



Scheduling Your Horizons
one student at a time

User Manual

Version 2.1

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Revision Signatures

By signing the following, the team member asserts that he/she has read the entire document and has, to the best of his knowledge, found the information contained herein to be accurate, relevant, and free of typographical error.

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Revision History

The following is a history of document revisions.

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1.0	Initial User Manual	4/28/17
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Table of Contents

1	Introduction	1
1.1	Purpose	1
1.2	Project Overview	1
1.3	Section Overview	1
2	Quick Start Guide	2
2.1	Opening Registration for the Event	2
2.2	Closing Registration for the Event	8
3	Participant Registration Usage	10
3.1	Student Registration	10
3.2	Presenter Registration	13
3.2.1	Non-Attending Presenter	13
3.2.2	Secondary Presenter	15
3.2.3	Primary Presenter	17
3.3	Group Leader Registration	19
3.4	Parent/Teacher Registration	21
3.5	Data Validation	23
3.5.1	Field Validation	23
3.5.2	Submit Validation	23
3.5.3	reCAPTCHA Validation	24
4	Organizer Page Usage	25
4.1	Schedule Generation	25
4.2	Schedule Modification	26
4.2.1	Move Student	26
4.2.2	Add Student	27
4.2.3	Remove Student	28
4.3	Report Generation	29
4.3.1	Report Descriptions	30
4.4	System Reset	32
5	Administration Portal Usage	34
5.1	Admin Portal Login	34
5.2	Adult Participant Admin	35
5.2.1	Adult Participant Admin View	35
5.2.2	Add Adult Participant	36
5.2.3	Edit Adult Participant	38
5.3	Group Leader Admin	40
5.3.1	Group Leader Admin View	40
5.3.2	Add Group Leader	41
5.3.3	Edit Group Leader	42
5.4	Presenter Admin	44
5.4.1	Presenter Admin View	44
5.4.2	Add Presenter	45
5.4.3	Edit Presenter	47
5.4.4	Add Presenter Room Number	49
5.5	Student Admin	50
5.5.1	Student Admin View	50

5.5.2	Add Student.....	51
5.5.3	Edit Student.....	54
5.6	Registration Admin.....	57
5.6.1	Registration Admin View.....	57
5.6.2	Add Registration.....	58
5.6.3	Change Registration.....	59
5.7	School Admin.....	61
5.7.1	School Admin View.....	61
5.7.2	Add School.....	62
5.7.3	Edit School.....	64
5.8	Topics Admin.....	65
5.8.1	Topics Admin View.....	65
5.8.2	Add Topic.....	66
5.8.3	Edit Topic.....	68
5.9	Workshop Admin.....	69
5.9.1	Workshop Admin View.....	69
5.9.2	Add New Workshop.....	70
5.9.3	Edit Workshop.....	72
5.10	Sorting, Searching, Filtering, and Deleting Data.....	74
5.10.1	Sorting.....	74
5.10.2	Searching.....	75
5.10.3	Filtering.....	76
5.10.4	Deleting.....	77
6	Glossary of Terms.....	79

1 Introduction

1.1 Purpose

The purpose of this document is to provide the user with a complete explanation of how to use the Scheduling Your Horizons (SYH) system. This manual contains a quick start guide, followed by a detailed walkthrough of Participant Registration, the Organizer Page, and the Administration Portal.

1.2 Project Overview

Expanding Your Horizons Network (EYHN) is an organization that was founded to pique girls' interest in STEM fields. Every year, chapters of the organization host conferences around the globe where young girls watch presentations and participate in workshops led by women adult role models who are working in a STEM field. Currently, there are more than 80 conferences with up to 25,000 girls attending each year. There are conferences in 31 states in the U.S. and in Europe and Asia.

The Texas Christian University (TCU) Computer Science Department was originally approached in 2005 by the EYHN, Texas Wesleyan University (TxWes) branch to create a software solution for its scheduling and registration system. The system was well received and has been operational for the past eleven conferences. It is now out of date and can no longer be used. Scheduling Your Horizons (SYH) will replace this system while expanding upon the original functionality to allow user registration.

1.3 Section Overview

The Quick Start Guide (Section 2) briefly outlines how the EYHN event organizer can open registration for the event and close registration for the event.

The Participant Registration Usage (Section 3) describes how Participants of the EYH event (Students, Presenters, Group Leaders, and Adult Participants) can use the system to register for the event.

The Organizer Page Usage (Section 4) describes the functionality available to the EYH event Organizers through the Organizer Page. This includes generating and modifying the schedule, generating reports, and resetting the system after the event ends.

The Administration Portal Usage (Section 5) details the use of the Administration Portal, which allows Administrators of the system to examine and modify information related to most aspects of the event.

2 Quick Start Guide

This section provides a quick reference for using the system as one of the Organizers of the EYH event.

2.1 Opening Registration for the Event

The following steps prepare the system for operation and open registration for the event. After these steps are completed Students, Group Leaders, Presenters, and Adult Participants will be able to register for the event via online forms (see **Section 3** for a description of Participant Registration).

1. Navigate to the organizer page at cscdevprod04.txwes.edu/schedule¹. This URL may redirect to a login page. If it does, fill out the username and password to log in (see **Section 5.1** for more information about logging in).
2. Once logged in you will be redirected to the Organizer page (see **Section 4** for usage of the Organizer page). The figure below (**Figure 2.1**) displays the Organizer page containing a Schedule. If there is no schedule on display or information next to *Schedule Last Generated*, *Percentage of Students in their First Choice*, or *Percentage of Students in Their First or Second Choices* is missing this means there is no schedule in the database. This is ok, and you can proceed with the following steps.

The screenshot shows the Organizer Page interface. At the top left is the Texas Wesleyan University logo. At the top right is the 'expanding your horizons network' logo. Below the navigation tabs (Scheduler, Reports, Reset) is the 'Schedule Generation' section. It displays 'Schedule Last Generated: 04 26, 2017: 07:28 PM', 'Percentage of Students in Their First Choice: 46%', and 'Percentage of Students in Their First or Second Choice: 82%'. Below this is a table with four columns representing Group 1, Group 2, Group 3, and Group 4. Each column lists workshops and students. At the bottom of the table are three buttons: 'Generate New', 'Modify', and 'Download'.

Group: 1	Group: 2	Group: 3	Group: 4
Workshops: Physics : Hilda Workshop Meteorology : Shena Workshop Psychology/Sociology : Anya Workshop Chemistry : Sam Workshop	Workshops: Meteorology : Jodi Workshop Firefighting/EMT : Maud Workshop Physics : Lewis Workshop Astronomy : Kristel Workshop	Workshops: Meteorology : Shena Workshop Aviation : Yon Workshop Architecture : Bulah Workshop Psychology/Sociology : Anya Workshop	Workshops: Meteorology : Fredericka Workshop Chemistry : Chris Workshop Firefighting/EMT : Maud Workshop Aviation : Lettie Workshop
Students: Annan, Lakenya Argujo, Mui Augsburg, Lachelle Badal, Catherine Budd, Alyce Burdess, Naida Deschamps, Clair Feyler, Lucille Galli, Ferrina Halcomb, Mariana Haulbrook, Nancy Hsia, Carman	Students: Bacchi, Logan Bazarte, Dione Bergamine, Inger Caple, Glynda Correo, Lynne Cosenza, Leisha Cutts, Marquita Defrank, Joni Gruz, Elke Gwartz, Camilla Halifax, Hildegard Hilland, Pauline	Students: Amburgy, Winnifred Bahe, Elaine Bastedo, Idalia Brutlag, Azzie Delagol, Donita Eggen, Erna Fortes, Brianne Gourlay, Jean Hulen, Nu Khaleel, Tressie Knellinger, June Lagard, Berna	Students: Anglemyer, Jolie Billard, Jacque Coonce, Van Demosthenes, Kathrin Ellenbogen, Deandrea Gicker, Mica Habbyslaw, Fransisca Herera, Cecille Knauff, Usha Laue, Jeanna Lautenschlage, Samara Lestronge, Alverta

Figure 2.1 Organizer Page

¹ This address may change. The example given was of the last production system used by TxWes. Please consult with Dr. Yukong Zhang at y Zhang@txwes.edu for the most current address.

3. Towards the top of the frame there are three tabs: *Scheduler*, *Reports*, and *Reset*. Click the *Reset* tab to be taken to the system reset page (see **Section 4.4** for a complete description of the system reset page).

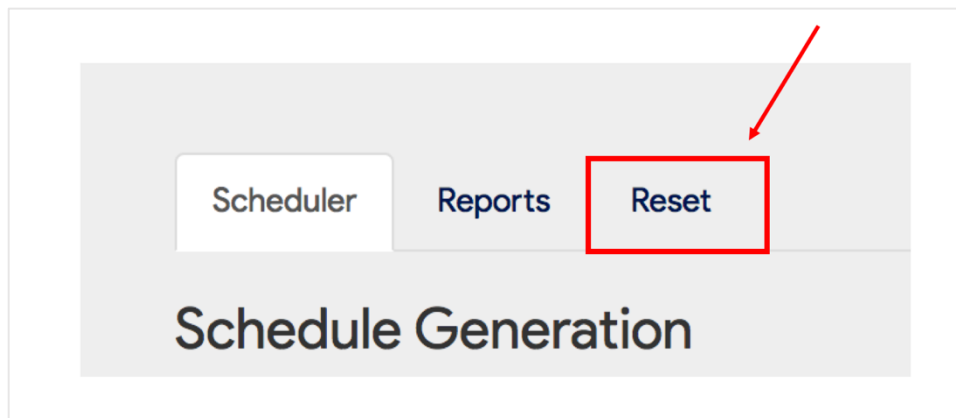


Figure 2.2 Reset Tab Link

4. A screen like the one shown below (**Figure 2.3**) should now be visible. The button in the middle begins the process of resetting the system. This will clear out the database of all Students, Presenters, Workshops, Group Leaders, and Adult Volunteers. Schools and Topics will not be removed from the database. This is necessary to ensure that students and presenters who registered for previous events aren't automatically registered for the upcoming events as well. Click on the button that says *Yes, reset the system!*

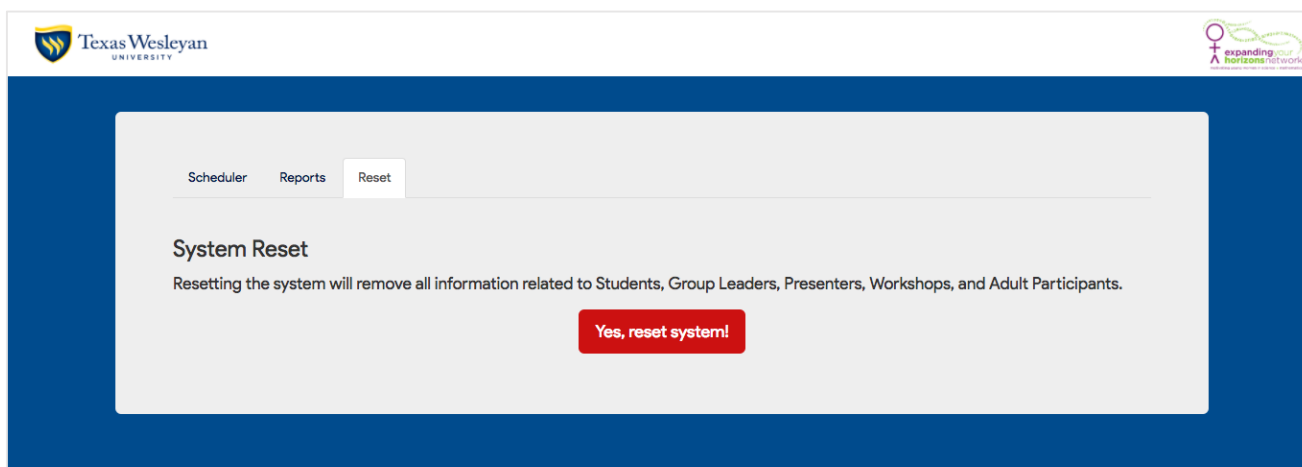


Figure 2.3 Reset Tab

- This will redirect you to the following page (**Figure 2.4**), which asks one last time to make sure you want to reset the system. Click the *Yes, reset system!* button again.

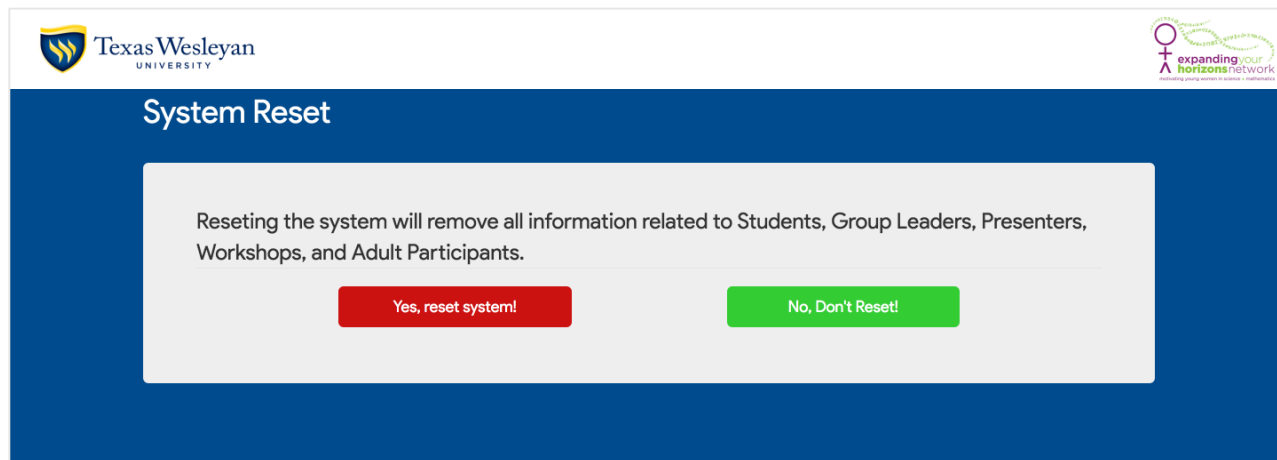


Figure 2.4 System Reset Reaffirm Page

- If the reset is successful, you will be redirected to the following *System Reset Success* page (**Figure 2.5**).

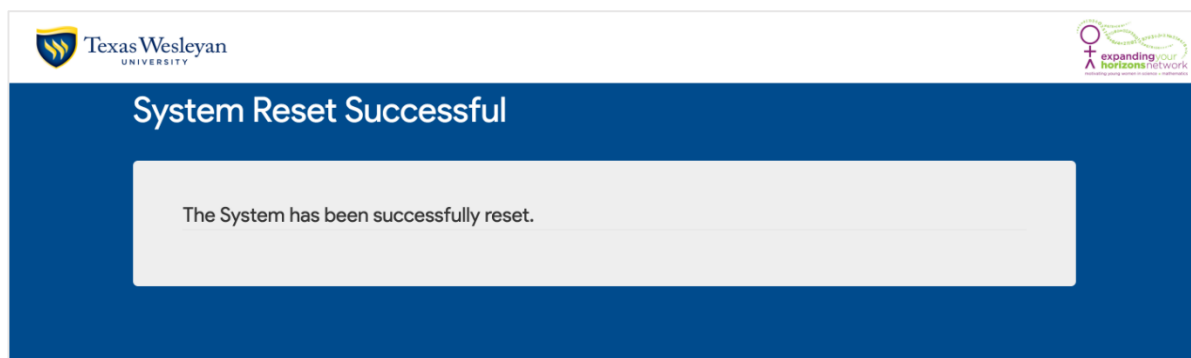


Figure 2.5 System Reset Successful Page

- The system is now cleared of Presenters, Workshops, Students, Group Leaders, and Adult Participants. The next step is to open registration so that Participants can begin registering for the event.
- Navigate to the Administrator page in your web browser at cscdevprod04.txwes.edu/admin². A screen similar to the following page (**Figure 2.6**) should be shown:

² Please consult with Dr. Yukong Zhang (yzhang@txwes.edu) to ensure this address is current.

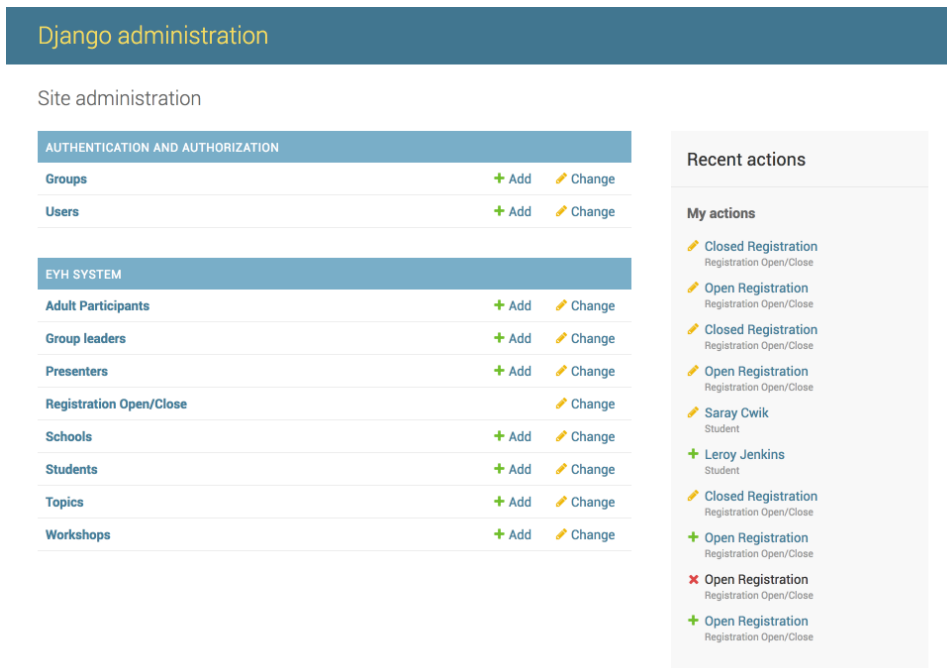


Figure 2.6 Administration Main Page

9. Click on *Registration Open/Close* under the *EYH SYSTEM* bar (Figure 2.7).

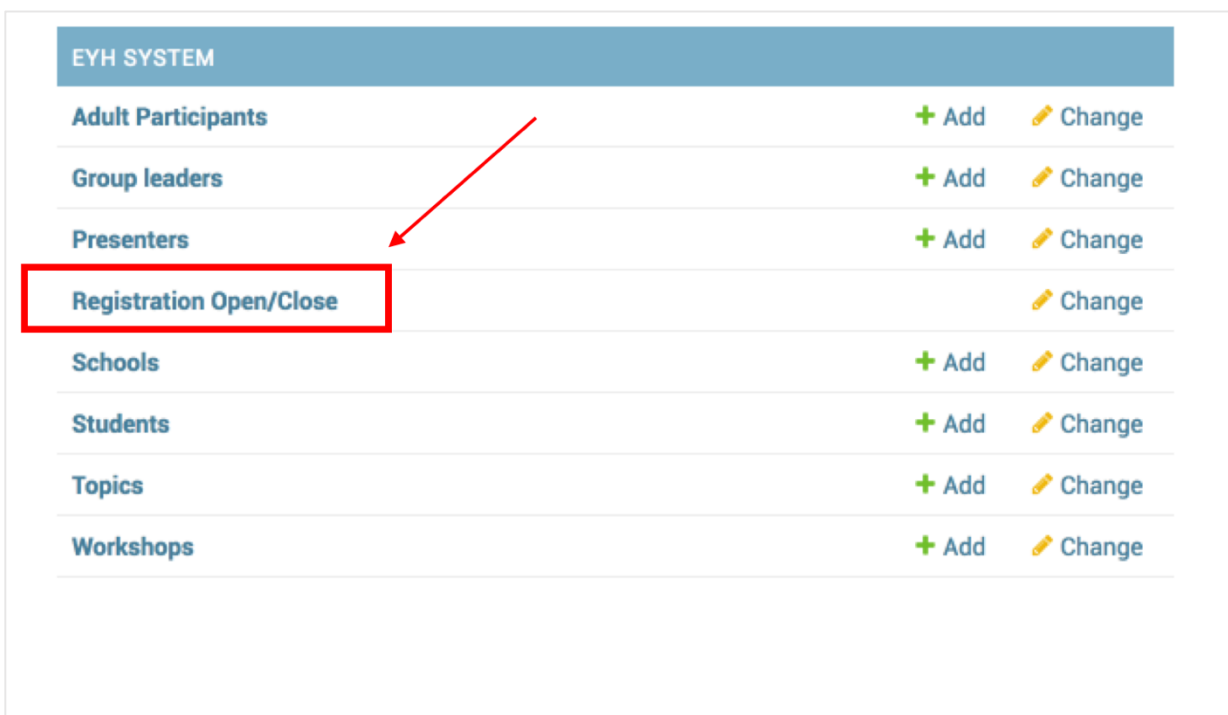


Figure 2.7 Registration Open/Close link

10. A page like the one shown below (Figure 2.8) should be displayed. Click on the only entry. If registration was never closed, it will read *Open Registration*. If registration was closed, it will read

Closed Registration. If it says *Closed Registration*, click on it (Figure 2.9). Otherwise registration is already open and can skip the remaining steps.

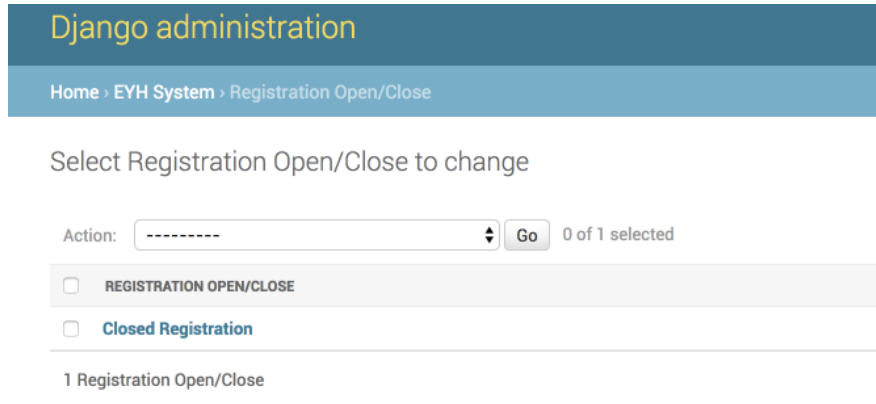


Figure 2.8 Registration Open/Close Page

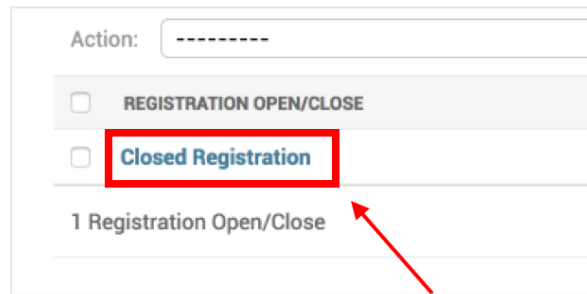


Figure 2.9 Registration Link

11. A page like the one shown below (Figure 2.10) should be displayed. Click on the empty checkbox next to *Registration Open* (Figure 2.11). The checkbox should look like Figure 2.12 after being checked.

