DSS ABU Zaria Old Students Association (DEMOSA) Portal

User & Installation Guide

Version 1.1 · 25 November 2026

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1. About this guide

This guide explains how to install the DSS ABU Zaria Old Students Association (DEMOSA) portal (https://dssabuzariaalumni.org) and how each type of user works with it. Read Section 2 if you are installing the site. Otherwise find your role in the table below and go to that section.

Role	What you do on the portal	Your section
Technical installer	Puts the site on the web server and connects the database, payments and email	2
Super Administrator	Full control: setup, users, roles, backups	3 and 12
Public visitor	Reads news, events, projects, gallery; contacts the association; donates	4
Alumni Member	Registers, manages profile and privacy, pays dues, registers for events, uses the directory	5
Graduating Set Representative	Updates their own set’s page	6

Role	What you do on the portal	Your section
	and sees its members	
Content Editor	Writes news, announcements and notices; places them on pages; manages the slider and gallery	7
Website Administrator	Arranges pages, menus, settings, sets, executives, projects, newsletters	8
Membership Officer	Reviews applications and keeps alumni records	9
Financial Officer	Tracks payments, dues, donations and reports	10
Payment Confirmation Officer	Checks bank transfers and cash payments submitted by alumni and confirms or rejects them	10
Event Manager	Creates events and manages registrations	11

Staff users can hold one role at a time. The Super Administrator can change which actions each role is allowed (Section 12). Every member of staff should also read Section 5, because staff use the member portal too.

2. Installation guide

Installation takes about 30 minutes on standard cPanel hosting: upload the files, create an empty database, then run the web installer at `/install.php`.

2.1 Server requirements

Item	Required
PHP	8.2 or newer
PHP extensions	pdo_mysql, curl, gd, mbstring, fileinfo, dom, openssl, zlib
Database	MySQL 8.0+ or MariaDB 10.5+, collation utf8mb4_unicode_ci, default sql_mode (do not enable ANSI_QUOTES)
Web server	Apache with mod_rewrite (cPanel is fine) or Nginx
Security	An SSL certificate (free AutoSSL / Let's Encrypt)
Upload size	`upload_max_filesize` and `post_max_size` of at least 20 MB

2.2 Upload the files

1. Unzip `dssalumni-portal.zip` on your computer. You get a folder called `dssalumni`.

2. Upload the whole folder to your hosting account, for example `/home/USER/dssalumni`, using the cPanel File Manager or FTP.
3. Point the domain at the `public` folder: cPanel → Domains → dssabuzariaalumni.org → Document Root → `dssalumni/public`. This keeps the code, settings and backups out of reach of the internet.
4. If your host does not let you change the document root, upload the contents of `dssalumni` into `public_html` instead. A built-in `.htaccess` file forwards visitors to the `public` folder and blocks the private folders.
5. Make these folders writable by PHP (permission 755, or 775 on some hosts): `config`, `storage` and its sub-folders, and `public/uploads`.

2.3 Create the database

1. cPanel → MySQL Databases → create a database, e.g. `user_dssalumni`.
2. Create a database user with a strong password.
3. Add the user to the database with **ALL PRIVILEGES**.
4. Write down the database name, user name and password for the next step.

2.4 Run the web installer

1. Open `https://dssabuzariaalumni.org/install.php` in a browser. Until installation is done, any page sends you here automatically.
2. Check that every requirement shows a green tick. Fix any red cross with your host before continuing.
3. Fill in the form:
   - **Database:** host (usually `localhost`), port `3306`, database name, user name, password.
   - **Website:** the site address with no slash at the end, and the association's contact email.
   - **Super Administrator:** full name, login email and a password of at least 10 characters with letters and numbers.
   - **Paystack (optional now):** public and secret keys.
   - **Email:** choose SMTP and enter the mailbox details (see 2.6).
4. Click **Install**. The installer creates all tables and starter content, creates the Super Administrator, writes the settings file `config/env.php` and locks itself.
5. **Delete `public/install.php` from the server immediately.**

Manual installation (for hosts with SSH access):

```
mysql -u USER -p DBNAME < database/schema.sql
mysql -u USER -p DBNAME < database/seed.sql
cp config/env.example.php config/env.php   # then edit the values
php bin/create-admin.php "Full Name" admin@dssabuzariaalumni.org
```

2.5 The settings file (config/env.php)

All passwords and keys live in this one file on the server. They are never stored in the database or shown in the admin panel.

Setting	What to put there
`app.url`	`https://dssabuzariaalumni.org` (no slash

Setting	What to put there
	at the end)
`app.debug`	`false` on the live site
`db`	Database host, name, user, password
`mail.driver`	`smtp` (recommended), `mail`, or `log` for testing only
`mail.smtp_*`	Mail server, port, user and password
`paystack.public_key`, `paystack.secret_key`	Keys from your Paystack dashboard
`uploads`	Maximum image and file sizes

Keep the file's permission at 640.

