



Program Registration Application User Manual

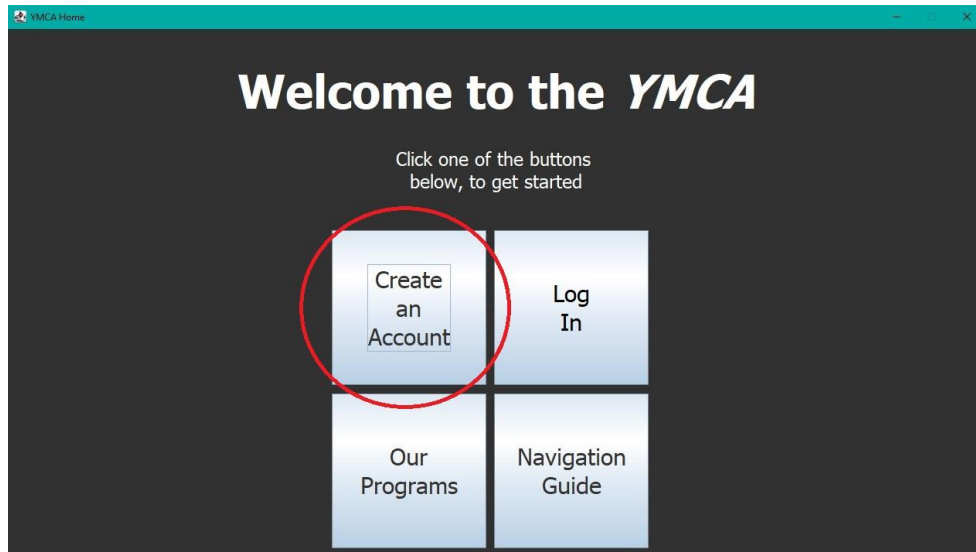
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Home Page

Creating an Account

1. From the main page, click 'Create an Account' to go to the Account Creation Page



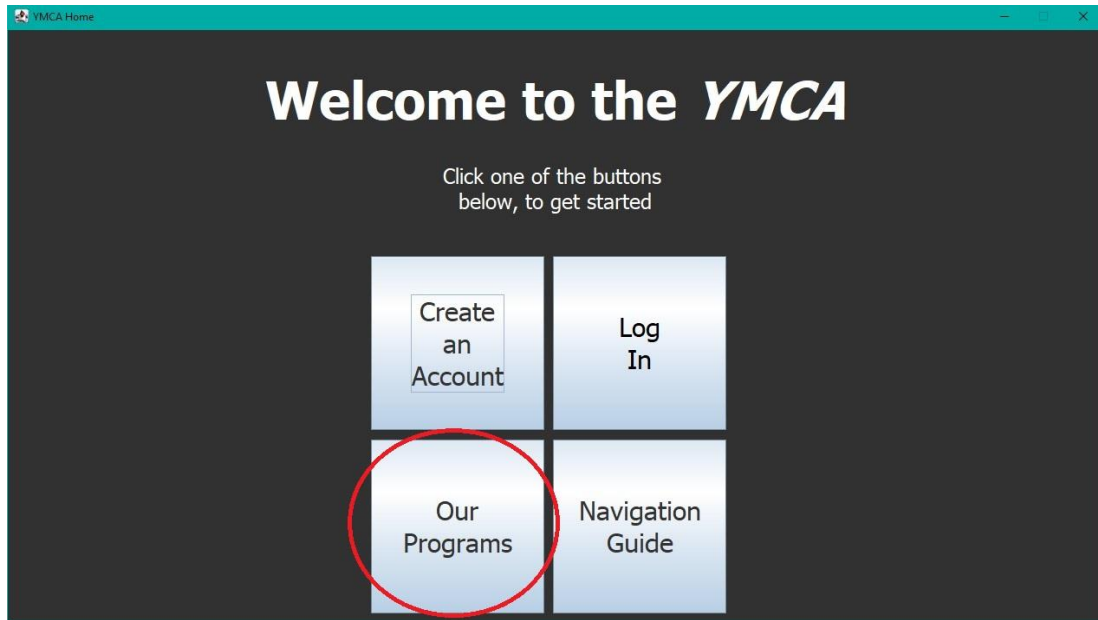
2. Enter in each field, making sure each entry is valid given the requirements
3. Click 'Create Account'

A screenshot of a web browser window titled 'Account Creation'. The page has a dark background with the text 'Create an Account!' in white. Below this, there are four input fields with labels and requirements: 'Username: *must be unique*', 'Password: *must be between 8-15 character long*', 'Confirm Password: *must match*', and 'Email: *must be unique*'. At the bottom, there is a 'Create Account' button, which is circled in red. The browser window also shows a 'Log In' button and a 'Home' link in the top left corner.

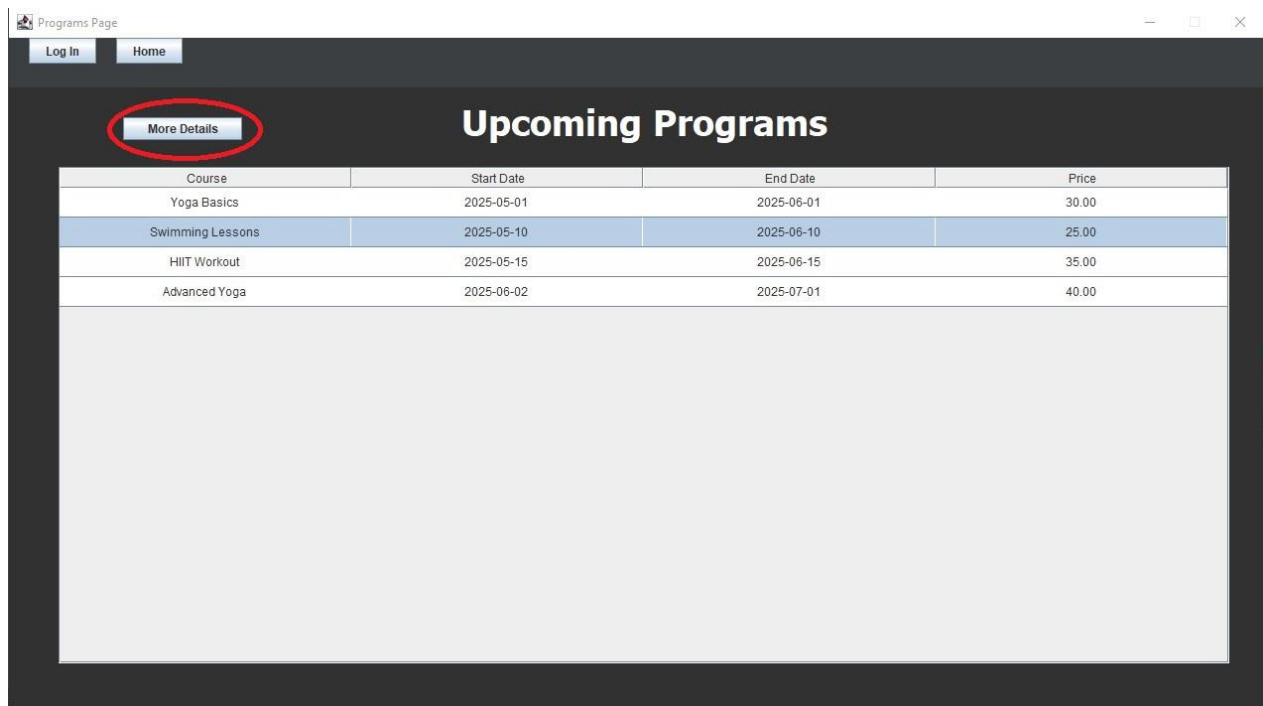
Viewing Programs

All available program offerings may be viewed without signing in.

1. From the main page, click 'Our Programs' to get to the Upcoming Programs page.



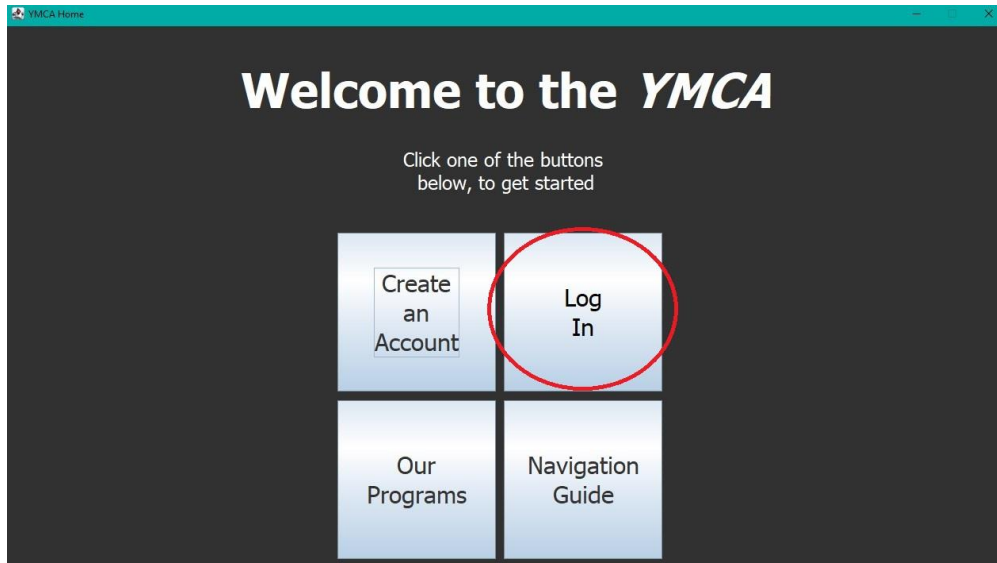
2. To view more details, simply click the name of the desired course so it is highlighted.
3. Once highlighted, click the 'More Details' button to bring up the full details of the course.



