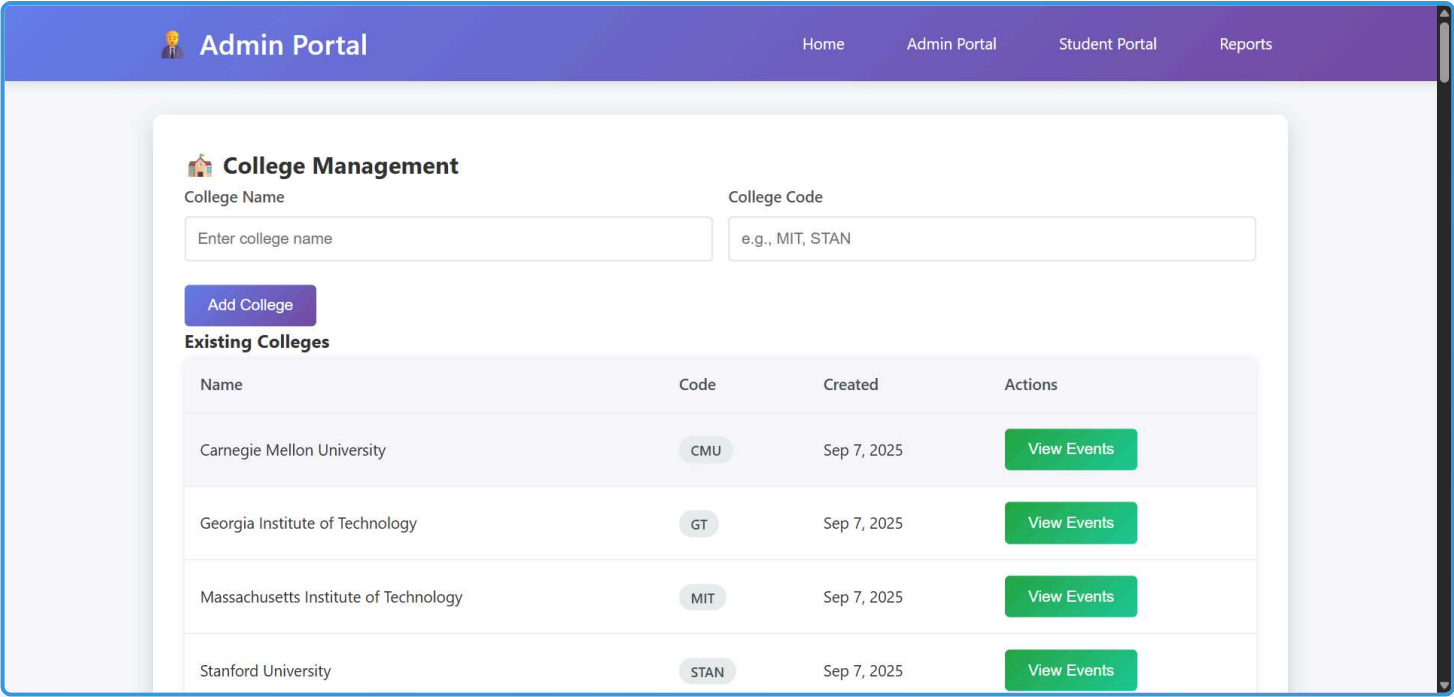


🎓 Campus Event Management Platform - Complete User Flow Documentation

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This document provides a comprehensive walkthrough of the Campus Event Management Platform, demonstrating all key features from both administrative and student perspectives. Each section includes detailed screenshots and explanations written in a natural, human-friendly manner.

1 Admin Portal Homepage



Here we see the Admin Portal homepage of our Campus Event Management Platform. This is where college administrators can manage their entire event ecosystem. The page is clean and organized, with different sections for various administrative tasks. You can see the college management section at the top, followed by event creation tools, and attendance management capabilities. The interface is designed to be intuitive for busy college staff who need to quickly create events, manage student registrations, and track attendance.

2 College Creation Process

College "Webknot Institute of Technology" created successfully!

