MyMCA

User Manual and Developer Documentation

May 05, 2022

Contents

Welcome to the official documentation for the MyMCA project. MyMCA is a small-scale web-based application with the ability for users to register for YMCA programs. If you are a user looking for insight on how to operate our software, please refer to the *User Manual*. If you are a developer, refer to *Developer Documentation*.
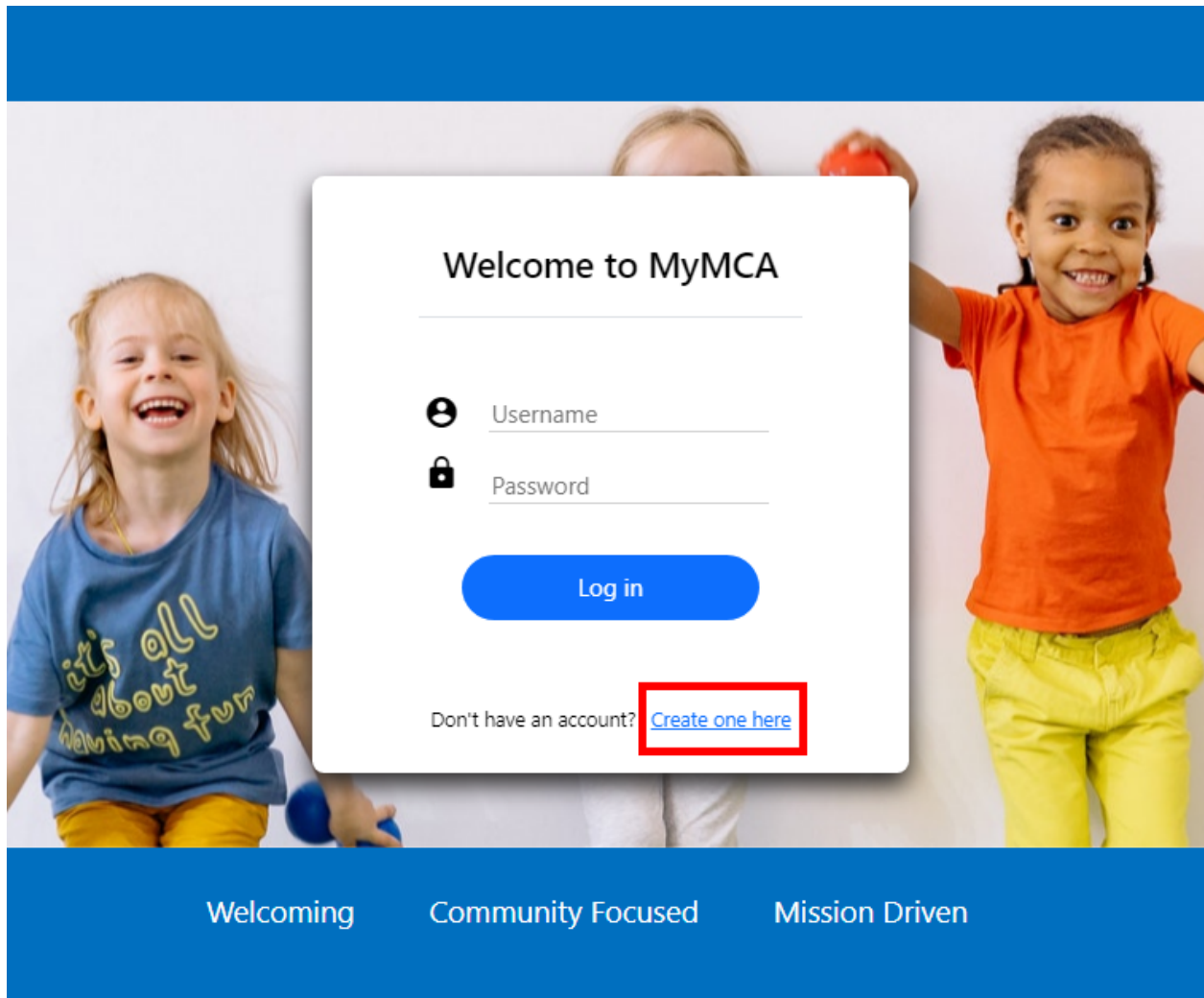
1 User Manual

Learn about all the various features of MyMCA and how to use them.
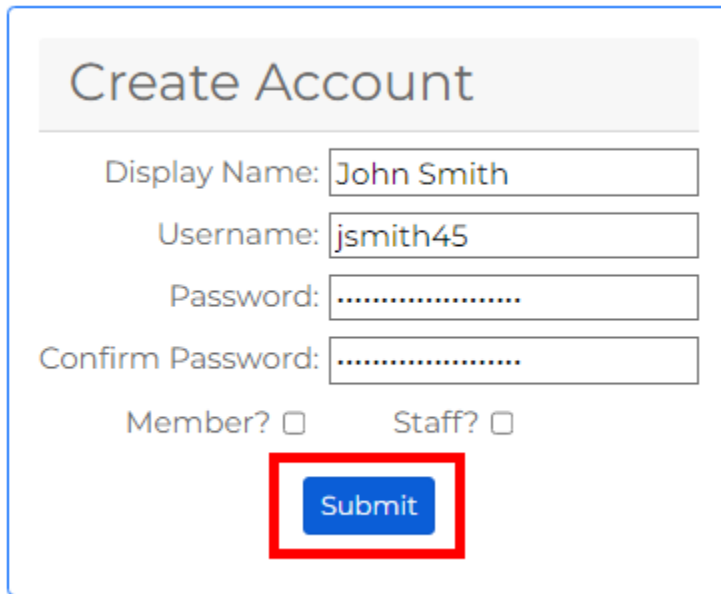
1.1 Creating An Account

Creating an account for MyMCA will allow you to sign up for programs. Here is how you can create an account and get started with MyMCA.

1. Visit the MyMCA website Login page. At the bottom of the Login module, you will see a link to create an account. Click the link.

2. Fill in all the necessary information to create your account. Be sure to pick a secure password and pick a username and password you can remember. When you are finished, click the "Submit" button.

Your account is now active, and you will see that you are logged in at the top-right corner of the application!

For more information on logging in and out of your new account, see *Logging In/Out*.

1.2 Logging In/Out

This page will instruct you on how to log in and out of your account. If you need to create an account for MyMCA, please see *Creating An Account*.