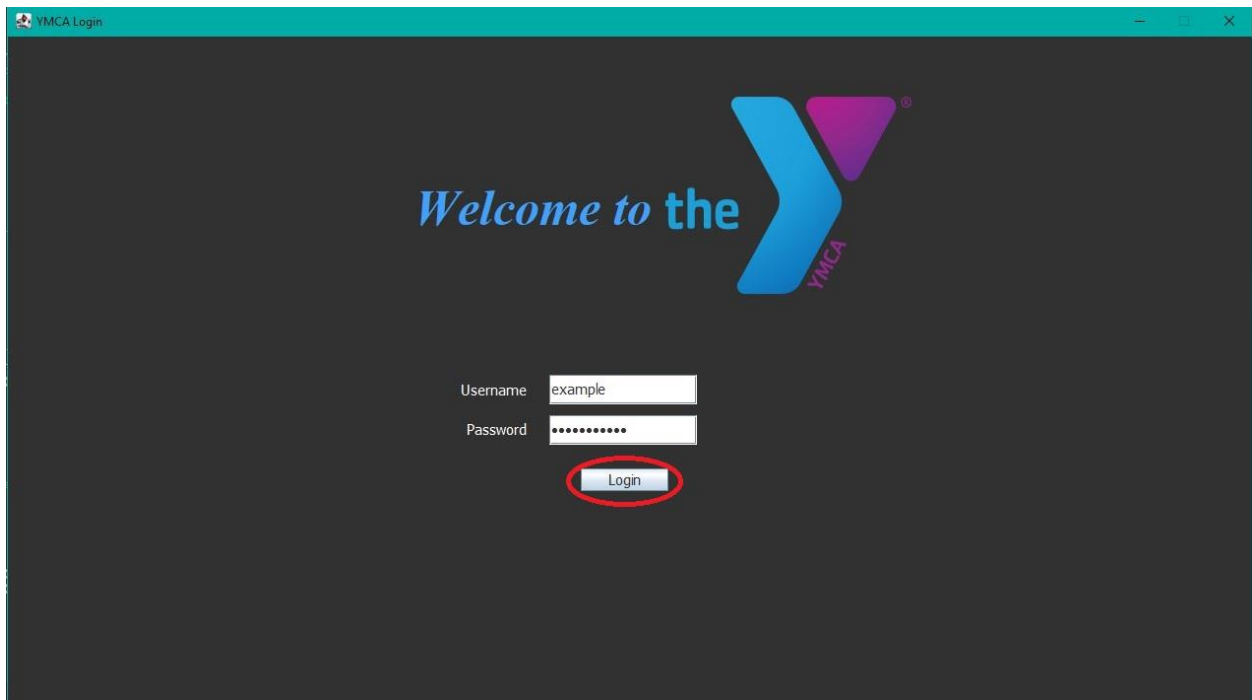
Logging In

Note: You must have an account registered with your local YMCA to log in.

1. From the main page, click on the 'Log In' button



2. Enter in your username and password, then click the 'Login' button

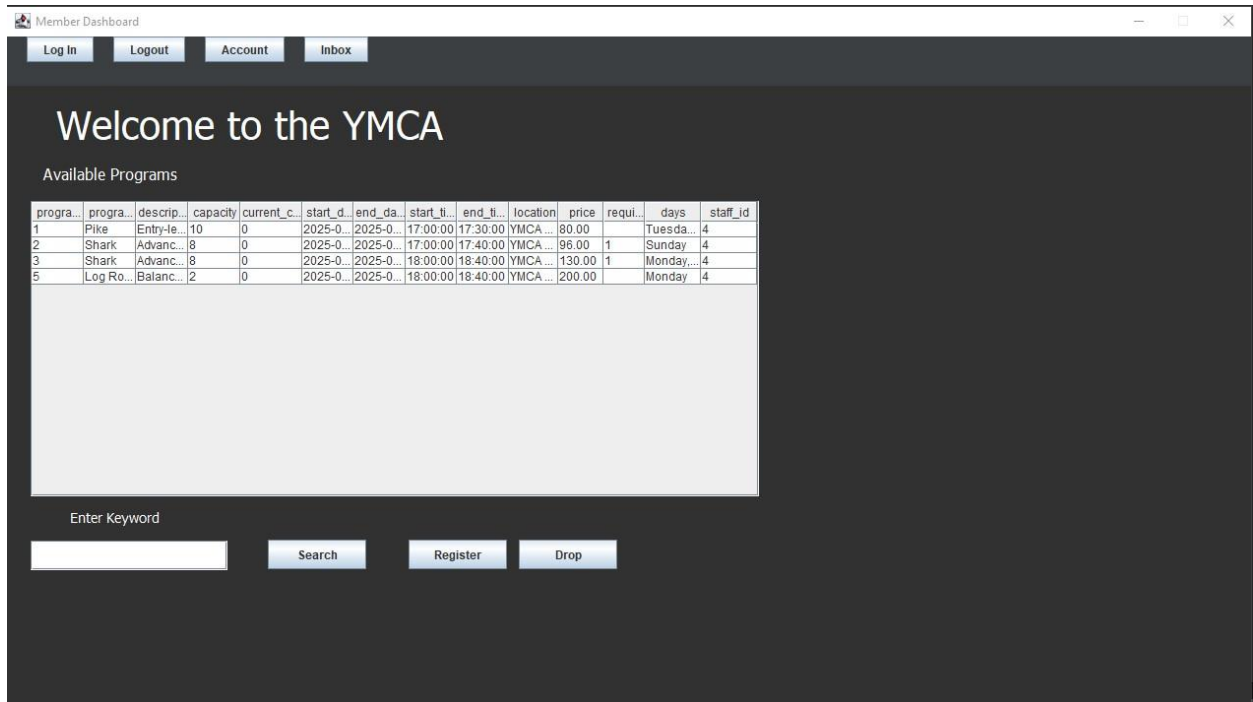


Basic Users

Members and non-members can perform the same functions in this application, the only difference being that members receive a discount on their program fees.

Page Navigation

Dashboard



From the Member Dashboard, you can search and view available programs, as well as register and drop them.

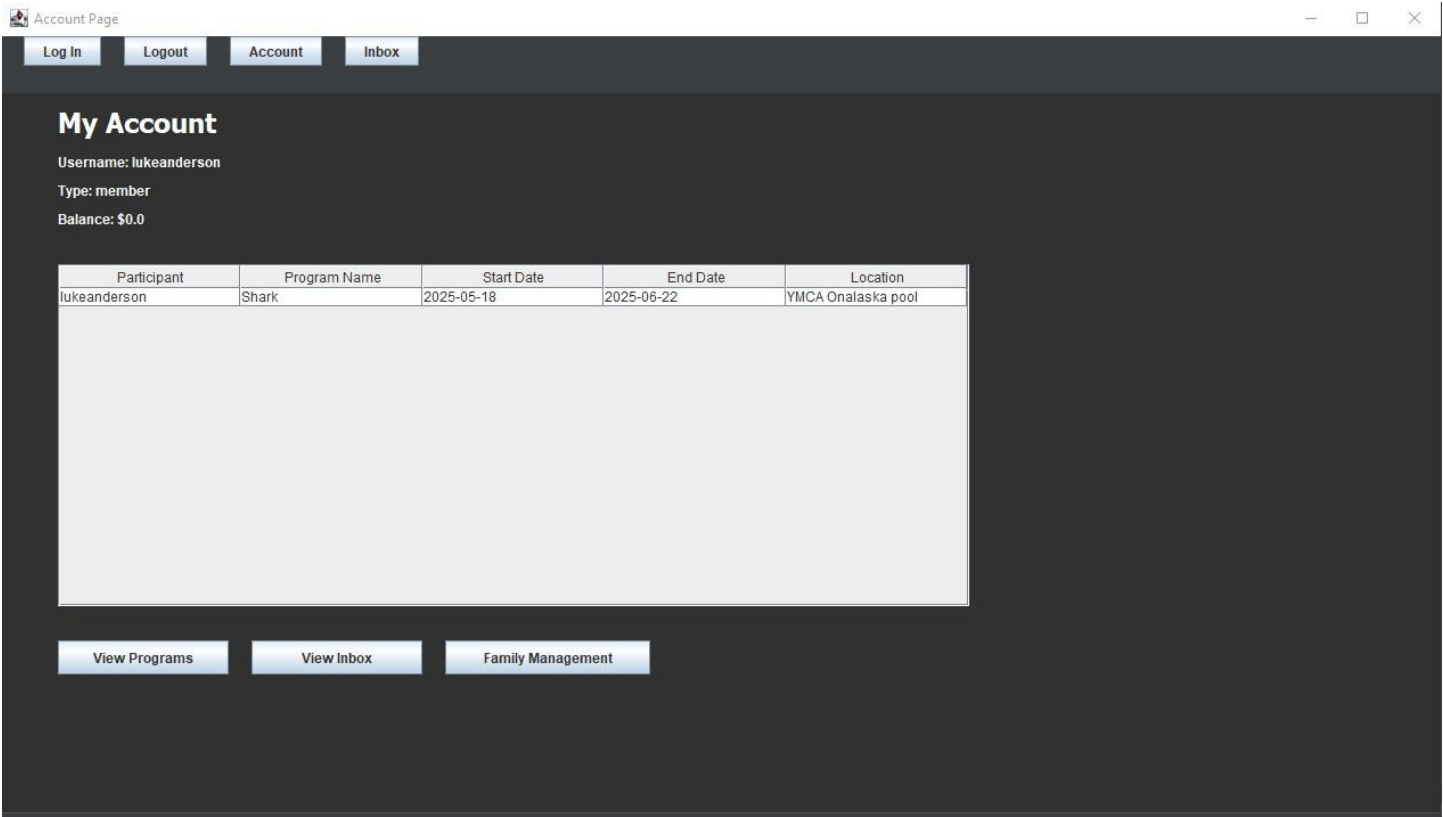
You can navigate to the Inbox Page by clicking the 'Inbox' button at the top of the page

