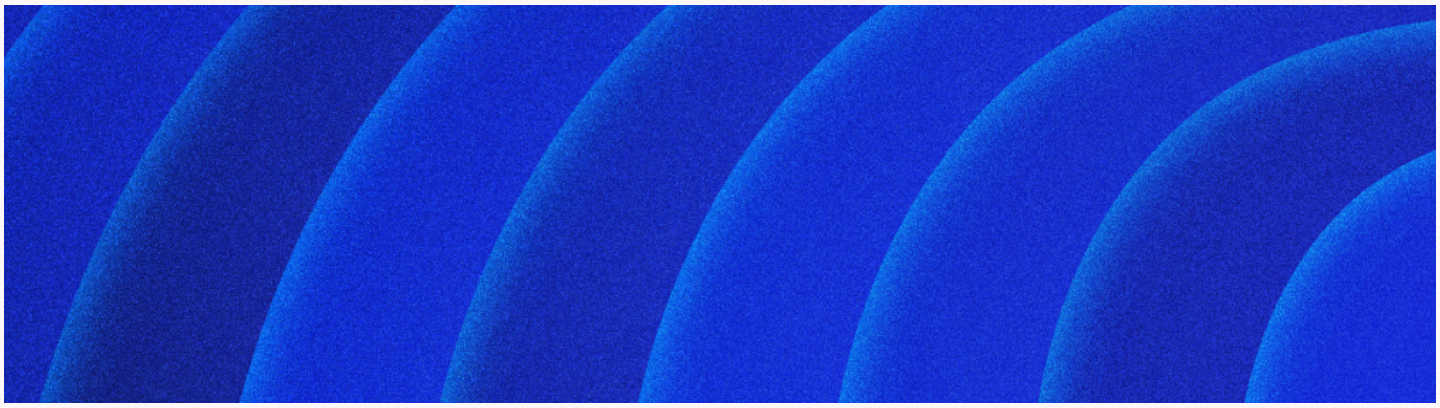


User Manuel

May 3, 2025

Ice Rink Scheduler Website

Prepared by: Natalie Wesseldine, Satya Sai Deepak Velagapudi, Claudia LaPlant, Emma Fish and Bhawana Khatri

Email: lnorris@clarkson.edu

01

Introduction

Welcome to the Ice Rink Scheduler User Guide. This guide is designed to help you navigate, utilize, and troubleshoot all aspects of our website efficiently. Whether you're browsing, requesting ice, or doing administrative duties, this guide will ensure you have a smooth experience.

02

Home Page

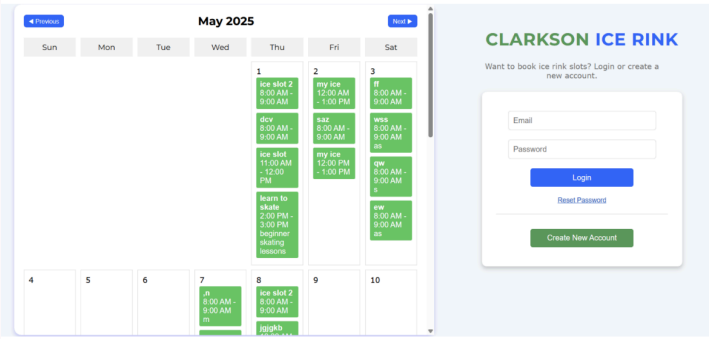
The home page is where you can look at the calendar for the ice slots to see what is happening on the ice at different days/times. The calendar is on the left-hand side of the screen, and on the right-hand side of the screen is where you can either login, reset password, or create account.

Calendar:

- Can look at the ice slots that are accepted.
- If click previous/next you will look at ice slots in different months.

If Click:

- **Login**: If you already have an account, you enter your username and password. When submitting you with either go into, depending on what your account is deemed in the system, to the:
    - **User Page:** This view is for those who want to request ice (More info in 05).
    - **Admin Page**: View for who is in charge of the ice rink (admin) (More info in 06).
    - If you don't have an account or have not verified, it will give you an error.
- **Create Account**: This button takes you to the create account page. (More info in 03).
- **Reset Password**: This button takes you to the reset password page. (More info in 04).