Logging into your Account

1. Visit the MyMCA Login page. Enter your account information and click the "Log in" button. If you entered your information correctly, you will be logged in.
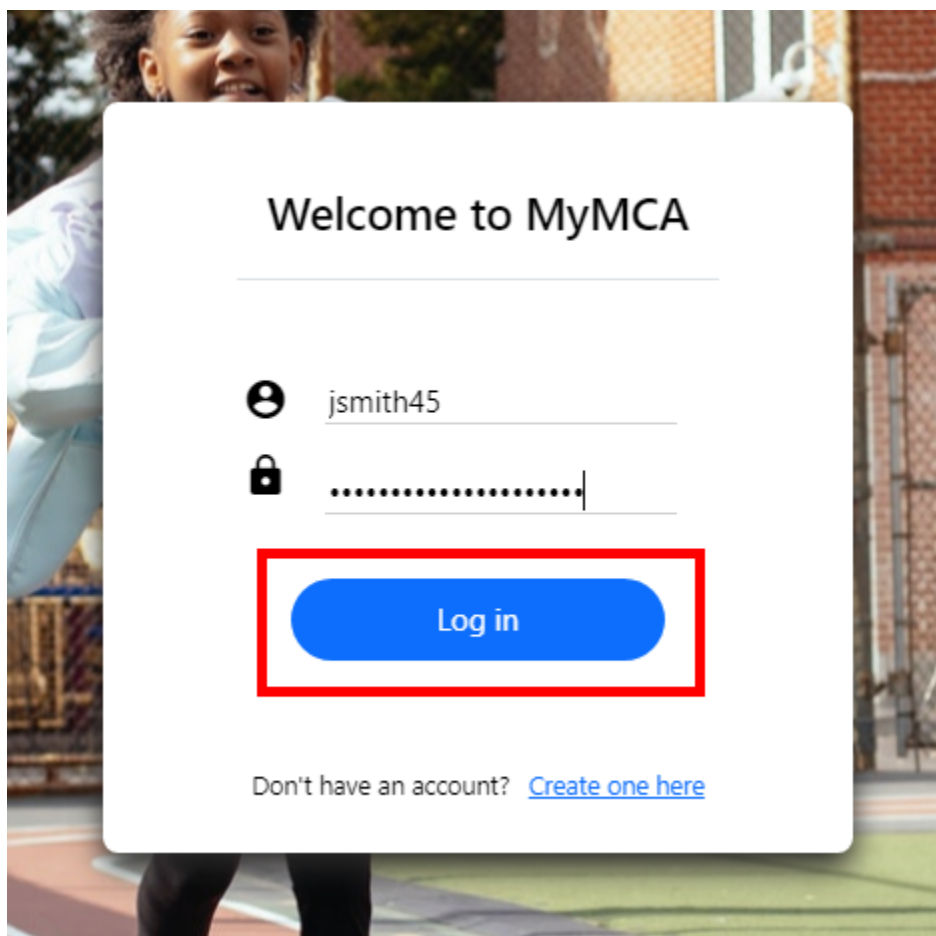
If you are unable to log into your account using your information, please contact a Staff member for assistance.

Logging out of your Account

1. After you are logged in, you will see your information in the top-right corner of the application. Access the dropdown menu next to your name and click "Sign out" to log out of your account.
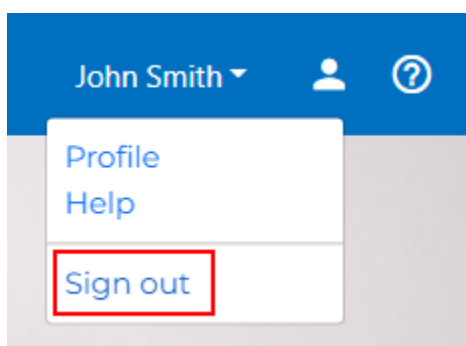
1.3 Signing Up for a Program

Signing up for programs through MyMCA will help you and your family to stay active and make great memories. Continue reading for instructions on how to sign up for programs using MyMCA.

1. If you have not done so already, sign into your account using your login information. See *Creating An Account* and *Logging In/Out* for more details.

2. At the top of the application, click the "Programs" link.

3. You will be greeted with a list of programs that are currently being offered. Members will see programs at a discounted price.
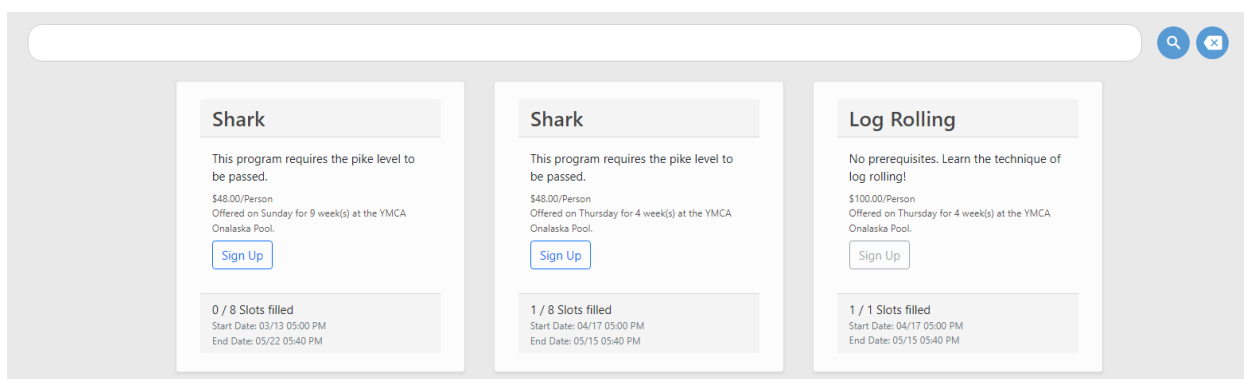
You can also search for a program by entering a term in the search bar and clicking the "Search" button.
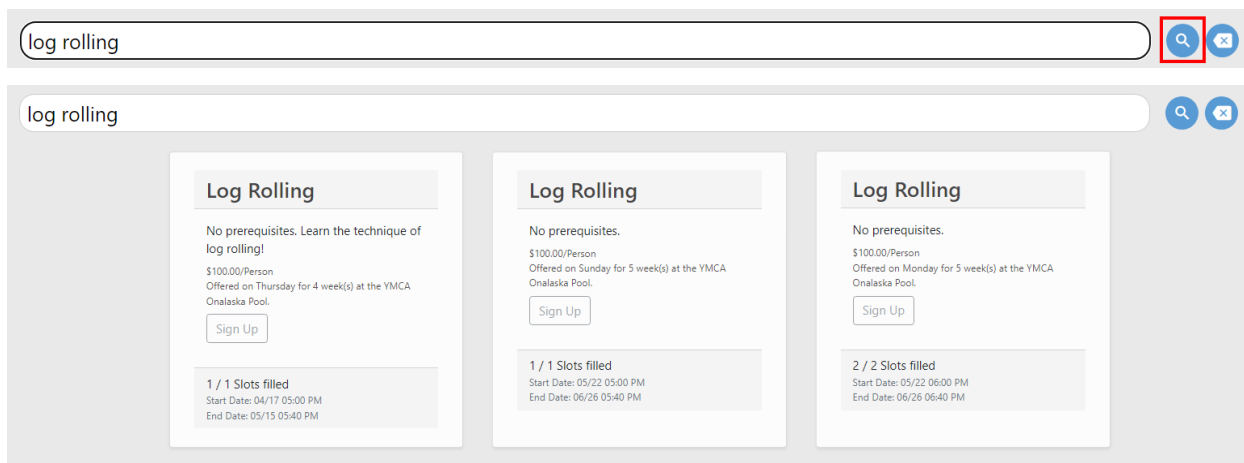
To clear your search, simply hit the "Clear" button.
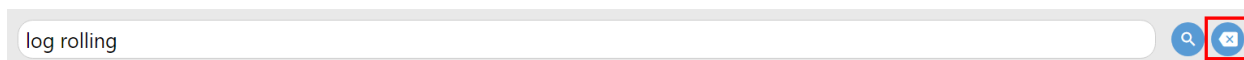
4. Choose a program that works for you and click the "Sign Up" button.