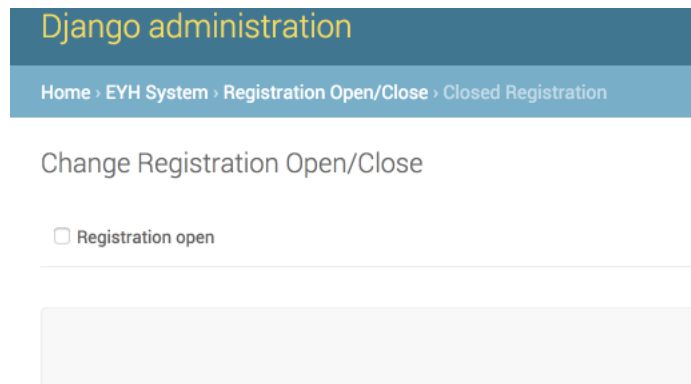


Figure 2.10 Change Registration Page

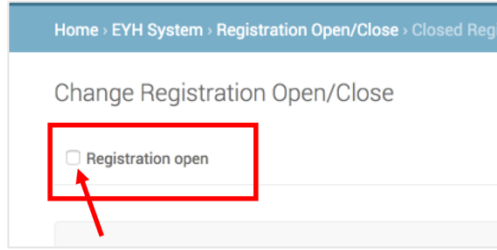


Figure 2.11 Registration Checkbox

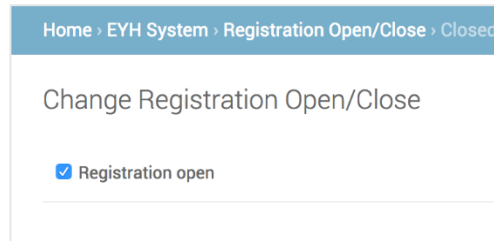


Figure 2.12 Registration Open

12. After the check box is checked, click the *Save* button (see **Figure 2.13**).

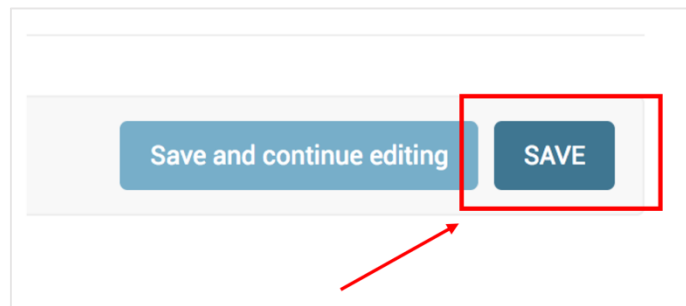


Figure 2.13 Save Button

13. Registration is now open for the event.

2.2 Closing Registration for the Event

Once registration has ended for the event the following steps will close online registration.

1. Navigate to the Administrator page in your web browser at cscdevprod04.txwes.edu/admin. If you have not logged in recently you will be prompted with the login page (see [Section 6.1](#) for more information about admin login).
2. Click on *Registration Open/Close* under the *EYH SYSTEM* bar (see [Figure 2.14](#)).

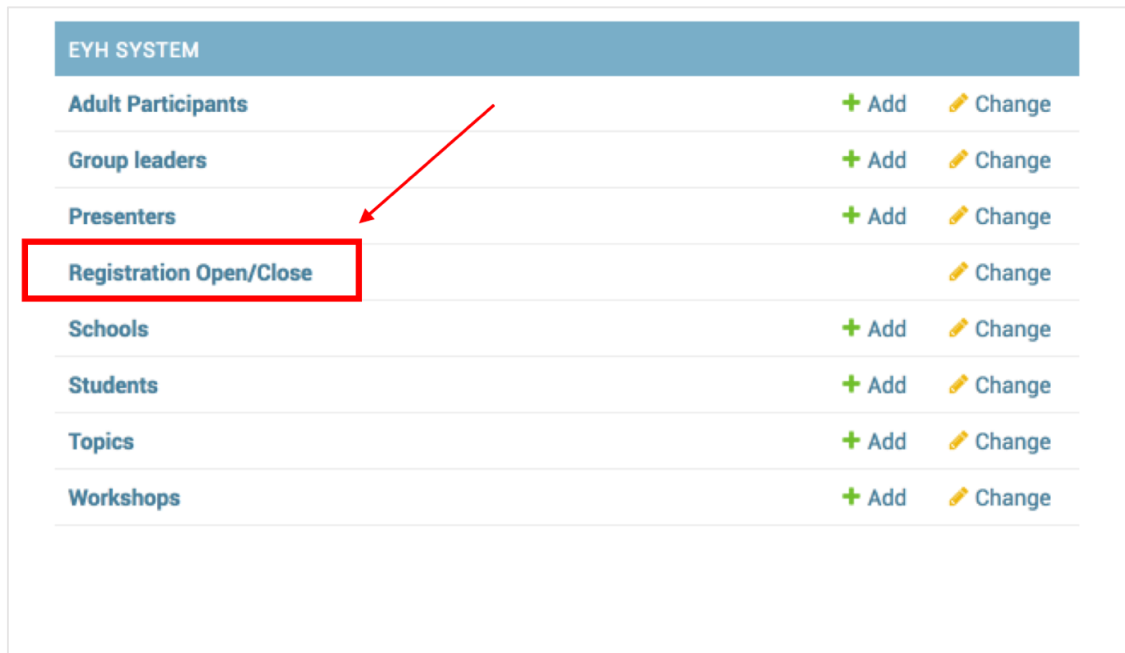


Figure 2.14 Registration Open/Close Link

3. There should be a single entry that says *Open Registration* (see [Figure 2.15](#)).

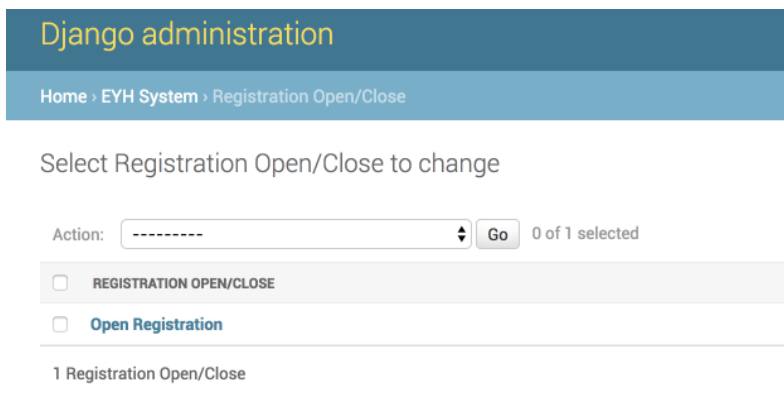


Figure 2.15 Open Registration Link

- 4. Uncheck the box that reads *Registration open* (Figure 2.16).

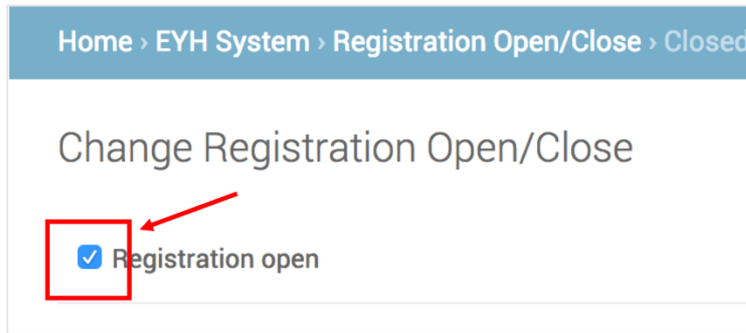


Figure 2.16 Registration open Checkbox

- 5. Click *Save* (see Figure 2.17). Registration is now closed.

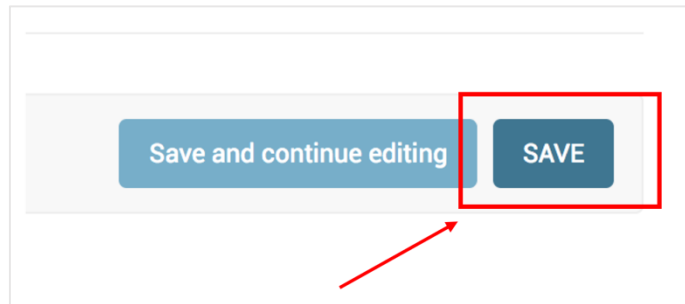


Figure 2.17 Save Button

3 Participant Registration Usage

3.1 Student Registration

Follow these steps to register a Student for the EYHN conference:

1. Navigate to the Student Registration page shown in **Figure 3.1**
 - a. Found at the URL cscdevprod04.txwes.edu/signup/student
 - b. If the base URL changes, the URL handle is **/signup/student**
2. Fill out required fields. All fields are required unless marked Optional. Fields will be validated as the Student enters information. Green checks indicate valid data, while red X's indicate non-valid data. (Refer to **Section 3.5.1** for examples)
 - a. First Name
 - b. Last Name
 - c. Street Address Line 1
 - d. [Optional] Street Address Line 2
 - e. City
 - f. State
 - i. Default: *Texas*
 - g. Zip
 - i. Must be numeric
 - h. Email Address
 - i. Format: x@y.z where x,y and z are alphanumeric values
 - i. Current Grade
 - i. Either *7th Grade* or *8th Grade*
 - ii. If a student is younger than *7th grade*, select *7th Grade*
 - iii. If a student is older than *8th grade*, select *8th Grade*
 - j. T-Shirt Size
 - i. Either *S* or *M* or *L* or *XL* or *XXL*
 - k. Did you attend the conference last year?
 - i. Either *Yes* or *No*
 - l. [Optional] Girl Scout Troop Number
 - m. School
 - i. If *Other*, fill out the text box that appears shown in **Figure 3.2**
 - n. Math or Science Teacher
 - o. First Choice
 - i. Favorite or most preferred workshop topic of topics listed
 - p. Second Choice
 - i. Second favorite or most preferred workshop topic of topics listed
 - ii. Must be different from first choice unless *No Preference* is selected
3. Complete the reCAPTCHA. See **Section 3.5.3** for more information on reCAPTCHAs.
4. Click the *Submit* button
 - a. Will be disabled until all required fields are marked valid
 - i. See **Section 3.5.2** for more details



Student Registration

Space is limited, so register early! Registration confirmation will be emailed to your email address as soon as we've processed your information.
* \$5 registration fee mailed to TWU

Student Information

First Name:

Last Name:

Street Address:

City:

State:

Zip:

Email Address:
We don't send spam or sell your contact information to anyone.

Current Grade: 7th Grade 8th Grade

T-Shirt Size: S M L XL XXL

Did you attend this conference last year? Yes No

Girl Scout Troop Number:
(if applicable)

School Information

School:

Math or Science Teacher:
(Name)

Workshop Preferences

Please select two of the following workshop topics that you find the most interesting in the dropdown menus below. You will be assigned four workshops in a variety of areas. For one of your workshops, we will attempt to honor your choices, but assignments are on a first-come, first-served basis.**

First Choice:
Cannot be the same as your second choice.

Second Choice:
Cannot be the same as your first choice.

**Subject to Availability

Make checks payable to Expanding Your Horizons.
Mail check to:
Expanding Your Horizons
Texas Wesleyan University
1201 Wesleyan St.
Fort Worth, TX 76105

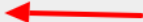


Submit

Figure 3.1 Student Registration

School Information

School:

Other: 
(School)

Math or Science Teacher:
(Name)

Figure 3.2 Other School Field

3.2 Presenter Registration

3.2.1 Non-Attending Presenter

Follow these steps to register a Presenter who will not be attending the EYHN conference:

1. Navigate to the Presenter Registration page shown in **Figure 3.3**
 - a. Found at the URL **cscdevprod04.txwes.edu/signup/presenter**
 - b. If the base URL changes, the URL handle is **/signup/presenter**
2. Fill out required fields. All fields are required unless marked Optional. Fields will be validated as the Presenter enters information. Green checks indicate valid data. Red X's indicate non-valid data. (Refer to **Section 3.5.1** for examples)
 - a. First Name
 - b. Last Name
 - c. Job Title or Department
 - d. Employer or University
 - e. Mailing Address Line 1
 - f. [Optional] Mailing Address Line 2
 - g. City
 - h. State
 - Default: *Texas*
 - i. Zip
 - Must be numeric
 - j. Cell Phone
 - k. Office Phone
 - l. [Optional] Extension
 - m. Email Address
 - Format: *x@y.z* where x,y and z are alphanumeric values
 - n. [Optional] I will be attending this year
 - Leave unchecked
 - o. T-Shirt Size
 - Either *S* or *M* or *L* or *XL* or *XXL*
3. Complete the reCAPTCHA
4. Click the *Submit* button
 - Will be disabled until all required fields are marked valid
 - See **Section 3.5.2** for more details



Presenter Registration

Parent and teacher participation is important to the success of the conference. Thank you for making the day special for participants!

Presenter Information

First Name:

Last Name:

Job Title or Department:

Employer or University:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Office Phone:

Extension:

Email Address:

We don't send spam or sell your contact information to anyone.

I will be attending this year.

T-Shirt Size: S M L XL XXL


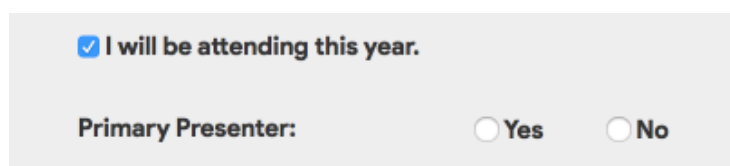
I'm not a robot 

Figure 3.3 Not Attending Presenter Registration

3.2.2 Secondary Presenter

Follow these steps to register a Presenter who is a secondary presenter the EYHN conference:

1. Navigate to the Presenter Registration page shown in **Figure 3.3**
 - a. Found at the URL cscdevprod04.txwes.edu/signup/presenter
 - b. If the base URL changes, the URL handle is **/signup/presenter**
2. Fill out required fields. All fields are required unless marked Optional. Fields will be validated as the Presenter enters information. Green checks indicate valid data. Red X's indicate non-valid data. (Refer to **Section 3.5.1** for examples)
 - a. First Name
 - b. Last Name
 - c. Job Title or Department
 - d. Employer or University
 - e. Mailing Address Line 1
 - f. [Optional] Mailing Address Line 2
 - g. City
 - h. State
 - i. Default: *Texas*
 - i. Zip
 - i. Must be numeric
 - j. Cell Phone
 - k. Office Phone
 - l. [Optional] Extension
 - m. Email Address
 - i. Format: x@y.z where x,y and z are alphanumeric values
 - n. [Optional] I will be attending this year
 - i. Check to indicate attending as seen in **Figure 3.4**
 - o. Primary Presenter
 - i. Select *No* as seen in **Figure 3.5**
 - p. Workshop Title
 - q. T-Shirt Size
 - i. Either *S* or *M* or *L* or *XL* or *XXL*
 - r. Time Preference
3. Complete the reCAPTCHA
4. Click the *Submit* button
 - a. Will be disabled until all required fields are marked valid
 - i. See **Section 3.5.2** for more details



I will be attending this year.

Primary Presenter: Yes No

Figure 3.4 Attending Presenter

I will be attending this year.

Primary Presenter: Yes No

Workshop Title:

Figure 3.5 Secondary Presenter

3.2.3 Primary Presenter

Follow these steps to register a Presenter who is a secondary presenter the EYHN conference:

5. Navigate to the Presenter Registration page shown in **Figure 3.2**
 - a. Found at the URL cscdevprod04.txwes.edu/signup/presenter
 - b. If the base URL changes, the URL handle is `/signup/presenter`
6. Fill out required fields. All fields are required unless marked Optional. Fields will be validated as the Presenter enters information. Green checks indicate valid data. Red X's indicate non-valid data. (Refer to **Section 3.5.1** for examples)
 - a. First Name
 - b. Last Name
 - c. Job Title or Department
 - d. Employer or University
 - e. Mailing Address Line 1
 - f. [Optional] Mailing Address Line 2
 - g. City
 - h. State
 - i. Default: *Texas*
 - i. Zip
 - i. Must be numeric
 - j. Cell Phone
 - k. Office Phone
 - l. [Optional] Extension
 - m. Email Address
 - i. Format: `x@y.z` where x,y and z are alphanumeric values
 - n. [Optional] I will be attending this year
 - i. Check to indicate attending as seen in **Figure 3.4**
 - o. Primary Presenter
 - i. Select *Yes* as seen in **Figure 3.6**
 - p. Student or Adult Workshop
 - i. Either *Student Workshop* or *Adult Workshop*
 - q. Workshop Title
 - r. General Topic
 - s. Workshop Description
 - t. Lab Needed
 - u. Computer Needed
 - v. Workshop Equipment Needs
 - w. T-Shirt Size
 - i. Either *S* or *M* or *L* or *XL* or *XXL*
 - x. Time Preference
7. Complete the reCAPTCHA
8. Click the *Submit* button
 - a. Will be disabled until all required fields are marked valid
 - i. See **Section 3.5.2** for more details

I will be attending this year.

Primary Presenter: Yes No

Student or Adult Workshop: Student Workshop Adult Workshop

Workshop Title:

General Topic:

Workshop Description:

Lab Needed: Yes No

Computer Needed: Yes No

Workshop Equipment Needs:

Figure 3.6 Primary Presenter

3.3 Group Leader Registration

Follow these steps to register a Group Leader for the EYHN conference:

1. Navigate to the Group Leader Registration page shown in **Figure 3.7**
 - a. Found at the URL cscdevprod04.txwes.edu/signup/groupleader
 - b. If the base URL changes, the URL handle is `/signup/groupleader`
2. Fill out required fields. All fields are required unless marked Optional. Fields will be validated as the Student enters information. Green checks indicate valid data. Red X's indicate non-valid data. (Refer to **Section 3.5.1** for examples)
 - a. First Name
 - b. Last Name
 - c. Home Address Line 1
 - d. [Optional] Home Address Line 2
 - e. City
 - f. State
 - i. Default: *Texas*
 - g. Zip
 - i. Must be numeric
 - h. Email Address
 - i. Format: `x@y.z` where `x,y` and `z` are alphanumeric values
 - i. [Optional] School
 - j. T-Shirt Size
 - i. Either *S* or *M* or *L* or *XL* or *XXL*
 - k. Time Preference
 - i. Either *All Day* or *9:00 a.m. – 12:00 noon* or *12:00 noon – 3:00 p.m.*
3. Complete the reCAPTCHA
4. Click the *Submit* button
 - a. Will be disabled until all required fields are marked valid
 - i. See **Section 3.5.2** for more details



Group Leader Registration

Group leader participation is important to the success of the conference. Thank you for making the day special for participants!

Group Leader Information

First Name:

Last Name:

Home Address:

City:

State:

Zip:

Email Address:
We don't send spam or sell your contact information to anyone.

School:
(If applicable)

T-Shirt Size: S M L XL XXL

Please select the times you will be able for the event:

- All Day:** On EYH day, be at Sid Richardson Center at 8:15 a.m. Help with EYH registration, take girls to workshops, lunch, and back for the finale in the gym at 2:30.
- 9:00 a.m. - 12 noon:** Be a group leaders or help presenters with equipment and other things as necessary.
- 12 noon - 3:00 p.m.:** Be a group leaders or help presenters with equipment and the finale in the gym.


I'm not a robot 
reCAPTCHA
Privacy - Terms

Figure 3.7 Group Leader

3.4 Parent/Teacher Registration

Follow these steps to register an Adult Participant for the EYHN conference:

1. Navigate to the Parent/Teacher Registration page shown in **Figure 3.8**
 - a. Found at the URL **cscdevprod04.txwes.edu/signup/adult**
 - b. If the base URL changes, the URL handle is **/signup/adult**
2. Fill out required fields. All fields are required unless marked Optional. Fields will be validated as the Student enters information. Green checks indicate valid data. Red X's indicate non-valid data. (Refer to **Section 3.5.1** for examples)
 - a. First Name
 - b. Last Name
 - c. Home Address Line 1
 - d. [Optional] Home Address Line 2
 - e. City
 - f. State
 - i. Default: *Texas*
 - g. Zip
 - i. Must be numeric
 - h. Email Address
 - i. Format: x@y.z where x,y and z are alphanumeric values
 - i. [Optional] School
 - j. T-Shirt Size
 - i. Either *S* or *M* or *L* or *XL* or *XXL*
 - k. Participant Type
 - i. Select all that apply
 1. Parent of one or more student attendees
 2. Teacher of one or more student attendees
 3. Girl Scout Troop Leader
3. Complete the reCAPTCHA
4. Click the Submit button
 - a. Will be disabled until all required fields are marked valid
 - i. See **Section 3.5.2** for more details



Parent/Teacher Registration

Parent and teacher participation is important to the success of the conference. Thank you for making the day special for participants!
* \$5 registration fee

Parent/Teacher Information

First Name:

Last Name:

Home Address:

City:

State:

Zip:

Email Address
We don't send spam or sell your contact information to anyone.

