1. Introduction

POWERtalk Vault is a management system designed for guests, members, club board, council, and association in POWERtalk Australia.
The platform streamlines membership management, meeting organization, and information sharing across all levels of the organization.

Purpose:
This app replaces manual and fragmented data collection with a centralized, secure, and user-friendly system that helps:

- Guests view all club meetings.
- Members maintain their profiles, and overview meetings and development programs.
- Club boards manage meetings and monitor memberships.
- Council oversees and manages club structures and roles.
- Association oversees all levels of the organization.

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2. Getting Started

2.1 Accessing the App

The app is available as a web-based and mobile-friendly platform. Users can download it by using the provided link shared by their club or council.

2.2 Registration

1. Open the app and select Register.
2. Enter required details: First Name, Last Name, and Email.
3. Submit the form to complete registration.
4. Once verified by the club or admin, you will be given your member number and password, which allows you to log in to access full features.

2.3 Login

1. Open the app and select Login.
2. Enter your registered member number and password.
3. Tap Sign In to access your dashboard.

Tip: If you are a guest, login is not required to access the guest-level features.

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3. App Navigation Overview

After logging in, users are directed to the Select Destination page, which provides access to the following pages:

My Meetings: View, sort, and manage meeting details, and access development programs.

Clubs: Explore club information and view club members.

Council: Access council-level roles and club structures (Council users only).

Association: Access all-level roles and club structures (Association users only).

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4. Member Features

4.1 Profile Management

- Navigate to Profile from the main menu.
- Update personal details such as name, email, phone number, and address.
- Use the Note field to record any personal needs or messages (e.g. "Requires wheelchair access").
- Choose which details to make visible to other members.
    - o Club board and council users can still view all details for management purposes.

4.2 Viewing Club Members

- Open the Meetings page.
- View the list of all club members.
- Sort meetings by Letters or Clubs for quick navigation.
- Tap on a member to view its details (name, contact info, and join date).

4.3 Viewing and Joining (In person) Meetings

- Open the Meetings page.
- View the list of upcoming and past meetings.
- Sort meetings by Club, Month, or Year for quick navigation.
- Tap on a meeting to view its details (date, venue, and description).

4.4 Development Program

- Members can view their progress of their project under the development program.
- These records are securely stored and accessible only to authorized users.

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5. Club Board Features

5.1 Managing Members

- Go to the Club Members section.
- View all registered members within your club.
- Check membership fee status (Paid/Unpaid).
- Tap on a member to view its details (name, contact info, and join date).
- Add member records by tap on the "Add New Member" button and fill in their details.
    - o First name, Last name
    - o Email
    - o Phone number
    - o Address

5.2 Managing Guests

- Go to the Guest section.
- View all guests within your club.
- Tap on a member to view its details (name, contact info, and join date).
- Add guest records by tap on the "Add Guest" button and fill in their details.
    - o First name, Last name
    - o Email
    - o Phone number
    - o Address

5.3 Creating and Editing Meetings

- (Admin permission required)
- Go to the Meeting section.
- View the list of upcoming and past meetings.
- Sort meetings by Club, Month, or Year for quick navigation.
- Tap on a meeting to view its details (date, venue, and description).
- Select "Add New Meeting" and fill in details such as:
    - o Meeting name, date and time
    - o Place
    - o Program
    - o Notes
- Tap "Finish" to add it to the club's meeting list.
- Existing meetings can be edited or deleted by tapping on the edit button (pencil icon beside meeting) if needed.

6. Council Board Features

6.1 Viewing Club Structures

- Access the Council page to view a list of all registered council under POWERtalk Australia.
- Each council displays its clubs.

6.2 Viewing Club Structures

- Access the Council Club page to view a list of all registered clubs under Council.
- Each club displays its board members and their roles.

6.3 Managing Members

- View all registered members within the club.
- Check membership fee status (Paid/Unpaid).
- Sort members by Join Month or Join Year for quick navigation.

- Tap on a member to view its details (name, contact info, address, join date, and paid until date).

6.4 Board Role Management

- Council users can view and verify leadership roles within each club (e.g. President, Secretary, Treasurer).

- Assign Board Members by tap on the "Add Board Members" button and find existing record.
  - Name
  - Role
  - Start Date and End Date
  - Notes

7. Association Features

7.1 Viewing Members

- Go to the Member section.
- View all registered members within your club.
- Check membership fee status (Paid/Unpaid).
- Tap on a member to view its details (name, contact info, and join date).
- Sort members by Name, Club for quick navigation.

7.2 Viewing Guests

- Go to the Guest section.
- View all guests within your club.
- Tap on a member to view its details (name, contact info).
- Sort guest by Name, Date for quick navigation.

7.3 Viewing Club Board Members

- Go to the Club Board section.

- View and all club board members in POWERtalk Australia
- Check club board members' leadership role (President, Secretary, Treasurer).
- Tap on a board member to view its details (name, contact info, and join date).

7.4 Viewing Council Board Members

- Go to the Council Board section.
- View and all council board members in POWERtalk Australia
- Check council board members' leadership role (President, Secretary, Treasurer).
- Tap on a board member to view its details (name, contact info, and join date).
- Sort members by Name, Council for quick navigation.

7.5 Viewing Association Board Members

- Go to the Association Board section.
- View and all association board members in POWERtalk Australia
- Check association board members' leadership role (President, Secretary, Treasurer).
- Tap on a board member to view its details (name, contact info, and join date).

7.6 Viewing all Meetings

- Go to the meeting section.
- View the list of upcoming and past meetings.
- Sort meetings by Name, Club, Date for quick navigation.
- Tap on a meeting to view its details (date, venue, and description).

7.7 Viewing all Projects

- Go to the Project section.
- View all members' progress of their project.
- Sort project by Name, Level or Date for quick navigation.
- Tap on a project to view its details (project, project title, and date completed).

8. Contact & Support

For technical issues or feedback, please contact the POWERtalk Technical Support Team.

Alternatively, users can report issues directly to their Club Board or Council Administrator.

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9. Version Information

- App Version: 1.0
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