03

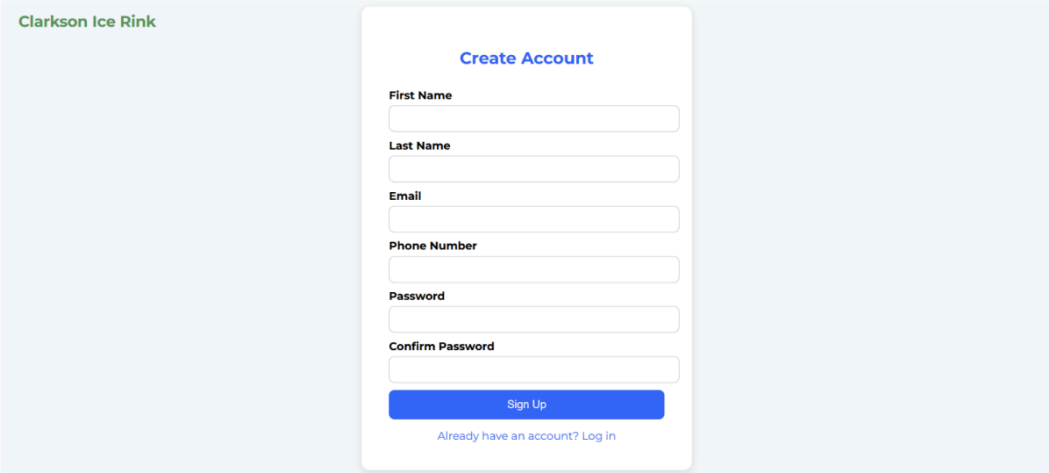
Create Account

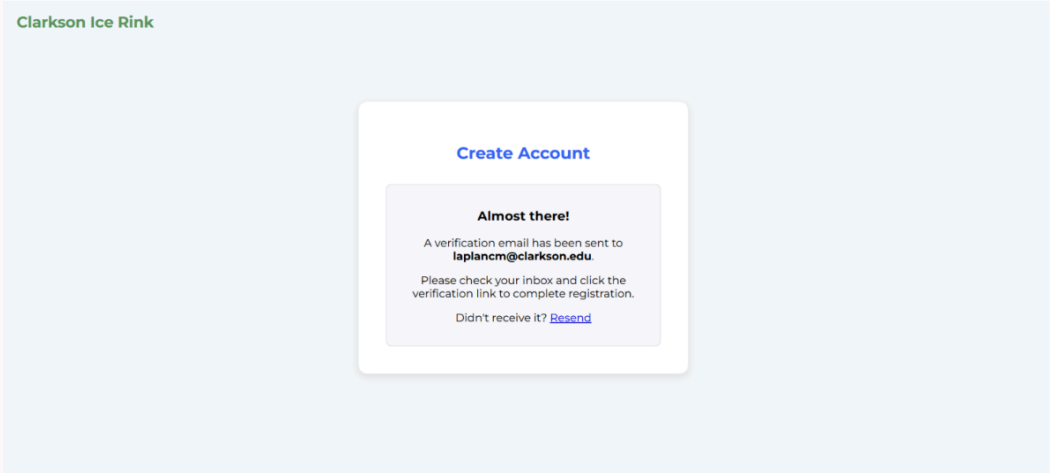
The sign up page is where you will create an account to be able to request ice. You will input first name, last name, email, phone number, and your password twice.

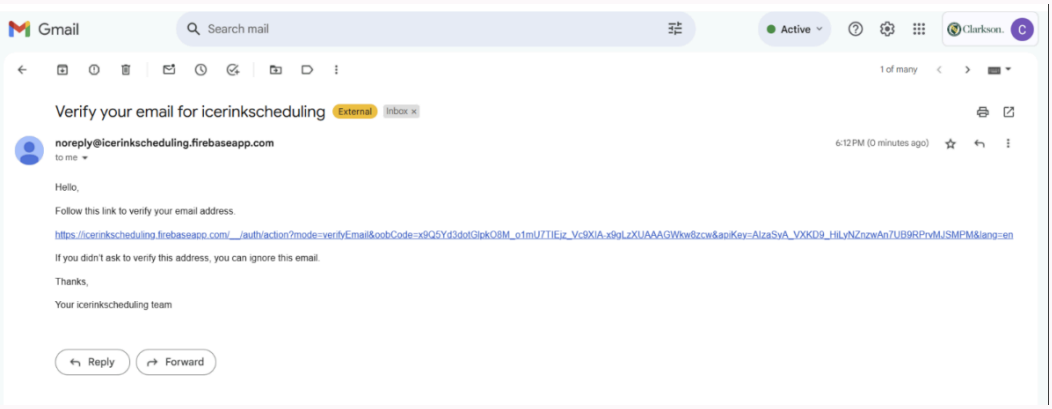
Create Account:

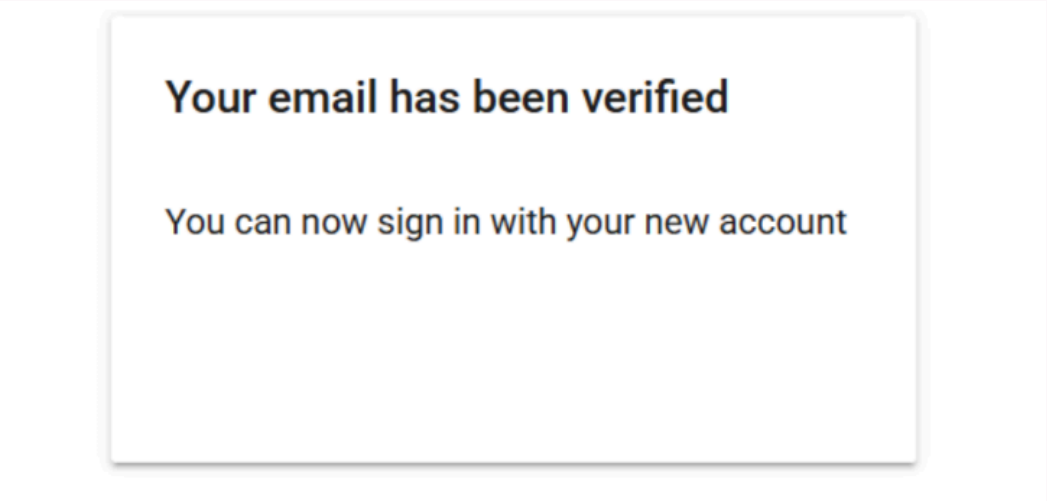
If Click:

- **Submit:** You will be told to verify your account by looking in your email. When you verify it will bring you to a page that will say you verified the account. Make sure to verify or you will not be able to login.
- **Already have an account:** You will be sent back to the home page.




