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.

Version	Changes	Date
1.0	Initial User Manual	4/28/17
2.0	Revised User Manual	5/03/17
2.1	Text Edits	5/08/17

Table of Contents

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 It is now out of date and can no longer be used.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/schedule**[1] . 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.

Figure 2.1 Organizer Page

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[1] This address may change. The example given was of the last production system used by TxWes. Please consult with Dr. Yukong Zhang at yzhang@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).
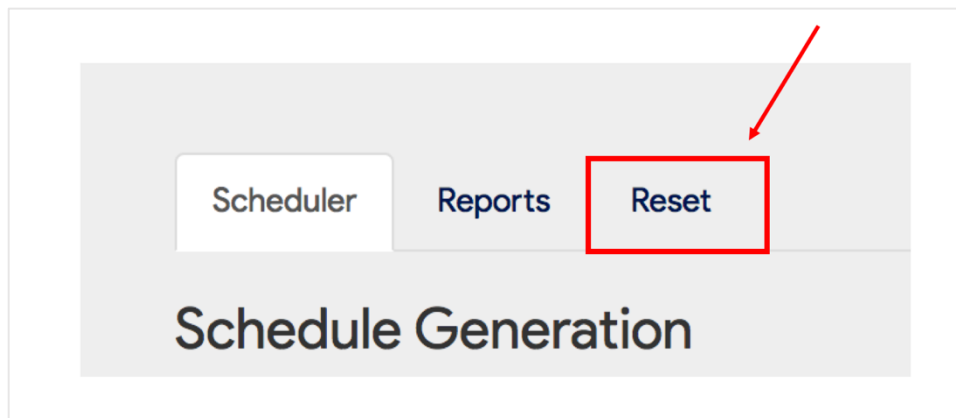

Figure 2.2 Reset Tab Link

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!*
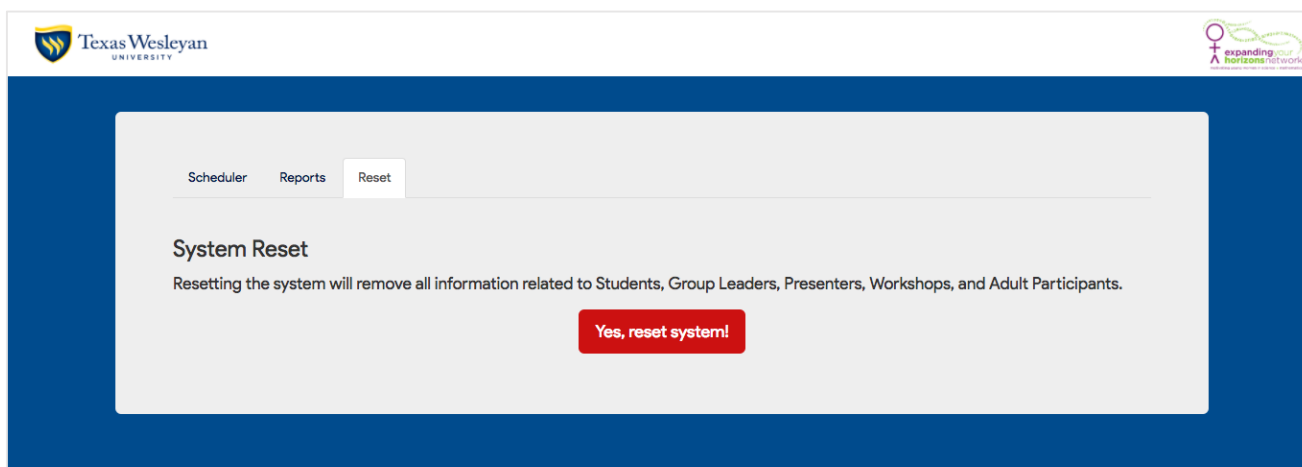
Figure 2.3 Reset Tab

5. 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.
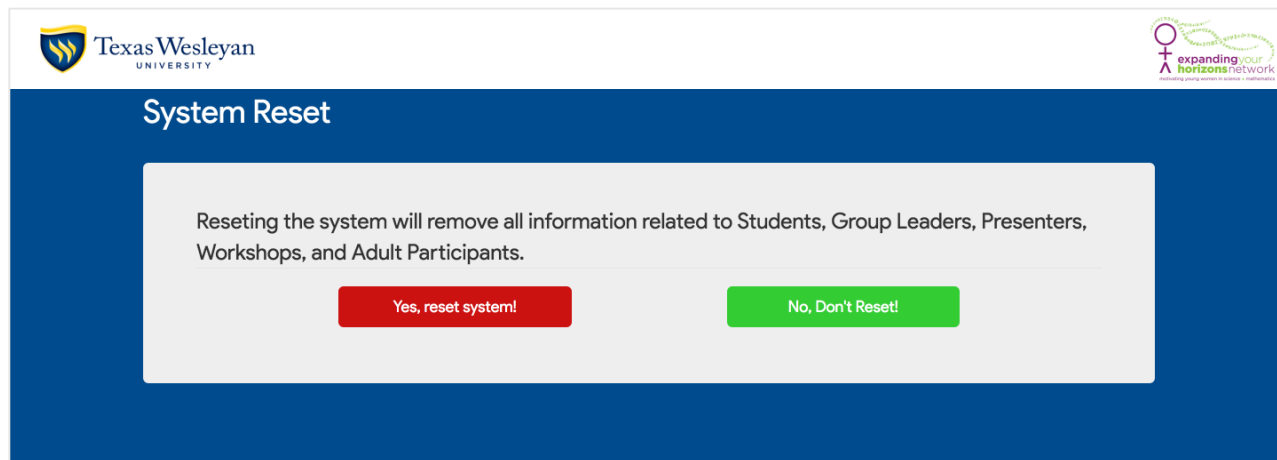
Figure 2.4 System Reset Reaffirm Page

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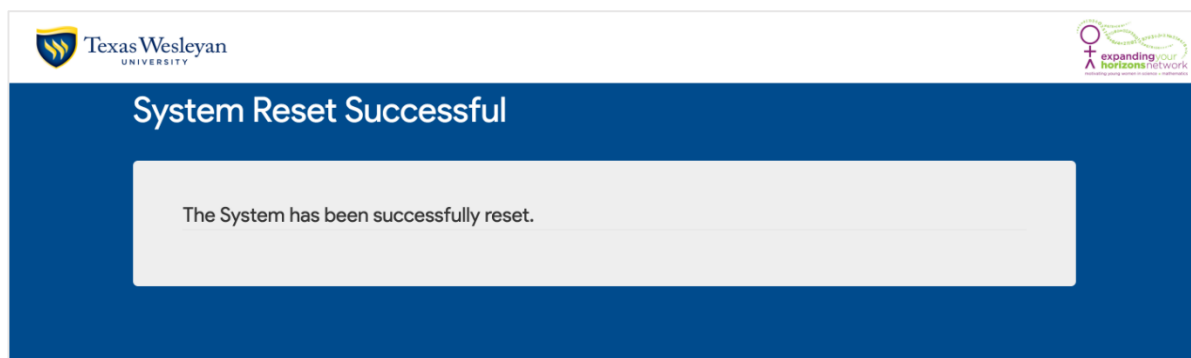
Figure 2.5 System Reset Successful Page

7. 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.
8. Navigate to the Administrator page in your web browser at **cscdevprod04.txwes.edu/admin**[2]. A screen similar to the following page (**Figure 2.6)** should be shown:

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[2] Please consult with Dr. Yukong Zhang (yzhang@txwes.edu) to ensure this address is current.
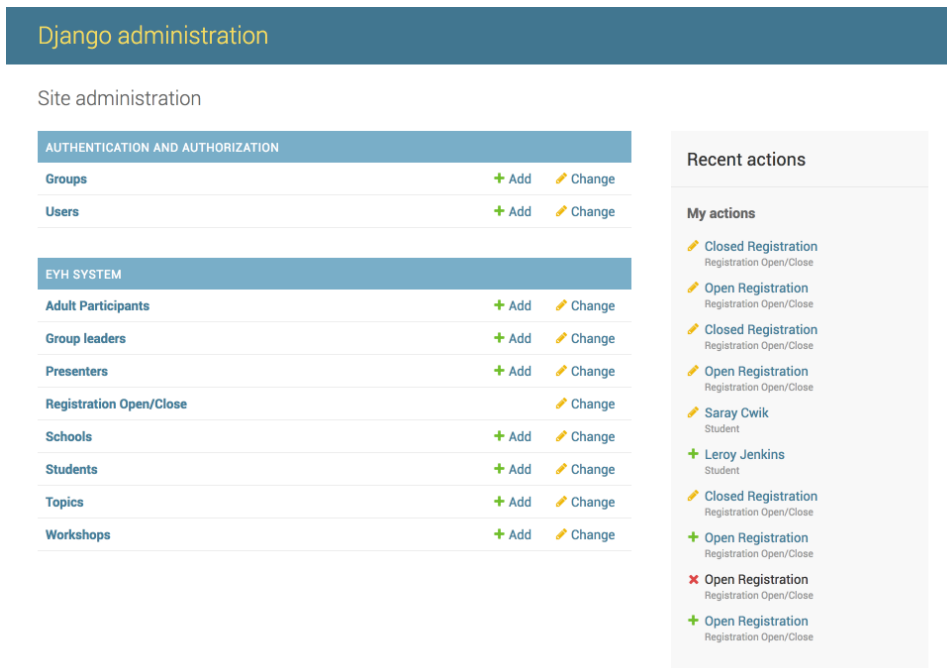
Figure 2.6 Administration Main Page

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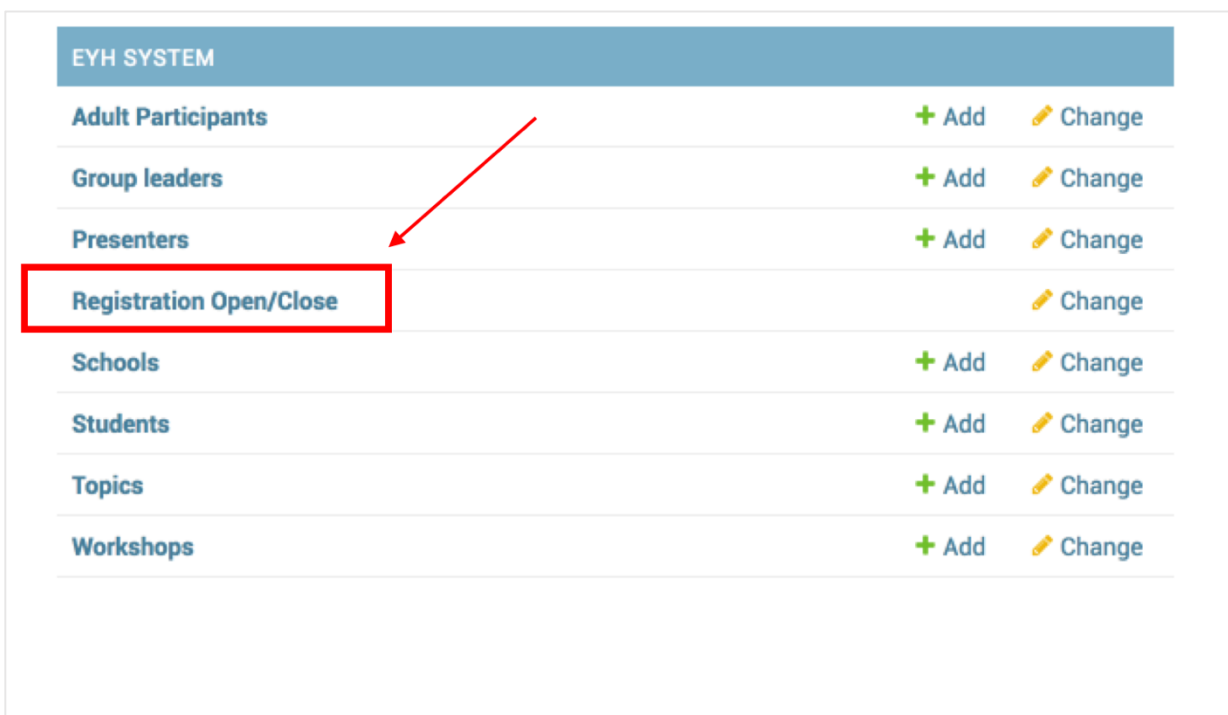
Figure 2.7 Registration Open/Close link