You can navigate to the Account Page by clicking 'Account' button at the top of the page

Log out by clicking the 'Logout' button at the top of the page

Log in to a different account by clicking the 'Log In' button at the top of the page

Account Page



From the Account Page, you can view your current registered programs, user type, and balance.

To navigate to the Dashboard, click the ‘View Programs’ button.

To navigate to the Inbox, click the ‘Inbox’ button.

To navigate to the Family Management Page, click the ‘Family Management’ button.

Family Management Page

The screenshot shows a web application window titled "Family Management". At the top, there is a navigation bar with buttons for "Log In", "Logout", "Account", and "Inbox". The main content area is titled "Family and Dependent Management".

On the left side, under "Add Family Member (Username):", there is a text input field and an "Add Family Member" button. Below this is a table with two columns: "Family Member Username" and "User ID". The table contains one row with the values "ainianderson" and "3".

On the right side, under "Add Dependent:", there are three text input fields labeled "Name", "Birthdate (yyyy-mm-dd)", and "Relationship", followed by an "Add Dependent" button. Below this is a section titled "Your Dependents:" with a table that has three columns: "Name", "Birthdate", and "Relationship". The table is currently empty.

At the bottom left, there is a "Back to Account" button.

Family Member Username	User ID
ainianderson	3


Name	Birthdate	Relationship
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From the Family Management Page, you can view and add family members, and view and add dependents.

To navigate to the Inbox, click the 'Inbox' button.

To navigate to the Account Page, click the 'Back to Account' button.

Inbox

Inbox

Your Inbox

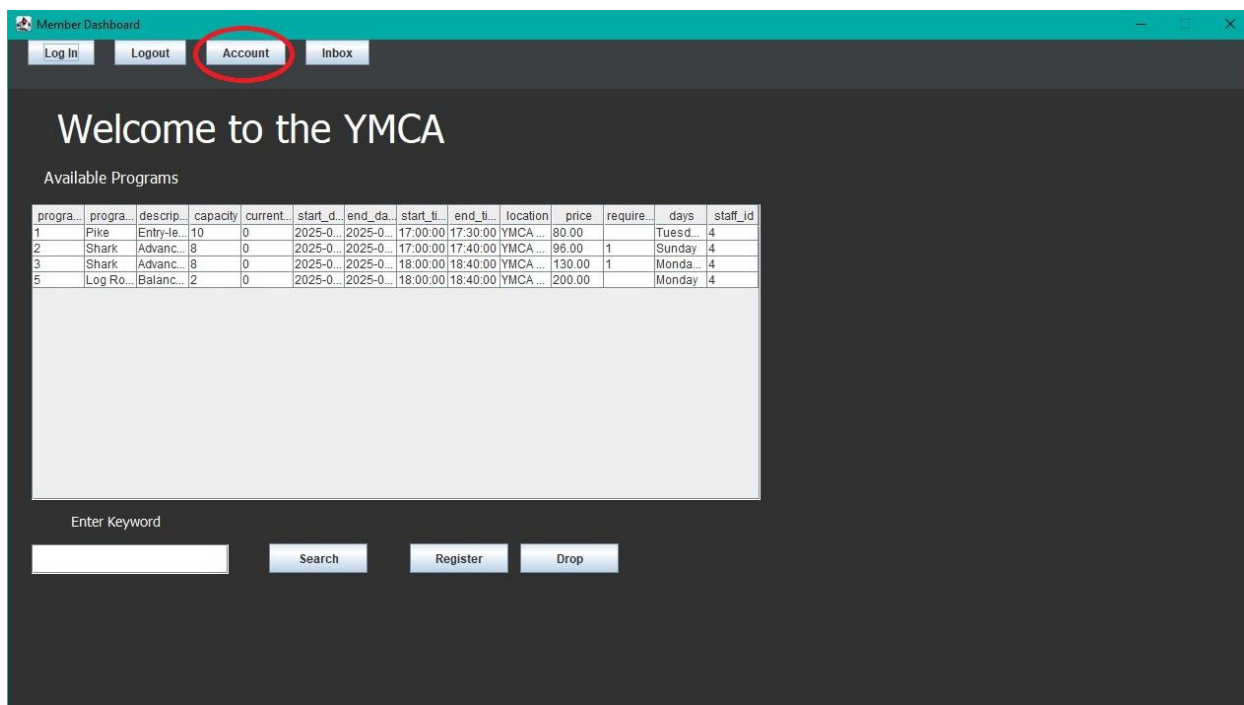
Message	Date Sent
A program you or your dependent were registered for (Log Rolling) has been cancelled.	2025-05-05T17:00:58

The Inbox is a page where you receive messages concerning things such as program cancellations.

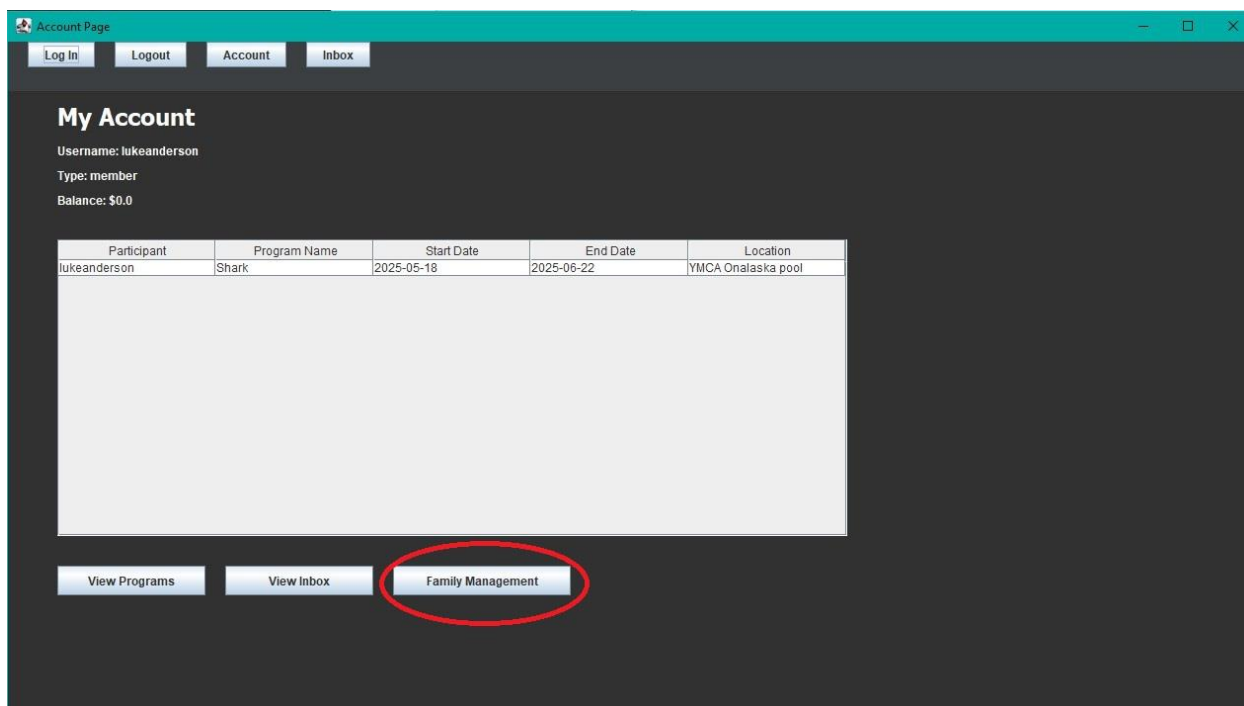
To exit the inbox, simply close the page to go back to the previous page you were on.

