

PUKKECONNECT USER MANUAL

2025



CMPG323

Table of Contents

1. INTRODUCTION	3
2. ACCESSING THE PLATFORM	3
2.1 ACCESS LINK	4
2.2 RECOMMENDED DEVICES	4
2.3 LOGIN ACCESS.....	4
2.4 NEW USERS	5
2.5 IF YOU EXPERIENCE ACCESS ISSUES	7
3. HOME AND PUBLIC PAGES	8
3.1 LANDING PAGE OVERVIEW	8
3.2 ABOUT US PAGE.....	13
3.3 CONTACT US PAGE	14
3.4 TERMS & CONDITIONS PAGE	15
4. STUDENT USER GUIDE	16
4.1 LOGIN AND DASHBOARD ACCESS	16
4.2 MY PROFILE SECTION	18
4.3 EXPLORE SECTION	19
4.4 SOCIETIES SECTION	21
4.5 POSTS SECTION.....	22
4.6 QUIZ SECTION	23
4.7 NOTIFICATIONS SECTION.....	24
4.8 EVENTS SECTION	25
5. SOCIETY ADMIN USER GUIDE	26
5.1 OVERVIEW SECTION	26
5.2 MEMBERS SECTION.....	27
5.3 EVENTS SECTION	29
5.4 POSTS SECTION.....	32
5.5 MESSAGES SECTION	35
5.6 SETTINGS SECTION	35
5.7 METRICS SECTION	37
5.8 SOCIETY REGISTRATION SECTION	37
6. UNIVERSITY ADMIN USER GUIDE	39
6.1 OVERVIEW SECTION	39
6.2 ANNOUNCEMENTS SECTION	40
6.3 SOCIETIES SECTION	41
6.4 USERS SECTION.....	44
6.5 EVENTS SECTION	46
6.6 POSTS SECTION.....	48
6.7 REPORTS SECTION	50
6.8 ANALYTICS SECTION	50
7. TROUBLESHOOTING AND SUPPORT	51
7.1 COMMON ISSUES & SOLUTIONS.....	51

7.2 SUPPORT CONTACT	51
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1. Introduction

The PukkeConnect User Manual serves as a comprehensive guide for students, society administrators, and university staff using the PukkeConnect platform. The system was developed to enhance student engagement and simplify the management of university societies at North-West University (NWU). PukkeConnect provides a digital space where students can explore societies, discover opportunities aligned with their academic interests and personal passions, and participate in campus activities. The platform uses an intelligent matchmaking algorithm to recommend societies that best fit a student's interests, schedule, and study field. In addition to connecting students and societies, PukkeConnect provides society leaders and university administrators with powerful tools to manage memberships, events, announcements, and analytics. Through its modern web interfaces, it ensures that every member of the university community can engage easily, stay informed, and contribute to campus life.

This manual includes step-by-step instructions for creating accounts, managing profiles, joining societies, posting events, sending communications, and monitoring participation. It also provides troubleshooting guidance and support contact information for any technical issues that may arise.

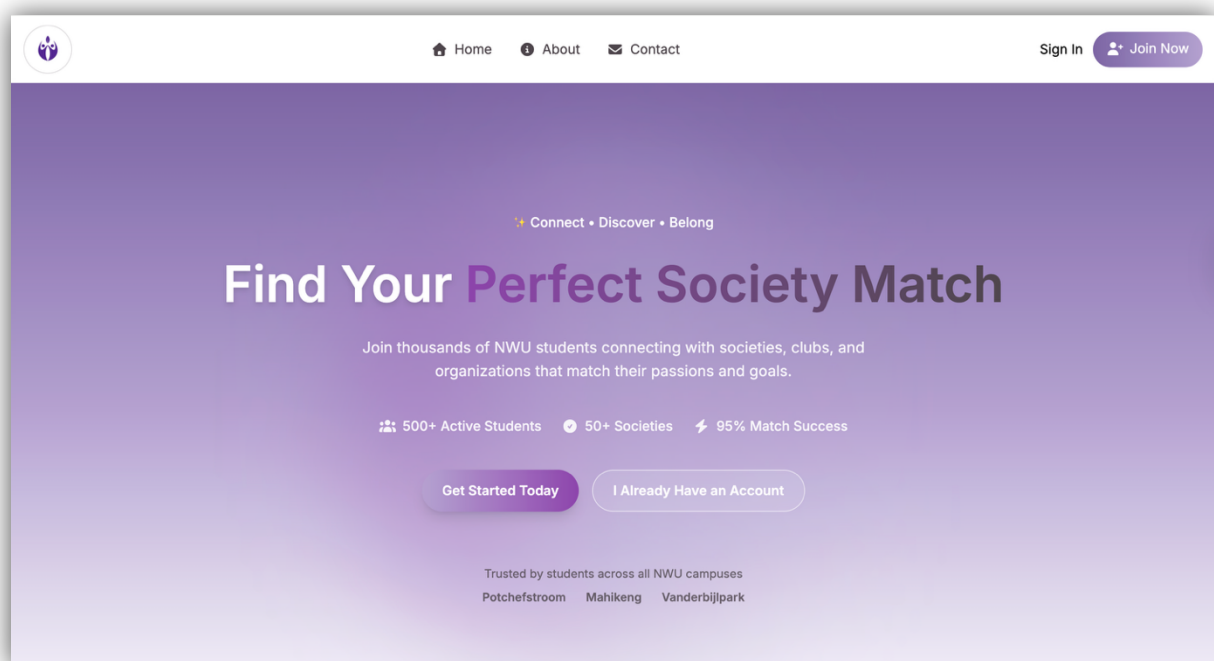


Figure 1: PukkeConnect Home Page Overview

2. Accessing the Platform

PukkeConnect is a web-based application accessible through any modern browser, such as Google Chrome, Firefox, Microsoft Edge, or Safari. No installation is required; users can simply visit the hosted URL to begin using the platform.

2.1 Access Link

Website: <https://pukkeconnect-frontend.vercel.app/>

2.2 Recommended Devices

- **Laptop or Desktop:** For the best experience and full feature access (dashboards, management tools, etc.).
- **Mobile / Tablet:** Supported through a responsive layout for browsing societies, posts, and events.

