

Volunteer & Donation Management System (VCSM)

User Manual

Group 10

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1. Login Page

Login

Email
alice.admin@example.com

Password
.....

Login

[Don't have an account? Create one](#)

Figure 1: Login Page

Description:

1. Enter your Username.
2. Enter your Password.
3. Click the 'Login' button to access the system. If the credentials belong to an Admin, you will be redirected to the Reports Dashboard; otherwise, you will access the Volunteer and Donation modules.
4. Takes you to the Create Account page.

2. Create an Account

The image shows a 'Create Account' form with five input fields: Name, Surname, Email, Phone Number, and Password. Each field is highlighted with a red border. To the right of the form, a vertical red line with arrows points to each of the five input fields, starting from a circle labeled '1' at the top. Below the Password field, the 'Sign Up' button is highlighted with a red border. A red arrow points from a circle labeled '2' to the 'Sign Up' button. At the bottom of the form, there is a link that says 'Already have an account? Log in'.

Create Account

Name
Name

Surname
Surname

Email
Email

Phone Number
Phone Number
Phone Number

Password
Password

Sign Up

[Already have an account? Log in](#)

Figure 2: Create Account Page

Description:

1. Enter your name, surname, email, phone number, and password.
2. Click *Sign Up* to create a new user account.
3. You will be redirected to the login page once the account is created successfully.

3. Main Dashboard

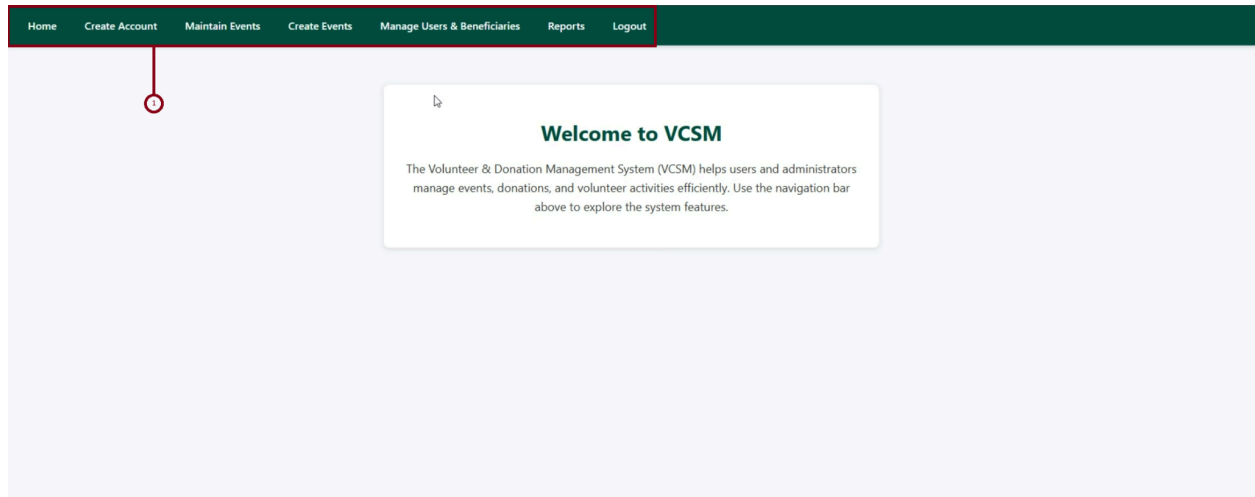


Figure 3: Main Dashboard Page

Description:

1. Access all system modules via navigation buttons. This will appear on all pages and depending on your role it will display the correct buttons eg. admins will have access to Reports & Maintain Events where a normal user would not.

4. Update Account

Update Account

Name

Surname

Email

Phone Number

Password

Save

Change Password

Current Password

New Password

Confirm Password

Update Password

Figure 4: Update Account Page

Description:

1. Enter updated information such as name, surname, email, and phone number.
2. Save changes by clicking the save button to confirm changes

3. Update password by entering your current password for confirmation.
4. Retype the new password to confirm and click *Save Changes*.