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.
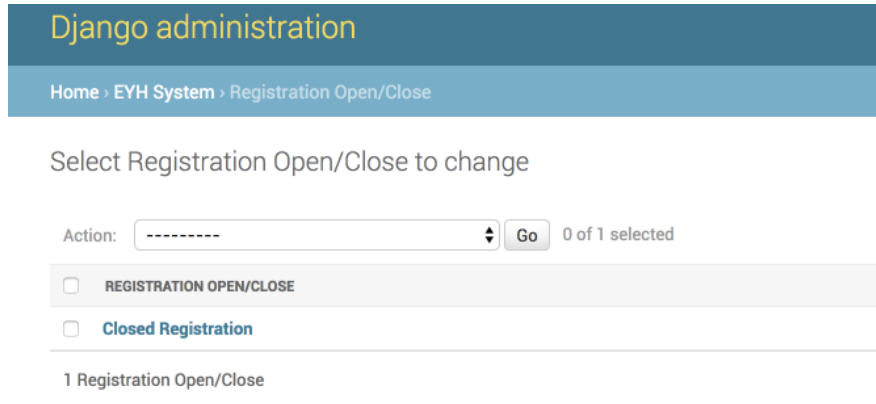
Figure 2.8 Registration Open/Close Page
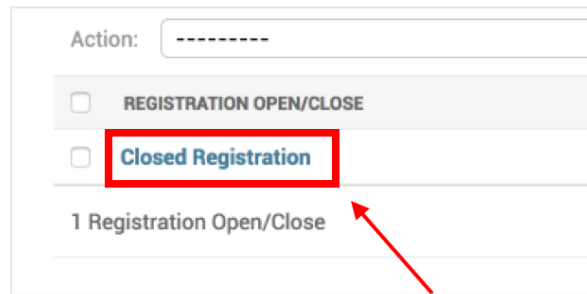
Figure 2.9 Registration Link

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.
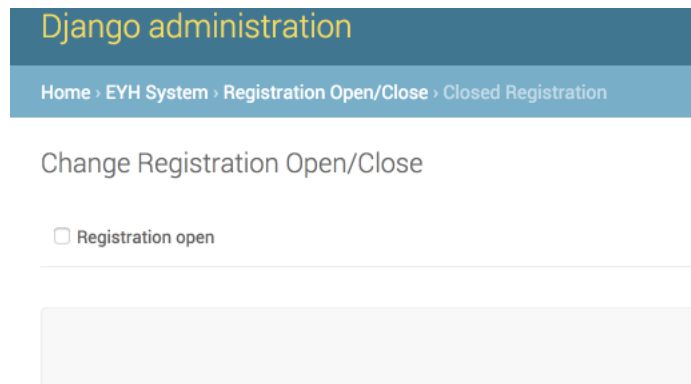
Figure 2.10 Change Registration Page
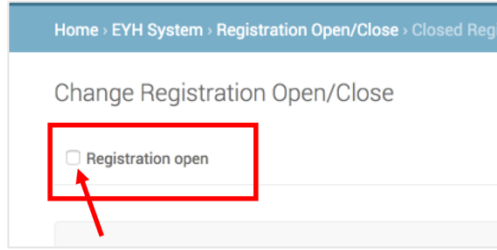
Figure 2.11 Registration Checkbox
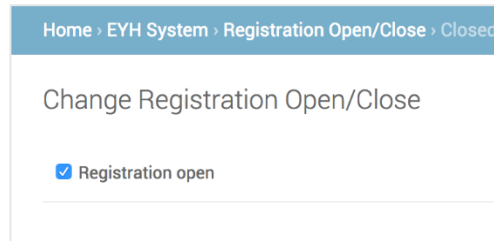
Figure 2.12 Registration Open

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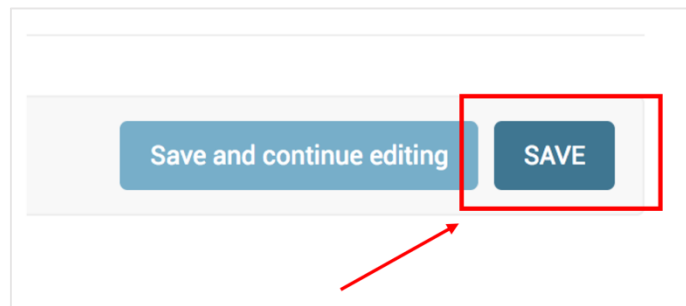
Figure 2.13 Save Button

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**).
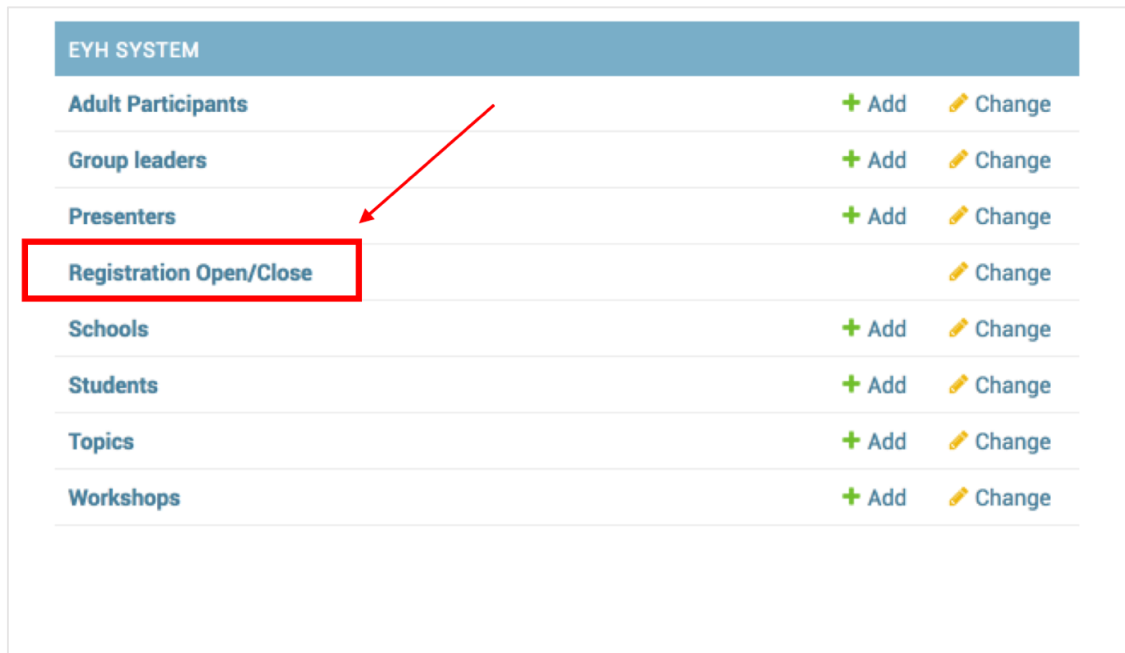
Figure 2.14 Registration Open/Close Link

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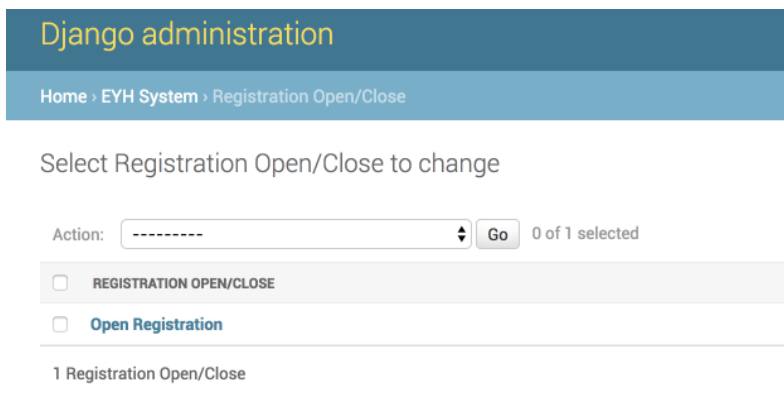
Figure 2.15 Open Registration Link

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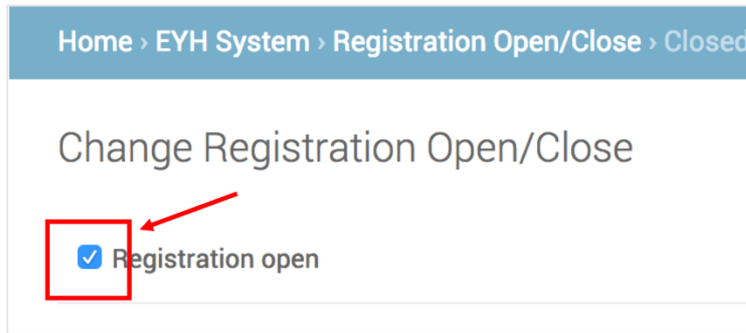
Figure 2.16 Registration open Checkbox

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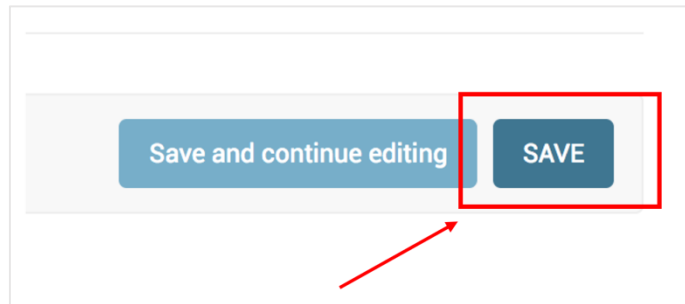
Figure 2.17 Save Button

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

Figure 3.1 Student Registration

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
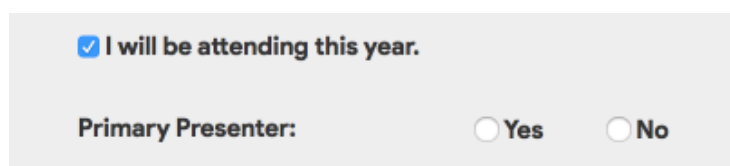
Figure 3.3 Not Attending Presenter Registration

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

Figure 3.4 Attending Presenter

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

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

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
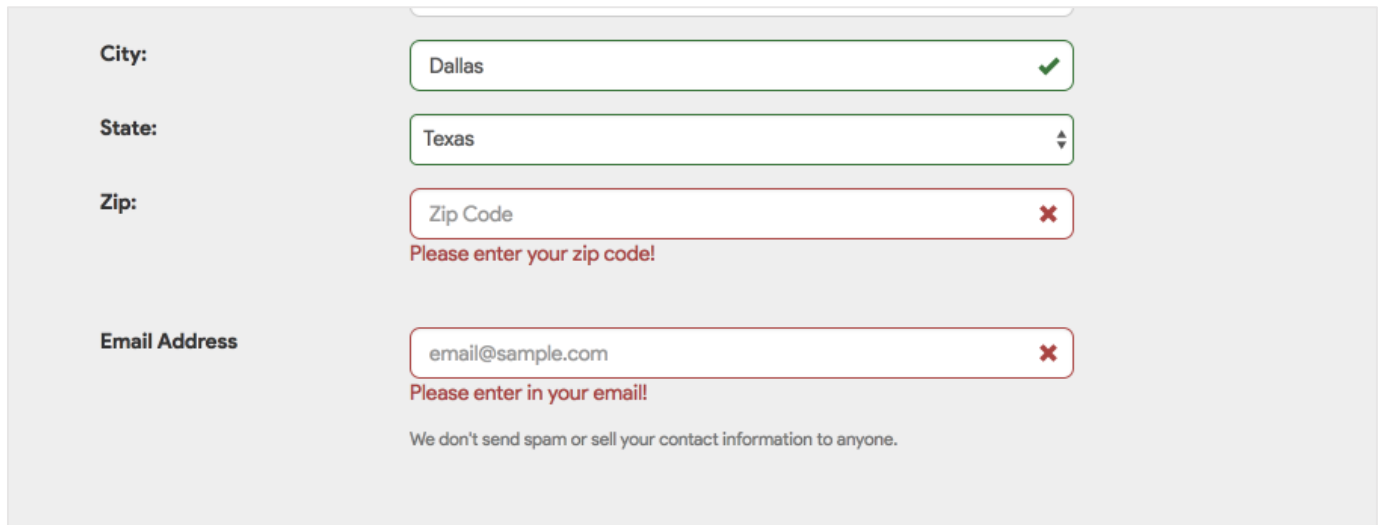
Figure 3.8 Parent/Teacher

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**.

