

BlessBox Testing Guide

A Friendly Step-by-Step Manual Testing Guide

Welcome, Tester! 🎉

This guide will walk you through testing every feature of BlessBox. Don't worry if you're not technical—we've made this as simple as possible!

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Getting Started

What You'll Need

- ✓ A computer with internet
- ✓ A web browser (Chrome, Firefox, Safari, or Edge)
- ✓ An email address (to receive verification codes)
- ✓ About 2-3 hours for complete testing
- ✓ A notepad or document to take notes

Where to Test

 Production Website: <https://www.blessbox.org>

Before You Begin

1. **Open this guide** in a separate window or print it
2. **Have your email ready** - you'll receive verification codes
3. **Prepare test data:**
 - Your email address
 - A test organization name (e.g., "Test Food Bank")
 - Sample names for registrations (e.g., "John Doe", "Jane Smith")

Test Coupon Codes

 These are special discount codes for testing!

Before you start testing payments, make sure these coupons exist in the system. If you're an admin, you can create them. Otherwise, ask your team lead to set them up.

Working Coupons

Code	What It Does	Result
FREE100	100% off (FREE!)	Makes any plan \$0.00
WELCOME50	50% off	Standard plan: \$19 → \$9.50
SAVE20	\$20 off	Standard plan: \$19 → \$1.00 (minimum charge)
FIRST10	\$10 off	Standard plan: \$19 → \$9.00

Test Error Cases

Code	What Should Happen
EXPIRED	Should show "Coupon expired" error
MAXEDOUT	Should show "Coupon limit reached" error
INVALID	Should show "Invalid coupon code" error

Part 1: First Time Setup

Test 1.1: Creating Your Account

What you're testing: Can a new user sign up?

Steps:

1. Go to: <https://www.blessbox.org/onboarding/organization-setup>

2. Fill in your organization information:

- **Organization Name:** "Test Food Bank" (or any name)
- **Email:** Use your real email (you'll get a code)
- **Phone:** (555) 123-4567
- **Address:** 123 Test Street, Test City, TS 12345
- **Organization Type:** Pick one from the dropdown

3. Click "Continue" or "Next"

What to check:

- Page loads without errors
- All fields accept your input
- You can click "Continue" and move to next step
- If you leave a required field empty, you get a helpful error message

Test 1.2: Email Verification

What you're testing: Does email verification work?

Steps:

1. You should now be on the email verification page
2. Your email should already be filled in
3. Click "**Send Verification Code**"
4. **Wait for email** (check your inbox - it might take 30 seconds)

5. Find the 6-digit code in your email
6. Type the code into the form
7. Click "**Verify**"

✓ **What to check:**

- You receive an email within 30 seconds
- The code is easy to read
- When you enter the correct code, it works
- If you enter a wrong code, you get an error message
- You move to the next step after successful verification

💡 **Tip:** If you don't get the email, check your spam folder!

Test 1.3: Building Your Registration Form

What you're testing: Can you create a custom form for people to fill out?

Steps:

1. You're now on the form builder page
2. **Add these fields** (click "Add Field" for each):
 - **First Name** (Text field, mark as Required)
 - **Last Name** (Text field, mark as Required)
 - **Email** (Email field, mark as Required)
 - **Phone** (Phone field, Optional)
 - **Address** (Text area, Optional)
 - **Date of Birth** (Date field, Optional)
3. Try **reordering fields** (drag them up or down if possible)
4. Click "**Save Form**" or "**Continue**"

✓ **What to check:**

- You can add new fields
- You can mark fields as required or optional
- You can see a preview of your form
- The form saves successfully
- You move to the next step

💡 **Tip:** This is the form people will fill out when they scan your QR code!

Test 1.4: Creating QR Codes

What you're testing: Can you generate QR codes for your event?