2.3 Login Access

1. Click “**Sign In**” (Refer to circle 1 in Figure 2.1a) in the top-right corner of the home page, or click “**I already have an account**” (Refer to circle 2 in Figure 2.1a) on the header of the landing page. This will take you to the login screen, as shown in Figure 2.1b
2. Enter your **NWU student number** and password.
3. The system automatically directs you to the appropriate dashboard based on your role:
 - **Student Dashboard**
 - **Society Administrator Dashboard**
 - **University Administrator Dashboard**

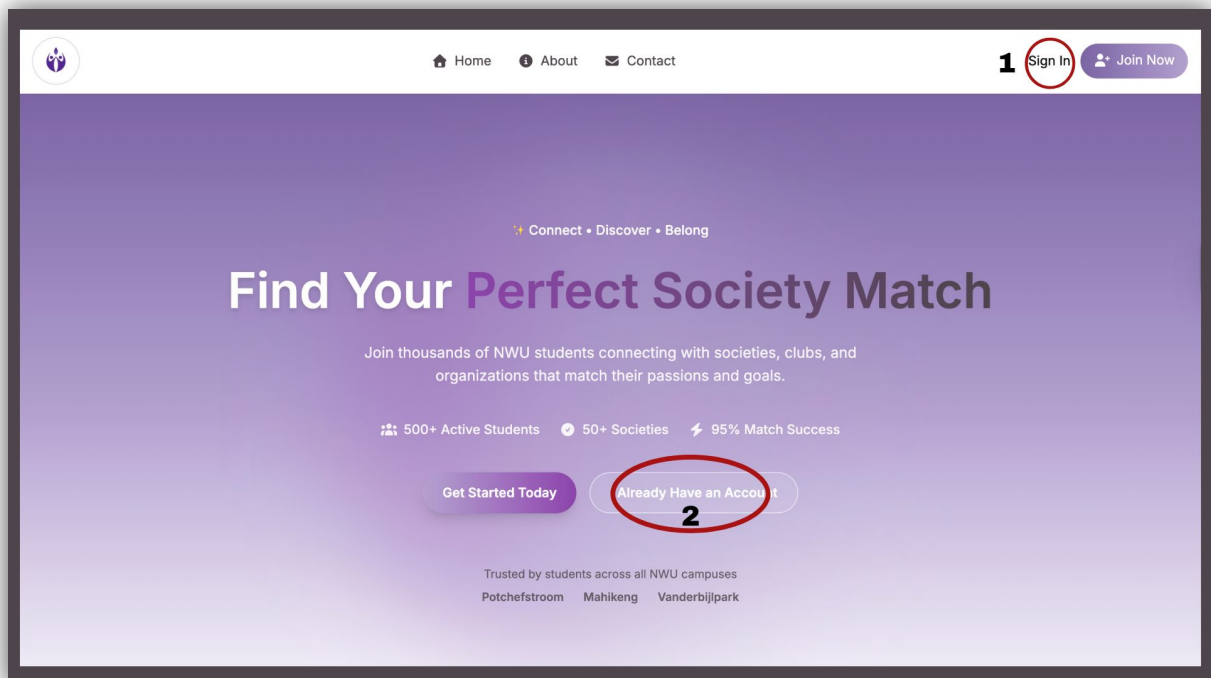


Figure 2.1a: Login Guidance

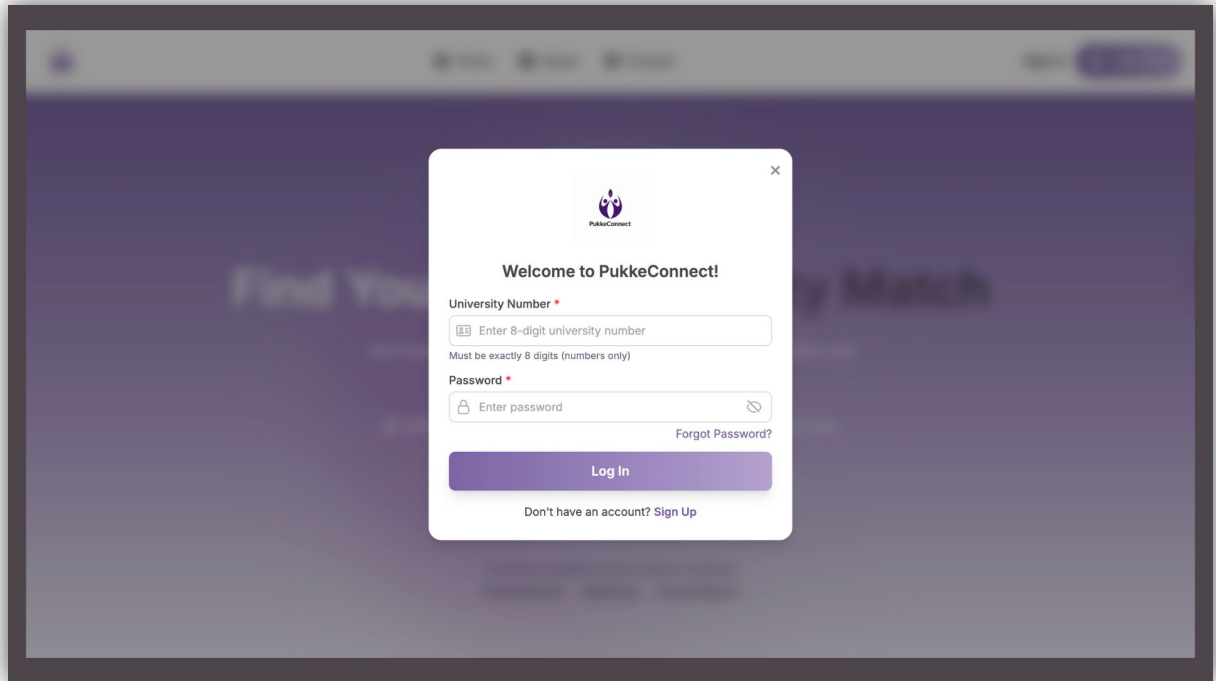


Figure 2.1b: Login Screen

2.4 New Users

- Click “**Join Now**” (Refer to circle 1 in Figure 2.2a) to register for a new account or click “**Get Started Today**” (Refer to circle 2 in Figure 2.2a) on the header of the landing page. This will take you to the Sign Up screen as shown in Figure 2.2b and Figure 2.2c.
- Students must enter all information correctly, and provide a valid **NWU email address** and **student number**.