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**).
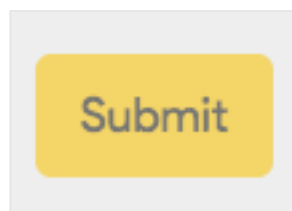
Figure 3.10 Greyed-out Submit Button
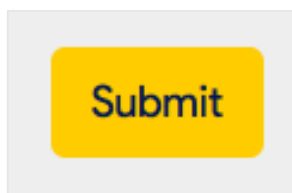
Figure 3.11 Clickable Submit Button

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
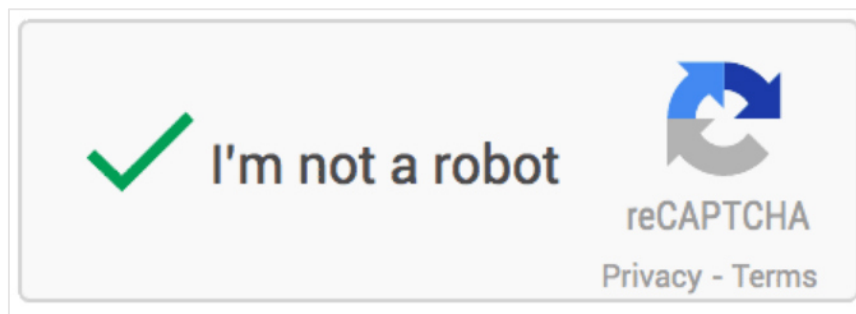
Figure 3.13 Successful reCAPTCHA Validation

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.

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
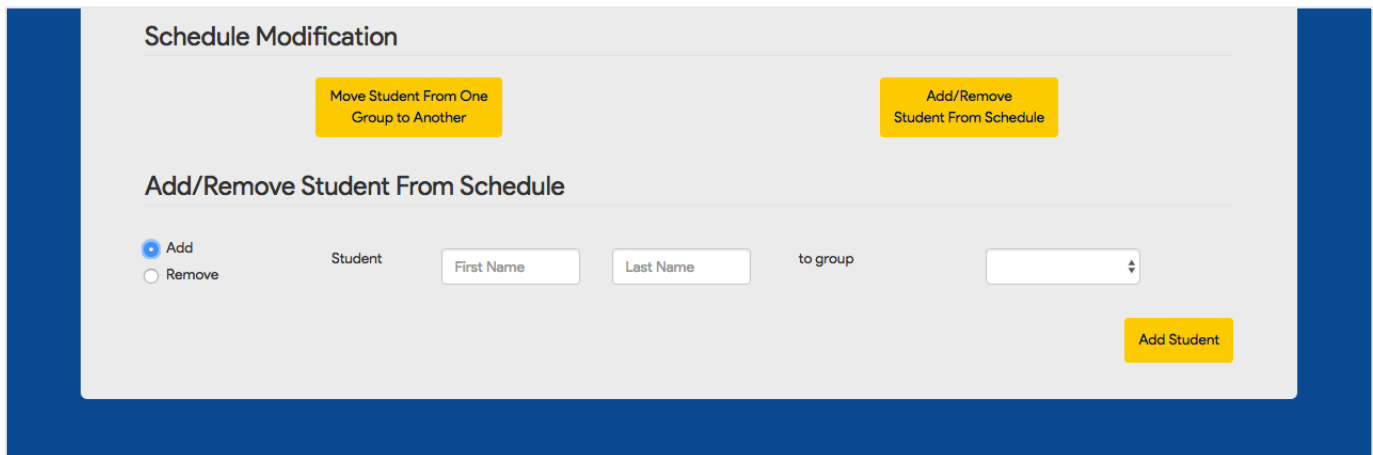
Figure 4.2 Student Moving

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
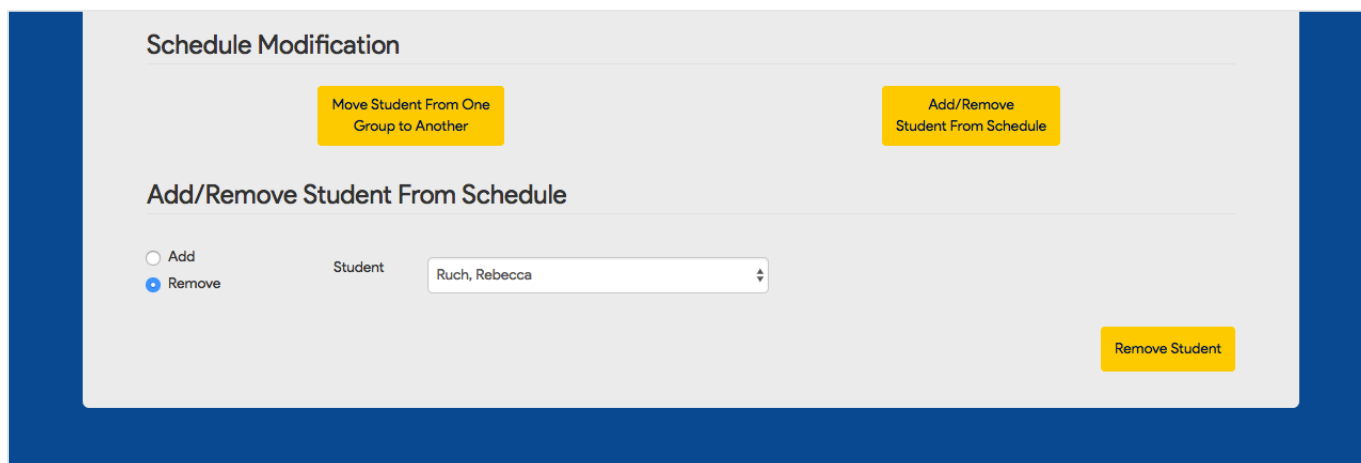
Figure 4.3 Schedule Modification Adding

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

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.
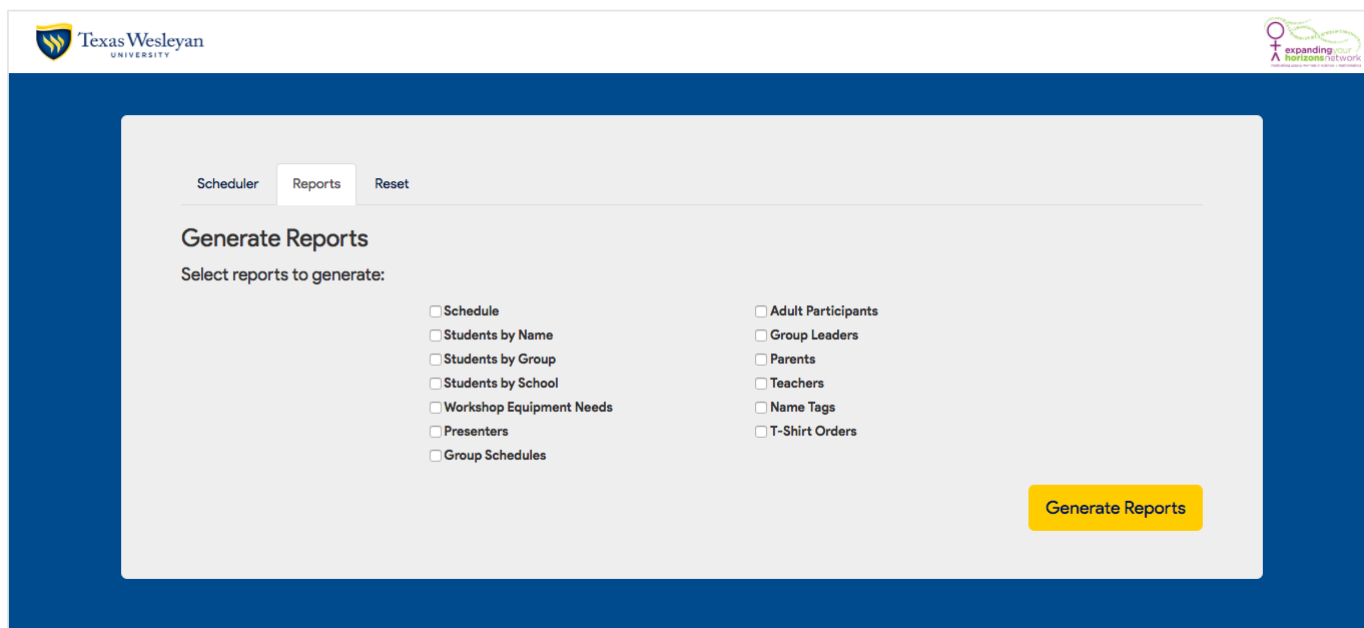
Figure 4.5 Generate Reports

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**
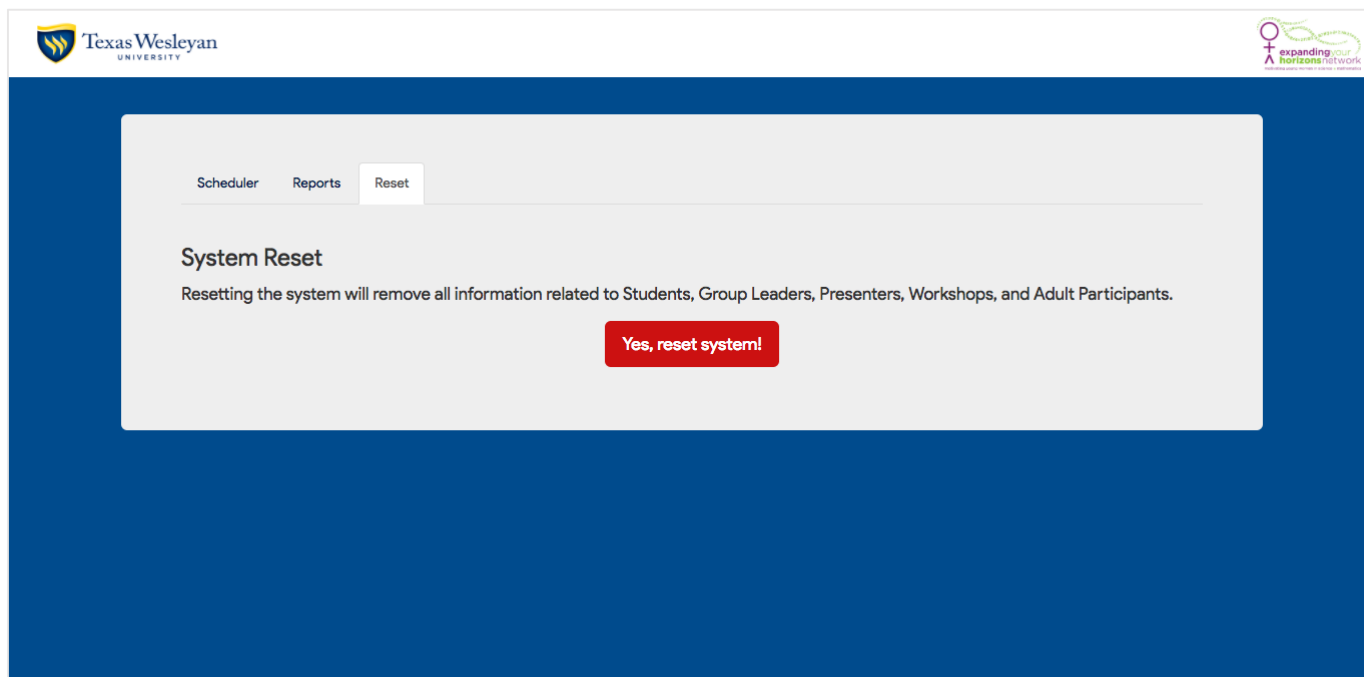
Figure 4.6 System Reset
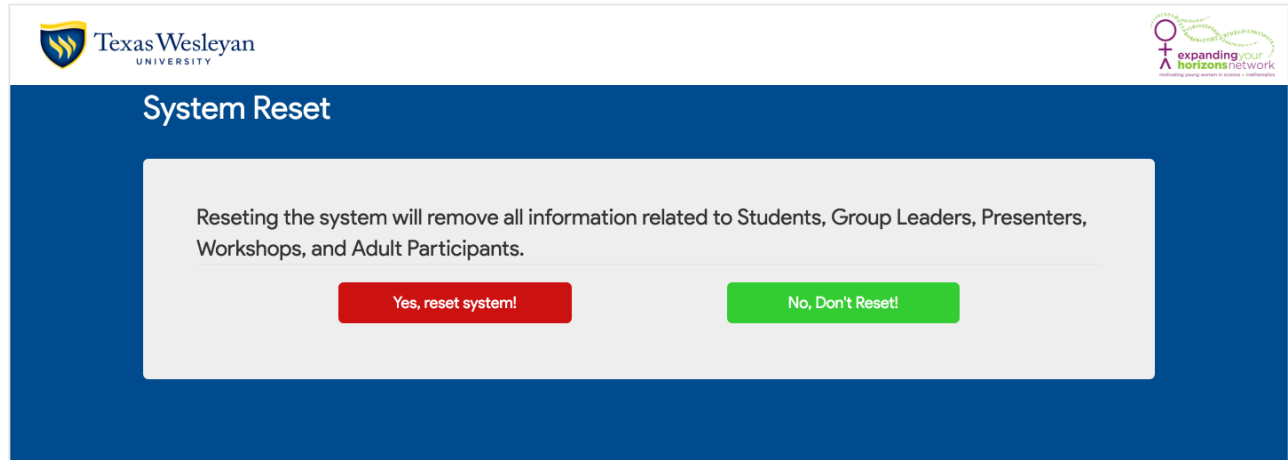
Figure 4.7 System Reset Confirm

