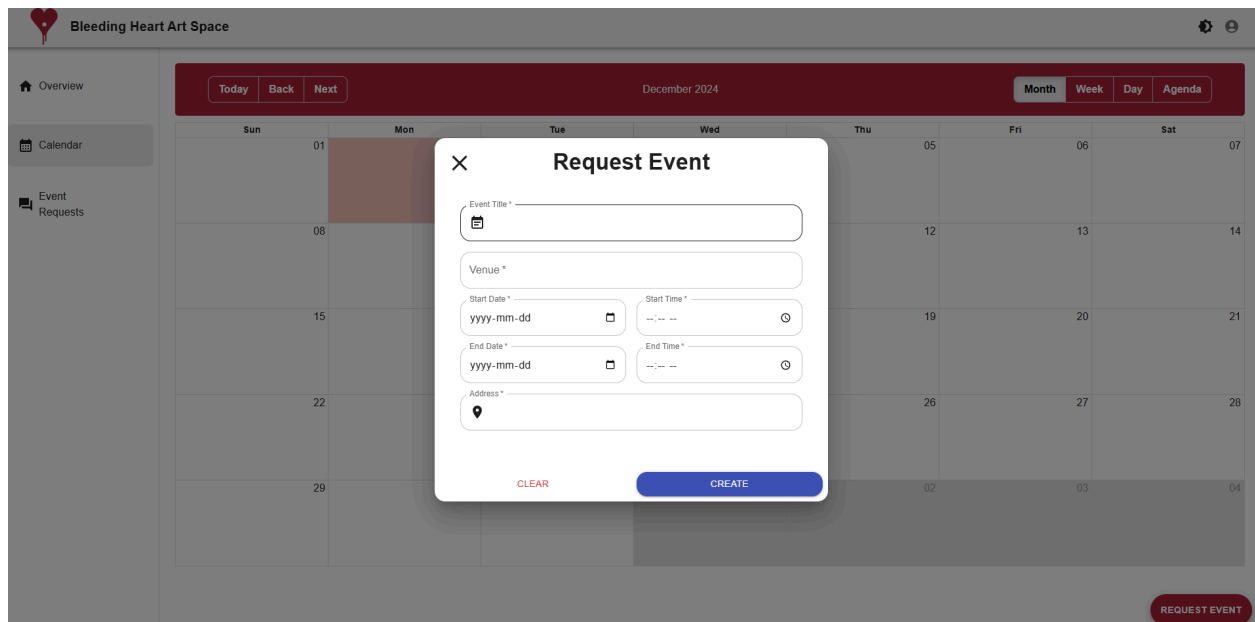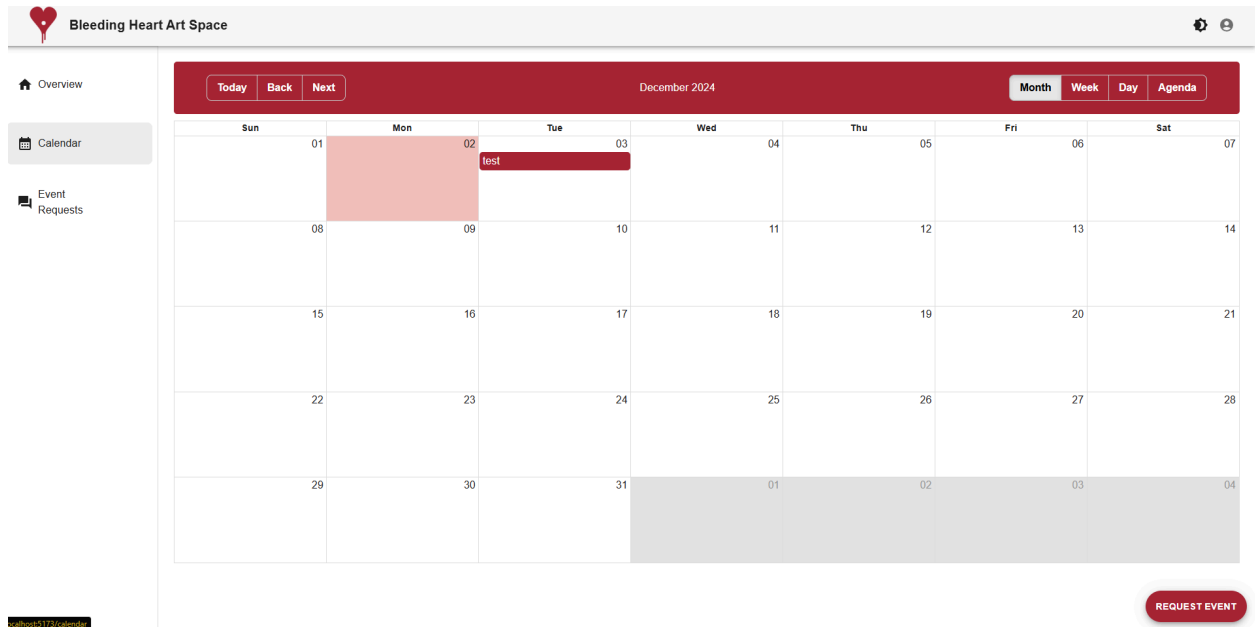
View Event Requests