School
(If applicable)

T-Shirt Size: S M L XL XXL

Please select all that apply:

- Parent of one or more student attendees
- Teacher of one or more student attendees
- Girl Scout Troop Leader

Adults and teachers DO NOT attend student workshops!
Parents and teachers attend workshops and assist in general activities (refreshments, T-shirt/certificate distribution, etc.)
Make checks payable to Expanding Your Horizons.
Mail check to:
Expanding Your Horizons
Texas Wesleyan University
1201 Wesleyan St.
Fort Worth, TX 76105


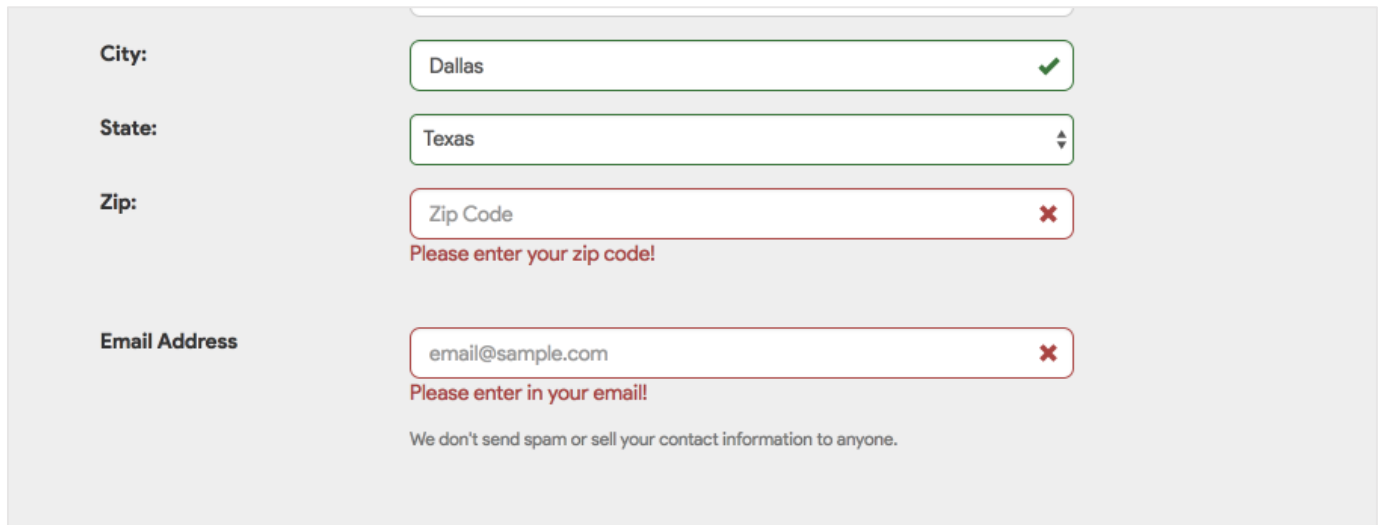
I'm not a robot  [Privacy](#) [Terms](#)

Figure 3.8 Parent/Teacher

3.5 Data Validation

3.5.1 Field Validation

Green checks indicate valid data, while red X's indicate invalid data. Example is shown in **Figure 3.9**.



City:	Dallas	✓
State:	Texas	✓
Zip:	Zip Code	✗ Please enter your zip code!
Email Address	email@sample.com	✗ Please enter in your email!

We don't send spam or sell your contact information to anyone.

Figure 3.9 Field Validation

3.5.2 Submit Validation

If the form has any invalid fields or information missing from fields, the submit button will remain grey and cannot be clicked (**Figure 3.10**).

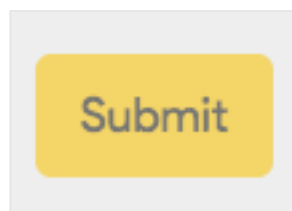


Figure 3.10 Greyed-out Submit Button

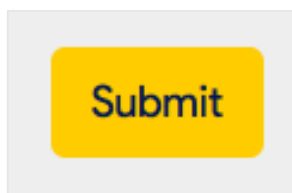


Figure 3.11 Clickable Submit Button

3.5.3 reCAPTCHA Validation

To prevent bots from spamming the registration pages, reCAPTCHAs were added to the bottom of all registration forms. All participants are required to complete the reCAPTCHA validation to submit their registration form. To complete the validation, click anywhere inside the small checkbox on the left side of the reCAPTCHA field shown in **Figure 3.12**. After clicking in the checkbox, a green checkmark will appear in the place of the checkbox (shown in **Figure 3.13**), indicating a successful validation. If the reCAPTCHA needs to perform more testing to validate that the user is a human, additional instructions will appear onscreen.



Figure 3.12 reCAPTCHA

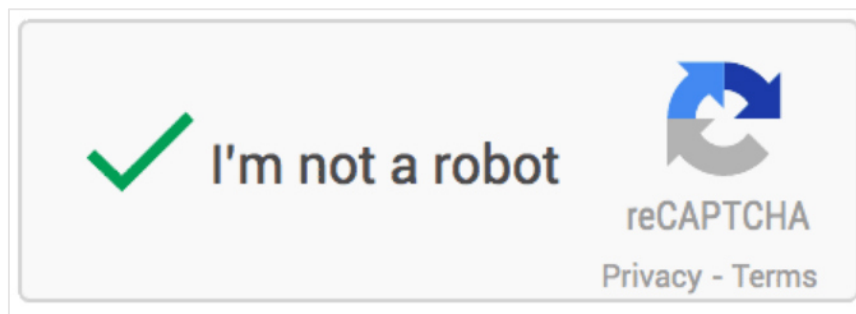


Figure 3.13 Successful reCAPTCHA Validation

Usually checking the box will be enough to continue. However, sometimes you will be asked to complete other slightly more complicated tasks to prove you are a human. This usually occurs when making many submissions from the same computer.

4 Organizer Page Usage

The Organizer page is used to generate the schedule for the event, download reports for the event, and reset the system to prepare for the next year.

4.1 Schedule Generation

This section describes how to generate a schedule for the EYHN conference. It takes into account all Students who have registered and not canceled.

The workshops are grouped from the primary Presenter's registered times. Presenters should be registered for morning, afternoon, or all-times before generating a schedule. See **Section 5.4** for more information on changing a Presenter's registered time.

Schedule generation uses some semi-random processes. Each time *Generate New* is clicked the schedule generated will be different than the previous schedule.

Follow these steps to generate a schedule for the EYHN conference:

1. Navigate to the organizer page, shown in **Figure 4.1**
 - a. Found at the URL cscdevprod04.txwes.edu/schedule
 - b. If the base URL changes, the URL handle is `/schedule`
2. Make sure the *Scheduler* tab is selected (it is selected by default)
3. Click the *Generate New* button.

The screenshot shows the 'Scheduler' tab selected. The 'Schedule Generation' section displays the following information:

- Schedule Last Generated: 04 29, 2017: 10:50 AM
- Percentage of Students in Their First Choice: 44%
- Percentage of Students in Their First or Second Choice: 89%

Group: 1	Group: 2	Group: 3	Group: 4	Group: 5
Workshops: Engineering : Nadia Workshop Aviation : Trina Workshop Architecture : Jenifer Workshop Astronomy : Kyle Workshop	Workshops: Aviation : Trina Workshop Business : Renita Workshop Biology/Botany : Carman Workshop Dentistry : Dorothy Workshop	Workshops: Meteorology : Karoline Workshop Chemistry : Ebony Workshop Dentistry : Joanie Workshop Astronomy : Kendra Workshop	Workshops: Communications : Azzie Workshop Architecture : Erika Workshop Meteorology : Breanna Workshop Physics : Kenia Workshop	Workshops: Business : Dentistry : Astronomy : Architecture :
Students: Alan, Mertie Balash, Corinne Beahn, Delaine Besendorfer, Margarita Bowden, Florence Brodrick, Kiera Butkowski, Penelope Cirrincione, Kathleen Crewe, Augustine Doshier, Jeanetta Enman, Luana Gilgour, Ivette	Students: Barringer, Starr Bobe, Marvis Brue, Katharyn Buffer, Jacquelyne Chlum, Cayla Daniels, Dinorah Daemer, Olivia Diebol, Lorlann Fickle, Beverley Frank, Lashawnda Garretson, Donetta Gioe, Neva	Students: Aichele, Jenine Baumil, Santos Bavard, Thalia Bilton, Vanetta Binns, Alaine Buhrke, Jacqueline Cutucci, Alicia Chernosky, Palma Collamore, Tawana Dilling, Mahalia Ehler, Marine Frenkel, Shiril	Students: Abella, Rachele Albright, Julissa Bingamon, Sheran Blackwelder, Fiorinda Desmet, Consuelo Dirwiddle, Virginia Egolf, Oia Farrow, Odette Ferner, Kirsten Fudacz, Indira Hillerud, Tyesha Holck, Asha	Students: Affeld, Anglet, Atiles, Bernhe, Boclair, Bonita, Branca, Darma, Elizald, Gomey, Hardgr, Jolls, S

At the bottom of the interface are three buttons: 'Generate New' (highlighted in yellow), 'Modify', and 'Download'.

Figure 4.1 Schedule

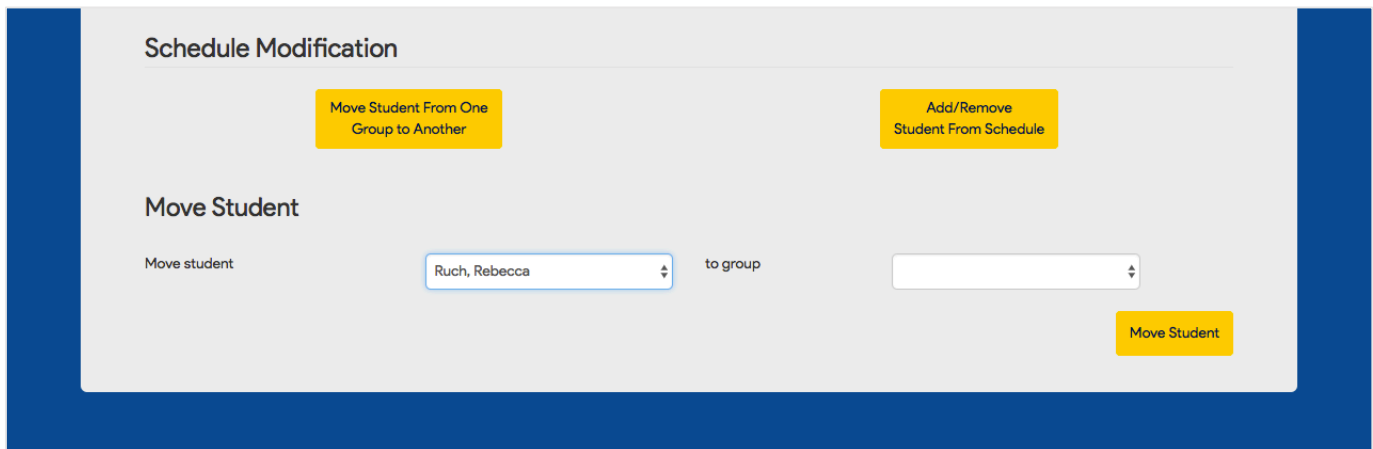
4.2 Schedule Modification

Once a schedule is generated (**Section 4.1**) it can be modified by moving a student to a new group, adding a new student to an existing group, or removing a student completely.

4.2.1 Move Student

Follow these steps to move a student from one group to another group:

1. Navigate to the organizer page shown in **Figure 4.1**
 - a. Found at the URL cscdevprod04.txwes.edu/schedule
 - b. If the base URL changes, the URL handle is `/schedule`
2. Press the *Modify* button
 - a. See **Figure 4.1**
3. Press the *Move Student From One Group to Another* button
 - a. See **Figure 4.2**
4. Select the student that shall be moved in the alphabetized drop down menu
5. Select the number of the group to move the student to in the dropdown menu
6. Press the *Move Student* button



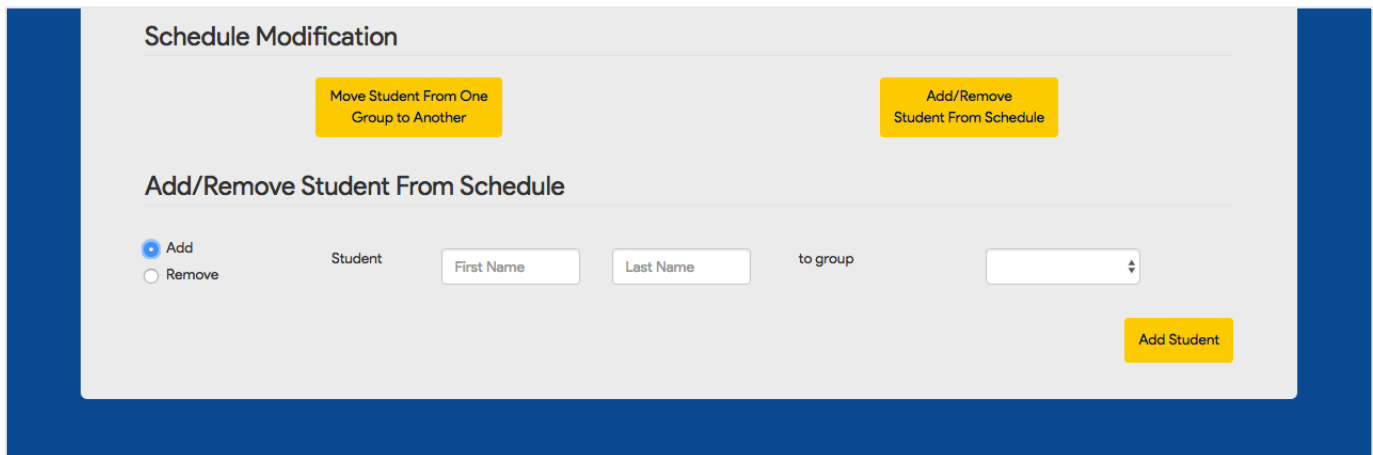
The screenshot displays the 'Schedule Modification' interface. At the top, there are two yellow buttons: 'Move Student From One Group to Another' and 'Add/Remove Student From Schedule'. Below these, the 'Move Student' section is visible. It includes a label 'Move student', a dropdown menu with 'Ruch, Rebecca' selected, the text 'to group', another empty dropdown menu, and a yellow 'Move Student' button.

Figure 4.2 Student Moving

4.2.2 Add Student

Follow these steps to add a student to the schedule:

1. Navigate to the organizer page shown in **Figure 4.1**
 - a. Found at the URL **cscdevprod04.txwes.edu/schedule**
 - b. If the base URL changes, the URL handle is **/schedule**
2. Press the *Modify* button
 - a. Seen in **Figure 4.1**
3. Press the *Add/Remove Student From Schedule* button
 - a. See **Figure 4.3**
4. Select the *Add* radio button on the far left
5. Enter the first name of the student in the *First Name* text field
6. Enter the last name of the student in the *Last Name* text field
7. Select the number of the group to place the new student in with the dropdown menu
8. Press the *Add Student* button



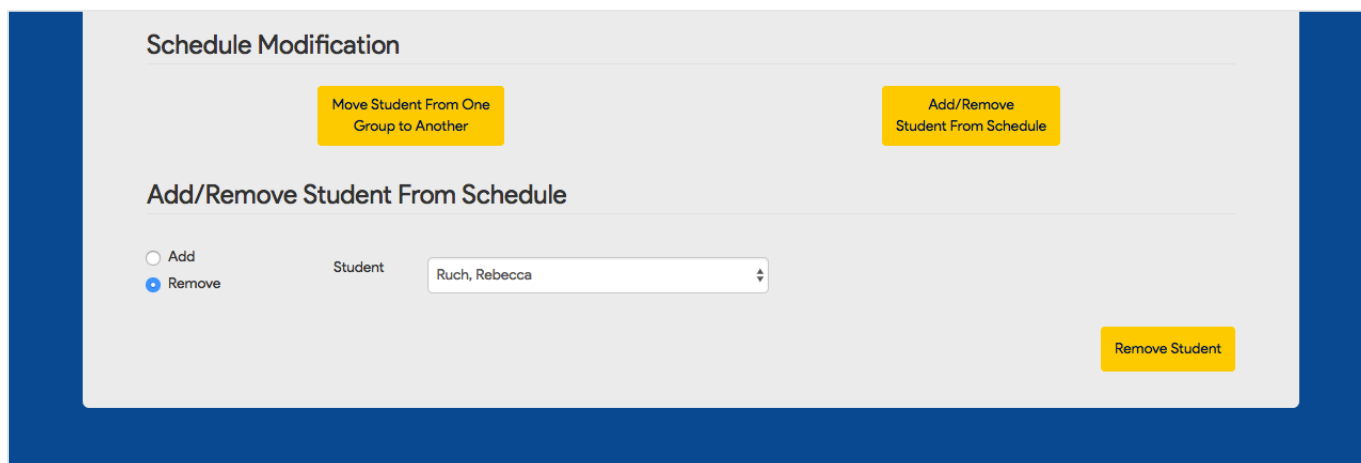
The screenshot displays a web interface for 'Schedule Modification'. At the top, there are two yellow buttons: 'Move Student From One Group to Another' and 'Add/Remove Student From Schedule'. Below these is a section titled 'Add/Remove Student From Schedule'. On the left, there are two radio buttons: 'Add' (selected) and 'Remove'. To the right of the radio buttons is the label 'Student'. This is followed by two text input fields labeled 'First Name' and 'Last Name'. To the right of these fields is the label 'to group' and a dropdown menu. At the bottom right of this section is a yellow button labeled 'Add Student'.

Figure 4.3 Schedule Modification Adding

4.2.3 Remove Student

Follow these steps to remove a student from the schedule:

1. Navigate to the organizer page shown in **Figure 4.1**
 - a. Found at the URL **cscdevprod04.txwes.edu/schedule**
 - b. If the base URL changes, the URL handle is **/schedule**
2. Press the *Modify* button
 - a. Seen in **Figure 4.1**
3. Press the *Add/Remove Student From Schedule* button
 - a. See **Figure 4.4**
4. Select the *Remove* radio button on the far left
5. Select the student to be removed from the alphabetized drop down menu
6. Press the *Remove Student* button



The screenshot displays a web interface for 'Schedule Modification'. At the top, there are two yellow buttons: 'Move Student From One Group to Another' and 'Add/Remove Student From Schedule'. Below these is a section titled 'Add/Remove Student From Schedule'. On the left, there are two radio buttons: 'Add' (unselected) and 'Remove' (selected). To the right of the radio buttons is a label 'Student' and a dropdown menu showing 'Ruch, Rebecca'. At the bottom right of this section is a yellow button labeled 'Remove Student'.

Figure 4.4 Schedule Modification Removing

4.3 Report Generation

Follow these steps to generate and view reports about the event. For descriptions about each report see **Section 4.3.1**:

1. Navigate to the organizer page shown in **Figure 4.1**
 - a. Found at the URL cscdevprod04.txwes.edu/schedule
 - b. If the base URL changes, the URL handle is `/schedule`
2. Navigate to the *Reports* tab
3. Select the reports you wish to generate by clicking the checkbox beside the report description
 - a. See **Section 4.3.1** for a description of each report
4. Press the *Generate Reports* button
 - a. Seen in **Figure 4.5**
5. A .zip file containing the reports selected in step 3 will download to your computer
6. Navigate to the downloaded .zip file in your file browsers
7. Unzip the .zip file
 - a. This process varies depending on your operating system
8. Open your reports in Microsoft Excel if the report is in a .csv file or in Microsoft Word if the report is in a .docx file.

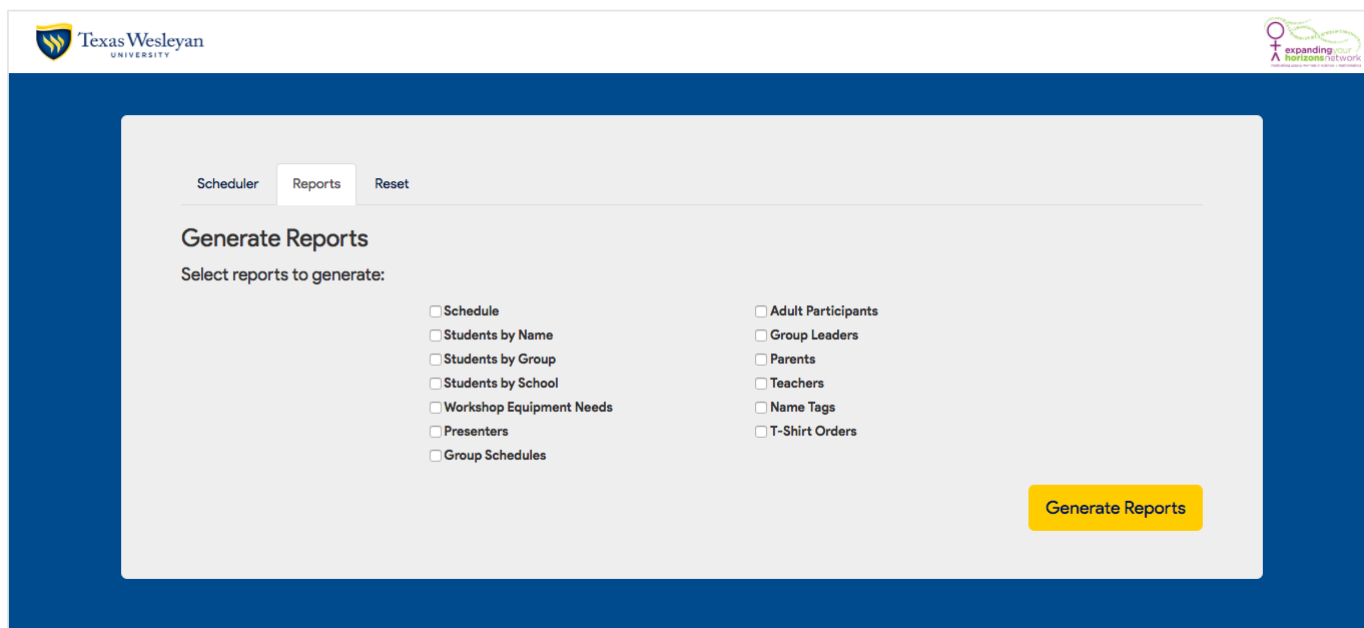


Figure 4.5 Generate Reports

4.3.1 Report Descriptions

This section contains descriptions of the reports that can be generated in the interface contained in **Section 4.3**.

Schedule Report

The schedule report contains a list of all groups, detailing which workshops the groups will be attending throughout the EYHN event. The groups are sorted in ascending numerical order. The report breaks down information for each workshop. It also breaks down the information for each group, including the order of workshops provided. Details on the workshop topic, name, name of presenter, room numbers, computers, or labs are given below. The ellipses indicate that the table continues with information pertaining to the remaining three workshops of the format displayed by all fields except group number.

