

Software for YMCA Program Registration

USER MANUAL

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1. INTRODUCTION

This user manual describes how to use the YMCA Program Registration website for user account creation, searching and registering programs and managing memberships.

1.2. System Requirements:

- Operating Systems: Windows, macOS, Linux, or mobile devices.
- Web Browser: Chrome, Firefox, Safari and Edge.
- Internet Connection: A stable internet connection is required.

1.3. Installation

Some software is needed for the product to run correctly. Make sure the device running the product has MongoDB, Node, Git, and React. Download the codebase from GitHub by copying the GitHub repository URL. In a desired programming environment, clone the repository onto the device by `git clone <repo-URL>`. Install dependencies for the software needed before running the program.

2. GETTING STARTED

2.1. Accessing the website:

- Open a web browser and visit the YMCA website.
- A user can view the homepage (Figure 1) without logging in to the system.

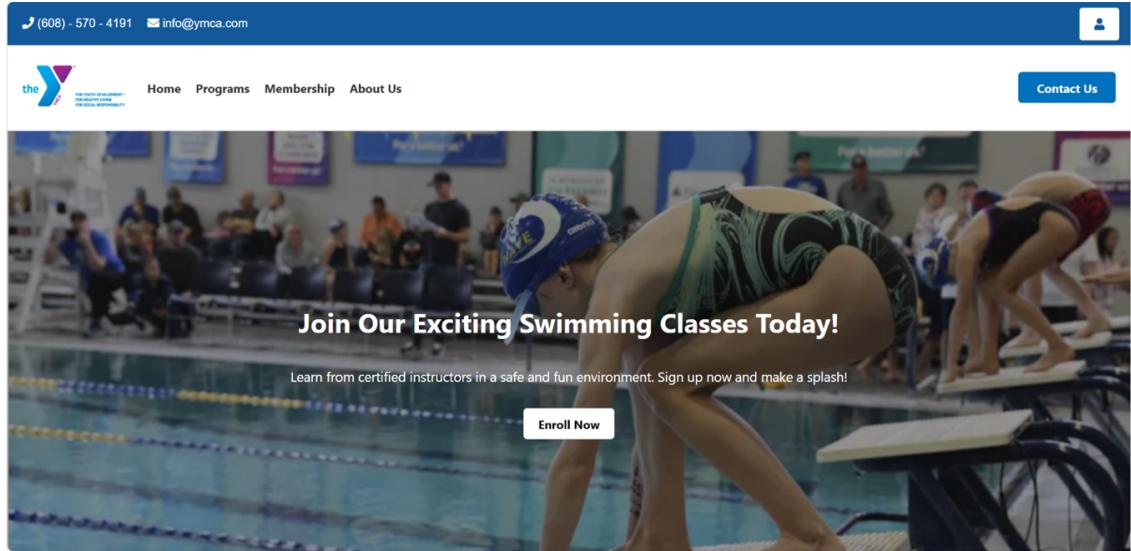


Figure 1: Main screen

2.2. Log in or Sign Up:

Click the log-in button in the homepage (Figure 2) to login using your credentials or register for a new account if you are a first-time user.