The event requested will be sent to the Event requests page, which is only available to both Artists and Admins.

- On the admin view, they will have the option to confirm or deny the request.
- Once the option is confirmed, the event will be automatically confirmed onto the calendar.
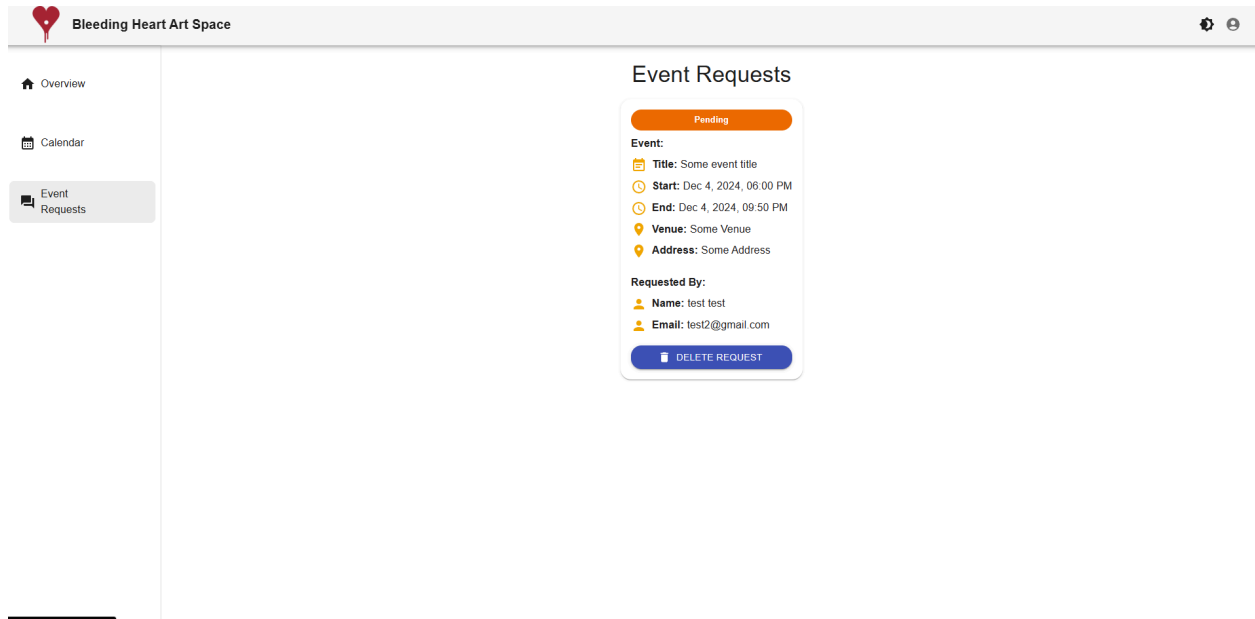
Section 4

The admin view gives the user access to mostly everything in the app, including being able to edit and delete users, events, and shifts.

The admin view section adds in one more tab **Volunteer Management** where an admin can view the information of all users, change user roles, and create the different roles for the different shifts. A new icon has also been added in the top right for the admin's to send emails to the volunteers.