Clarkson Ice Rink
Create Account
Almost there!
A verification email has been sent to
laplancm@clarkson.edu.
Please check your inbox and click the verification link to complete registration.
Didn't receive it? Resend


Gmail
Search mail
Active
Clarkson.
1 of many
Verify your email for icerinkscheduling
External
Inbox
noreply@icerinkscheduling.firebaseapp.com
to me
6:12 PM (0 minutes ago)
Hello,
Follow this link to verify your email address.
https://icerinkscheduling.firebaseapp.com/__/auth/action?mode=verifyEmail&oobCode=x9Q5Yd3dotGlpkO8M_o1mU7TIEjz_Vc9XlA-x9gLzXUAAAGWkw8zcw&apiKey=AIzaSyA_VXKD9_HiLyNZnzwAn7UB9RPnvMJSMPM&lang=en
If you didn't ask to verify this address, you can ignore this email.
Thanks,
Your icerinkscheduling team
Reply
Forward


Your email has been verified
You can now sign in with your new account

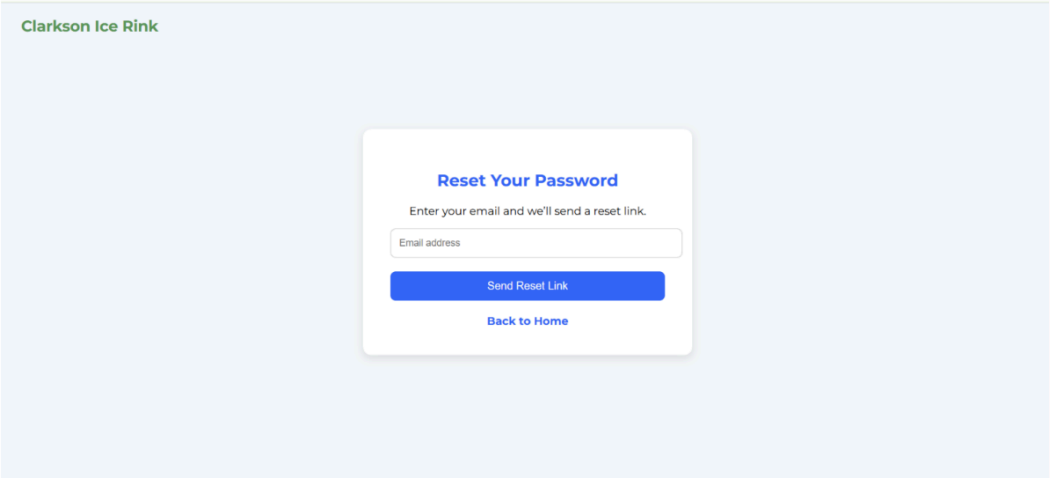
04 Reset Password

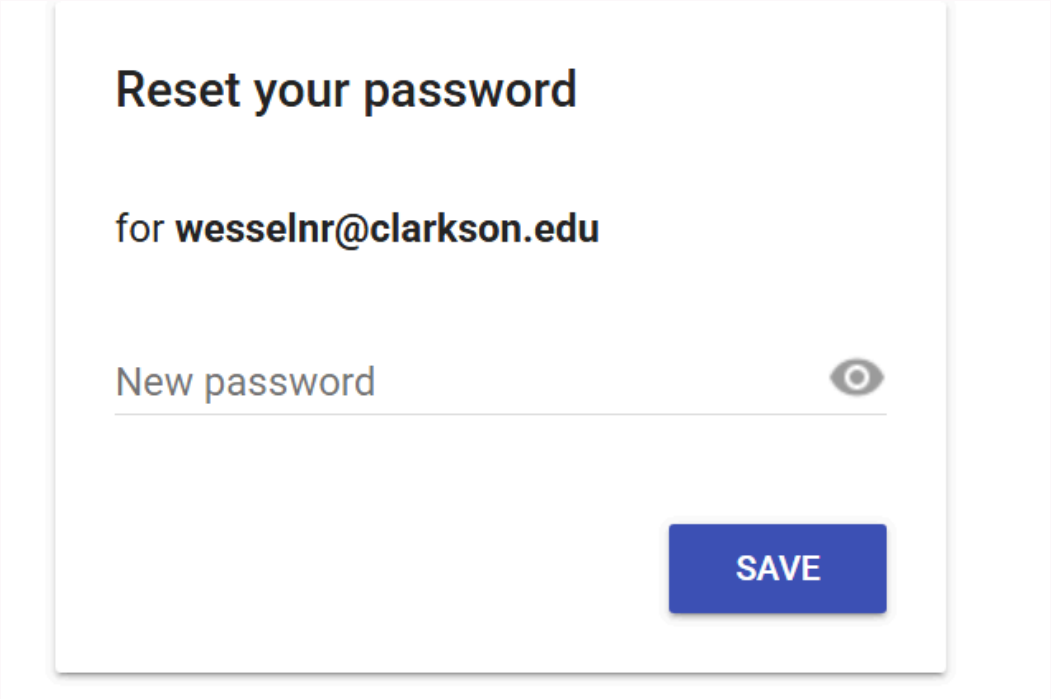
The reset password page allows you to reset your password. Here you input your email and get an email to reset your password.

Reset Password:

If Click:

- **Send Reset Link:** It will send you an email with a link to change your password. After clicking the link you will change your password.
- **Back to Home:** It takes you back to the home page.




Reset your password
for wesselnr@clarkson.edu
New password
SAVE

05 User Page

The user page allows you to request ice slots and view your account information. On the left-hand side of the page users can do an Ice Slot Request. On the right-hand side of the page, users can view the calendar in two ways: one to view all the accepted ice slots and the other to view your ice slots. In the top right-hand corner, the blue person is a button with your information.

Ice Slot Request:

If Click:

- **Request:** Here you will input Rental Name, Date, Start Time, End Time and and if you are doing a recurring ice slot to then input an end date. It will also conflict check with already approved events.
    - **When Submitted:**
        - You get a green “Request Successfully Submitted”
        - The pending ice slot is added under the pending tab and is out into the “Show my Events” calendar.
    - **If Want to Take Back Request:**
        - In the pending tab is the ability to press “Delete” on a slot if you change your mind. This will bring up a pop-up to ask if you are sure.
        - Cannot take back request after its been approved, you will have to contact the admin to delete it.
- **Pending:** Shows all ice slots that you have requested that are awaiting approval from the admin. Also has a drop-down to select a specific month and year.

- **Accepted:** Shows all ice slots that have been accepted by the admin. Also has a drop-down to select a specific month and year. A confirmation email should have been sent to you email (More info on the confirmation email in 08).

- **Declined:** Shows all ice slots that have been declined by the admin and the reason why it was declined. Also has a drop-down to select a specific month and year.

