

# **UiTM Raub Club Registration System User Manual**

**SEMESTER MARCH-AUGUST 2024**

**GROUP: CDCS110 4E**

**Luqman Hanis Daniel bin Khailmi, 2022825526**

**Muhammad Izwan bin Mohd Sharil, 2022854436**

**Aziq Hilman bin Abdul Rahim, 2022863816**

**Ahmad Azib bin Azmi, 2022609928**

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## Revision History

Date	Version	Description	Author

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## 1. Student Affairs

### 1.1 Login Page

Student affairs need to provide their email and password to login into the system.

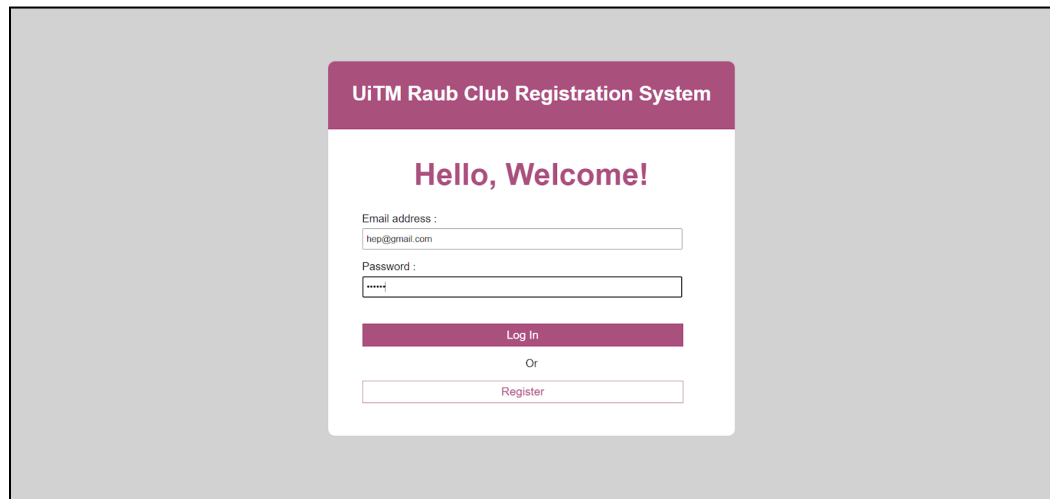


Figure 1.1: Login interface

### 1.2 Student Affairs Dashboard

After login, the user can choose whether they want to view all club, announcements, events or adding new club into the system.

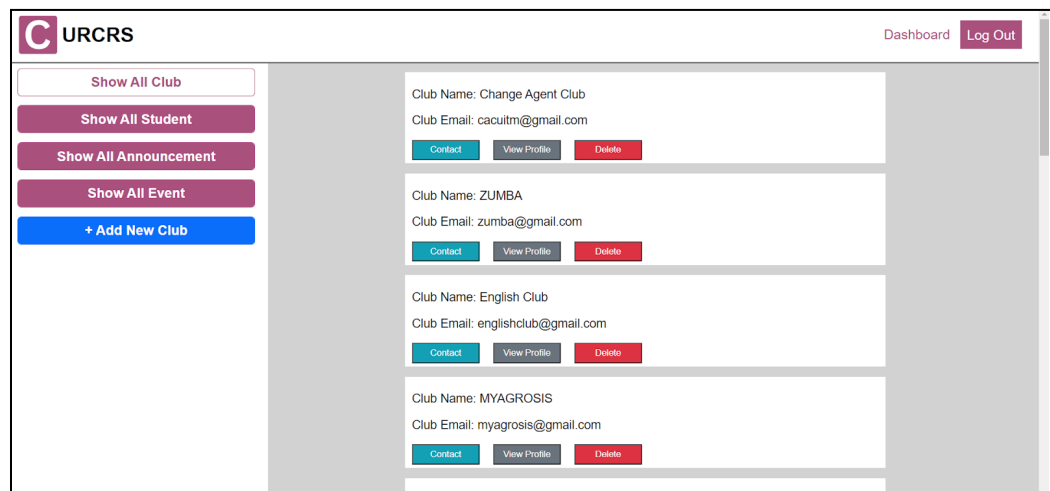


Figure 1.2: Student affairs dashboard

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### 1.3 Display Student List

User can view student information, contact them or remove them from the system.

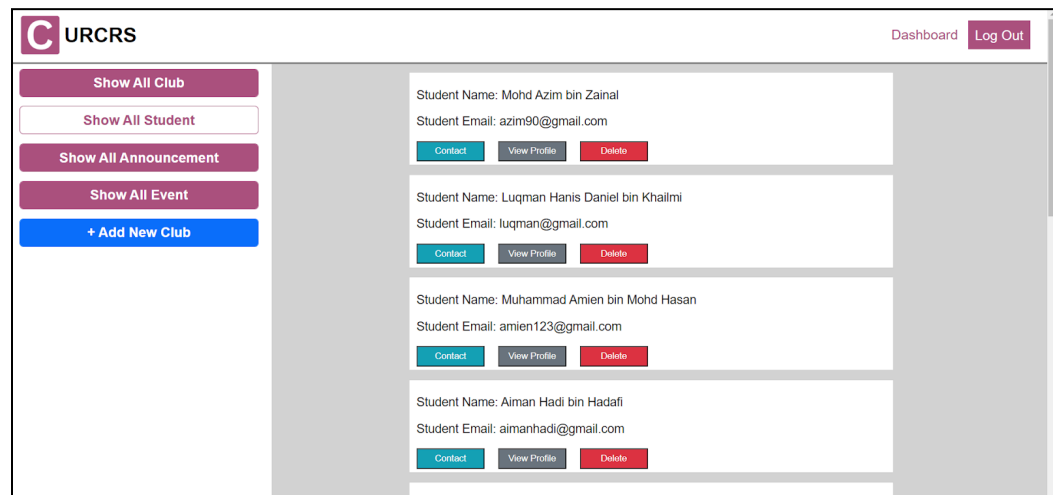


Figure 1.3: List of registered students

### 1.4 Display Announcement List

The system will display all announcements from all clubs in the system. The user can click the button 'remove' to remove any specific announcement.

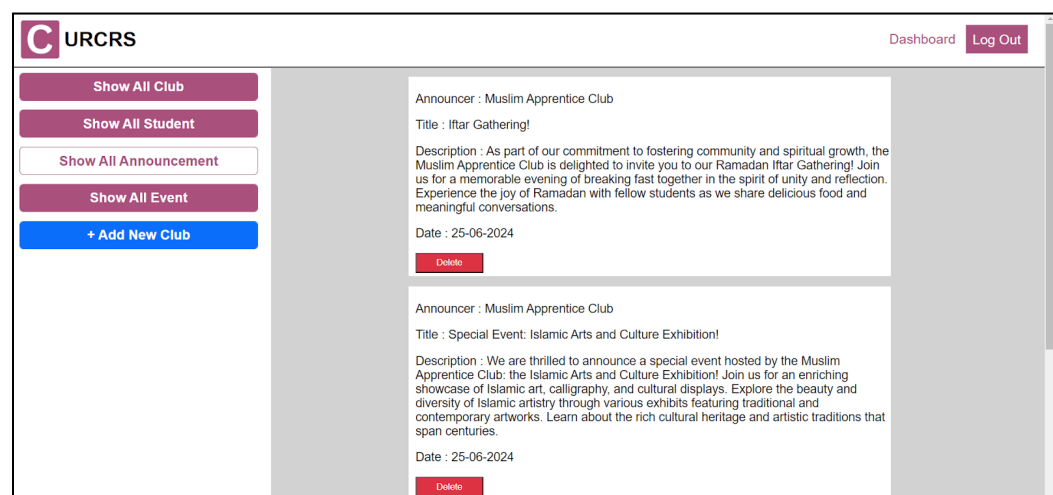


Figure 1.4: List of announcements

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## 1.5 Delete Announcement

If an announcement is being deleted, the system will show a popup message to confirm that the task has been executed.