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**
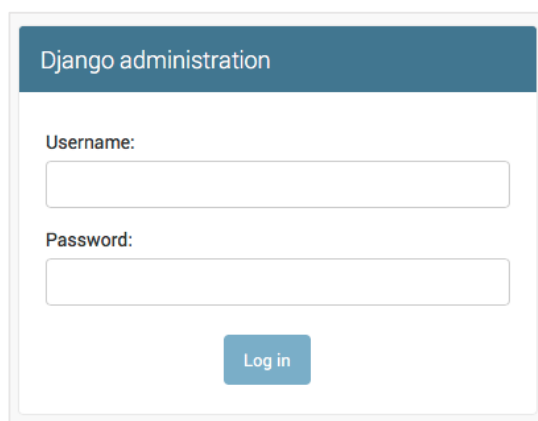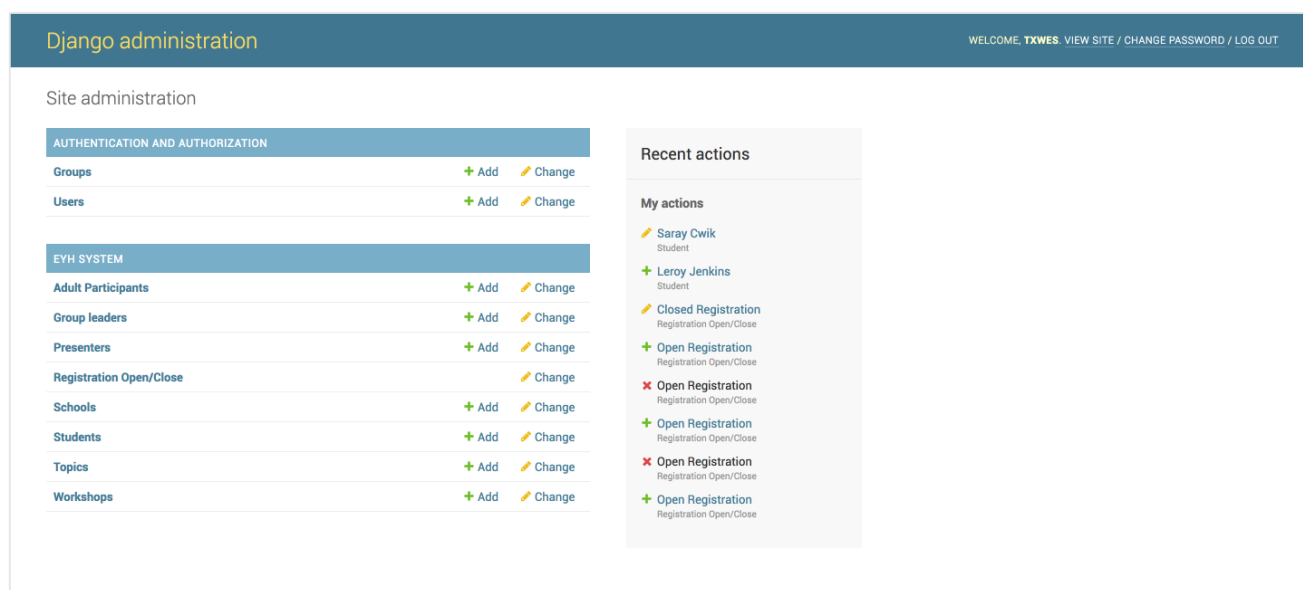
Figure 5.1 Admin Portal Login

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**

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


Figure 5.5 Add Adult Participant View

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**

Figure 5.7 Edit Adult Participant Link

Figure 5.8 Edit Adult Participant View

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**

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
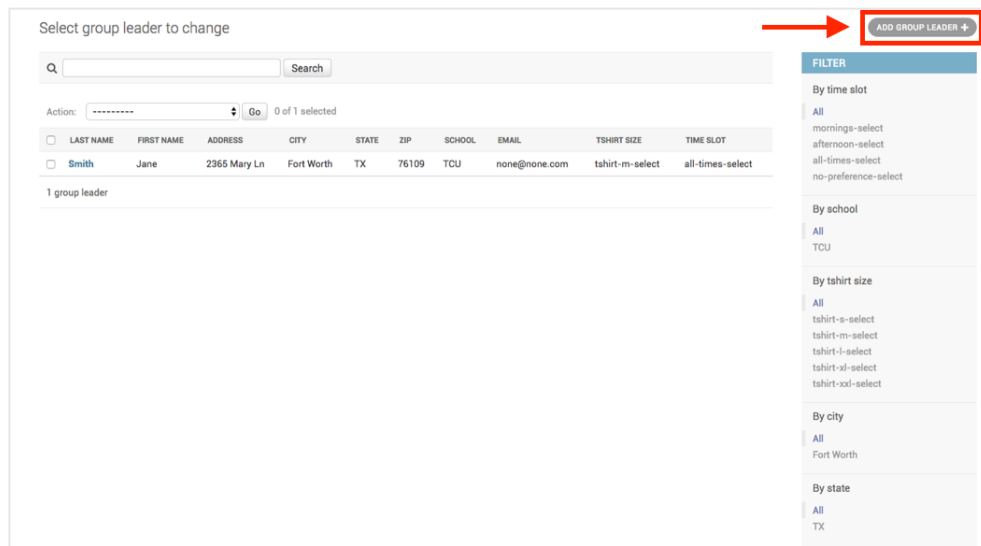
Figure 5.11 Add Group Leader Button

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
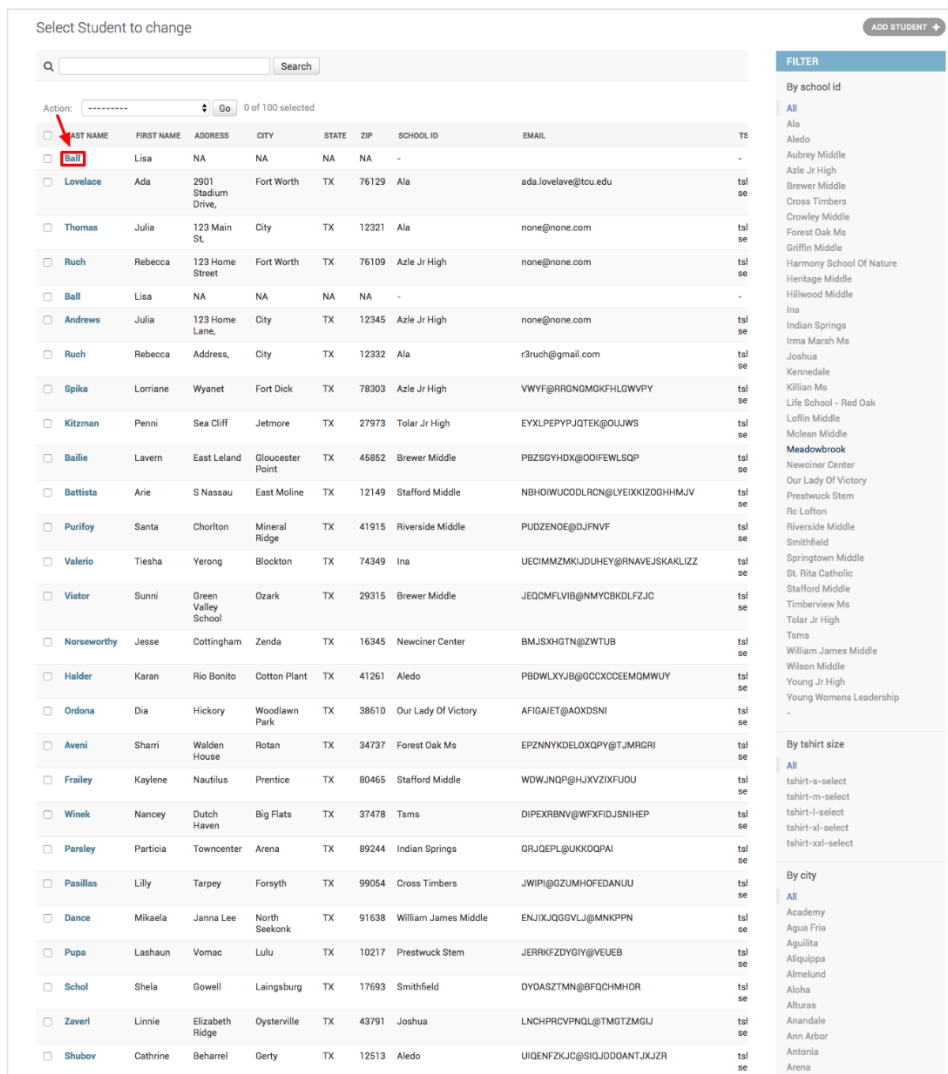   a. Seen in red box in **Figure 5.15**
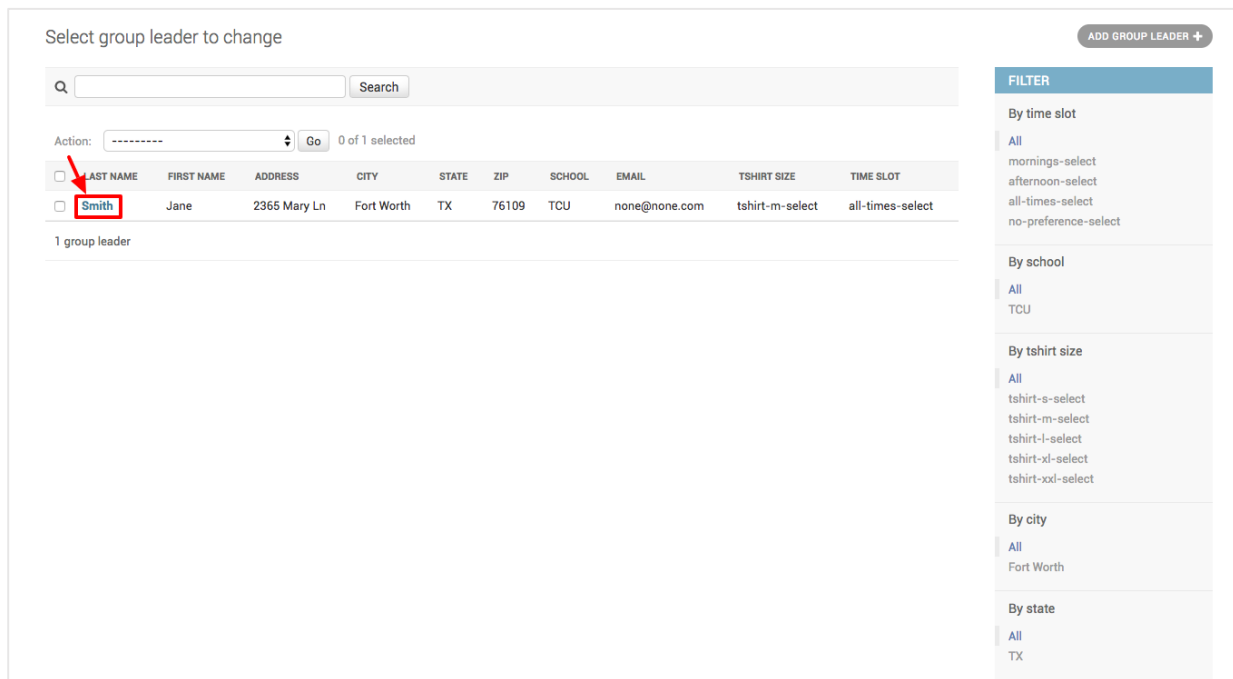
Figure 5.13 Group Leader Edit Link