Calendar:

If Click:

- **Show all Events:** Shows all the accepted ice slots in the calendar.

- **Show my Events:** Shows all of your ice slots that are pending and accepted. Yellow slots mean pending, green slots means accepted.

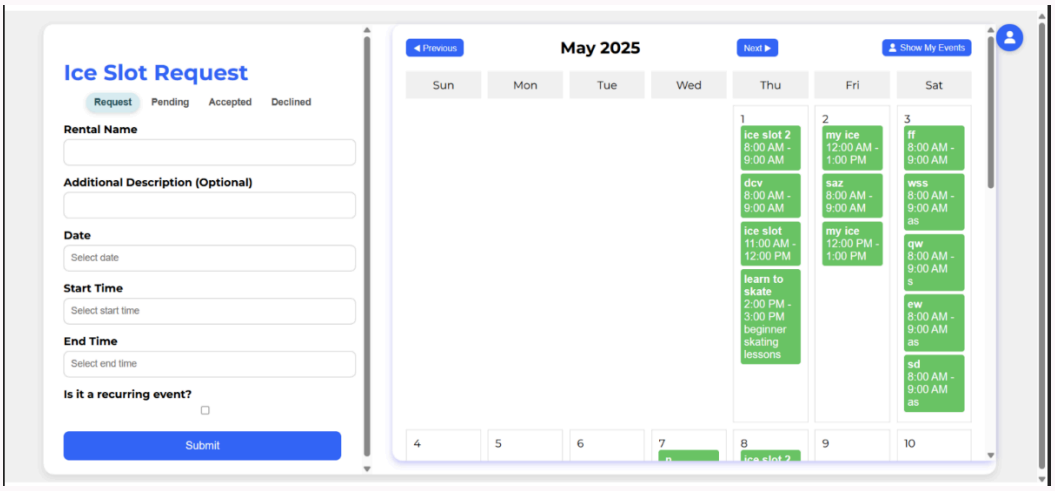
- **Previous/Next:** These buttons will either show the previous or next month with the ice slots.

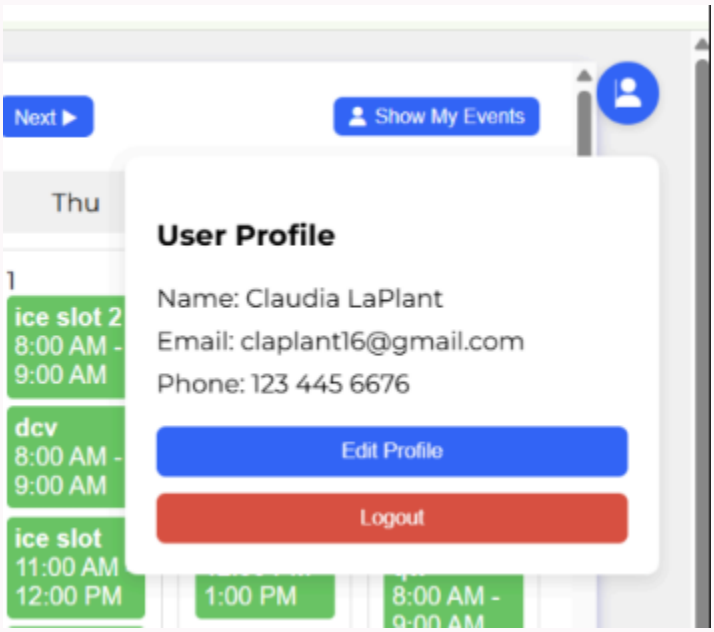
Blue Person/Account Info:

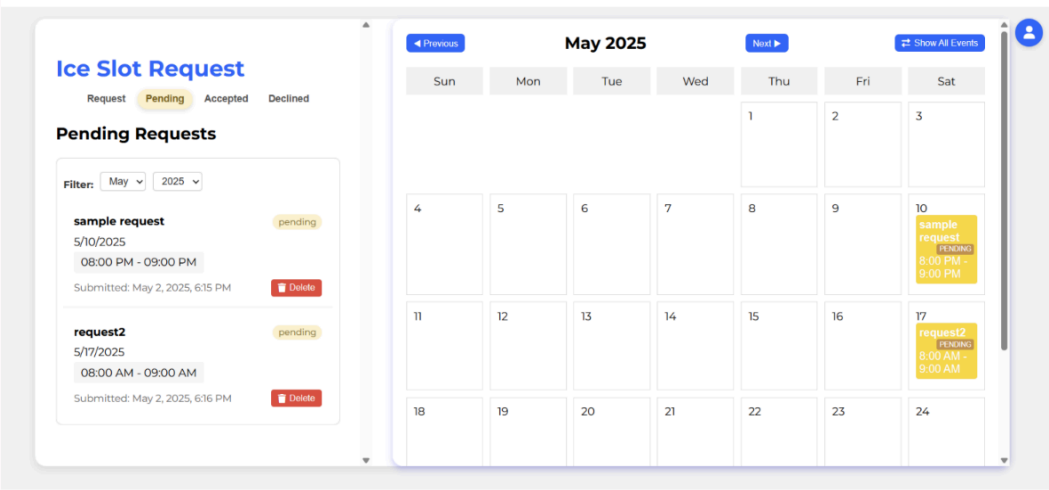
- Here you can see your account information such as name, email, and phone number.

  - **If Click:**
    - **Logout:** This logs you out and brings you back to the home page.

- **Edit Profile:** You can edit your first name, last name and phone number and save changes.







06 Admin Page

The admin page allows you as the administrator to create ice slots for users, accept and decline user ice slot requests, and view the accepted and declined slots. The left-hand side of the page is the Admin side to create a slot and accept and decline slots. The right-hand side of the page shows the calendar with all the accepted ice slots, and the top-right hand side of the page has account info.