5. Donation

The screenshot shows a web interface titled "Make a Donation". It contains two main sections, each for a different event. The first section, "Charity Run", lists details: Beneficiaries: Hope Shelter, Description: A 10km run to raise funds for Hope Shelter, Location: City Park, Start Date: February 01, 2025, and End Date: February 01, 2025. Below this is a text input field labeled "Enter donation amount" and a green "Donate" button. The second section, "Food Drive", lists details: Beneficiaries: Food Bank, Description: Collecting non-perishable items for Food Bank, Location: Community Hall, Start Date: March 10, 2025, and End Date: March 12, 2025. It also has a text input field labeled "Enter donation amount" and a green "Donate" button. Red annotations are present: a red box around the "Charity Run" section with a circled "1" pointing to it, and a red box around the "Donate" button of the "Charity Run" section with a circled "2" pointing to it.

Make a Donation

Charity Run

Beneficiaries: Hope Shelter
Description: A 10km run to raise funds for Hope Shelter.
Location: City Park
Start Date: February 01, 2025
End Date: February 01, 2025

Enter donation amount

Donate

Food Drive

Beneficiaries: Food Bank
Description: Collecting non-perishable items for Food Bank.
Location: Community Hall
Start Date: March 10, 2025
End Date: March 12, 2025

Enter donation amount

Donate

Figure 5: Donation Page

Description:

1. Select an event to donate to.
2. Enter the donation amount and confirm submission.
3. Donations are automatically recorded under the selected event.

6. Event Participation

Home Donations My Events/Donations Register Event Update Account Logout

My Events and Donations

Events

ID	Event Name	Location	Start Date	End Date	Skill	Hours
1	Charity Run	City Park	2025-02-01	2025-02-01	Electrician	0,00

Edit Deregister

Donations

Donation_Date	Amount	EventName
2025/10/10 00:00:00	1,00	Charity Run
2025/10/10 00:00:00	10000,00	Charity Run

Figure 6: Event Participation Page

Description:

1. View all upcoming events that you are registered for.
2. Deregister from event or edit participation role.
3. View donations that you've made to any events.

7. Create Event

The screenshot shows the 'Create New Event' form. At the top is a dark green navigation bar with links: 'Create Events', 'Manage Users & Beneficiaries' (highlighted), 'Reports', and 'Logout'. The form itself is white with a green title 'Create New Event'. It contains three main sections, each highlighted with a red box and a numbered callout:

- Callout 1:** A dropdown menu labeled 'Beneficiary:' with the text '-- Select Beneficiary --' and a downward arrow.
- Callout 2:** Three text input fields labeled 'Name of Event:', 'Description:', and 'Location:'.
- Callout 3:** Two date pickers. The first is labeled 'Start Date:' and the second is labeled 'End Date:'. Both show a calendar for 'October 2025'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Figure 7: Create Event Page

Description:

1. Select a beneficiary.
2. Enter the event name, description, and location.
3. Choose the start and end dates.
4. Click *Save Event* to add it to the system.

8. Maintain Events

Home Create Account Maintain Events Create Events Manage Users & Beneficiaries Reports Logout						
Maintain Events						
Add Event						
ID	Name	Description	Location	Start Date	End Date	
1	Charity Run	A 10km run to raise funds for Hope Shelter.	City Park	2025-02-01	2025-02-01	Edit Delete
2	Food Drive	Collecting non-perishable items for Food Bank.	Community Hall	2025-03-10	2025-03-12	Edit Delete
3	Youth Workshop	Activities and training for local youth.	Youth Hall	2025-04-05	2025-04-05	Edit Delete
4	Animal Rescue Day	Helping with animal care and adoptions.	Rescue Farm	2025-05-15	2025-05-16	Edit Delete
5	Senior Outreach	Volunteering at Elder Care Foundation.	Old Age Home	2025-06-20	2025-06-20	Edit Delete
6	Tech for Good	Setting up computers for education.	IT Center	2025-07-12	2025-07-13	Edit Delete
7	Clean Water Drive	Installing filtration systems in villages.	Riverside	2025-08-01	2025-08-03	Edit Delete
8	Back to School	Providing supplies to underprivileged kids.	Community Hall	2025-09-05	2025-09-05	Edit Delete
9	Tree Planting Day	Planting 500 trees across the park.	Green Park	2025-10-02	2025-10-02	Edit Delete
10	Community Cleanup	Neighborhood cleanup and recycling day.	Downtown	2025-11-01	2025-11-01	Edit Delete
11	Habitat Build	Building homes for the homeless.	Site 42	2025-12-03	2025-12-05	Edit Delete
12	Health Fair	Free medical check-ups and workshops.	Town Square	2026-01-15	2026-01-16	Edit Delete

Figure 8: Maintain Events Page

Description:

1. View, edit, or delete existing events.
2. Update event details such as ID, name, description, or dates.
3. Click *Apply Changes* to save edits.