2.6 Email setup

1. cPanel → Email Accounts → create a mailbox such as `no-reply@dssabuzariaalumni.org`.
2. In `config/env.php` set `driver` to `smtp`, `smtp_host` to `mail.dssabuzariaalumni.org`, port `587` with `tls` (or `465` with `ssl`), and the mailbox address and password.
3. Test it: register a test member, approve him, and confirm the activation email arrives (check spam too).

2.7 Paystack setup

1. Log in to the Paystack dashboard → Settings → **API Keys & Webhooks**.
2. Put the **test** keys in `config/env.php` first.
3. Set the **Webhook URL** to `https://dssabuzariaalumni.org/payments/webhook`.
4. Make a test donation with Paystack's test card and confirm it appears as successful in Admin → Payments.
5. Replace the test keys with the **live** keys.

Paystack is optional: alumni can always pay by bank transfer or cash and have it confirmed by an officer (Section 10.6). Online payment appears only once real Paystack keys are entered. The website never trusts the browser's word that a payment worked. It confirms every payment directly with Paystack before marking it paid.

2.8 Go-live checklist

- ☐ Domain document root points to the `public` folder
- ☐ `public/install.php` deleted
- ☐ `app.debug` is `false` and `app.url` is correct
- ☐ HTTPS works; the HTTPS redirect lines in `public/.htaccess` are un-commented
- ☐ A test activation email arrived
- ☐ Bank account details entered (Website Settings → Payments & Bank Account) and a Payment Confirmation Officer created; Paystack webhook set if you use online payments; a small test payment confirmed
- ☐ First backup created and downloaded (Section 12)
- ☐ Sitemap `https://dssabuzariaalumni.org/sitemap.xml` submitted to Google Search Console

2.9 Updating a site installed before 25 November 2026

The 25 November update renames the association to Old Students (DEMOSA) and adds bank transfer and cash payments with officer confirmation.

1. Create and download a backup (Section 12.4).
2. In phpMyAdmin, select the database, open the **SQL** tab, paste the contents of `database/migrations/2026_11_25_old_students_and_manual_payments.sql` and click **Go**. Run it only once. It also changes existing `DSSOBA/...` membership numbers to `DEMOSA/....`
3. Upload the new files over the old ones. Do not overwrite `config/env.php` or the `public/uploads` folder.
4. Make sure the folder `storage/private` exists and is writable; proofs of payment are saved there.
5. Enter the bank details in Website Settings → Payments & Bank Account and create a Payment Confirmation Officer (Section 12.1).

3. First-time setup (Super Administrator)

After installation, log in at `/login` and replace the starter content in this order. Each step is done in the admin area (the left-hand menu).

- ☐ **Website Settings** → upload the logo and favicon; enter the association email, phone, office address and office hours; add social media links; in the Payments & Bank Account tab enter the association's bank name, account name and account number and choose which payment methods (online, bank transfer, cash) are open; confirm the official school colours (navy and gold are defaults); set the annual dues, registration fee and membership number prefix (default `DEMOSA`).
- ☐ **Executives** → replace the six placeholder executives with real names, photos and terms. Tick *This is the President* on the President and write the welcome message; it appears on the homepage.
- ☐ **Graduating Sets** → add every set with its year, name, group photo and description. Tick *Feature on homepage* for the sets to show there.
- ☐ **Homepage Slider** → upload real slide images (1920 × 900 pixels) and edit the text and buttons.
- ☐ **Pages & Builder → School History** → replace the placeholder history text. Do the same for About Us, Privacy Policy and Terms.
- ☐ **Content, Events, Projects, Gallery** → delete or edit the starter items.
- ☐ **Users** → invite the Membership Officer, Financial Officer, Payment Confirmation Officer, Content Editors, Event Manager and Website Administrator (Section 12).
- ☐ **Backup & Restore** → create the first backup and download it.

4. Public visitors

Anyone can browse the website without an account. The main menu leads to every public area.

Menu item	What you find
Home	Slider, announcements, president's welcome, live

Menu item	What you find
	statistics, latest news, upcoming events, notice board, sets, projects, gallery
About → About Us / School History / Executive Members	The association's vision and mission, the school's story, current and past executives
Alumni → Graduating Sets	One page per set with its photo, description and (for logged-in members) its members
Alumni → Alumni Directory	Members only, to protect privacy
News & Events	News filtered by category; events as a list or a monthly calendar; past events
Projects	Proposed, ongoing and completed projects with amount raised and progress bar
Gallery	Photo and video albums by category; click a photo to enlarge it
Contact	Contact details, map and a contact form

Search: use the search box on the news pages or go to `/search` to search news, events, projects and pages.