5. You will be prompted to enter your first name to register the enrollment under. Enter your name and click "Enroll".

6. You will see a message that confirms you have reserved a slot in the program. If you have family members that are also attending the program, **please reserve one slot per person**.
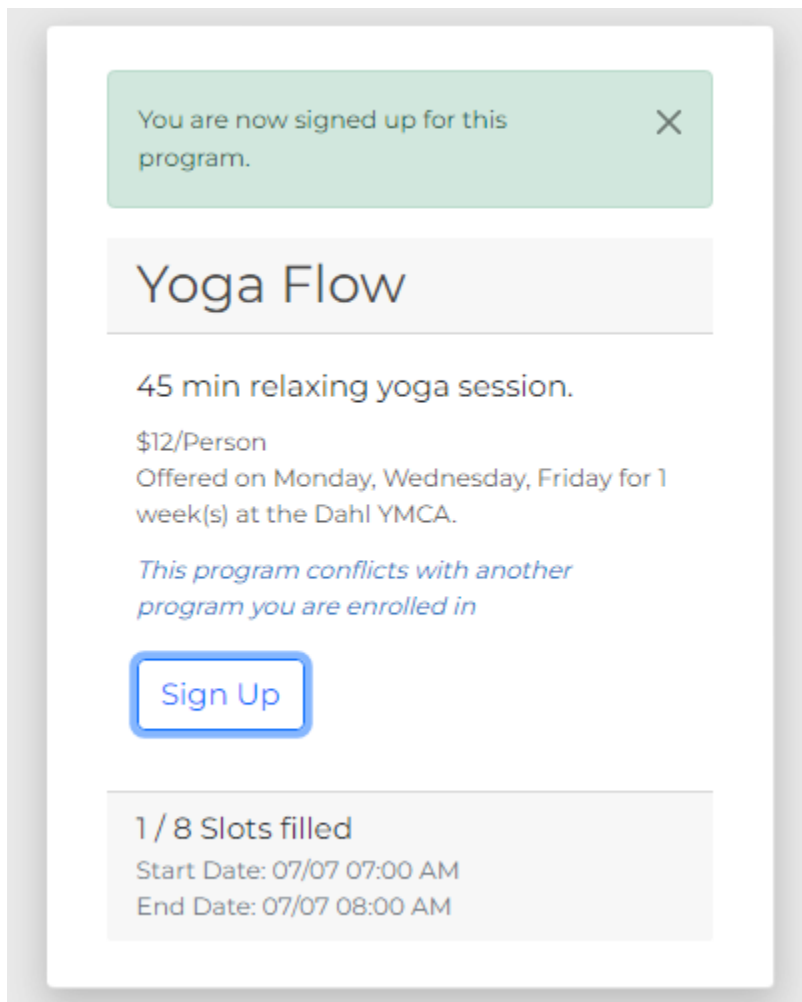
You are now signed up for your program! Your program fee will be collected upon your arrival. Keep in mind that member discounts are automatically applied to your account. For information on seeing your current program enrollments, see *Viewing your Enrollments*.

1.4 Viewing your Enrollments

After you have signed up for programs, you will be able to see them from within the MyMCA application. If you have not yet signed up for a program, see *Signing Up for a Program*. Continue reading for instructions on how to see your current program enrollments.

1. If you have not done so already, sign into your account using your login information. See *Creating An Account* and *Logging In/Out* for more details.

2. At the top of the application, click the "Enrollments" link.

3. You will be greeted with a list of your current program enrollments. You can see when they are offered, how much you are paying per session, and how many spots you currently have reserved. If you have multiple enrollments per program, they will appear separately under the name they are registered to.

You can also search for a specific enrollment by entering the name of the program in the search bar and clicking the "Search" button.

If you would like to clear your search, simply click the "Clear" button.
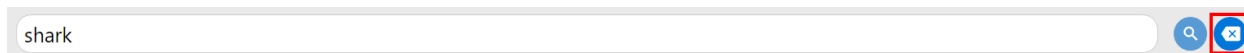
If you would like to cancel one or more of your current enrollments, please contact a Staff member and they will assist you.

1.5 Changing Profile Information

If your information needs to be changed while using MyMCA, you can change it from within the application. Continue reading to learn how to change your profile information.
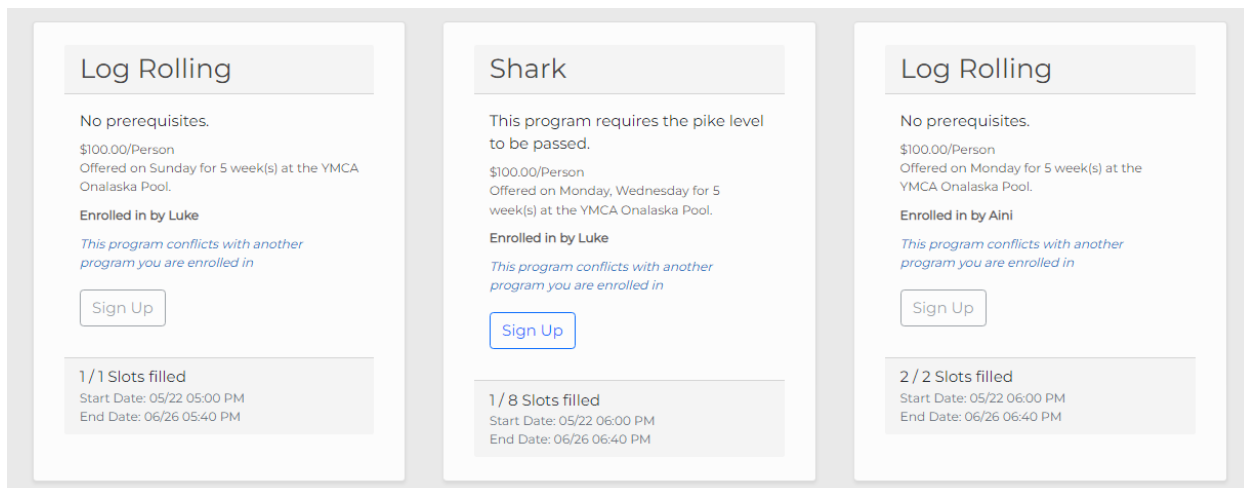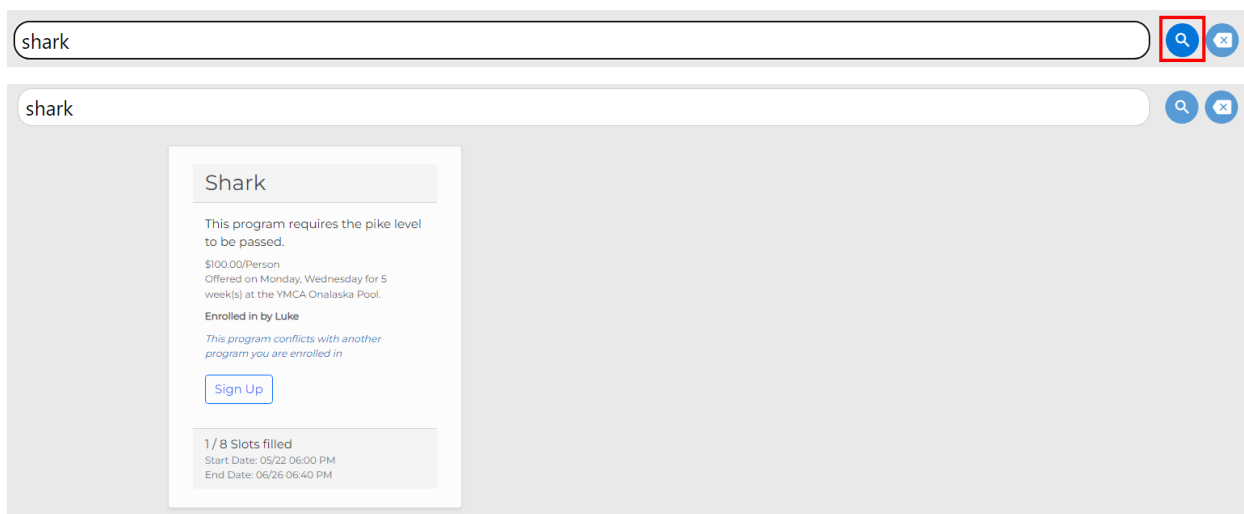
1. If you have not done so already, sign into your account using your login information. See *Creating An Account* and *Logging In/Out* for more details.

