Dance Registration Portal — Workflows and Operations (User + Admin)

Plain-language, diagram-like layouts optimized for Pages export (no code blocks).

Legend

• Green = success

• Orange = pending/action required

• Red = error

1) Student Workflow (End‑to‑End)

1.1 Registration Journey

Discover & Select

1 Open link or scan QR (shared by instructor).

2 Browse available dance series (cards with schedule, price, capacity).

3 Tap “Register Now” on the desired series.

Fill & Submit

1 Fill contact info (crew practice switches Instagram to Full Name field).

2 Choose payment option when applicable (full series / per class).

3 Submit. Status is now pending.

Payment

1 Mobile: Open Venmo app with amount + note prefilled.

2 Desktop: Scan QR or send manually to instructor Venmo with note.

3 Tap “I’ve Sent the Payment”.

Confirmation

1 See on‑screen confirmation summary.

2 Admin will review and mark payment complete.

3 When completed, a confirmation email is sent (if enabled).

Payment Note Example: Dance Registration #123 — Dreamers Crew Practice — Sept 12

2) Admin Operations (Lifecycle)

2.1 Create Dance Series & Open Registration

Steps

1 Log in → go to Courses.

2 Click Create Dance Series.

3 Add Slot: capacity, time(s), location.

4 Pricing:

◦ Dance Series: full package + per class

◦ Crew Practice: drop‑in price + practice\_date

5 Save course; go to Settings and toggle Registration Open = ON.

Result

• Course appears on student portal.

• Capacity and price derive from the defined slot(s).

• schedule\_info computed from slots for consistent UI.

2.2 Track Students & Confirm Payments

Track

1 Go to Registrations.

2 Filter by course and/or status.

3 Use CSV export for roster consolidation.

Confirm

1 When Venmo received, click Quick Confirm or Mark Paid.

2 Status becomes completed.

3 System sends email confirmation (if enabled).

Missing Contact? Use Assign Student on a row to link email/name to a registration.

2.3 Consolidation After Closing Registration

Close & Export

1 Settings → Registration Open = OFF.

2 Registrations → filter target course → Export CSV.

3 Reconcile pending vs completed; follow up as needed.

Optional Analytics (SQL)

SELECT c.name,

SUM(CASE WHEN r.payment\_status='completed' THEN r.payment\_amount ELSE 0 END) AS revenue

FROM registrations r

JOIN courses c ON c.id = r.course\_id

WHERE c.name ILIKE 'Dreamers Crew Practice - Sept 12'

GROUP BY c.name;

2.4 Reset Between Series

Quick Actions

• Reset Data (Keep Active Course): deletes all registrations; deactivates others.

• Reset & Delete Other Courses: deletes registrations and other courses.

Result

• Dashboard shows $0 revenue and 0 registrations.

• Kept course remains active and ready for next cycle.

2.5 Fix Wrong or Incomplete Registrations

Assign or Delete

• Assign Student to fill missing contact.

• Delete incorrect entry (via SQL until UI delete is added):  
DELETE FROM registrations WHERE id = 123;

Best Practices

• Double‑check IDs before running DELETE.

• Export CSV snapshots prior to bulk changes.

3) Admin “How Do I” (Cheat‑Sheet)

Goal

Steps

Track students for a series

Registrations → filter by course → export CSV

Reconcile payments

Filter by pending, confirm received payments; run revenue SQL if needed

Query production DB

Railway → Database → Connect → external DATABASE\_URL → use psql/TablePlus

Reset data

Quick Actions → choose reset option; confirm dialog; verify dashboard

Missing Contact Report:

SELECT r.id AS registration\_id, c.name AS course\_name, s.email, s.first\_name, s.last\_name

FROM registrations r

LEFT JOIN students s ON s.id = r.student\_id

LEFT JOIN courses c ON c.id = r.course\_id

WHERE s.id IS NULL

OR COALESCE(TRIM(s.email),'')=''

OR (COALESCE(TRIM(s.first\_name),'')='' AND COALESCE(TRIM(s.last\_name),'')='');

4) Email & Payment Flow (Readable)

1 Admin confirms payment in UI.

2 Server updates registration to completed.

3 Server computes schedule\_info from slots and prepares email payload.

4 Email sent via Nodemailer. Failures are logged and do not block the update.

5) Quick Start (New Admins)

1 Create series + slot (capacity/time/location/pricing).

2 Settings → Registration Open = ON.

3 Share link or QR; watch registrations.

4 Confirm payments; emails will send if enabled.

5 At cutoff: Registration OFF → export CSV → finalize reconciliation.

6 Reset using Quick Actions before next series.