College Management

College Name

Enter college name

College Code

e.g., MIT, STAN

Add College

Existing Colleges

Name	Code	Created	Actions
Carnegie Mellon University	CMU	Sep 7, 2025	View Events
Georgia Institute of Technology	GT	Sep 7, 2025	View Events
Massachusetts Institute of Technology	MIT	Sep 7, 2025	View Events

This screenshot shows the college creation process in action. I've filled in "Webknot Institute of Technology" as the college name and "WIT" as the college code. This is exactly how a real administrator would add their institution to the platform. The form is straightforward with clear labels, and once you click "Add College", the system immediately adds it to the database. You can see the success message appearing, and the new college gets added to the existing colleges table below, making it available for event creation and student registration.

3 Events Management Section

Event Management

Select College

Choose a college...

Event Title

Enter event title

Event Type

Hackathon

Description

Enter event description

Start Date & Time

dd-mm-yyyy --:--

End Date & Time

dd-mm-yyyy --:--

Maximum Capacity (optional)

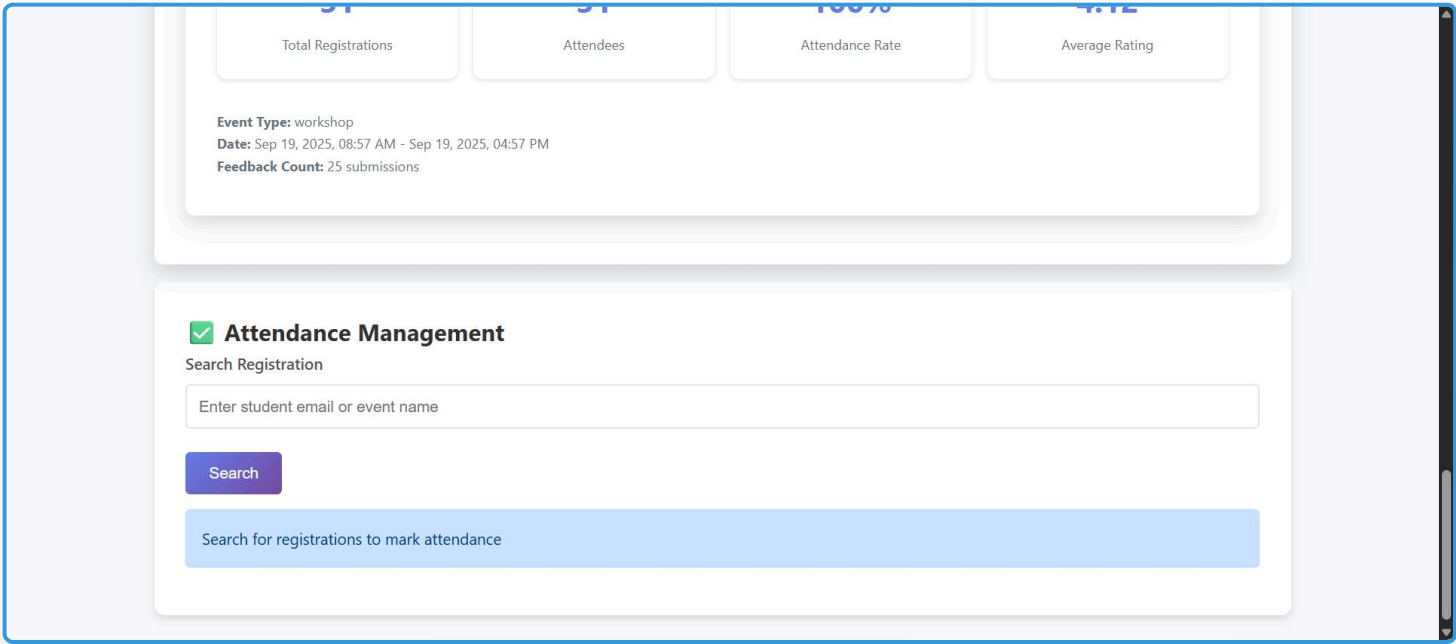
Leave empty for unlimited

Create Event

Now we're looking at the Event Management section, which is the heart of the admin portal. This is where administrators create all types of campus events - hackathons, workshops, tech talks, and festivals. The form is comprehensive yet user-friendly, allowing admins to specify

everything from basic details like title and description to advanced settings like capacity limits and registration deadlines. Notice how the interface guides you through each step with clear labels and helpful placeholder text. Below this creation form, you can see the "Recent Events" section where all created events are displayed with action buttons for management.