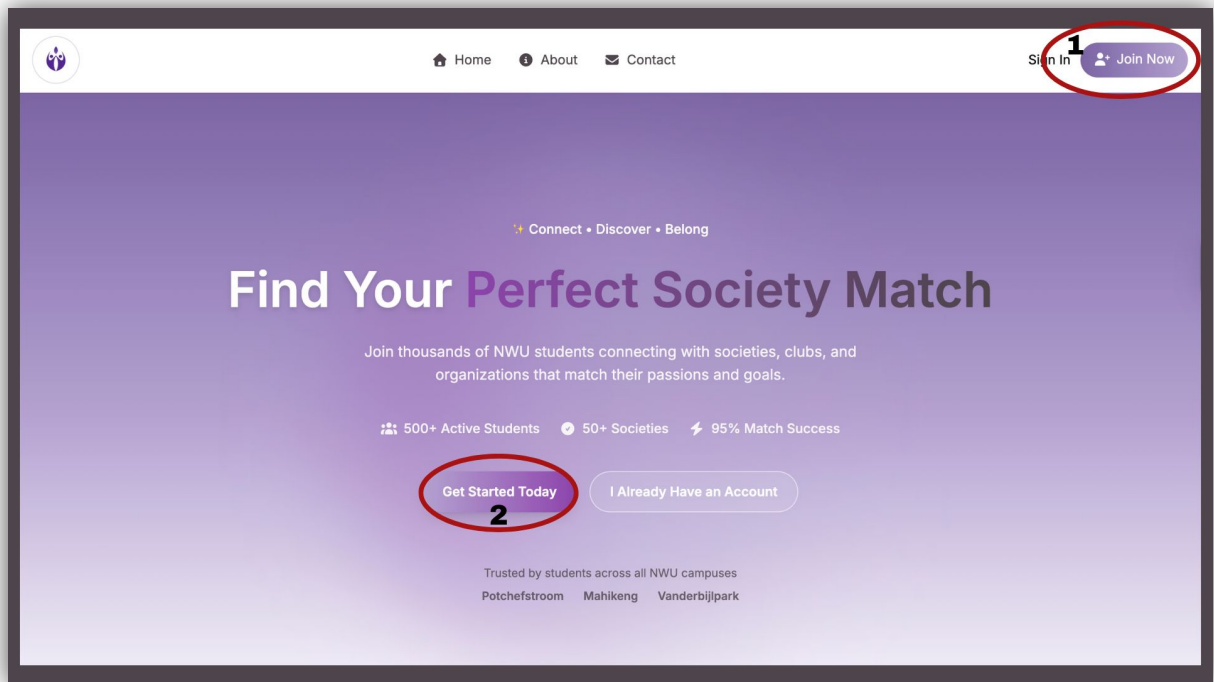


Figure 2.2a: Sign Up Guidance

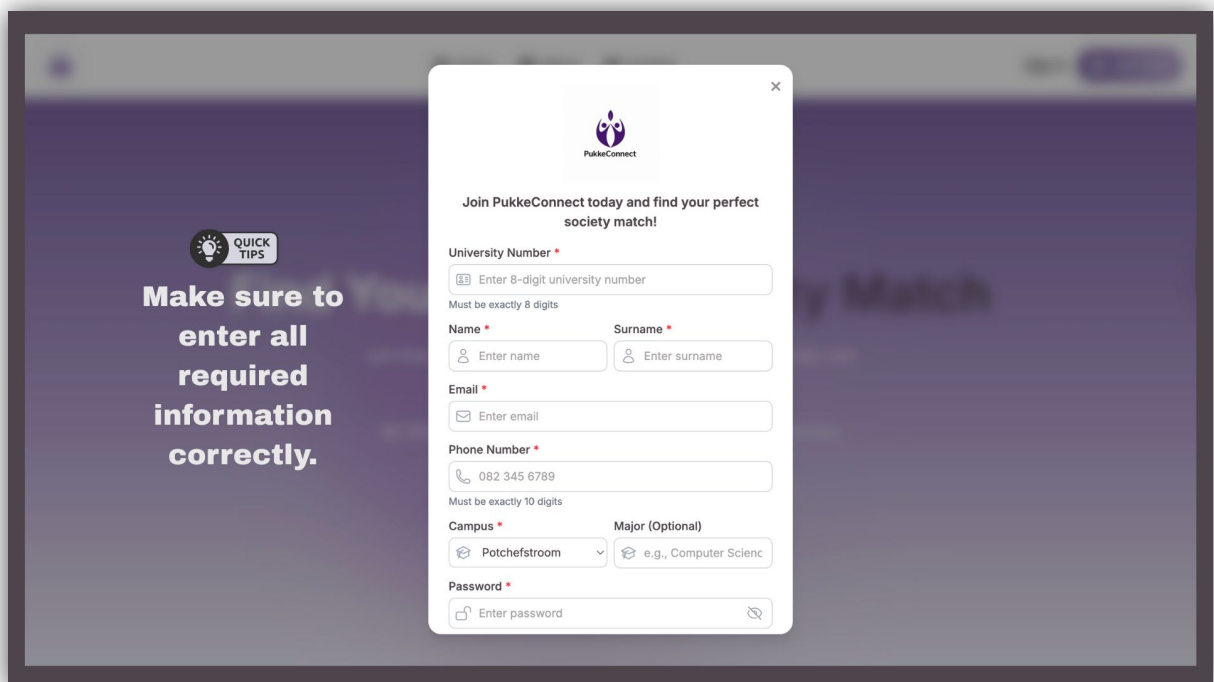
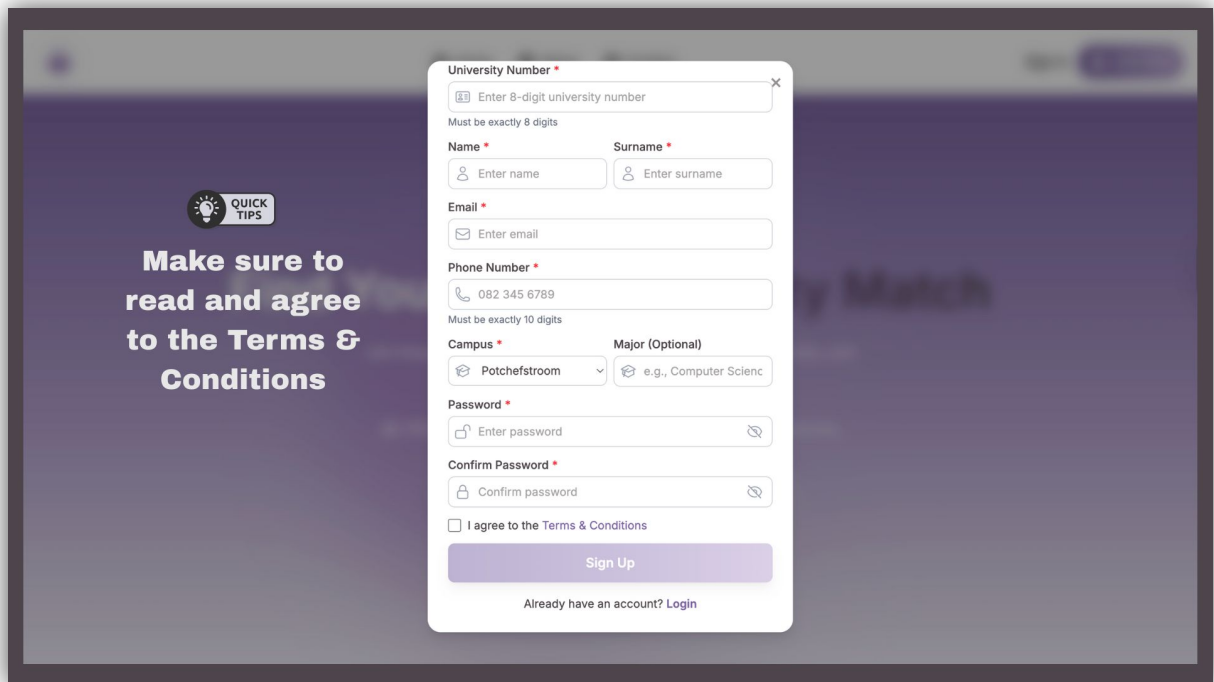