Create Events

In order to create an event, the user can either click on the calendar itself (which will automatically fill in the date) or click the button on the bottom right, which will bring up the dialog for creating an event.
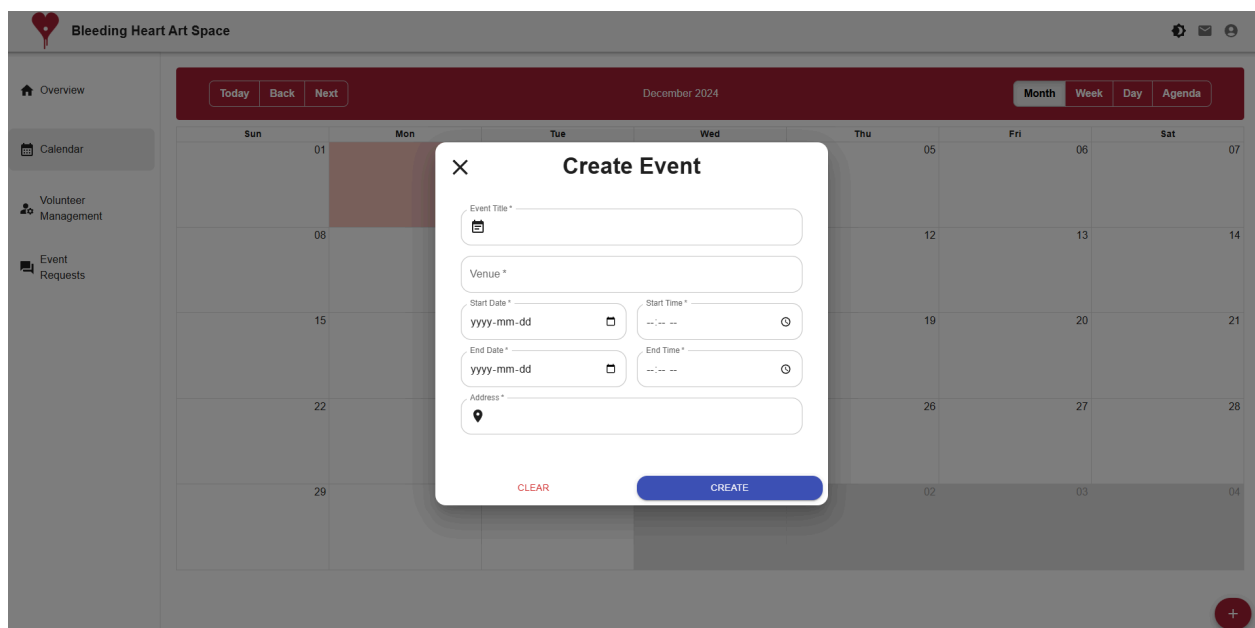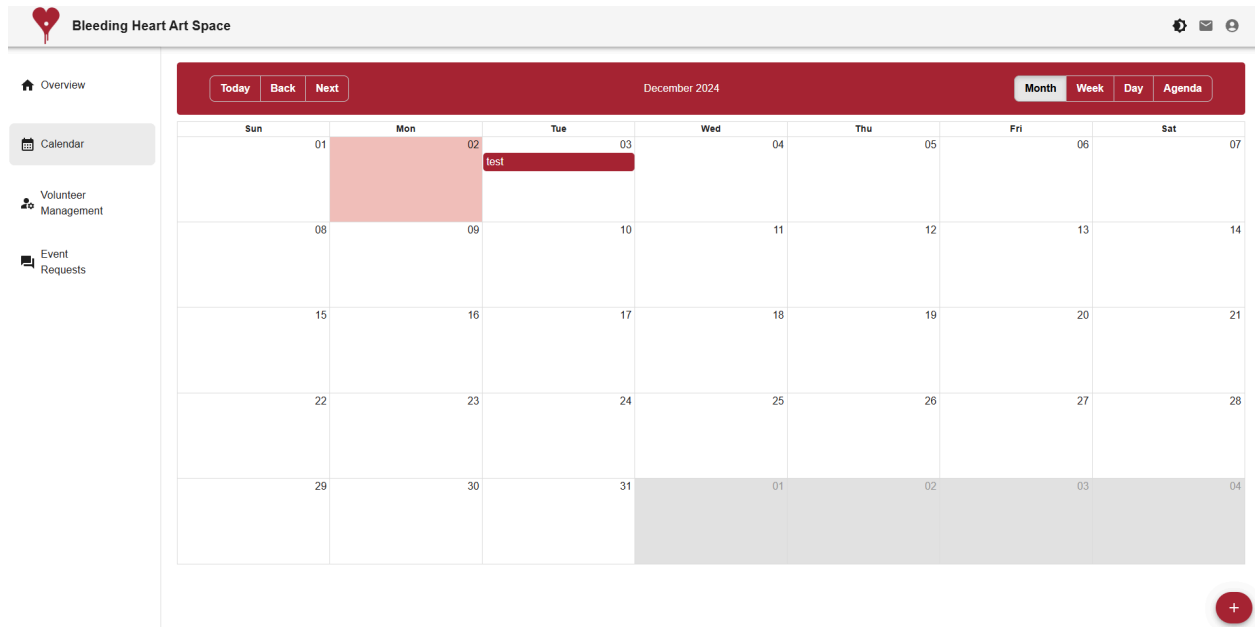
On event details, admin has access to two new buttons, edit event and edit shifts.
Edit event will open up a dialog identical to the create event dialog with the