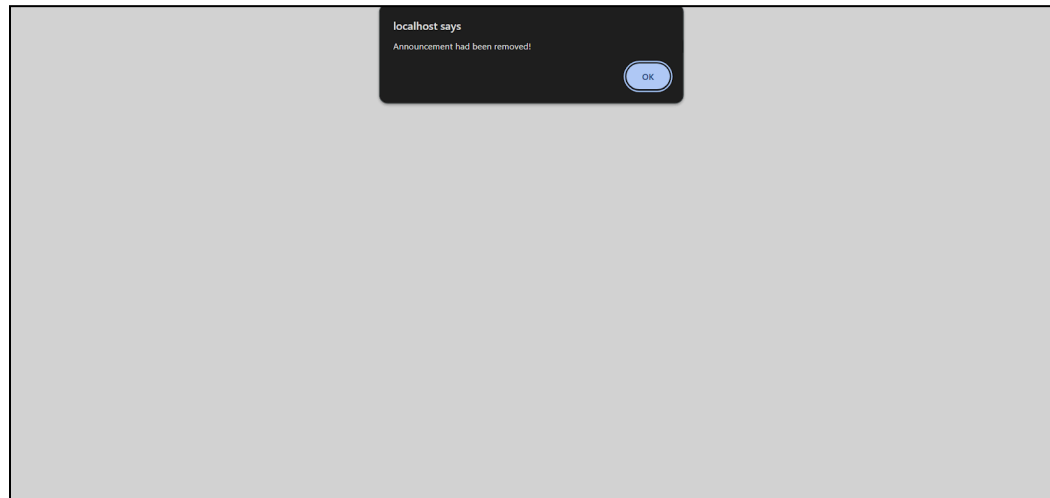


Figure 1.5.1: Interface after deleting announcement

The task also will update the announcement list so that the deleted announcement is no longer there.

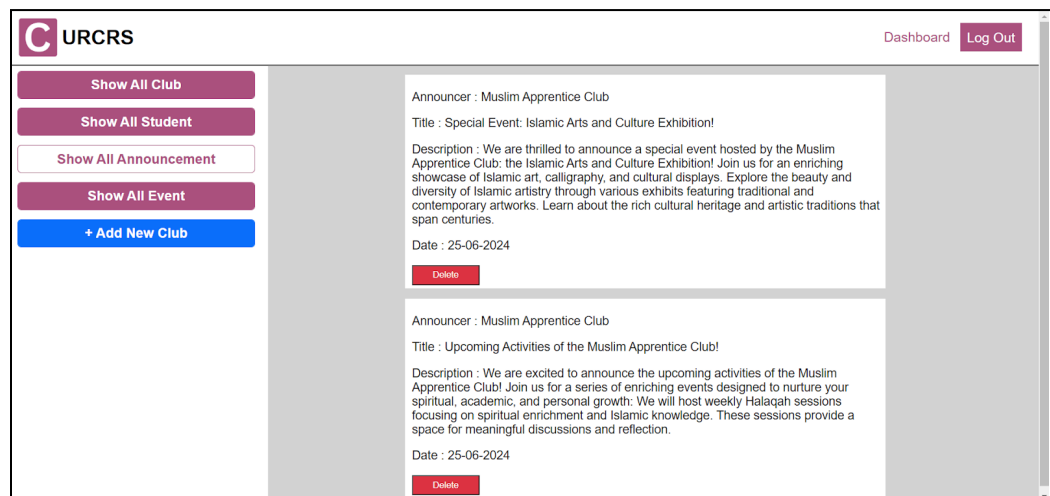


Figure 1.5.2: Updated announcement list

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## 1.6 Display Event List

In the 'Display All Event' section, the system will display all events that had been created by all clubs in the system. The user also can remove any specific events by clicking the 'remove' button.

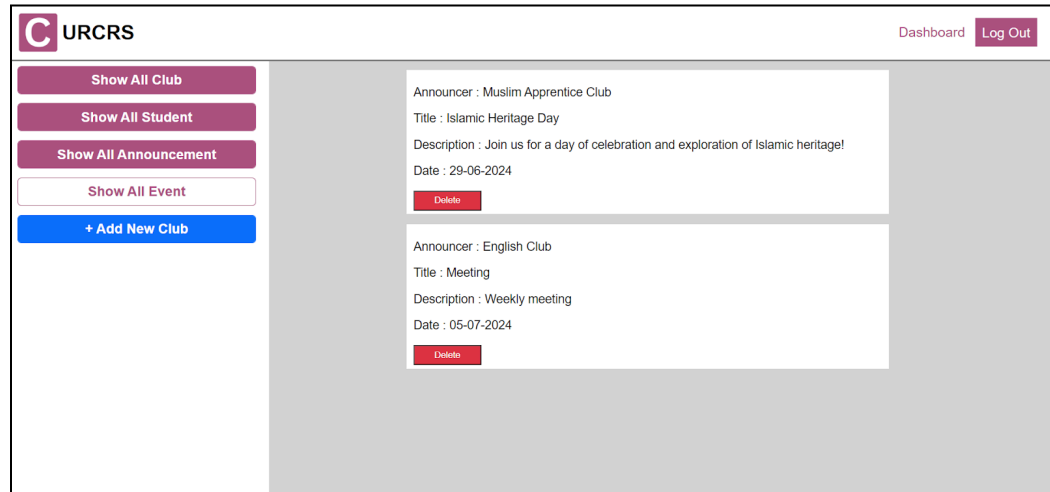


Figure 1.6: List of existing events

## 1.7 Add New Club

If the 'Add New Club' is clicked, it will popup a window that must be filled in order to add a club. The information such as club name, club email and club phone are mandatory while club mission and vision are optional.

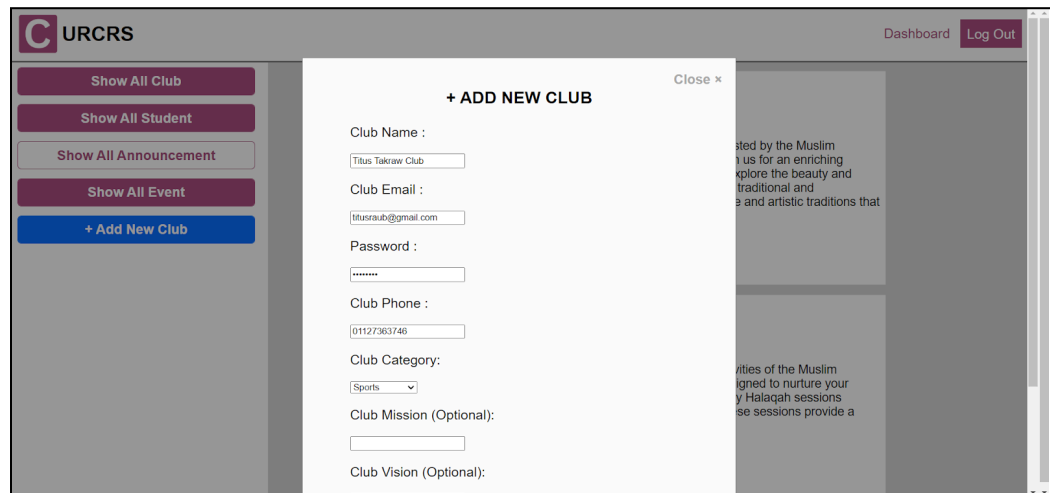


Figure 1.7.1: Adding new club



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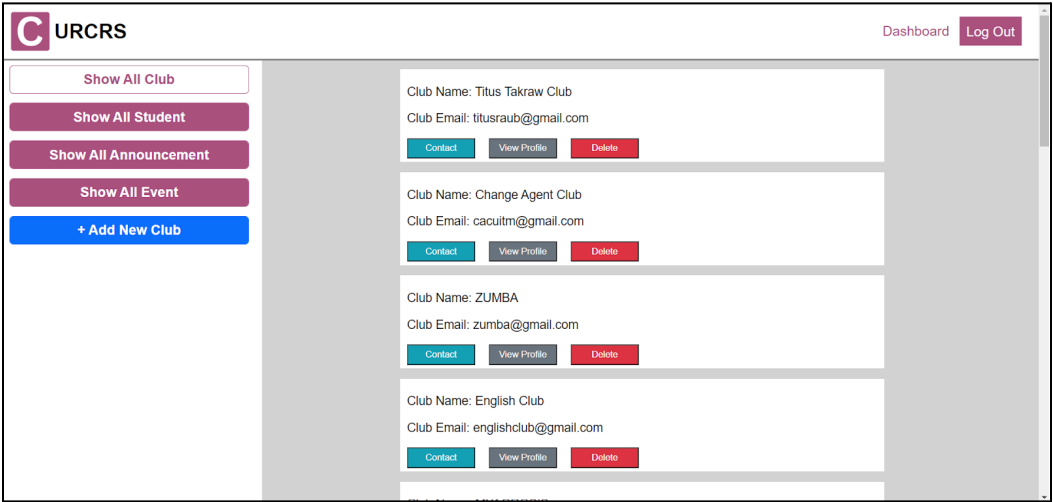


Figure 1.7.2: Updated club list

Figure 1.7.2 showed the interface of the club list after the user added a new club. The new club will appear at the top of the list.