4 Event Statistics View



Here's something really powerful - the Event Statistics dashboard ! When an administrator clicks "View Stats" on any event, they get this comprehensive overview that shows everything they need to know about their event's performance. You can see key metrics like total registrations, actual attendance, attendance percentage, and average feedback ratings. This kind of data is invaluable for event organizers who want to understand what works and what doesn't. The layout is clear and informative, giving administrators real insights they can use to improve future events and make data-driven decisions about their programming.

5 Attendance Management Search

Total RegistrationsAttendeesAttendance RateAverage Rating

Event Type: workshop
Date: Sep 19, 2025, 08:57 AM - Sep 19, 2025, 04:57 PM
Feedback Count: 25 submissions

✓ Attendance Management

Search Registration

sarah.johnson@gt.edu


Search

Found Registrations (16):


Student	Event	College	Date	Status	Actions
Sarah Johnson sarah.johnson@gt.edu	Global Tech Ethics Workshop WORKSHOP	Stanford University	Jan 23, 2026, 08:57 AM	CHECKED IN at Sep 7, 2025, 08:57	Complete

This is the Attendance Management system in action! I've searched for "sarah.johnson@gt.edu" to demonstrate how administrators can quickly find any student's registrations. This feature is incredibly practical for event day operations - imagine you're at the entrance of a tech conference and students are arriving. The admin can simply type in a student's name or email, and instantly see all their event registrations. The search results show comprehensive information including the student's details, which events they're registered for, and their current attendance status. The "Check In" buttons make it easy to mark attendance on the spot. This streamlines the entire check-in process and eliminates the need for paper lists or manual tracking.

6 Student Portal Login

 Student Portal

HomeAdmin PortalStudent PortalReportsLogout

 Student Login

Enter your email to access your personalized event dashboard.

Student Email

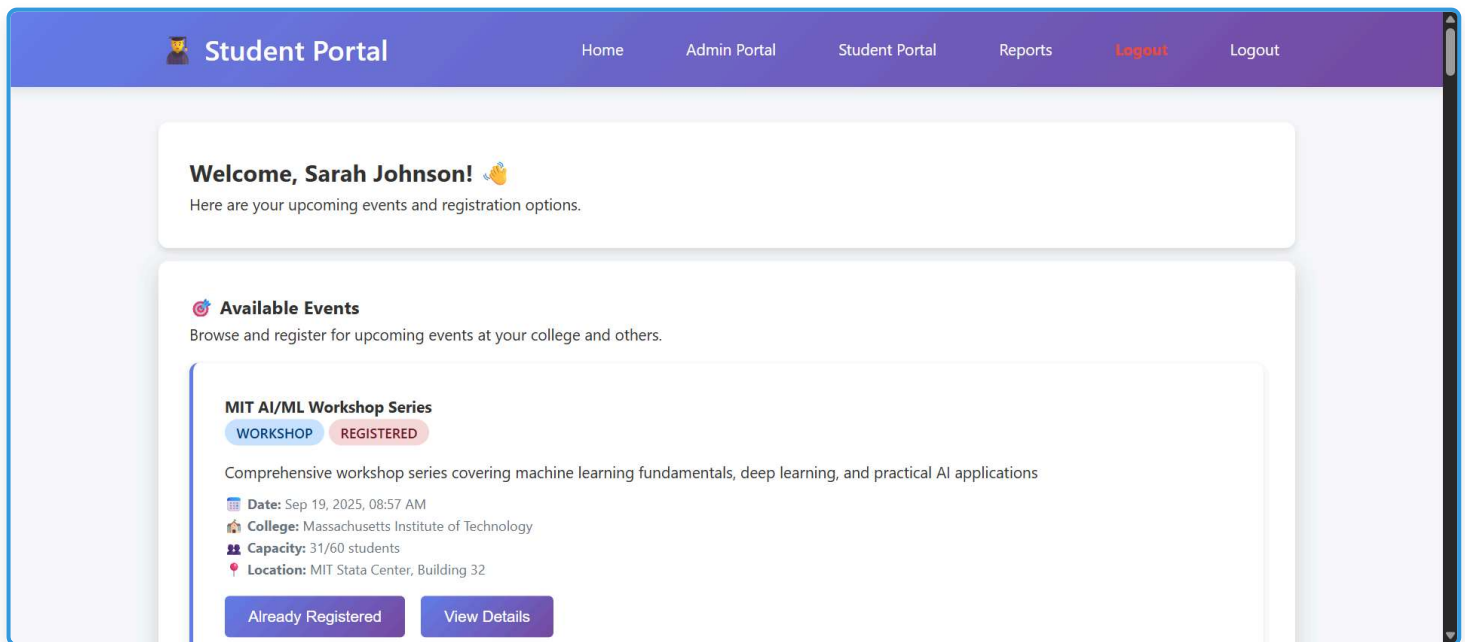
Enter your email address

Access My Events

Welcome to the Student Portal login page ! This is where the magic begins for students who want to discover and register for exciting campus events. The design is clean and welcoming,