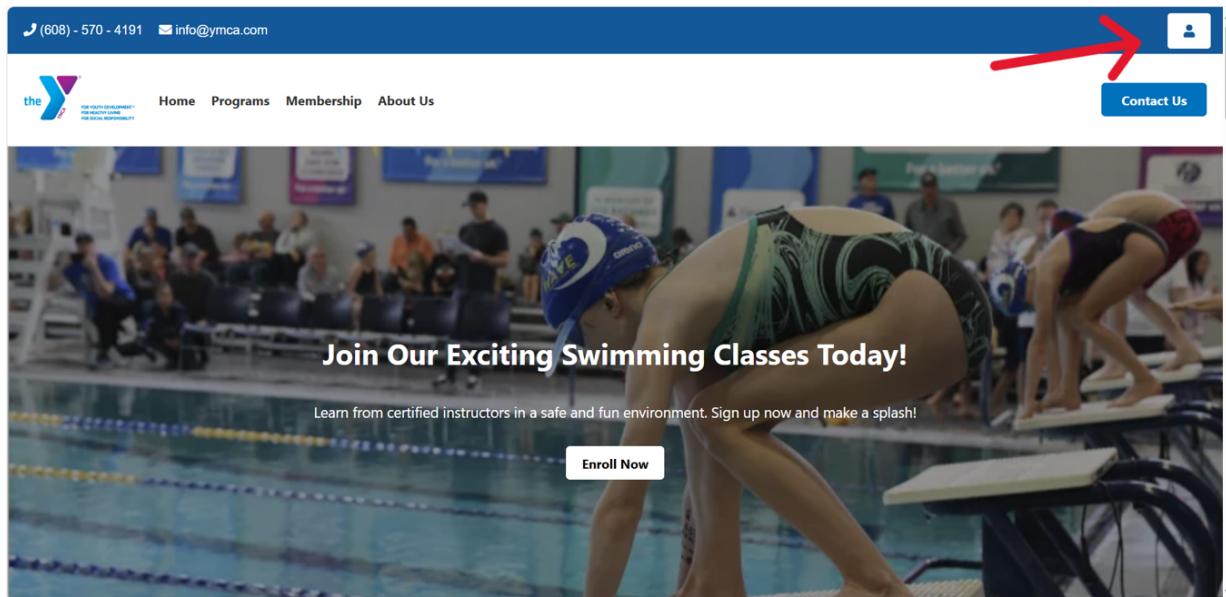


Figure 2: Login button on main screen

Enter your email address and password and click the login button to log in to your account. (Figure 3).

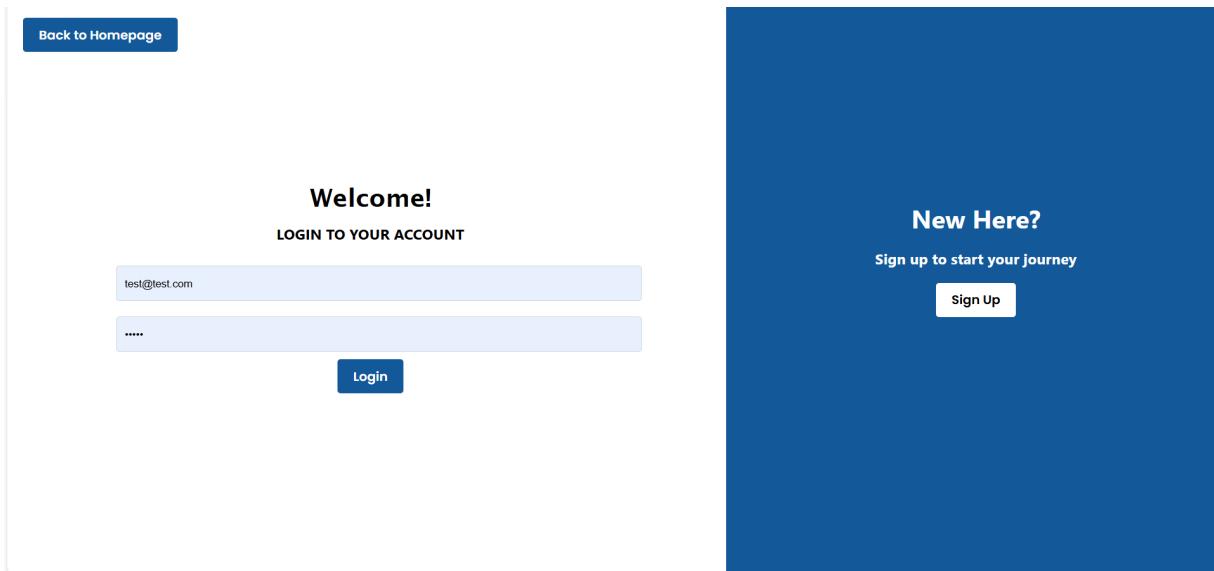


Figure 3: Login page

2.3. Account Registration:

- If you're a first-time user, click on 'Sign Up' button (Figure 3).
- In the registration page (Figure 4), enter your personal details, including first name, last name, address, phone number and email address.
- Create a new secure password and confirm it.
- If you want to become a member of YMCA, click the check box Register as Member.
- Click Register to register for a new account.