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## 2. Club Admin

### 2.1 Login Interface

Club admin needs to use the credentials that had been provided by student affairs when the club is created.

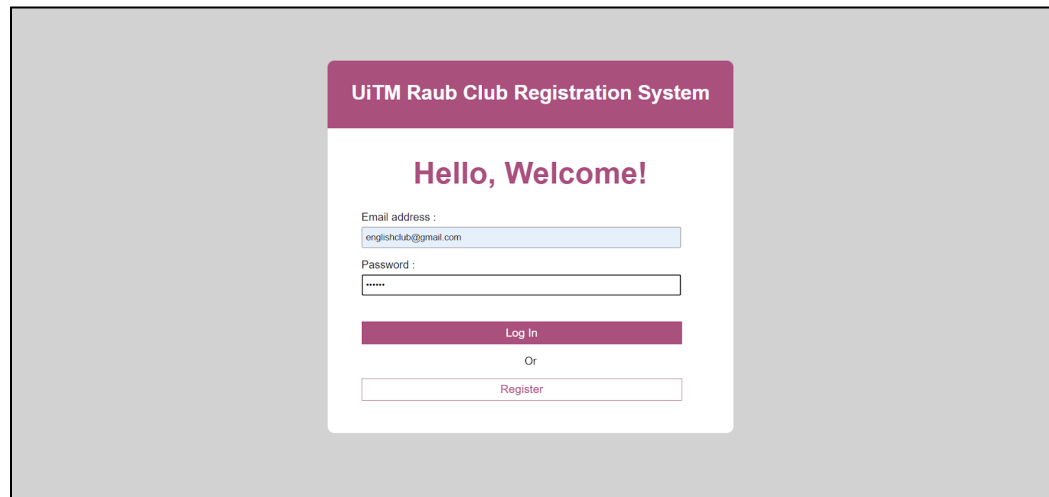
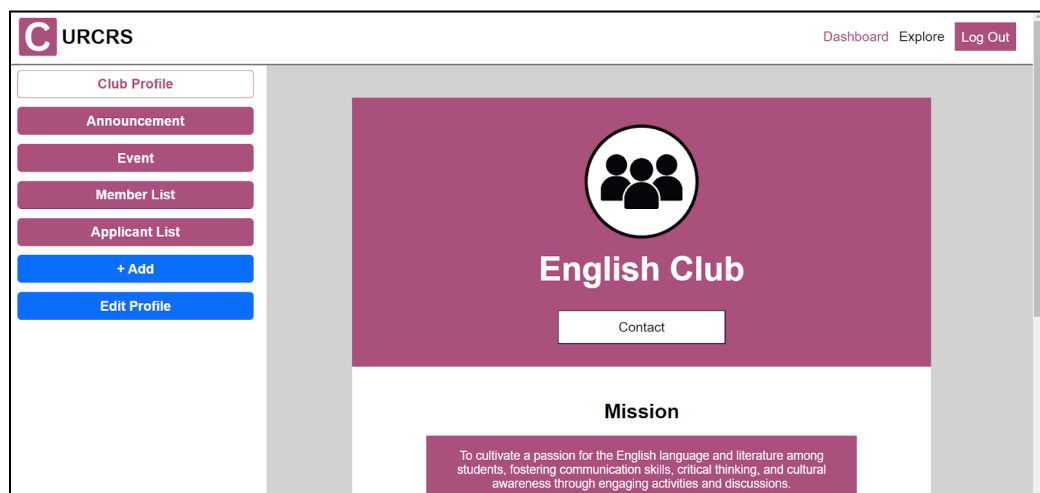


Figure 2.1: Login interface

### 2.2 Club Admin Interface

Club admin can view all announcements and events that had been created, view all club members and applicant list. They can also add new announcements and events by clicking the 'Add' button. The option to edit the club information also can be achieved by clicking the 'Edit Profile' button.



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Figure 2.2: Club admin interface

### 2.3 Display Announcement List

By clicking the 'Announcement' button, the club admin can see all existing announcement that had been made.

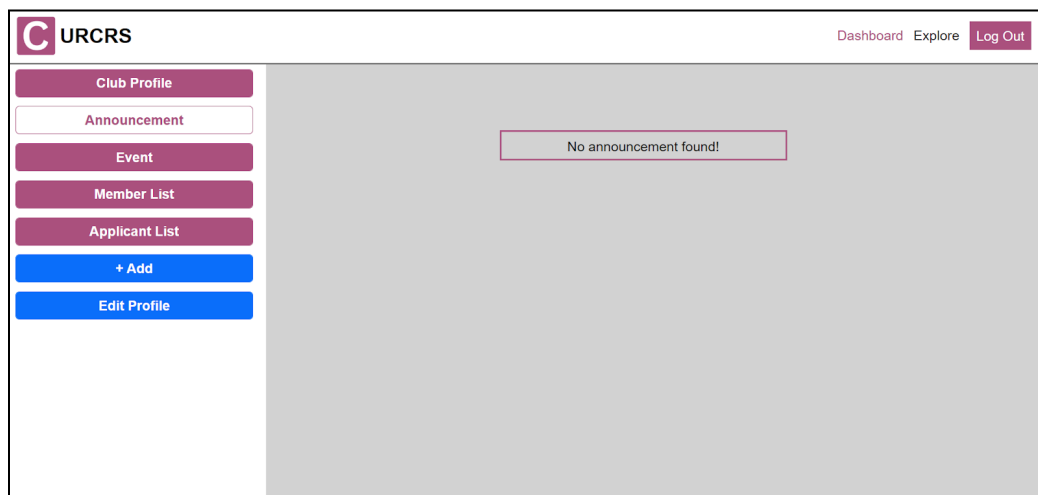


Figure 2.3: List of announcements

### 2.4 Display Event List

By clicking the 'Event' button, the club admin can view all events that had been created.

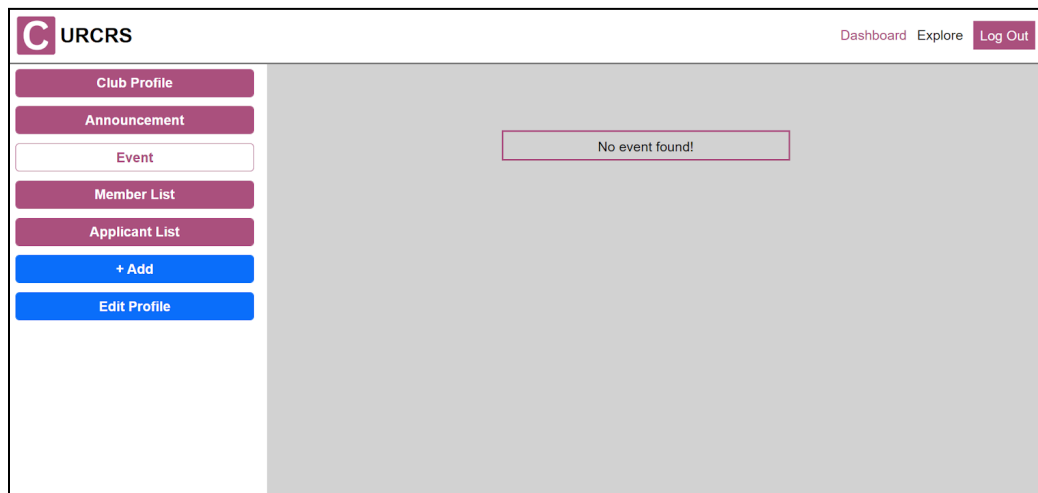


Figure 2.4: List of events

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## 2.5 Display Club Member List

By clicking the 'Member List' button, the club admin can view all students that have joined their club.