information automatically inside, along with a delete event option, while edit shifts will open up a new page to mange the shifts for that event.
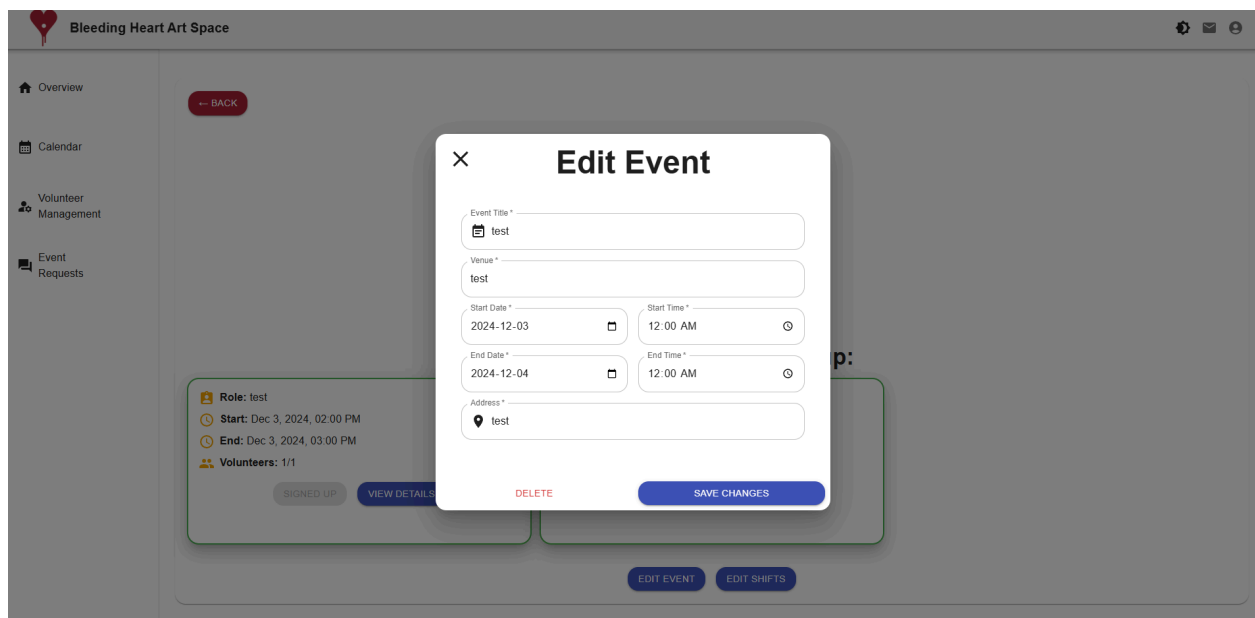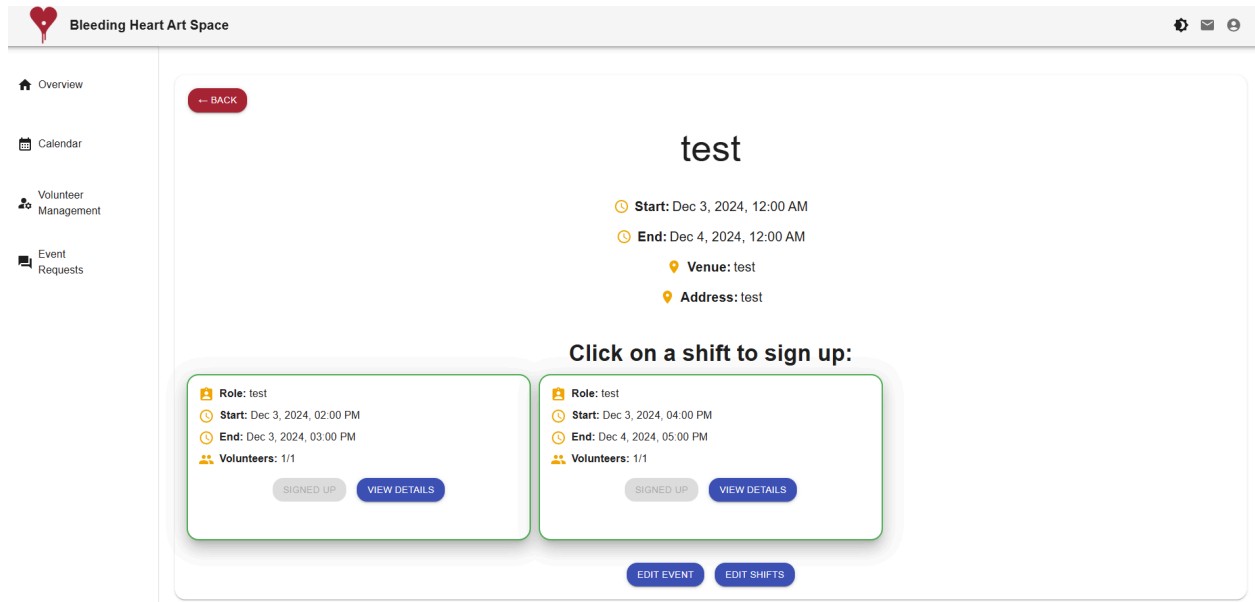
Create Shifts