Steps:

1. You're now on the QR configuration page
2. Fill in:
 - **QR Code Name:** "Main Entrance"
 - **Entry Point:** "Main Door"
 - **Location:** "Front of Building"
 - **Description:** "Primary registration point"

3. If you can add more entry points, add:

- "Side Door"
- "Drive-Through Lane"

4. Click "**Generate QR Codes**"

5. **You should see QR codes appear!**

6. Try clicking "**Download**" to save the QR codes

7. Click "**Complete Setup**" or "**Finish**"

 **What to check:**

- QR codes are generated
- QR codes look clear and scannable
- You can download the QR codes
- You're taken to the dashboard after completion

 **Tip:** You can test scanning these QR codes with your phone's camera!

Part 2: Creating Your First Event

Test 2.1: Viewing Your Dashboard

What you're testing: Does the dashboard show your information?

Steps:

1. After setup, you should be on the dashboard
2. If not, go to: <https://www.blessbox.org/dashboard>

3. Look for:

- Statistics cards (total registrations, QR codes, etc.)
- Recent activity
- Navigation menu

 **What to check:**

- Dashboard loads without errors
- You see your organization name
- Statistics show "0" or accurate numbers
- Navigation menu works (you can click on different sections)

Test 2.2: Viewing Your QR Codes

What you're testing: Can you see and manage your QR codes?

Steps:

1. Click on "**QR Codes**" in the navigation (or go to: <https://www.blessbox.org/dashboard/qr-codes>)
2. **You should see** the QR codes you created during setup
3. Click on one of the QR codes
4. **You should see** details about that QR code

What to check:

- QR codes list displays
 - QR codes are clear and scannable
 - Clicking a QR code shows its details
 - You can see how many times it's been scanned (should be 0 for now)
-

Test 2.3: Downloading QR Codes

What you're testing: Can you download QR codes to print?

Steps:

1. On the QR codes page, find a QR code
2. Click the "**Download**" button
3. Choose format (PNG or PDF if available)
4. **The file should download**
5. Open the downloaded file
6. **Try scanning it** with your phone's camera

What to check:

- Download button works
 - File downloads successfully
 - QR code is clear when you open it
 - QR code scans correctly with your phone
-

Part 3: Testing Registrations

Test 3.1: Registering as a Public User

What you're testing: Can someone sign up using your QR code?

Steps:

1. **Option A:** Scan your QR code with your phone **Option B:** Get the registration URL from your QR code details and open it in a browser
2. **You should see** the registration form you created
3. Fill in the form:
 - **First Name:** "John"
 - **Last Name:** "Doe"
 - **Email:** "john.doe@example.com"
 - **Phone:** "(555) 987-6543"
 - Fill in any other fields you added
4. Click "**Submit**" or "**Register**"

What to check:

- Form loads correctly
- All your custom fields appear

- Required fields are marked (usually with an asterisk *)
- Form submits successfully
- You see a success message
- The registration appears in your dashboard

✗ Try these error cases:

- Leave a required field empty - should show an error
- Enter an invalid email (like "notanemail") - should show an error
- Enter an invalid phone number - should show an error

Test 3.2: Viewing Registrations

What you're testing: Can you see who has registered?

Steps:

1. Go to: <https://www.blessbox.org/dashboard/registrations>
2. **You should see** a list of registrations
3. Click on one of the registrations
4. **You should see** all the details that person entered

✓ What to check:

- Registrations list displays
- You can see all registrations
- Clicking a registration shows full details
- All information is accurate
- You can see when they registered (date and time)

💡 Tip: Try registering multiple people to see the list grow!

Test 3.3: Searching and Filtering Registrations

What you're testing: Can you find specific registrations?

Steps:

1. On the registrations page, look for:
 - Search box
 - Filter options (date, status, etc.)
2. **If search exists:**
 - Type a name (like "John")
 - Results should filter
3. **If filters exist:**
 - Select a date range
 - Select a status (checked in, not checked in)
 - Results should filter

✓ What to check:

- Search works (if available)

- Filters work (if available)
 - Results update correctly
 - You can clear filters and see all results again
-

Part 4: Checking People In

Test 4.1: Checking Someone In

What you're testing: Can you mark someone as "checked in" at your event?