Adding Family Members

1. From the Member Dashboard, click the 'Account' Button at the top of the application to go to the Account Page



2. On the Account Page, click the 'Family Management' Button



3. Enter in a username that your family member will use
4. Click the 'Add Family Member' Button to add the family member

The screenshot shows a web application titled "Family Management" with a teal header bar. Below the header is a navigation bar with buttons for "Log In", "Logout", "Account", and "Inbox". The main content area is titled "Family and Dependent Management".

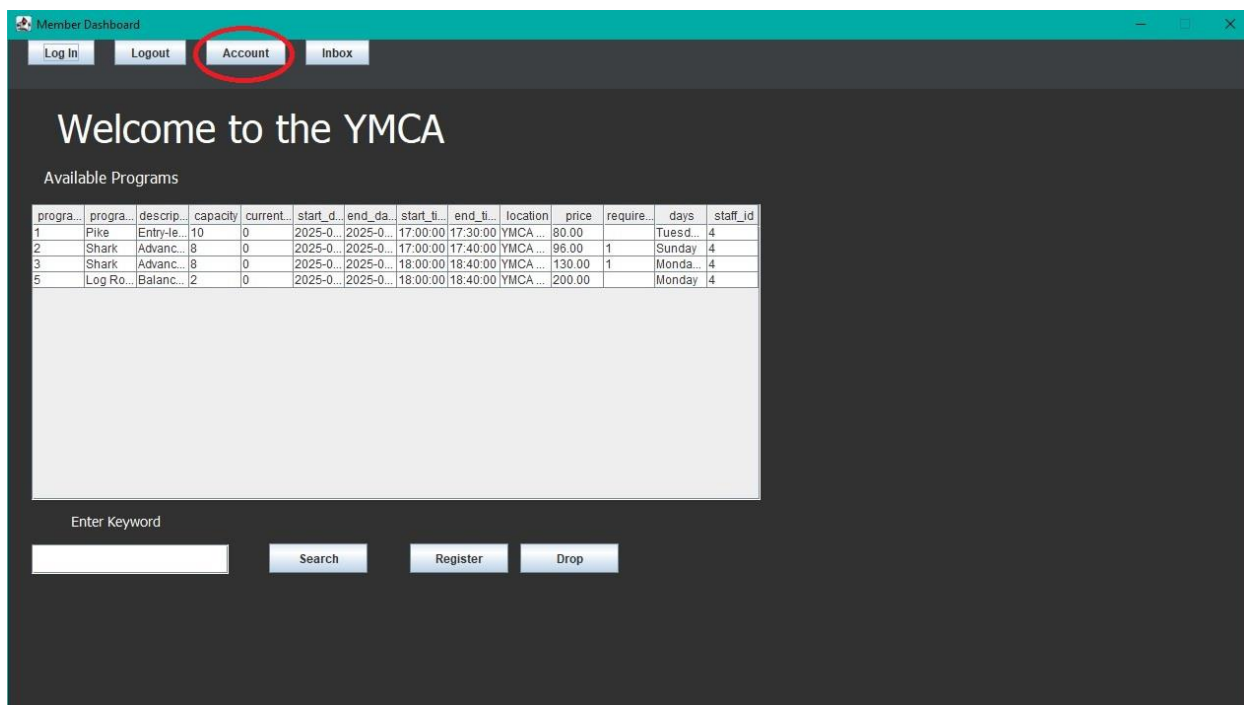
On the left, under "Family and Dependent Management", there is a section "Add Family Member (Username):" which is circled in red. It contains a text input field and a blue "Add Family Member" button. Below this is a table with two columns: "Family Member Username" and "User ID". The first row contains the text "ainlianderson" and the number "3".

On the right, there is a section "Add Dependent:" with three text input fields labeled "Name", "Birthdate (yyyy-mm-dd)", and "Relationship". Below these is a blue "Add Dependent" button. Further down is a section "Your Dependents:" with a table that has three columns: "Name", "Birthdate", and "Relationship". The table is currently empty.

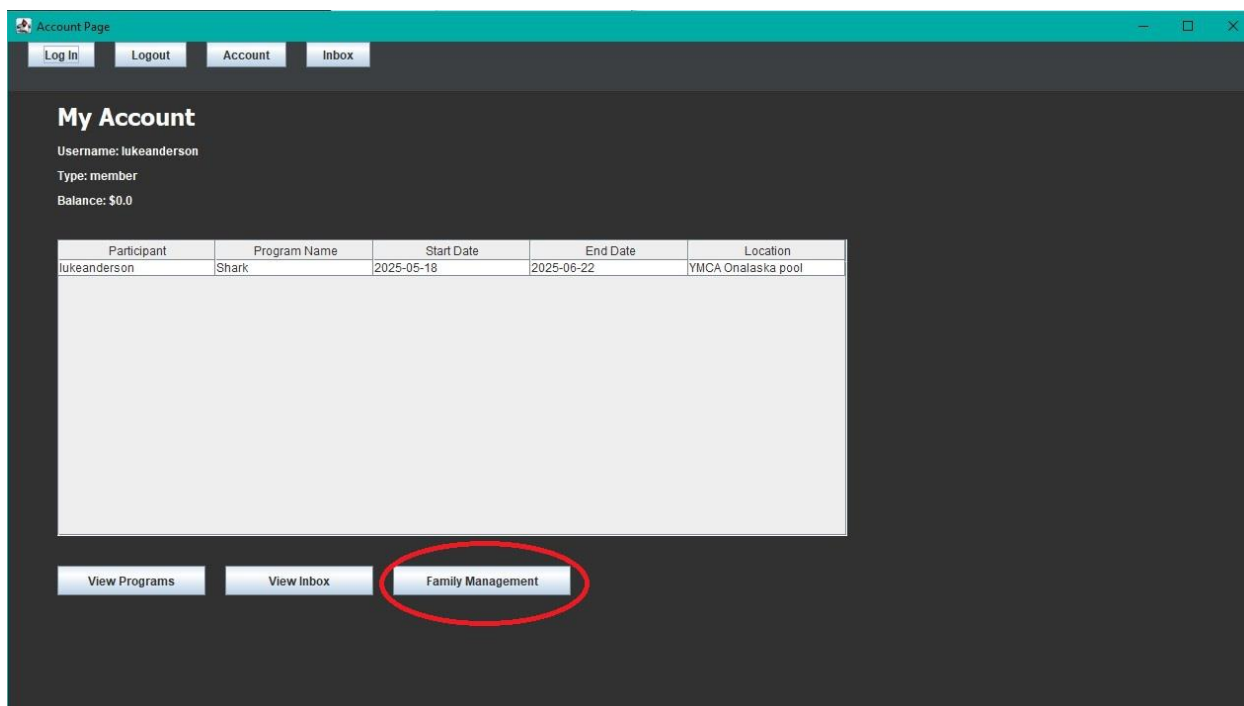
At the bottom left, there is a blue button labeled "Back to Account".

Adding Dependents

1. From the Member Dashboard, click the 'Account' button at the top of the application to go to the Account Page



2. On the Account Page, click the 'Family Management' button



3. Enter your dependent's Name, Birthdate, and type of Relationship (Mother, Father, Daughter, Son, etc.)
4. Click the 'Add Dependent' button

The screenshot shows a web application titled "Family Management" with a teal header bar. Below the header, there are navigation buttons: "Log In", "Logout", "Account", and "Inbox". The main content area is titled "Family and Dependent Management".

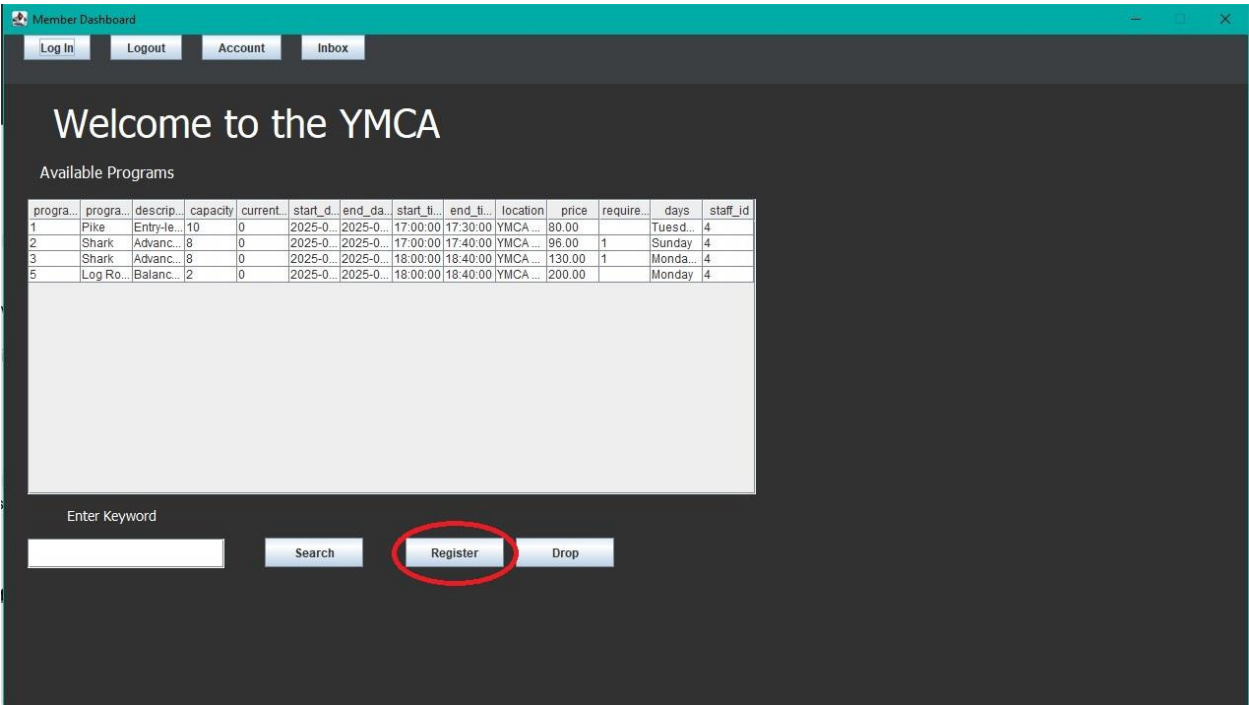
On the left, there is a section for "Add Family Member (Username):" with a text input field and an "Add Family Member" button. Below this is a table with two columns: "Family Member Username" and "User ID". The first row contains the text "ainlanderson" and the number "3".