Contact the association: fill in the form on the Contact page and choose the enquiry type (general, member support, school matters, partnership). The secretariat replies by email.

Newsletter: enter your email in the footer and click *Subscribe*. Every newsletter has an *Unsubscribe* link.

Donate without an account:

1. Click *Donate* in the footer, or *Contribute to this project* on a project page.
2. Choose a project or the general fund, enter your name, email and amount.
3. Tick *anonymous* if you do not want your name on the project's contributor list.
4. Click *Continue to secure payment* and choose how to pay: online with Paystack, by bank transfer to the association account (then upload your proof of payment), or in cash to an authorised officer. Keep the payment reference shown.
5. Online payments are confirmed immediately. Transfers and cash are confirmed by the association's Payment Confirmation Officer; either way you receive an emailed receipt. Open the same page in the same browser to check the status.

5. Alumni members

An old student — male or female — registers once, is approved by the Membership Officer, then activates their account with an emailed link and uses the member portal at `/member`.

5.1 Register as a member

1. Click **Join Us** (top right) or go to `/register`.
2. Fill in the form. Required fields are marked with a red star: full name, gender, email, phone, state of residence, country and year of graduation. Also add your graduating set, class/house, occupation, organisation, professional area, biography, interests, photo and an emergency contact if you wish.

3. Tick *I am willing to mentor* if you can support students or younger alumni.
4. Tick the confirmation box and click **Submit application**.
5. You will receive an email confirming that your application was received.

5.2 Approval and account activation

1. The Membership Officer checks your details.
2. If approved, you receive an email with your **membership number** (e.g. `DEMOSA/2012/00012`) and an **Activate my account** button. The link is valid for 7 days.
3. Click the button, choose a password (at least 8 characters, with letters and numbers) and confirm it.
4. You are logged in and taken to your member dashboard.

If your application is not approved, you receive an email with the reason. Lost the activation email or it expired? Use the Contact page and ask for it to be resent.

5.3 Logging in and passwords

- Log in at `/login` with your email and password.
- Forgot your password? Click *Forgot password?*, enter your email and follow the link sent to you (valid 1 hour).
- After 5 wrong passwords the account is locked for 15 minutes. Wait, then try again.
- Change your password any time: *My Profile & Privacy* → *Change password*.

5.4 Your dashboard

The dashboard shows your membership status and number, outstanding dues with a **Pay** button, your set-mates count, your event registrations, your total contributions and the latest association announcements.

5.5 Profile and privacy

Go to **My Profile & Privacy** to update your phone, address, occupation, organisation, biography, interests and photo. Your graduation year and set are locked after approval; ask the Membership Officer to correct them.

Use the privacy switches to decide what other members see:

Switch	Default
List me in the alumni directory	On
Show my organisation	On
Show my email address	Off
Show my phone number	Off
Show my residential address	Off
Make my basic profile visible to non-members	Off
I am open to mentoring	Off

Click **Save profile** after any change.

5.6 Directory, graduating set and mentorship

- **Alumni Directory:** search by name, graduation year, graduating set, professional field, organisation and location. Click a member to see the details they have chosen to share.
- **My Graduating Set:** see all registered members of your set, with email or WhatsApp links where they allow it.
- **Mentorship & Networking:** a list of old students open to mentoring, with those in your professional area first.

5.7 Events

1. Open an event from the homepage, *News & Events → Events*, or *Events* in your portal.
2. Choose the number of additional guests and click **Register** (free events) or **Register & Pay** (paid events).
3. Paid events open the Make Payment page (online, bank transfer or cash, see 5.8); your place is confirmed once the payment is received or confirmed.
4. Your registrations appear under **Events** in your portal.

5.8 Dues, donations and receipts

Every payment — registration fee, annual dues, donations, project contributions and event fees — opens the same **Make Payment** page. It shows the amount, what it is for and your **payment reference** (e.g. `DSS2611259DD92445FB`). Keep the reference.