Steps:

1. Go to your registrations list
2. Find a registration that shows "Not Checked In"
3. Click the "**Check In**" button
4. **The status should change** to "Checked In"
5. **You should see** a timestamp (when they were checked in)

What to check:

- Check-in button works
- Status updates immediately
- Timestamp is recorded correctly
- You can see who checked them in (if that feature exists)

 **Tip:** This is what you'll do on event day when people arrive!

Test 4.2: Undoing a Check-in

What you're testing: Can you fix a mistake if you check someone in by accident?

Steps:

1. Find a registration that is "Checked In"
2. Look for an "**Undo Check-in**" or "**Uncheck**" button
3. Click it
4. **The status should change back** to "Not Checked In"

What to check:

- Undo button exists and works
 - Status reverts correctly
 - You can check them in again if needed
-

Test 4.3: Bulk Check-in (If Available)

What you're testing: Can you check in multiple people at once?

Steps:

1. On the registrations page, look for checkboxes next to each registration
2. **Select multiple registrations** by checking boxes
3. Look for a "**Check In Selected**" or "**Bulk Check-in**" button
4. Click it
5. **All selected people should be checked in**

What to check:

- You can select multiple registrations

- Bulk check-in button works
- All selected people are checked in
- Status updates for all selected items

 **Tip:** This is super helpful for large events!

Part 5: Payment & Discounts

Test 5.1: Viewing Pricing Plans

What you're testing: Can you see what plans are available?

Steps:

1. Go to: <https://www.blessbox.org/pricing>
2. **You should see three plans:**
 - **Free Plan** - \$0/month
 - **Standard Plan** - \$19/month
 - **Enterprise Plan** - \$99/month
3. Read the features for each plan
4. Click "**Get Started**" or "**Subscribe**" on any plan

 **What to check:**

- All three plans display
- Prices are correct
- Features are listed for each plan
- Buttons work and take you to checkout

Test 5.2: Testing FREE Processing (FREE100 Coupon)

What you're testing: Can someone get a free subscription with a coupon?

Steps:

1. Click on "**Subscribe**" for the Standard plan (\$19/month)
2. You should be on the checkout page
3. Look for a "**Coupon Code**" or "**Discount Code**" field
4. Enter: **FREE100**
5. Click "**Apply Coupon**" or "**Apply**"
6. **The total should change to \$0.00!**
7. Complete the checkout (you may not need to enter payment info if it's free)
8. **You should be redirected to the dashboard**
9. **Your subscription should be active**

 **What to check:**

- Coupon code field exists
- FREE100 code works
- Total shows \$0.00
- Checkout completes without payment
- Subscription is active in your account

 **This is the free processing test!**

Test 5.3: Testing 50% Discount (WELCOME50 Coupon)

What you're testing: Does percentage discount work correctly?

Steps:

1. Go to checkout page
2. Select **Standard plan** (\$19/month)
3. Enter coupon code: **WELCOME50**
4. Click "Apply Coupon"
5. **The discount should show:** 50% off
6. **The total should show:** \$9.50 (half of \$19)
7. Fill in payment information:
 - o **Card Number:** 4111 1111 1111 1111 (test card)
 - o **CVV:** 123
 - o **Expiry:** Any future date (like 12/25)
 - o **ZIP:** 12345
8. Click "Complete Payment"
9. **You should be charged \$9.50** (not the full \$19)

 **What to check:**

- Coupon applies correctly
- Discount calculates: $\$19 \times 50\% = \9.50
- Payment processes
- You're charged the discounted amount
- Receipt shows correct amount

Test 5.4: Testing \$20 Off Discount (SAVE20 Coupon)

What you're testing: Does fixed amount discount work?

Steps:

1. Go to checkout page
2. Select **Standard plan** (\$19/month)
3. Enter coupon code: **SAVE20**
4. Click "Apply Coupon"
5. **The discount should show:** \$20.00 off
6. **The total should show:** \$1.00 (because $\$19 - \$20 = -\$1$, but minimum is \$1)
7. Complete payment
8. **You should be charged \$1.00**

 **What to check:**

- Fixed discount applies correctly
- Total is \$1.00 (minimum charge)
- Payment processes correctly

Test 5.5: Testing \$10 Off Discount (FIRST10 Coupon)

What you're testing: Does a smaller fixed discount work?