2. In the top-right corner of the application, you will be able to access the Profile page by clicking on the profile icon.

3. Update your program information and click the Save button.
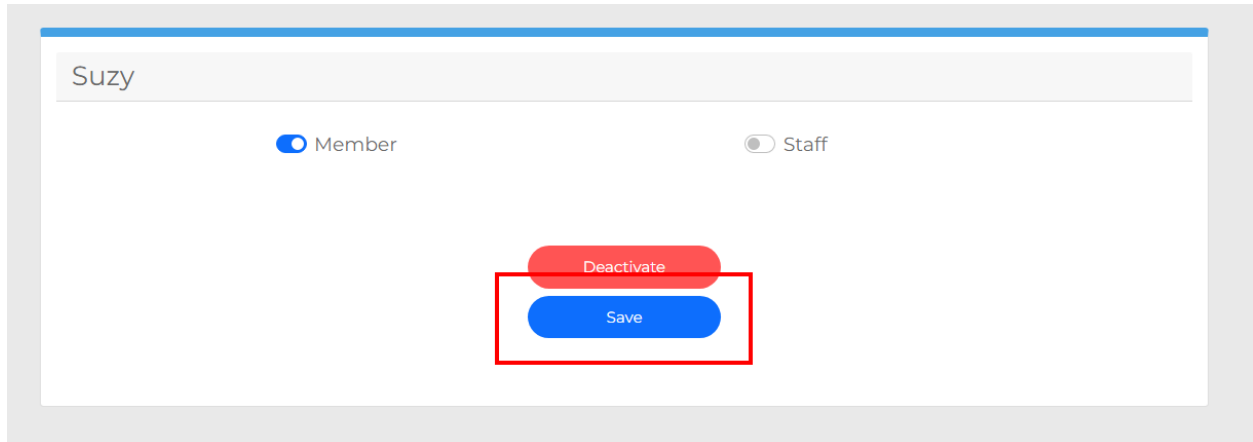
4. You will see a message that confirms you have updated your profile information. These changes will immediately be reflected within the application.
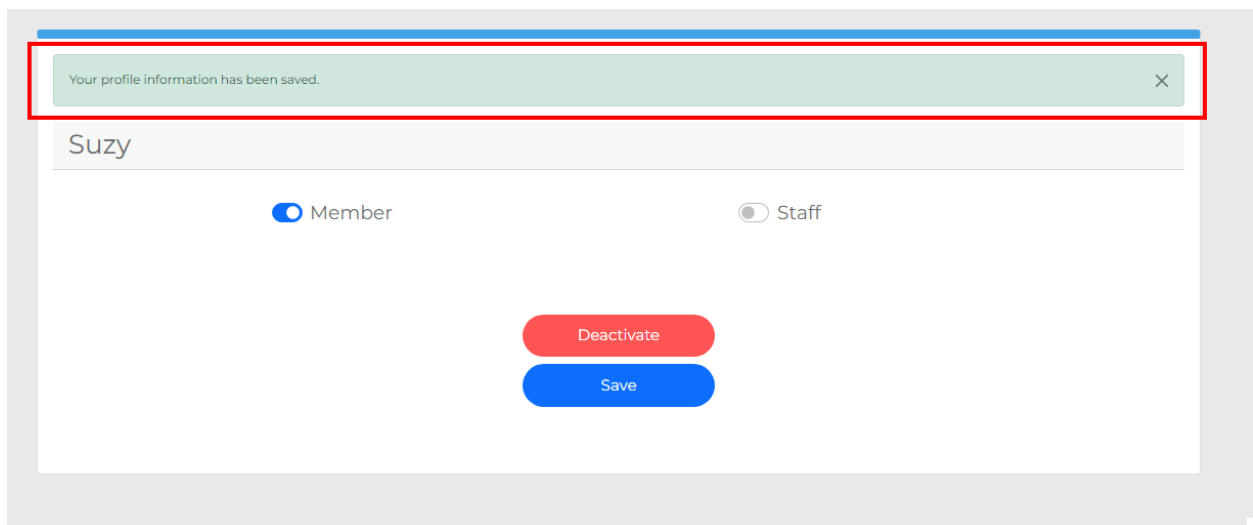
Please be aware that Staff members will periodically validate the states of user accounts. Changing your account state without proper Staff authorization will result in account deactivation or permanent suspension. If you believe your account has been deactivated by mistake, please contact a Staff member for assistance.

If you would like to stop using the MyMCA service and deactivate your own account, please see *Deactivating Your Account*.

1.6 Deactivating Your Account

If you would like to stop using MyMCA services, you may deactivate your account by using the steps below.

1. If you have not done so already, sign into your account using your login information. See *Creating An Account* and *Logging In/Out* for more details.