On the right, the "Add Dependent:" section is highlighted with a red circle. It contains three text input fields labeled "Name", "Birthdate (yyyy-mm-dd)", and "Relationship", followed by an "Add Dependent" button. Below this is a section titled "Your Dependents:" with a table that has three columns: "Name", "Birthdate", and "Relationship". The table is currently empty.

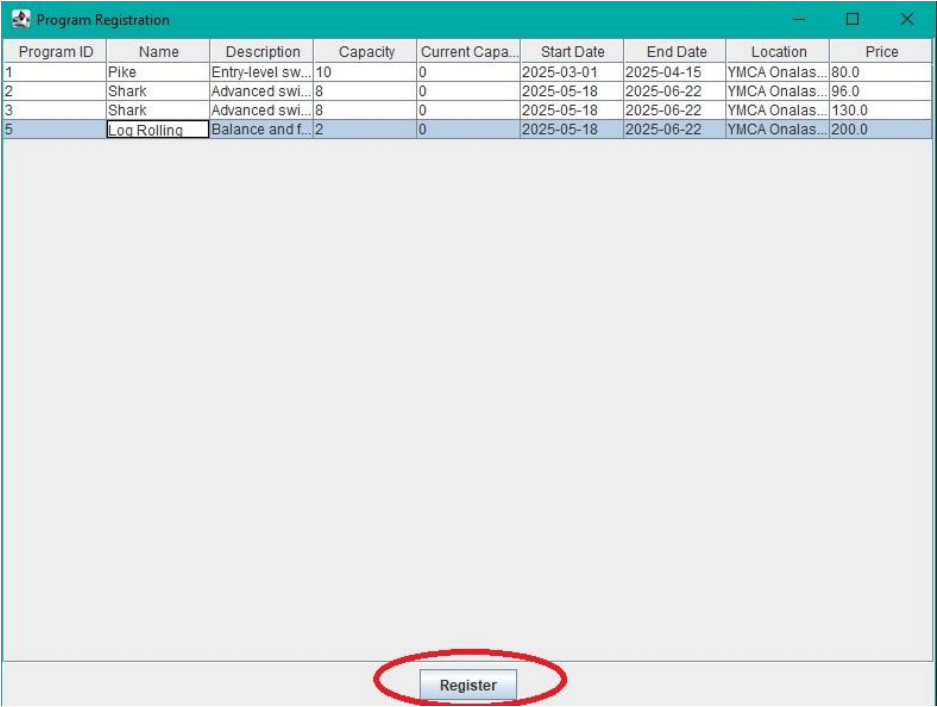
At the bottom left, there is a "Back to Account" button.

Registering for a course

1. From the Member Dashboard, click the ‘Register’ button.

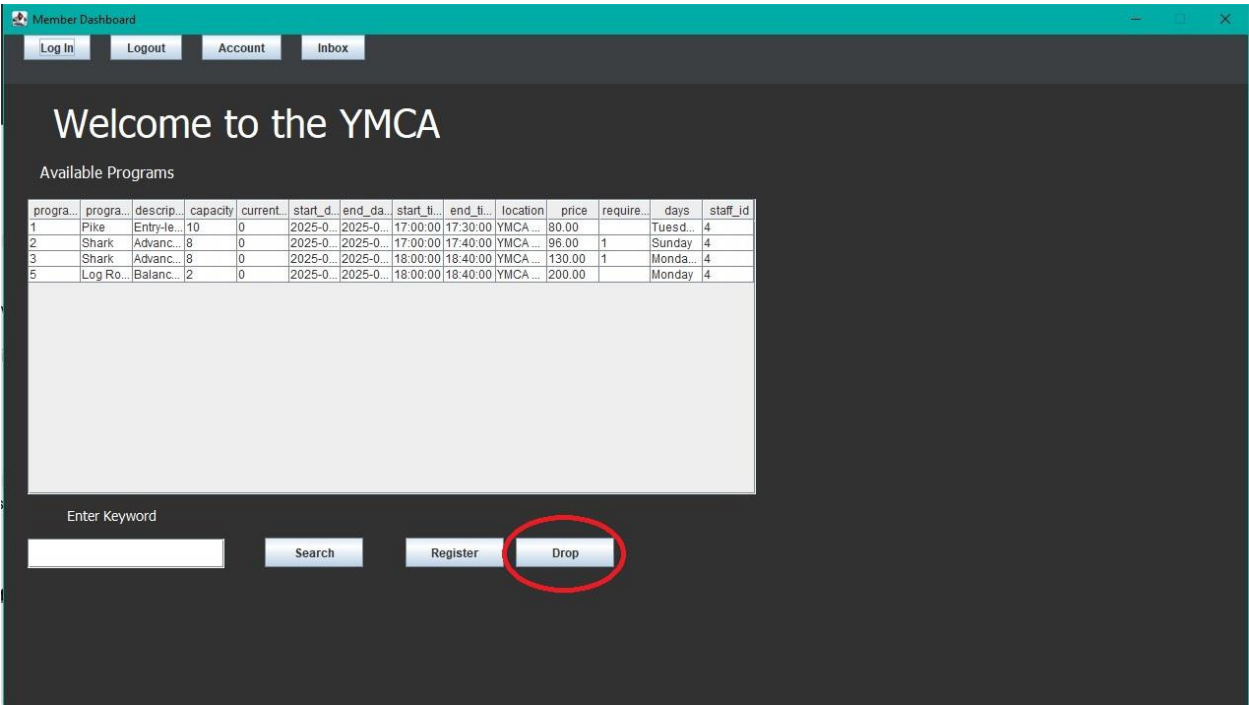


2. Select the family member or dependent who will be attending the program, then click ‘OK’
3. Select the desired program so that it is highlighted
4. Click the ‘Register’ button

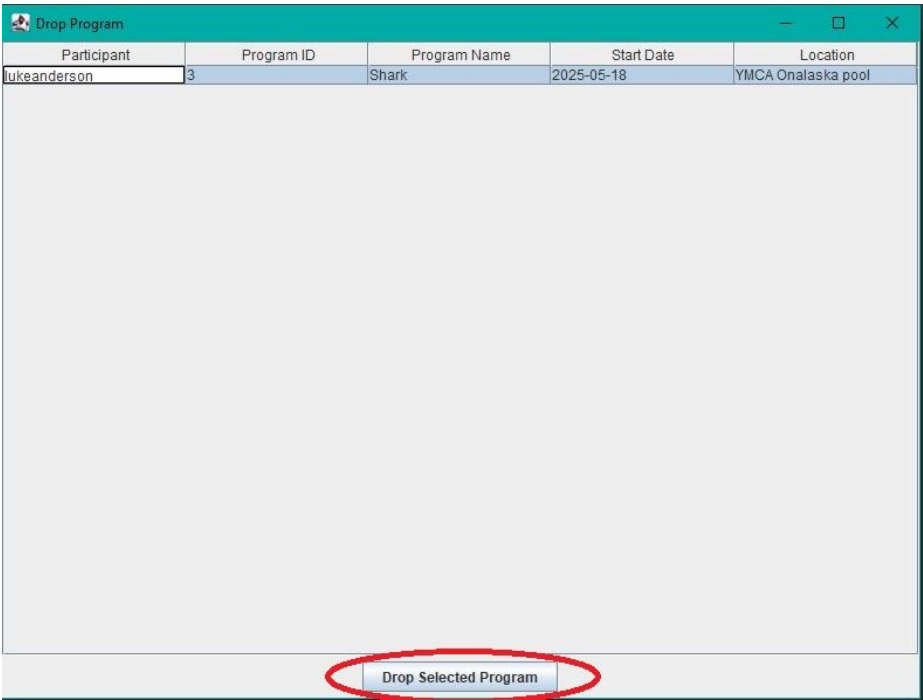


Dropping a course

1. From the Member Dashboard, click the ‘Drop’ button



2. From the menu, select the desired course to drop so it is highlighted
3. Click ‘Drop Selected Program’



Staff

Staff may also perform any function that a Basic User can. To do so, click the 'Personal Account' button to navigate to the user pages.