Students By Group Report

The students by group report sorts all students by their group number in ascending order. It contains the students' group numbers, last names, and first names.

Students By Name Report

The students by name report sorts the students by last name in ascending order. It contains the students' last names, first names, group numbers, and t-shirt sizes.

Students By School Report

The students by school report sorts students by their school in ascending alphabetical order. It contains the students' last names, first names, and schools.

Workshop Needs Report

The workshop needs report lists all workshops for the event, the presenter for the workshop, whether the workshop needs a lab or computer, and any special equipment requests. The workshops are sorted in ascending alphabetical order.

Presenters Report

The presenters report shows the first and last names of each presenter along with the name of their workshop, their requested time slot, whether they are the primary presenter, and their t-shirt size. The presenters are sorted in ascending alphabetical order by last name.

Group Schedules

The Group Schedule Report contains the times, events, and places where each group will be. The report also contains the group number assigned with the schedule. All schedules are encompassed within one Microsoft Word file.

Adult Participants Reports

The adult participants report displays the list of parents and teachers that are attending, sorted in ascending alphabetical order by their last name. It contains their last names, first names, and t-shirt sizes. The system is also capable of creating the list of parents report and the list of teachers report. These are two separate reports that are subsets of the adult participants report. Like the adult participants report, these reports list the adults' last names, first names, and t-shirt sizes.

Group Leaders Report

The group leaders report displays the list of all group leaders, sorted in ascending alphabetical order by last name. It contains their last names, first names, t-shirt sizes, and available time slots.

Parents Report

The parents report contains a list of all registered parents and their T shirt sizes, sorted by last name.

Teachers Report

The teachers report contains a list of all registered parents and their T shirt sizes, sorted by last name.

Name Tags

Name tags are generated for each participant in the EYHN event. Name tags include the EYHN logo, the participant's name, and their role in the conference. If the participant is a student, then the name tag will list the student's group number. Name tags are sorted first by participant type, then by last name. Nametags are split by participant type into separate Microsoft Word files.

T-Shirt Orders Report

The T-shirt orders report displays the different t-shirt sizes and the quantity of each size needed.

4.4 System Reset

Resetting the system eliminates all information stored about Students, Presenters, Workshops, Group Leaders, and Adult Volunteers and prepares the system for a new event. This should be done once per year before registration begins so that previous year's Participants are not schedule for the current year's conference. Data erased cannot easily be recovered once the system reset has been completed. If the system is reset unintentionally or information about the previous year's participants is needed contact the system administrator or see the **Developer Guide** for information on recovering data from the database backups.

Follow these steps to reset the system for a new event:

*******WARNING: THIS WILL DELETE ALL DATA CONTAINED IN THE SYSTEM. THE SCHEDULING YOUR HORIZONS TEAM IS NOT RESPONSIBLE FOR LOST DATA. *******

1. Navigate to the organizer page shown in **Figure 4.1**
 - a. Found at the URL cscdevprod04.txwes.edu/schedule
 - b. If the base URL changes, the URL handle is `/schedule`
2. Navigate to the *Reset* tab
3. Press the *Yes, reset system!* button. This will redirect to a confirmation page.
 - a. Seen in **Figure 4.6**
4. Press the *Yes, reset the system!* button
 - a. Seen in **Figure 4.7**

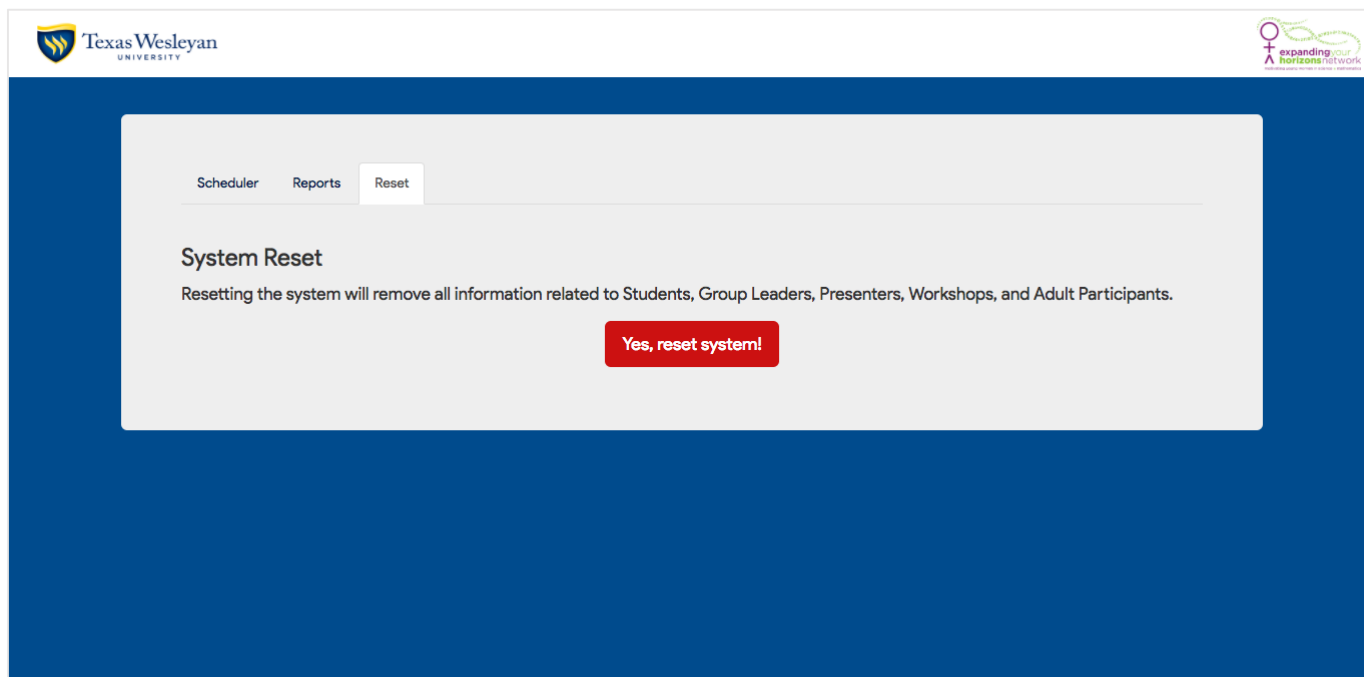


Figure 4.6 System Reset

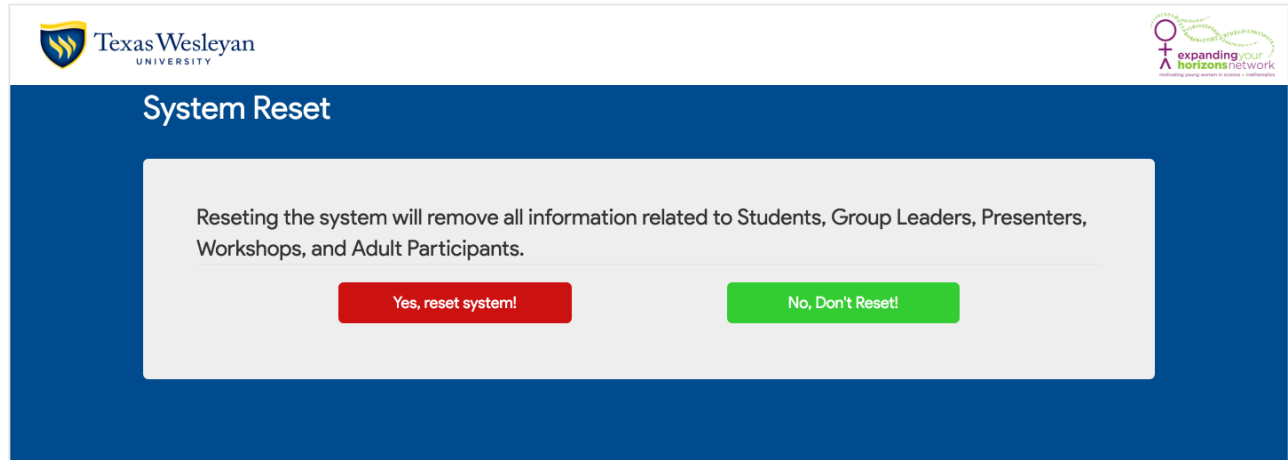


Figure 4.7 System Reset Confirm

5 Administration Portal Usage

5.1 Admin Portal Login

Follow these steps to login to the admin portal:

1. Navigate to the Admin portal shown in **Figure 5.1**
 - a. Found at the URL `cscdevprod04.txwes.edu/admin`
 - b. If the base URL changes, the URL handle is `/admin`
2. Fill out username and password
 - a. The Admin will need to already have an account and know the username and password
3. Click the “Log in” button
 - a. The page will redirect to the main admin page seen in **Figure 5.2**

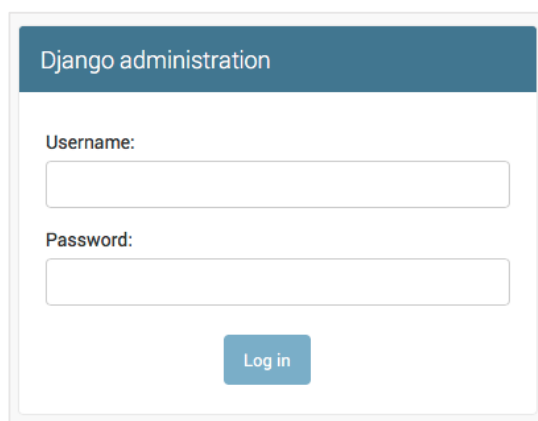
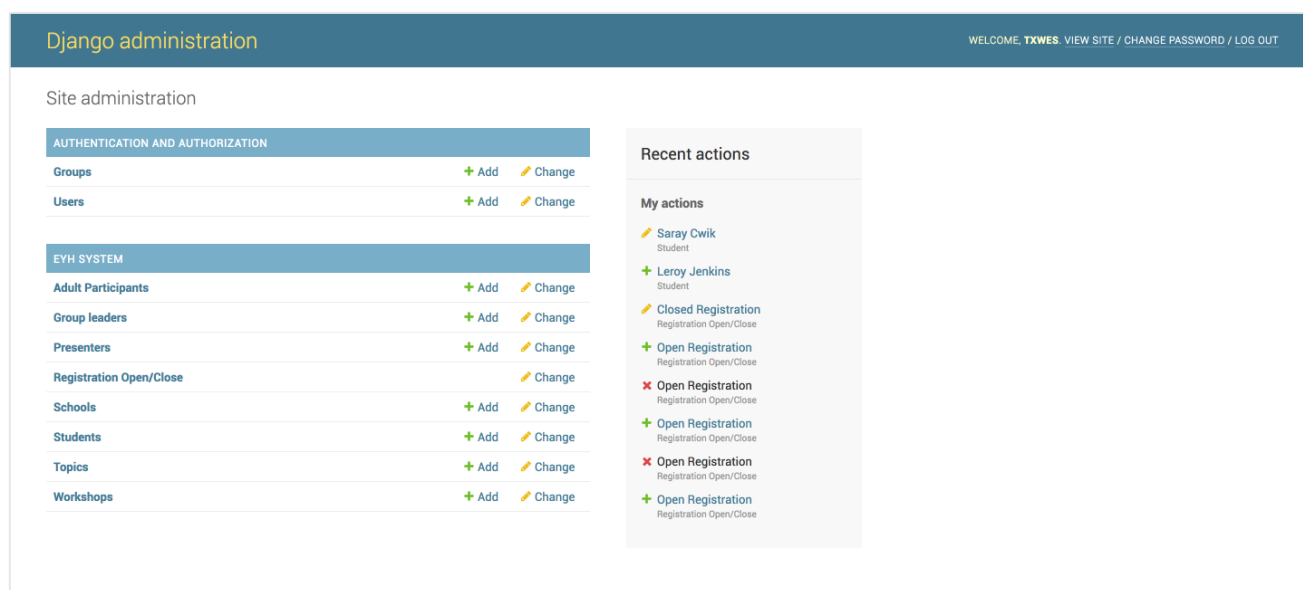


Figure 5.1 Admin Portal Login



AUTHENTICATION AND AUTHORIZATION	
Groups	+ Add Change
Users	+ Add Change

EYH SYSTEM	
Adult Participants	+ Add Change
Group leaders	+ Add Change
Presenters	+ Add Change
Registration Open/Close	Change
Schools	+ Add Change
Students	+ Add Change
Topics	+ Add Change
Workshops	+ Add Change

Recent actions	
My actions	
Saray Cwik	Student
+ Leroy Jenkins	Student
Closed Registration	Registration Open/Close
+ Open Registration	Registration Open/Close
× Open Registration	Registration Open/Close
+ Open Registration	Registration Open/Close
× Open Registration	Registration Open/Close
+ Open Registration	Registration Open/Close

Figure 5.2 Admin Main Page

5.2 Adult Participant Admin

5.2.1 Adult Participant Admin View

Follow these steps to view the adult participants in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Adult Participants* on the main page seen in **Figure 5.2**
3. The page will navigate to the adult participants view seen in **Figure 5.3**

Select Adult Participant to change
ADD ADULT PARTICIPANT +

Search

Action: ----- Go 0 of 1 selected

	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	SCHOOL	EMAIL	TSHIRT SIZE
<input type="checkbox"/>	Mayfield	Sally	4356	Grapevine	TX	76100	Texas Wesleyan University	none@none.com	tshirt-m-select

1 Adult Participant

FILTER

By school

- All
- Texas Wesleyan University

By tshirt size

- All
- tshirt-s-select
- tshirt-m-select
- tshirt-l-select
- tshirt-xl-select
- tshirt-xxl-select

By city

- All
- Grapevine

By state

- All
- TX

Figure 5.3 Adult Participant Admin View

5.2.2 Add Adult Participant

Follow these steps to add an Adult Participant through the admin panel:

1. Navigate to the adult participants view
 - a. See **Section 5.2.1** for instructions
2. Select the **ADD ADULT PARTICIPANT** button on the top right of the adult participants page
 - a. Seen in **Figure 5.4**
3. Fill out all required fields
 - a. The bolded fields are required as seen in **Figure 5.5**
4. Click the **SAVE** button

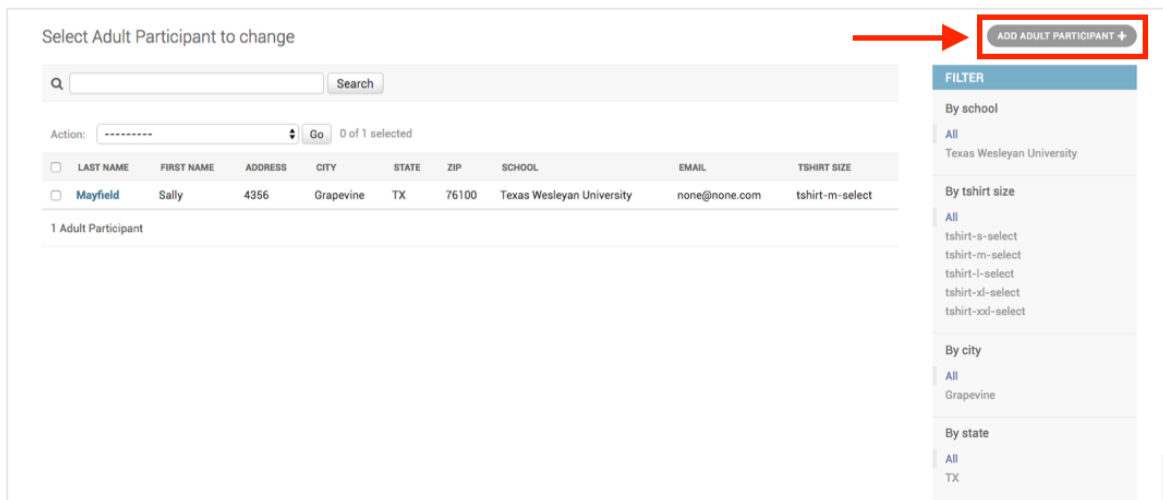


Figure 5.4 Add Adult Participant Button

The screenshot shows a form titled "Add Adult Participant". The form contains several input fields: "Last name:", "First name:", "Address:", "City:", "State:", "Zip:", "School:", "Email:", "Tshirt eize:" (with a dropdown menu), and "Relationship:". At the bottom right of the form, there are three buttons: "Save and add another", "Save and continue editing", and "SAVE".

Figure 5.5 Add Adult Participant View

Add Adult Participant

Last name:

First name:

Address:

City:

State:

Zip:

School:

Email:

Tshirt size: ▾

Relationship:

Figure 5.6 Add Adult Participant Save Button

5.2.3 Edit Adult Participant

Follow these steps to edit an Adult Participant through the admin panel:

1. Navigate to the admin adult participant view
 - a. See **Section 5.2.1** for instructions
2. Select the link on the last name of the adult participant to edit
 - a. Example seen in red box in **Figure 5.7**
3. The page will navigate to the edit adult participant view
 - a. Seen in **Figure 5.8**
4. Change any fields necessary
 - a. Required fields are bolded
5. Click the *SAVE* button
 - a. Seen in red box in **Figure 5.9**

Select Adult Participant to change

ADD ADULT PARTICIPANT +

Q Search

Action: ----- Go 0 of 1 selected

<input type="checkbox"/>	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	SCHOOL	EMAIL	TSHIRT SIZE
<input type="checkbox"/>	Mayfield	Sally	4356	Grapevine	TX	76100	Texas Wesleyan University	none@none.com	tshirt-m-select

1 Adult Participant

FILTER

By school

All
Texas Wesleyan University

By tshirt size

All
tshirt-s-select
tshirt-m-select
tshirt-l-select
tshirt-xl-select
tshirt-xxl-select

By city

All
Grapevine

By state

All
TX

Figure 5.7 Edit Adult Participant Link

The screenshot shows a form titled "Change Adult Participant" with a "HISTORY" button in the top right corner. The form contains the following fields: Last name (Mayfield), First name (Sally), Address (4356), City (Grapevine), State (TX), Zip (76100), School (Texas Wesleyan University), Email (none@none.com), Tshirt size (tshirt-m-select), and Relationship (Teacher). At the bottom, there are four buttons: "Delete" (red), "Save and add another" (blue), "Save and continue editing" (blue), and "SAVE" (blue).

Figure 5.8 Edit Adult Participant View

This screenshot is identical to Figure 5.8, but with a red box around the "SAVE" button and a red arrow pointing to it from the right side of the form.

Figure 5.9 Edit Adult Participant Save Button

5.3 Group Leader Admin

5.3.1 Group Leader Admin View

Follow these steps to view the group leaders in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Group Leaders* on the main page seen in **Figure 5.2**
3. The page will navigate to the group leader admin view seen in **Figure 5.10**

Select group leader to change
ADD GROUP LEADER +

Action: ----- 0 of 1 selected

	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	SCHOOL	EMAIL	TSHIRT SIZE	TIME SLOT
<input type="checkbox"/>	Smith	Jane	2365 Mary Ln	Fort Worth	TX	76109	TCU	none@none.com	tshirt-m-select	all-times-select

1 group leader

FILTER

By time slot

All

mornings-select

afternoon-select

all-times-select

no-preference-select

By school

All

TCU

By tshirt size

All

tshirt-s-select

tshirt-m-select

tshirt-l-select

tshirt-xl-select

tshirt-xxl-select

By city

All

Fort Worth

By state

All

TX

Figure 5.10 Group Leader Admin View

5.3.2 Add Group Leader

Follow these steps to add a Group Leader through the admin panel:

1. Navigate to the group leaders view
 - a. See **Section 5.3.1** for instructions
2. Select the **ADD GROUP LEADER** button on the top right of the group leaders page
 - a. Seen in **Figure 5.11**
3. Fill out all required fields
 - a. The bolded fields are required as seen in **Figure 5.12**
4. Click the **SAVE** button

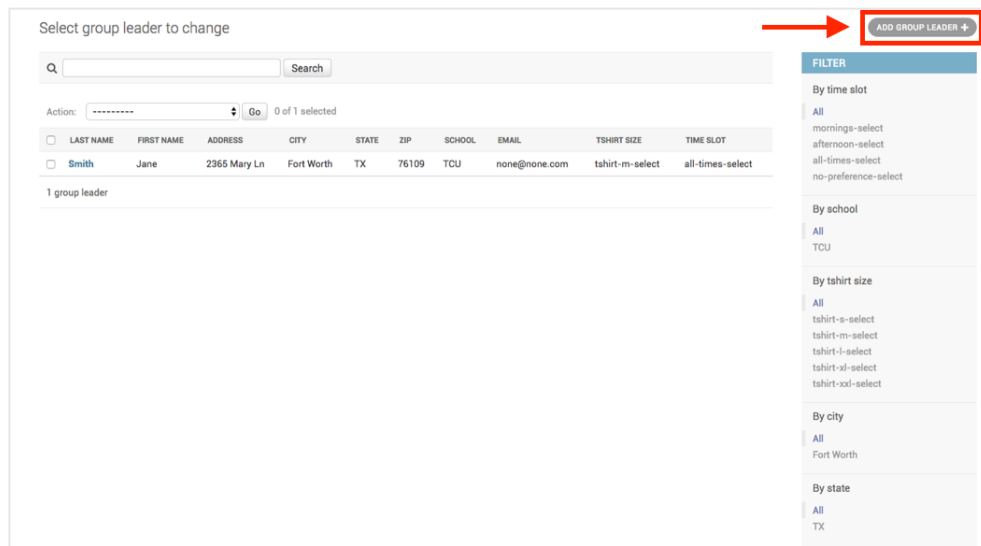


Figure 5.11 Add Group Leader Button

The screenshot shows a form titled 'Add group leader'. It contains the following fields: Last name, First name, Address, City, State, Zip, School, Email, Tshirt size (dropdown), and Time slot (dropdown). At the bottom right of the form, there are three buttons: 'Save and add another', 'Save and continue editing', and 'SAVE'.