Admin:

If Click:

- **Create:** Here you will input Rental Name, Date, Start Time, End Time and and if you are doing a recurring ice slot to then input an end date. Additionally, it will ask if you are submitting for a user and then if so it will go on that user's calendar also.
    - **When Submitted:**
        - Gives "Admin Event Created Successfully"

- **Pending:** Shows all ice slots that have been requested where you can click:
    - **Approve:** This button will give a pop-up called
        - **Approve Request**
            - Shows the Rental name.
            - Shows the Dates.
            - Allows the admin to put in an amount for the payment (information on payments in 08).
            - Gives the option to send an email notification to the user about the approval.
            - Then given the option to approve the request or cancel.
            - If you select approve and to send email then you should get a green "Request approved and notification sent".
            - This goes into both the user who requested it and yours accepted tab if chosen to do so.

- **Decline:** This button declines the ice slot request and asks you to give a reason why it was declined. This is then put in both the user who requested it and yours declined tab. Additionally, you can choose to send an email to the user about the declined event.
- Also has a drop-down to select a specific month and year.

- **Accepted:** Shows all ice slots that have been accepted by the admin. Also has a drop-down to select a specific month and year.
  - If the event was created by a user or was created by an admin for a user then the request here will show as either:
    - **Unpaid**
      - Shows all information about the event and the amount they still have to pay.
      - Then gives three buttons for the admin.
        - **Pencil**
          - This is a button to edit the payment owed.
          - Gives green “Amount updated successfully”.
        - **Paper Airplane(Send)**
          - This is a button to automatically send an invoice to the user’s email.
          - When clicked, it asks if you are sure you want to send an invoice to the user.
          - If you are sure, give a green “Invoice sent”.
          - Information about the invoice is in 08.
        - **Check Mark**
          - This marks the event as Paid

            - It then asks if you are certain you want to mark it as paid.
            - If you are certain, give green “Request marked as paid successfully”.
        - **Paid**
            - Shows all information about the event and the amount that was paid.
    - **For the recurring events**
        - It allows the admin to update when the recurring event ends for both requests the admin makes and ones the user makes.
        - This shows as an Edit button on the event.
        - If edited, gives green “End date updated successfully”.
    - **If you want to decline an already accepted event**
        - It gives the same pop-up as when you decline an event originally, so it asks for a reason and if you want to send a notification.
        - After it will give a green “Request denied successfully and notification sent”.

- **Declined:** Shows all ice slots that have been declined by the admin and the reason why it was declined. Also has a drop-down to select a specific month and year.

- **User Search:** This is where the admin goes to be able to search individual users and check their events and balances (More info in 07).

Calendar:

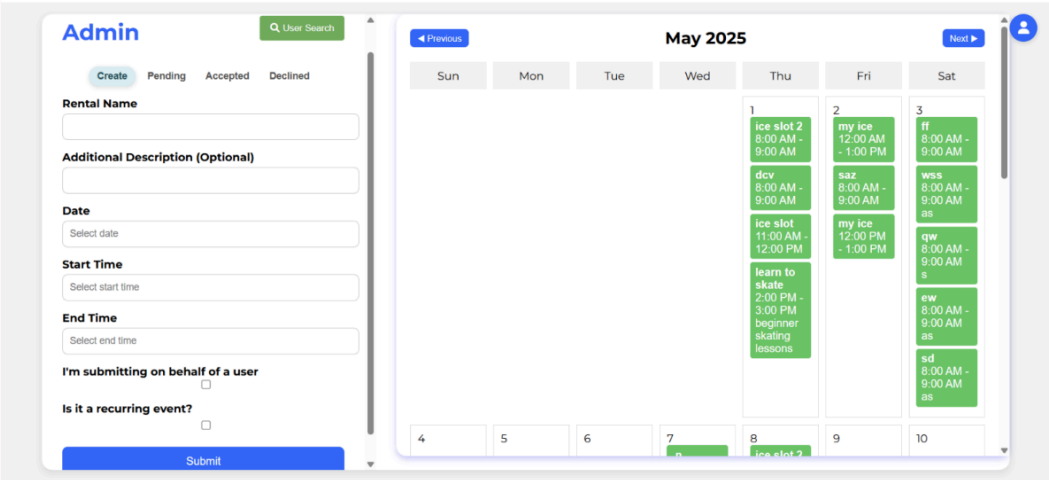
- Can look at the ice slots that are accepted.
- If you click previous/next you will look at ice slots in different months.

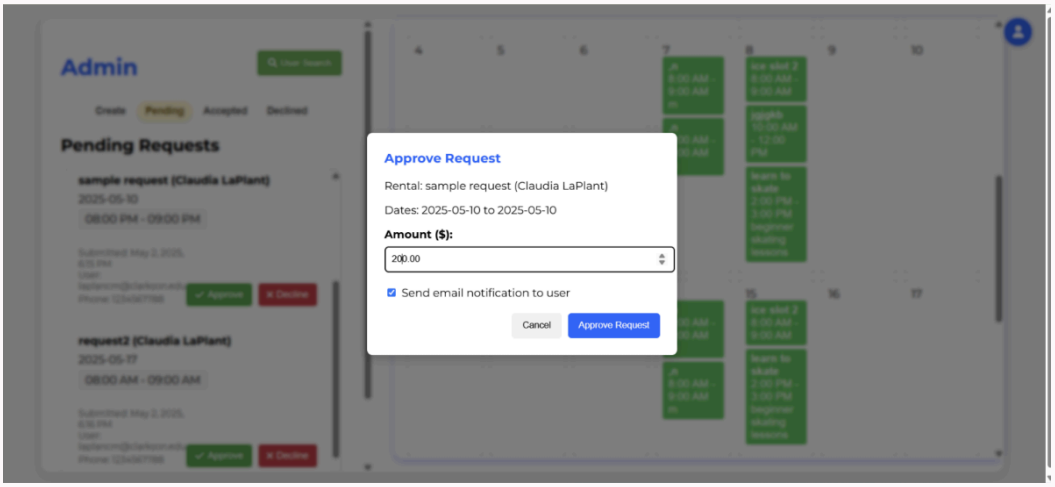
Blue Person/Account Info:

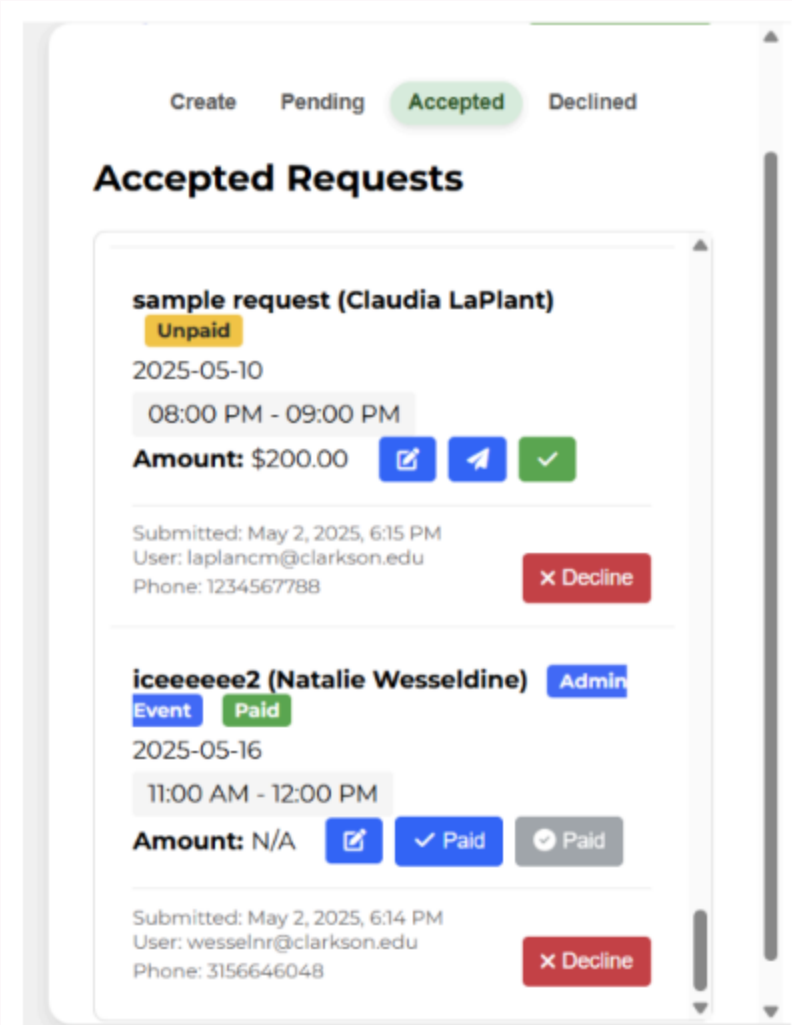
- Here you can see your account information which for admin is just your email.

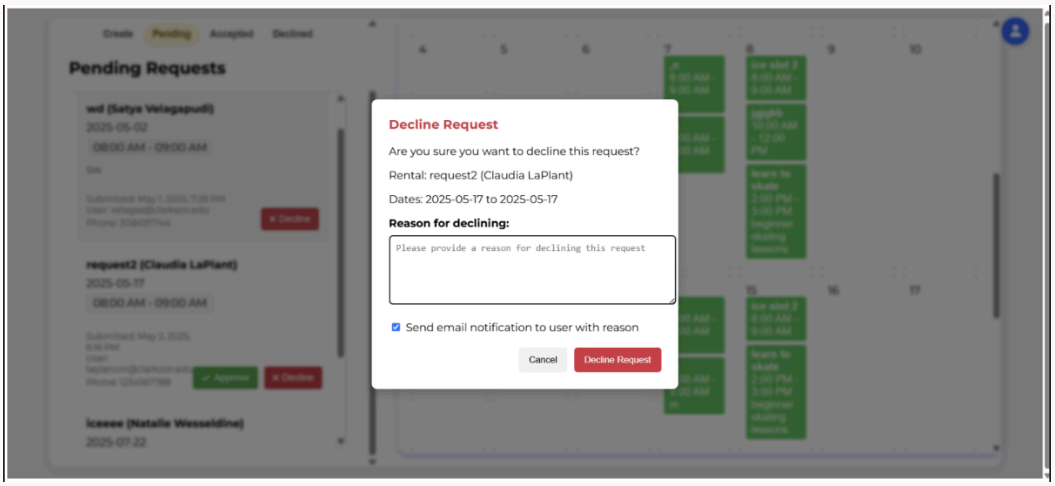
    - **If Click:**
        - **Logout:** This logs you out and brings you back to the home page.

        - **Edit Profile:** You can change first name, last name or phone number.






Create
Pending
Accepted
Declined
Accepted Requests
sample request (Claudia LaPlant)
Unpaid
2025-05-10
08:00 PM - 09:00 PM
Amount: $200.00
Submitted: May 2, 2025, 6:15 PM
User: laplancm@clarkson.edu
Phone: 1234567788
Decline
iceeeeee2 (Natalie Wesseldine)
Admin
Event
Paid
2025-05-16
11:00 AM - 12:00 PM
Amount: N/A
Paid
Paid
Submitted: May 2, 2025, 6:14 PM
User: wesselnr@clarkson.edu
Phone: 3156646048
Decline


Pending Requests
Decline Request
Are you sure you want to decline this request?
Rental: request2 (Claudia LaPlant)
Dates: 2025-05-17 to 2025-05-17
Reason for declining:
Please provide a reason for declining this request
Send email notification to user with reason
Cancel
Decline Request

07 User Search

The user search allows the admin to search up payments/balances on any individual user account or everybody. They can search with many different fields and can look at all the user information to be able to contact them.