Staff Pages

Staff Work Page

Staff Work Page

Log In Logout Account Inbox

My Programs Personal Account

Staff Work Page

Name:

Location:

Price (\$):

Max Participants:

Prerequisites:

Date:

Time:

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Description:

Finalize Program

From this page, you can create programs that you will facilitate.

To navigate to your personal account, click the 'Personal Account' button.

To navigate to the Staff Programs Page, click the 'My Programs' button.

Staff Programs Page

The screenshot shows a web application window titled "Staff's Programs". At the top, there is a navigation bar with buttons for "Log In", "Logout", "Account", and "Inbox". Below this, the main content area is divided into two columns. The left column, titled "My Programs", contains a table with two columns: "Program ID" and "Program Name". The table lists four programs: ID 1 (Pike), ID 2 (Shark), ID 3 (Shark), and ID 5 (Log Rolling). Below the table are two buttons: "Users for Program" and "Delete Program". The right column, titled "Program Details", contains a large empty box labeled "Participant Names". To the right of this column are two buttons: "Staff Work Page" and "Personal Account Page". At the bottom of the page, there is a search bar with a "Search" button.

Program ID	Program Name
1	Pike
2	Shark
3	Shark
5	Log Rolling

Buttons: Log In, Logout, Account, Inbox, Staff Work Page, Personal Account Page, Users for Program, Delete Program, Search.

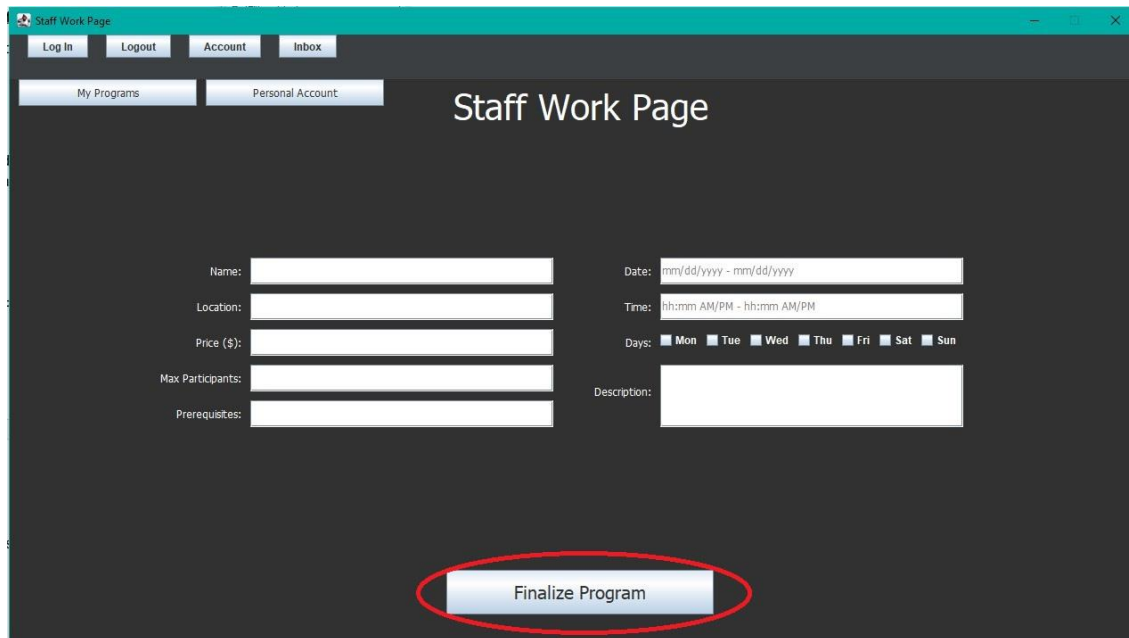
From this page you may view and delete the programs you have created, view the users registered for your programs, and view the programs that specific users are registered for.

To navigate to the Staff Work Page, click the 'Staff Work Page' button.

To navigate to your Personal Account, click the 'Personal Account Page' button.

Creating a program

1. From the Staff Work Page, fill out all fields
2. When finished, click the 'Finalize' Program button



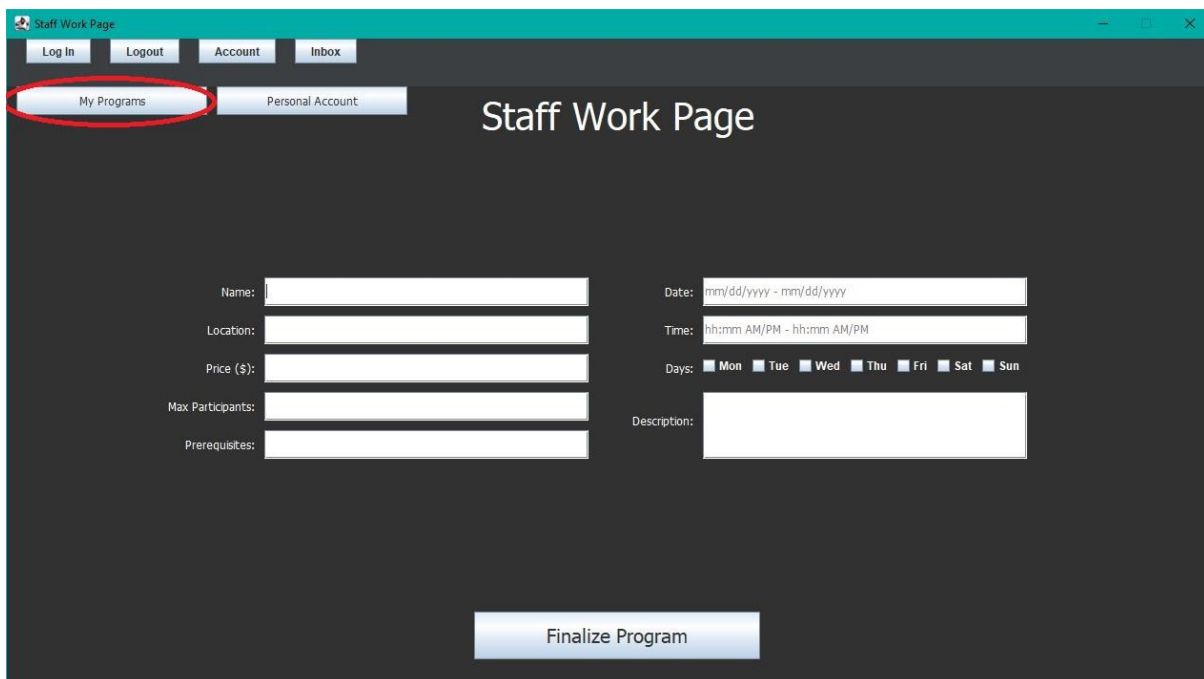
The screenshot shows the 'Staff Work Page' interface. At the top, there are navigation buttons: 'Log In', 'Logout', 'Account', and 'Inbox'. Below these are two tabs: 'My Programs' and 'Personal Account:'. The main heading is 'Staff Work Page'. The form contains the following fields:

- Name:
- Location:
- Price (\$):
- Max Participants:
- Prerequisites:
- Date:
- Time:
- Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
- Description:

At the bottom center, there is a button labeled 'Finalize Program' which is circled in red.