2. In the top-right corner of the application, you will be able to access the Profile page by clicking on the profile icon.
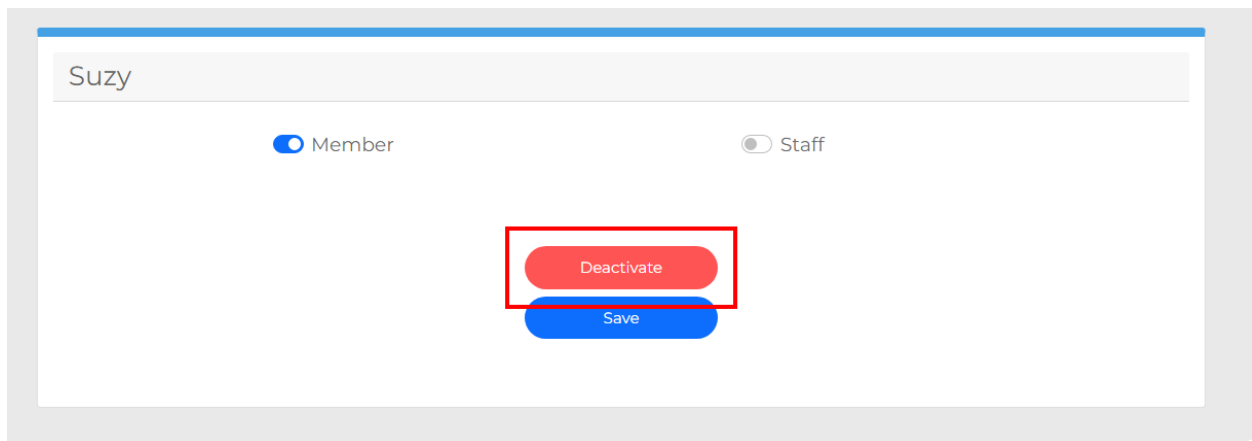

3. Click on the "Deactivate" button.

4. You will be prompted to confirm your decision. Before continuing, please review the following:

   • Any of your future enrollments will be canceled and invalid for participation.

   • You will need to contact our representitives in order to cancel your membership fee.

   • You will no longer be able to log into your account.

   • You will not be able to reactivate your account after it is deactivated.

To continue with the deactivation, click the "Deactivate" button in the prompt.
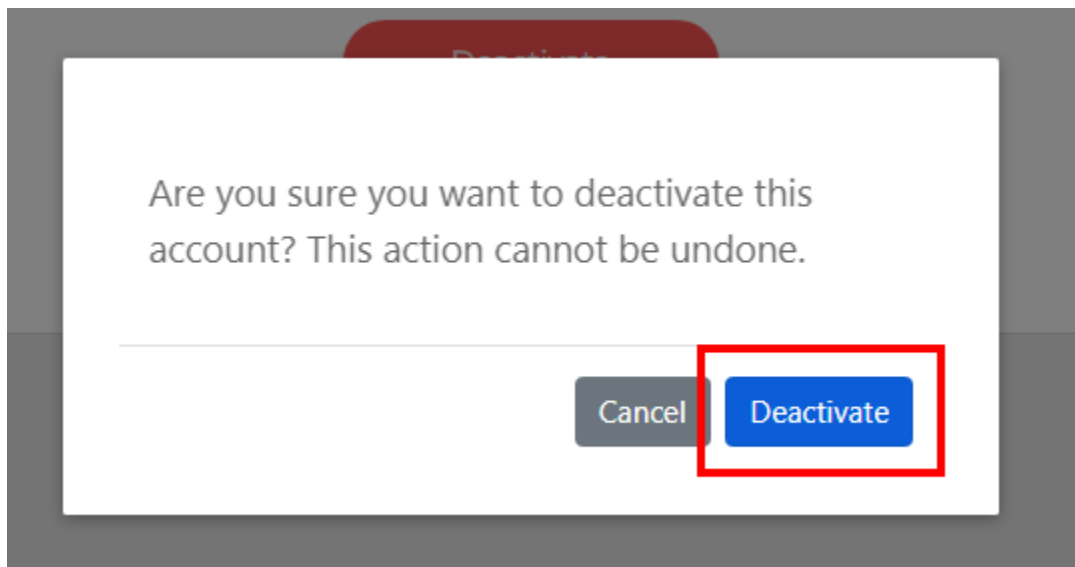
You will be returned to the login screen. Thank you for participating in MyMCA!

1.7 Staff-Only Features

This section of the User Manual is intended for the training of Staff members only. If you are not a Staff member, please use the *User Manual* here instead.

Creating a Program

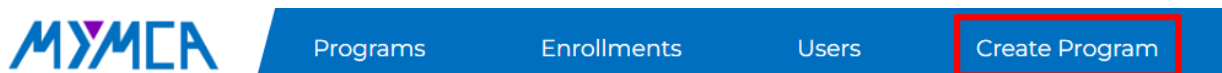This tutorial will teach you how to create a program within the MyMCA system.

1. Log into your account and click the "Create Program" link at the top of the application.

2. Fill in all the necessary information about the program. Keep in mind the following when creating the program:

 • All fields will need to be filled in.

 • Cost represents the standard non-member cost for the program. This cost will be halved for members.

 • The Start Date of the program is required to be before the End Date.

 • More Occurrences can be added by using the "+" button and removed using the "-" button. Only add as many Occurrences as needed.

3. When all information is filled in properly, click the "Save" button.

Create Program

Title	Log Rolling
Location	Onalaska Pool
Capacity	1
Cost ($)	200
Start Date	05/01/2022 09:00 AM
End Date	05/08/2022 10:00 AM
Days	Monday ▾ + - Tuesday ▾ Wednesday ▾
Repeats for	1 week(s)
Description	This program has no prerequisites. Learn the technique of Log Rolling!

Save

4. You will be redirected to the Programs page, and you will be able to see the program you created.

If you would like to edit a program after it has been created, see *Editing a Program*.

Editing a Program

As a Staff member, you will sometimes need to edit programs after they are already created. This page will guide you on how to do so.

1. Navigate to the Programs page and find the program you would like to edit. Click the pencil icon next to the title of the program.
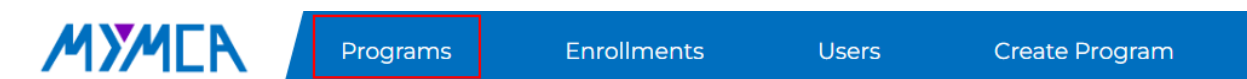
2. You will see the program's information, ready to be edited. Make your desired changes and click the "Save" button.

You will see an indication that the program has been saved. These changes will be reflected in the Programs page. If you would like to deactivate a program, see *Deactivating a Program*.

Deactivating a Program

While programs in the system may not be deleted, they may be deactivated to prevent users from signing up for them. This page will explain how to deactivate a program and the consequences of doing so.

1. Navigate to the Programs page and click the pencil icon of the program you would like to deactivate.
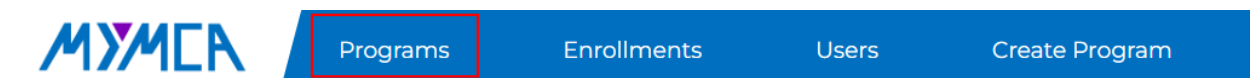
2. Click the red "Deactivate" button.

Edit Program

Title	Log Rolling
Location	Onalaska Pool
Capacity	1
Cost ($)	100
Start Date	05/01/2022 09:00 AM
End Date	05/08/2022 10:00 AM
Days	Monday + - Tuesday Wednesday
Repeats for	1 week(s)
Description	This program has no prerequisites. Learn the technique of Log Rolling!

