

Club Manager User Guide: Club Website System

This comprehensive guide explains all the features and functionalities available to you as a club manager in the Club Management System. Follow these instructions to effectively manage your club.

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. The system will automatically detect your manager 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
- The Manager Dashboard is your central hub for all club management activities

Club Manager Dashboard

Your dashboard provides an overview of your club's status and quick access to all management functions.

Dashboard Overview:

- Club membership statistics
- Join request notifications
- Upcoming events summary
- Recent announcements

****How to access:****

- Click on "Manager" in the navigation menu
- This is your landing page after logging in as a club manager

Managing Club Information

Viewing and Editing Club Details

1. From the Manager Dashboard, click on the "Club Info" tab
2. View your current club information
3. Click the "Edit Club" button to make changes
4. Update any of the following:

1. Club name
2. Category
3. Description
4. Meeting location
5. Meeting time
6. Website URL

7. Manager's name and contact information

Changing Club Banner

1. In the Club Info tab, click "Edit Club"
2. Click "Change Banner" in the banner image section
3. Select an image file from your device (recommended size: 900x300 pixels)
4. The banner will be uploaded and displayed immediately

Saving Changes

1. After making edits, click "Save Changes" at the bottom of the form
2. Your changes will be applied immediately and visible to all users

Event Management

Creating Events

1. From the Manager Dashboard, click on the "Events" tab
2. Click the "Add Event" button
3. Fill in the event details:

1. Title (required)
2. Start Date (required)
3. End Date (optional)
4. Time (required)
5. Location (required)
6. Maximum Participants (optional)
7. Category (defaults to club category)
8. Status (defaults to "upcoming")
9. Description (optional)

4. Click "Add Event" to create the event

Managing Existing Events

1. In the Events tab, view all your club's events in the table
2. Use the "Edit" button next to an event to modify its details
3. Use the "Delete" button to remove an event

Managing Event Participants

1. Click "Edit" on an event
2. Scroll down to the "Participants" section
3. View all registered participants
4. Remove participants if necessary by clicking the delete icon

Event Status Management

1. When editing an event, use the Status dropdown to change its status:

1. Upcoming: Event is scheduled for the future
2. Ongoing: Event is currently happening
3. Cancelled: Event has been cancelled
4. Completed: Event has finished

Announcement Management

Creating Announcements

1. From the Manager Dashboard, click on the "Announcements" tab
2. Click the "Add Announcement" button
3. Fill in the announcement details:

1. Title (required)
2. Content (required)
3. Image (optional)
4. Visibility (Public or Members Only)
5. Attachments (optional)

4. Click "Add Announcement" to publish

Managing Attachments

1. When creating or editing an announcement, scroll to the "Attachments" section
2. Click "Choose Files" to select files from your device
3. Selected files will be listed below the input
4. For existing announcements, you can delete attachments by clicking the "X" button

Editing and Deleting Announcements

1. In the Announcements tab, each announcement has Edit and Delete buttons
2. Click "Edit" to modify the announcement content, visibility, or attachments
3. Click "Delete" to permanently remove the announcement

Monitoring Engagement

1. Each announcement shows the number of likes and comments
2. Click on an announcement to view and manage comments
3. You can delete inappropriate comments by clicking the delete icon

Member Management

Viewing Club Members

1. From the Manager Dashboard, click on the "Members" tab
2. View a list of all current club members
3. Use the search bar to find specific members by name, email, or department

Removing Members

1. In the Members tab, locate the member you wish to remove
2. Click the "Remove" button next to their name
3. Confirm the removal when prompted
4. The member will be immediately removed from the club

Join Request Management

Reviewing Join Requests

1. From the Manager Dashboard, click on the "Join Requests" tab
2. View all pending requests to join your club
3. The number of pending requests is displayed as a badge on the tab

Approving or Rejecting Requests

1. For each request, you can:

1. Click "View Reason" to see why the student wants to join
2. Click "Approve" to accept the request and add them as a member
3. Click "Reject" to decline the request

2. After approval, the student will be automatically added to your club's member list

3. After rejection, the request will be removed from your pending list

FAQ Management

Creating FAQs

1. From the Manager Dashboard, click on the "FAQs" tab
2. Click the "Add FAQ" button
3. Fill in the FAQ details:

1. Question (required)
2. Answer (required)
3. Category (optional, select from predefined categories)

4. Click "Add FAQ" to publish

Managing Existing FAQs

1. In the FAQs tab, view all your club's FAQs
2. Use the search bar to find specific FAQs
3. Click on a question to expand and view the answer
4. Use the "Edit" button to modify an FAQ
5. Use the "Delete" button to remove an FAQ

Organizing FAQs by Category

1. When creating or editing an FAQ, select a category from the dropdown
2. Categories help students find information more easily
3. Common categories include:

1. About the Club
2. Joining the Club
3. Club Schedule
4. Events and Activities
5. Leadership and Structure
6. Club Communication
7. Contact Club and Support

Messaging and Communication

Accessing Messages

1. Click on "Messages" in the navigation menu
2. View all your conversations in the left sidebar
3. Click on a conversation to view and respond to messages

Starting New Conversations

1. In the Messages section, click "New Message"
2. Search for and select a user to message
3. Type your message and press Enter or click Send

Club Group Chat

1. Your club automatically has a group chat for all members
2. Access it through the Messages section
3. All club members can participate in the discussion
4. As a manager, you can pin important messages

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

Manager-Specific Questions

As a club manager, you can ask the chatbot about:

- How to perform specific management tasks
- Best practices for club management
- Technical support for the platform
- Policy questions

Example Questions

- "How do I add an event with limited capacity?"
- "What happens when I reject a join request?"
- "How can I send an announcement to members only?"
- "How do I change my club's banner image?"
- "Can I export my member list?"

Tips for Using the Chatbot

- Select your club from the dropdown to get club-specific information
- Use the "General" option for platform-wide questions
- Be specific in your questions for more accurate answers

- For complex issues, contact system administrators directly

Additional Manager Tools

Activity Tracking

1. The system logs all important activities related to your club
2. This includes member joins, event creations, and announcement posts
3. Use this information to monitor club engagement

Club Analytics

1. View basic analytics about your club on the dashboard
2. Track member growth over time
3. Monitor event participation rates
4. See which announcements get the most engagement

Calendar Integration

1. All events you create are automatically added to the club calendar
2. Members can view this calendar and register for events
3. Events are color-coded based on their category

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