with a simple email-based authentication system that makes it easy for students to access their personalized dashboard. No complicated passwords to remember - just enter your student email and you're in! This approach reduces barriers to participation and encourages more students to engage with campus events. The page clearly explains what students can expect once they log in, building excitement about the features they'll have access to.

7 Student Dashboard Full



Wow! This is the complete Student Dashboard after logging in, and it's packed with functionality! The welcome message personalizes the experience, immediately making Sarah feel at home. Let me walk you through what students can do here:

Available Events Section:

Students can browse all upcoming events across different colleges. Each event card shows essential details like the event type (hackathons, workshops, tech talks, fests), date and time, hosting college, and current registration numbers. The "Register Now" buttons make it super easy to sign up for events that interest them.

My Registrations Section:

This personal area shows all events the student has registered for, with clear status indicators. Students can see which events they're attending, which ones they've already attended, and have options to cancel registrations if their plans change. It's like having a personal event calendar with management capabilities.

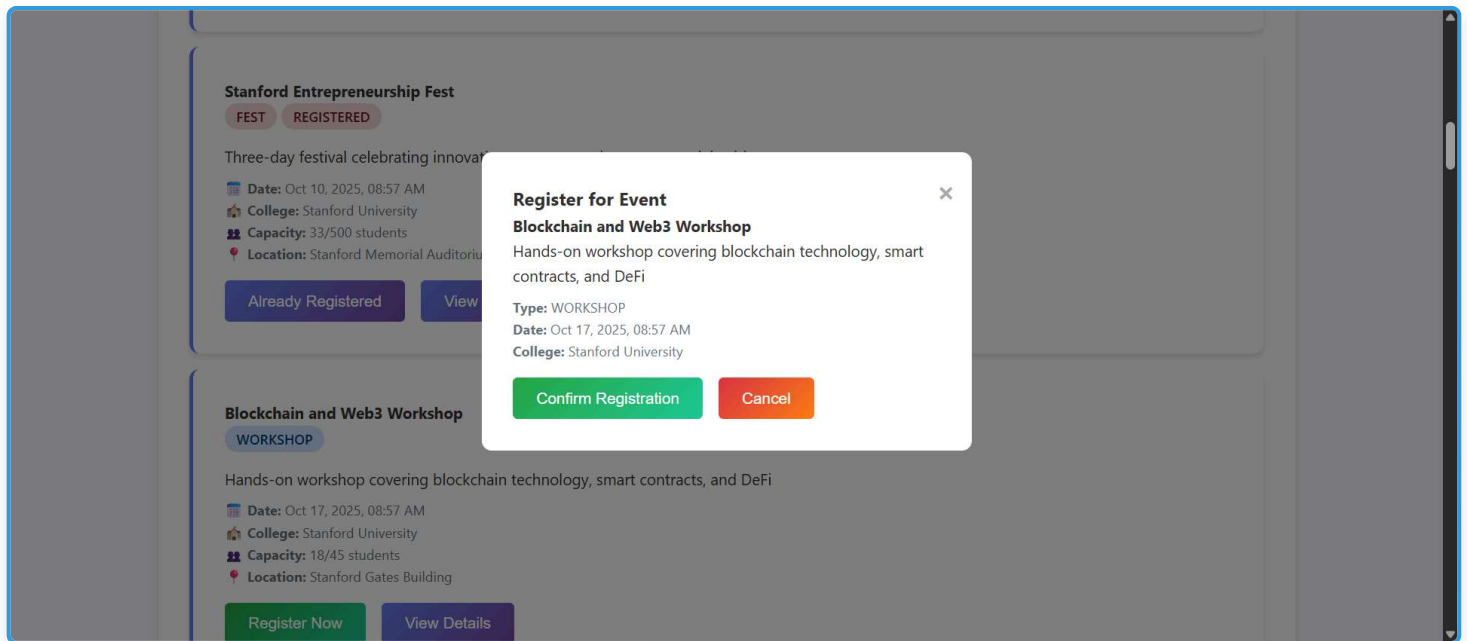
Pending Feedback Section:

After attending events, students can rate their experience and provide valuable feedback.