Figure 2.2b: Sign Up screen



The image shows a mobile application sign-up screen. On the left, there is a purple background with a lightbulb icon and the text "QUICK TIPS" and "Make sure to read and agree to the Terms & Conditions". On the right, there is a white sign-up form with the following fields: "University Number" (8-digit), "Name" and "Surname" (separate fields), "Email", "Phone Number" (10-digit), "Campus" (dropdown menu with "Potchefstroom" selected), "Major (Optional)" (text field with "e.g., Computer Scienc" entered), "Password" and "Confirm Password" (separate fields). Below the form, there is a checkbox for "I agree to the Terms & Conditions" and a "Sign Up" button. At the bottom, there is a link for "Already have an account? Login".

Figure 2.2c: Sign Up Screen

2.5 If You Experience Access Issues

- Ensure your device has a stable internet connection.
- Verify that the browser allows cookies and JavaScript.
- If you experience a login failure or have forgotten your password, use the “**Forgot Password**” option on the login screen to reset your credentials, this will lead you to the Forgot Password Screen (Refer to Figure 2.3). The Forgot Password functionality will only work for previously registered users with valid emails.
- Persistent access problems can be reported via pukkeconnecttest@gmail.com

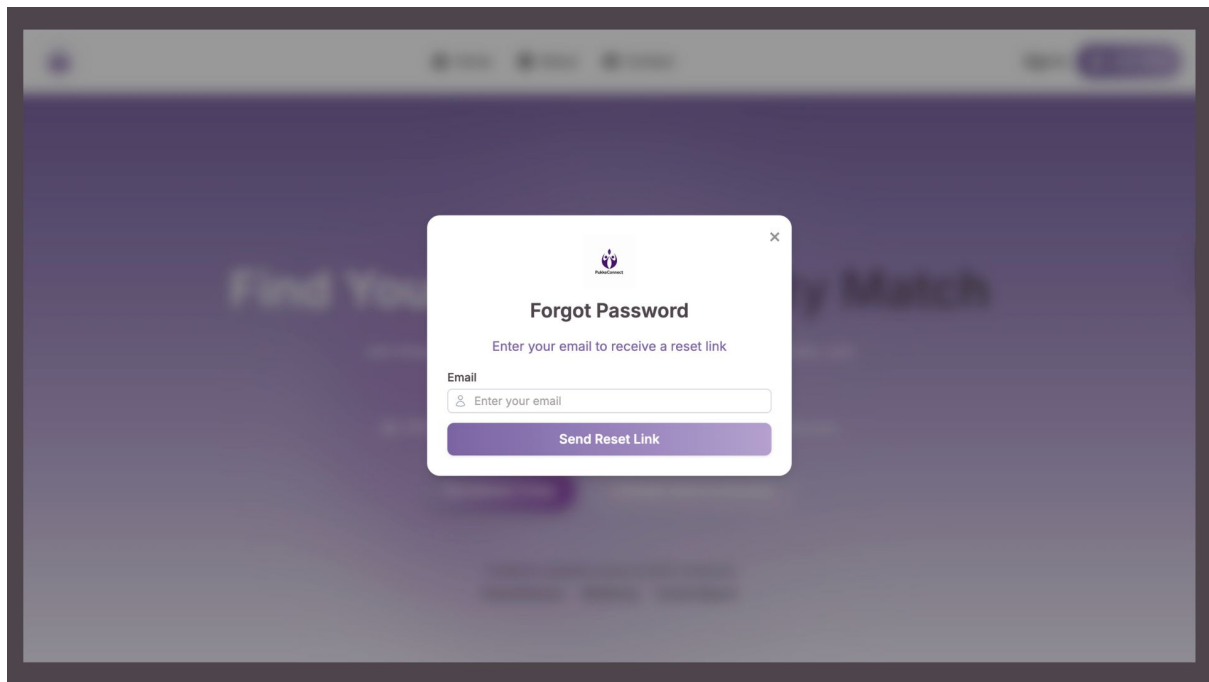


Figure 2.3: Forgot Password Screen

3. Home and Public Pages

3.1 Landing Page Overview

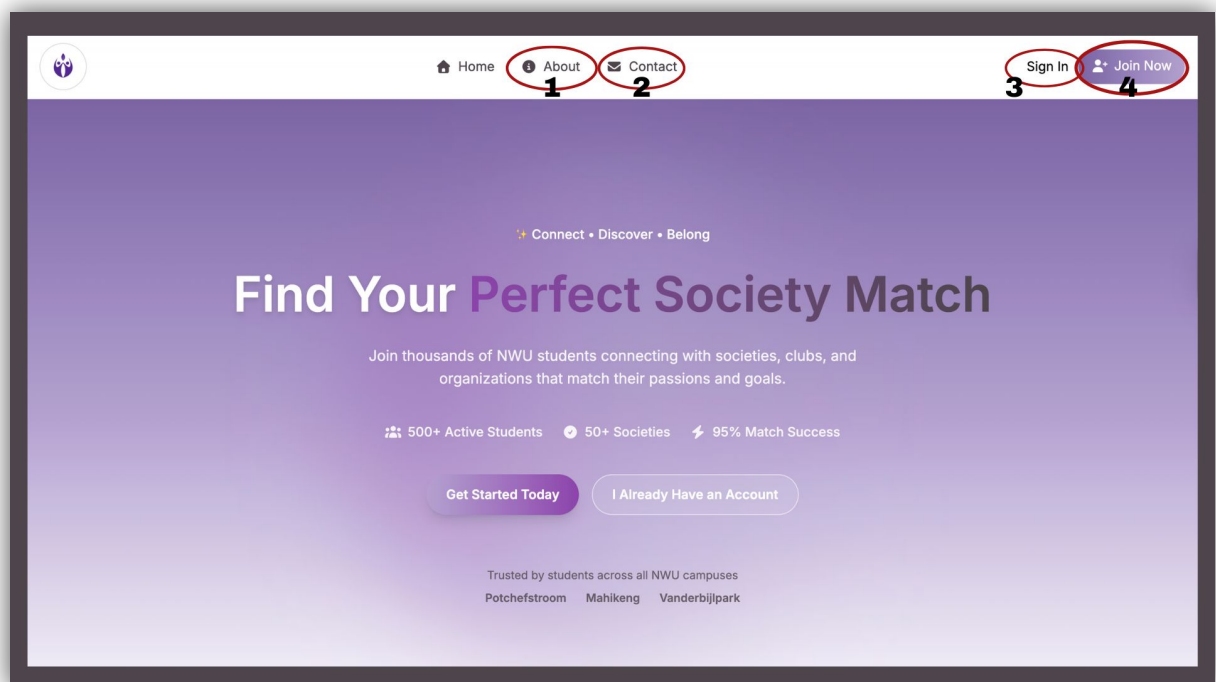


Figure 3.1: Landing Page Header Section

Circle in Figure 3.1	Description
1. About Button	This will lead you to the About Page referenced in section 3.2.
2. Contact Button	This will lead you to the Contact Page referenced in section 3.3.
3. Sign In Button	This will lead you to the Login Screen referenced in section 2.3.
4. Join Now	This will lead you to the SignUp Screen referenced in section 2.4.

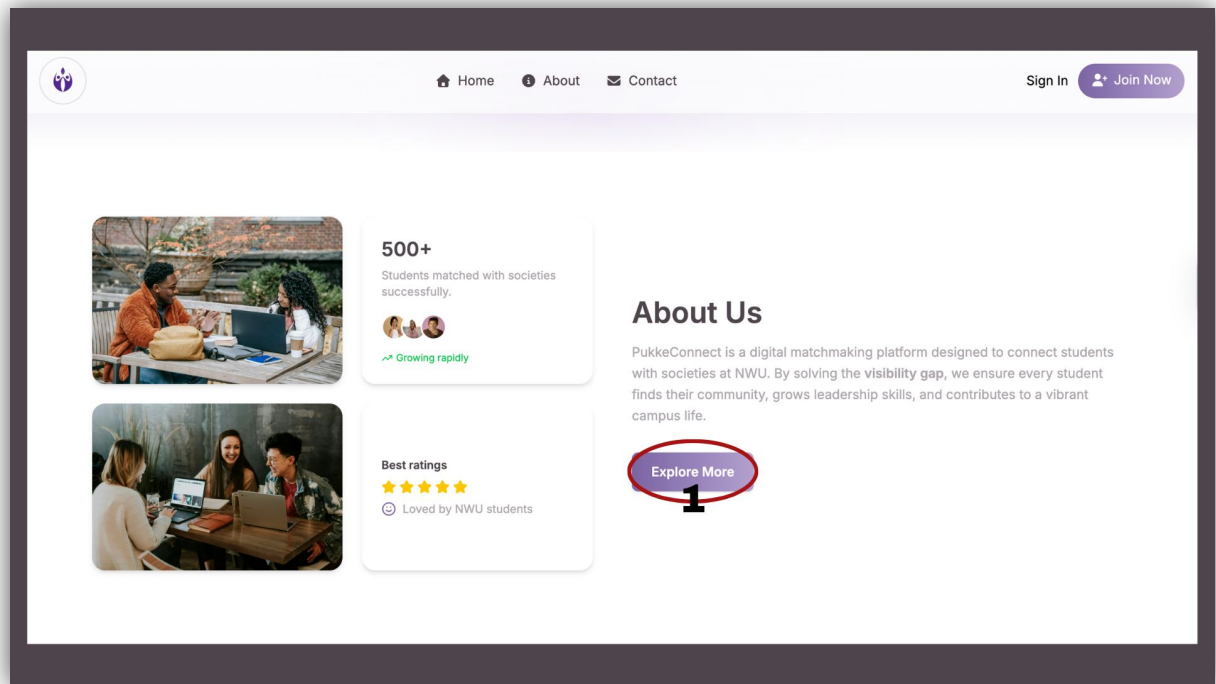


Figure 3.2: Landing Page About Us Section

Circle in Figure 3.2	Description
1. Explore More Button	This will lead you to the About Page referenced in section 3.2.

