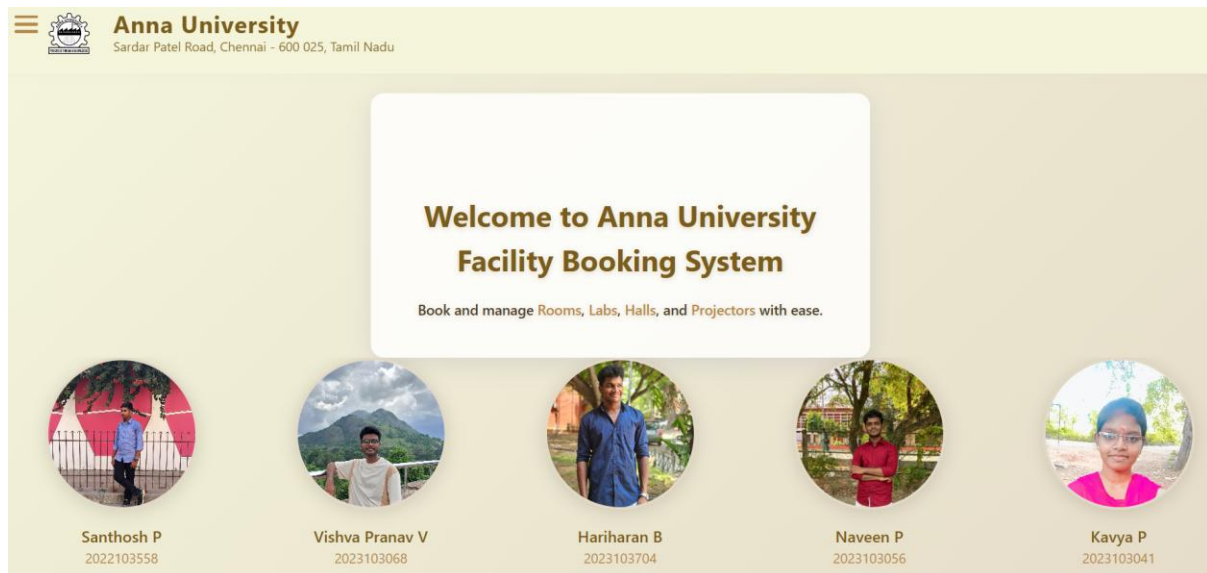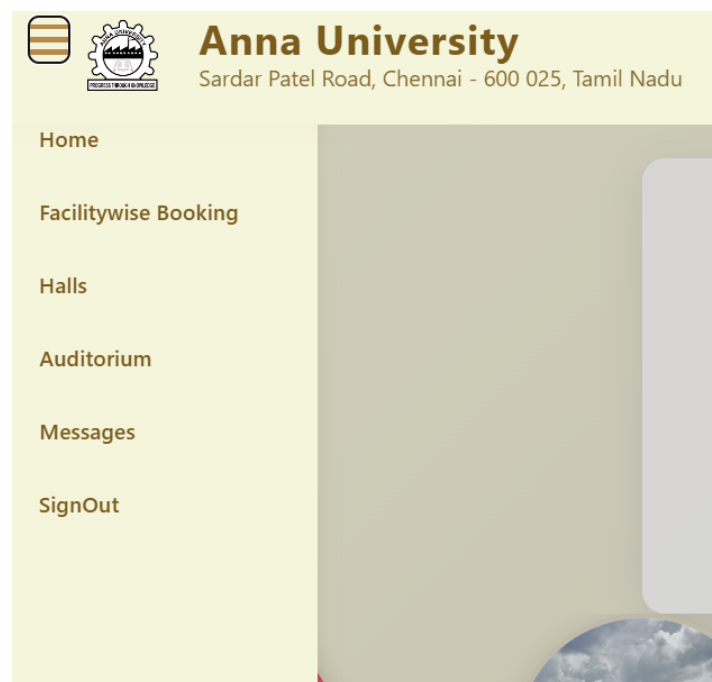# CSEA MEMBER Manual

1. Homepage

- A shared landing page for all users after login.
- Displays a personalized welcome message.
- Shows a list of contributors involved in system development

2. Sidebar Navigation

- Sidebar options are dynamically loaded based on the user's role

3. Facility Booking

- Select a desired date from the calendar.
- Choose an available period.
- Filter facilities by type using a dropdown menu.
- Confirm booking.

4. Hall Booking Request

- Enter:
    - Event Name
    - Date
    - Time Period (within 4 weeks)
- Upload a PDF document as proof of the event.
- Submit the booking request.
- The request will be reviewed by the Admin.
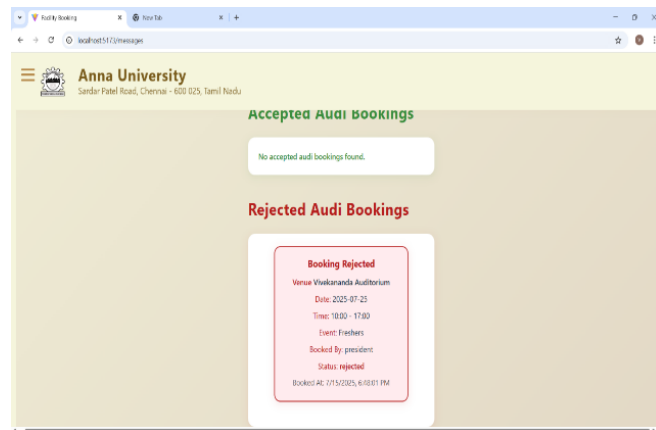
5. Auditorium Booking

- Select:
  - Auditorium
  - Date
  - Start and End time
- Input:
  - Event Name
  - Additional information
- Upload PDF document as event proof.
- Submit request for admin review.
- Booking requests for halls and auditoriums are subject to **administrator approval**.

6. Messages & Receipts

- View the status of hall bookings (accepted. rejected, withdrawn).
- Download booking receipts for approved events.

Accepted Audi Bookings

No accepted audi bookings found.

Rejected Audi Bookings

Booking Rejected

Venue Vivekananda Auditorium

Date: 2025-07-25

Time: 10:00 - 17:00

Event: Freshers

Booked By: president

Status: rejected

Booked At: 7/15/2025, 6:08:01 PM

Withdrawn Hall Bookings

Booking Withdrawn

Hall: Conference Hall

Date: 2025-07-25

Time: 08:00 - 08:30

Booked By: faculty01

Status: withdrawn

Booked At: 24/7/2025, 6:03:43 pm