

ASAPU Membership Management System

User Manual (For Admins/NEC & Members)

Version 1.0 | December 2025

1. System Overview

The ASAPU Membership Management System is a secure, modern online platform that allows members to join, renew, register for events, access resources, and manage their profile — while giving administrators (NEC) full control over members, payments, events, documents, notifications, and reports.

Key Benefits

- No more paper forms or manual Excel tracking
- Instant payments via MTN MoMo, Airtel Money, or Card (powered by Flutterwave)
- Automated emails, receipts, e-tickets, and reminders
- Professional member portal and admin dashboard

Access

- Public Site: <https://asapuuganda.org/> (join or login)
- Admin Panel: <https://members.asapuuganda.org/admin/>
- Member Portal: After login from public site

2. For Members – How to Use the Portal

A. Join or Renew Membership

1. Visit the ASAPU website (<https://asapuuganda.org/>)
2. Click **“Join or Renew Membership”**
3. Fill the registration form (name, email, phone, password)
4. Click **“Proceed to Payment”**
5. Pay the annual fee via MTN MoMo, Airtel Money, or Card
6. On success:
 - Receive welcome email with Member ID (e.g., ASAPU2025-001)
 - Account activated instantly
 - Can log in immediately

B. Log In to Your Portal

1. Go to home page
2. Enter your **email** and **password** in the login box
3. Click **Login**
4. You land on your **Member Dashboard**

C. Member Dashboard – What You See

- Welcome message with your name
- Membership status (Active / Expired / Pending)
- Quick stats:
 - Upcoming events
 - Available resources
 - Your payments
 - Your event registrations
- Quick action buttons:
 - Resources
 - Events
 - Payments
 - Profile

D. Access Resources (Resource Centre)

1. Click **Resource Centre** in sidebar
2. See list of newsletters, magazines, policies, training PDFs
3. Click **Download PDF** to save/open

E. Register for Events

1. Click **Events & Registration** in sidebar
2. View upcoming and past events
3. For upcoming events:
 - If **FREE** → Click “Register Free” → instantly registered
 - If **PAID** → Click “Pay & Register” → pay via Flutterwave → get e-ticket
4. After registration:
 - See “Already Registered” badge
 - Receive confirmation email + **PDF e-ticket with QR code**

F. View Payment History

1. Click **Payment History** in sidebar
2. See all your transactions (membership + events)
3. View amounts, dates, methods, status

G. View / Update Profile

1. Click **My Profile** in sidebar

2. See your details: name, Member ID, email, phone, join/expiry dates, status
3. If expired → big “Renew Now” button

H. Change Password

1. Click **Change Password** in sidebar or dropdown
2. Enter current + new password → update

I. Forgot Password

1. On login page → click “Forgot Password?”
2. Enter email → receive reset link
3. Click link → set new password

3. For Admins / NEC – Admin Panel Guide

Login: <https://asapuuganda.org/admin/> Default: admin@ asapuuganda.org / asapu123 (to be changed after testing)

Dashboard

- Quick stats: total members, active, payments, events

Members Management

- **View All Members** – Full list with search/filter
- **Add New Member** – Manual registration (for walk-ins)
- **View Profile** – Detailed member info + stats
- **View Payments** – Member's full payment history (exportable)
- **Edit Member** – Update details, status, dates

Events Management

- **Manage Events** – Add/edit events, set fee/capacity
- **View Registrations** – See who registered for each event

Resource Management

- **Upload Documents** – Add newsletters, magazines, policies (PDF only)
- Documents instantly available to all logged-in members

Notifications

- **Send Messages** – Click “Notify All”

- Choose Email and/or SMS
- Message sent to all active members

Payments

- **Track Payments** – Full transaction list with filters (search, status, type, date)
- Export CSV/Excel/PDF

Reports & Exports

- **Revenue Report** – Total income, membership vs events
- **Members Report** – Active/expired/pending counts + export
- **Attendance Report** – Who registered for events + export
- **Export All** – One-click CSV for revenue, members, attendance

Account Settings

- **Profile** – Update name, email, phone
- **Change Password** – Secure update

4. Automated Features (Runs in Background)

Event	What Happens Automatically
Payment successful	Receipt/e-ticket emailed, membership activated
Event registration (paid)	E-ticket PDF with QR code emailed
Membership expires in 7 days	Reminder email sent
New document uploaded	Instantly visible to all members in Resource Centre

5. Support & Security

- All passwords encrypted
- Payments secure via Flutterwave
- Forgot password with 1-hour reset link
- Contact admin@asapu.org for support

Welcome to the new digital ASAPU! Enjoy a seamless, professional membership experience.

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