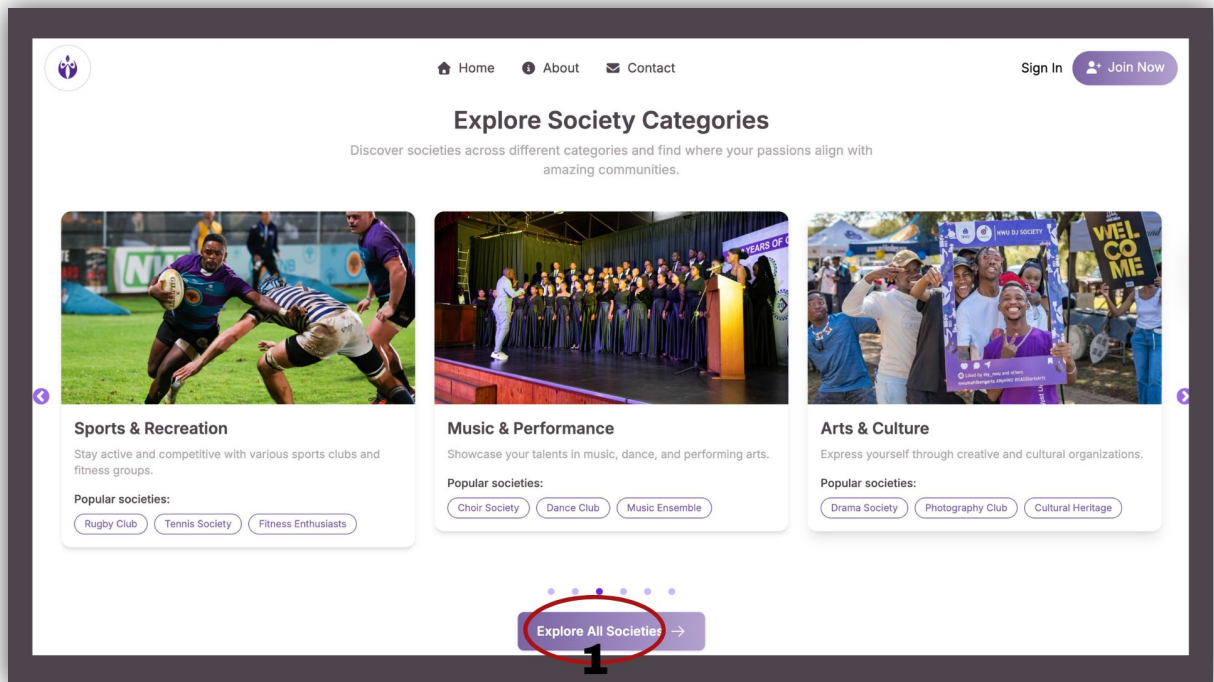


Figure 3.3: Landing Page Explore Society Section

Circle in Figure 3.3	Description
1. Explore All Societies	This will lead you to the Login Screen referenced in section 2.3. if you are not logged in, or to the student dashboard if you are.

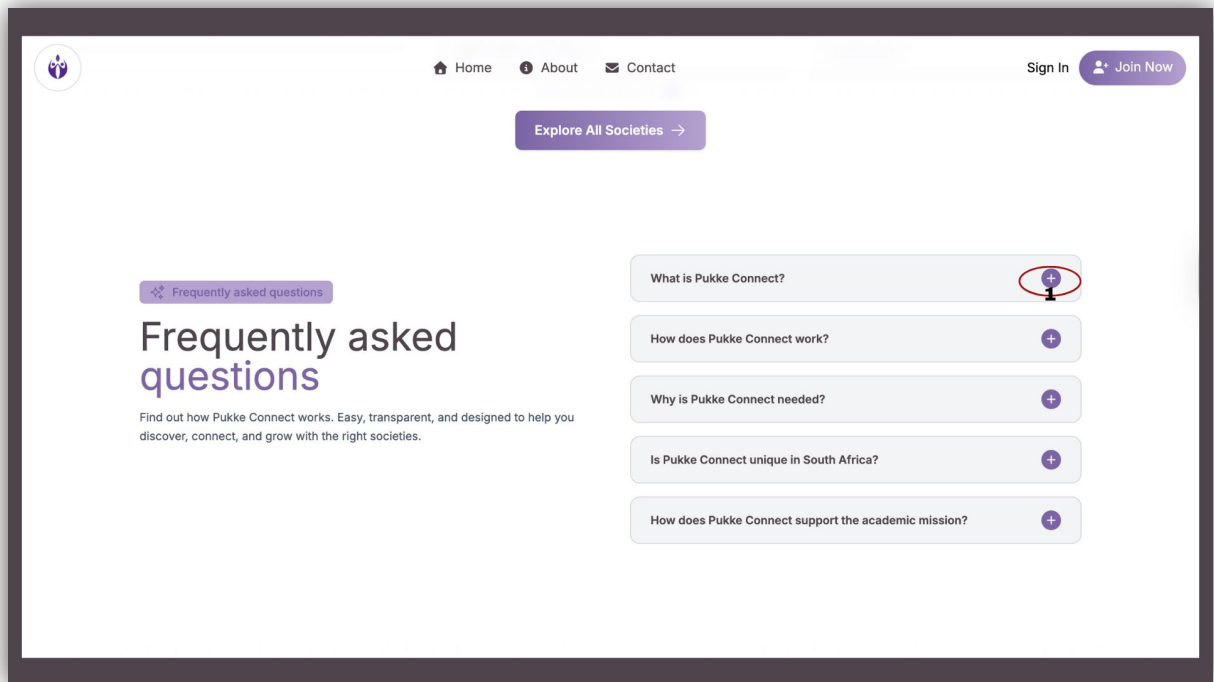


Figure 3.4: Landing Page FAQ Section

Circle in Figure 3.4	Description
1. Plus Button	Each of the Plus buttons offers an answer to a frequently asked question, offering guidance and relevant information.



Figure 3.5: Footer

Circle in Figure 3.5	Description
1,2,3: Quick Links to Relevant Pages/Sections	Each of the Links can be clicked which will navigate to the relevant page or section.

