

MyClubHouse Complete Admin Manual

Comprehensive Guide to All Administrative Features and Functions

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System Operations & Daily Management

These features manage the daily opening and closing of the clubhouse, including member logins and status tracking.

Good Morning

File: `goodmorning.php`

Marks the clubhouse as open for the day and displays important daily memos and announcements.

Key Functions:

- Open House button to unlock the clubhouse for member access
- View and read all daily memos from administrators
- See memo details including date, headline, content, and responsible admin
- Check important announcements for the current day
- House status is written to the system file (`open.flat`)

Good Night

File: `goodnight.php`

Handles end-of-day operations including bulk logout of members and sending memos.

Key Functions:

- Log Out All Members - Force logout all currently logged-in members with timestamp
- Send Memos - Create and submit messages to members for important announcements
- Memo Details - Set date, headline, and message content
- Close House - Lock down the clubhouse, preventing member access
- Admin Assignment - Assign responsible admin to each memo

Logbook

File: logbook.php

View the activity log of member logins and logouts with detailed timestamps and duration records.

Key Functions:

- View complete login/logout history for members
- See session start and end times
- Calculate session duration automatically
- Filter by date range or specific members
- Export activity logs if needed

Manual Entry

File: manual_login.php

Manually record member attendance when automatic check-in is not available.

Key Functions:

- Search and select members to manually record attendance
- Set custom login and logout times
- Useful for walk-in visitors or technical issues
- Create manual attendance records in the system
- Override automatic tracking when needed

Quick Logout

File: quick_logout.php

Quickly logout a specific member without going through the normal member interface.

Key Functions:

- Search for a member by name or ID
- Immediately end their active session
- Record logout time automatically
- Useful for problem members or system issues
- Admin override functionality

Member Management

Manage club members, their profiles, information, and relationships.

Add Member

File: add_member.php

Create new member profiles in the system with complete information.

Key Functions:

- Enter member name, date of birth, and contact information
- Assign house unit and member type
- Set employment/livelihood status
- Define member relationships (family, etc.)
- Add emergency contact information
- Set initial PIN for member login

Member Directory

File: people.php

View all club members in a searchable grid with status indicators.

Key Functions:

- Display all members with profile pictures
- Show member status (online/offline with color coding)
- View house unit and member type
- See current login/logout times
- Birthday indicators with flags
- Quick member count display
- Click to login member directly

Member Search

File: member_search.php

Advanced search functionality to find members by various criteria.

Key Functions:

- Search by name, ID, or phone number
- Filter by status (active/inactive)
- Filter by house unit
- Filter by member type
- View detailed results with contact information
- Quick action buttons for common tasks

Contacts

File: `contacts.php`

Manage emergency contacts and relationship information for members.

Key Functions:

- View and edit emergency contact information
- Define relationship types (family, friend, professional, etc.)
- Store next-of-kin information
- Set contact priority levels
- Manage contact details for each member

Member Groups

File: `groups_admin.php`

Organize members into groups for targeted communication and activities.

Key Functions:

- Create and manage member groups
- Add/remove members from groups
- Use groups for targeted notifications
- View group composition and membership
- Delete or modify existing groups

Activity Feedback

File: activity_feedback_admin.php

View and manage feedback from members about activities and events.

Key Functions:

- Review member feedback on activities
- Track member satisfaction scores
- View detailed comments and suggestions
- Manage feedback responses
- Generate feedback reports

Events & Calendar Management

Manage events, activities, and create a calendar of upcoming activities.

Calendar

File: calendar.php

View the full calendar of events and activities for the month.

Key Functions:

- Display month view of all events
- Color-coded event categories
- View event details by clicking on dates
- Navigate between months easily
- See attendance information for each event



Today's Events

File: today.php

View all events and activities scheduled for today.

Key Functions:

- Display today's scheduled events in order
- Show event times and duration
- View attendee count for each event
- Quick action buttons to manage events
- Real-time updates of ongoing activities



Any Day Events

File: anyday.php

Search and view events on any specific date.