Save   Deactivate

3. A prompt will ask you to confirm the deactivation. Please review the following before going through with the deactivation.

- A program cannot be reactivated after its deactivation.

- A program cannot be edited after its deactivation.

- A program can still be seen on the Programs page by Staff members after its deactivation, with a message that it has been deactivated.

- Deactivating the program will cause any enrollments associated with the program to be cancelled.

- Any users who have enrolled in the program prior to its deactivation will see the program in their Enrollments with a message that it has been deactivated.

If you would like to proceed, confirm your decision by clicking "Deactivate" in the prompt.
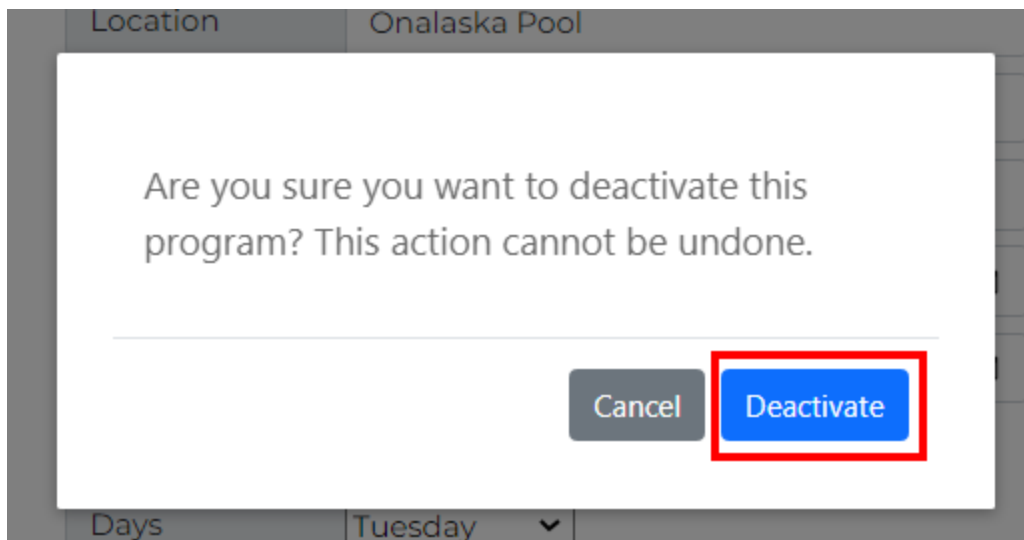
After deactivating the program, it will appear on the Programs page with all of its enrollments removed.

Viewing Users and their Enrollments

As a Staff member, you will likely need to periodically check on MyMCA users and their enrollments. This tutorial will teach you how to utilize the User viewing functionality of the MyMCA application.

1. Log into your account and click the "Users" link at the top of the application.

2. You will be greeted with a list of users, their credentials, and their current enrollments.
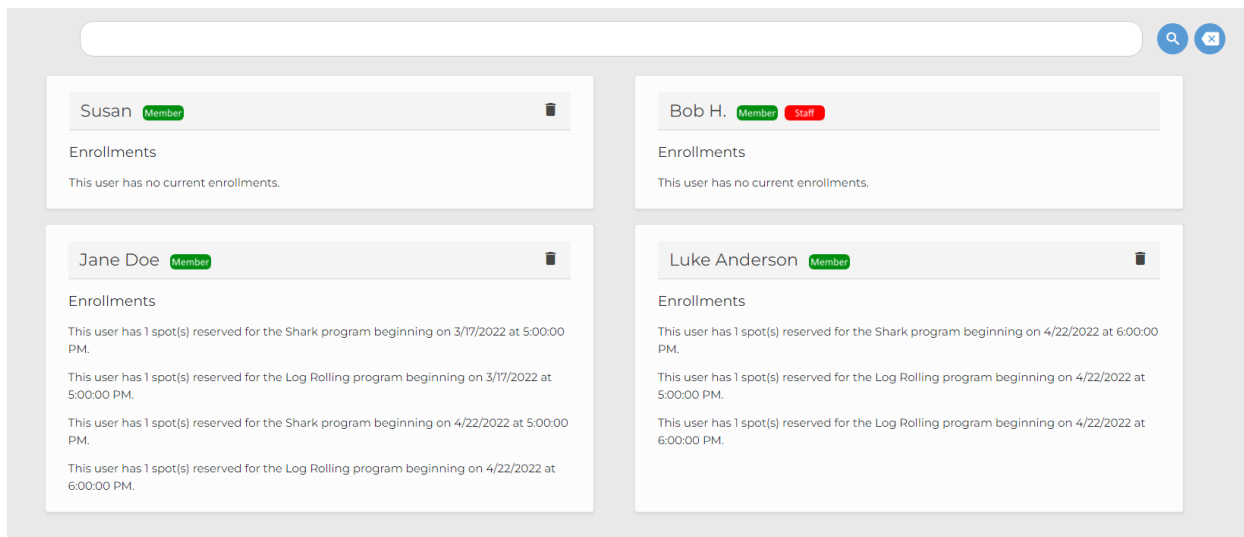
You can also search for users by name by entering a term in the search bar and clicking the "Search" button.
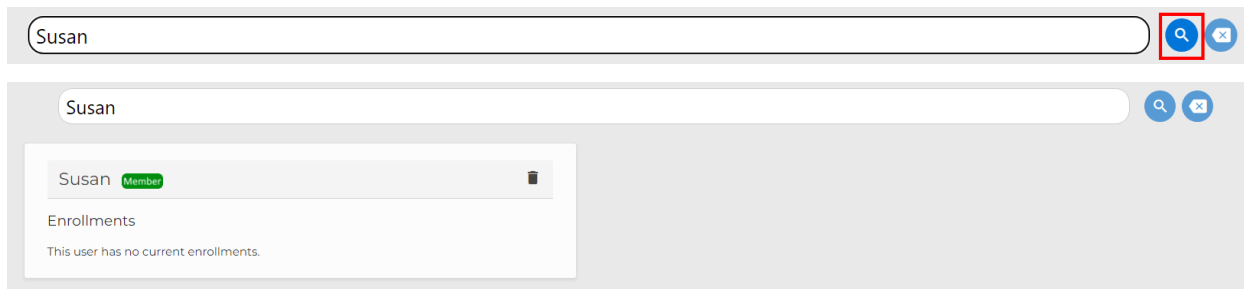
To clear your search, simply hit the "Clear" button.

Please ensure that the user information is consistent with the records of your assigned users. If information looks out of place, please see *Deactivating a User's Account*.

Deactivating a User's Account

If a user has violated our service policy, you will be instructed to deactivate the user's account. Here are instructions on how to properly deactivate the account of any user.

