**How to Use the Math Fellows Website**

**To sign in,** enter your username and password in the corresponding text fields on the home screen. If your information is found in the database, you will be logged in. If not, you will be shown a message that says “Error: invalid username or password.”

**To create an account**, go to the home screen and choose “New user? Sign up here.” You will be given a form to fill out that involves your name, phone number, email, username, password, security question, and if you are a customer or tutor. If your information is correct and you agree to the terms of use and service, you will be sent to the home screen with a message saying, “Account created successfully!”

**To recover your password**, got to the home screen and choose “Forgot password.” You will be prompted to enter your username and click submit. If your username does not exist in the database, you will see “Error: there’s no user with such username.” If your username does exist, you will be asked to enter the answer to your security question. If it is incorrect, you will be sent to the home screen with an error message. If it is correct, you will be allowed to type a new password that will be saved in the database.

Logged in as a customer:

**To book a tutor**, click “See a tutor” in the header. You will be prompted with a message that says to provide more information about what you’re looking for. Choose your grade and desired subject and click search. A new page will appear with either a message that says no tutors were found or the name and description of the tutors available. Choose one of the available tutors and click the button that says, “book tutor.” You will be prompted to confirm your booking and an automated email will be sent to the tutor with your contact information.

**To update account settings**, click “Account” in the header. You will be taken to a new page that gives you the option to update email and update password. If you choose “Update email” you will be taken to a page to enter a new email that must be repeated and your password. Click “Update” and if your new email and repeated email match, your email will be updated in the database. If they do not match or you type the wrong password, you will be given a message that says “Updating email failed. Emails don’t match or wrong password.”

If you choose “Update password” you will be taken to a page to enter a new password that must be repeated and your current password. Click “Update” and if your new password and repeated password match, your password will be updated in the database. If they do not match or you type the wrong current password, you will be given a message that says “Error: old password is wrong, or passwords don’t match.”

**To sign out**, click the “Sign out” button in the header. This brings you to an index page where you can log in, create a new account, or recover your password if you’ve forgotten.

Logged in as a tutor:

**To view your bookings**, choose “Bookings” in the header. If you have any scheduled bookings, the person’s name, phone numbers, email, and date booked will be displayed on the screen. You have the option of clearing all your current bookings.

**To update account settings**, choose “Account” in the header. You may then choose to edit the grades and subjects you tutor and update email, password, name, description, or profile image. Select an option on the left side of the screen and fill out the following form. If the information you enter is valid, your row in the database will be updated accordingly.

**To sign out**, click the “Sign out” button in the header. This brings you to an index page where you can log in, create a new account, or recover your password if you’ve forgotten.

Logged in as an admin:

**To view new tutors**, select “Tutors” in the header and then “View new tutors” on the following page. If there are new tutors waiting for approval, you will have the option of approving or disapproving them. Their approved and active values in the database will be updated depending on which option you choose.

**To manage the current tutors**, select “Tutors” in the header and then “Mange current tutors” on the following page. All approved tutors will be listed on the screen including their description and active/inactive status. You have the option of deactivating or reactivating and of the accounts listed and their status will be updated in the database.

**To update account settings**, choose “Account” in the header. You may then choose to change your password or delete your account. If you choose “Update password,” you will be taken to a page to enter a new password that must be repeated and your current password. Click “Update” and if your new password and repeated password match, your password will be updated in the database. If they do not match or you type the wrong current password, you will be given a message that says “Error: old password is wrong, or passwords don’t match.” If you choose “Delete account,” you will be prompted to enter and repeat your password. If they match, your account will be deleted from the database.

**To sign out**, click the “Sign out” button in the header. This brings you to an index page where you can log in, create a new account, or recover your password if you’ve forgotten.

Logged in as the master admin:

**To view new tutors**, select “Tutors” in the header and then “View new tutors” on the following page. If there are new tutors waiting for approval, you will have the option of approving or disapproving them. Their approved and active values in the database will be updated depending on which option you choose.

**To manage the current tutors**, select “Tutors” in the header and then “Mange current tutors” on the following page. All approved tutors will be listed on the screen including their description and active/inactive status. You have the option of deactivating or reactivating and of the accounts listed and their status will be updated in the database.

**To manage the admins**, select “Admins” in the header. All active admins will be displayed on the screen. You have the option of deleting any of their accounts from the database by selecting “Delete account” by their username. You may also choose “Create new admins” where you will be prompted to enter a username and password. The new admin will appear in the database and in the “Admins” tab in the header.

**To update account settings**, choose “Account” in the header. You may then choose to change your password. If you choose “Update password,” you will be taken to a page to enter a new password that must be repeated and your current password. Click “Update” and if your new password and repeated password match, your password will be updated in the database. If they do not match or you type the wrong current password, you will be given a message that says “Error: old password is wrong, or passwords don’t match.”

**To sign out**, click the “Sign out” button in the header. This brings you to an index page where you can log in, create a new account, or recover your password if you’ve forgotten.