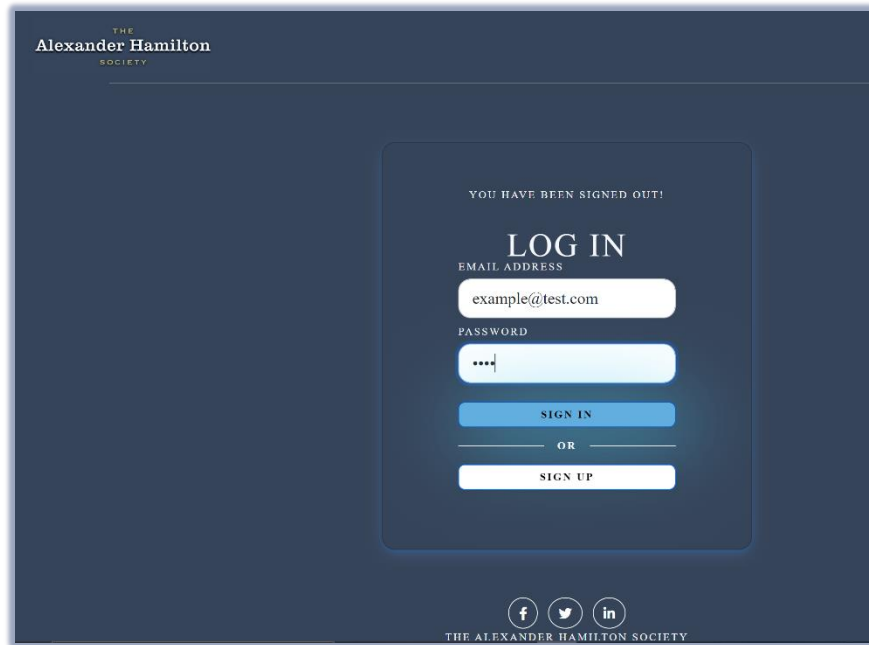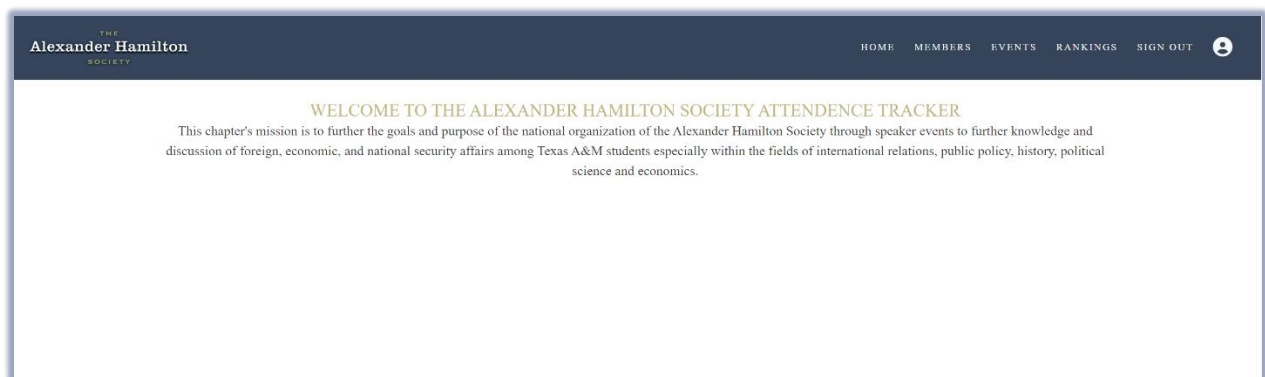# Admin Guide

General

- First, the user needs to Sign In:
  - If the user has an account, they should enter their email/password and Sign In
- Once signed in the user with be redirected to the admin home page where the user can
  - View Members (*Visit Members section of guide)*
  - View Rankings (*Visit Rankings section of guide*)
  - Go to Events (*Visit Events section of guide*) or
  - View/Edit their Account (*Visit Account section of guide*)

IMPORTANT This guide only covers admin privileges and usage. Check User Guide for help if not found here

Admin Guide

Members

- **After clicking on "Members" Admin will see the below table**
    - Clicking "Rank" with cause the table to go through each member and assign their ranking based on number of point *(Check ranking section for more details)*
    - Admin will also have the ability to delete users, or edit their point totals
    - When "Edit" is pressed next to a user the admin will have the ability to update their points *(show at the bottom of the page)*