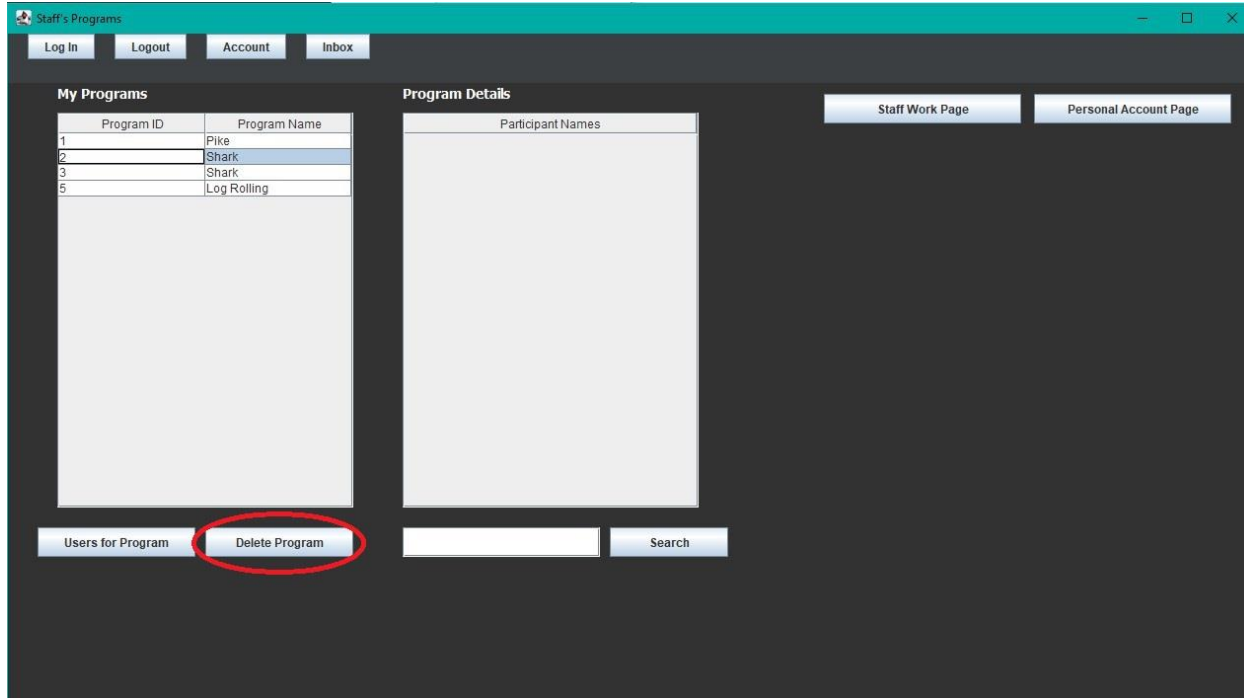
Deleting a program

1. From the Staff Work Page, click the 'My Programs' button



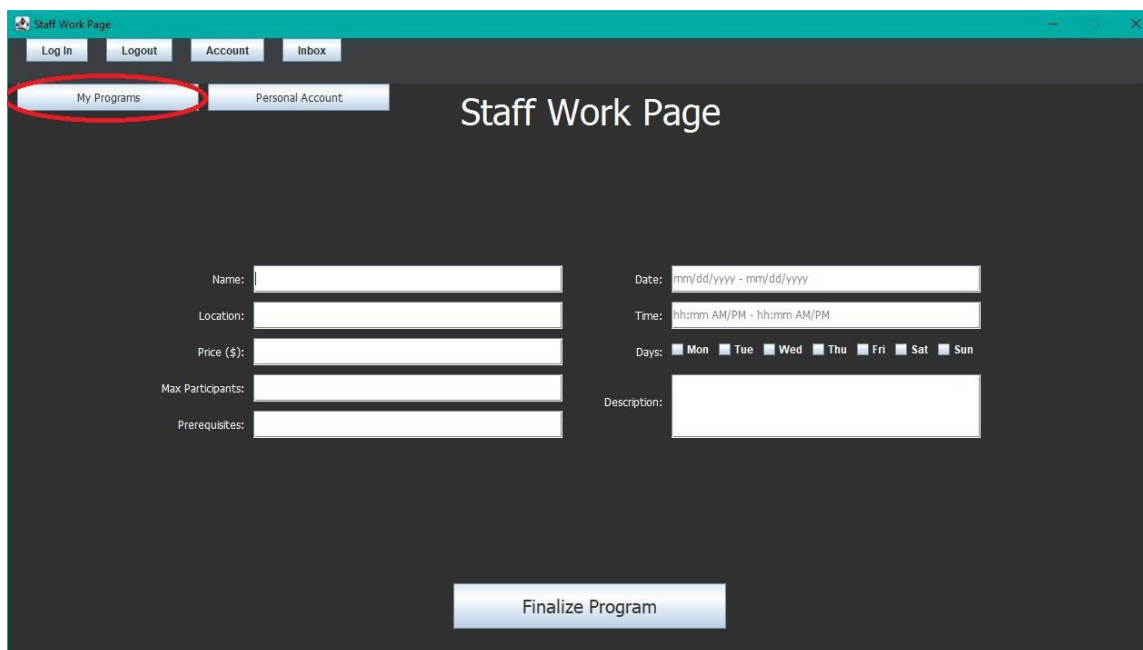
This screenshot is identical to the one above, showing the 'Staff Work Page' with the same form fields and navigation elements. The 'My Programs' tab is highlighted with a red circle, indicating the step to click this button to proceed with deleting a program.

2. Select the program desired by clicking its name so it is highlighted
3. Click the 'Delete Program' Button



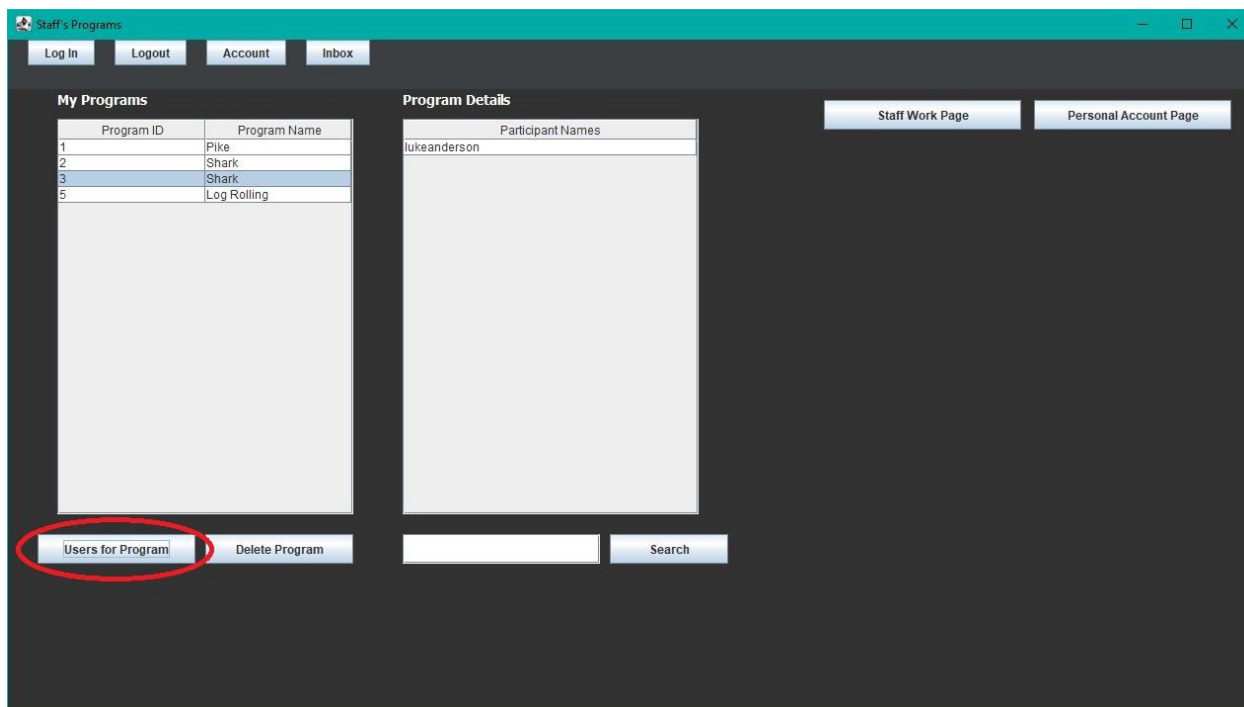
Search Program Registrations

1. From the Staff Work Page, click the 'My Programs' button



The screenshot shows the 'Staff Work Page' interface. At the top, there are navigation buttons: 'Log In', 'Logout', 'Account', and 'Inbox'. Below these, there are two buttons: 'My Programs' (highlighted with a red circle) and 'Personal Account'. The main area of the page contains a form for creating or editing a program. The form includes fields for 'Name', 'Location', 'Price (\$)', 'Max Participants', 'Prerequisites', 'Date', 'Time', 'Days' (with checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), and 'Description'. A 'Finalize Program' button is located at the bottom right of the form.

2. Select the program desired by clicking its name so it is highlighted
3. Click the 'Users For Program' Button



The screenshot shows the 'Staff's Programs' page. It has a navigation bar with 'Log In', 'Logout', 'Account', and 'Inbox'. Below the navigation bar, there are two main sections: 'My Programs' and 'Program Details'. The 'My Programs' section contains a table with the following data:

Program ID	Program Name
1	Pike
2	Shark
3	Shark
5	Log Rolling

The 'Program Details' section shows a list of 'Participant Names' with 'lukeanderson' listed. At the bottom of the 'My Programs' section, there are two buttons: 'Users for Program' (highlighted with a red circle) and 'Delete Program'. To the right of these buttons, there is a search bar and a 'Search' button.

4. Participants for the selected program will be shown in the table to the left.
5. To search for someone specific, type their name in the text field and click the 'Search' button

Search a User's Registrations

1. From the Staff Work Page, click the 'My Programs' button

Staff Work Page

Log In Logout Account Inbox

My Programs Personal Account

Name:

Location:

Price (\$):

Max Participants:

Prerequisites:

Date:

Time:

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Description:

Finalize Program

2. Type in desired user's username into text area
3. Click the 'Search' button, the user's registered programs will populate in the table above