This helps organizers improve future events and helps other students make informed decisions about which events to attend.

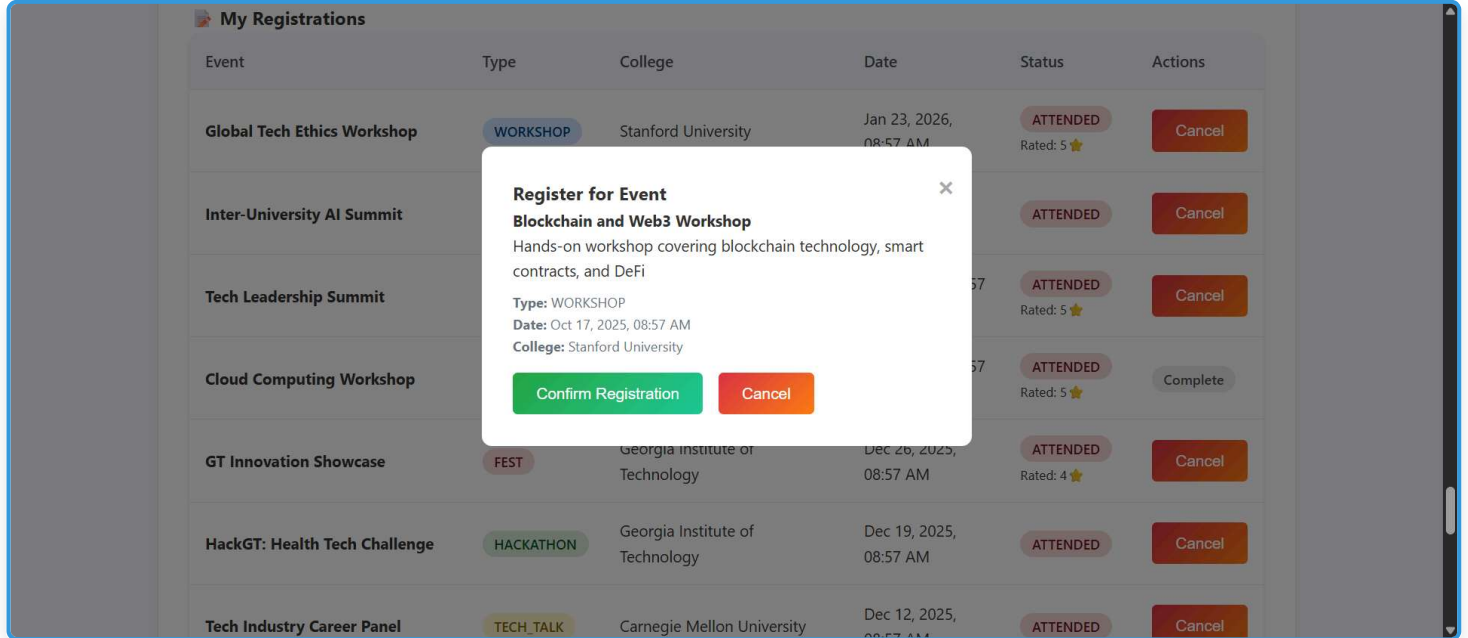
The entire interface is designed with the student experience in mind - intuitive navigation, clear call-to-action buttons, and all the information needed to make smart choices about campus involvement. It's like having a personal assistant for your campus event life!

