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Club Membership Management System

This document is submitted to Mr. Jerome Miguel as final project in the course Application Development and Emerging Technologies Code D52. Submitted on December 16, 2025 during the first semester, A.Y. 2025-2026.

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Introduction

The Club Membership Management System is a system developed to simplify and automate the management of clubs, members, memberships, and payments. Many organizations that manage multiple clubs often rely on manual record-keeping, which can lead to data inconsistency, errors, and difficulty in tracking membership and payment status. The Club Membership Management System addresses these challenges by providing a centralized and organized platform for managing all membership-related activities.

The system allows administrators to efficiently manage club information, monitor member registrations, process membership applications, and track payments. Through an intuitive dashboard, admins can view lists of clubs, members per club, membership requests, and payment records, ensuring accurate and up-to-date information. This improves decision-making and reduces the time spent on manual processes.

For members, the Club Membership Management System provides a convenient way to access available clubs, apply for memberships, and monitor the status of their applications. Members can also view their membership details and payment history, promoting transparency and ease of use. By integrating user authentication, membership management, and payment tracking into a single system, the Club Membership Management System enhances operational efficiency, data reliability, and overall user experience for both administrators and members.

Flowchart

This flowchart shows the process a member follows when using the system. The member logs in by entering their credentials, which are validated by the system. If the login is invalid, the member is asked to retry until correct details are provided. After successful login, the member can view available clubs, select a club, and apply for membership. The member can then check the status of the application. Once approved, the member makes a payment and views membership and payment details before logging out.

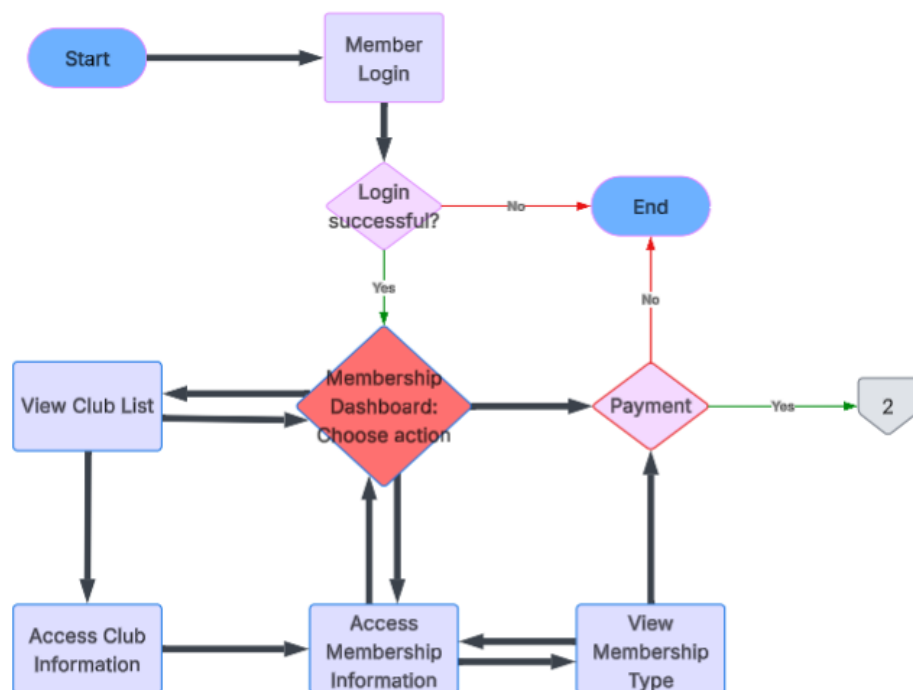


Figure 1.1 User/Member Flowchart

This flowchart describes the administrator's workflow. The process starts with admin login and access to the dashboard. The admin manages clubs, views members per club, and processes membership requests by approving or rejecting them. The admin also monitors membership status and payment records. The process ends when the admin logs out of the system.