1. Log into your account and click the "Users" link at the top of the application.

2. You will be greeted with a list of users, their credentials, and their current enrollments.
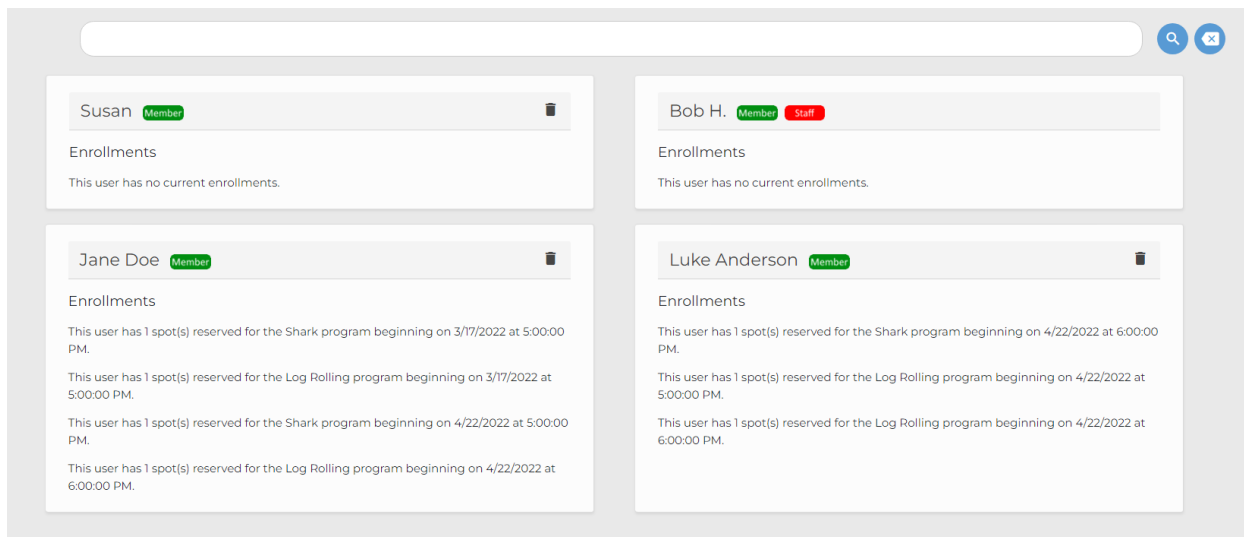
3. Click the Deactivate icon in the right-hand corner of the user you would like to deactivate.
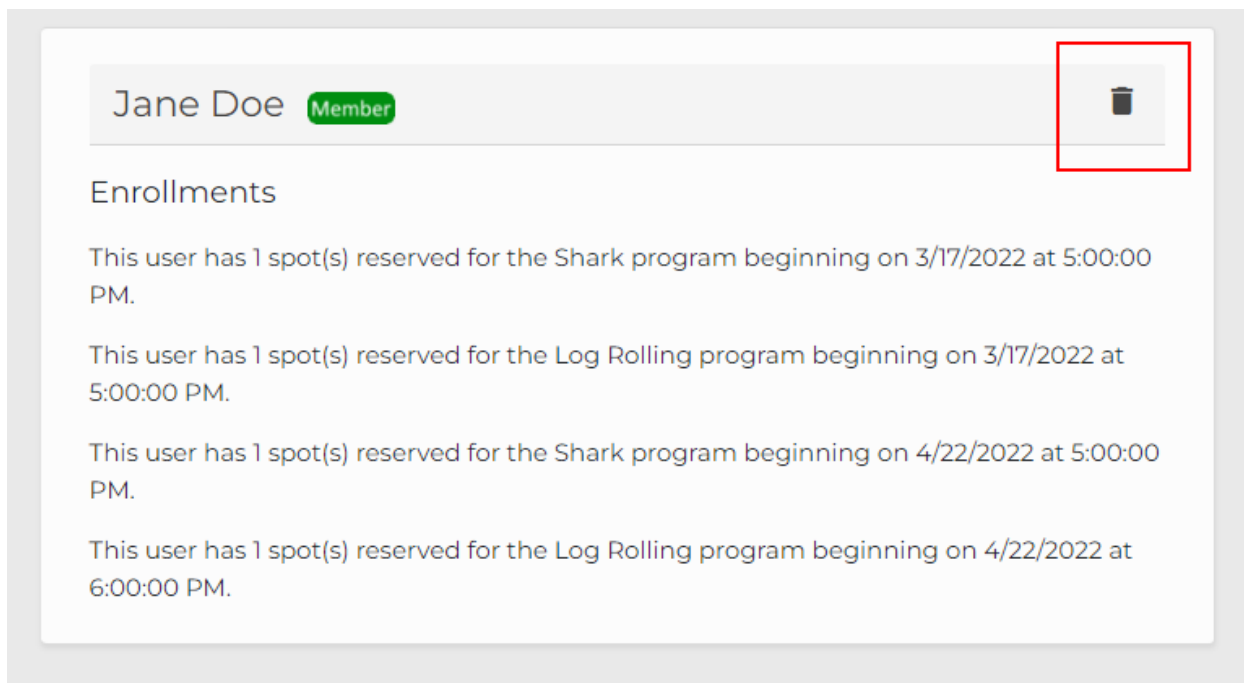
4. You will be prompted to confirm your decision. Please read the following before continuing.

- Any of the user's future enrollments will be canceled and invalid for participation.

- The user no longer be able to log into their account.
- You will not be able to reactivate the user's account after it is deactivated.