Figure 5.14 Edit Group Leader View

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**

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
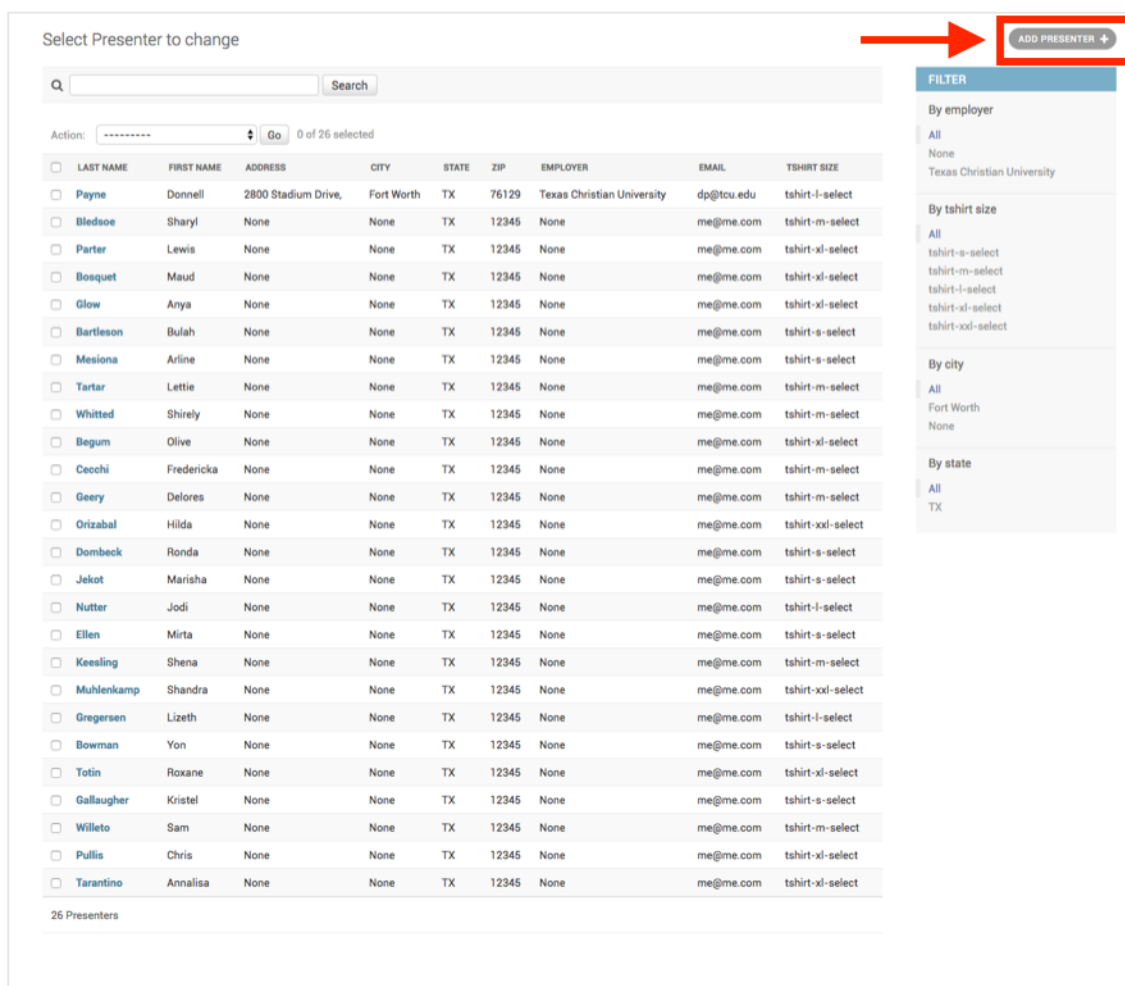
Figure 5.17 Add Presenter Button

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**

Figure 5.19 Edit Presenter Link

Figure 5.20 Edit Presenter View

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**)

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**

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**
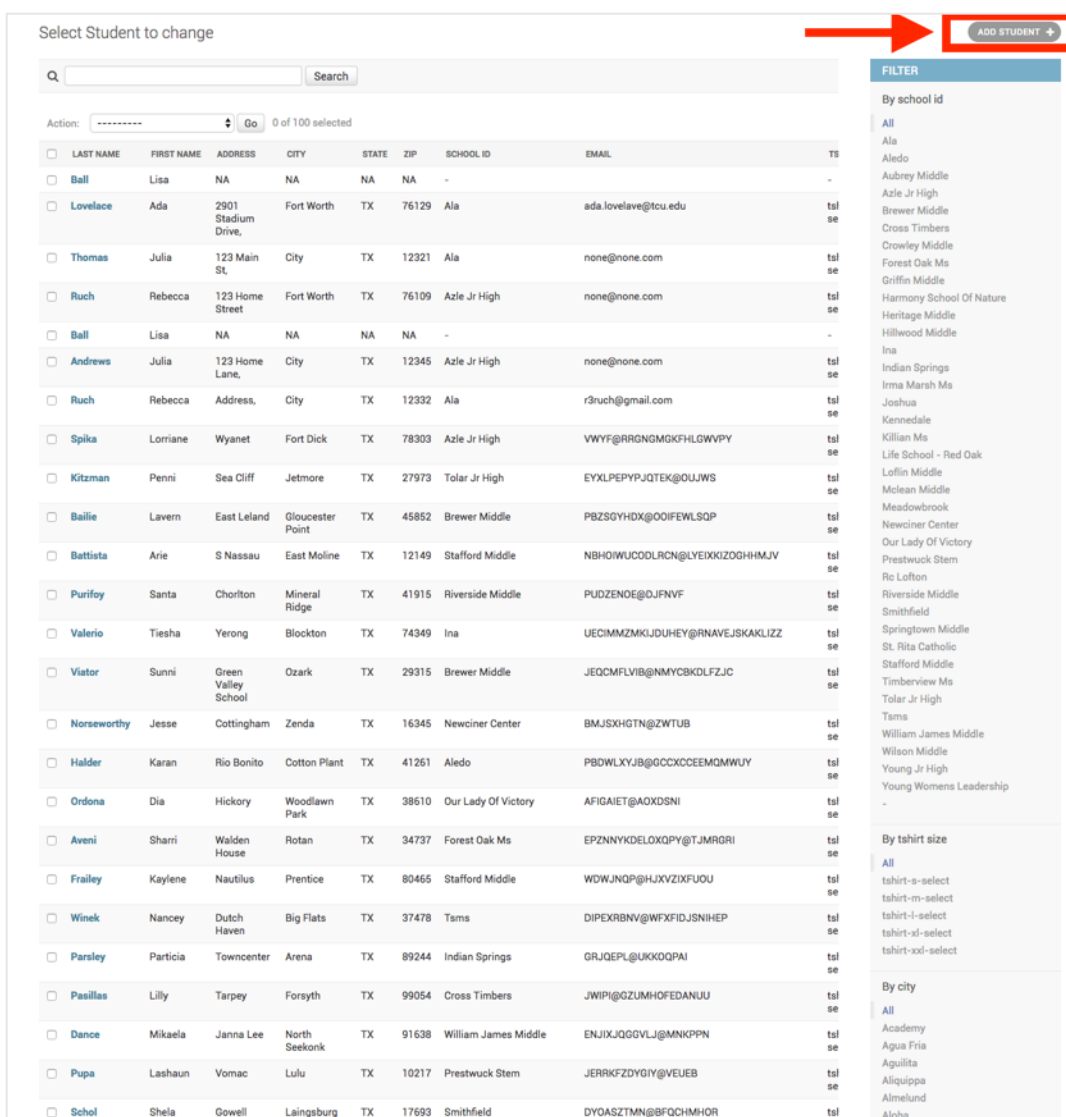
Figure 5.24 Add Student Button

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

Save and add another   Save and continue editing   SAVE

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

Figure 5.28 Edit Student View

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**
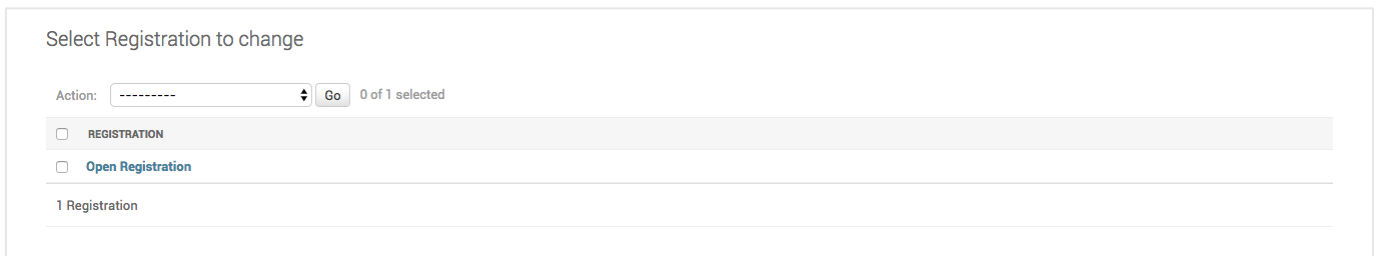
Figure 5.30 Registration Admin View

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**
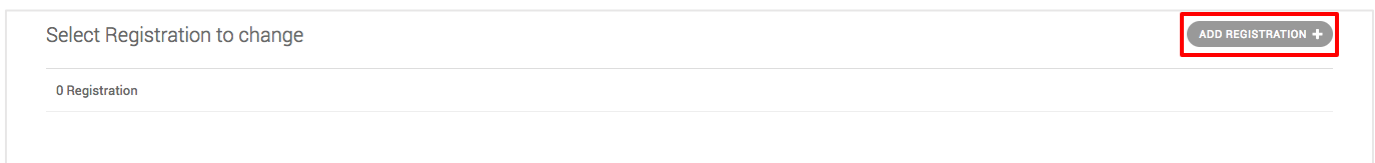
Figure 5.31 Add Registration Button
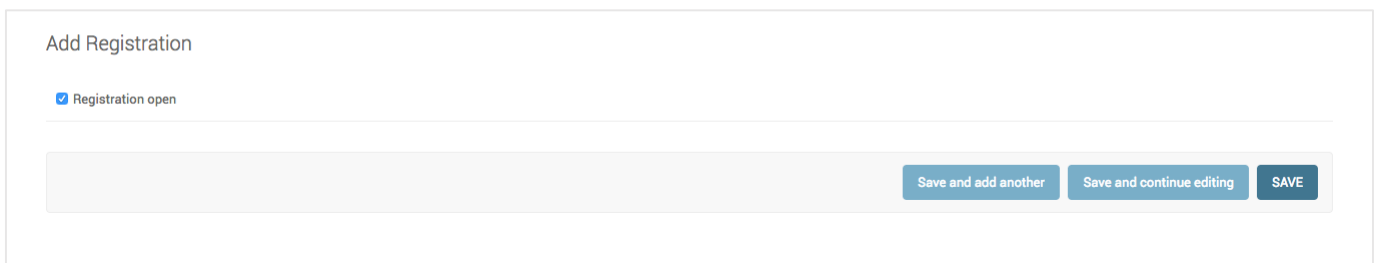
Figure 5.32 Add Registration View
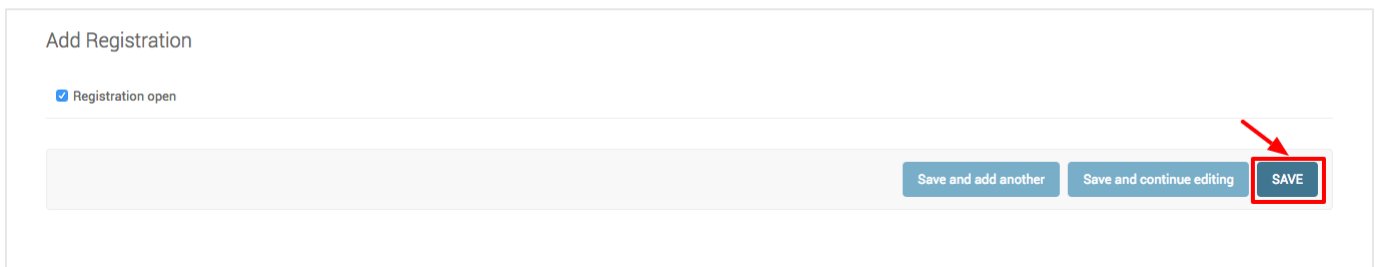
Figure 5.33 Add Registration Save Button