USERS

Rank

FIRST NAME	LAST NAME	POINT	RANKING	EDIT	DELETE
Example	Test	9	Iron	Edit	Delete
Test	Test	2	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Test	Test	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Test	Test	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Test	Test	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete

USERS

Rank

FIRST NAME	LAST NAME	POINT			RANKING	EDIT	DELETE
Example	Test	9	Update User	Cancel	Iron	Edit	Delete
Test	Test	2			Iron	Edit	Delete
Pear	Ratano	0			Iron	Edit	Delete

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Admin Guide

Events
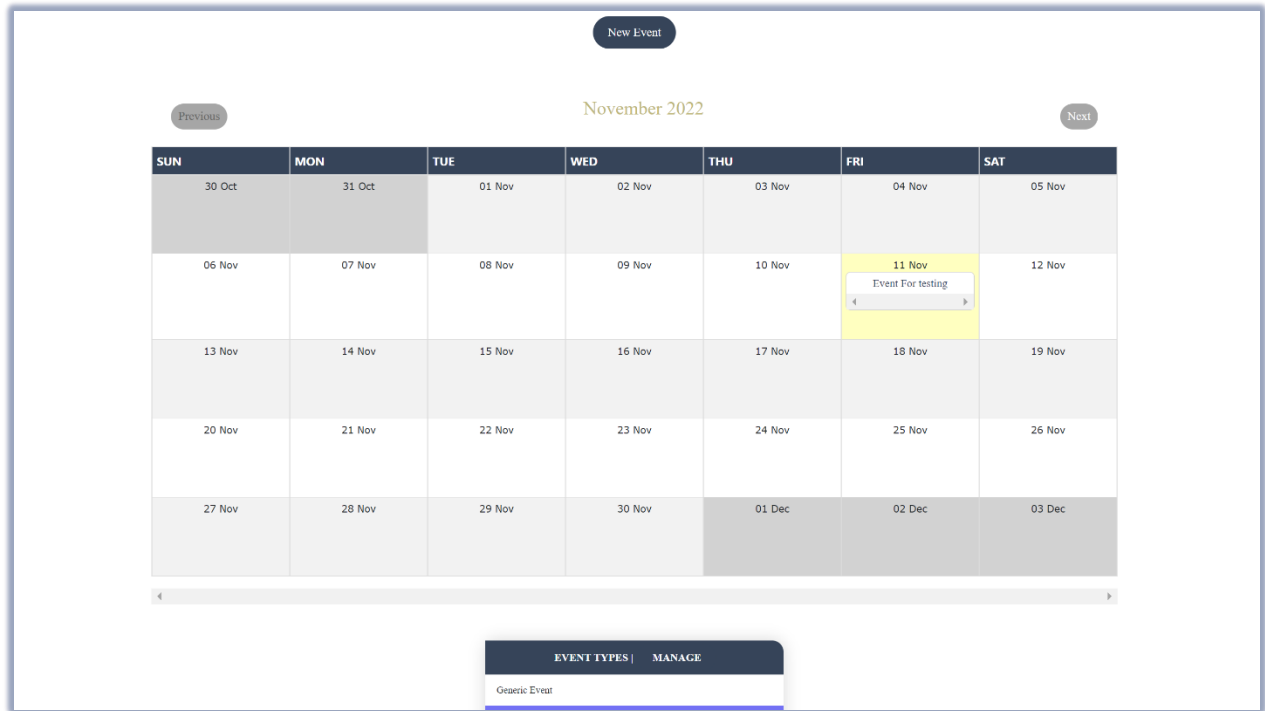
On the event page for admin 2 new functionalities exist