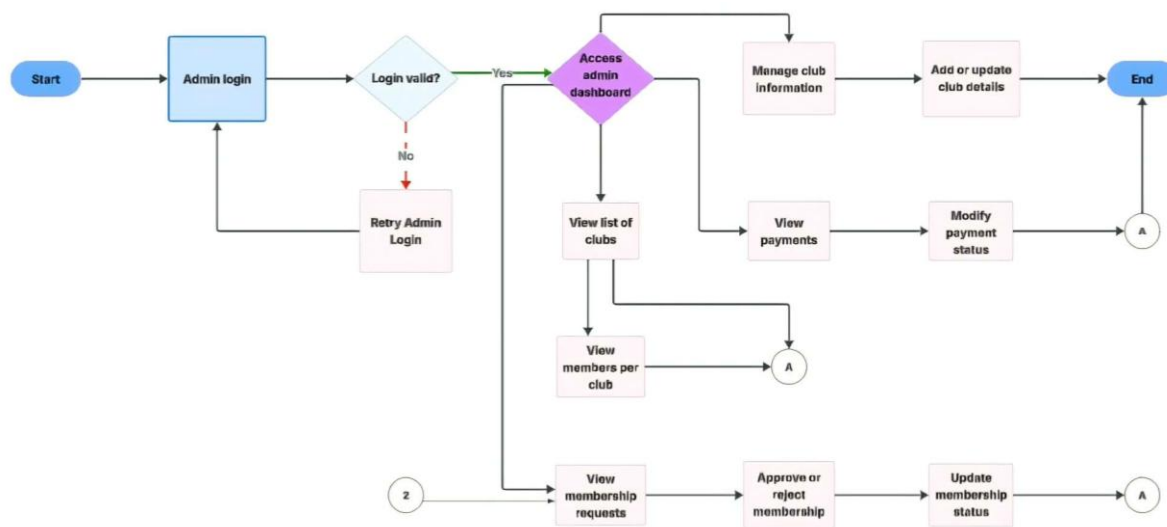


Figure 1.2 Admin Flowchart

Data Flow Diagram

The Data Flow Diagram illustrates how data moves within the system. The Admin and Member send login credentials and requests to the system. Admin requests include club management, membership approval, and payment monitoring, while member requests include viewing clubs, applying for membership, and making payments. The system processes these requests and stores or retrieves data from the Member, Club, Membership, Payment, and User databases, then returns the appropriate information to the user.

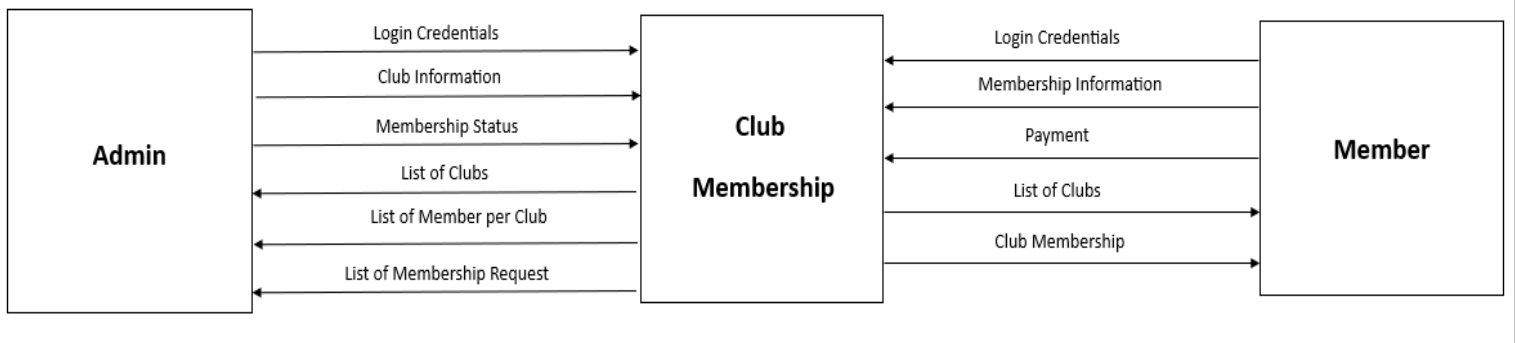


Figure 2. Data Flow Diagram

Entity Relationship Diagram

The Entity Relationship Diagram shows the database structure of the system. The User entity stores login credentials and roles, while the Member and Club entities store personal and club information. The Membership entity links members and clubs and stores membership details. The Payment entity records all payments related to memberships. This structure ensures organized data storage and proper relationship handling.