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**
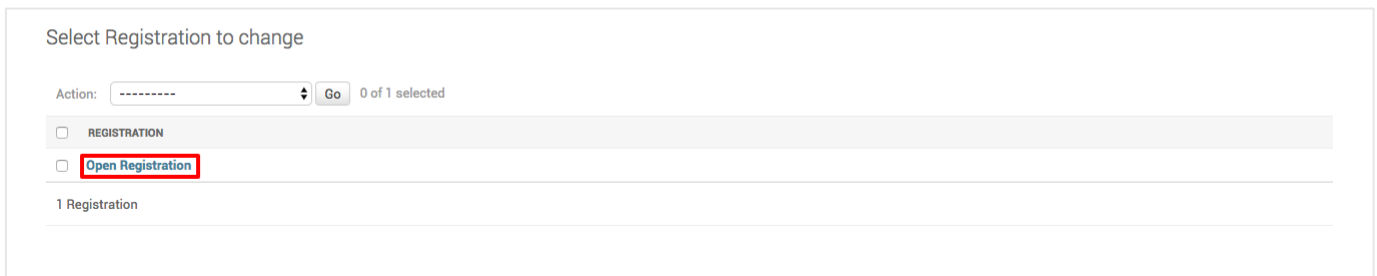
Figure 5.34 Change Registration Link
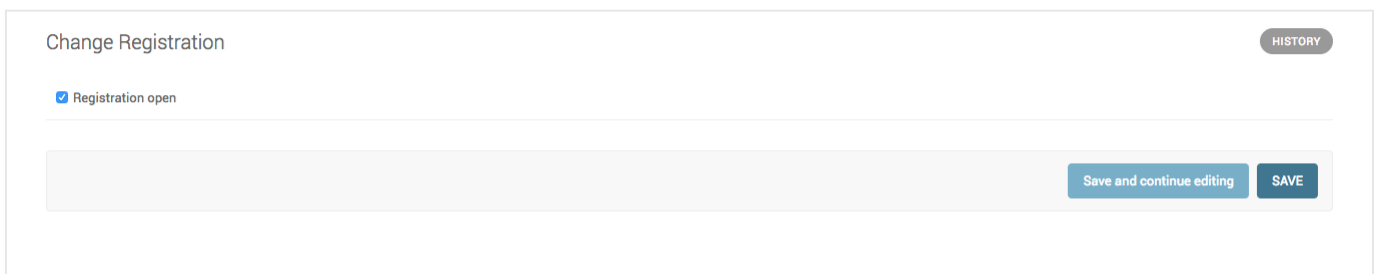
Figure 5.35 Change Registration
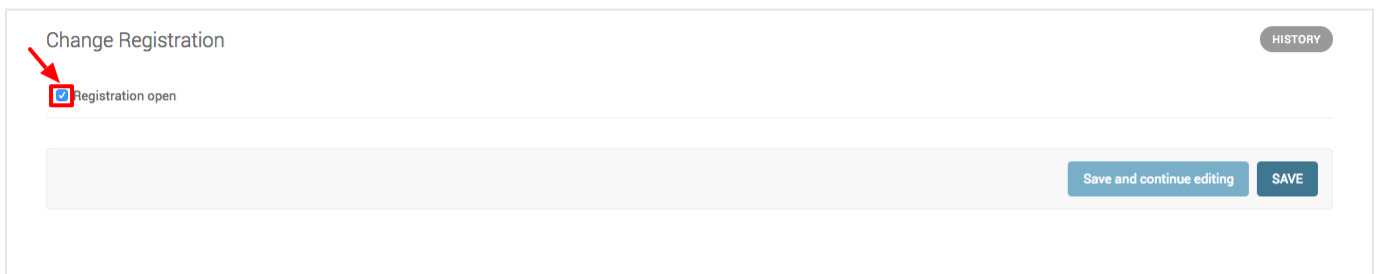
Figure 5.36 Change Registration Checkbox
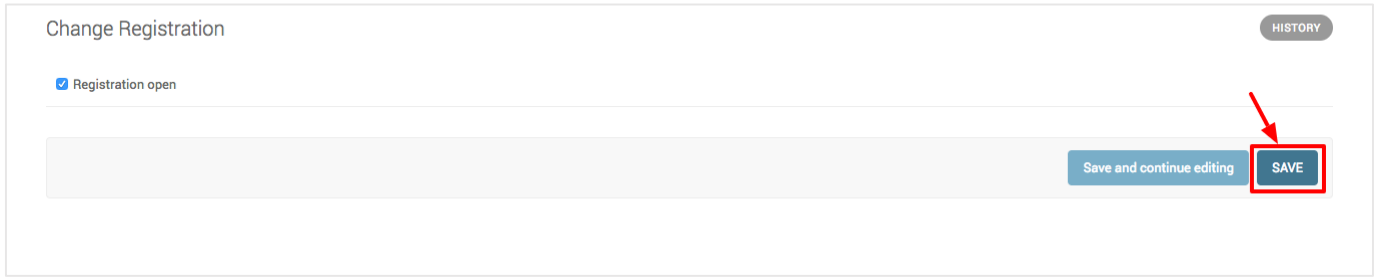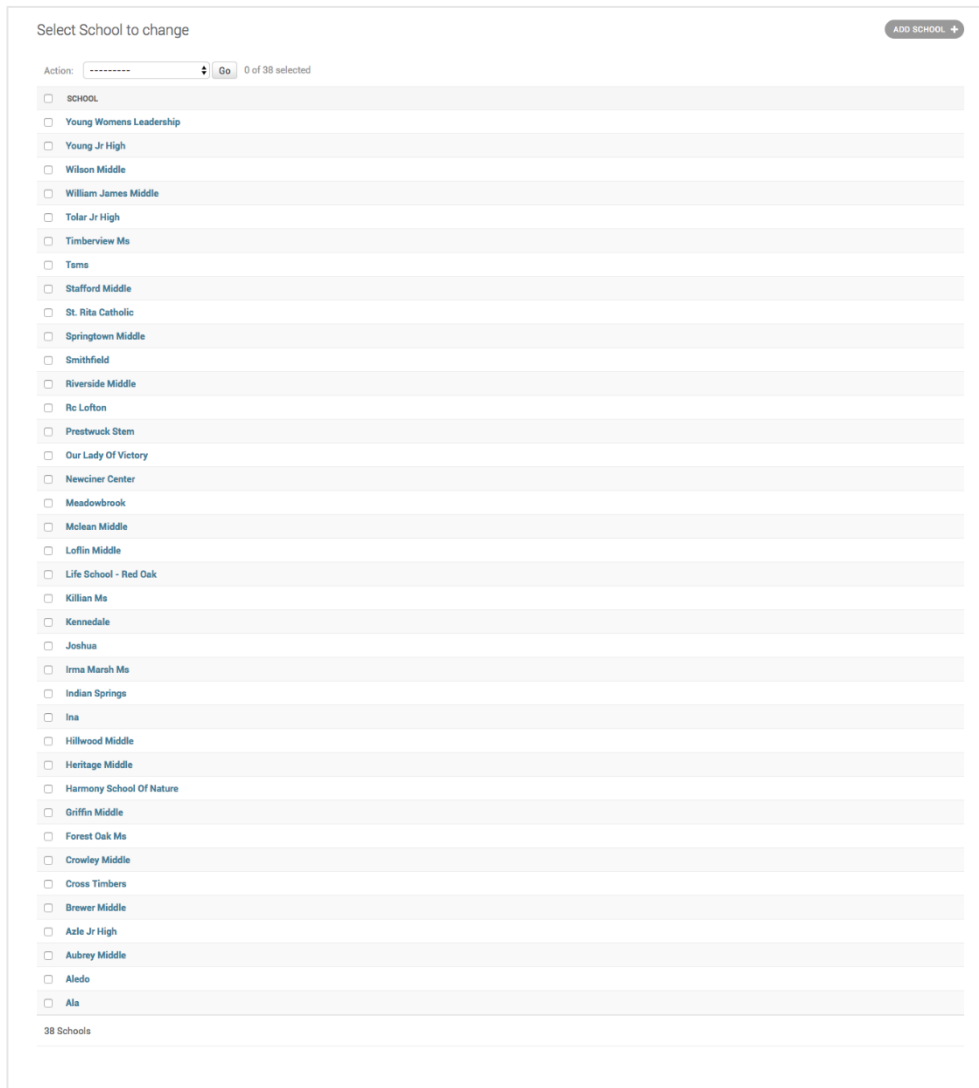
Figure 5.37 Change Registration Save Button

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**

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**
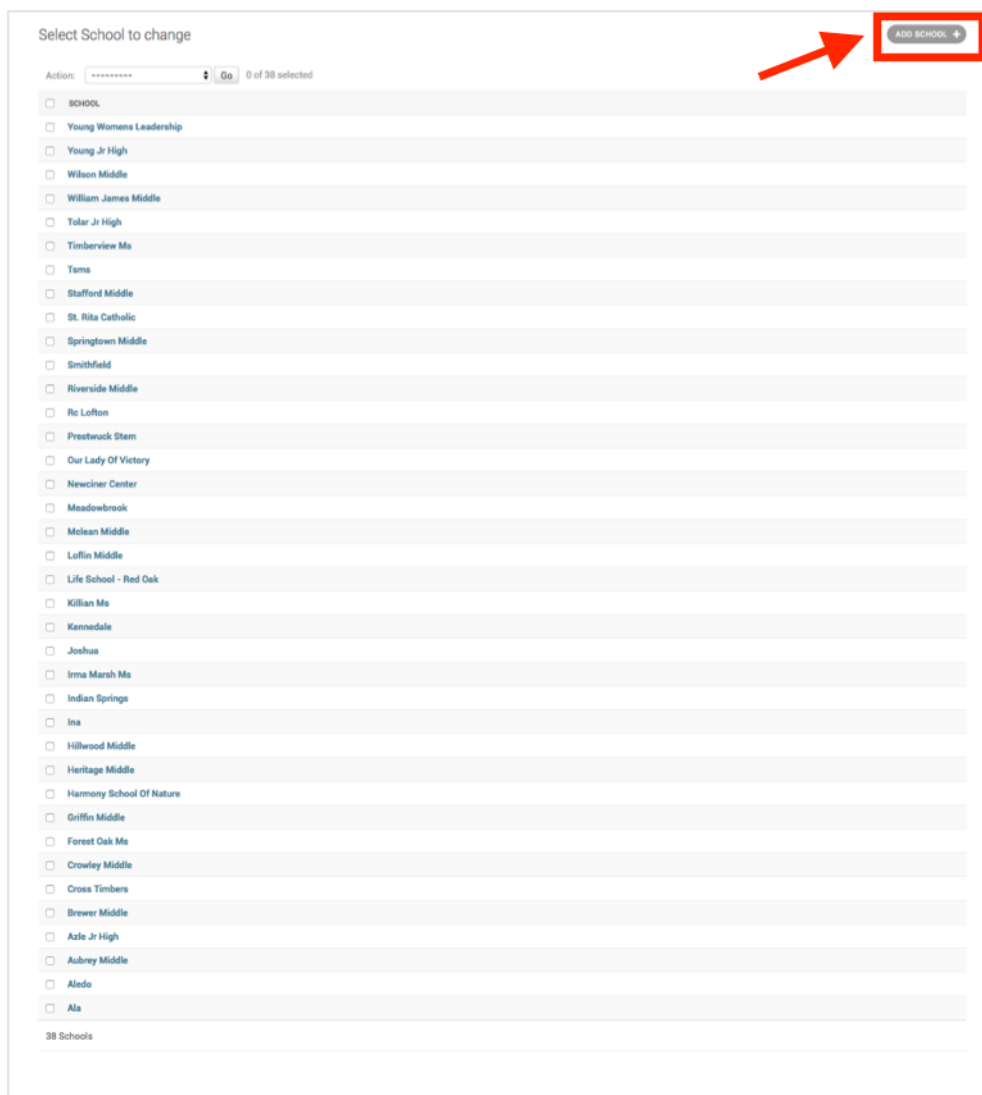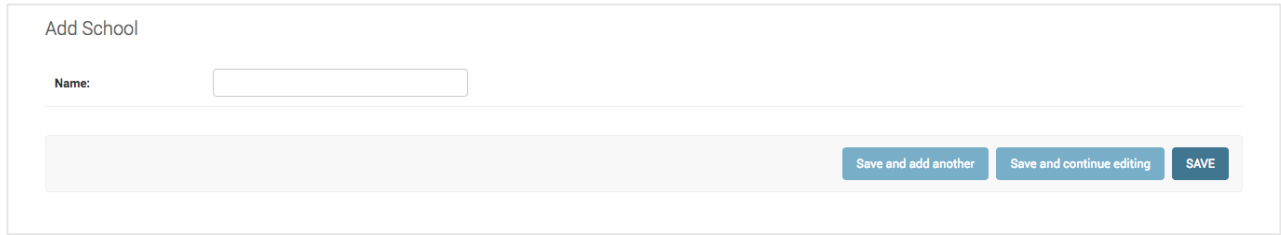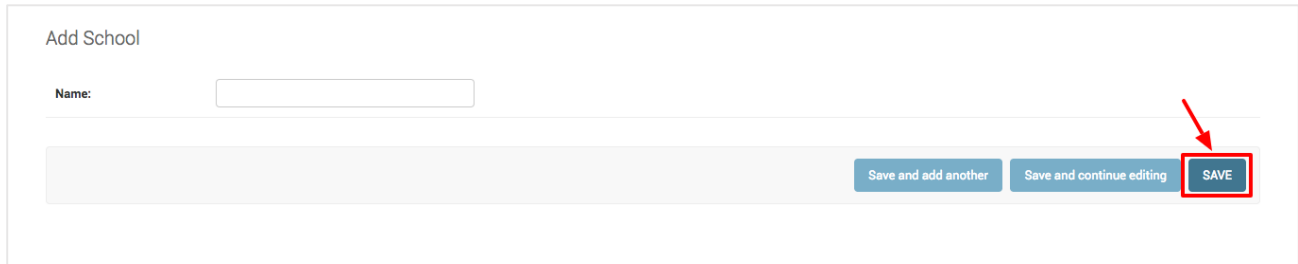
Figure 5.39 Add School Button