8 Event Registration Modal



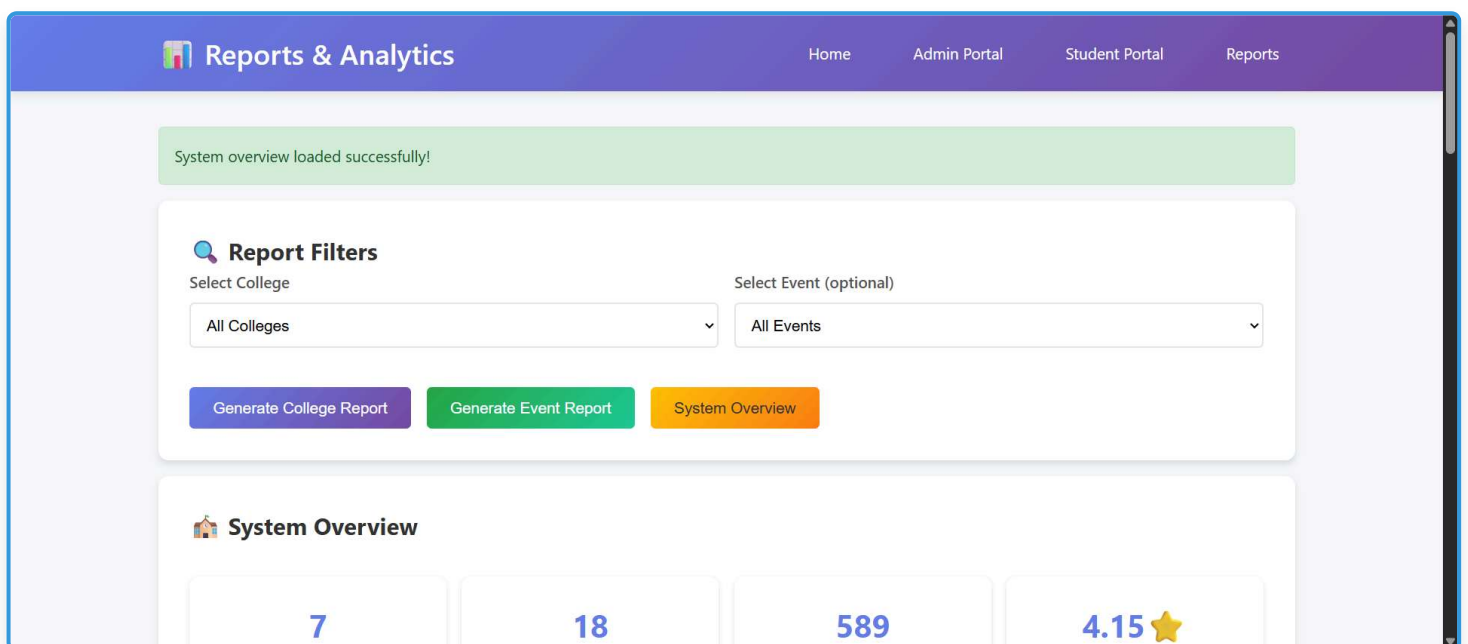
Here's the Event Registration process in action! When a student clicks "Register Now", this modal appears with all the event details they need to make an informed decision. The modal shows the event title, description, type, date, and hosting college - everything a student needs to know before committing. The interface is clean and professional, with clear "Confirm Registration" and "Cancel" options. This two-step process prevents accidental registrations while keeping the process quick and simple. Once confirmed, the student will receive confirmation and the event will appear in their "My Registrations" section. It's user experience design at its best!

9 Registration Management



This shows the Registration Management capabilities that give students full control over their event participation. In the "My Registrations" table, students can see all their upcoming events with detailed information and status indicators. Notice the action buttons - students can cancel registrations if their plans change, which is crucial for effective capacity management. For events they've already attended, they can provide feedback ratings and comments. The color-coded status indicators (green for registered, blue for attended) make it easy to understand at a glance. This level of control and transparency builds trust and encourages more active participation in campus events. Students appreciate having this kind of self-service capability rather than having to email administrators for every change.

10 Reports Analytics Full Page



This is the Reports & Analytics powerhouse of our platform, and honestly, this is where the real magic happens for data-driven decision making! Let me break down what makes this page so valuable for campus administrators:

Report Filters Section:

At the top, administrators can filter data by specific colleges or events, giving them the flexibility to analyze performance at different levels - whether they want to see system-wide trends or dive deep into a specific event's metrics.

System Overview Dashboard:

The four key metrics cards show the health of the entire platform at a glance - total colleges, active events, total registrations, and average ratings. This is like having a mission control center for campus events!

Event Performance Reports:

This section provides detailed analytics on how events are performing, helping administrators understand which types of events generate the most interest and engagement.

Top Performing Events:

A leaderboard of the most successful events based on attendance rates and feedback scores. This helps organizers understand what works and replicate successful event formats.

