

ProspectAve Officer Guide

1. Get netIDs whitelisted

Have the President of the club send the netIDs of all officers who have permission to edit events to the team at prospectaveio@gmail.com . ProspectAve is CAS Authenticated to protect eating club data, and without being put on the whitelist, you cannot edit events.

2. Login to the officer page

Once your netID has been whitelisted, go to prospectave.io on your laptop. ***Important: You cannot access the officer page through mobile.** * At the prospectave.io home page, click on "Officer Login" located on the sidebar/topbar. Proceed through CAS Authentication

3. Control Panel

If you are not yet whitelisted, you will be redirected back to the homepage. If so, see step 1 of this guide. If your netID IS whitelisted, you should now see the control panel for your club. Highlighted dates on the calendar indicate there is an event for your club on that date. Today's date is indicated on the map by a gray border. Click on a date to select it, which is indicated by a blue border. Change months on the calendar by using the left and right arrows.

4. Add Events

To add an event, click on the date for the event on the calendar. On the right side, you should see a panel indicating the date, and a button that says, "ADD EVENT" (Note that on very small screens, this panel may appear below the calendar rather than on the right). Press the button to change the side panel. Select either PUID, Pass, or List to indicate what students need to get in. Enter a description in the textbox and hit the "SUBMIT" button. To cancel, hit the "CANCEL" button.

5. Edit Events

To edit an event, select the appropriate highlighted event on the calendar. On the right side, you should see a panel indicating the information for that event. (Note that on very small screens, this panel may appear below the calendar rather than on the right). Click on the "EDIT" button. The side panel will change, allowing you to update the description and/or what you need to get in. Press "SUBMIT" to finalize the edit, or "CANCEL" to cancel the edit.

6. Delete Events

To delete an event, select the appropriate highlighted event on the calendar. On the right side, you should see a panel indicating the information for that event. (Note that on very small screens, this panel may appear below the calendar rather than on the right). Click on the "DELETE" button. An alert will pop up asking for confirmation. Hit "OK" to confirm deletion, or "Cancel" to cancel deletion.

7. Bulk Uploading Events

The bulk upload section allows you to add events with the same description and status to multiple dates at once. To navigate to this section, click on “Add Events” located on the sidebar/topbar, or scroll down from the calendar section. Click on the create button to open the bulk upload panel. On the calendar, select all dates you’d like to add the event to. Add a description, and select what students need to get in. Press “SUBMIT” to upload the event to all the selected dates at once. Alternatively, press “RESET” to clear the form. Press the “HIDE” button to close the bulk upload section.

8. Exiting the Officer Page

Navigate back to the main page by clicking on “Exit Panel” located on the sidebar/topbar. You will be redirected back to the main page.