1. Go to **Dues & Payments** and click **Pay now** beside the item (or *Donate / Contribute*, or *Register & Pay* on an event). The amount is set by the association and cannot be changed.
2. Choose how to pay:

Method	What you do	When it counts as paid
Pay online	Click *Pay now* and pay on Paystack by card, bank transfer or USSD	Immediately, confirmed automatically
Bank transfer	Transfer to the association account shown on the page, using your payment reference as the narration. Then enter the transfer date and sender's name and bank, upload your proof of payment (screenshot, photo of the teller or PDF, max 5 MB) and click *Submit for confirmation*	When the Payment Confirmation Officer confirms it
Cash	Give the cash to an authorised officer and collect a receipt. Enter the officer's name and the date, optionally attach a photo of the receipt, and click *Submit for confirmation*	When the officer confirms it

3. A transfer or cash payment shows **Awaiting Confirmation** in your payment history. You get an email as soon as it is confirmed, with your receipt.
4. If it is **rejected**, you get an email with the reason (for example, the transfer was not found on the bank statement). Open the payment from *Dues & Payments*, click **Resubmit**, correct the details or upload a clearer proof, and submit again.
5. Every successful payment appears in *Payment history*. Click the receipt icon to open your official receipt; for transfers and cash it also shows who confirmed it and when. Click *Print / Save as PDF*.

Only the options the association has switched on are shown. Clicking *Pay now* again for the same dues reopens the same payment, so you are never charged twice.

5.9 Membership card

Click **Membership Card** to open your card with photo, name, membership number, set and "member since" date. It shows **FINANCIAL** with the year when your current dues are paid. Click *Print / Save as PDF*.

5.10 Submit news or events

1. Go to **Submit News / Event**.
2. Choose News, Event or Member achievement; add a title, details, a date for events, and a photo if you have one.
3. Click **Submit for review**. The editors review it and you are notified when it is accepted or not published.

5.11 Notifications

The bell icon at the top shows new notifications: approval, payments received, event confirmations and replies. Click *Mark all as read* to clear them.

6. Graduating Set Representatives

A set representative can edit only their own set's page and see its member list. The role is given automatically when an administrator selects them as a set's representative.

1. Log in. You land on the admin dashboard.
2. Click **My Graduating Set** in the left menu.
3. Edit the set name or identity, upload a group photograph, and update the description and *Special achievements & activities*.
4. Click **Save**, then *View public page* to check it.
5. The right-hand panel lists every member of your set with membership number and account status. Encourage set-mates who are missing to register.

The graduation year cannot be changed by a representative. You also keep your normal member portal (Section 5) through the menu under your name.

7. Content Editors

Editors write news, announcements, notices and articles, decide where each one appears, and publish it — all without touching code.

7.1 Content types

Type	Use it for	Where it lists automatically
News Article	Association and school news	News page
Announcement	Calls, AGM notices, important updates	News page
Notice / Alert	Short notices (office hours, deadlines)	News page, notice board
School History Article	Stories about the school's past	School History page
General Article / Information Page	Any other standalone page of text	Its own address `/article/...`

Categories (Association News, School News, Condolences, Member Achievements and others) are managed under **Categories**.

7.2 Create and publish content

1. Admin → **Content** → **Add content**. (Or, on the public site, hover over a news or notice section and click **Add Content**; the location is filled in for you.)
2. Choose the content type and category.
3. Enter the title, optional subtitle, a short excerpt and the body. Use the editor toolbar for headings, bold, lists, links, tables, images and YouTube videos.
4. Upload a **featured image** on the right. Add PDFs, Word files or extra images under *Additional images / attachments*.
5. Choose where it appears (7.3) and, if wanted, add it to the homepage slider (7.4).
6. Fill in the SEO title and description to control how it appears on Google and when shared.
7. Click **Save & preview** to see it on desktop, tablet and mobile, then **Publish now**.

Status options:

Status	Meaning
Draft	Saved; only staff can see it
Published	Live on the website
Scheduled	Goes live automatically at the publication date and time you set
Archived	Removed from the website but kept

To schedule, set the status to *Scheduled* (or *Published*) and pick a future date and time.

7.3 Choose where content appears (placement)

Under **Where should this appear?**, click **Add display location** for each place you want the item to show. One item can appear in several places.

Field	Choices
Target page	Home, About Us, School History, any custom page, or *All pages*
Display position	Below Hero / Featured Announcements; Homepage Latest News; Homepage Notice Board; Main Content Area; Sidebar (news, events and project pages); Above Footer; Custom Page Section
Format	Card, List item, Banner, Alert / notice, Full article
Order	Lower numbers show first
Show from / Show until	Optional dates; the item appears only between them

For *Custom Page Section*, a section must already exist on that page (a *Content Placement Zone* or *Content Feed*, Section 8.1). Choose it from the list that appears.

Example – an AGM notice on the homepage: type *Announcement* → title and body → placement *Home / Below Hero* with format *Banner* → second placement *Home / Homepage Notice Board* → Show until the AGM date → **Publish now**.

7.4 Put content on the homepage slider

1. In the content form, switch on **Display this content on the homepage slider**.
2. Optionally upload a separate slider image (otherwise the featured image is used), and set the slider title, short description, button text and destination, display order, start and end dates.
3. Keep *Active* switched on and save.