The image shows a registration form titled "REGISTRATION". It contains fields for First Name and Last Name, Street Address, City, State, and ZIP Code, Phone Number, Email Address, Password, and Confirm Password. There is a checkbox for "Register as Member" and a "Register" button. A "Cancel" button is also present.

Figure 4: Registration page

3. NAVIGATION MENU

- Home page: Key features and Quick links to access features.
- Main Menu: On the top of the homepage (Figure 1).
 1. Programs: List activities and ongoing programs.
 2. Membership: Explain membership options with descriptions.
 3. About Us: Information about YMCA values, mission, impact and other details.
 4. Contact Us: Contact details of YMCA.

4. PROGRAM REGISTRATION

4.1. Searching for a Program:

1. Navigate to the program section from the main menu on the main page.
2. View all ongoing programs.

4.2. Registering for a Program:

1. Select a program in the user dashboard.
2. Review the program details, description, fees, schedules, and seat availability.
3. Click on Register now.
4. Confirm enrolment by completing the fee payment process.
5. Users will be notified immediately once the registration is successful.

4.3. Viewing your enrollments:

Click on Registered Programs to view your enrollments. (Figure 5).

You can also be able to view programs registered by your family members.

The screenshot displays a user interface for a YMCA program registration system. At the top, a blue header bar reads "Welcome to YMCA Program test". On the right side of the header are "Notifications (0)" and "Logout" buttons. Below the header, there are two main sections: "Your Registered Programs" and "Family Members' Programs".

Your Registered Programs: This section has a table with columns: Program Name, Start Date, End Date, and Cancel Registration. A message below the table states "No programs registered yet."

Family Members' Programs: This section has a table with columns: Name, Email, Program Name, Start Date, and End Date. A message below the table states "No family programs registered yet."

On the left side of the dashboard, there is a sidebar with a "Program List" button and a "Registered Programs" button, which is currently selected and highlighted with a checkmark.

Figure 5: User login dashboard

4.4. Cancelling your Registration:

1. Click on the Cancel button for the specific program to cancel your registration.
2. User will be notified immediately once the cancellation is done.