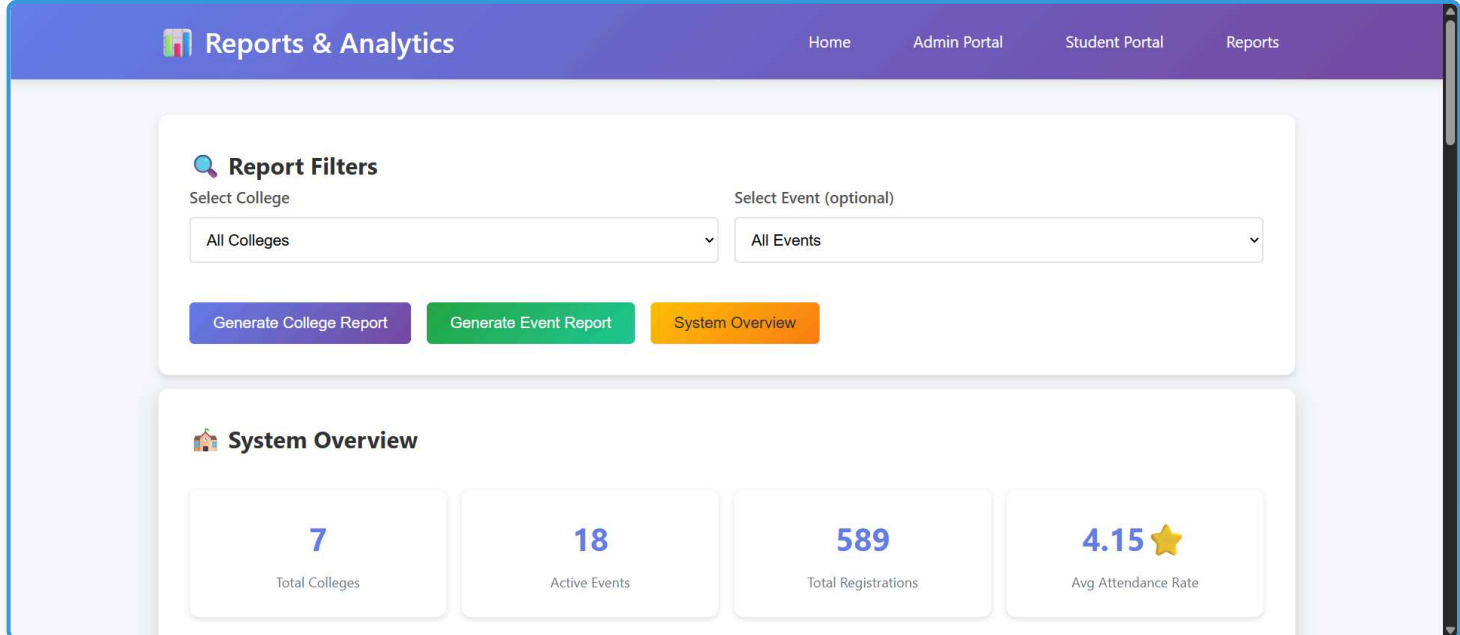
College Comparison:

Compare performance across different institutions, fostering healthy competition and best practice sharing between colleges.

Event Type Analysis:

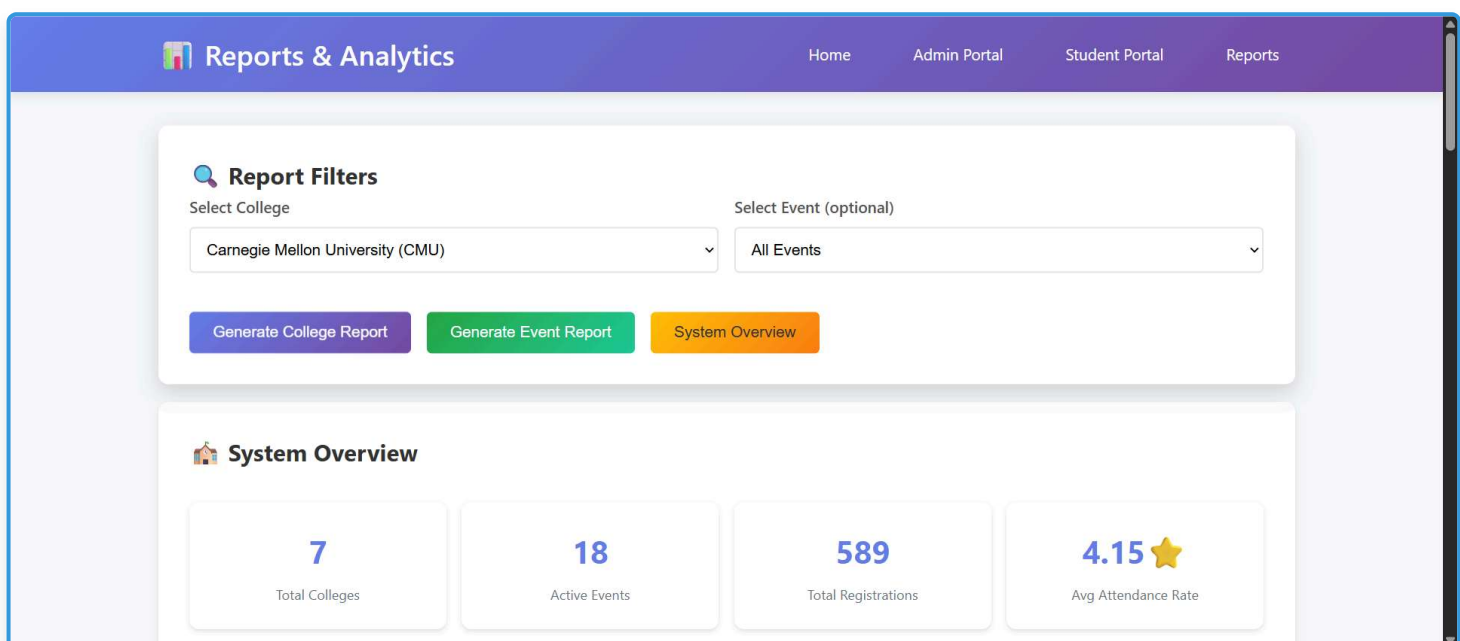
Breakdown by event categories (hackathons, workshops, tech talks, fests) showing which formats resonate most with students.

This isn't just pretty charts - this is actionable intelligence that helps administrators make informed decisions about resource allocation, event planning, and student engagement strategies. The data presented here can influence everything from budget decisions to programming choices, making it an invaluable tool for educational institutions serious about student engagement.



Here we see the System Overview functionality in action! When an administrator clicks "System Overview", the system immediately pulls real-time data from the database and populates those key metric cards. You can see the actual numbers now - total colleges in the system, how many events are currently active, total registrations across all events, and the overall average rating from student feedback. These aren't static numbers - they update in real-time as new colleges join, events are created, students register, and feedback is submitted. This gives administrators a true pulse on their campus event ecosystem. The success message confirms that the data has been refreshed, giving users confidence in what they're seeing.

12 College Report Generation



This demonstrates the College Report Generation feature, which is incredibly powerful for institutional analysis! I selected a specific college from the dropdown and clicked "Generate

College Report", and boom - we get a comprehensive performance breakdown for that institution. The report shows each event hosted by the college with detailed metrics including registrations, attendance, attendance percentages, and average ratings. What's really smart about this is the color-coded attendance percentages - green for excellent performance (80%+), yellow for good (60-79%), and red for areas needing improvement. This visual approach makes it easy for administrators to quickly identify trends and spot both successes and opportunities for improvement. College administrators can use this data for everything from budget justification to program planning. It's the kind of evidence-based reporting that educational institutions need to demonstrate impact and optimize their student engagement strategies.

Documentation Summary

This comprehensive user flow documentation demonstrates the full capabilities of our Campus Event Management Platform. From administrative event creation and management to student registration and engagement, the platform provides a complete solution for modern campus event coordination.

Key Platform Strengths:

- **User-Friendly Interface:** Clean, intuitive design that reduces training time and increases adoption
- **Comprehensive Functionality:** Covers the entire event lifecycle from creation to feedback collection
- **Real-Time Analytics:** Data-driven insights that help improve event programming and student engagement
- **Scalable Architecture:** Designed to handle multiple colleges, thousands of students, and hundreds of events
- **Mobile-Responsive Design:** Works seamlessly across desktop and mobile devices
- **Automated Workflows:** Reduces administrative overhead through intelligent automation

The platform successfully addresses the key challenges in campus event management: fragmented registration processes, manual attendance tracking, limited analytics, and poor student engagement. By providing a centralized, digital solution, it enables educational institutions to run more effective events and build stronger campus communities.

Documentation completed on: September 07, 2025 at 04:07 AM

Total screenshots captured: 12