A slide shows only when it is active, within its dates, and its content item is published. To manage all slides, including ones not linked to content, use **Homepage Slider** in the menu.

7.5 Edit, unpublish or delete

- **Content** list: filter by type or status, search by title; use the eye, publish/unpublish, pencil and bin buttons.
- On the public site, logged-in editors see **Edit** and **Publish / Unpublish** buttons on each article.
- Use *Hide edit controls* in the dark admin bar to see the page exactly as visitors do.

7.6 Member submissions

1. **Member Submissions** lists news, events and achievements sent in by members.
2. Click **Accept as draft** to turn it into a draft content item, then edit, place and publish it. Or click **Reject**.
3. The member is notified either way.

7.7 Gallery

1. **Gallery** → **New Album**: title, category (School Memories, Reunions, AGMs, Executive Meetings, School Projects, Alumni Activities, Special Events), date and description. Save.
2. Click the **Photos & videos** icon on the album.
3. Select many photos at once and click **Upload**, or paste a YouTube or Vimeo link for a video.

4. Add captions and order numbers; click the star to make a photo the album cover; delete unwanted items.

Images are resized automatically to load fast. Supported formats: JPG, PNG, WebP, GIF, up to 5 MB each.

8. Website Administrators

Website Administrators control the layout of every page, the menus and site settings, and manage sets, executives, events, projects, messages and newsletters. They can also do everything in Section 7.

8.1 Page Builder

Every page is a stack of sections you can add, edit, hide, duplicate and drag into a new order. Changes are saved as a **draft** and visitors see nothing until you **Publish**.

1. Admin → **Pages & Builder** → click **Builder** next to a page (or *Edit This Page* in the admin bar on the public site).
2. **Rearrange:** drag a section by its ⋮⋮ handle. The order saves to the draft automatically.
3. **Add a section:** click a section type in the *Add a section* panel.
4. **Edit a section:** click the pencil. Set the title, subtitle, text, layout (1–4 columns), background colour (None, Light, Cream, Navy, Gold or any colour code), and options such as content type, category and number of items.
5. **Hide / show** with the eye icon; **duplicate** with the copy icon; **remove** with the bin.
6. Click **Preview draft** and switch between *Desktop*, *Tablet* and *Mobile*.
7. Click **Publish page** to make the changes live, or **Discard draft** to go back to the live version.

Section types:

Section	Shows
Hero Slider	Active homepage slides
Page Header / Banner	Page title, subtitle and optional background image
Rich Text	Free text with images, lists and tables
Image + Text	Picture beside text, with an optional button
About / Vision & Mission	Introduction plus vision, mission and core values cards
President's Welcome Message	The executive marked President, with the welcome message
Live Statistics	Registered alumni, sets, completed projects, events (counted automatically)
Content Feed	Latest items of chosen types and category, plus items placed there
Content Placement Zone	Only items an editor has placed in this position
Upcoming Events / Graduating Sets / Projects / Gallery Albums / Executive Members	Live lists from those modules

Section	Shows
Call to Action	Heading, text and up to two buttons

Example – move Projects above Latest News: open the Home builder → drag *Projects & Initiatives* above *Latest News & Announcements* → *Preview draft* → *Publish page*.

8.2 Create a new page

1. **Pages & Builder** → *Create a new page*: enter the title (the web address is created from it) and choose a starting layout.
2. Add and edit sections in the builder; fill in the SEO title and description under *Page settings*.
3. **Publish page**, then add it to a menu (8.3).

System pages (Home, About Us, School History, Privacy Policy, Terms) cannot be deleted, but their sections can be changed or hidden.

8.3 Navigation menus

1. Admin → **Navigation Menus**.
2. *Add menu item*: label, link (pick from the suggestions or type `/page-address` or a full web address), menu (Header or Footer), and parent (to place it under a drop-down).
3. Drag items to reorder; click *Edit* to change or hide one; use the bin to delete.

8.4 Website settings

Admin → **Website Settings** has tabs for General (name, tagline, logo, favicon, share image, maintenance mode), Contact, Social Media, Appearance (colours, footer text, copyright), Membership & Dues, Legal Pages and Integrations (Google Analytics ID). Click **Save settings**.

Maintenance mode shows visitors a "back shortly" page while staff can still use the site — use it during updates.

8.5 Graduating sets

Graduating Sets → *New Graduating Set*: year (one set per year), name, group photo, representative, description, achievements, and *Feature on homepage*. Choosing a representative gives that user the Set Representative role for this set automatically.

8.6 Executives

Executives → *New Executive*: name, position, photo, biography, professional information, term start and end, contact details (shown only if *Show contact details publicly* is on), display order.