Figure 5.12 Add Group Leader Fields

5.3.3 Edit Group Leader

Follow these steps to edit a Group Leader through the admin panel:

1. Navigate to the admin group leader view
 - a. See **Section 5.3.1** for instructions
2. Select the link on the last name of the group leader to edit
 - a. Example seen in red box in **Figure 5.13**
3. The page will navigate to the edit group leader view
 - a. Seen in **Figure 5.14**
4. Change any fields necessary
 - a. Required fields are bolded
5. Click the *SAVE* button
 - a. Seen in red box in **Figure 5.15**

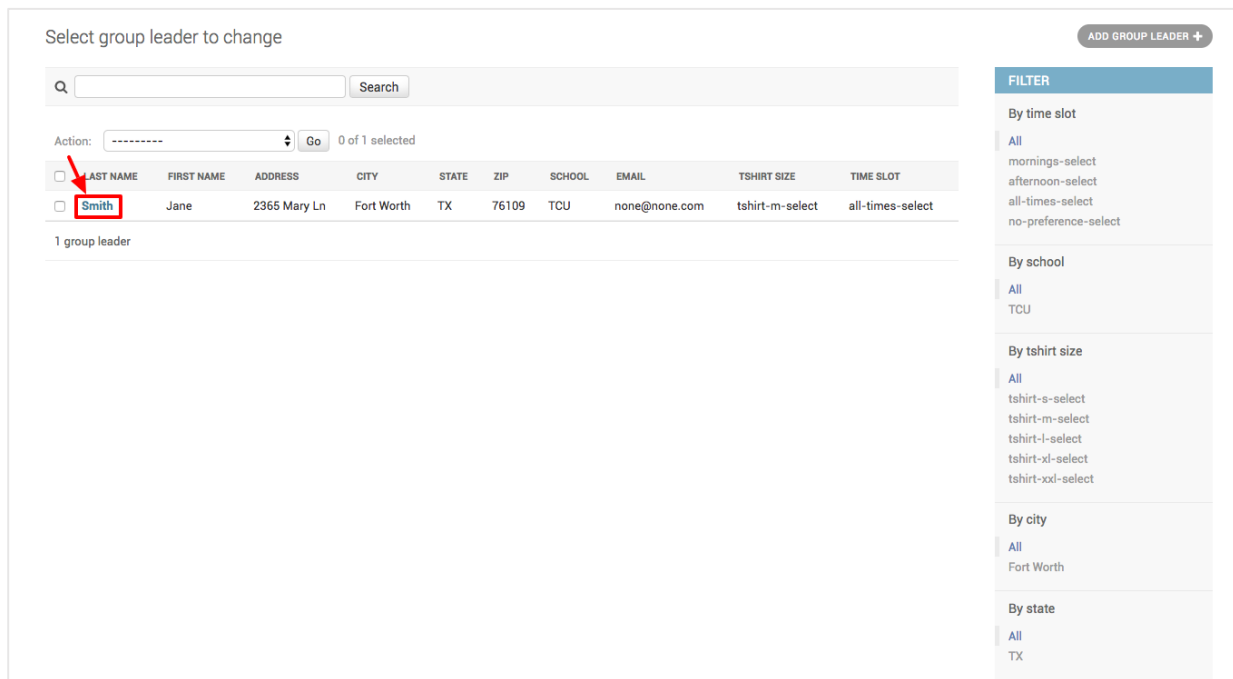


Figure 5.13 Group Leader Edit Link

Change group leader HISTORY

Last name:

First name:

Address:

City:

State:

Zip:

School:

Email:

Tshirt size:

Time slot:

Figure 5.14 Edit Group Leader View

Change group leader HISTORY

Last name:

First name:

Address:

City:

State:

Zip:

School:

Email:

Tshirt size:

Time slot:

Figure 5.15 Edit Group Leader Save Button

5.4 Presenter Admin

5.4.1 Presenter Admin View

Follow these steps to view the presenters in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Presenters* on the main page
 - a. Seen in **Figure 5.2**
3. The page will navigate to the presenters view
 - a. Seen in **Figure 5.16**

Select Presenter to change

ADD PRESENTER +

Q [] Search

Action: [] Go 0 of 26 selected

<input type="checkbox"/>	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	EMPLOYER	EMAIL	TSHIRT SIZE
<input type="checkbox"/>	Payne	Donnell	2800 Stadium Drive,	Fort Worth	TX	76129	Texas Christian University	dp@tcu.edu	tshirt-l-select
<input type="checkbox"/>	Bledsoe	Sharyl	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Parter	Lewis	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Bosquet	Maud	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Glow	Anya	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Bartleson	Bulah	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Mesiona	Arline	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Tartar	Lettie	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Whitted	Shirely	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Begum	Olive	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Cecchi	Fredericka	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Geery	Delores	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Orizabal	Hilda	None	None	TX	12345	None	me@me.com	tshirt-xxl-select
<input type="checkbox"/>	Dombeck	Ronda	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Jekot	Marisha	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Nutter	Jodi	None	None	TX	12345	None	me@me.com	tshirt-l-select
<input type="checkbox"/>	Ellen	Mirta	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Keesling	Shena	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Muhlenkamp	Shandra	None	None	TX	12345	None	me@me.com	tshirt-xxl-select
<input type="checkbox"/>	Gregersen	Lizeth	None	None	TX	12345	None	me@me.com	tshirt-l-select
<input type="checkbox"/>	Bowman	Yon	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Totin	Roxane	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Gallaughier	Kristel	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Willeto	Sam	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Pullis	Chris	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Tarantino	Annalisa	None	None	TX	12345	None	me@me.com	tshirt-xl-select

26 Presenters

FILTER

By employer

- All
- None
- Texas Christian University

By tshirt size

- All
- tshirt-s-select
- tshirt-m-select
- tshirt-l-select
- tshirt-xl-select
- tshirt-xxl-select

By city

- All
- Fort Worth
- None

By state

- All
- TX

Figure 5.16 Admin Presenter View

5.4.2 Add Presenter

Follow these steps to add a Presenter through the admin panel:

1. Navigate to the presenters admin view
 - a. See **Section 5.4.1** for instructions
2. Select the **ADD PRESENTER** button on the top right of the presenters page
 - a. Seen in **Figure 5.17**
3. Fill out all required fields
 - a. The bolded fields are required as seen in **Figure 5.18**
4. Click the **SAVE** button

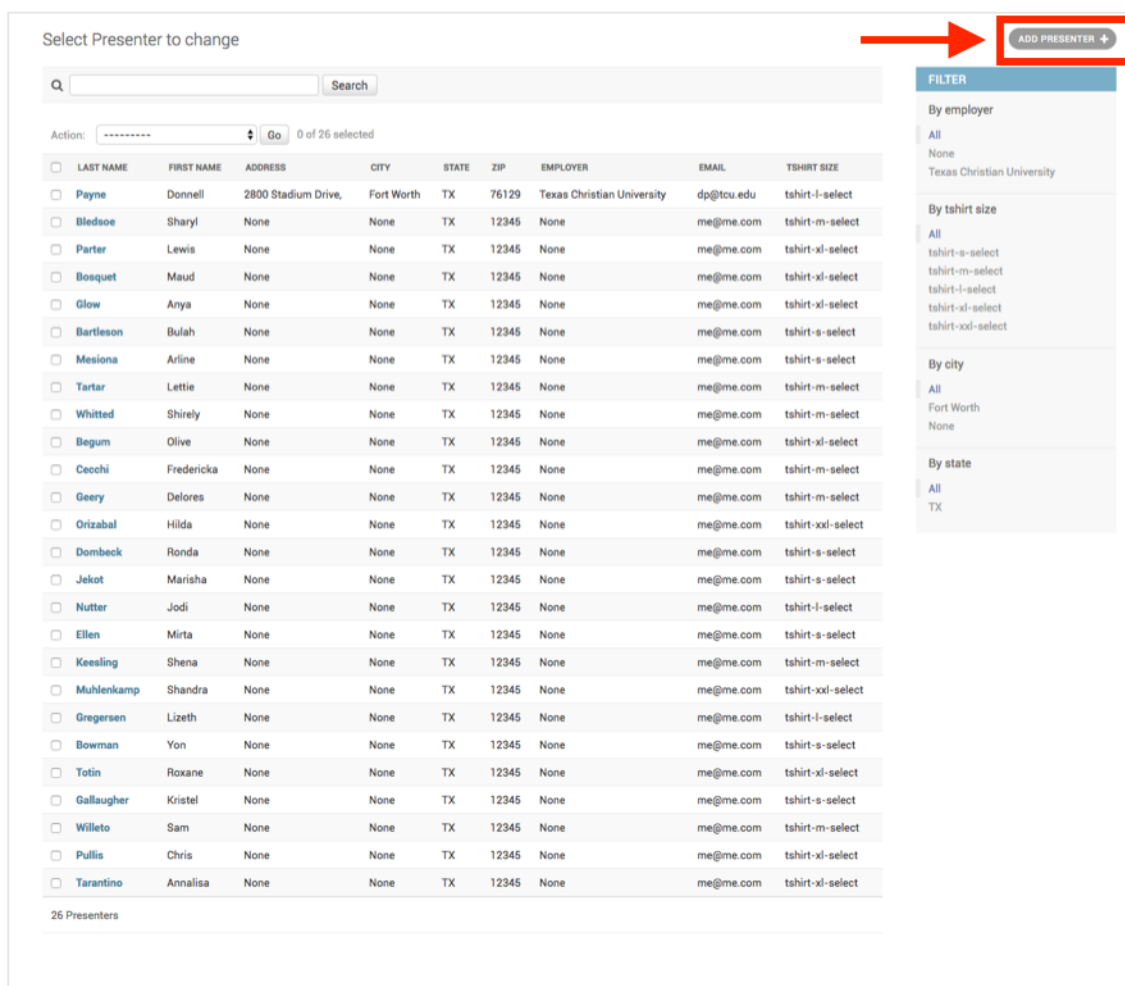


Figure 5.17 Add Presenter Button

Add Presenter

First name:

Last name:

Position:

Employer:

Address:

City:

State:

Zip:

Office phone:

Extension:

Cell phone:

Email:

Tehirt size:

Workahop:

Time slot:

Primary

Room number:

Figure 5.18 Add Presenter Fields

5.4.3 Edit Presenter

Follow these steps to edit a Presenter through the admin panel:

1. Navigate to the admin presenter view
 - a. See **Section 5.4.1** for instructions
2. Select the link on the last name of the presenter to edit
 - a. Example seen in red box in **Figure 5.19**
3. The page will navigate to the edit student view seen in **Figure 5.20**
4. Change any fields necessary
 - a. Required fields are bolded
5. Click the **SAVE** button
 - a. Seen in red box in **Figure 5.21**

Select Presenter to change

ADD PRESENTER +

Q Search

Action: Go 0 of 26 selected

<input type="checkbox"/>	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	EMPLOYER	EMAIL	TSHIRT SIZE
<input type="checkbox"/>	Payne	Donnell	2800 Stadium Drive,	Fort Worth	TX	76129	Texas Christian University	dp@tcu.edu	tshirt-l-select
<input type="checkbox"/>	Bledsoe	Sharyl	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Parter	Lewis	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Bosquet	Maud	None	None	TX	12345	None	me@me.com	tshirt-l-select
<input type="checkbox"/>	Glow	Anya	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Bartleson	Bulah	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Mesiona	Arline	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Tartar	Lettie	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Whitted	Shirely	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Begum	Olive	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Cecchi	Fredericka	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Geery	Delores	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Orizabal	Hilda	None	None	TX	12345	None	me@me.com	tshirt-xxl-select
<input type="checkbox"/>	Dombeck	Ronda	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Jekot	Marisha	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Nutter	Jodi	None	None	TX	12345	None	me@me.com	tshirt-l-select
<input type="checkbox"/>	Elen	Mirta	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Keesling	Shena	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Muhenkamp	Shandra	None	None	TX	12345	None	me@me.com	tshirt-xxl-select
<input type="checkbox"/>	Gregersen	Lizeth	None	None	TX	12345	None	me@me.com	tshirt-l-select
<input type="checkbox"/>	Bowman	Yon	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Totin	Roxane	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Gallaughier	Kristel	None	None	TX	12345	None	me@me.com	tshirt-s-select
<input type="checkbox"/>	Willeto	Sam	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Pullis	Chris	None	None	TX	12345	None	me@me.com	tshirt-xl-select
<input type="checkbox"/>	Tarantino	Annalisa	None	None	TX	12345	None	me@me.com	tshirt-xl-select

26 Presenters

FILTER

By employer

- All
- None
- Texas Christian University

By tshirt size

- All
- tshirt-s-select
- tshirt-m-select
- tshirt-l-select
- tshirt-xl-select
- tshirt-xxl-select

By city

- All
- Fort Worth
- None

By state

- All
- TX

Figure 5.19 Edit Presenter Link

Change Presenter HISTORY

First name:

Last name:

Position:

Employer:

Address:

City:

State:

Zip:

Office phone:

Extension:

Cell phone:

Email:

Tshirt size:

Workshop: ✎ + ✕

Time slot:

Primary

Room number:

Figure 5.20 Edit Presenter View

Change Presenter HISTORY

First name:

Last name:

Position:

Employer:

Address:

City:

State:

Zip:

Office phone:

Extension:

Cell phone:

Email:

Tshirt size:

Workshop: ✎ + ✕

Time slot:

Primary

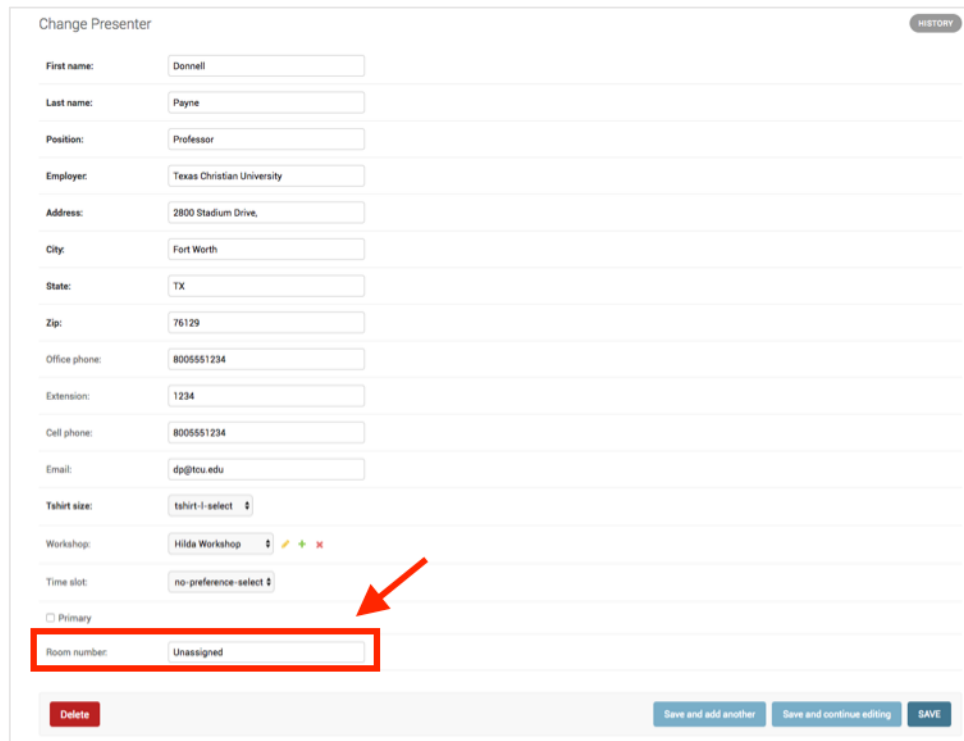
Room number:

Figure 5.21 Edit Presenter Save Button

5.4.4 Add Presenter Room Number

Follow these steps to add a room number to a Presenter through the admin panel:

1. Navigate to the edit page for the presenter (see **Section 5.4.3** for instructions)
2. Type the room number for the presenter in the text field at the bottom of the page titled *Room number* (**Figure 5.22**).
3. Click the *SAVE* button (**Figure 5.21**)



The screenshot shows a 'Change Presenter' form with various fields. The 'Room number' field at the bottom is highlighted with a red box, and a red arrow points to it. The form includes fields for First name, Last name, Position, Employer, Address, City, State, Zip, Office phone, Extension, Cell phone, Email, T-shirt size, Workshop, Time slot, and a Primary checkbox. At the bottom, there are buttons for Delete, Save and add another, Save and continue editing, and SAVE.

First name:	Donnell
Last name:	Payne
Position:	Professor
Employer:	Texas Christian University
Address:	2800 Stadium Drive,
City:	Fort Worth
State:	TX
Zip:	76129
Office phone:	8005551234
Extension:	1234
Cell phone:	8005551234
Email:	dp@tcu.edu
T-shirt size:	tshirt-l-select
Workshop:	Hilda Workshop
Time slot:	no-preference-select
<input type="checkbox"/> Primary	
Room number:	Unassigned

Buttons: Delete, Save and add another, Save and continue editing, SAVE

Figure 5.22 Room Number Text Field

5.5 Student Admin

5.5.1 Student Admin View

Follow these steps to view the students in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Students* on the main page
 - a. Seen in **Figure 5.2**
3. The page will navigate to the students admin view
 - a. Seen in **Figure 5.23**

Select Student to change ADD STUDENT +

Q Search

Action: ----- Go 0 of 100 selected

<input type="checkbox"/>	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	SCHOOL ID	EMAIL	TS
<input type="checkbox"/>	Ball	Lisa	NA	NA	NA	NA	-	-	-
<input type="checkbox"/>	Lovelace	Ada	2901 Stadium Drive,	Fort Worth	TX	76129	Ala	ada.lovelave@tcu.edu	tsl se
<input type="checkbox"/>	Thomas	Julia	123 Main St.	City	TX	12321	Ala	none@none.com	tsl se
<input type="checkbox"/>	Ruch	Rebecca	123 Home Street	Fort Worth	TX	76109	Azle Jr High	none@none.com	tsl se
<input type="checkbox"/>	Ball	Lisa	NA	NA	NA	NA	-	-	-
<input type="checkbox"/>	Andrews	Julia	123 Home Lane,	City	TX	12345	Azle Jr High	none@none.com	tsl se
<input type="checkbox"/>	Ruch	Rebecca	Address,	City	TX	12332	Ala	r3ruch@gmail.com	tsl se
<input type="checkbox"/>	Spika	Lorriane	Wyanet	Fort Dick	TX	78303	Azle Jr High	VWYF@RRGNGMGKFHLGWVPPY	tsl se
<input type="checkbox"/>	Kitzman	Penni	Sea Cliff	Jetmore	TX	27973	Tolar Jr High	EYXLEPPYJQTEK@OUJWS	tsl se
<input type="checkbox"/>	Baillie	Lavern	East Leland	Gloucester Point	TX	45852	Brewer Middle	PBZSGYHDX@OOIFEWLSDP	tsl se
<input type="checkbox"/>	Battista	Arie	S Nassau	East Moline	TX	12149	Stafford Middle	NBH0IWUCODLRON@LVEIKXIZOGHHMJV	tsl se
<input type="checkbox"/>	Purifoy	Santa	Chorlton	Mineral Ridge	TX	41915	Riverside Middle	PUDZENO@DJFNVF	tsl se
<input type="checkbox"/>	Valerio	Tiesha	Yerong	Blockton	TX	74349	Ina	UECIMMZMKIJDUEHY@RNAVEJSKAKLIZZ	tsl se
<input type="checkbox"/>	Viator	Sunni	Green Valley School	Ozark	TX	29315	Brewer Middle	JEQCMFLVIB@NMZYCBKDLFZJC	tsl se
<input type="checkbox"/>	Norseworthy	Jesse	Cottingham	Zenda	TX	16345	Newowner Center	BMJSXHGNT@ZWTUB	tsl se
<input type="checkbox"/>	Halder	Karan	Rio Bonito	Cotton Plant	TX	41261	Aledo	PBDWLXYJB@GCCXCCEEMGMWUY	tsl se
<input type="checkbox"/>	Orдона	Dia	Hickory	Woodlawn Park	TX	38610	Our Lady Of Victory	AFIGAIET@AOXDSNI	tsl se
<input type="checkbox"/>	Aveni	Sharri	Walden House	Rotan	TX	34737	Forest Oak Ms	EPZNNYKDELOXPY@TJMRGRI	tsl se
<input type="checkbox"/>	Frailey	Kaylene	Nautilus	Prentice	TX	80465	Stafford Middle	WDWJNQP@HJXVZIXFUOU	tsl se
<input type="checkbox"/>	Winek	Nancey	Dutch Haven	Big Flats	TX	37478	Tsms	DIPEXRBNNV@WFXFIDJSNIHEP	tsl se
<input type="checkbox"/>	Parsley	Particia	Towncenter	Arena	TX	89244	Indian Springs	GRJQEP@UKKOQPAI	tsl se
<input type="checkbox"/>	Pasillas	Lilly	Tarpey	Forsyth	TX	99054	Cross Timbers	JWIP@GZUMHOFEDANUU	tsl se
<input type="checkbox"/>	Dance	Mikaela	Janna Lee	North Seekonk	TX	91638	William James Middle	ENJIXJQGGVLJ@MNKPPN	tsl se
<input type="checkbox"/>	Pupa	Lashaun	Vomac	Lulu	TX	10217	Prestwuck Stem	JERRKFZDYGY@VEUEB	tsl se
<input type="checkbox"/>	Schol	Shela	Gowell	Laingsburg	TX	17693	Smithfield	DYOASZTMN@BFQCHMHOR	tsl

FILTER

By school id

- All
- Ala
- Aledo
- Aubrey Middle
- Azle Jr High
- Brewer Middle
- Cross Timbers
- Crowley Middle
- Forest Oak Ms
- Griffin Middle
- Harmony School Of Nature
- Heritage Middle
- Hillwood Middle
- Ina
- Indian Springs
- Irma Marsh Ms
- Joshua
- Kennedale
- Killian Ms
- Life School - Red Oak
- Lofin Middle
- Mclean Middle
- Meadowbrook
- Newowner Center
- Our Lady Of Victory
- Prestwuck Stem
- Rc Lofton
- Riverside Middle
- Smithfield
- Springtown Middle
- St. Rita Catholic
- Stafford Middle
- Timberview Ms
- Tolar Jr High
- Tsms
- William James Middle
- Wilson Middle
- Young Jr High
- Young Womens Leadership
-

By tshirt size

- All
- tshirt-s-select
- tshirt-m-select
- tshirt-l-select
- tshirt-xl-select
- tshirt-xxl-select

By city

- All
- Academy
- Agua Fria
- Aguilera
- Alquippa
- Almelund
- Aloha

Figure 5.23 Students Admin View

5.5.2 Add Student

Follow these steps to add a Student through the admin panel:

1. Navigate to the students admin view
 - a. See **Section 5.5.1** for instructions
2. Select the *ADD STUDENT* button on the top right of the students admin view
 - a. Seen in **Figure 5.24**
3. Fill out all required fields
 - a. The bolded fields are required as seen in **Figure 5.25**
4. Click the *SAVE* button
 - a. Seen in **Figure 5.26**

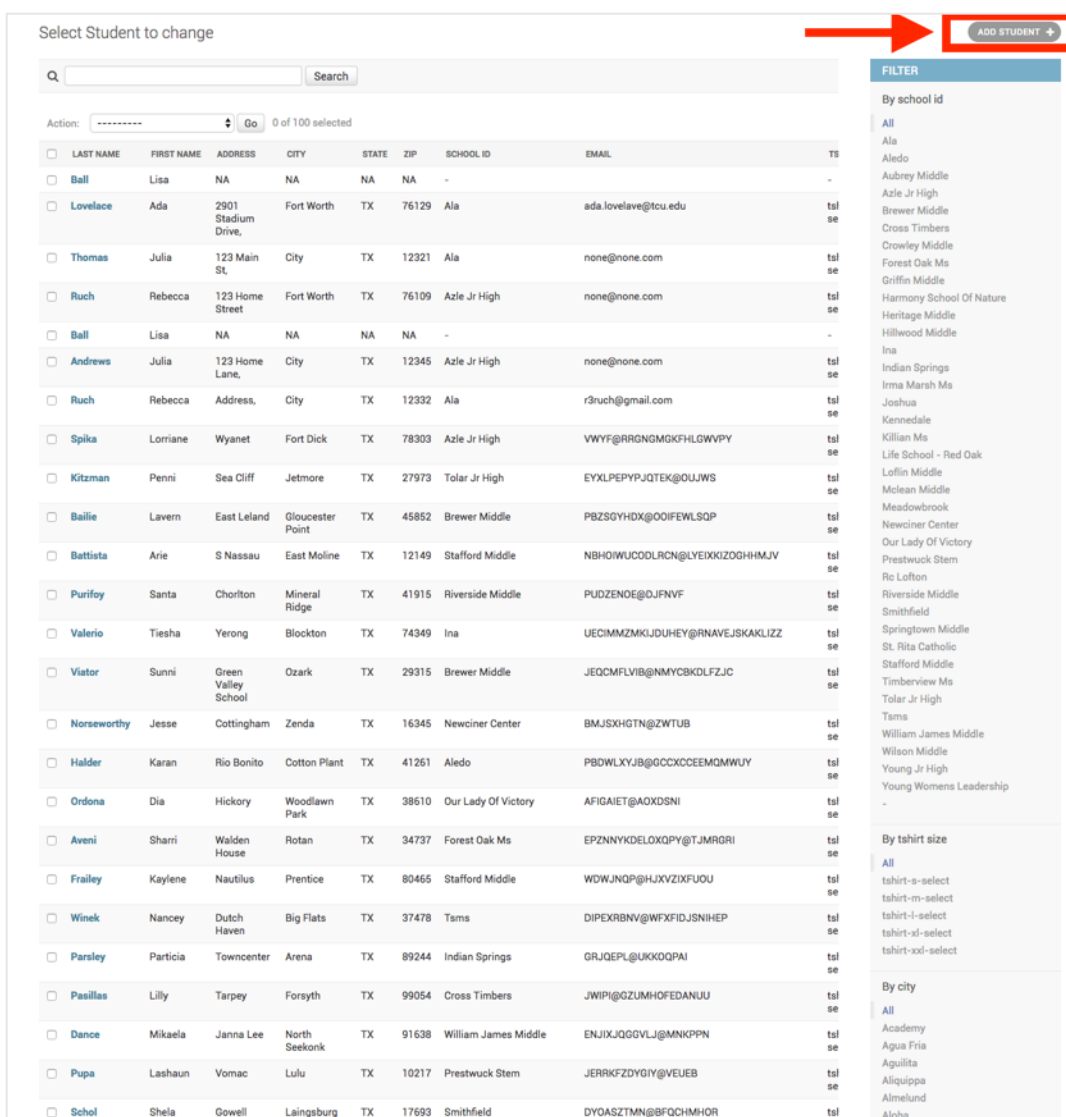


Figure 5.24 Add Student Button

Add Student

First name:





Last name:

Address:

City:

State:

Zip:

School id:    





Teacher name:





Email:


Grade:


Attended last:

Troop number:


Topic 1id:    

Topic 2id:    

Tshirt size: 

Date registered: Today 

Groupid:

Group: 

Canceled

Figure 5.25 Add Student View

Add Student

First name:





Last name:

Address:

City:

State:

Zip:

School id:    





Teacher name:





Email:

Grade:


Attended last:

Troop number:

Topic1id:    

Topic2id:    

Tshirt size:

Date registered: Today 

Groupid:

Group:

Canceled

Figure 5.26 Add Student Save Button

5.5.3 Edit Student

Follow these steps to edit a Student through the admin panel:

6. Navigate to the admin students view
 - a. See **Section 5.5.1** for instructions
7. Select the link on the last name of the student to edit
 - a. Example seen in red box in **Figure 5.27**
8. The page will navigate to the edit student view seen in **Figure 5.28**
9. Change any fields necessary
 - a. Required fields are bolded
10. Click the **SAVE** button
 - a. Seen in red box in **Figure 5.29**

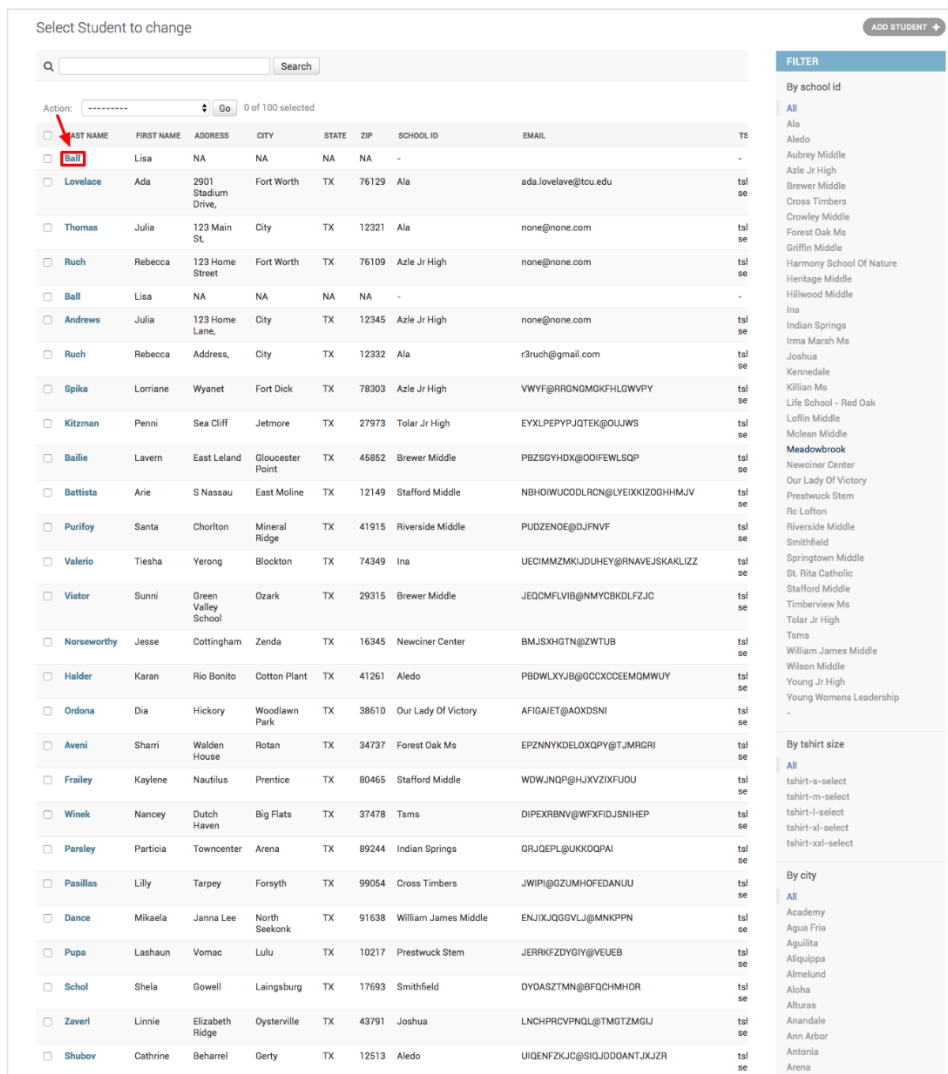


Figure 5.27 Edit Student Link

Change Student HISTORY

First name:




Last name:

Address:

City:

State:

Zip:

School id:   




Teacher name:




Email:

Grade:


Attended last:

Troop number:

Topic1id:   

Topic2id:   

Tshirt size:

Date registered: Today 

Groupid:

Group:

Canceled

Figure 5.28 Edit Student View

Change Student HISTORY

First name:

Last name:

Address:

City:

State:

Zip:

School id: ✎ + ✕

Teacher name:

Email:

Grade:

Attended last:

Troop number:

Topic1id: ✎ + ✕

Topic2id: ✎ + ✕

Tshirt size:

Date registered: Today | 📅

Groupid:

Group:

Canceled

Figure 5.29 Edit Student Save Button

5.6 Registration Admin

5.6.1 Registration Admin View

Follow these steps to view the registration in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Registration* on the main page
 - a. Seen in **Figure 5.2**
3. The page will navigate to the registration admin view
 - a. Seen in **Figure 6.30**

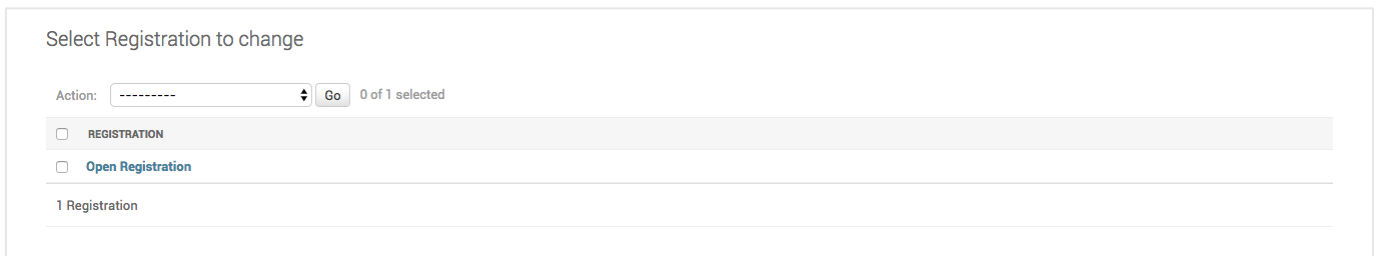


Figure 5.30 Registration Admin View

5.6.2 Add Registration

Follow these steps to add a registration in the admin panel:

1. Navigate to the registration view
 - a. See **Section 5.6.1** for instructions
2. Click the *ADD REGISTRATION* button
 - a. Seen in red box in **Figure 5.31**
3. The page will navigate to the add registration view seen in **Figure 5.32**
4. Select the *SAVE* button
 - a. Seen in red box in **Figure 5.33**

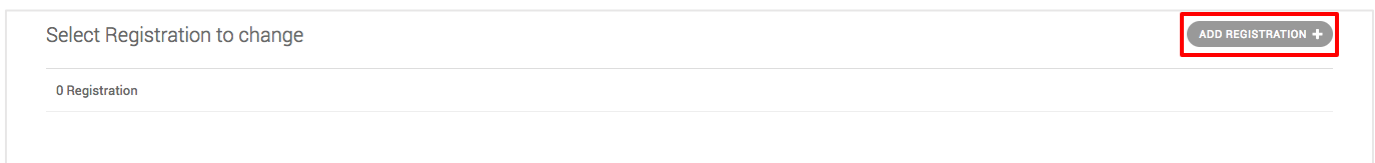


Figure 5.31 Add Registration Button

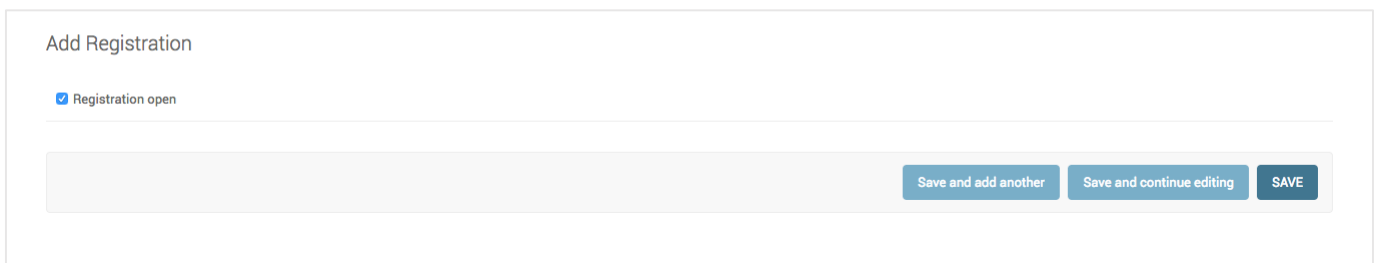


Figure 5.32 Add Registration View

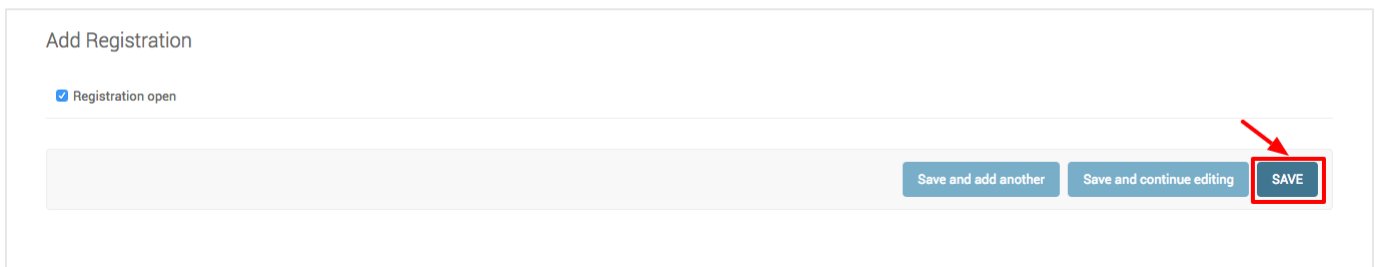


Figure 5.33 Add Registration Save Button

5.6.3 Change Registration

Follow these steps to change the registration in the admin panel:

1. Navigate to the registration admin view
 - a. Seen in **Figure 5.6.1**
2. Select the link labeled either *Open Registration* or *Closed Registration*
 - a. Seen in red box in **Figure 5.34**
3. The page will navigate to the change registration view
 - a. Seen in **Figure 5.35**
4. Check or uncheck the checkbox next to *Registration open*
 - a. Seen in red box in **Figure 5.36**
5. Click the *SAVE* button
 - a. Seen in red box in **Figure 5.37**

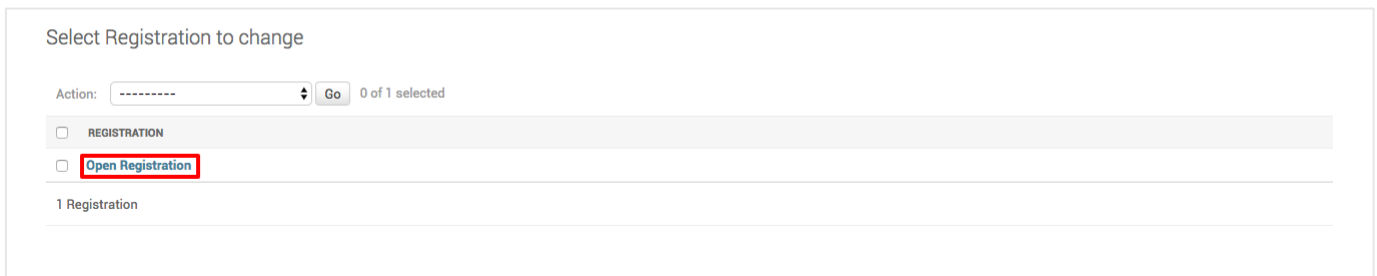


Figure 5.34 Change Registration Link

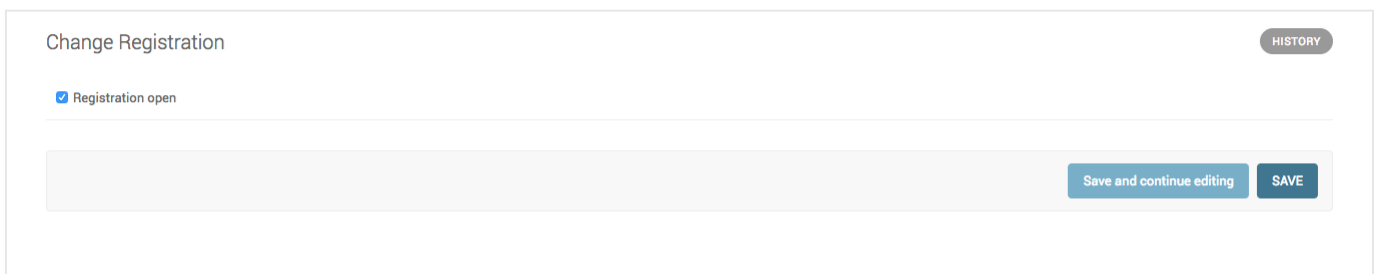


Figure 5.35 Change Registration

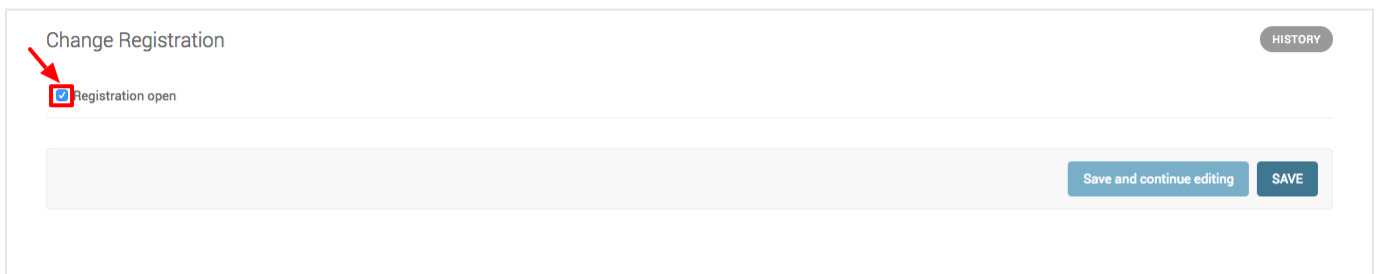


Figure 5.36 Change Registration Checkbox

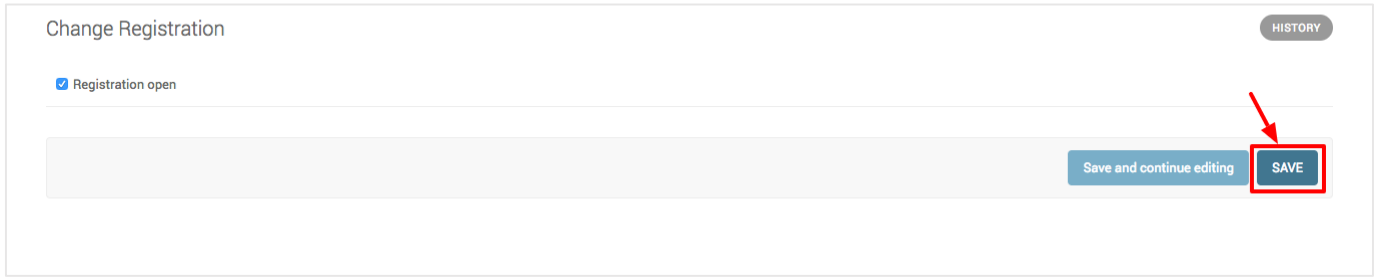


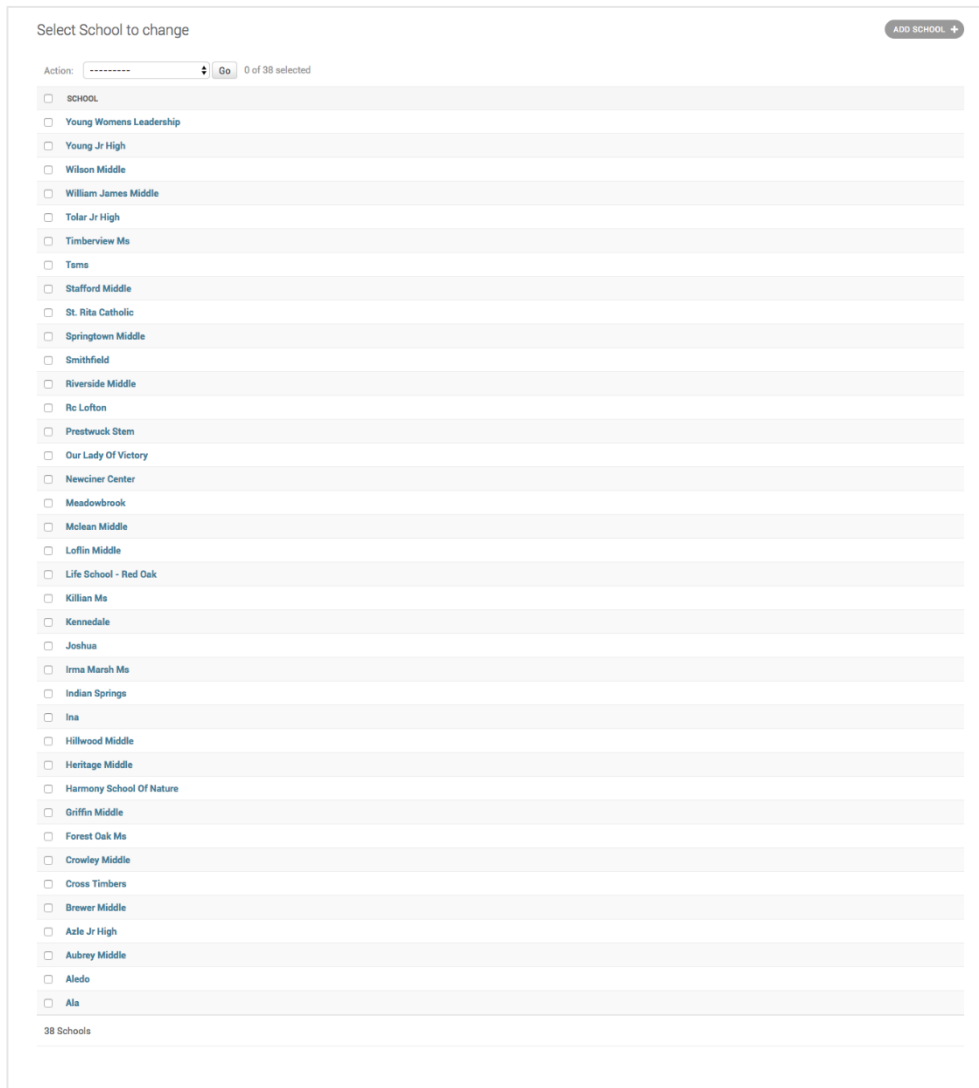
Figure 5.37 Change Registration Save Button

5.7 School Admin

5.7.1 School Admin View

Follow these steps to view schools in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Schools* on the main page seen in **Figure 5.2**
3. The page will navigate to the school admin view seen in **Figure 5.38**



The screenshot displays a web interface titled "Select School to change". At the top right, there is a button labeled "ADD SCHOOL +". Below the title, there is an "Action:" dropdown menu and a "Go" button, with the text "0 of 38 selected" to the right. The main area contains a list of 38 schools, each with a checkbox on the left and the school name on the right. The schools listed are: SCHOOL, Young Womens Leadership, Young Jr High, Wilson Middle, William James Middle, Tolar Jr High, Timberview Ms, Tams, Stafford Middle, St. Rita Catholic, Springtown Middle, Smithfield, Riverside Middle, Ric Lofton, Prestwuck Stem, Our Lady Of Victory, Newciner Center, Meadowbrook, Melean Middle, Loffin Middle, Life School - Red Oak, Killian Ms, Kennedale, Joshua, Irma Marsh Ms, Indian Springs, Ina, Hillwood Middle, Heritage Middle, Harmony School Of Nature, Griffin Middle, Forest Oak Ms, Crowley Middle, Cross Timbers, Brewer Middle, Azle Jr High, Aubrey Middle, Alado, and Ala. At the bottom left of the list, it says "38 Schools".