Staff's Programs

Log In Logout Account Inbox

My Programs

Program ID	Program Name
1	Pike
2	Shark
3	Shark
5	Log Rolling

Program Details

Participant Names

Shark

Users for Program Delete Program

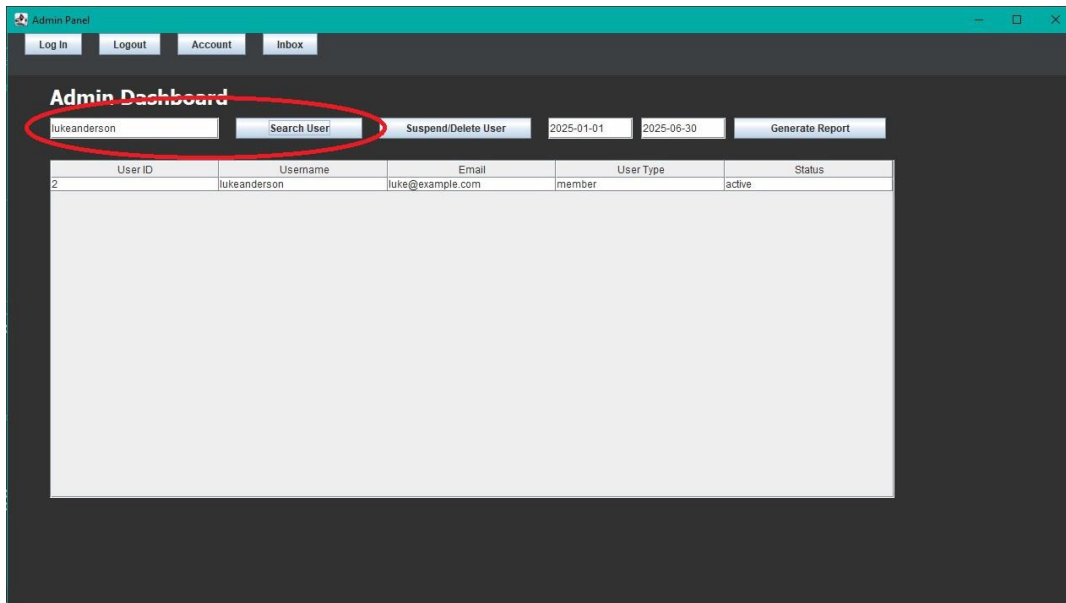
lukeanderson Search

Staff Work Page Personal Account Page

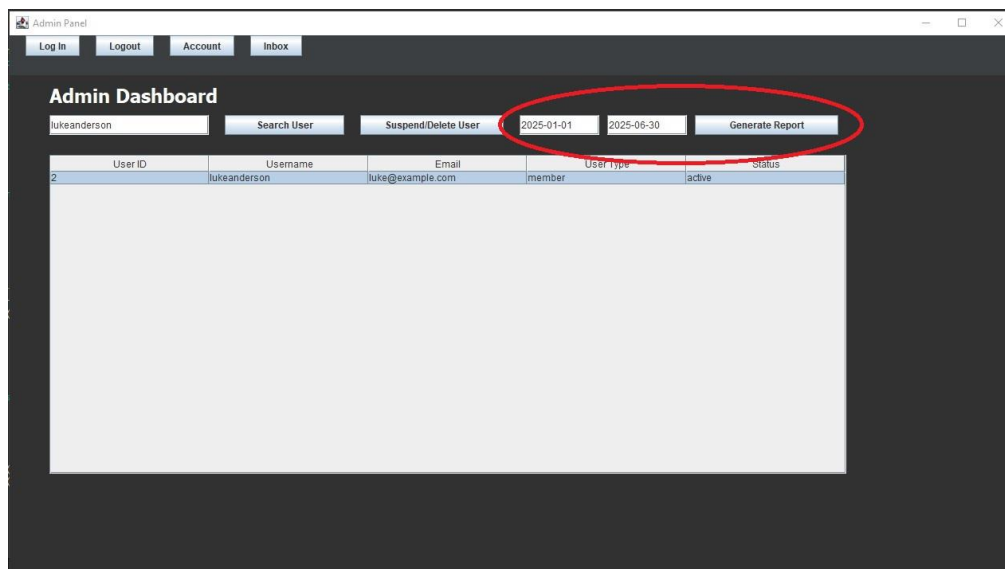
Admin

Generating Reports

1. From the Admin Dashboard, search the username of the desired user
2. Click the 'Search User' button

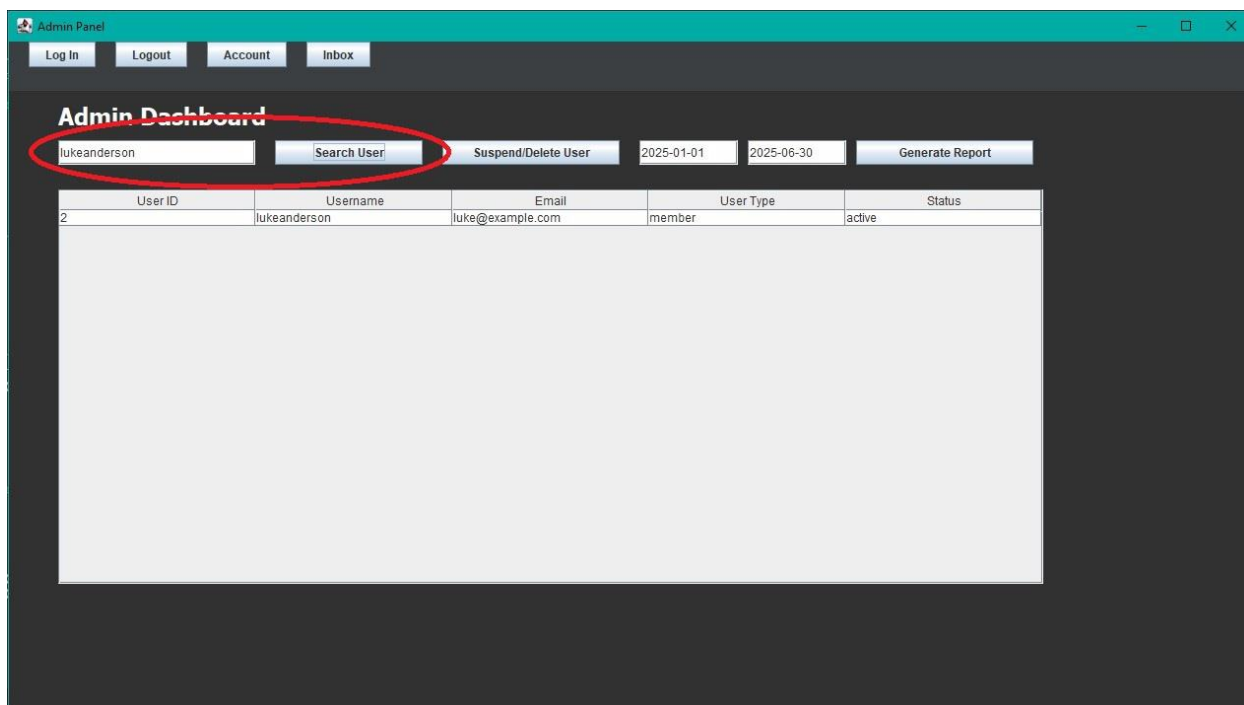


3. Click the desired user so it is highlighted
4. Enter in the desired dates of registrations
5. Click the 'Generate Report' button

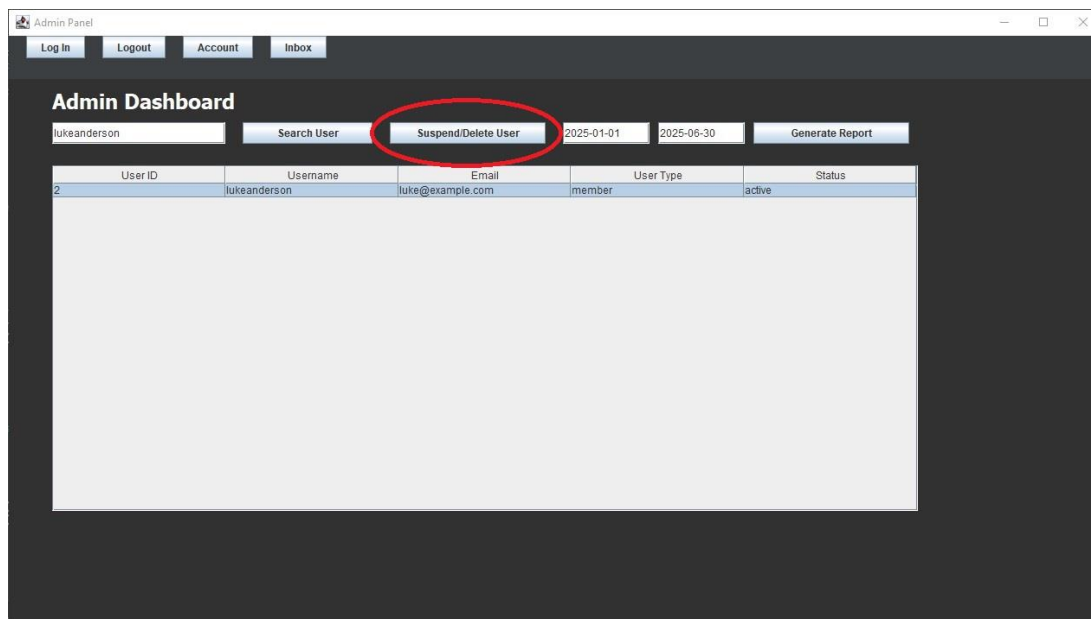


Deactivating users

1. From the Admin Dashboard, search the username of the desired user
2. Click the 'Search User' button



3. Click the desired user so it is highlighted
4. Click the 'Suspend/Delete User' button



FAQ

Q: What do I do if my account has been suspended?

A: Contact a staff member at your local YMCA to have it reinstated or a new account created

Q: What do I do if I forget my password?

A: Contact a staff member at your local YMCA to have your password reset

Q: Will I be refunded if I drop a course?

A: Courses dropped before the start date will receive a refund, but not if that date has already passed