Search Users:

- Allows you to search user's up by name and select them to look at their information and balances.

User Details:

- This shows you the user's name, email and phone number.
- If you want to have all users together, then reload the page.

Filter Requests:

- This has drop down menus for:
    - Status
        - All Statuses
        - Pending
        - Approved
        - Declined
    - Month
        - All Months
        - Then all the different months
    - Year
        - All Years
        - 2020-2026
    - Payment Status
        - All
        - Paid
        - Unpaid

Payment Summary:

- Gives the amount paid by the user.
- Gives the amount the user still owes.

Requests:

- All of this section is dependent on what was chosen in search users and the filter requests.
- Top-right corner of the request says the amount of requests/ice slots.
- Then there are boxes of information for each individual request
    - Gives the name, date, time and when it was submitted.
    - The top-right corner gives a tag in whether the request is pending, approved, declined or created by the admin.
    - At the bottom it has a button called details
        - If pressed you see all the information about the event.
        - You can also send an invoice.
        - If you press to send the invoice it gives a pop-up that it sends the invoice to the email. (More info on invoices in 08)

User Search

← Back to Admin

Search Users

Search users...

× Clear

User Details

× Clear

Name: All Users **Email:** **Phone:**

Filter Requests

Status: All Statuses

Month: All Months

Year: All Years

Payment Status: All

Payment Summary

Amount Paid
$950.00

Amount Pending
$600.00

Paid: **$0.00** Pending: **$0.00** Total: **$1550.00**

Requests

22 requests

iceeee approved

User: Natalie Wesseldine 3156646048

Email: wesselnr@clarkson.edu

2025-07-22

08:00 AM - 09:00 AM

Amount: $100.00 Paid

Submitted: May 2, 2025, 06:07 PM Details

request2 declined

User: Claudia LaPlant 1234567788

Email: laplancm@clarkson.edu

2025-05-17

08:00 AM - 09:00 AM

Submitted: May 2, 2025, 06:16 PM Details

iceeeeee2 admin

User: Natalie Wesseldine 3156646048

Email: wesselnr@clarkson.edu

2025-05-16

11:00 AM - 12:00 PM

Amount: $100.00

Submitted: May 2, 2025, 06:14 PM Details

08 Payments

This section explains how the invoices and payments work with the website. It also explains the invoicing and confirmation emails.

Payments

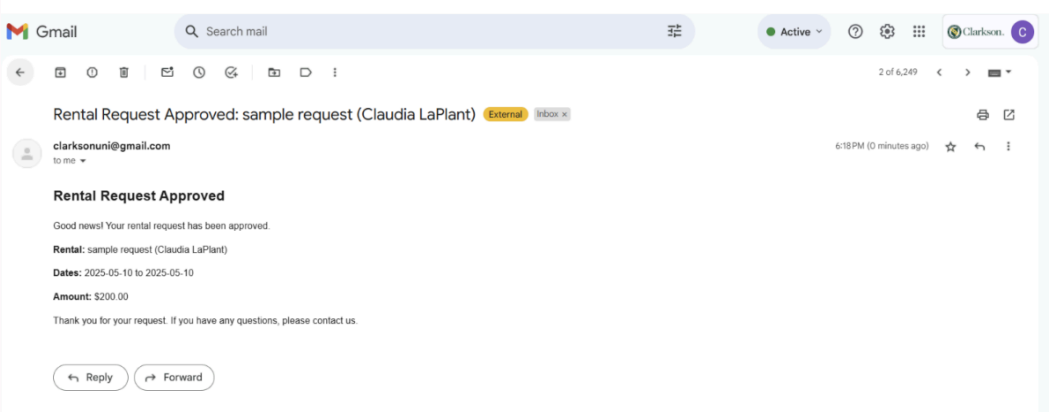
- All payments go through the Stripe system.
- This system handles all card information and the website only tracks whether or not you have paid your invoice.
- You will be invoiced monthly for unpaid events on 1st of every month at 6 am eastern for previous months unpaid.