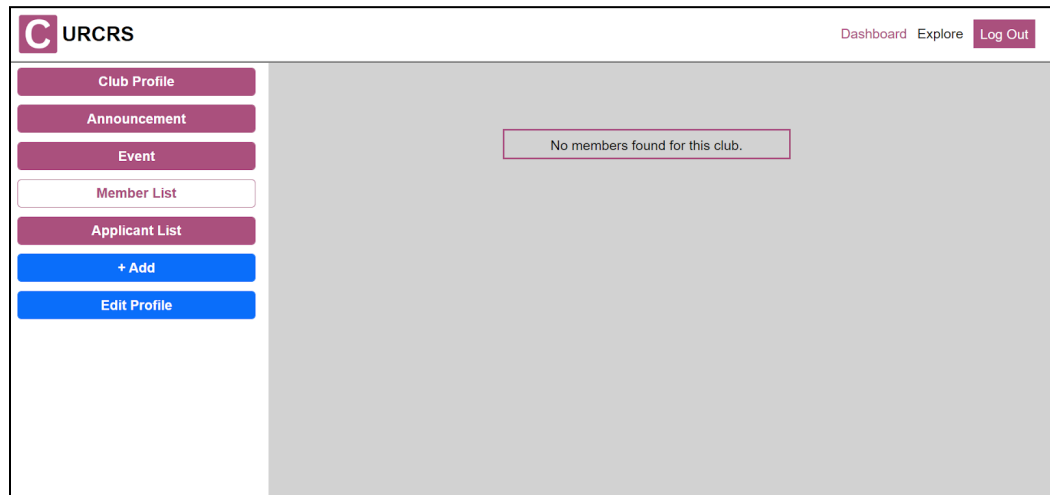


Figure 2.5: List of club members

## 2.6 Display Applicant List

By clicking the 'Applicant List' button, the club admin can view all applications from students that want to join the club. They can choose whether they want to approve the reject the application.

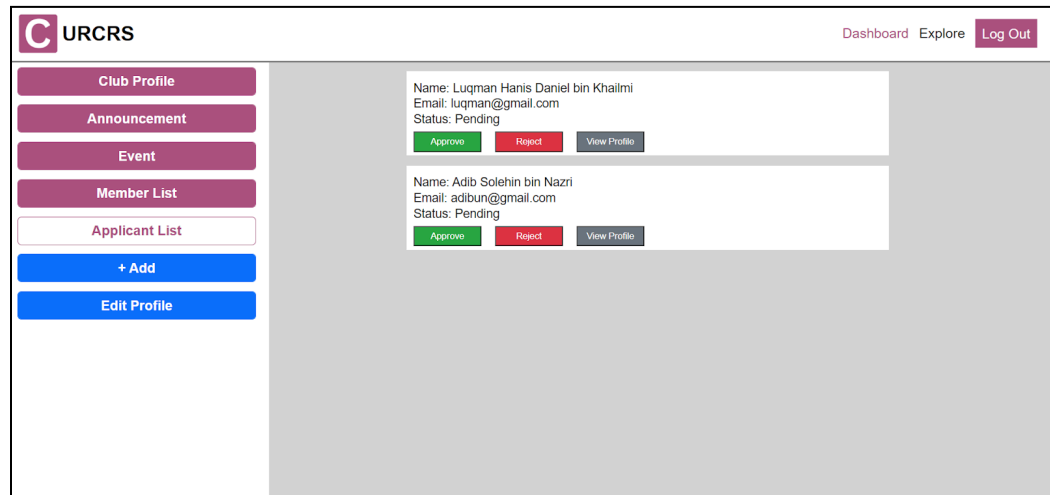


Figure 2.6.1: List of applicant

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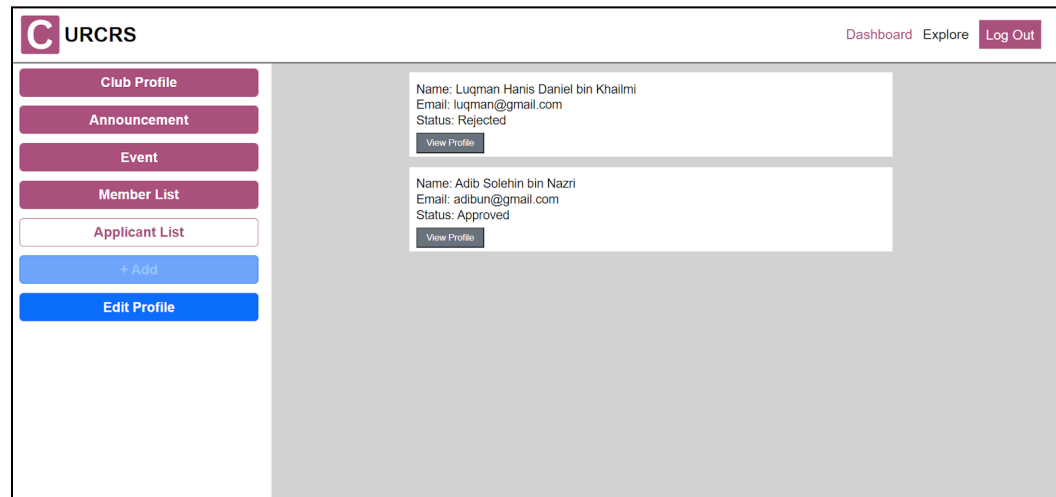


Figure 2.6.2: Updated applicant list

If an application is approved, the student will be added to the club member list and if the application is rejected, the student will not be added into the club member list.

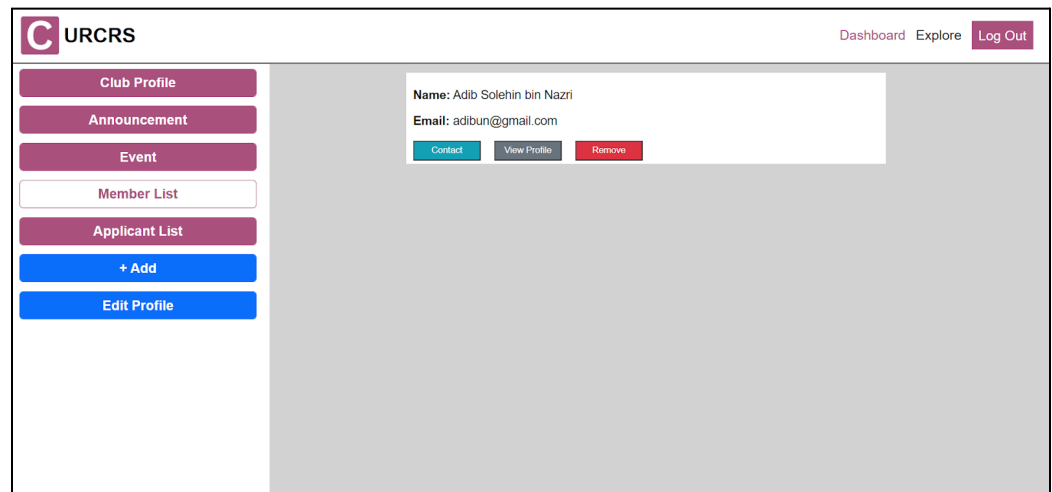


Figure 2.6.3: Updated member list

Figure 2.6.3 showed the updated member list where the approved student had been added into the member list. The club admin can choose whether they want to contact them, view their information or remove them from the club.

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## 2.7 Contact Interface

If the club admin want to contact the student, they can click the 'contact' button and they will be redirected into the default mail application in their system with the specific student's email has been set into the receiver email.

