**Making Tracks Earth Education Web-App Flow Description**  
  
We have tried to describe the flow of the website **in this colour**. We tried to explain how various components of the portal will work and will communicate between them.

**PHASE 1 SOW:**

1. Website theme design (3 mockups w/ revisions)
   * Theme example: ( <https://wordpress.org/plugins/wp-courses/>)
2. Mobile friendly & responsive
3. Logo cleanup
4. Basic Digital Brochure Website (multi-page) & approximately 7-10 pages
   * Home

On the home page we thought of displaying photos, videos from the gallery, and featured courses/classes with title, cover image, price and ‘buy’ button.   
  
Also on the home page, we will show testimonials/reviews, instructor bio etc. For homepage contents we will follow as directed here @ <https://docs.google.com/document/d/1_F7f8-JXQT6BaVstOtReWbnLncYHrHDHi05-EnSEf0c/edit> .

* + About: History/Mission/vision/values/philosophy

All this information will be added by the admin from the website backend. We’ll provide them an html editor and a web form to add that information on the portal. On the frontend of the website, we will show that information wherever applicable.

* + Instructor Biographies

Admin will add these biographies and on the website front end we will show that information wherever applicable. Since there will be one instructor for now, do we still show more than one instructor’s biography?

* + Testimonials / Reviews

Admin will add/edit both testimonials and reviews from the admin backend (we will provide a web form and html editor to this information). We will show testimonials/reviews on the home page and on other page wherever applicable. Each testimonial shall have a title, author, description, image etc.

Also we can think of taking parent’s testimonials or reviews within the portal and once the admin approves those, on the portal we will show those. The parents will sign into the portal, will book a class/course and then only will be allowed to give a review against the course. But for this part, we need your confirmation.

* + Gallery: Photos & Videos

1. Admin will have these photos and videos with title, description etc. On the frontend we will display these photos/videos taken from the backend gallery. Regarding videos, if you want to add YouTube/Vimeo embed url’s, plz confirm.
2. Also for each class, admin can add pictures and videos. And they will also be considered as assets of portal gallery (photos and videos).
   * Classes

Admin will add the classes from the backend. On the ‘Classes’ page @ frontend, we will show those classes listed in a tabular format. The featured classes will be listed at the top and the rest of the classes will be displayed based having a starting date closer to the current date. Also on the top of the page we can have a list of categories/class-type in which the classes belong, and clicking on a category/class-type will list the classes that belong to the clicked category/class-type.

* + Contact (with form)

The user on the portal will read the portal contact information from this page and also will get a web form to ask questions from the portal admin.