Figure 5.38 School Admin View

5.7.2 Add School

Follow these steps to add a school through the admin panel:

1. Navigate to the school admin view
 - a. See **Section 5.7.1** for instructions
2. Select the *ADD SCHOOL* button on the top right of the school admin view
 - a. Seen in **Figure 5.39**
3. Fill out the name of the school
 - a. Seen in **Figure 5.40**
4. Click the *SAVE* button seen in **Figure 5.41**

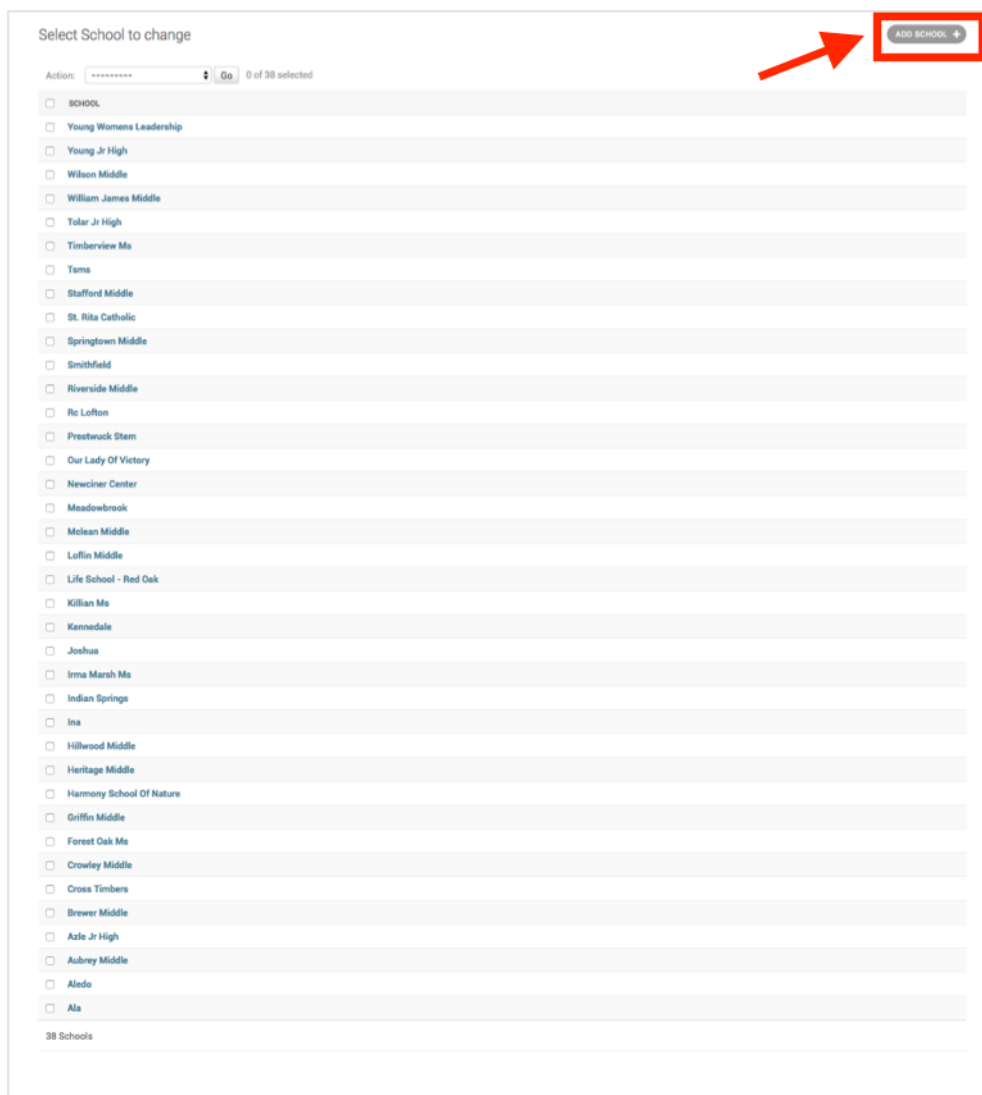
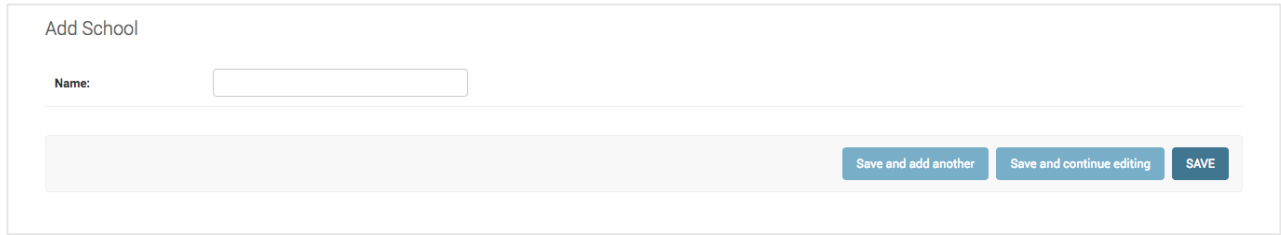
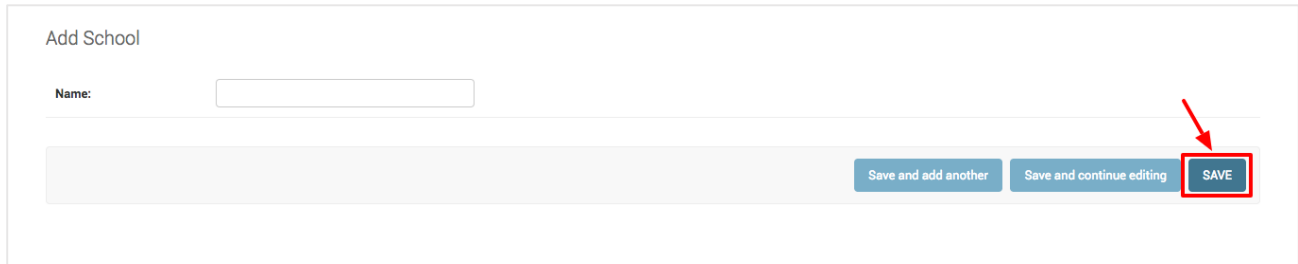


Figure 5.39 Add School Button



The screenshot shows a form titled "Add School". It features a "Name:" label followed by a text input field. Below the input field is a horizontal bar containing three buttons: "Save and add another", "Save and continue editing", and "SAVE".

Figure 5.40 Add School



This screenshot is identical to Figure 5.40, but with a red arrow pointing to the "SAVE" button, which is also enclosed in a red rectangular box.

Figure 5.41 Add School Save Button

5.7.3 Edit School

Follow these steps to edit a school through the admin panel:

1. Navigate to the school admin view
 - a. See **Section 5.7.1** for instructions
2. Select the link with the name of the school to edit
 - a. Example seen in red box in **Figure 5.42**
3. The page will navigate to the edit school view
 - a. Seen in **Figure 5.43**
4. Edit the name
5. Click the *SAVE* button
 - a. Seen in red box in **Figure 5.44**



Figure 5.42 School Name Link

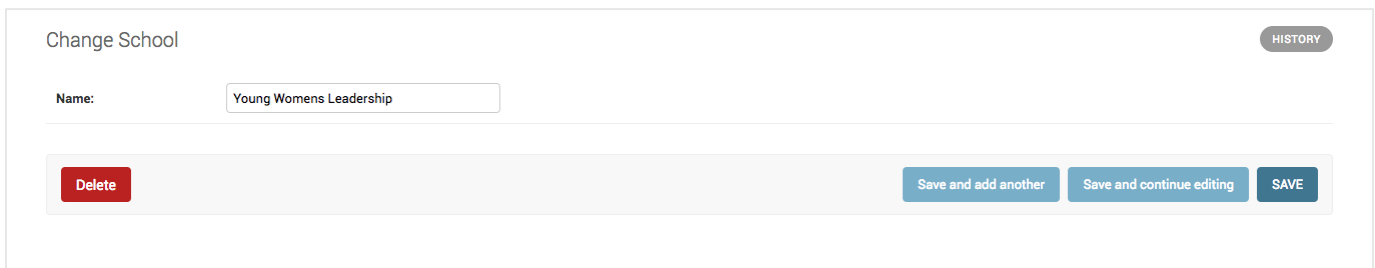


Figure 5.43 Edit School View

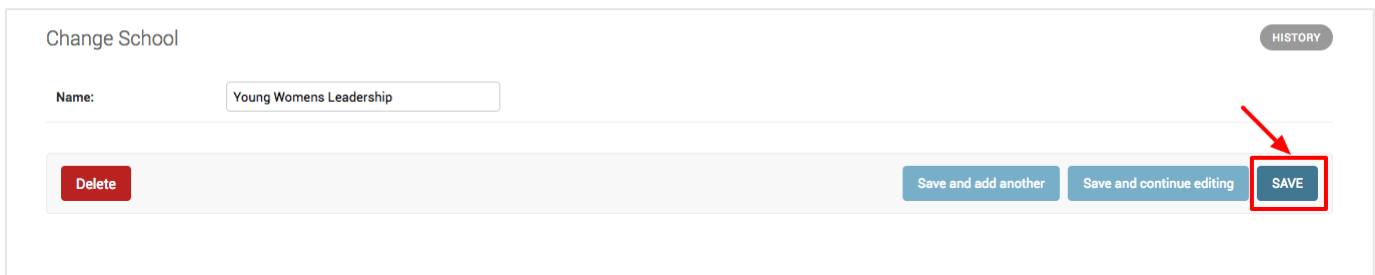


Figure 5.44 Edit School Save Button

5.8 Topics Admin

5.8.1 Topics Admin View

Follow these steps to view the topics in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Topics* on the main page
 - a. Seen in **Figure 5.2**
3. The page will navigate to the topics view
 - a. Seen in **Figure 5.45**

Select Topic to change ADD TOPIC +

Action: [-----] Go 0 of 20 selected

<input type="checkbox"/>	TOPIC
<input type="checkbox"/>	No Preference
<input type="checkbox"/>	Veterinary Medicine
<input type="checkbox"/>	Psychology/Sociology
<input type="checkbox"/>	Physics
<input type="checkbox"/>	Meteorology
<input type="checkbox"/>	Medical Sciences
<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Firefighting/EMT
<input type="checkbox"/>	Engineering
<input type="checkbox"/>	Earth Science
<input type="checkbox"/>	Dentistry
<input type="checkbox"/>	Criminal Justice/Law
<input type="checkbox"/>	Computer Science
<input type="checkbox"/>	Communications
<input type="checkbox"/>	Chemistry
<input type="checkbox"/>	Business
<input type="checkbox"/>	Biology/Botany
<input type="checkbox"/>	Aviation
<input type="checkbox"/>	Astronomy
<input type="checkbox"/>	Architecture

20 Topics

Figure 5.45 Topics Admin View

5.8.2 Add Topic

Follow these steps to add a topic in the admin panel:

1. Navigate to the topics view
 - a. See **Section 5.8.1** for instructions
2. Click the *ADD TOPIC* button
 - a. Seen in red box in **Figure 5.46**
3. The page will navigate to the add topic view seen in **Figure 5.47**
4. Enter the name of the new topic
5. Select the *SAVE* button
 - a. Seen in red box in **Figure 5.48**

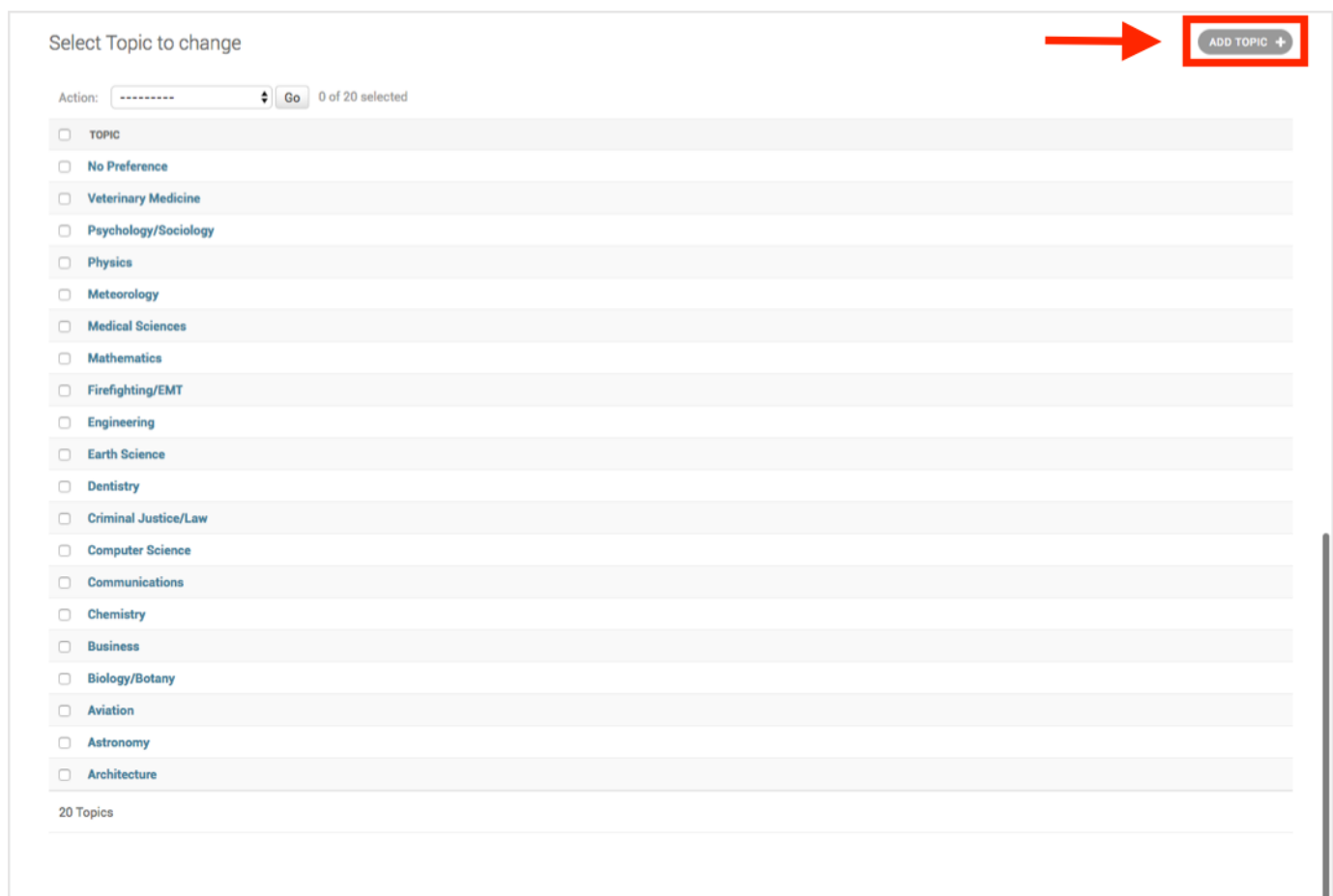
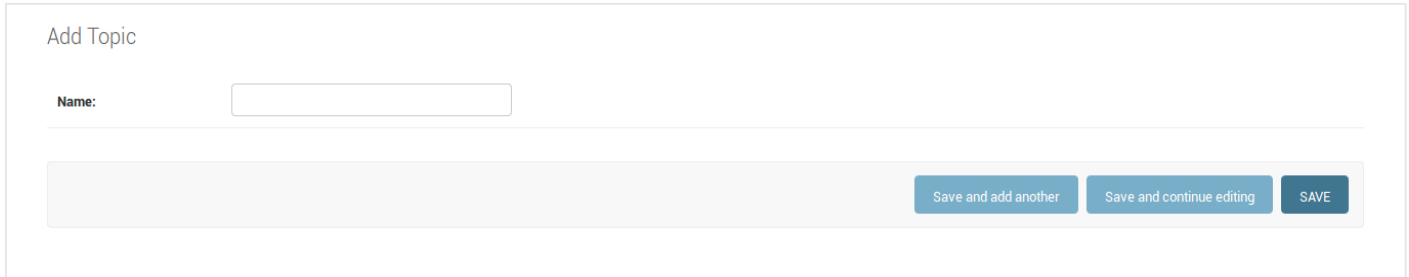
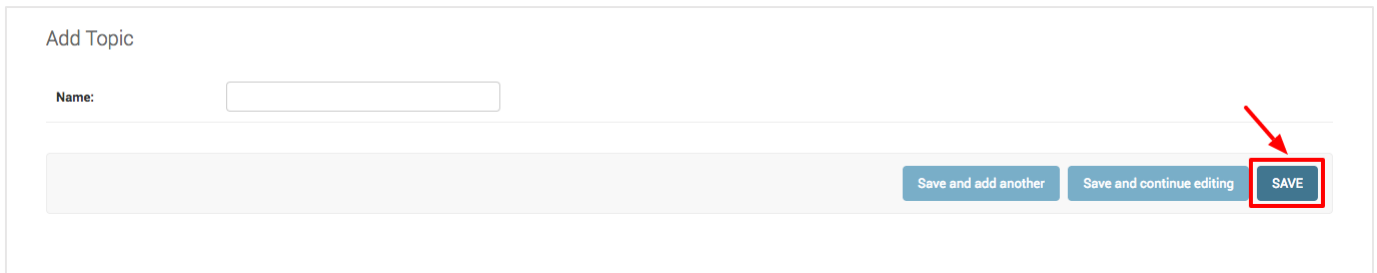


Figure 5.46 Add Topic Button



The screenshot shows a form titled "Add Topic". At the top left, the text "Add Topic" is displayed. Below it, the label "Name:" is followed by a text input field. At the bottom right of the form, there is a horizontal bar containing three buttons: "Save and add another", "Save and continue editing", and "SAVE".

Figure 5.47 Add Topic



This screenshot is identical to Figure 5.47, but with a red rectangular box around the "SAVE" button and a red arrow pointing to it from the right side of the image.