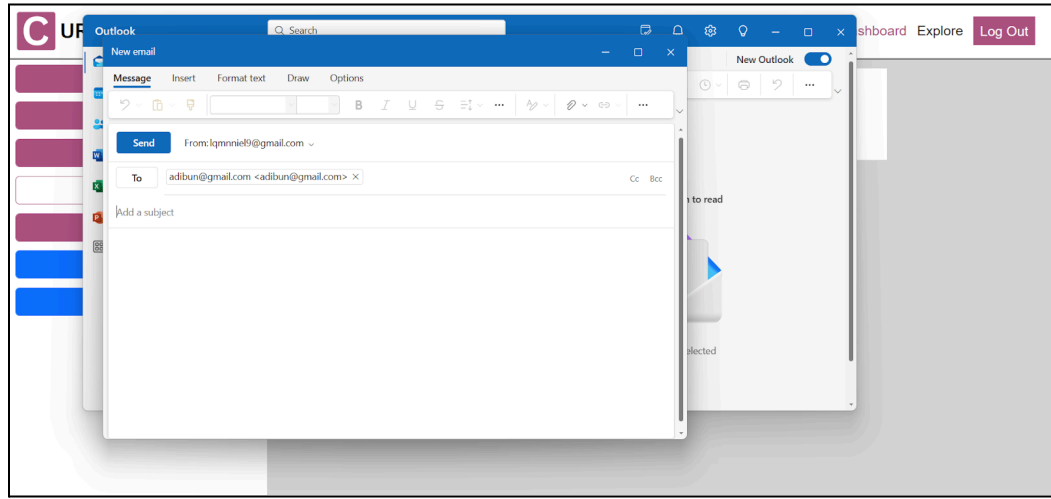


Figure 2.7: Interface after clicking 'Contact'

## 2.8 Show Student Information

If the club admin want to view the student's profile, they can click the 'View Profile' button and will be redirected to the student's profile page.

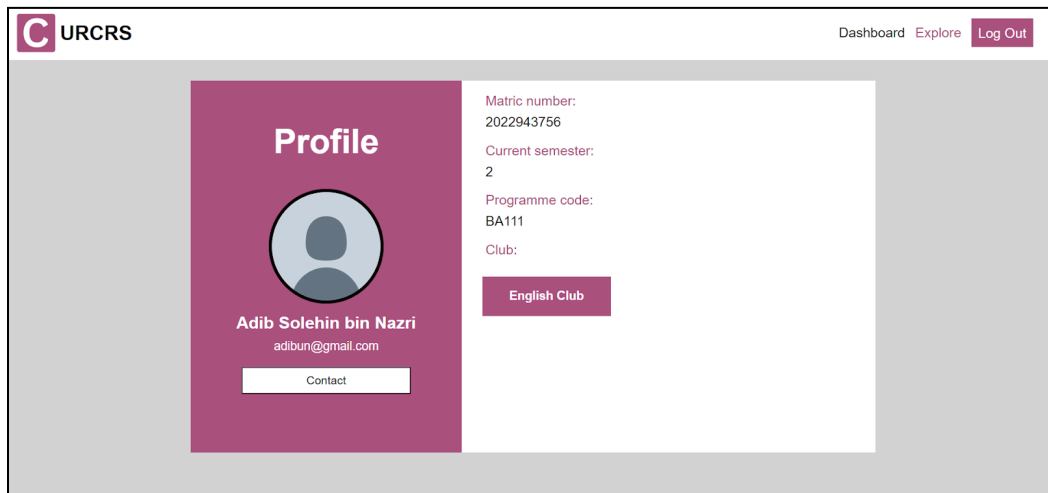
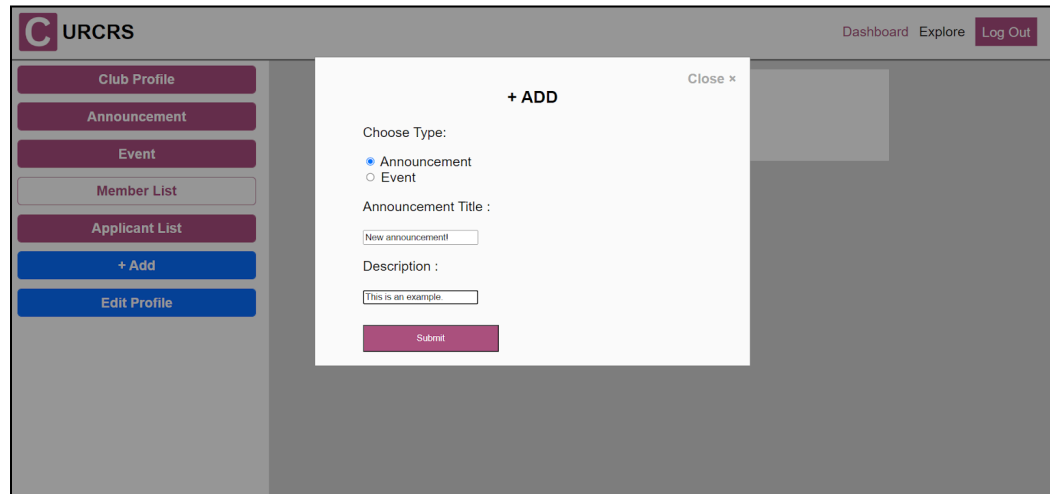


Figure 2.8: Viewing specific student information

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## 2.9 Add New Announcement

If the club admin wants to add an announcement, they can click the '+Add' button and a popup window will be shown. They can choose 'Announcement' and fill all the required information before submit it.



The screenshot shows the URCRS dashboard with a sidebar menu on the left containing options: Club Profile, Announcement, Event, Member List, Applicant List, + Add, and Edit Profile. The main content area displays a modal window titled '+ ADD' with a 'Close x' button. Inside the modal, there is a 'Choose Type:' section with radio buttons for 'Announcement' (selected) and 'Event'. Below this is an 'Announcement Title :' field with the placeholder text 'New announcement!'. The 'Description :' field has the placeholder text 'This is an example.'. At the bottom of the modal is a 'Submit' button.

Figure 2.9.1: Adding new announcement

After the data has been submitted, the announcement list will be updated showing the new created announcement.



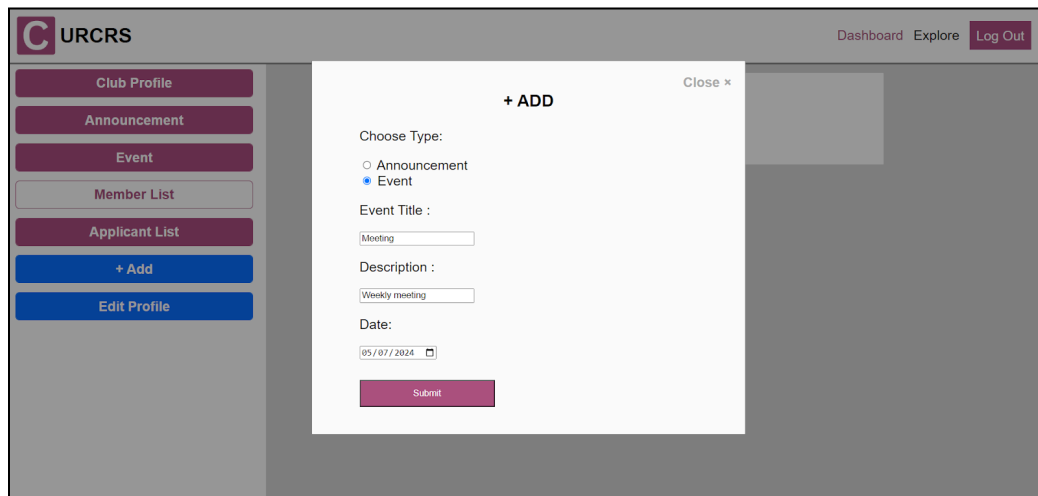
The screenshot shows the URCRS dashboard after the announcement has been added. The sidebar menu remains the same. The main content area now displays a list of announcements. The first announcement is highlighted with a pink header 'New announcement!' and contains the text 'This is an example.' followed by the date '03-07-2024'.