- Tick **This is the President** and write the *Welcome message* for the homepage. Only one person can be President at a time.
- When a new executive council takes office, untick **Current executive** on the outgoing members; they move to *Previous Administrations* on the Executives page.

8.7 Projects

Projects → *New Project*: title, summary, status (Proposed, Ongoing, Completed, Suspended), dates, featured image, description, objectives (one per line), estimated budget, amount raised offline, amount

spent, and switches for *Publish amount spent*, *Accept online contributions* and *Feature on homepage*. Link a gallery album for project photos.

The amount raised shown publicly = verified online contributions + the offline figure you enter.

8.8 Contact messages

1. **Contact Messages** lists new enquiries in bold.
2. Open a message, type a reply and click **Send reply**; it is emailed to the sender and the message is marked *Replied*.
3. Click **Archive** to file it away.

8.9 Newsletters

1. **Newsletters** → *New newsletter*: subject, audience (subscribers, all active members, or both) and the message.
2. Click **Save draft**, review, then **Send now**. Subscribers get an unsubscribe link automatically.
3. **Subscribers** lists everyone signed up; export them as CSV or add/remove people.

9. Membership Officers

The Membership Officer approves or rejects applications and keeps alumni records accurate. You are notified (bell icon) whenever someone registers.

9.1 Review applications

1. Admin → **Members** → the **Pending** tab (or the *Awaiting approval* list on the dashboard).
2. Open the applicant and check their name, graduation year, set and contact details against your records.
3. Click **Approve**. The system issues their membership number (`PREFIX/YEAR/NUMBER`) and emails them an activation link.
4. Or type a note and click **Reject**. The note is emailed to the applicant.

9.2 Member list filters

Tab	Who is in it
Pending	Applications not yet reviewed
Approved, not activated	Approved but has not set a password yet
Active	Approved and using the portal
Suspended	Blocked from logging in
Rejected	Applications turned down

You can also search by name, email, phone or membership number and filter by graduating set.

9.3 Keep records up to date

- Open a member to edit their name, login email, membership number, phone, gender, graduation year, set, house, occupation, organisation, professional area, location and photo. Click **Save record**.
- **Resend activation link** if a member lost or did not receive the email (valid 7 days).
- **Suspend account** blocks login; **Reactivate account** restores it.

- The member page also shows their application history, dues and payments.

9.4 Add members collected offline

Members → **Add member**: name, email, phone, graduation year and set. Leave *Approve now and send activation email* ticked to approve him immediately.

9.5 Export

Click **Export CSV** on the members list to download the current filtered list for Excel, e.g. all members of one set.

10. Financial Officers and Payment Confirmation Officers

The Financial Officer monitors every payment, records money received outside the website and tracks dues compliance. The Payment Confirmation Officer checks bank transfers and cash payments that alumni submit and confirms or rejects them (10.6); the Financial Officer and Super Administrator can confirm too.

10.1 What can be paid (online, by bank transfer or in cash)

Purpose	Who pays	What happens when paid
Registration fee	Approved members (if set above ₦0)	Marked paid on the member's account
Annual dues	Approved members	That year's dues marked paid; card shows FINANCIAL
Donation	Anyone	Recorded in the general fund
Project contribution	Anyone	Added to the project's amount raised
Event fee	Members registering for paid events	Event place confirmed

Amounts for registration fee and dues are set in **Website Settings → Membership & Dues** (Website Administrator or Super Administrator).

10.2 Payments screen

1. Admin → **Payments** shows totals by purpose and every transaction with date, reference, payer, purpose, amount, channel and status.
2. Filter by purpose, status (success, pending, failed, abandoned), date range or search by reference, name or email.
3. Click a reference to see full details and the record of every message exchanged with Paystack.
4. If a member was debited but the payment still shows *pending*, open it and click **Re-verify with Paystack**.
5. Click **Export** to download the filtered list as CSV for your books.

10.3 Record a bank transfer or cash payment

1. **Payments** → **Record offline payment**.

2. Choose the member (leave blank for non-member donations), purpose, and the matching year, project or event.
3. Enter payer name, email, amount, channel (bank transfer, cash, cheque, POS), date received and teller number.
4. Click **Record payment**. Dues, project totals or event places update immediately and the payer is emailed a receipt.

10.4 Dues register

1. Admin → **Membership Dues** → choose the year and *All*, *Not paid* or *Paid / waived*.
2. Click **Waive** for members whose dues the association has excused.

10.5 Financial reports

Reports & Analytics → choose the financial year to see total received, monthly receipts, receipts by purpose, dues compliance (members paid vs. total) and event registrations. Click **Print** for a hard copy. The dashboard also shows the last 12 months of payments.