Key Functions:

- Pick a date to view events
- See all activities scheduled for that date
- View attendance details
- Check event times and locations

Create/Manage Events

File: `dayevents.php`

Create and manage upcoming events and activities.

Key Functions:

- Add new events with date, time, and description
- Set event category and type
- Define event location
- Set maximum attendance if needed
- Edit existing events
- Delete cancelled events
- Notify members of event changes

Communications

Send messages, emails, and announcements to members.



Notifications

File: send_notification.php

Send in-system notifications to members or admin groups.

Key Functions:

- Send to All Members, All Admins, or specific individuals
- Multi-select interface for choosing recipients
- Large textarea for message composition (5000 char limit)
- Message validation before sending
- Timestamp and read status tracking
- Success feedback with recipient count



Send Email

File: sending_email.php

Send emails to members or groups using SMTP configuration.

Key Functions:

- Compose emails with subject and body
- Select single or multiple recipients
- Use email templates if available
- Attach files or documents
- Schedule emails for later if available
- Track email delivery status



Email Archive

File: `reading_email.php`

View and manage sent and received emails.

Key Functions:

- View sent email history
- Search emails by date or recipient
- View email content and attachments
- Delete old emails
- Export email records



Announcements

File: `announcements_admin.php`

Create and manage public announcements for the clubhouse.

Key Functions:

- Create new announcements with title and content
- Set announcement visibility and date
- Edit or remove existing announcements
- Highlight important information
- Scheduled announcements for future dates



Attendance & Activity Tracking

Track member attendance and daily activity in the clubhouse.



Today's Attendance

File: show_today.php

View attendance numbers and activity for today.

Key Functions:

- See total number of members present today
- View currently logged-in members
- Track login/logout times
- Monitor ongoing activities
- Generate quick statistics for today



Visitors

File: visitors.php

Track and manage visiting guests to the clubhouse.

Key Functions:

- Register visitor check-ins
- Track guest duration and activities
- View visitor history and patterns
- Manage visitor information
- Generate visitor statistics



Food & Dining Management

Manage menus, dinner voting, and kitchen operations.



Menu Management

File: menu.php

Create and manage the weekly kitchen menu.

Key Functions:

- Create weekly menus for each day
- Add meal descriptions and ingredients
- Set meal times and serving details
- View member menu preferences
- Handle dietary restrictions
- Archive past menus



Dinner Vote

File: dinner_vote_admin.php

Manage member voting on dinner options and preferences.

Key Functions:

- Create dinner voting options
- View voting results and preferences
- Track member attendance at dinners
- Manage dietary preferences voting
- Generate dinner attendance reports



Leisure Programs (Fritidsprogram)

Manage structured leisure and activity programs for members.



Fritidsprogram Schedule

File: fritidsprogram_admin.php

Create and manage leisure program activities and schedules.

Key Functions:

- Create new leisure programs with dates and times
- Define program categories and types
- Set program capacity limits
- Schedule programs for specific members or groups
- Manage program instructors or leaders
- Edit or cancel programs



Fritidsprogram Attendance

File: fritidsprogram_attendance_admin.php

Track member attendance in leisure programs.

Key Functions:

- Record member attendance for each program
- Mark members as present/absent
- Track attendance history
- Generate attendance reports
- Analyze participation patterns



Security & Access Control

Manage security features, PIN resets, and account access.

Reset Member PIN

File: reset_pin.php

Reset forgotten or compromised PINs for regular members.

Key Functions:

- Search member by name or ID
- Generate new random PIN
- Set custom PIN if preferred
- Notify member of new PIN
- Force password change on next login

Reset Admin PIN

File: reset_admin_pin.php

Reset forgotten or compromised PINs for admin accounts.

Key Functions:

- Search admin account
- Generate new admin PIN
- Set custom PIN for admins
- Enforce PIN reset on next login
- Audit PIN reset actions



Unlock Members

File: `unlock_members.php`

Unlock member accounts that have been locked due to failed login attempts.

Key Functions:

- View locked member accounts
- Unlock specific members
- View lock reason and duration
- Bulk unlock if needed
- Track unlock history



Unlock Admins

File: `unlock_admin.php`

Unlock admin accounts that have been locked due to security lockouts.