- **The ability to create an event** *(Click on "New Event" above calendar)*
- **The ability to create Event Types** *(Click on "Manage" in the event table shown below calendar)*
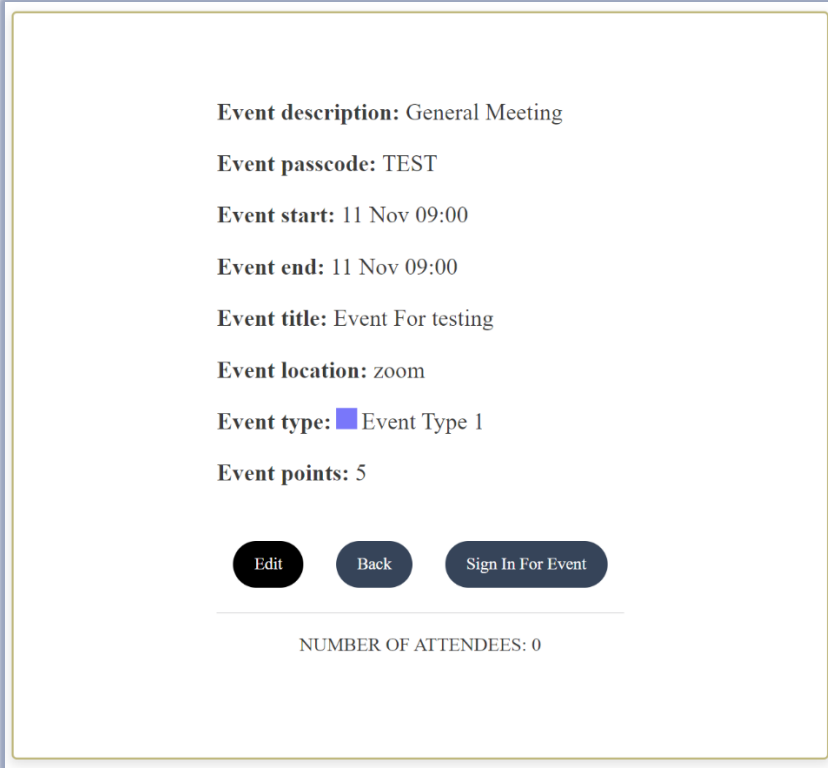
Admin Guide

New Event

- **After Clicking on "New Event" on the event page Admin will be directed here**
  - The admin can
    - Assign Event point
    - Write a description of Event
    - Assign the Passcode
    - Use the drop down to enter the event dates
    - Enter the Event title
    - Enter the Event location
    - Assign the Event Type through drop down *(more on that in next section)*
  - Once all the Event details are filled in click "Create Event" to add the event to the Calendar

Admin Guide

- **This is the Event Information Page**
  - This page can be found by selecting an event from the calendar, event table, or just after creating a new event
  - The information from this Event is displayed and Admin have the ability to edit the Event information by clicking "Edit"
  - The edit screen is the same as the Creation screen shown above
    - To finalize the edit click "Update Event" instead of "Create Event"

Event description: General Meeting

Event passcode: TEST

Event start: 11 Nov 09:00

Event end: 11 Nov 09:00

Event title: Event For testing

Event location: zoom

Event type: Event Type 1

Event points: 5

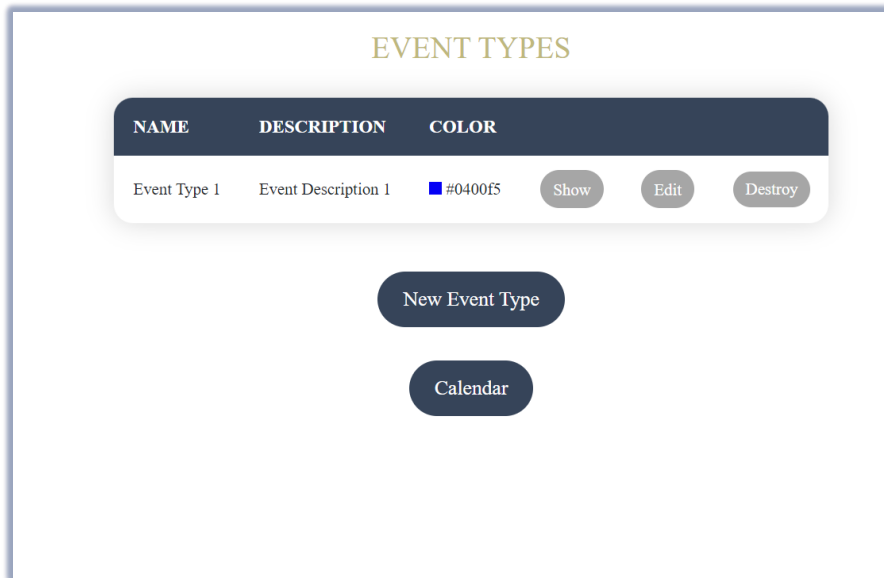Edit   Back   Sign In For Event

NUMBER OF ATTENDEES: 0

Admin Guide

- **Clicking on "Manage" event types will take you to this table of existing event types**
  - *Event types are general headers for all events to fall under, the event types also have a color associated with them which allows the calendar to display events differently so students can better differentiate the events*
- **To create a new Event type click "New Event Type" which will take you to the screen shown below**
  - Here a Type name, description, and color can be selected.
    - *Click "Create Event Type" to finalize*
  - Once created the information can be displayed with (show), deleted with (destroy) or changed with (edit) from the above table.