Figure 5.40 Add School

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
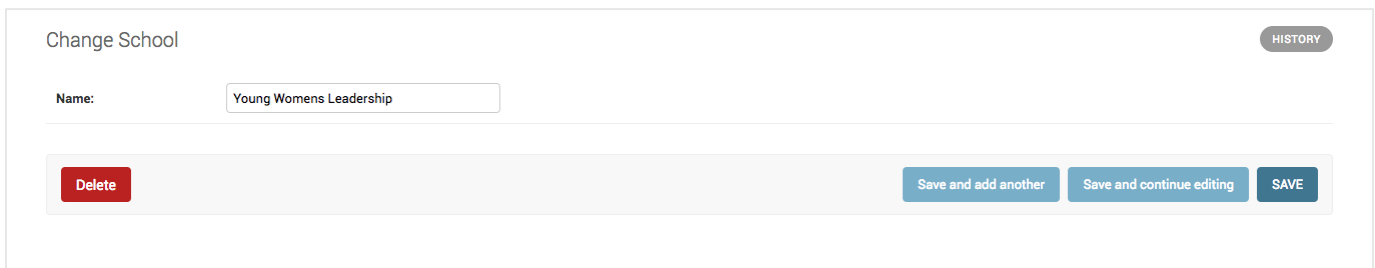
Figure 5.43 Edit School View
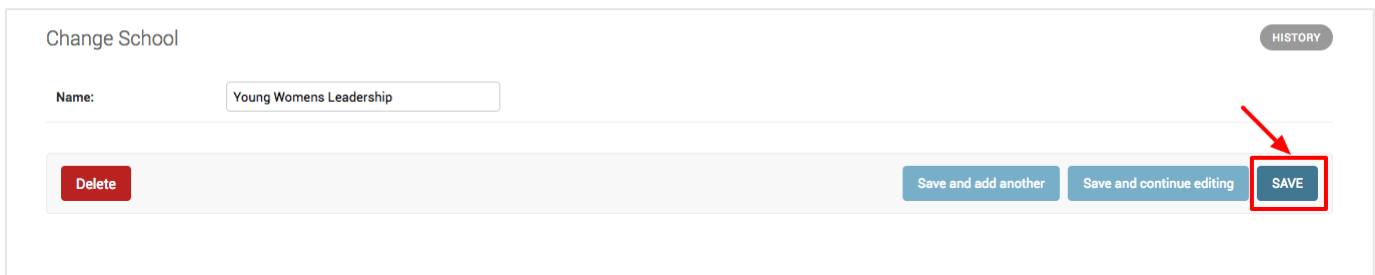
Figure 5.44 Edit School Save Button

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**

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**
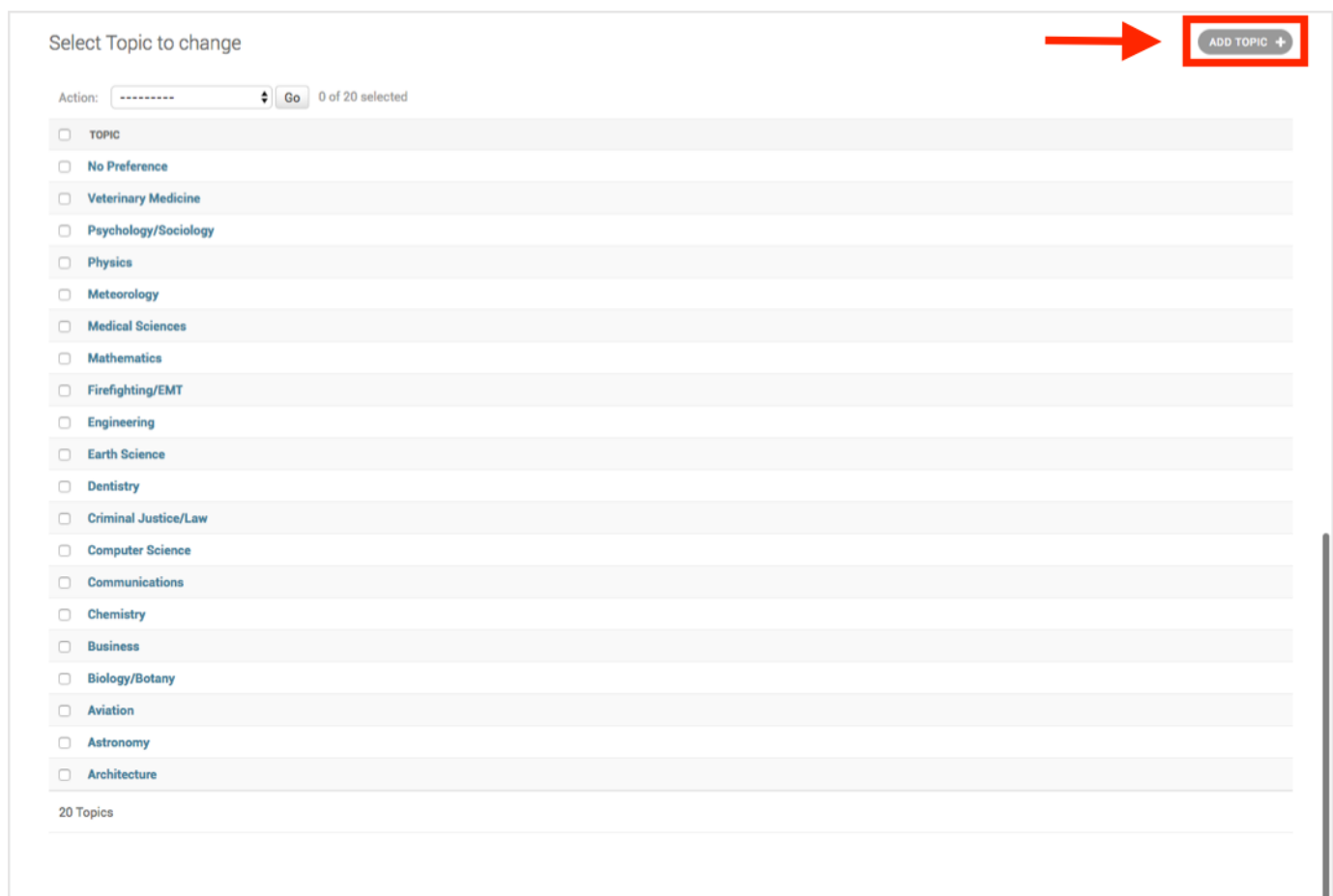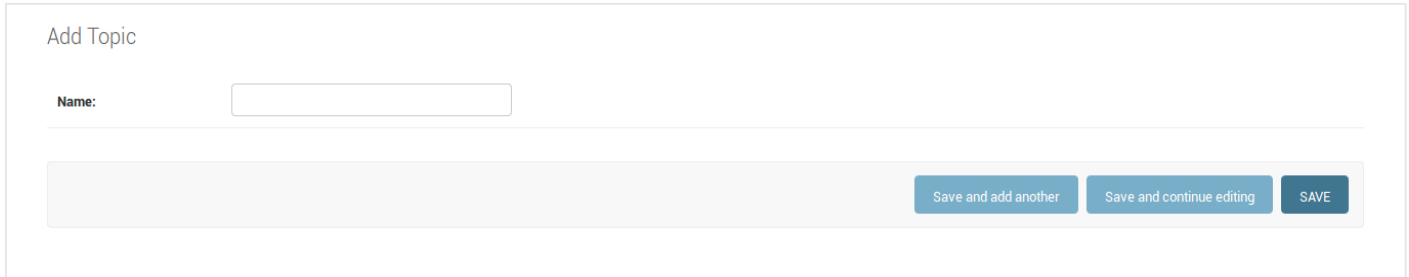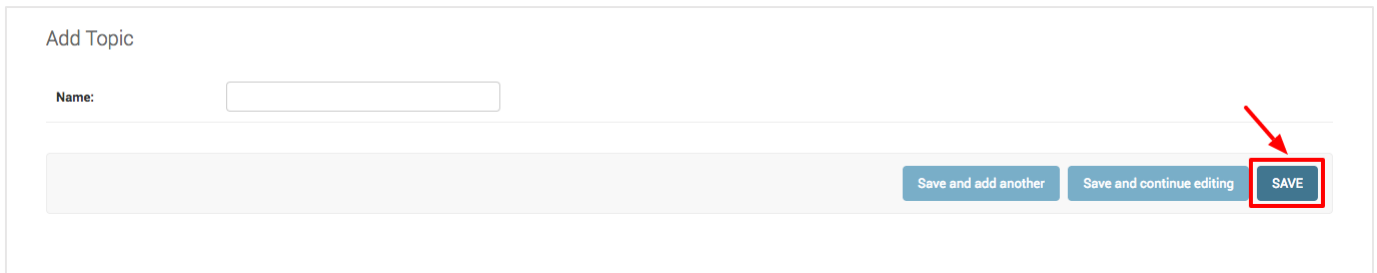
Figure 5.46 Add Topic Button