3.2 About Us Page

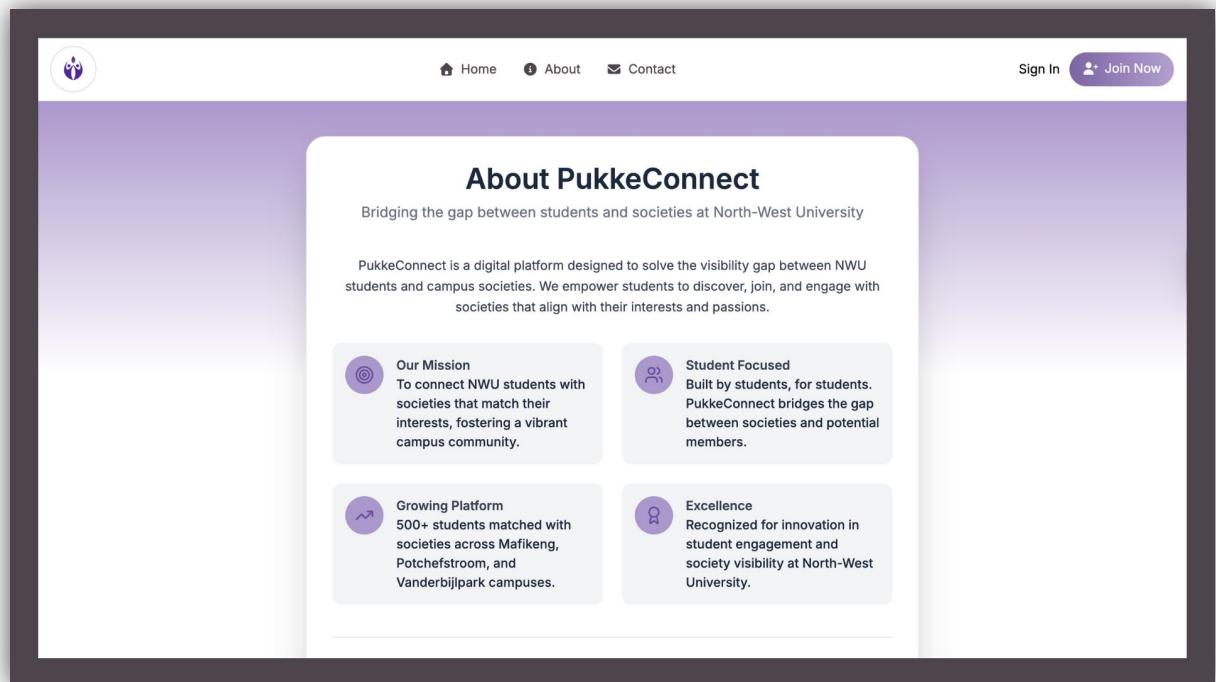


Figure 3.6: About Us Page

This page offers an overview of the PukkeConnect project, highlighting its mission, vision, and the team's dedication to connecting students and societies through innovative technology.

3.3 Contact Us Page

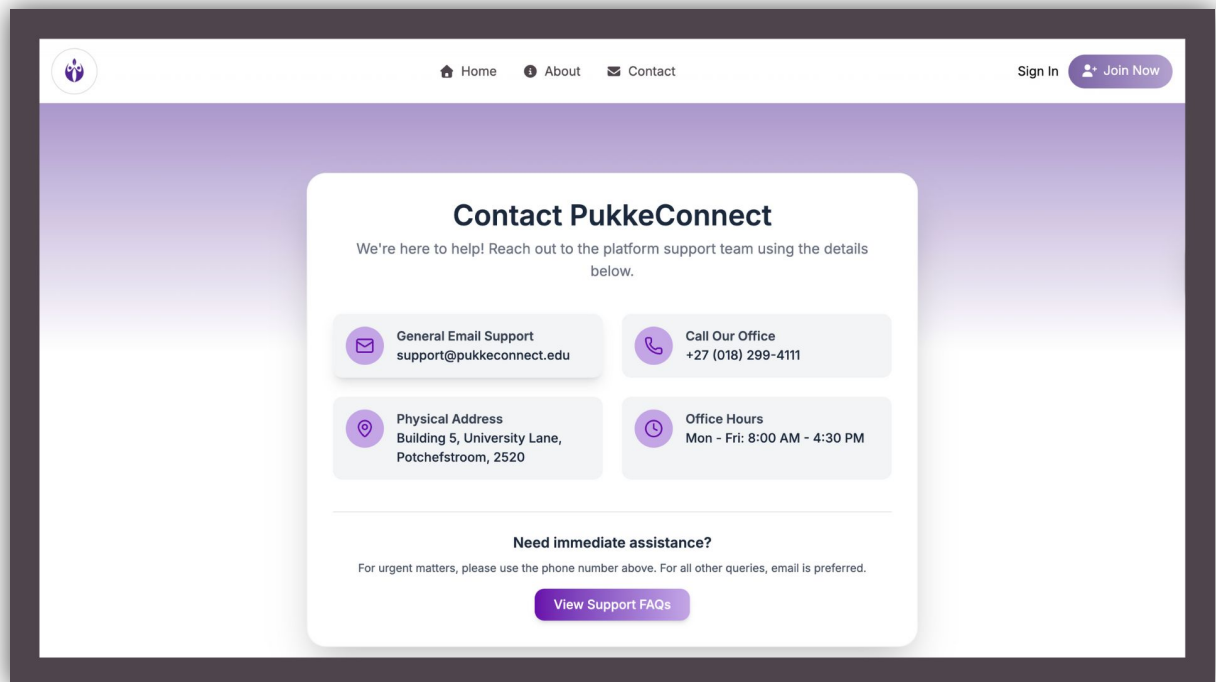


Figure 3.7: Contact Us Page

This page provides users with the necessary contact details to reach our support team for assistance, inquiries, or feedback regarding the platform.

3.4 Terms & Conditions Page

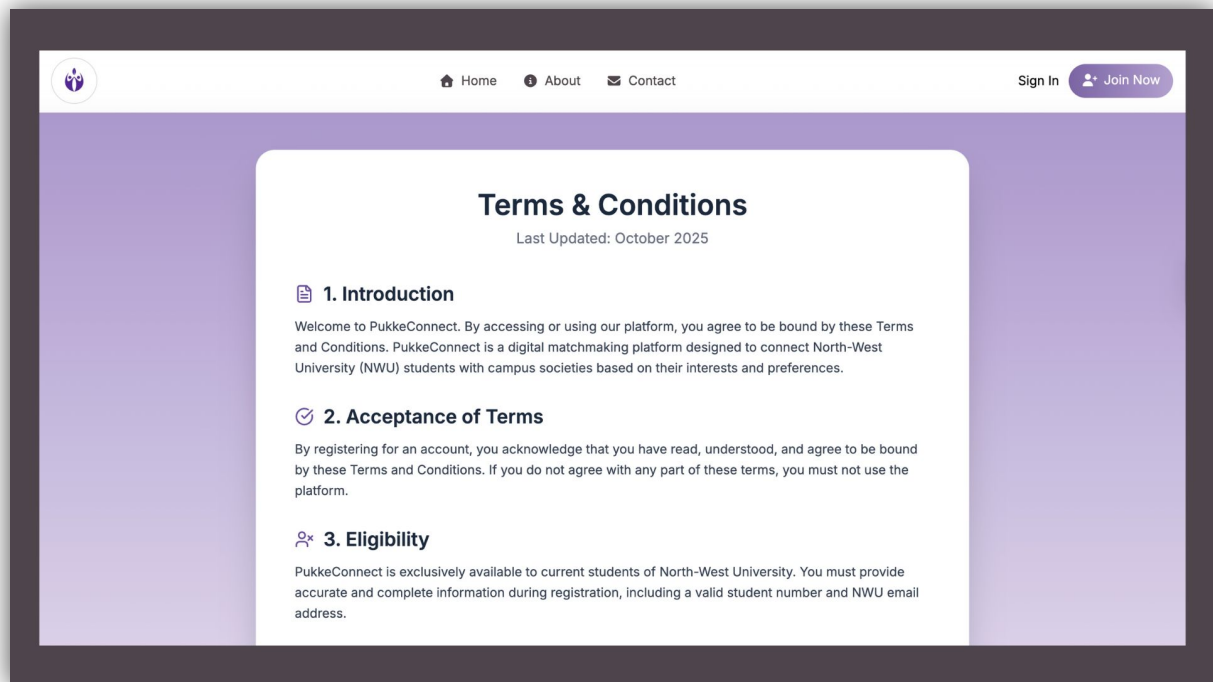


Figure 3.8: Terms & Conditions Page

This page outlines the terms and conditions governing the use of the platform, including user responsibilities, acceptable use, privacy considerations, and legal disclaimers.