Figure 2.9.2: Updated announcement list

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### 2.10 Add New Event

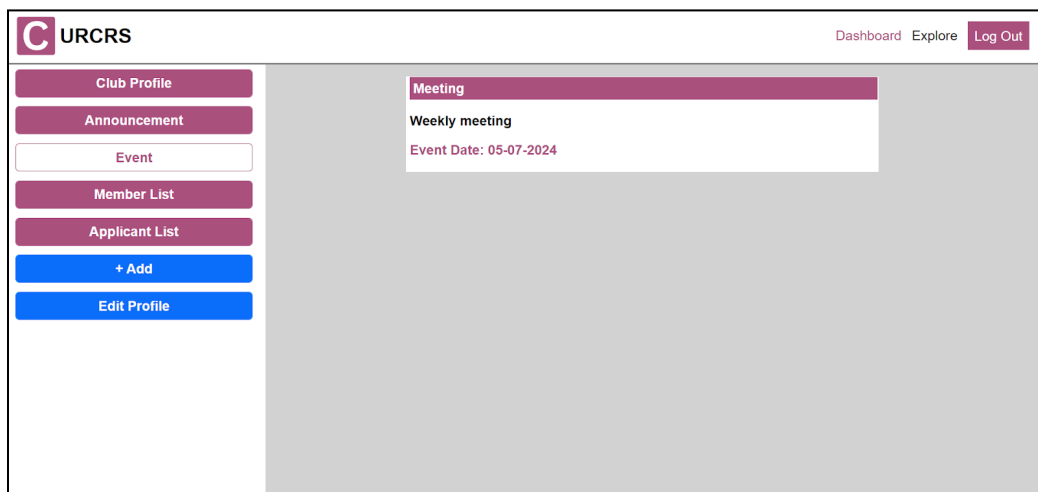
If the club admin wants to add an event, they can click the '+Add' button and a popup window will be shown. They can choose 'Event' and fill all the required information before submitting it.



The screenshot shows the URCRS dashboard with a sidebar menu on the left containing options: Club Profile, Announcement, Event, Member List, Applicant List, + Add, and Edit Profile. The main content area displays a '+ ADD' popup window. Inside the popup, the 'Choose Type:' section has two radio buttons: 'Announcement' and 'Event' (which is selected). Below this, the 'Event Title :' field contains the text 'Meeting'. The 'Description :' field contains 'Weekly meeting'. The 'Date:' field shows '05/07/2024' with a calendar icon. A 'Submit' button is at the bottom of the form. The popup also has a 'Close x' button in the top right corner.

Figure 2.10.1: Adding new event

After the data has been submitted, the events list will be updated showing the new created event.



The screenshot shows the URCRS dashboard after the event has been added. The sidebar menu remains the same. The main content area now displays a list of events. The first event in the list is 'Meeting', with a description of 'Weekly meeting' and an 'Event Date: 05-07-2024'. The event list is presented in a card-like format with a purple header for the event title.

Figure 2.10.2: Updated event list



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## 2.11 Update Club Profile

If the club admin wants to modify the club's information, they can click the 'Edit Profile' button and a popup window will be shown. They just need to fill the input box of the data that they want to change and leave the other blank.

Figure 2.11.1: Updating club information

After clicking submit, the club admin can see the updated data in the 'Club Profile' section.

Figure 2.11.2: Updated club information

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### 3. Student

#### 3.1 Login Interface

The student need to provide the email address and password that they use when registering into the system to log in.

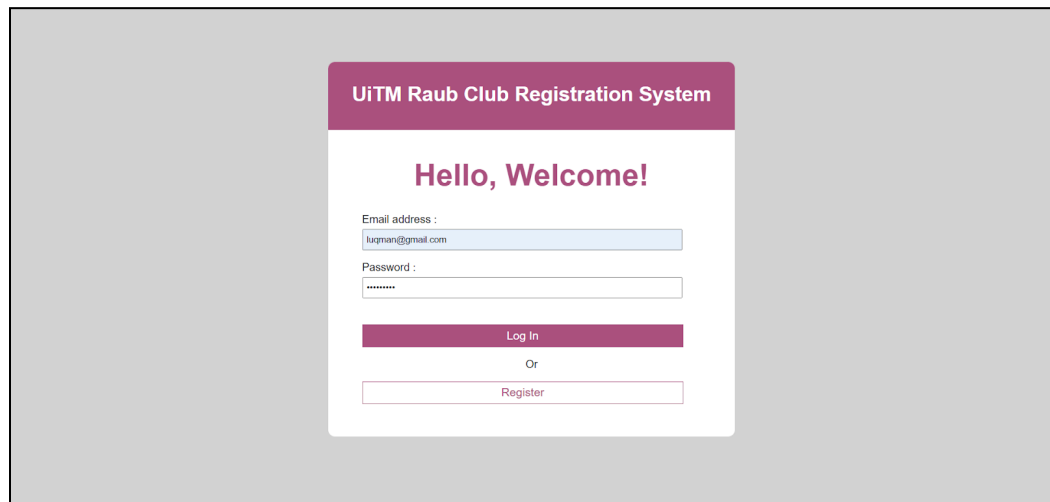


Figure 3.1: Login interface

#### 3.2 Registration Interface

If the student is a new user, they can go to the register section. They will be required to provide information such as full name, matric number and current semester.

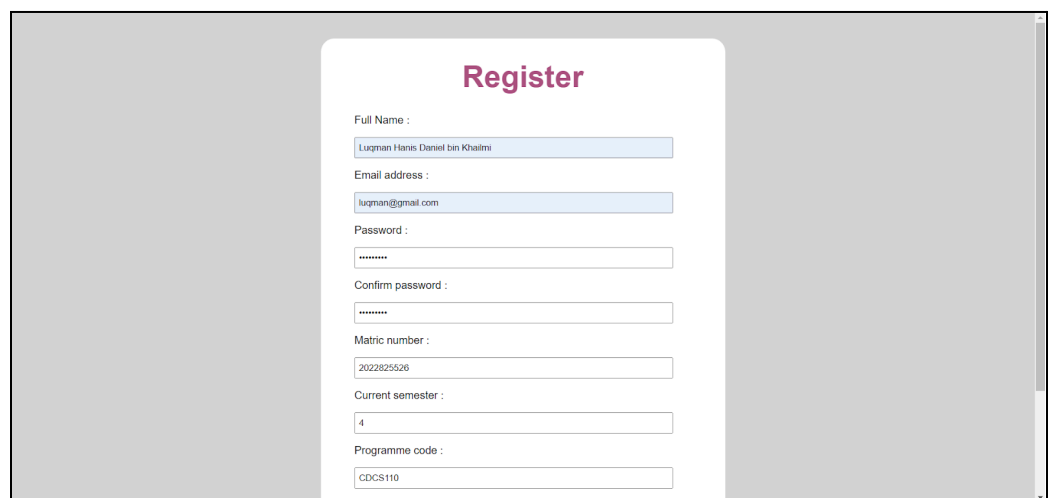


Figure 3.2: Registration interface

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### 3.3 Student Dashboard

Figure 3.3 shows the student's dashboard. The student can choose to view all announcements and events from the club that they had joined or the status of their application by clicking the respective button on the left side of the screen. If the student wants to explore more clubs, they can click the 'Explore' button.

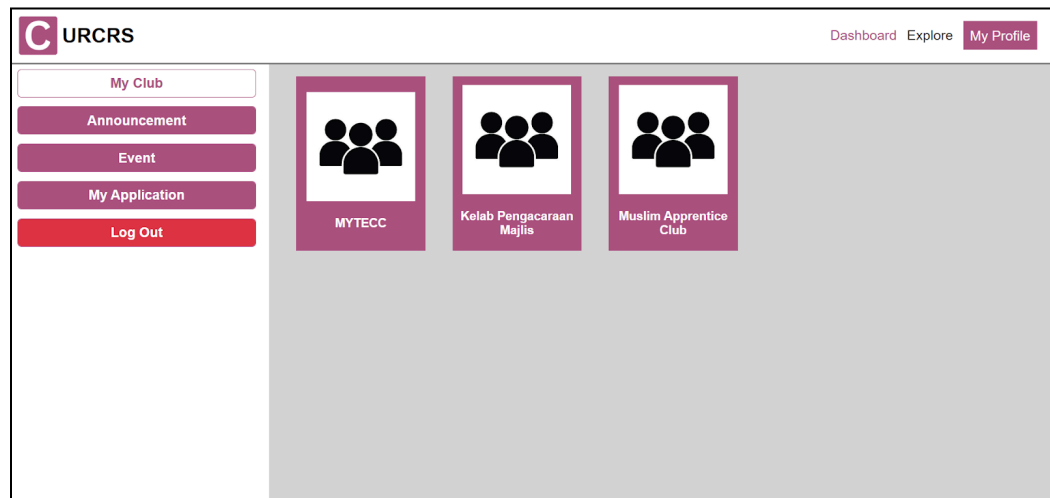


Figure 3.3: Student dashboard

### 3.4 Display Announcement List

The 'Announcement' section will show all announcements from joined clubs.