1. User Registration & Authentication
   * ADMIN
   * Sub-ADMIN (Class Volunteers)
     + Class Volunteers can access the class calendar to participate as class volunteers on specific class dates
   * Users (Family / Parents)
     + Family / Parents can have multiple children registered within their profile
     + Parents can make themselves Class Volunteers @ registration
2. Parents are the only users who will sign up into the portal.
3. Parents will sign into the system as well and can reset passwords.
4. During sign up parents will get a web form with fields (to know various fields, plz refer <https://docs.google.com/document/d/1E5c1m_n7M3q4jdyc2g72e4U0Eqcw0LcNzt_wcjhUjds/edit>).
5. During registration the parents need to confirm and activate their email ids. The system will send them an email and they need to click on a link sent to the email. Once they confirm their email id, the 1st step of sign up process will be complete.
6. During sign up they’ll also register their children with details (for fields plz refer <https://docs.google.com/document/d/1E5c1m_n7M3q4jdyc2g72e4U0Eqcw0LcNzt_wcjhUjds/edit>) .
7. Once they complete the registration process, they’re now ready for booking classes in which they’re interested for their children.
8. User Profile
   * Retain user profile information
   * Auto-populate user information @ Class registration form
   * Family / Parents can have multiple children registered within their profile
9. As soon as a parent finishes the registration steps, the system makes a profile page ready for each parent.
10. This profile page auto populates each parent’s details along with his/her children details.
11. The profile also includes showing their booking details (both past and upcoming).
12. Virtual Legal Liability Waiver Approval @ User registration / Checkbox & virtual signature (like accepting Terms & Conditions)
13. Each parent needs to agree to the terms and conditions of the portal during sign up.
14. The system also takes consent from the parents before using their pictures etc publicly on the portal.
15. Class / Course / Events Purchase Modules (Multi-Class Overview - Controlled by ADMIN)
    * Three classes offered minimum
    * Family / Parents user can select and purchase a class (auto-populate profile information)
    * Family / Parents user can select and purchase a class
    * Family / Parents user can assign child name to class @ purchase
    * Class Purchase can have discount / promo code controlled by ADMIN
    * Users are automatically emailed a purchase receipt after transaction
16. A parent can book a class for his/her children if he/she is interested in booking the class and also if the class is available for booking.
17. While booking a parent needs to check the age group allowed for the class and if their children belong to that group or groups.
18. If age criteria are not met, a parent still can book the class for his/her child checking the exception checkbox and writing proper reasons to explain the exception clause.
19. There will not be any cart. During booking a class, the parent can choose the number of children from a dropdown and accordingly the price will change.
20. If a parent is an already registered parent, the system knows about the children of the parent. So the number of children will be automatically selected into the number of kids’ dropdown and next to the dropdown the children names will be listed and next to each child there will be a checkbox so the parent can select/unselect one. Accordingly the number of kids into the dropdown will keep changing.
21. If a parent is not registered they still search for a class they’re interested in. From the class details page, they can read if there is any clause (such as age group criteria etc). They can next select the number of kids from the dropdown and move to checkout.
22. In this step also the parent can check a checkbox if he/she wants to be involved with the co-op service of the class. If a class has ‘required co-op service from the parent’ property on, then for those courses the parents will see that checkbox.
23. During checkout they can apply coupons to get some discount if they have any valid coupon.
24. Then they’re asked to sign-in or sign up.
25. Once they sign or sign up, they’re taken to the final checkout page of the booking steps.
26. If a parent does need to sign up in this step, they need to go through the steps mentioned #5 (above).
27. On this page the parents select a payment processor and pays for the booking. They get an email with booking and payment details after the payment is successful.
28. Calendar: Class / Course / Events Scheduler ( 1-ADMIN calendar)
    * Corresponds to Class events (multi-day classes)
    * Shows Class location on GEO map
    * Allows for Volunteer Signup per days
    * Show class availability @ 'Open' or 'Full / Closed' & number of registrants currently enrolled (class purchases) plus minimum / maximum participants allows.
    * Class Volunteers can access the class calendar to participate as class volunteers on specific class datesWebstore to purchase individual classes (1-time purchase & checkout)
29. In general a class takes multiple days in completion. Each class shall have a start date/time and end date/time.
30. When admin creates a course / class, admin mentions the number of volunteers it needs, minimum number of children to be registered with the class for the class to happen, and also a date by when the admin checks the minimum number of enrolments occurred or not.
31. If the minimum number of volunteers’ conditions is not met, admin may cancel a class.
32. If the minimum number of enrolments by a given date is not met, admin may cancel a class.
33. Even if there is one less booking than the minimum number of booking expected, the admin still can go ahead with the class.
34. If a parent agrees to co-op service for a class the admin can assign the parent to one or multiple days of volunteer service of the class. If the co-op quota is already filled up, admin can keep a parent in ‘waiting’ mode.
35. A parent can sign into the system and can see the classes he/she booked and also can see the days he/she is giving co-op service. If one day such a parent is sick, ADMIN can opt him out from the co-op service. Then admin can fill in that position by another parent.
36. Shopping Cart Checkout
37. There won’t be any cart here.
38. A parent can choose the number of kids from a dropdown and can apply for a coupon if they have one and will checkout.
39. Stripe Integration
    * Paypal, credit card, apple pay
40. We will integrate Stripe payment gateway api for credit card processing.
41. We will also keep a PayPal button for users who will like to pay using PayPal.
42. ApplePay is not available on PWA Web-App (non iOS and Android native Apps)
43. GEO maps for Class Event locations
44. For each class admin needs to input street address, city, state, zip, country.
45. On the class/course details page, we will show each class location on a Google map.
46. ADMIN Email system:
    * Email facility for ADMIN to communicate with the various registered users.
47. We’ll give an admin facility for admin to send email to each parent. For email service we will integrate Send grid providers with the system.

Admin features:

Some of the admin panel features listed below:

1. Courses: under this menu we will have these tabs:
   * + 1. Category:from this tab, the admin will add the various categories a course shall belong.
       2. Course type:from this tab, the admin will add the various course types a course shall belong. Categories and course types will be different, right?
       3. General: from this tab we will list the courses added by admin. From here admin can add/edit a course/class if needed.  
          For each course, the admin will offer 5 sets of prices, such as price\_1\_kid, price\_2\_kids, price\_3\_kids, price\_4\_kids and price\_5\_kids. I think that many are sufficient, No?
       4. Pictures and videos: from here admin can add pictures and videos of a class.
       5. Booking List: From here admin can see the list of bookings done for a class. Also can go to booking details information from here.
       6. Volunteers: here admin will see the list of parents agreed for coop service of a class. From here admin can assign a parent as a volunteer of a class for one day or for a range of days. If a volunteer cancels for a particular day for their sickness, that too be managed from here by the admin.
       7. Action: From here admin can cancel a class or can decide to go ahead with a class even if certain conditions are not met. If admin has to override any decision, admin does that form this tab.
2. Parents: Under this menu we will give the following tabs:  
   * + - 1. General: Here we will see the list of parents registered into the portal.
         2. Children: Under this tab, we will see the details of the children of the parent.
         3. Booking list: under this tab, we will list the bookings list made by the parent, and also from there admin can go into the details of the booking.
         4. Send email: from this tab, admin can send emails to the parents.

1. Payment: From this menu admin will be able to see the payments made on the portal and from here admin can search a transaction and export a list (.csv) of payment entries.

Coupon: Admin can create coupons (6 characters long, alphanumeric) from the admin panel and can give those to parents of the website. Using coupons during checkout, the parents will get certain discounts. Once a coupon code is used, it can’t be used further. Each coupon code shall have an expiry date. After expiry, the coupon shall become invalid.

1. Instructor: From this menu admin will add the instructors and the instructors will be listed under this menu. For now there will be just one inspector.
2. CMS: From this menu admin will be able add/edit various contents of the website. Such as terms n conditions, objective of the portal. Also under this menu we will give a sub menu to manage the contact requests made on the portal.
3. We will give a dashboard for the admin. On the dashboard we have thought of displaying:
4. Number of bookings made today and in the last 7 days.
5. Payment made today and in the last 7 days.
6. Apart from the above menus, there will be menus/buttons for the admin to reset password, to sign out from the system.