If you would like do proceed, click "Deactivate" in the prompt.
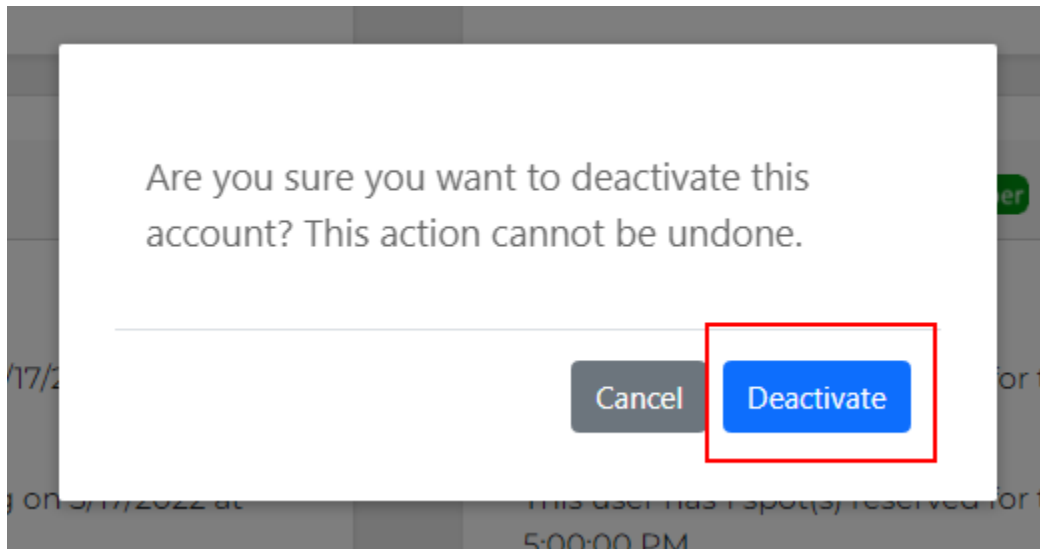
The user will appear as inactive, and their enrollments will be canceled.
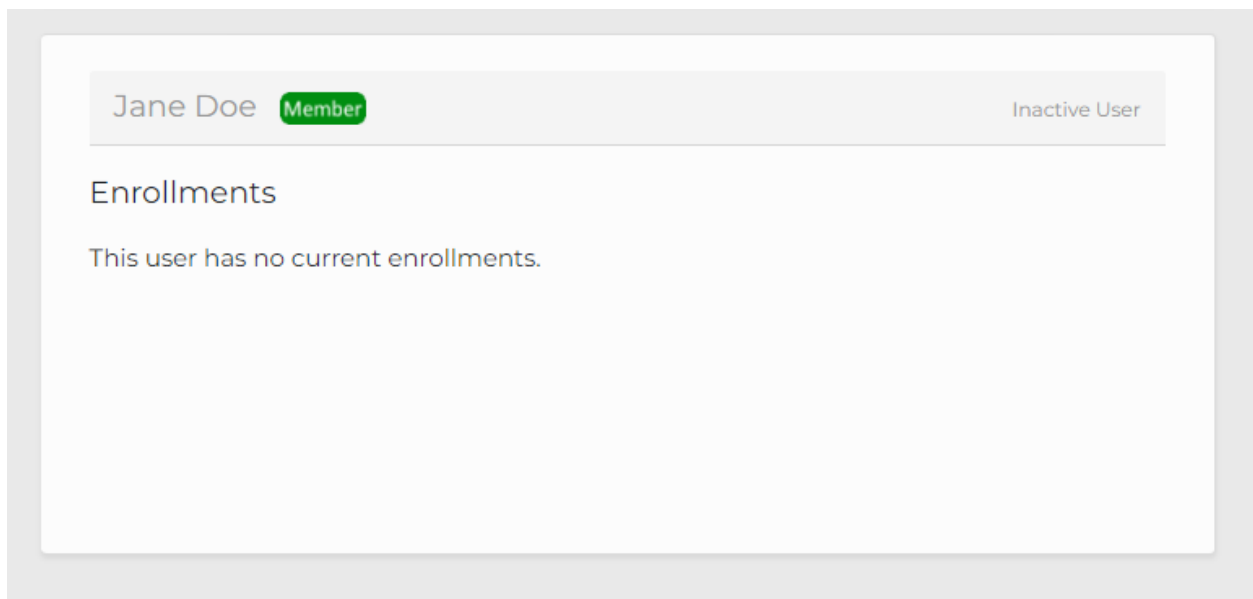
Please note that you cannot deactivate your own account in this way. Refer to the Profile page to deactivate your own account.

2 Developer Documentation

If you are a developer for MyMCA, you have come to the right place. Learn how to set up a project for development and access some valuable resources.

2.1 Installing and Running MyMCA

Installing MyMCA

First, you will need to install Node.js from here. After this is done, you can set up the database, backend, and frontend separately. To get started, download the contents of the main branch of MyMCA on GitHub.

Database

- Download SQLiteStudio.

- Add the `/MyMCA-dist/db/cs341-ymca.db` database in SQLiteStudio by navigating to "Database > Add Database".

- Run the `/MyMCA-dist/db/create-and_populate.sql` query on the database by right-clicking the database in the Databases view and selecting "Execute SQL from file".

Your database is now up-to-date and ready to interact with the server. Don't forget to edit `index.js` to point to your database file (if it is not already).

Backend

In the directory you want to create the backend project in, run:

```
npm init
```

You can use the default options when prompted. You will also need to install some dependencies with this command:

```
npm install express cors sqlite3 body-parser object-hash --save
```

Then, retrieve `/MyMCA-dist/backend/index.js` and place it in the project folder. Finally, you can run the following command to have the backend listening on port 3000:

```
node index.js
```

Don't forget to edit `index.js` to point to your database file (if it is not already).

Frontend

In the directory you created for the backend project, run the following:

```
npm install -g @vue/cli
vue create project-name
```

You can replace "project-name" with whatever you want the project to be named. It is recommended to use something like "MyMCA", as the project name will be visible in the browser tab.

The create command will ask you for some inputs. Use the third option, "Manually select features". Use the spacebar to check "Router", check "Vuex", and uncheck "Linter / Formatter" so that the only three features that are checked are "Babel", "Router", and "Vuex". Then hit Enter, and select the following in the next prompts: "Vue 3.x", "Y", "package.json", and "N". This will scaffold the project.

Next, install the frontend project dependencies by **cd'ing into the frontend project folder** and running:

```
npm install axios vuex-persistedstate moment --save
```

Finally, (re)place the contents of the project folder with the contents of `/MyMCA-dist/frontend` in this repo. There are some extra bits left over from the initial scaffolding that can be removed (but don't have to be), including:

- src/views
- src/store
- src/router/index.js
- src/components/HelloWorld.vue

Then, to run the project, run this command in the project folder:

```
npm run serve
```

You will now be able to access the project through http://localhost:8080.

Running MyMCA

To run MyMCA, you simply need to have both the backend and frontend portions of the project running at the same time. Run `node index.js` in the backend directory and run `npm run serve` in the frontend directory. Go to http://localhost:8080 in any browser (preferred Chromium or Safari) to view the project while it is running.

2.2 Publishing Steps

Due to the nature of the MyMCA development environment, commits to MyMCA must be done manually. Below is a guide to help you commit to the proper directory structure of the `main` branch of MyMCA.

First, visit the main branch of MyMCA on GitHub. The `/MyMCA-dist` directory contains three folders, one called `/frontend`, one called `/backend`, and one called `/db`. The `/frontend` directory contains the Vue.js project, while the `/backend` directory contains the Node.js project. The `/db` folder contains the script for creating and populating the database and the database scaffold, and will only ever need to be changed when database tables are altered (requiring an update to `create-and_populate.sql`).

In order to make a commit, I recommend creating a `/MyMCA-dist` directory on your machine with the appropriate subdirectories, populate them with the changed files, and drag the entire directory into GitHub. This will prevent the repository from being filled from unnecessary files that are created while scaffolding the project, such as config files and dependency code.

The only file that will ever need to be updated in /backend **is** index.js**!**

The only files that will ever need to be updated in /frontend **are** vue.config.js **and files in the directories** /public **and** /src**!**

2.3 Updating Documentation

- Make sure you have the latest version of Python 3 on your machine.

- Install Sphinx on your machine using the instructions here.

Note: It is highly recommended that you use a virtual environment while working with this documentation. More on Python virtual environments here.

- Once Sphinx is installed, retrieve the latest version of the `docs` branch of MyMCA.

- After the `/source` directory is edited with the desired changes, run `sphinx-build -b html source build` in the directory containing `/source` and `/build`. More information can be found on Sphinx builds here.

- Once satisfactory changes have been made, push the new `/source` and `/build` directories to the `docs` branch.

2.4 Useful Resources

- MyMCA Repository on GitHub

- Vue documentation

- Node.js documentation

- Node.js and Express guide

- SQLiteStudio download

- reStructuredText Primer