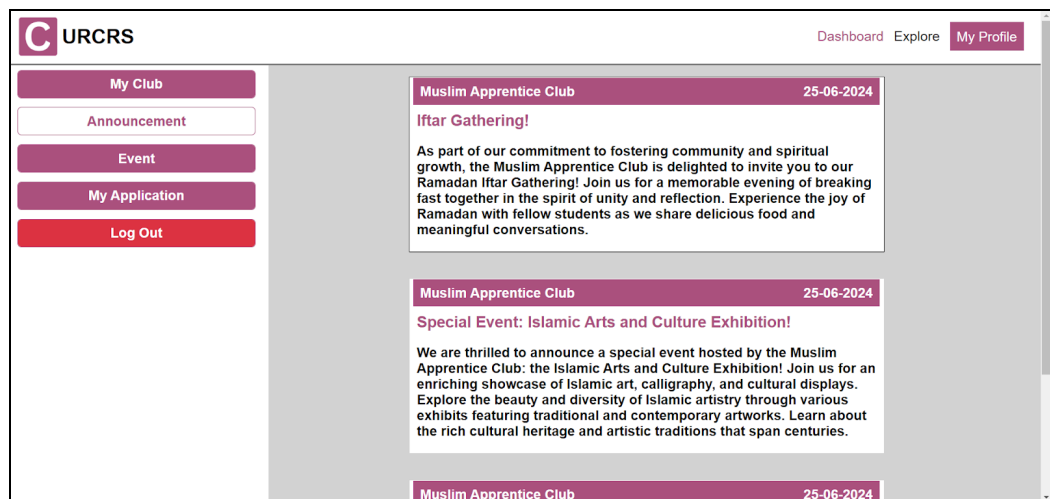


Figure 3.4: List of announcements

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### 3.5 Display Event List

The 'Event' section will show all announcements from joined clubs.

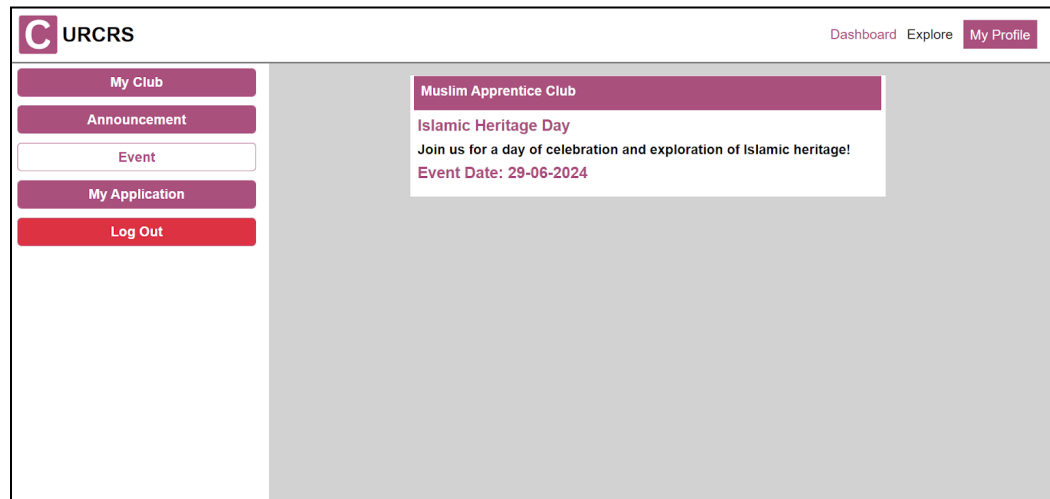


Figure 3.5: List of events

### 3.6 Display Application Status

The 'My Application' section will show all current status regarding the application that has been made to join a club.

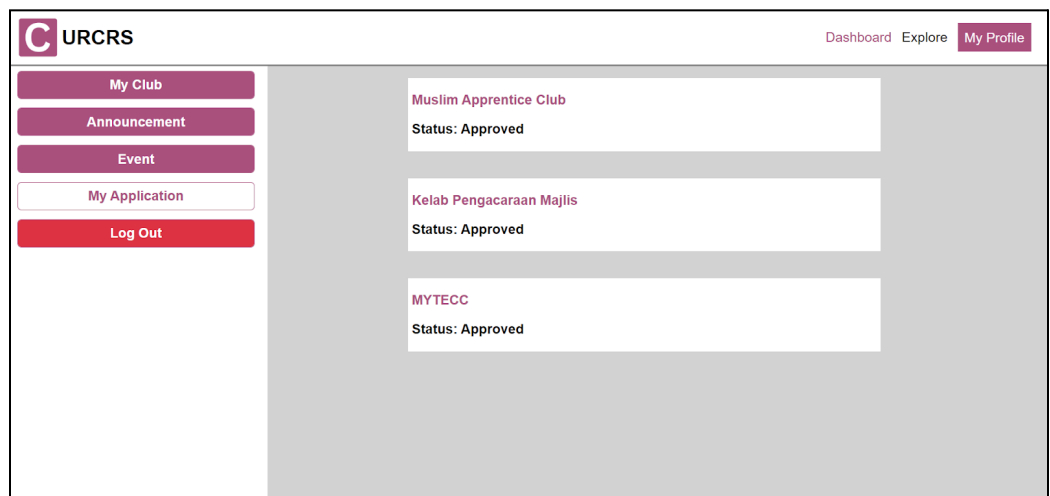


Figure 3.6: List of events

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### 3.7 Explore Page

In the explore page, the user can choose whether they want to view clubs by searching the name or by their category.

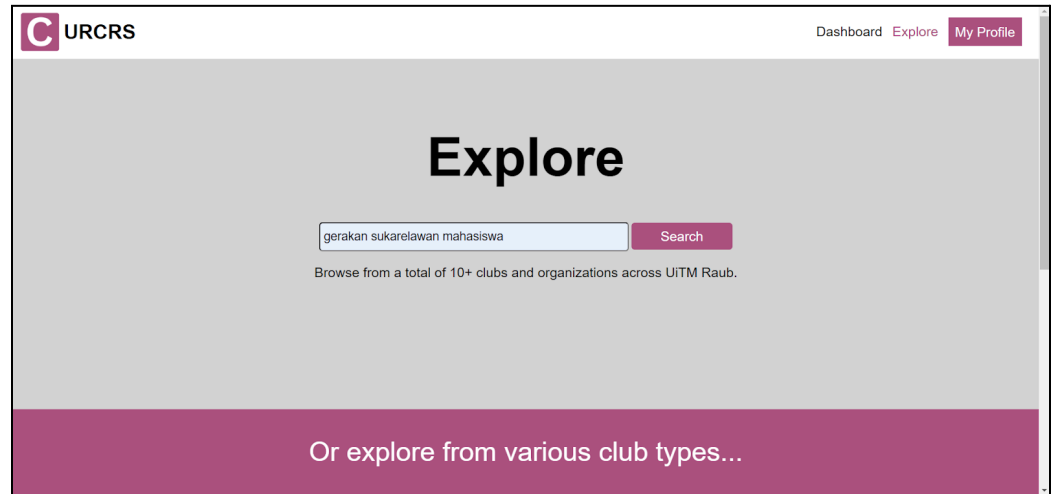


Figure 3.7.1: Explore page

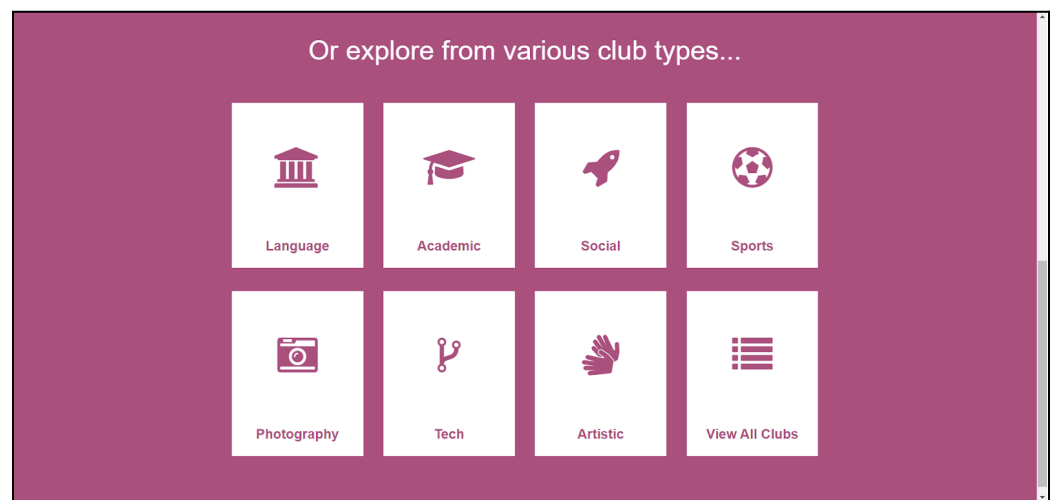


Figure 3.7.2: Selection of club types

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### 3.8 Club Profile

In the club profile page, the user can choose whether they want to apply to join the club or contact them.