Figure 5.47 Add Topic

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**
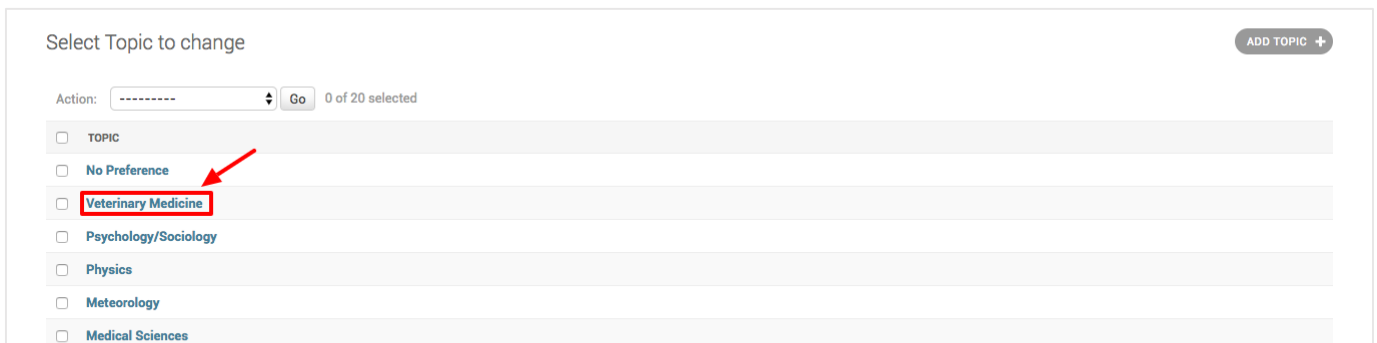
Figure 5.49 Select Topic to Edit
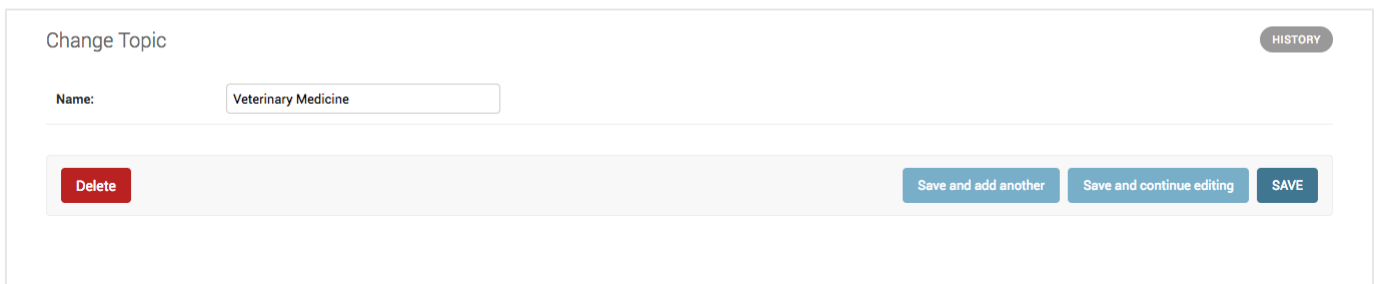
Figure 5.50 Edit Topic View
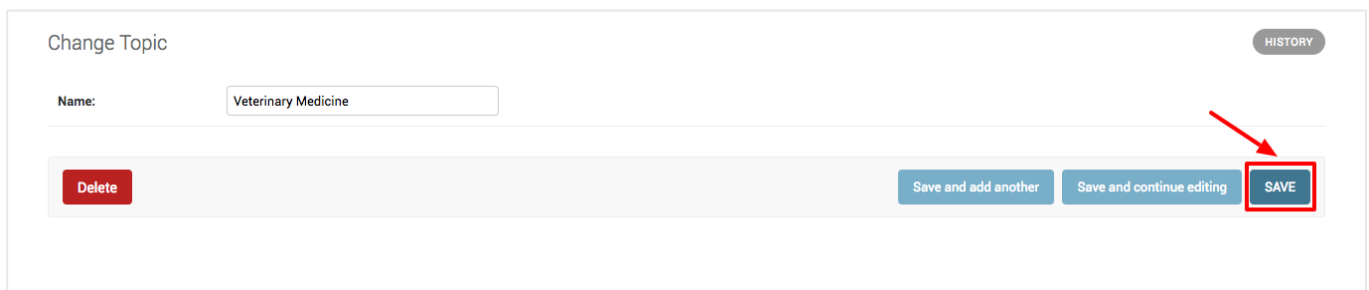
Figure 5.51 Edit Topic Save Button

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**

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**

Figure 5.53 Add Workshop Button

Figure 5.54 Add Workshop View

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**

Figure 5.56 Workshop Name Link

Figure 5.57 Edit Workshop View

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**

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**
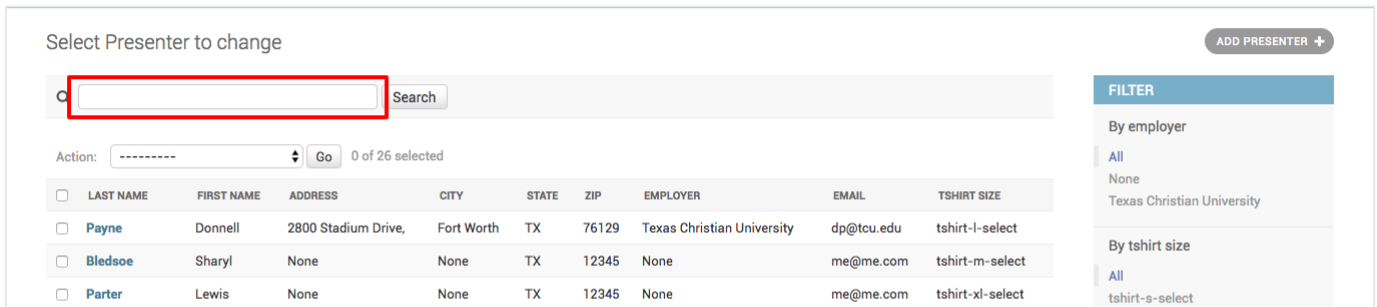3. Click the *Search* button
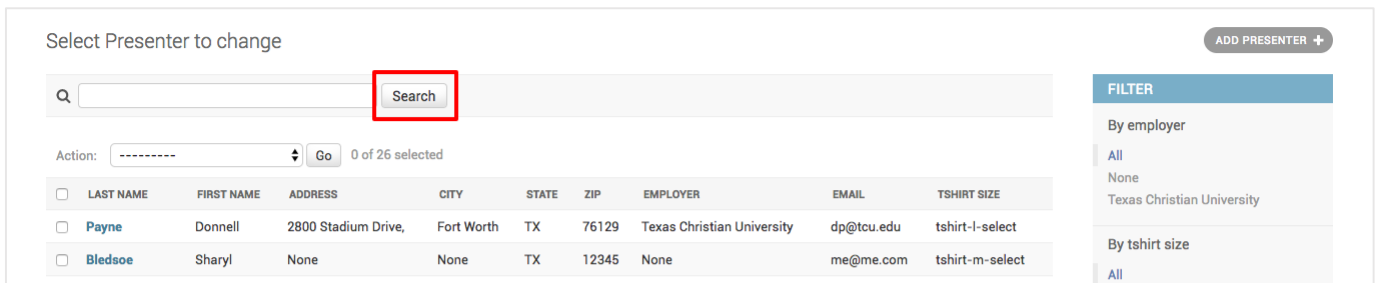   a. Seen in red box in **Figure 5.61**

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**
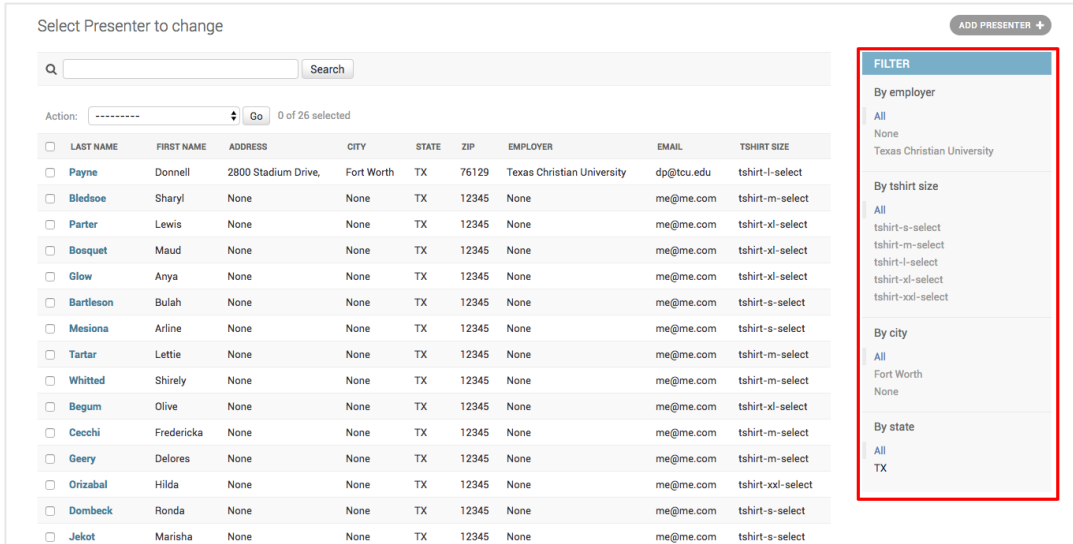   b. Example filtered value shown in **Figure 5.63**
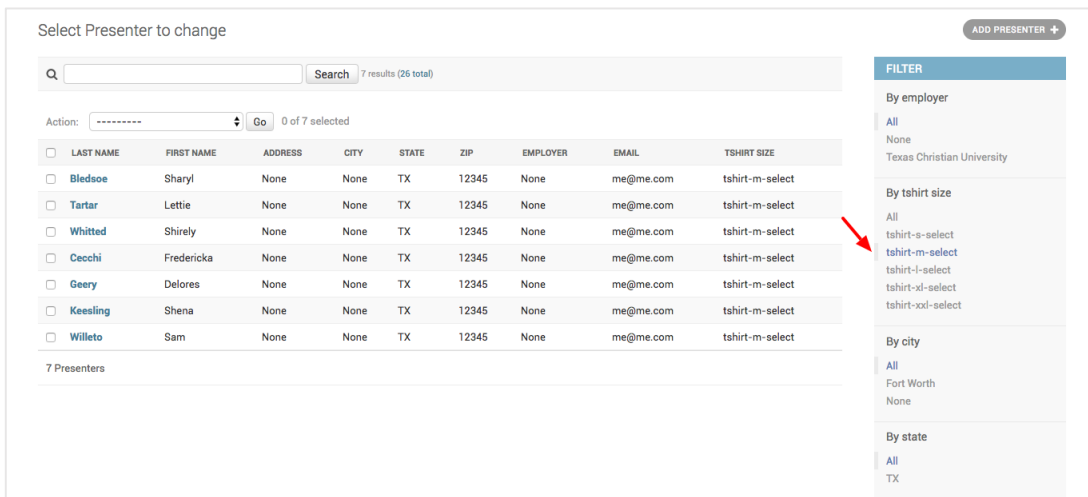

Figure 5.62 *FILTER* box

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 delete[3]
   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
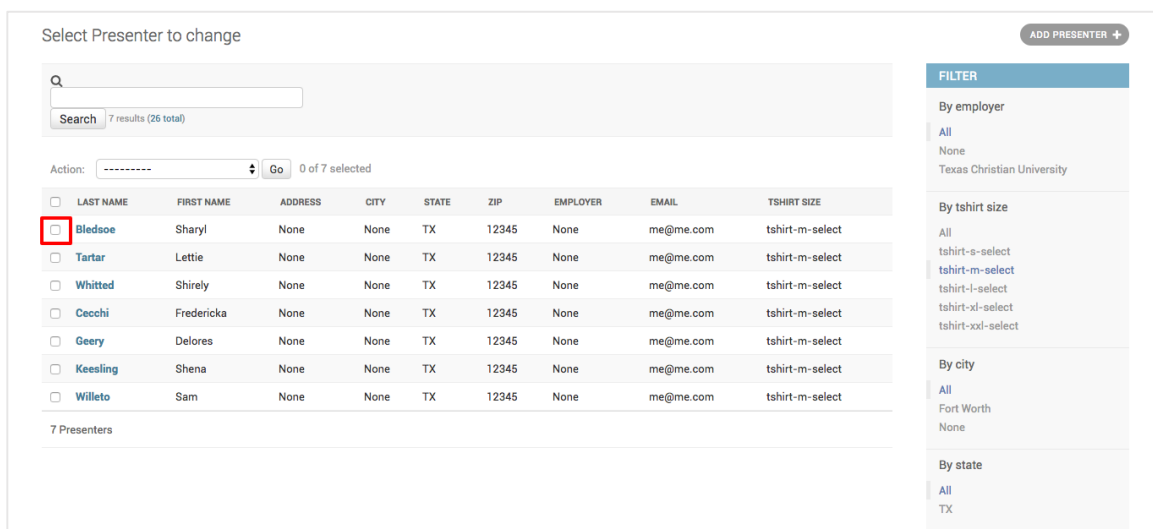

Figure 5.64 Delete One Value
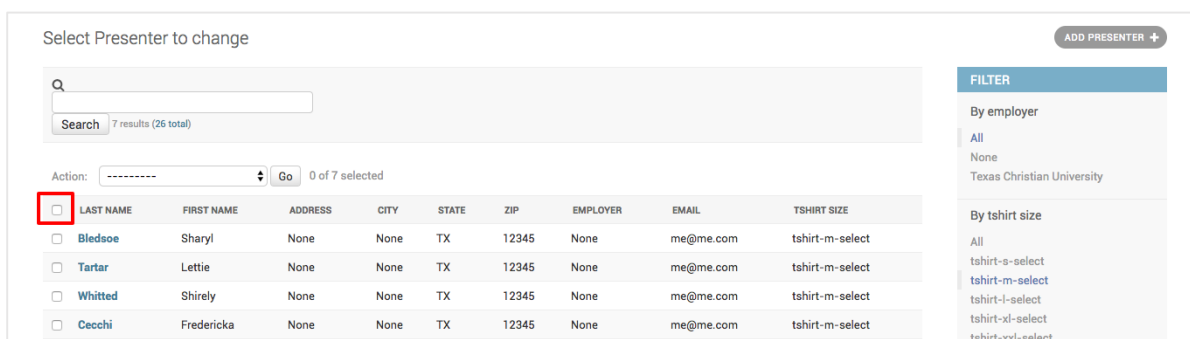

Figure 5.65 Delete All Values

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[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**

Figure 5.66 Delete Dropdown

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