Key Functions:

- View locked admin accounts
- Unlock admin accounts immediately
- View lock time and reason
- Emergency unlock procedures
- Audit admin unlock actions



Statistics & Reporting

Access comprehensive statistics and reports on member activity and clubhouse operations. All statistics pages are available through `allstatistics.php`.



Birthday Report

File: birthday_statistics.php

View members by age range and upcoming birthdays.

Key Functions:

- Filter members by age range
- View upcoming birthdays
- Generate birthday lists
- Plan birthday celebrations



Activity Report

File: activity_statistics.php

See which members were active or inactive during a selected month.

Key Functions:

- Filter by month and year
- Identify active members
- Identify inactive members
- View activity duration statistics



Individual Statistics

File: `primary_statistics.php`

Detailed statistics for individual members including login history and patterns.

Key Functions:

- Select member and view detailed profile
- View complete login history
- Analyze visit patterns by day/time
- Calculate total attendance time
- Export member statistics



Unit Statistics

File: `unit_statistics.php`

View aggregate statistics for specific house units or departments.

Key Functions:

- Select house unit to analyze
- View unit member count
- Analyze unit visit patterns
- Compare activity across units



Attendance Statistics

File: attendance_statistics.php

Monthly attendance reports with summary statistics and daily breakdown.

Key Functions:

- Select month to analyze
- View daily attendance counts
- Calculate average attendance
- Identify peak attendance days
- Export attendance reports



Daily Activity Statistics

File: daily_activity_statistics.php

Detailed daily statistics including programs, events, and activities.

Key Functions:

- View detailed statistics for each day of month
- Track program attendance by type
- Monitor activity event participation
- Count visitor interactions
- Analyze daily trends

Member Count Report

File: members.php

Overall member statistics and demographic information.

Key Functions:

- View total member count
- Break down by status (active/inactive)
- Analyze by house unit
- View age distribution
- Generate member reports



Appointment Schedule

File: aftaleskema.php

View member appointments across different activity types.

Key Functions:

- Select month to view appointments
- Filter by activity type (DA, FA, RA, ArA)
- See scheduled appointments
- Track member commitments



Activity Marker

File: activity_marker.php

Track member activities across 12 months with charts and detailed statistics.

Key Functions:

- View 12-month activity overview
- See activity patterns and trends
- Generate activity charts
- Identify seasonal patterns



Daily Attendance PDF

File: daily_attendance_statistics.php

Generate PDF reports of today's or any day's attendance with details.

Key Functions:

- Generate attendance reports as PDF
- Include member login/logout times
- Calculate session durations
- Print-friendly format
- Export for record keeping



System Administration & Settings

Configure system settings, manage data, and control overall system behavior.

Administrator Settings

File: admin.php

Central control panel for comprehensive system configuration.

Key Functions:

- **Backup & Restore:** Export/import settings as JSON files
- **Clubhouse Settings:** Configure full and short club names, select country flag
- **Fritidsprogram Hours:** Set leisure program operating hours for each day with enable/disable toggle
- **Language Selection:** Choose system language from available language packs
- **Data Management:** Add/delete house units, member relationship types, next-of-kin types, livelihood categories
- **Email Configuration:** Set SMTP server, port, username, password, and encryption method
- **Display Settings:** Configure members per row in grid, set login counter starting value
- **Admin Unlock:** Unlock locked admin accounts directly
- **Archive Management:** View and delete archived PDF files with pagination

Opening Hours

File: opening_hours.php

Set regular weekly opening hours for the clubhouse.

Key Functions:

- Define opening time for each day of the week
- Define closing time for each day
- Mark days as closed if needed
- Save weekly schedule
- Members can view this schedule to plan visits

Language Settings

File: language.php

Change the system language interface.

Key Functions:

- Select from available languages
- Apply language to entire system
- View available language options
- Switch languages anytime

Forms Management

File: formulators.php

Manage and configure system forms for various functions.