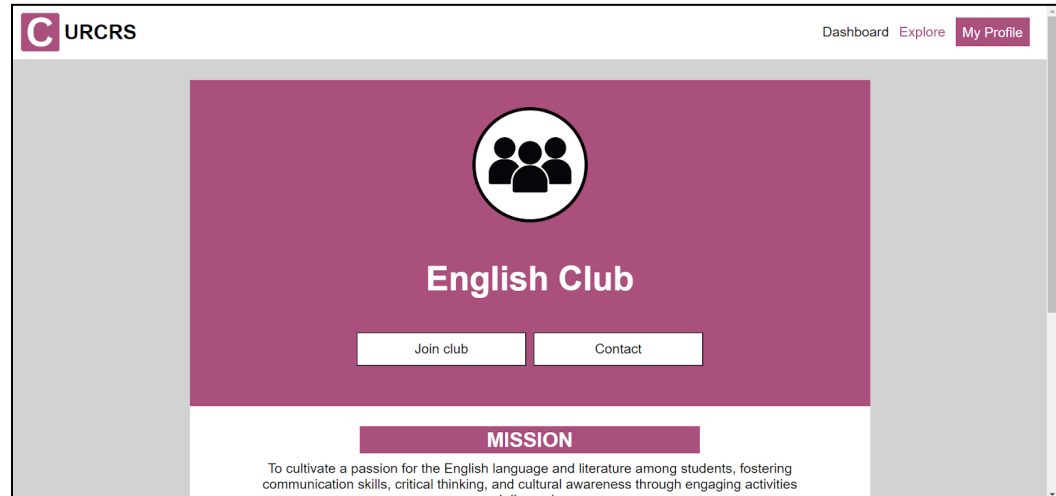


Figure 3.8: Club profile

### 3.9 Contact Interface

If the student want to contact the club admin, they can click the 'contact' button and they will be redirected into the default mail application in their system with the specific club's email has been set into the receiver email.

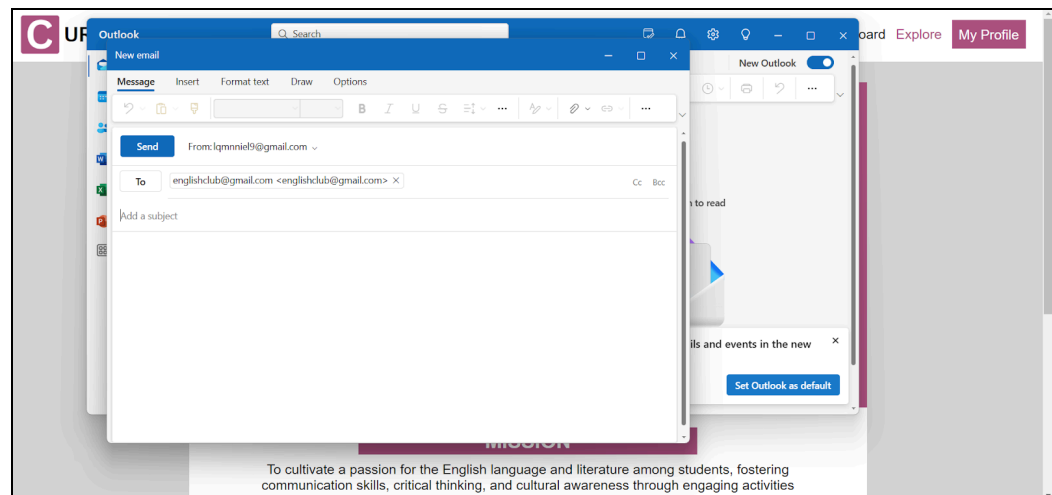


Figure 3.4: Interface after clicking 'Contact'

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### 3.9 Student Profile

In the user profile, the student can view all information regarding themselves. The information that is being displayed in the their profile page is also the same informations that can be seen be club admin and student affairs.

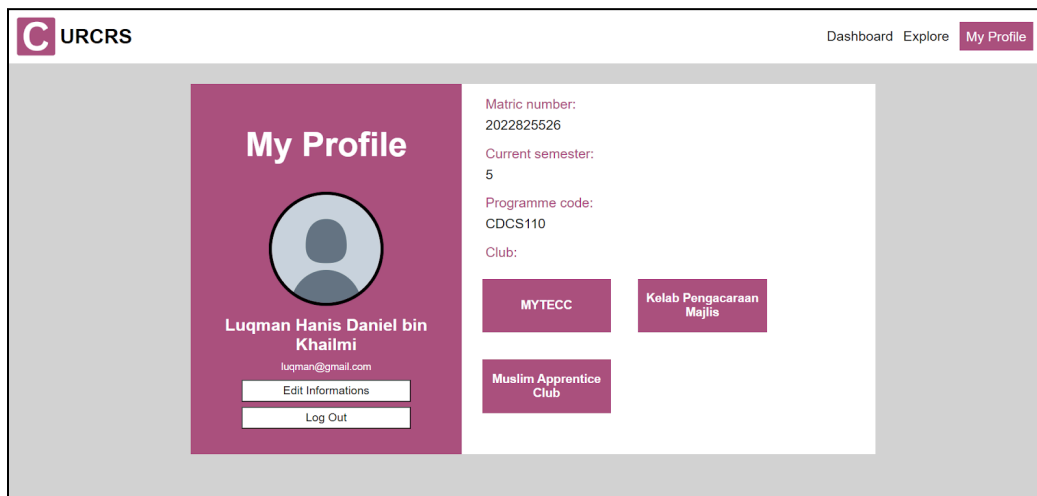


Figure 3.9.1: Student profile

The student can edit their information by clicking the 'Edit Informations' button.

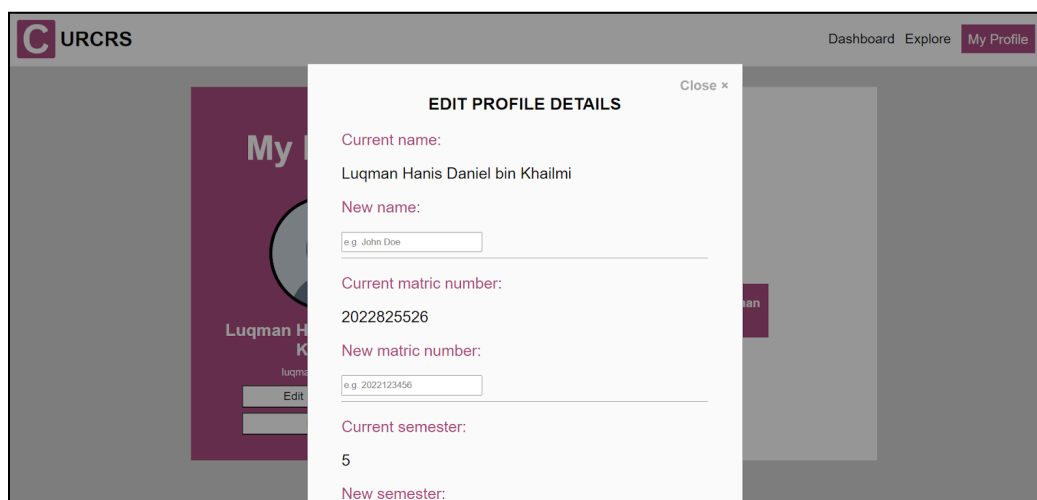


Figure 3.4: Updating profile