

### ### Student User Guide: Club Website System

This comprehensive guide explains all the features and functionalities available to you as a student user of the Club Management System. Follow these instructions to make the most of your experience.

## ## Getting Started

### ### Logging In

1. Navigate to the login page by clicking "Login" in the top-right corner
2. Enter your email and password
3. Select "Student" as your role
4. Click "Sign In"

### ### Navigation

- **Desktop**: Use the sidebar on the left to navigate between different sections
- **Mobile**: Tap the menu icon in the top-left corner to access the navigation menu
- Notification badges will appear on the Announcements and Messages icons when you have unread content

## ## Student Dashboard

Your dashboard is your personal hub that displays:

- Your profile information

- Recent contacts for messaging
- Quick access to your clubs and events

#### **\*\*How to use:\*\***

- Access your dashboard by clicking on your profile picture and selecting "Profile" or by navigating to the Student Dashboard from the sidebar
- Use the "Message User" button to start new conversations

## **## Browsing and Joining Clubs**

### **### Finding Clubs**

1. Click on "Clubs" in the navigation menu
2. Browse the list of available clubs
3. Use the search bar to find specific clubs by name or description
4. Filter clubs by category using the category buttons

### **### Viewing Club Details**

1. Click on a club card to view detailed information
2. On the club details page, you can see:

1. Club description
2. Upcoming events

3. Club announcements

4. Member information

### ### Joining a Club

1. Navigate to the club's details page

2. Click the "Join Club" button

3. Once approved, you'll receive a notification and gain access to member-only content

## ## Events Calendar

### ### Browsing Events

1. Click on "Calendar" in the navigation menu

2. View events in calendar view or list view

3. Filter events by:

1. Date (click on a specific day)

2. Club (using the dropdown)

3. Category (using the dropdown)

### ### Registering for Events

1. Click on an event to view details
2. Click "Join Event" to register (note: some events may require club membership)
3. Your registered events will appear in your profile

### ### Event Reminders

- You'll receive notifications for upcoming events you've registered for
- View all your registered events in your profile under the "Events" tab

## ## Announcements

### ### Viewing Announcements

1. Click on "Announcements" in the navigation menu
2. Browse all announcements or filter by:

1. Club (using the dropdown)
2. Type (All, Public, Members-only)
3. Search for specific content

### ### Interacting with Announcements

- Like announcements by clicking the heart icon
- Comment on announcements in the comment section
- View attachments by clicking on them
- Announcements are automatically marked as read when viewed

## ## Messaging System

### ### Starting New Conversations

1. Click on "Messages" in the navigation menu
2. Click "New Message" to start a conversation
3. Search for and select a user to message

### ### Managing Conversations

- View all your conversations in the left sidebar
- Click on a conversation to view and respond to messages
- Unread messages are highlighted and counted in the navigation badge

### ### Group Chats

- Access club group chats through the messaging interface
- All club members can participate in group discussions

## ## Profile Management

### ### Viewing and Editing Your Profile

1. Click on your profile picture and select "Profile"
2. View your personal information, clubs, and events
3. Edit your profile by clicking the edit button
4. Update your:

1. Profile picture (click on your current picture)
2. Personal information
3. Bio
4. Interests

### ### Managing Your Password

1. Go to your profile
2. Select the "Change Password" tab
3. Enter your current password and new password
4. Click "Update Password"

## ## Settings

### ### Appearance Settings

1. Click on "Settings" in the navigation menu
2. Choose between light and dark mode
3. Your preference will be saved for future sessions

### ### Language Settings

1. In the Settings page, select your preferred language
2. The system currently supports English and Traditional Chinese
3. Click "Save Settings" to apply changes

## ## Using the Chatbot Assistant

### ### Accessing the Chatbot

- The chatbot is available on all pages via the chat icon in the bottom-right corner
- Click the icon to open the chat interface

### ### Asking Questions

1. Select a club from the dropdown menu (this helps the chatbot provide relevant information)
2. Type your question in the input field
3. Press Enter or click the send button

### ### Types of Questions You Can Ask

The chatbot can answer questions about:

- Club information (meeting times, locations, requirements)
- Event details (dates, registration process)
- Membership procedures
- General system usage help
- Club-specific policies and activities

### ### Example Questions

- "When does the Creative Writing Club meet?"
- "How do I join the Chess Club?"
- "What events are coming up for the Debate Club?"
- "Who is the president of the Photography Club?"
- "What are the requirements to join this club?"

### ### Chatbot Features



- **Club-specific information**: Select different clubs to get information about each one
- **Offline mode**: The chatbot will provide basic responses even if there are connection issues
- **Conversation history**: Your conversation history is preserved during your session

### ### Tips for Using the Chatbot

- Be specific in your questions for more accurate answers
- If you don't get the information you need, try rephrasing your question
- For complex inquiries, consider messaging a club officer directly
- The chatbot learns from interactions, so your feedback helps improve its responses

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This guide covers all the essential features available to student users. If you encounter any issues or have questions not covered in this guide, use the chatbot assistant or contact system administrators for help.