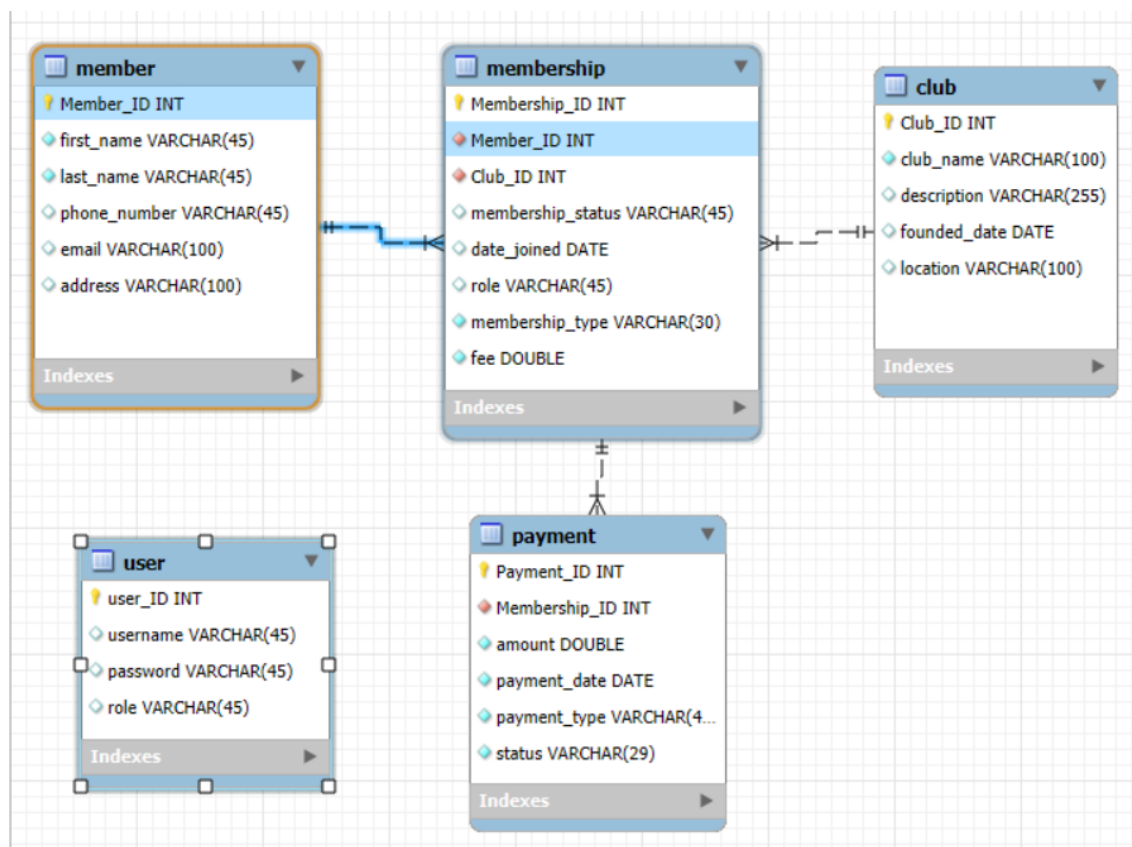


Figure 3. Entity Relationship Diagram

User Manual

1. Introduction

This user manual provides clear, step-by-step instructions for using ClubConnect (Club Membership Management System). The system is designed for two types of users:

- Members (students who wish to join clubs)
- Administrators (authorized staff who manage clubs and memberships)

Follow the instructions below based on your role to navigate, apply, manage, and track club memberships efficiently.

2. Logging In

For Members

1. Open the system.
2. Enter your username and password in the Login form.
3. Click Login.
 - If login fails, double-check your credentials and try again.

For Administrators

1. Go to the same login page.
2. Enter your Admin Username and Password.
3. Click Login.

3. Member Guide

3.1 Viewing Available Clubs

1. After logging in, you will see your dashboard.
2. Directories are listed as followed:
 - View Clubs
 - Membership Information
 - Payment
 - Logout
3. Click on “View Clubs” to view available clubs.

3.2 Applying for Membership

1. On the dashboard, select “Payment”
2. Select your club and membership type.
3. Select your payment method.
4. A confirmation will appear on your screen to verify the entered information.

3.3 Checking Application Status

1. On the dashboard, select “Club List”
2. You will see one of the following statuses:
 - Active
 - Inactive

3.4 Viewing Membership and Membership Fee

1. On the dashboard, select “Membership Information”
2. You will see the membership types and membership fees

3.6 Logging Out

1. Go back to the dashboard.
2. Select “Logout”

4. Administrator Guide

4.1 Dashboard Overview

After logging in, the admin dashboard displays:

- Create Club
- Manage Members
- Manage Clubs
- Payment Requests

4.2 Adding Clubs

1. On the dashboard, select “Create Club”
2. Enter club name and select “Save”
3. A notification will be sent to confirm that the club has been added.

4.3 Managing Members by Club

1. On the dashboard, select “Manage Members”
2. View the list of members, including:
 - Member ID
 - Full Name
 - Club Name
 - Membership status (active or inactive)
3. For updating details, select member and input update details, then select “Update” after.

4.4 Viewing Clubs

1. On the dashboard, select “Manage Clubs”
2. View the list of clubs, including:
 - Club ID
 - Club Name
 - Status (active or inactive)

4.5 Verifying Payments

1. On the dashboard, select “Payment Requests”
2. View the list of payment requests, including:
 - Payment ID
 - Member ID
 - Member Name
 - Membership ID
 - Amount
 - Payment Status
 - Payment Method
3. To approve or reject requests, select a requests and click either “Approve” or “Reject”

4.6 Logging Out

1. Go back to the dashboard.
2. Select “Logout”