Every receipt carries a unique reference. Online payments are confirmed directly with Paystack; bank transfers and cash count only after an officer confirms them, and the officer's name is printed on the receipt.

10.6 Confirming bank transfers and cash payments

When an alumnus or alumna submits a bank transfer or cash payment, everyone who can confirm payments gets a notification (bell icon) and an email. The payment waits as **Awaiting Confirmation** until someone reviews it.

1. Admin → **Confirm Payments** (or the *Payments to confirm* card on the dashboard).
2. Each card shows the amount, purpose, payer, membership number, transfer or cash date, the sender's details or the name of the officer who received the cash, and a link to **Open proof**.
3. Check the payment:
   - **Bank transfer:** find the credit on the association's bank statement or banking app. Match the amount, date, sender and narration (the payment reference).
   - **Cash:** check that the named officer actually holds the money.
4. If it is correct, type an optional note (e.g. "seen on statement 24 Nov") and click **Confirm**. The payer's dues, project contribution or event place is updated at once and a receipt is emailed. If you open the payment itself, you can also enter the amount received; the system refuses to confirm if it does not match the amount due.
5. If it is not correct, click **Reject**, give a clear reason (at least 5 characters) and submit. The payer is emailed the reason and can correct and resubmit.
6. The **Confirmation history** tab lists every confirmation and rejection with the officer's name, time and note. The same details appear on each payment and on the payer's receipt, and are kept in the audit log.

Proof-of-payment files are stored outside the public website. Only staff with payment permissions can open them.

Bank details and payment methods: Admin → Website Settings → **Payments & Bank Account** (Website Administrator or Super Administrator). Enter the bank name, account name, account number and

optional sort code; edit the instructions shown to payers; switch online, bank transfer and cash payments on or off. Bank transfer appears to payers only once an account number is entered.

Money received without a submission: if someone pays without using the website, the Financial Officer records it under *Payments* → *Record offline payment* (10.3). It is marked confirmed by that officer.

11. Event Managers

Event Managers create events, follow registrations and upload event photos.

11.1 Create an event

1. Admin → **Events** → **New Event**.
2. Enter the title, event type (AGM, Reunion, Alumni Gathering, School Activity, Executive Meeting, Fundraising, Other), status, start and end date/time, venue, featured image, description and organising committee.
3. Registration options:
   - *Allow online registration by members* — on or off.
   - *Registration fee per person* — ₦0 for free events; otherwise members pay through Paystack.
   - *Capacity* — leave blank for unlimited; registration closes when full.
   - *External registration link* — use instead of on-site registration if needed.
4. Link an *Event gallery album* to show photos on the event page.
5. Tick **Display this event on the homepage slider** to promote it; the slide stops showing after the event ends.
6. Save. Use status *Draft* to prepare an event without showing it.

11.2 Manage registrations

1. **Events** → the person-check icon on an event (or **Registrations** on the edit page).
2. See each registrant's name, contact, membership number, guests, payment and status, plus the total expected attendance including guests.
3. Use **Mark attended**, **Cancel** or **Restore** on each person.
4. Click **Export CSV** for an attendance or name-tag list.

11.3 After the event

- Change the status to *Completed*; it moves to *Past events*.
- Upload photos to the linked gallery album (Section 7.7).

12. Super Administrator

The Super Administrator has every permission and is the only role that can restore backups or manage other Super Administrators. Keep at least two people in this role.

12.1 Add staff users

1. Admin → **Users** → *Add staff user / change role*.
2. Enter the person's name and email, choose the role, and (for Set Representatives) the graduating set.

3. Click **Save**. A new person receives an email link to set a password. If the email already belongs to a member, their role is simply changed.
4. In the users table, change a person's role, set or status (active, suspended) and click **Save** on that row.

You cannot change your own role, and the last active Super Administrator cannot be demoted.

12.2 Roles and permissions

Admin → **Roles & Permissions** shows a grid of 23 permissions (rows) against roles (columns). Tick or untick boxes and click **Save** under a role. Use *Create a custom role* for new groups such as a Welfare Committee, then tick its permissions.

The Super Administrator and Alumni Member roles are fixed. Permissions are checked by the server on every request, so hiding a button is never the only protection.

12.3 Audit logs

Admin → **Audit Logs** records every login (and failed attempt), content change, page publish, approval, payment, role change, export and backup, with the user, time and IP address. Filter by action, user or date.

12.4 Backup and restore

Create a backup: Admin → **Backup & Restore** → **Create backup now**. Download it with the arrow button and keep a copy off the server (e.g. Google Drive) at least weekly. The 30 most recent backups are kept on the server.

The database backup does not include uploaded photos or the settings file. Copy the `public/uploads` folder and `config/env.php` with the hosting File Manager as well.