Key Functions:

- View available forms in the system
- Configure form fields and settings
- Manage form submissions
- Archive completed forms
- Generate form reports

Additional Features

Additional features available in the admin panel.

Home

File: `index.php`

Return to the main homepage of the system.

Features Documentation

File: `docs/FEATURES_CURRENT.php`

View complete documentation of all current system features.

Meetings

File: `meetings_admin.php`

Schedule and manage meetings for members.

Key Functions:

- Schedule new meetings with date, time, and location
- Send meeting notifications to members
- Track meeting attendance
- Manage meeting materials

Important Security Notes:

- **Admin Access Required:** All admin functions require admin status (`member_status = 1`)
- **Session Management:** The system uses PHP sessions for security
- **PIN Security:** Member PINs are 4-digit codes - keep them private
- **Account Locks:** Failed login attempts trigger automatic locks (1 hour duration)
- **Email Configuration:** Ensure SMTP settings are correct before sending emails
- **Data Backups:** Regularly backup system data through the admin panel

✓ Best Practices:

- Open the house first thing in the morning using Good Morning
- Always close the house at end of day using Good Night
- Send important announcements via memos for member visibility
- Regularly check statistics to monitor activity patterns
- Keep member PIN information confidential
- Archive important reports for record keeping
- Use Activity Feedback to understand member satisfaction

💡 Quick Tips:

- Use Member Search to quickly find members and their information
- Calendar view shows all events for easy planning
- Quick Logout is useful for emergency situations
- Statistics provide insights into member engagement
- Notifications are sent in-system and visible to members on login
- Groups can be used to target communications to specific member segments



Quick Reference - All Admin Pages

Feature Name	File	Category	Primary Function
Good Morning	goodmorning.php	Operations	Open house, view daily memos
Good Night	goodnight.php	Operations	Close house, logout members, send memos

Feature Name	File	Category	Primary Function
Logbook	logbook.php	Attendance	View login/logout history
Manual Entry	manual_login.php	Attendance	Manually record attendance
Quick Logout	quick_logout.php	Attendance	Force logout specific member
Add Member	add_member.php	Members	Create new member profile
Member Directory	people.php	Members	View all members in grid
Member Search	member_search.php	Members	Search members by criteria
Contacts	contacts.php	Members	Manage emergency contacts
Groups	groups_admin.php	Members	Organize members into groups
Calendar	calendar.php	Events	View monthly event calendar
Today's Events	today.php	Events	View today's activities
Any Day Events	anyday.php	Events	View events on specific date

Feature Name	File	Category	Primary Function
Create Events	dayevents.php	Events	Create and manage events
Notifications	send_notification.php	Communications	Send in-system messages
Email	sending_email.php	Communications	Send emails to members
Email Archive	reading_email.php	Communications	View email history
Announcements	announcements_admin.php	Communications	Create public announcements
Menu	menu.php	Food	Manage weekly kitchen menu
Dinner Vote	dinner_vote_admin.php	Food	Manage dinner voting
Fritidsprogram Schedule	fritidsprogram_admin.php	Programs	Create leisure programs
Fritidsprogram Attendance	fritidsprogram_attendance_admin.php	Programs	Track program attendance
Reset Member PIN	reset_pin.php	Security	Reset member passwords
Reset Admin PIN	reset_admin_pin.php	Security	Reset admin passwords
Unlock Members	unlock_members.php	Security	Unlock member accounts
Unlock Admins	unlock_admin.php	Security	Unlock admin accounts

Feature Name	File	Category	Primary Function
Admin Settings	admin.php	System	System configuration
Opening Hours	opening_hours.php	System	Set weekly hours
Language	language.php	System	Change system language
Forms	formulars.php	System	Manage system forms
Statistics	allstatistics.php	Reports	Access all statistics
Activity Feedback	activity_feedback_admin.php	Members	View member feedback
Visitors	visitors.php	Attendance	Track visiting guests
Meetings	meetings_admin.php	Events	Schedule and manage meetings

MyClubHouse Complete Admin Manual

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This manual documents all administrative features and functions available in the MyClubHouse system.

For support, contact: support@fullstopforward.eu

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