Steps:

1. Go to checkout page
2. Select **Standard plan** (\$19/month)

3. Enter coupon code: **FIRST10**
4. Click "Apply Coupon"
5. **The discount should show:** \$10.00 off
6. **The total should show:** \$9.00 (\$19 - \$10)
7. Complete payment
8. **You should be charged \$9.00**

What to check:

- Discount applies correctly
- Total is \$9.00
- Payment processes

Test 5.6: Testing Invalid Coupons (Error Cases)

What you're testing: Does the system reject bad coupon codes?

Test 5.6a: Expired Coupon

1. Enter coupon: **EXPIRED**
2. Click "Apply"
3. **Should show:** "Coupon expired" or "Invalid coupon" error

Test 5.6b: Max Uses Reached

1. Enter coupon: **MAXEDOUT**
2. Click "Apply"
3. **Should show:** "Coupon limit reached" error

Test 5.6c: Invalid Code

1. Enter coupon: **INVALID**
2. Click "Apply"
3. **Should show:** "Invalid coupon code" error

Test 5.6d: Empty Code

1. Leave coupon field empty
2. Click "Apply"
3. **Should show:** Validation error or do nothing

What to check:

- All invalid codes are rejected
- Error messages are clear and helpful
- You can try again after an error
- No payment is processed with invalid coupons

Test 5.7: Viewing Your Subscription

What you're testing: Can you see your subscription details?

Steps:

1. Go to your dashboard
2. Look for "**Subscription**" or "**Billing**" section
3. **You should see:**
 - Your plan type (Free, Standard, or Enterprise)
 - Billing cycle (monthly, yearly)
 - Next billing date

- Amount you're paying
- Status (Active, Cancelled, etc.)

 **What to check:**

- Subscription details display
 - Information is accurate
 - You can see when you'll be charged next
 - Status is correct
-

Part 6: Admin Features

 **Note:** You need admin access for these tests. If you don't have admin access, skip this section or ask for admin credentials.

Test 6.1: Admin Dashboard

What you're testing: Can admins see system-wide statistics?

Steps:

1. Log in as admin user
2. Go to: <https://www.blessbox.org/admin>
3. **You should see:**
 - Total organizations
 - Total registrations
 - Total subscriptions
 - Total coupons
 - Other system statistics

 **What to check:**

- Admin dashboard loads
 - Statistics are accurate
 - Navigation works
 - Only admins can access this page
-

Test 6.2: Viewing All Organizations

What you're testing: Can admins see all organizations?

Steps:

1. In admin panel, click "**Organizations**" tab
2. **You should see** a list of all organizations
3. Click on an organization
4. **You should see:**
 - Organization name and contact info
 - How many registrations they have
 - How many QR codes they have
 - Their subscription status

 **What to check:**

- Organizations list displays
- You can see all organizations
- Details are accurate

- Counts are correct
-

Test 6.3: Managing Coupons (Admin)

What you're testing: Can admins create and manage coupons?

Steps:

1. Go to: <https://www.blessbox.org/admin/coupons>
2. Click "Create New Coupon"
3. Fill in:
 - o **Code:** TEST2024
 - o **Discount Type:** Percentage
 - o **Discount Value:** 25
 - o **Status:** Active
 - o **Max Uses:** 50
 - o **Expires:** 6 months from today
4. Click "Create Coupon"
5. **The coupon should appear** in the list

 **What to check:**

- You can create coupons
 - Form validates correctly
 - Coupon appears in list
 - You can edit coupons
 - You can deactivate coupons
-

Test 6.4: Viewing All Subscriptions

What you're testing: Can admins see all subscriptions?

Steps:

1. In admin panel, click "**Subscriptions**" tab
2. **You should see** all subscriptions from all organizations
3. **For each subscription, you should see:**
 - o Organization name
 - o Plan type
 - o Status
 - o Billing cycle
 - o Amount

 **What to check:**

- Subscriptions list displays
 - Information is accurate
 - You can see all organizations' subscriptions
-

Part 7: Reports & Exports

Test 7.1: Exporting Registrations as CSV

What you're testing: Can you download your registration data?