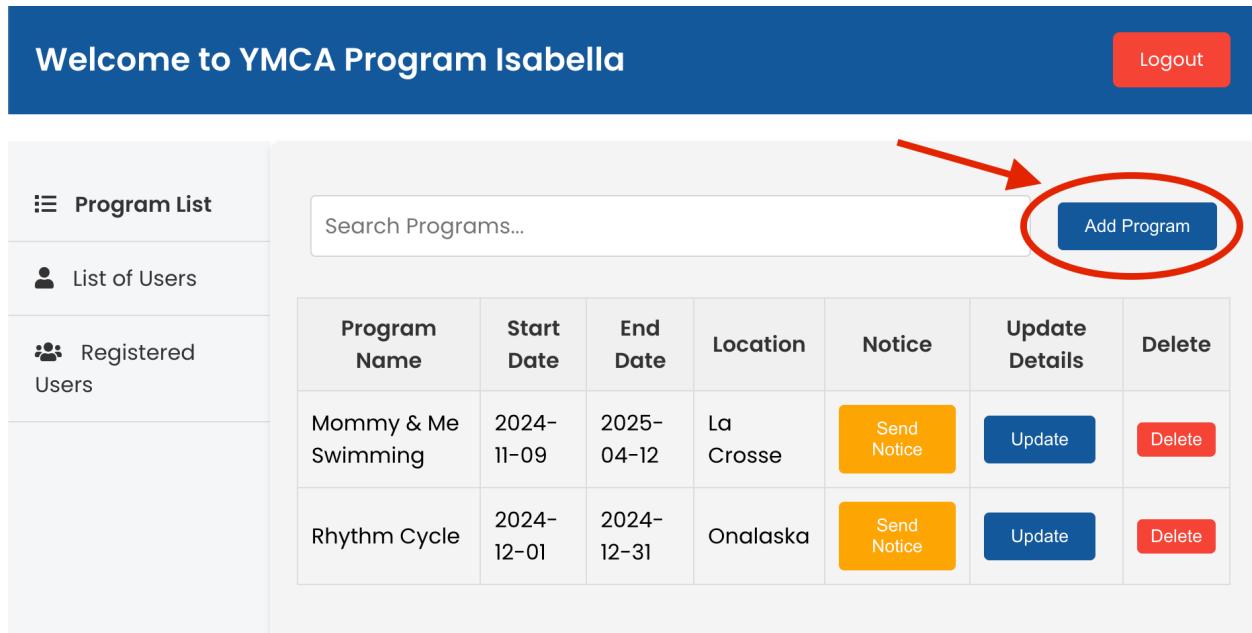
5. LOGIN AS ADMIN

Admin: Enter your valid email address and password to log in.

Admin can be able to add, modify, and delete programs and user accounts.

5.1. To Add Programs:

1. Click on the Add Programs button (Figure 6).
2. Enter Program Name, Description, Fees, Schedule, Number of Seats and Pre-requisite (optional).



Welcome to YMCA Program Isabella

Logout

Program List

List of Users

Registered Users

Search Programs...

Program Name	Start Date	End Date	Location	Notice	Update Details	Delete
Mommy & Me Swimming	2024-11-09	2025-04-12	La Crosse	<button>Send Notice</button>	<button>Update</button>	<button>Delete</button>
Rhythm Cycle	2024-12-01	2024-12-31	Onalaska	<button>Send Notice</button>	<button>Update</button>	<button>Delete</button>

Figure 6: Admin login dashboard

5.2. To Modify Programs:

1. Click the Programs List Section.
2. Select the 'Update' button on the program you wish to modify.

5.3. To Delete Programs:

1. Go to the Programs Section.
2. Select the 'Delete' button on the program you wish to delete.
3. Once the program has been cancelled, all participants will be notified through email.

5.4. To Delete User Accounts:

1. Go to the User Accounts Section.
2. You can view the list of registered user accounts.
3. Click the 'Delete' button on the user you wish to delete.

6. MEMBERSHIP REGISTRATION

1. Navigate to the Membership Section in the main menu on the main page.
2. View all the membership benefits (Figure 6).
3. Click the 'Register Now' button to apply for membership.

