

# **Volunteer & Donation Management System (VCSM)**

**User Manual**

**Group 10**

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# 1. Login Page

The image shows a login page with a white background and a light gray border. At the top, the word "Login" is displayed in a bold, dark green font. Below it, there are four numbered steps indicated by red circles and lines:

1. Email input field containing "alice.admin@example.com".
2. Password input field containing ".....".
3. A green "Login" button.
4. A link that says "Don't have an account? Create one".

A mouse cursor is visible near the bottom of the page, pointing towards the "Create one" link.

**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 field, starting from a circle labeled '1' at the top. Below the fields, the 'Sign Up' button is highlighted with a red border, and a red arrow points to it from a circle labeled '2' on the right. Below the button 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**

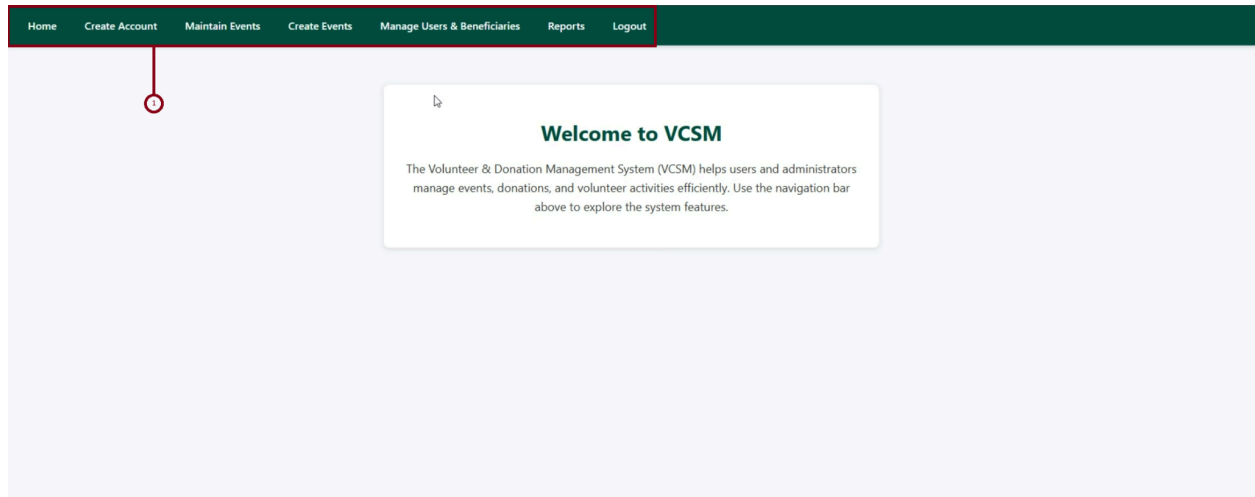
[Already have an account? Log in](#)

**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**

1

Save

2

**Change Password**

**Current Password**

**New Password**

**Confirm Password**

3

Update Password

4

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", includes details about the 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 information is a text input field labeled "Enter donation amount" and a green "Donate" button. The second section, "Food Drive", includes details about the 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 labeled "1" highlights the "Charity Run" section, and a red box labeled "2" highlights the "Donate" button for the "Charity Run" section.

**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 with a mouse cursor), '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   |                   |  |                |            |            | <a href="#">Add Event</a>                   |
| 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 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 2   | Food Drive        | Collecting non-perishable items for Food Bank. | Community Hall | 2025-03-10 | 2025-03-12 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 3   | Youth Workshop    | Activities and training for local youth.       | Youth Hall     | 2025-04-05 | 2025-04-05 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 4   | Animal Rescue Day | Helping with animal care and adoptions.        | Rescue Farm    | 2025-05-15 | 2025-05-16 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 5   | Senior Outreach   | Volunteering at Elder Care Foundation.         | Old Age Home   | 2025-06-20 | 2025-06-20 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 6   | Tech for Good     | Setting up computers for education.            | IT Center      | 2025-07-12 | 2025-07-13 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 7   | Clean Water Drive | Installing filtration systems in villages.     | Riverside      | 2025-08-01 | 2025-08-03 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 8   | Back to School    | Providing supplies to underprivileged kids.    | Community Hall | 2025-09-05 | 2025-09-05 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 9   | Tree Planting Day | Planting 500 trees across the park.            | Green Park     | 2025-10-02 | 2025-10-02 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 10  | Community Cleanup | Neighborhood cleanup and recycling day.        | Downtown       | 2025-11-01 | 2025-11-01 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 11  | Habitat Build     | Building homes for the homeless.               | Site 42        | 2025-12-03 | 2025-12-05 | <a href="#">Edit</a> <a href="#">Delete</a> |
| 12  | Health Fair       | Free medical check-ups and workshops.          | Town Square    | 2026-01-15 | 2026-01-16 | <a href="#">Edit</a> <a href="#">Delete</a> |

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**

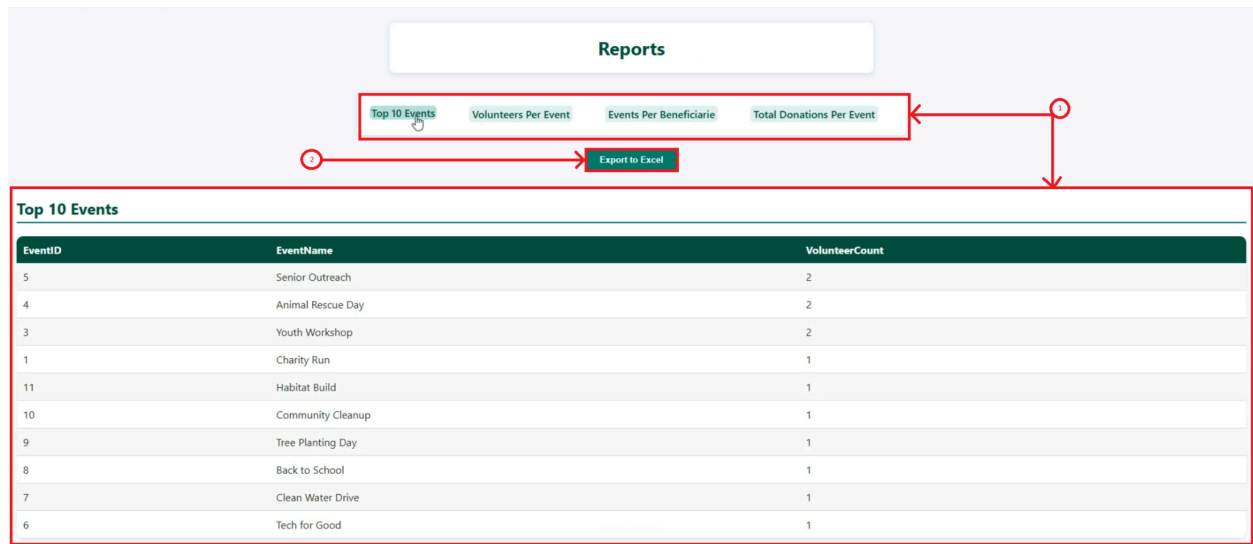
| UserID | Name    | Surname | Email                        |                        |
|--------|---------|---------|------------------------------|------------------------|
| 1      | Alice   | Smith   | alice.admin@example.com      | <a href="#">Delete</a> |
| 2      | Bob     | Jones   | bob.volunteer@example.com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

**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.