9. Manage System Members

Manage System Members

Add New User

Add User

Remove Users

UserID	Name	Surname	Email	
1	Alice	Smith	alice.admin@example.com	Delete
2	Bob	Jones	bob.volunteer@example.com	Delete
3	Charlie	Brown	charlie.donor@example.com	Delete
4	Diana	White	diana.both@example.com	Delete
5	Ethan	Green	ethan.volunteer@example.com	Delete
6	Fiona	Adams	fiona.donor@example.com	Delete
7	George	Taylor	george.admin@example.com	Delete
8	Hannah	Clark	hannah.volunteer@example.com	Delete
9	Ian	Wright	ian.donor@example.com	Delete
10	Jade	Lewis	jade.volunteer@example.com	Delete
11	Kevin	Baker	kevin.admin@example.com	Delete
12	Laura	Hill	laura.volunteer@example.com	Delete

Figure 9: Manage System Members Page

Description:

1. Remove users from events.
2. Navigate to Create user for admin use if users are struggling to create accounts themselves.

10. Reports and Analytics

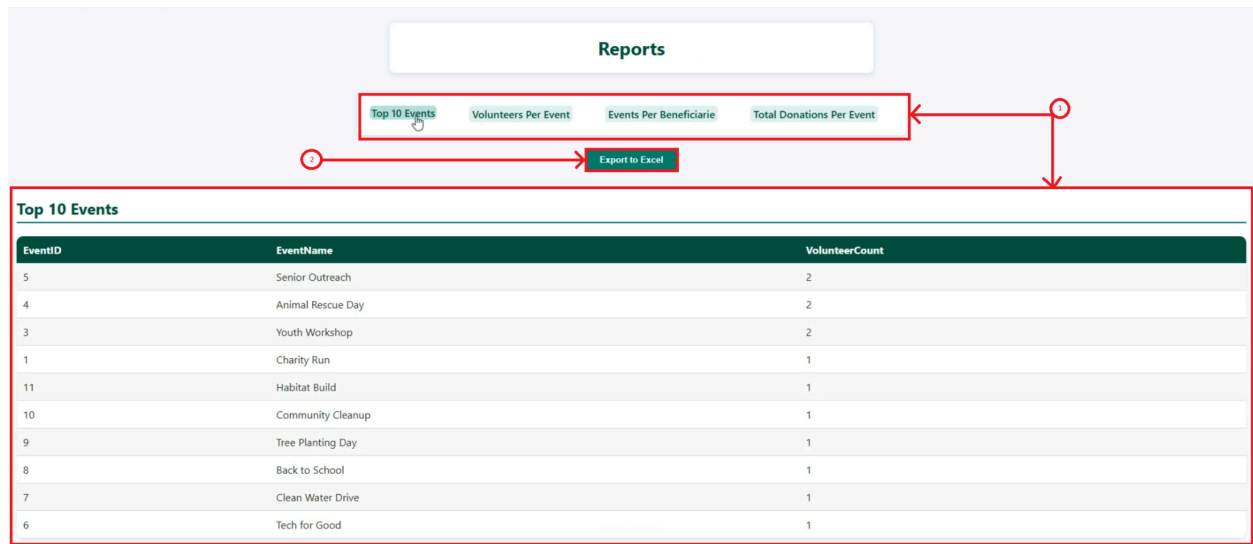


Figure 10: Reports and Analytics Page

Description:

1. View summaries of top events, donations, volunteers, and beneficiaries.
2. Export reports as Excel for record-keeping.
3. Access restricted to Admin users only.

11. Closing Notes

Thank you for using the **Volunteer & Donation Management System (VCSM)**.

This manual covers all key modules, including login, account management, event handling, donations, and reporting.