Also copy `storage/private` — it holds the proofs of payment uploaded with bank transfers and cash payments.

Restore a backup (replaces all current data):

1. Choose a saved backup, or upload a `.sql` or `.sql.gz` file.
2. Type `RESTORE` and your password.
3. Click **Restore database**. A safety backup of the current data is taken first, so a mistaken restore can be undone.

12.5 Recover access

If every Super Administrator is locked out, someone with SSH access to the server runs:

```
php bin/create-admin.php "Full Name" email@example.com
```

It asks for a new password and makes that email a Super Administrator. Without SSH, ask your hosting provider to run it.

12.6 Updating the site

1. Create and download a backup.

2. Switch on **Maintenance mode** in Website Settings.
3. Upload the changed files. Never overwrite `config/env.php` or `public/uploads`.
4. Switch maintenance mode off and check the main pages.

13. Troubleshooting and FAQ

Problem	What to do
Installer shows a red cross	Ask your host to enable the missing PHP extension or make the named folder writable
Site shows "Something went wrong"	Check `storage/logs/php-error.log`; for testing only, set `app.debug` to `true`
Pages other than Home give "Not Found"	mod_rewrite is off or `.htaccess` was not uploaded; ask the host to enable it
Emails do not arrive	Check spam; check SMTP details in `config/env.php`; with driver `log`, emails go to `storage/logs/mail.log` only
Activation link expired	Membership Officer clicks *Resend activation link* on the member's page
"Too many failed attempts"	Wait 15 minutes, then use *Forgot password?*
"Your session expired" on a form	Reload the page and submit again (pages left open over 2 hours expire)
Member was debited but payment shows pending	Financial Officer opens the payment and clicks *Re-verify with Paystack*; it usually confirms within minutes via the webhook
"Payment could not be started"	Paystack keys missing or wrong in `config/env.php`
My changes in the Page Builder are not on the site	Click **Publish page**; builder changes stay in draft until published
A content item does not show where I placed it	Check it is Published (not Draft or a future Scheduled date), and the placement's Show from/until dates
A slide is missing	Check *Active*, its start/end dates, and that its linked content is published
Photo upload rejected	Use JPG, PNG, WebP or GIF under 5 MB (attachments: under 10 MB)
A member cannot change their graduation year	It is locked after approval; the Membership Officer edits it
Someone sees "Access denied"	Their role lacks that permission; the Super Administrator adjusts it in Roles & Permissions
Bank transfer option does not appear on the payment page	Enter the account number in Website Settings → Payments & Bank Account and make sure bank transfer is switched on
Pay online option does not appear	Real Paystack keys are not yet in config/env.php, or online payments are switched off in Website

Problem	What to do
	Settings
My transfer still shows Awaiting Confirmation	An officer has not reviewed it yet; contact the secretariat with your payment reference
My payment was rejected	Read the reason in the email or in Dues & Payments, click Resubmit, correct the details or upload a clearer proof
Officer cannot confirm: “amount does not match”	The payer sent a different amount. Reject with a note, or record the amount actually received as an offline payment

Can visitors see the alumni directory? No, it is for logged-in members only, unless *Allow visitors to browse the directory* is switched on in Website Settings → Membership & Dues.

Are card details stored on the site? No. Card payments are handled entirely by Paystack.

14. Quick reference

Key addresses (add them to `https://dssabuzariaalumni.org`):

Address	Page
`/login`	Log in (members and staff)
`/register`	Membership registration
`/forgot-password`	Reset password
`/member`	Member portal
`/admin`	Admin dashboard
`/directory`	Alumni directory
`/donate`	Donations and project contributions
`/events?view=calendar`	Events calendar
`/sitemap.xml`	Sitemap for search engines
`/payments/webhook`	Paystack webhook (for Paystack settings only)

Who can do what (default permissions):

Task	Super Admin	Website Admin	Content Editor	Membership Officer	Financial Officer	Event Manager	Set Rep
Content, slider, gallery	✓	✓	✓			Gallery	
Page builder, menus, settings	✓	✓					

Task	Super Admin	Website Admin	Content Editor	Membership Officer	Financial Officer	Event Manager	Set Rep
Approve and edit members	✓	View		✓	View		
Graduating sets	✓	✓		✓			Own set
Executives	✓	✓					
Events and registrations	✓	✓				✓	
Projects	✓	✓			✓		
Payments and dues	✓				✓		
Messages and newsletters	✓	✓ (newsletters)		Messages			
Reports	✓	✓		✓	✓		
Users, roles, audit, backup	✓						
Confirm transfer and cash payments	✓				✓		

The Payment Confirmation Officer can view payments and confirm or reject transfers and cash, nothing else. The Super Administrator can change any of these in **Roles & Permissions**.