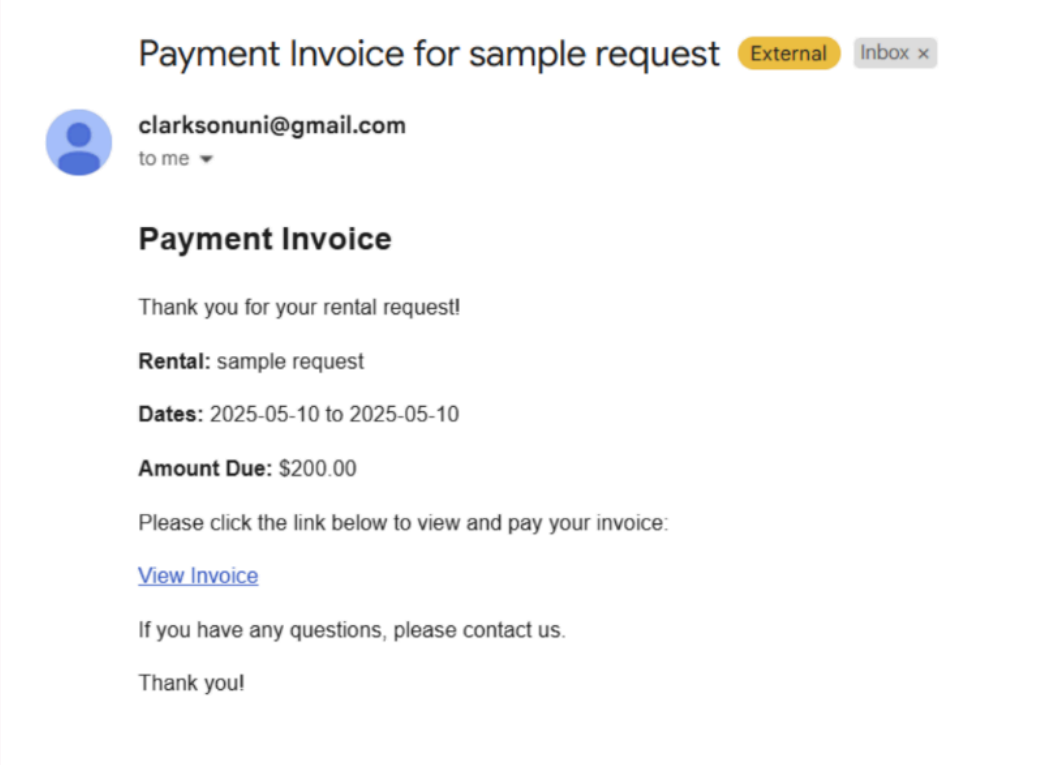
Confirmation Emails

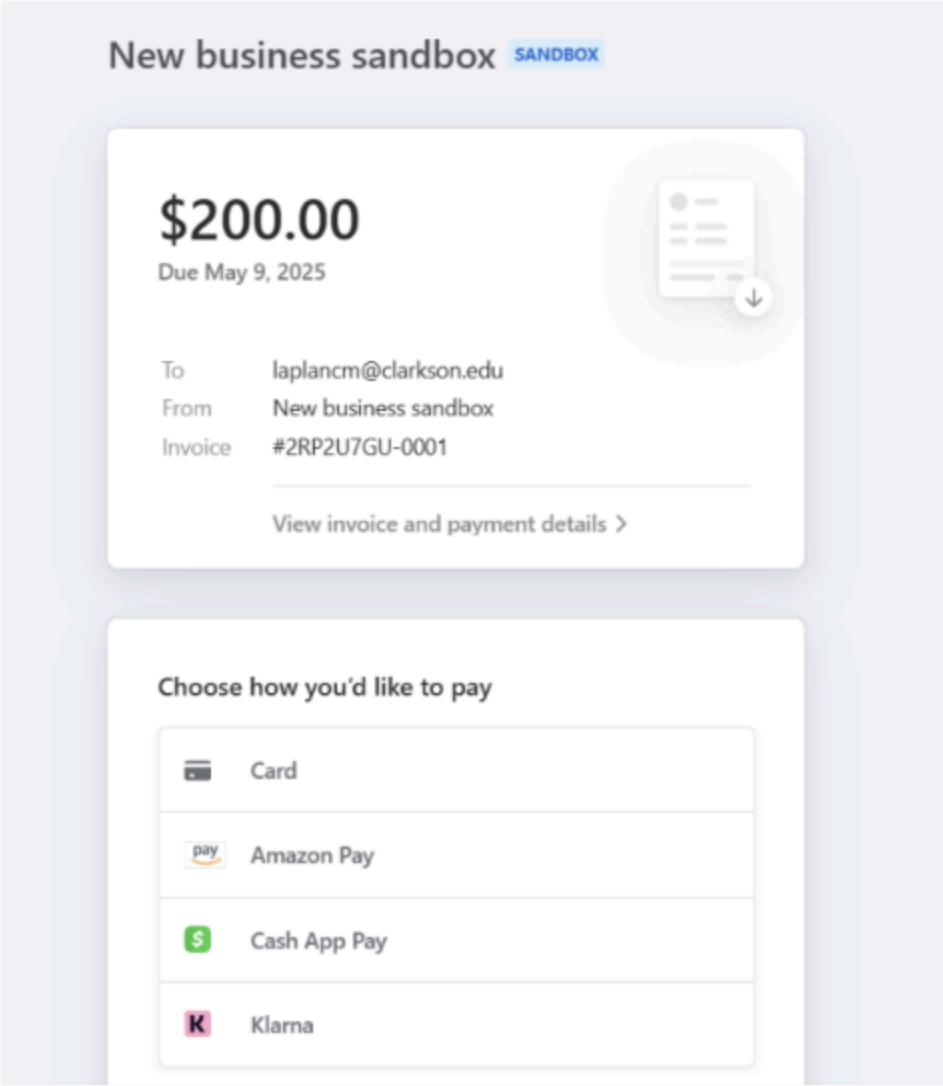
- This email tell you that your event has been approved
- It also gives the rental name, date and the amount you will have to pay for the rental.
- This email also explains that there is an automatic monthly invoicing to any rentals that are unpaid.
- This email doesn’t not include an invoice, you will not be invoiced until the monthly invoicing or if the admin chooses to send an invoice.

Invoice Emails

- This email tells you that you have an invoice.
- It gives the rental name, date and the amount that is due.
- It also gives you a link to the Stripe system to say the invoice called
    - View Invoice
        - If clicked you are sent to a Stripe checkout system.
        - Here you can view the invoice and the payment details and can input all card information and pay.


Gmail
Search mail
Active
Clarkson.
2 of 6,249
Rental Request Approved: sample request (Claudia LaPlant) External Inbox ×
clarksonuni@gmail.com
to me
6:18 PM (0 minutes ago)
Rental Request Approved
Good news! Your rental request has been approved.
Rental: sample request (Claudia LaPlant)
Dates: 2025-05-10 to 2025-05-10
Amount: $200.00
Thank you for your request. If you have any questions, please contact us.
Reply
Forward


Payment Invoice for sample request External Inbox ×
clarksonuni@gmail.com
to me
Payment Invoice
Thank you for your rental request!
Rental: sample request
Dates: 2025-05-10 to 2025-05-10
Amount Due: $200.00
Please click the link below to view and pay your invoice:
View Invoice
If you have any questions, please contact us.
Thank you!


New business sandbox
SANDBOX
$200.00
Due May 9, 2025
To
laplancm@clarkson.edu
From
New business sandbox
Invoice
#2RP2U7GU-0001
View invoice and payment details
Choose how you'd like to pay
Card
Amazon Pay
Cash App Pay
Klarna