In create shifts, admins can specifically set up shifts for their event, edit shifts, and delete shifts
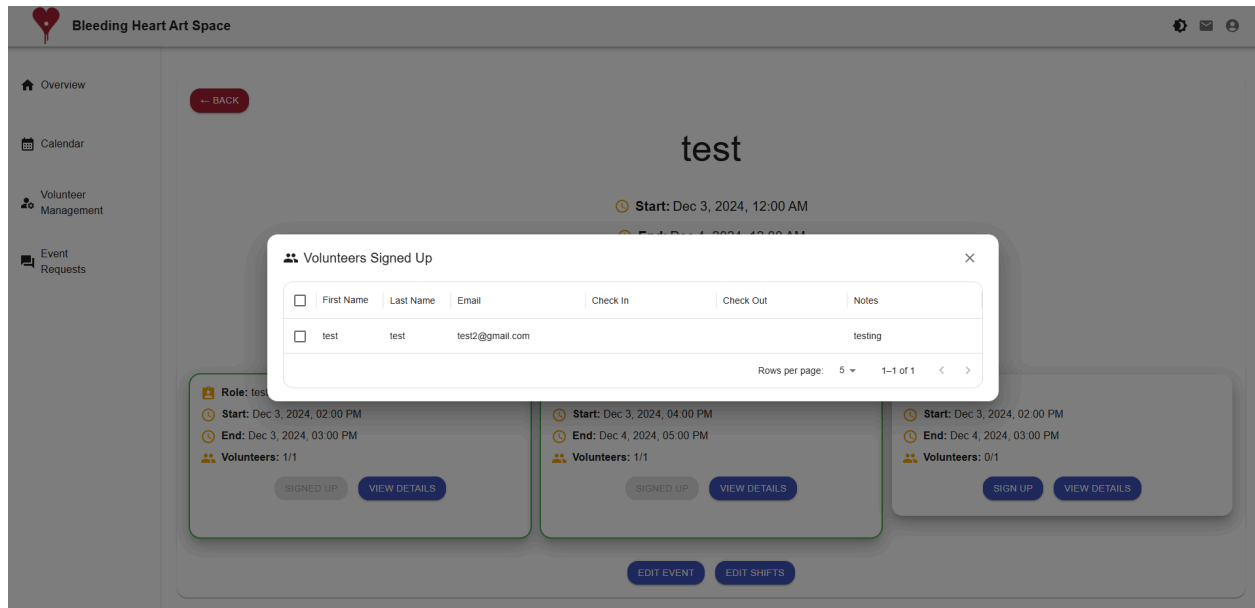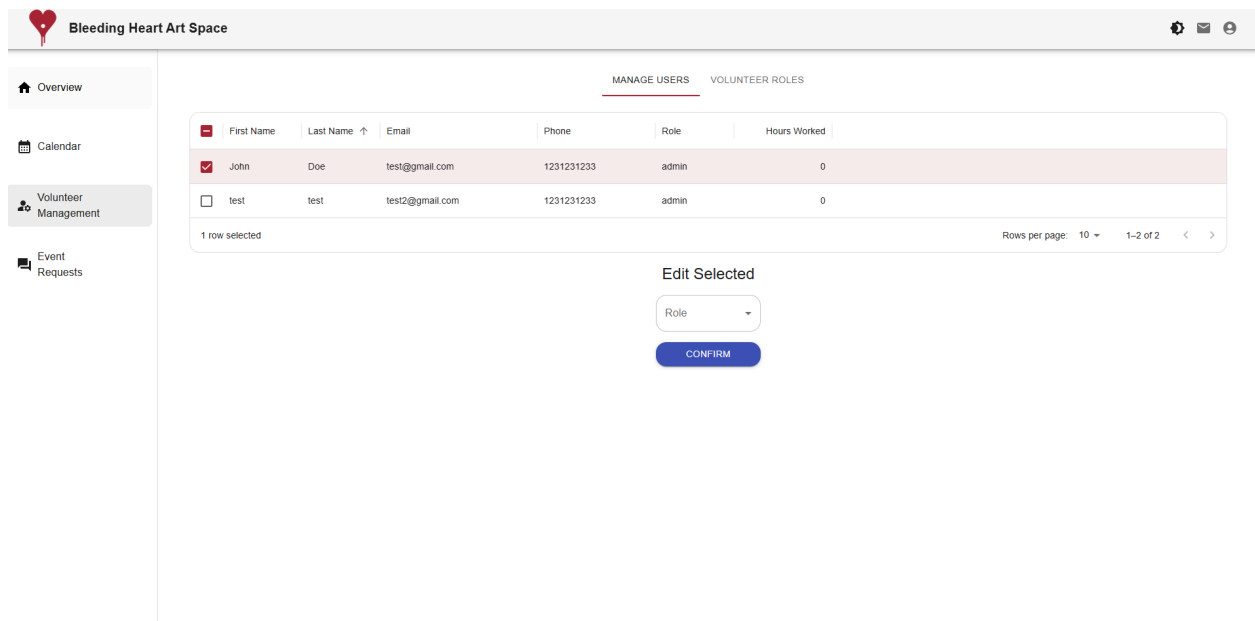
An admin can also view the notes that any volunteers put down by viewing the details of that particular shift in event details

Create volunteer Roles

Volunteer management is where the admin can see all the users that have signed up for this app.

- In the manage users tab, they can select anyone who has signed up and change their user role accordingly to: blocked, admin, artist, or volunteer. This will change their view of the app.
- In the volunteer roles tab (keep in mind user roles are different from volunteer roles) admins are able to create volunteer roles for the various shifts needed for an event (gallery host, senior volunteer, photographer)

Emails

In the top right corner, the mail icon will lead the icon to a page where they can send emails to all volunteers who have signed up for any shift for a particular event. Admin's can also send bulk emails with a click of a button to all volunteers on the database, this will send information about the shifts for any event that has a start date of the current day/today of when the button is clicked.