Steps:

1. Go to: <https://www.blessbox.org/dashboard/registrations>
2. Click "**Export**" button
3. Select format: "**CSV**"
4. Click "**Download**"
5. **The file should download**
6. Open the CSV file (in Excel, Google Sheets, or any spreadsheet program)
7. **You should see** all your registration data

 **What to check:**

- Export button works
- File downloads successfully
- CSV file opens correctly
- All registration data is included
- Headers are correct (First Name, Last Name, Email, etc.)
- Data is accurate

 **Tip:** CSV files are great for importing into Excel or Google Sheets!

Test 7.2: Exporting Registrations as PDF

What you're testing: Can you get a PDF report?

Steps:

1. On registrations page, click "**Export**"
2. Select format: "**PDF**"
3. Click "**Download**"
4. **The PDF should download**
5. Open the PDF
6. **You should see** all registrations formatted nicely

 **What to check:**

- PDF downloads
- PDF opens correctly
- Format is readable
- All data is included
- You can print it if needed

 **Tip:** PDFs are great for printing or sharing!

Test 7.3: Exporting with Filters

What you're testing: Can you export only specific data?

Steps:

1. On registrations page, apply filters:
 - Select a date range
 - Select a status (checked in, not checked in)
2. Click "**Export**"
3. **Only the filtered data should be exported**

 **What to check:**

- Filters apply to export
- Only matching records are exported

- Export reflects your current filters
-

Part 8: Classes & Participants

Test 8.1: Creating a Class

What you're testing: Can you create a class or workshop?

Steps:

1. Go to: <https://www.blessbox.org/classes/new>
2. Fill in class details:
 - **Name:** "Yoga Basics"
 - **Description:** "Introduction to yoga for beginners"
 - **Capacity:** 20
 - **Timezone:** Select your timezone
3. Click "**Create Class**"
4. **The class should appear** in your classes list

 **What to check:**

- Form works correctly
 - Class is created
 - Class appears in list
 - Details are correct
-

Test 8.2: Adding Class Sessions

What you're testing: Can you schedule class sessions?

Steps:

1. Open a class you created
2. Click "**Add Session**"
3. Fill in:
 - **Date:** Pick a future date
 - **Time:** 10:00 AM
 - **Duration:** 60 minutes
 - **Location:** "Main Studio"
 - **Instructor:** "Jane Smith"
4. Click "**Save**"
5. **The session should appear** in the class

 **What to check:**

- Session is created
 - Session appears in class
 - Details are correct
 - You can add multiple sessions
-

Test 8.3: Adding Participants

What you're testing: Can you add people to your system?

Steps:

1. Go to participants section

2. Click "**Add Participant**"
3. Fill in:
 - o **First Name:** "Alice"
 - o **Last Name:** "Johnson"
 - o **Email:** "alice@example.com"
 - o **Phone:** "(555) 111-2222"
4. Click "**Save**"
5. **The participant should appear** in your list

 **What to check:**

- Participant is created
 - Participant appears in list
 - You can enroll them in classes
-

Test 8.4: Enrolling Participants in Classes

What you're testing: Can you enroll people in classes?

Steps:

1. Open a class
2. Click "**Enroll Participant**"
3. Select a participant from the list
4. Select a session (if the class has multiple sessions)
5. Click "**Enroll**"
6. **The participant should appear** in the class roster

 **What to check:**

- Enrollment works
 - Participant appears in class
 - You can see who's enrolled
 - Capacity limits work (if you try to enroll more than capacity)
-

Reporting Issues

How to Report a Bug

If something doesn't work as expected, here's how to report it:

1. Take a Screenshot

- Press `Print Screen` or use a screenshot tool
- Save the image

2. Note the Details:

- **What page were you on?** (copy the URL)
- **What were you trying to do?** (describe the steps)
- **What happened instead?** (describe the problem)
- **What browser are you using?** (Chrome, Firefox, Safari, etc.)
- **What device?** (Windows PC, Mac, iPhone, etc.)