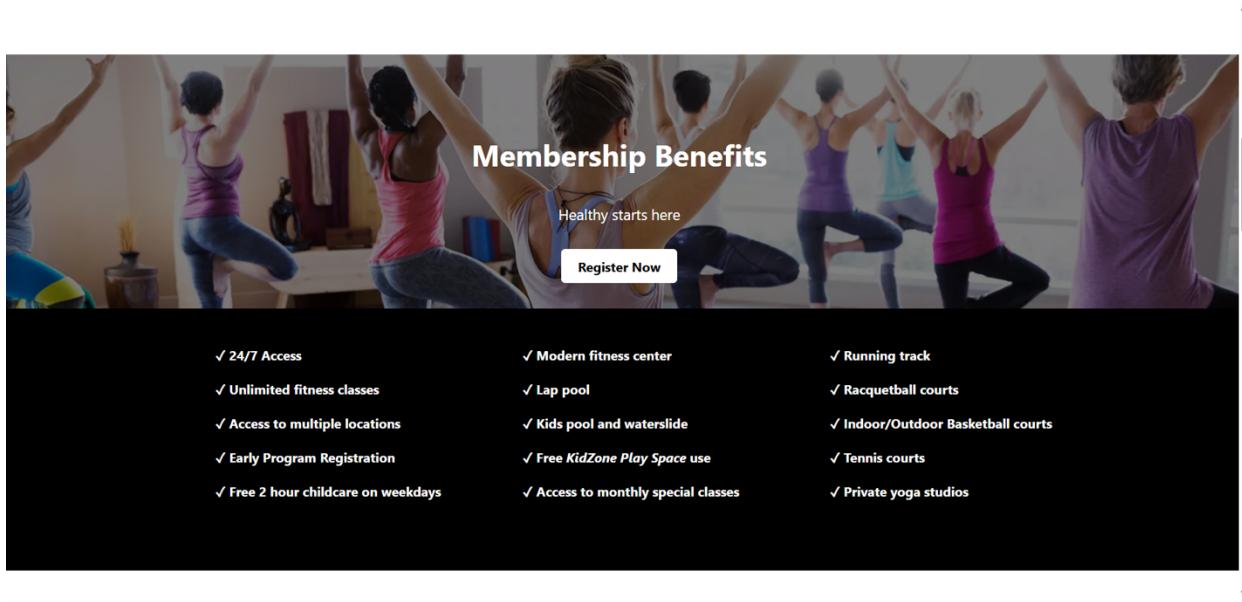


Figure 7: Membership benefits section

7. CONTACT US

1. Click the 'Contact Us' button in the main menu on the main page.
2. You can find contact information and quick links for the YMCA (Figure 8).

OR

2. Scroll to the bottom of the main page to find this information in the footer (Figure 9).

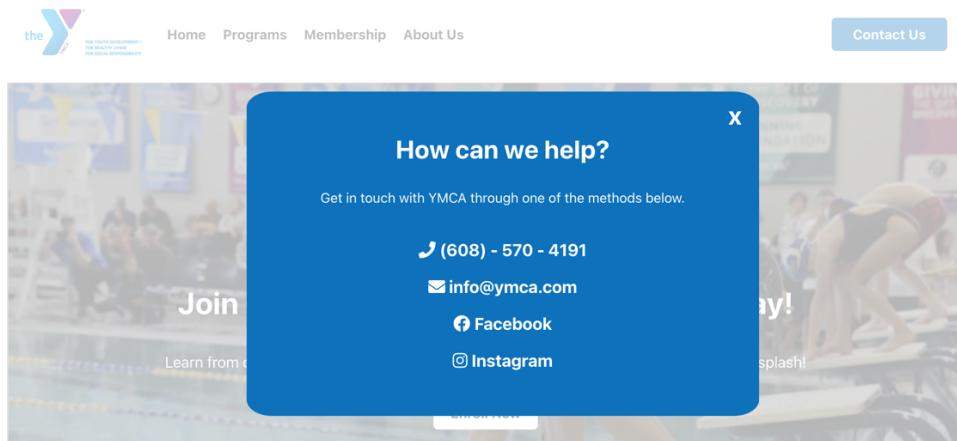


Figure 8: Contact us pop-up

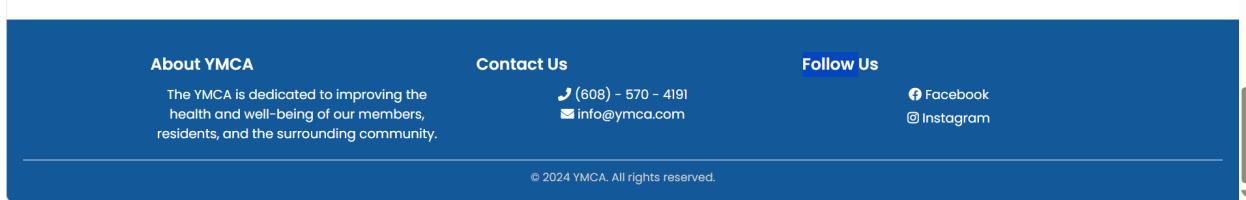


Figure 9: Contact us footer