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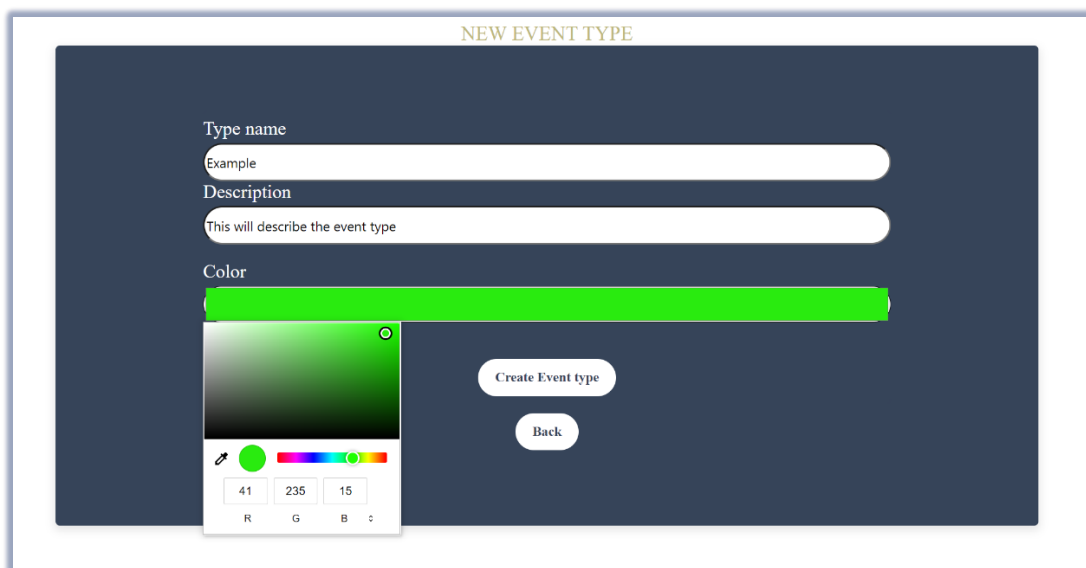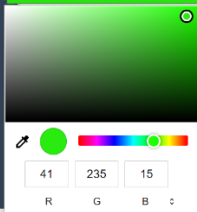
Admin Guide

Rankings

- After clicking on "Rankings" you will be redirected to the Rankings page, This page has 2 functions
  - **The first, top image, is the User rankings.**
    - Similar to the members page this displays users ranking, but it shows the top 10 members
  - **The second function, bottom left image, is the ranking type**
    - The ranking types group users based on their number of points and are a way for users to track progress.
    - Admin can view the details of these types through (show) and can create new ranking types by clicking on "New Ranking"
  - **After selecting "New Ranking" Admin can fill in Title & Point total and click "Create Ranking" to add another level of ranking.**
    - To assign the rankings go to members page and follow instruction to (Rank) button

Admin Guide

Account

Above is the Account Page, From this page the User can:

- Click on "Edit Profile" to change their name or email address
- Click on "Request Admin" to get admin privileges if user has a newly acquired position
- View Recently Attended Events
  - Click on "Full Attendance History" to view all events
- View their current Ranking.
  - Ranking is determined by points gained through attendance
- Click "Back" to go to the previously visited page
- Click "Delete Account" to permanently delete the account from the website
  - The user will be prompted to ensure they want to delete the account
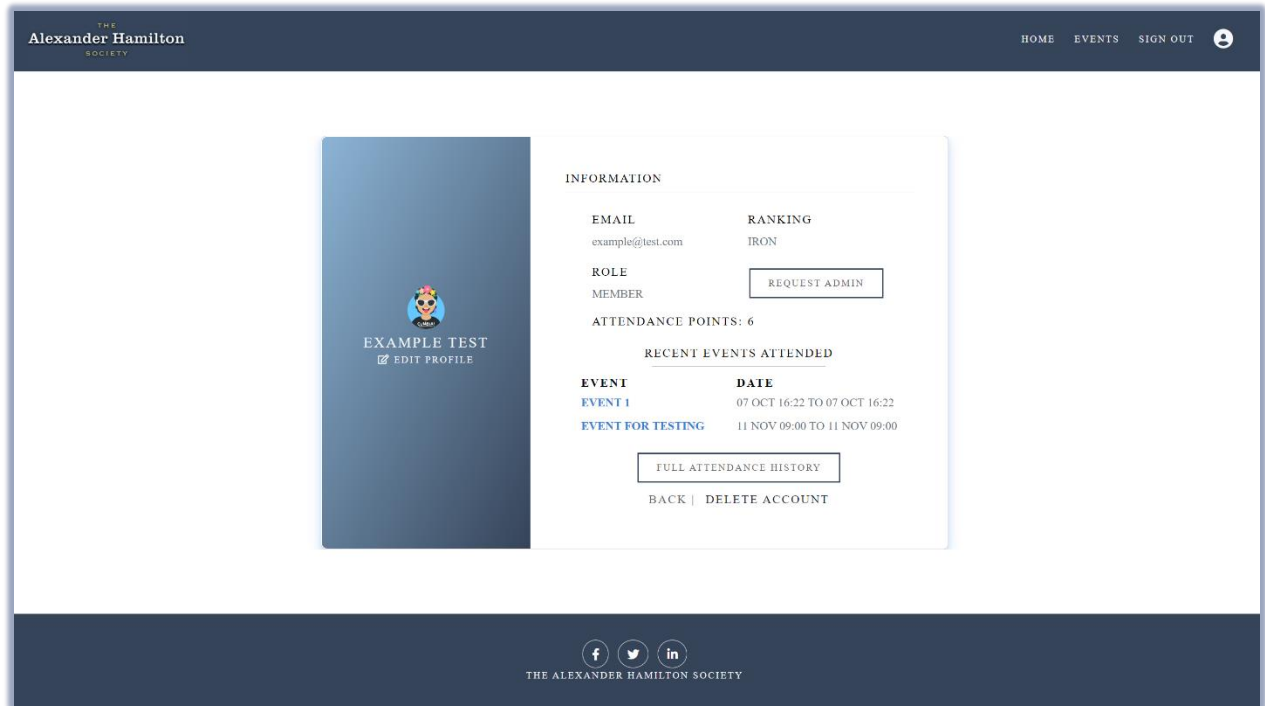
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Admin Guide

Full Attendance History

- **After Clicking "Full Attendance History" the user will be redirected to this page where they can view all events they have attended**
  - Clicking on the Event Title (Ex: Event 1) below will display the information for that event

LIST OF EVENT ATTENDED

EVENT	DATE
Event 2	08 Oct 16:23 to 08 Oct 16:23
Event 1	07 Oct 16:22 to 07 Oct 16:22
Event 1	07 Oct 16:22 to 07 Oct 16:22
Event For testing	11 Nov 09:00 to 11 Nov 09:00

Back

Edit Profile

- **After Clicking "Edit Profile" the user will be redirected here to edit any incorrect information**

THE
Alexander Hamilton
SOCIETY

EDITING PROFILE

Email example@test.com
First name Example
Last name Test
Update Profile

IMPORTANT This guide only covers admin privileges and usage. Check User Guide for help if not found here

Admin Guide

Review Admin

- **Click on "Review Admin" to display a list of Admin Requests**

ADMIN REQUESTS

USER	REQUEST STATUS	REQUEST REASON	REQUESTED AT	
11	REQUESTED	Type Reason Here	2022-11-11 09:07:50 -0600	Review

- **Click on "Review" next to request you want to approve/deny**

SHOW ADMIN REQUEST

User: 11

Request status:
REQUESTED

Request reason:
Type Reason
Here

Requested at:
2022-11-11
09:07:50 -0600

Approve|Deny|
Back

- **At the bottom of this display box in blue are the Approve / Deny options**
  - To close the admin request, click back
  - To change the admin request status click Approve / Deny

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