3. Fill Out This Template:

BUG REPORT

Title: [Brief description of the problem]

What I was doing:

1. Step 1
2. Step 2
3. Step 3

What I expected:

[What should have happened]

What actually happened:

[What actually happened]

Screenshot: [Attach screenshot]

Browser: [Chrome, Firefox, Safari, etc.]

Device: [Windows PC, Mac, iPhone, etc.]

URL: [The page where it happened]

4. Send to your team lead or development team

Testing Checklist

Use this checklist to track your progress:

Getting Started

- Read through this guide
- Set up test environment
- Prepared test data

Part 1: First Time Setup

- Test 1.1: Creating Your Account
- Test 1.2: Email Verification
- Test 1.3: Building Your Registration Form
- Test 1.4: Creating QR Codes

Part 2: Creating Your First Event

- Test 2.1: Viewing Your Dashboard
- Test 2.2: Viewing Your QR Codes
- Test 2.3: Downloading QR Codes

Part 3: Testing Registrations

- Test 3.1: Registering as a Public User
- Test 3.2: Viewing Registrations
- Test 3.3: Searching and Filtering Registrations

Part 4: Checking People In

- Test 4.1: Checking Someone In
- Test 4.2: Undoing a Check-in
- Test 4.3: Bulk Check-in (If Available)

Part 5: Payment & Discounts

- Test 5.1: Viewing Pricing Plans
- Test 5.2: Testing FREE Processing (FREE100)
- Test 5.3: Testing 50% Discount (WELCOME50)
- Test 5.4: Testing \$20 Off Discount (SAVE20)
- Test 5.5: Testing \$10 Off Discount (FIRST10)
- Test 5.6: Testing Invalid Coupons
- Test 5.7: Viewing Your Subscription

Part 6: Admin Features

- Test 6.1: Admin Dashboard
- Test 6.2: Viewing All Organizations
- Test 6.3: Managing Coupons (Admin)
- Test 6.4: Viewing All Subscriptions

Part 7: Reports & Exports

- Test 7.1: Exporting Registrations as CSV
- Test 7.2: Exporting Registrations as PDF
- Test 7.3: Exporting with Filters

Part 8: Classes & Participants

- Test 8.1: Creating a Class
- Test 8.2: Adding Class Sessions
- Test 8.3: Adding Participants
- Test 8.4: Enrolling Participants in Classes

Final Steps

- All tests completed
 - All bugs documented
 - Test report submitted
-

Tips for Successful Testing

- ✓ **Take your time** - Don't rush through tests
 - ✓ **Take notes** - Write down anything unusual
 - ✓ **Test on different browsers** - Chrome, Firefox, Safari
 - ✓ **Test on mobile** - Use your phone to test mobile features
 - ✓ **Try to break things** - Enter weird data, click buttons rapidly
 - ✓ **Ask questions** - If something is unclear, ask!
 - ✓ **Have fun!** - Testing can be like solving puzzles
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Quick Reference

Important URLs

- **Homepage:** <https://www.blessbox.org>
- **Dashboard:** <https://www.blessbox.org/dashboard>
- **Pricing:** <https://www.blessbox.org/pricing>
- **Admin Panel:** <https://www.blessbox.org/admin>

Test Coupon Codes

- **FREE100** - 100% off (FREE!)

- **WELCOME50** - 50% off
- **SAVE20** - \$20 off
- **FIRST10** - \$10 off

Test Payment Card

- **Card Number:** 4111 1111 1111 1111
 - **CVV:** 123
 - **Expiry:** Any future date
 - **ZIP:** 12345
-

Need Help?

If you get stuck or have questions:

1. **Check this guide** - Your answer might be here!
 2. **Take a screenshot** - Visual evidence helps
 3. **Note the exact steps** - What did you click?
 4. **Check the browser console** - Press F12, look for errors
 5. **Ask your team lead** - They're there to help!
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Thank you for testing BlessBox! 🎉

Your testing helps make the app better for everyone. We appreciate your time and effort!

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