Figure 5.48 Add Topic Save Button

5.8.3 Edit Topic

Follow these steps to edit a topic through the admin panel:

1. Navigate to the topics view
 - a. See **Section 5.8.1** for instructions
2. Select the link with the name of the topic to edit
 - a. Example seen in red box in **Figure 5.49**
3. The page will navigate to the edit topic view
 - a. Seen in **Figure 5.50**
4. Edit the name
5. Click the *SAVE* button
 - a. Seen in red box in **Figure 5.51**

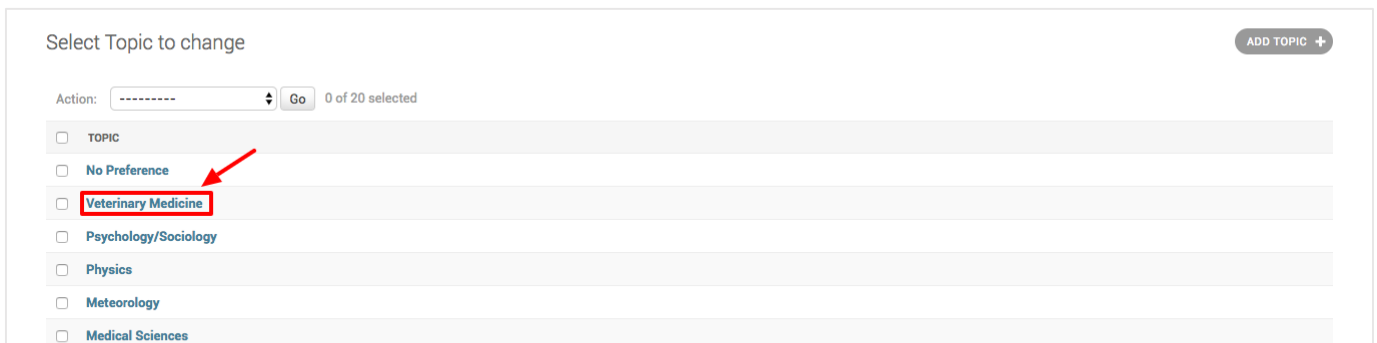


Figure 5.49 Select Topic to Edit

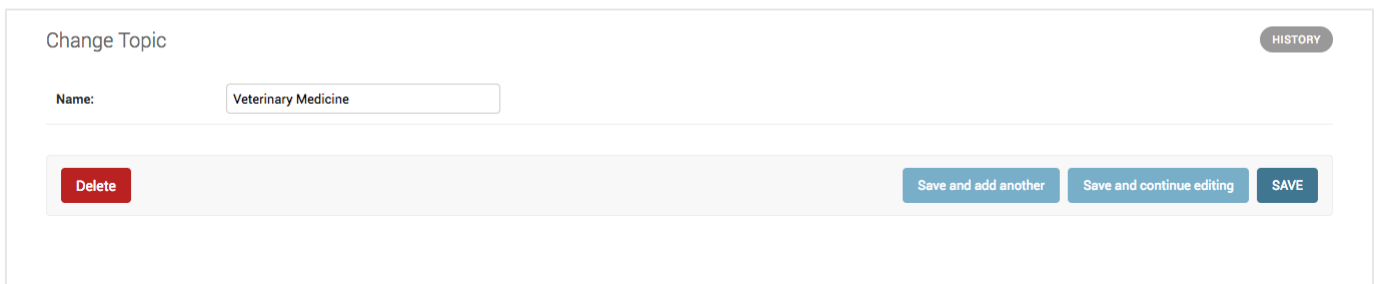


Figure 5.50 Edit Topic View

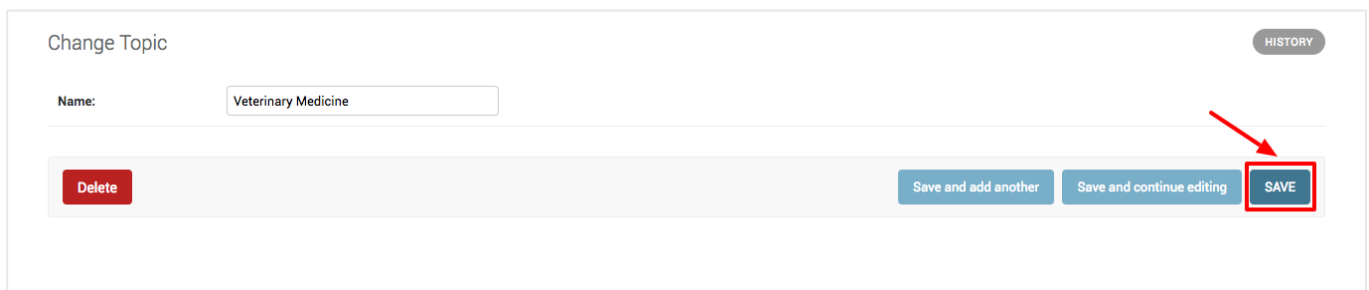


Figure 5.51 Edit Topic Save Button

5.9 Workshop Admin

5.9.1 Workshop Admin View

Follow these steps to view the workshops in the admin panel:

1. Log into the admin panel
 - a. See **Section 5.1** for instructions
2. Select the link *Workshops* on the main page seen in **Figure 5.2**
3. The page will navigate to the workshop admin view seen in **Figure 5.52**

The screenshot displays the Django administration interface for managing workshops. At the top, it says "Django administration" and "WELCOME, TXWES. VIEW SITE / CHANGE PASSWORD / LOG OUT". The breadcrumb trail is "Home > EYH System > Workshops". Below the header, there's a "Select Workshop to change" section with a search bar and an "ADD WORKSHOP +" button. The main content is a table of 25 workshops, each with a checkbox, name, description, and status indicators for Lab Required, Computer Required, Special Equipment, and Student Workshop. A filter sidebar on the right allows filtering by these categories.

NAME	DESCRIPTION	LAB REQUIRED	COMPUTER REQUIRED	SPECIAL EQUIPMENT	STUDENT WORKSHOP
<input type="checkbox"/> Joanie Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Dorothy Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/> Trina Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/> Malissa Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/> Caridad Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/> Lawanna Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/> Erika Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Azzie Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Verlie Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/> Lannie Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Kendra Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Danyell Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/> Kenia Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/> Francine Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Renita Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/> Dalila Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Karoline Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Audrey Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/> Jenifer Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/> Eboni Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/> Carman Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/> Nadia Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/> Breanna Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/> Kyle Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/> Rheba Workshop	Random Workshop	⊘	⊘	None	⊙

25 Workshops

Figure 5.52 Workshop Admin View

5.9.2 Add New Workshop

Follow these steps to add a new workshop in the admin panel:

1. Navigate to the workshop view
 - a. See **Section 5.9.1** for instructions
2. Click the *ADD WORKSHOP* button
 - a. Seen in red box in **Figure 5.53**
3. The page will navigate to the add workshop view seen in **Figure 5.54**
4. Fill out the required fields
 - a. The bolded fields are required as seen in **Figure 5.54**
5. Select the *SAVE* button
 - a. Seen in red box in **Figure 5.55**

Django administration

WELCOME, TXWES. VIEW SITE / CHANGE PASSWORD / LOG OUT

Home · EYH System · Workshops

Select Workshop to change

Q Search

Action: Go 0 of 25 selected

<input type="checkbox"/>	NAME	DESCRIPTION	LAB REQUIRED	COMPUTER REQUIRED	SPECIAL EQUIPMENT	STUDENT WORKSHOP
<input type="checkbox"/>	Joanie Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Dorothy Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Trina Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Malissa Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Caridad Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Lawanna Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Erika Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Azzie Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Verlie Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Lannie Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Kendra Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Danyell Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Kenia Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Francine Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Renita Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Dalila Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Karoline Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Audrey Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Jenifer Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Eboni Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Carman Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Nadia Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Breanna Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Kyle Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Rheba Workshop	Random Workshop	⊘	⊘	None	⊙

25 Workshops

ADD WORKSHOP +

FILTER

By lab required

All
Yes
No

By computer required

All
Yes
No

By special equipment

All
None

By student workshop

All
Yes
No

Figure 5.53 Add Workshop Button

The screenshot shows a form titled "Add Workshop". It contains the following elements:

- Name:** A text input field.
- Description:** A text input field.
- Lab required
- Computer required
- Special equipment:** A text input field.
- Topic:** A dropdown menu with a plus sign and a minus sign icon, and two small icons (a green plus and a red minus).
- Student workshop

At the bottom right, there are three buttons: "Save and add another", "Save and continue editing", and "SAVE".

Figure 5.54 Add Workshop View

This screenshot is identical to Figure 5.54, but with a red rectangular box around the "SAVE" button and a red arrow pointing to it from the right side.

Figure 5.55 Add Workshop Save Button

5.9.3 Edit Workshop

Follow these steps to edit a workshop through the admin panel:

1. Navigate to the workshop admin view
 - a. See **Section 5.9.1** for instructions
2. Select the link with the name of the workshop to edit
 - a. Example seen in red box in **Figure 5.56**
3. The page will navigate to the edit workshop view seen in **Figure 5.57**
4. Change any fields necessary
 - a. Required fields are bolded
5. Click the *SAVE* button
 - a. Seen in red box in **Figure 5.58**

Select Workshop to change

ADD WORKSHOP +

SEARCH

Action: ----- Go 0 of 25 selected

<input type="checkbox"/>	NAME	DESCRIPTION	LAB REQUIRED	COMPUTER REQUIRED	SPECIAL EQUIPMENT	STUDENT WORKSHOP
<input type="checkbox"/>	Sharyl Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Lewis Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Maud Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Anya Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Bulah Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Arlene Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Lettie Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Shirely Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Olive Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Fredericka Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Delores Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Hilda Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Ronda Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Mariah Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Jodi Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Mirta Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Shena Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Shandra Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Lizeth Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Yon Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Roxane Workshop	Random Workshop	⊘	⊙	None	⊙
<input type="checkbox"/>	Kristel Workshop	Random Workshop	⊙	⊙	None	⊙
<input type="checkbox"/>	Sam Workshop	Random Workshop	⊘	⊘	None	⊙
<input type="checkbox"/>	Chris Workshop	Random Workshop	⊙	⊘	None	⊙
<input type="checkbox"/>	Annalisa Workshop	Random Workshop	⊙	⊙	None	⊙

25 Workshops

FILTER

By lab required

All
Yes
No

By computer required

All
Yes
No

By special equipment

All
None

By student workshop

All
Yes
No

Figure 5.56 Workshop Name Link

Change Workshop HISTORY

Name:

Description:

Lab required

Computer required

Special equipment:

Topic: ✎ + ✕

Student workshop

Figure 5.57 Edit Workshop View

Change Workshop HISTORY

Name:

Description:

Lab required

Computer required

Special equipment:

Topic: ✎ + ✕

Student workshop

Figure 5.58 Edit Workshop Save Button

5.10 Sorting, Searching, Filtering, and Deleting Data

5.10.1 Sorting

Follow these steps to sort by a field within a specific admin view:

1. Navigate to the admin view where you will request to sort
 - a. See prior sections on how to navigate to a specific admin view
2. Click the column title to sort by
 - a. Seen in red box in **Figure 5.59**

Select Presenter to change ADD PRESENTER +

Q Search

Action: ----- Go 0 of 26 selected

<input type="checkbox"/>	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	EMPLOYER	EMAIL	TSHIRT SIZE
<input type="checkbox"/>	Payne	Donnell	2800 Stadium Drive,	Fort Worth	TX	76129	Texas Christian University	dp@tcu.edu	tshirt-l-select
<input type="checkbox"/>	Bledsoe	Sharyl	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/>	Parter	Lewis	None	None	TX	12345	None	me@me.com	tshirt-xl-select

FILTER

By employer

- All
- None
- Texas Christian University

By tshirt size

- All
- tshirt-s-select

Figure 5.59 Sorting

5.10.2 Searching

Follow these steps to search within a specific admin view:

1. Navigate to the admin view where you want to search
 - a. See prior sections on how to navigate to a specific admin view
2. Type the value to search in the search text field
 - a. Seen in red box **Figure 5.60**
3. Click the *Search* button
 - a. Seen in red box in **Figure 5.61**

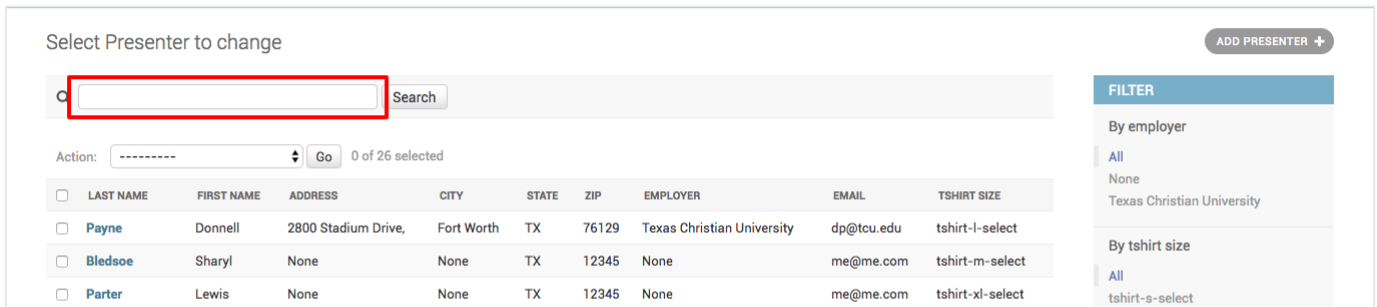


Figure 5.60 Searching

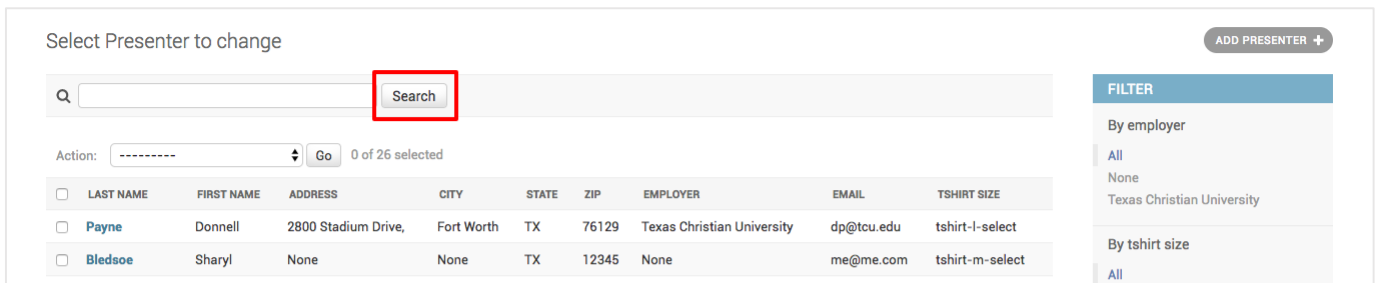


Figure 5.61 Search Button

5.10.3 Filtering

Follow these steps to filter by a value within a specific admin view:

1. Navigate to the admin view where you want to search
 - a. See prior sections on how to navigate to a specific admin view
2. Select the value to filter in the *FILTER* box
 - a. *FILTER* box shown in **Figure 5.62**
 - b. Example filtered value shown in **Figure 5.63**

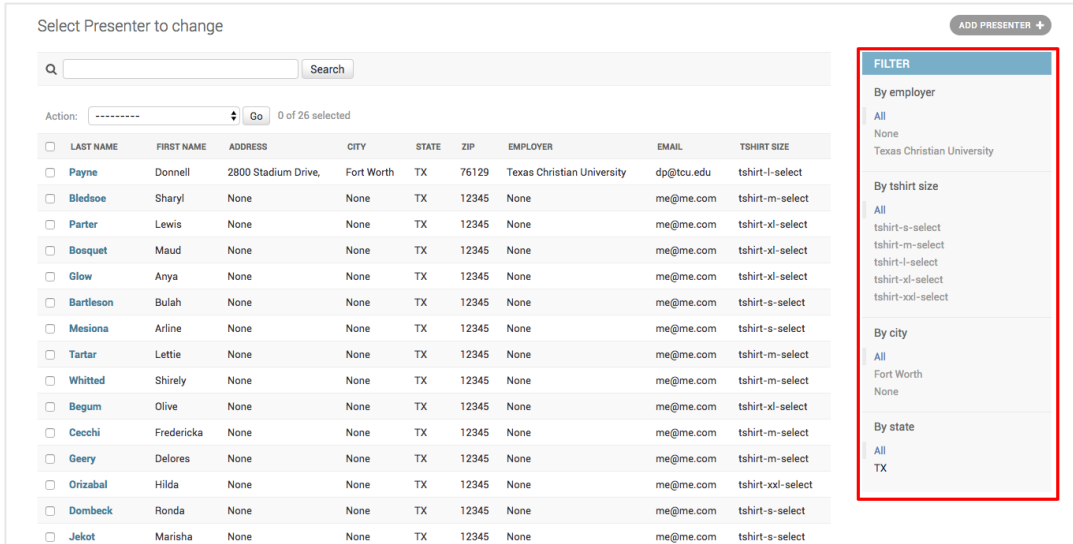


Figure 5.62 FILTER box

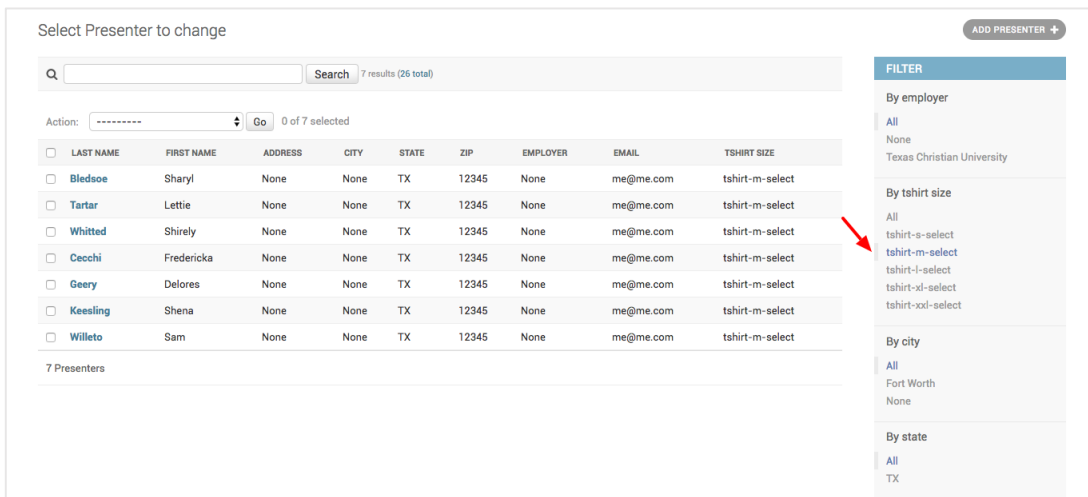


Figure 5.63 Filtered Value

5.10.4 Deleting

Follow these steps to delete an entries within a specific admin view:

1. Navigate to the admin view where you want to delete³
 - a. See prior sections on how to navigate to a specific admin view
2. Check the box associated with the entry(s) to delete
 - a. To delete one entry see example in **Figure 5.64**
 - b. To delete all entries see example in **Figure 5.65**
3. Select *Delete selected Presenters* from the *Action* dropdown
 - a. See **Figure 5.66** for an example
4. Click the *Go* button
 - a. See **Figure 5.67** for an example

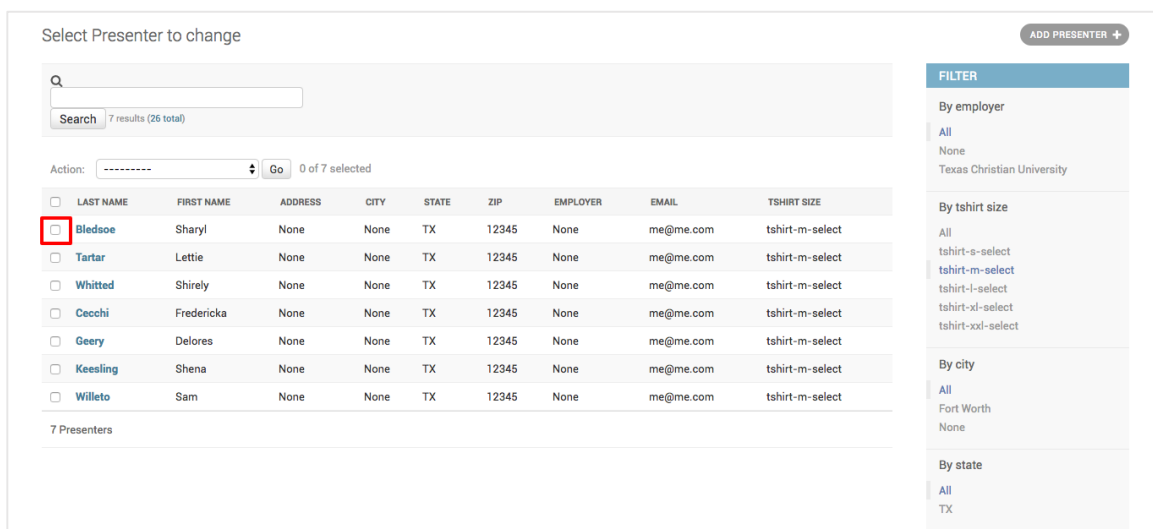


Figure 5.64 Delete One Value

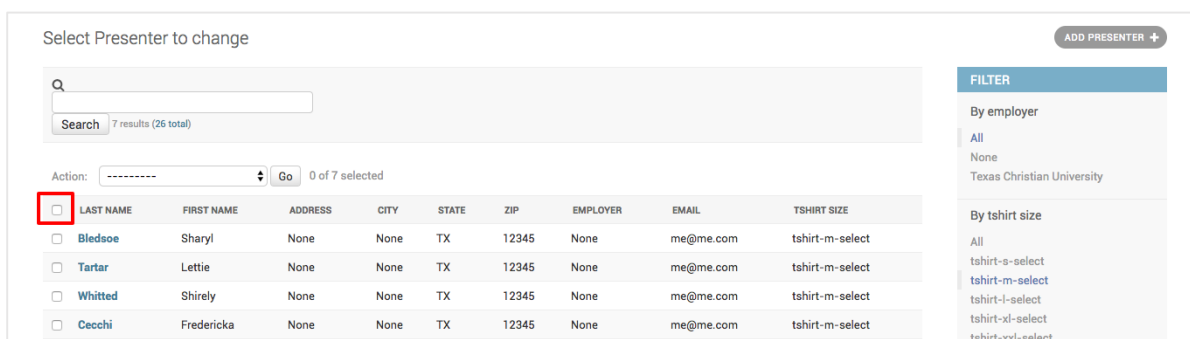


Figure 5.65 Delete All Values

³ When entries are deleted from the administrator panel, they are also deleted from the database. All entries can be deleted except the open and closed registration entries from **Section 5.6**

Select Presenter to change

ADD PRESENTER +

Q
Search 7 results (26 total)

Action: Delete selected Presenters Go 0 of 7 selected

LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	EMPLOYER	EMAIL	TSHIRT SIZE
<input type="checkbox"/> Bledsoe	Sharyl	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Tartar	Lettie	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Whitted	Shirely	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Cecchi	Fredericka	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Geery	Delores	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Keesling	Shena	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Willetto	Sam	None	None	TX	12345	None	me@me.com	tshirt-m-select

7 Presenters

FILTER

By employer

- All
- None
- Texas Christian University

By tshirt size

- All
- tshirt-s-select
- tshirt-m-select
- tshirt-l-select
- tshirt-xl-select
- tshirt-xxl-select

By city

- All
- Fort Worth
- None

Figure 5.66 Delete Dropdown

Select Presenter to change

ADD PRESENTER +

Q
Search 7 results (26 total)

Action: Go 0 of 7 selected

LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	EMPLOYER	EMAIL	TSHIRT SIZE
<input type="checkbox"/> Bledsoe	Sharyl	None	None	TX	12345	None	me@me.com	tshirt-m-select
<input type="checkbox"/> Tartar	Lettie	None	None	TX	12345	None	me@me.com	tshirt-m-select

Figure 5.67 Delete Go Button

6 Glossary of Terms

Acronym	Phrase / Definition
EYHN	Expanding Your Horizons Network
STEM	Science Technology Engineering and Math
SYH	Scheduling Your Horizons
TCU	Texas Christian University
TxWes	Texas Wesleyan University