4. Student User Guide

4.1 Login and Dashboard Access

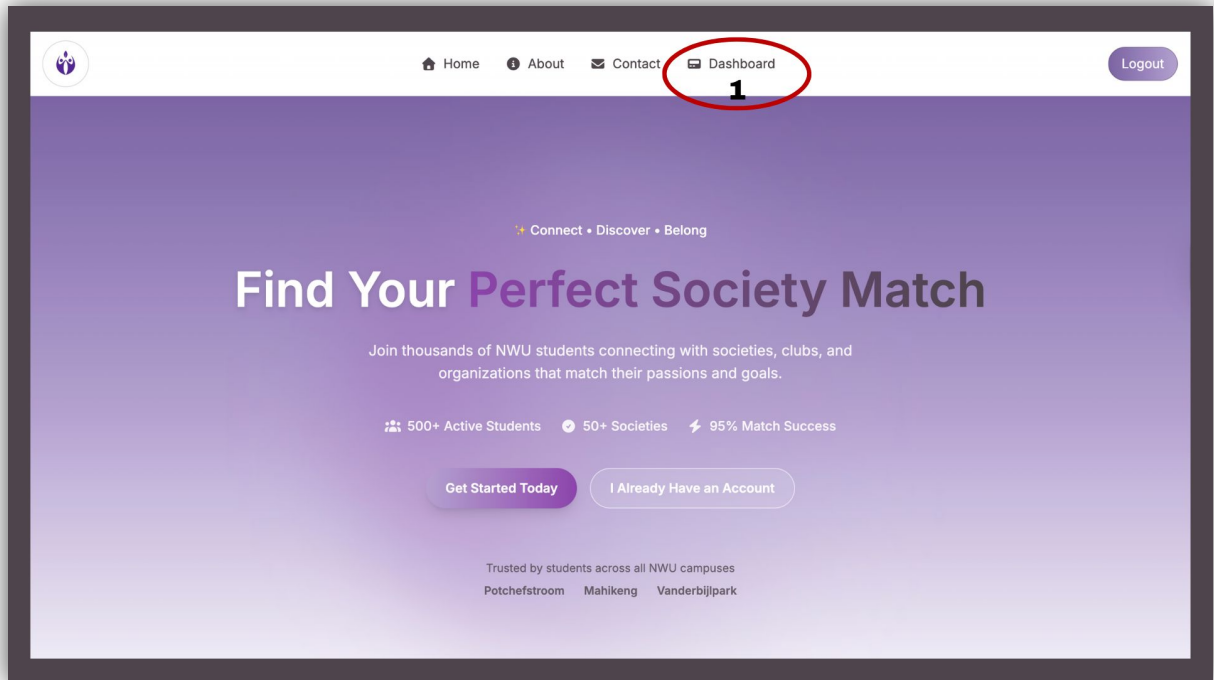


Figure 4.1: Student Dashboard Appearance

Once a student has logged in, the dashboard page button (Refer to circle 1 in Figure 4.1) will appear in the header of the landing page. This button will navigate the student to their dashboard as indicated in Figure 4.2.

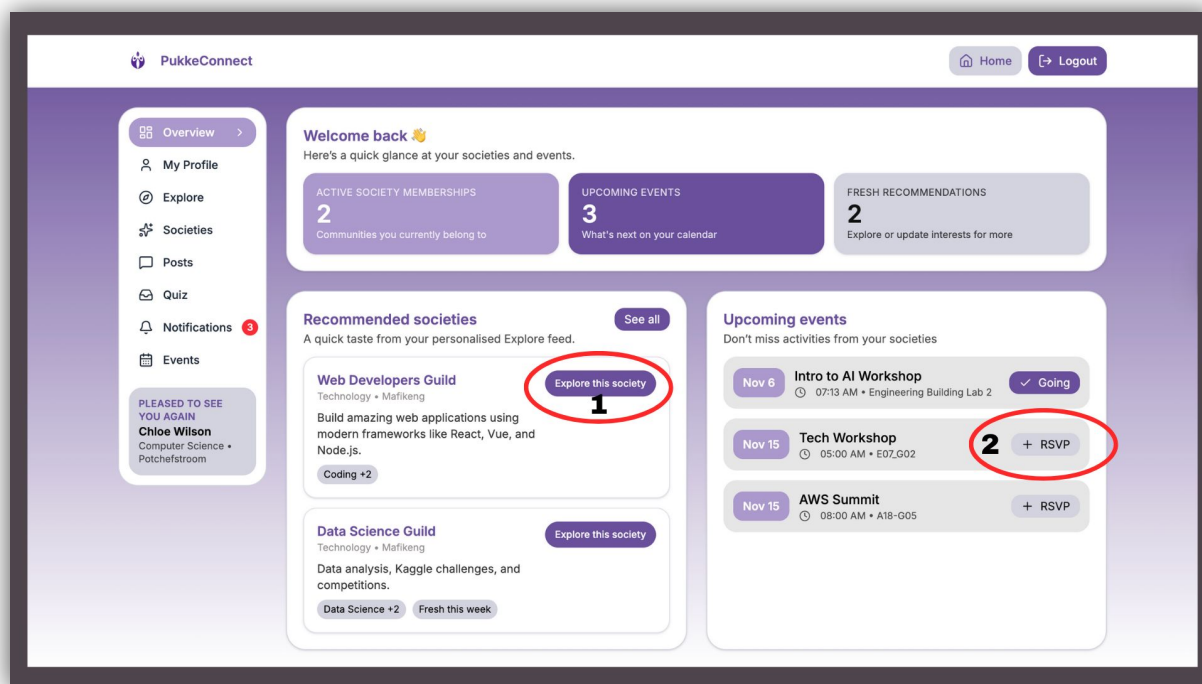


Figure 4.2: Dashboard Overview Page

The overview page on the dashboard provides a quick overview of the recommended societies and upcoming events relevant to the student.

Circle in Figure 4.2	Description
1. Explore this Society button	This button will take the student to the Explore page referenced in section 4.3., where they can explore recommended societies.
2. RSVP button	This button allows a student to quickly RSVP to an upcoming event.

4.2 My Profile Section

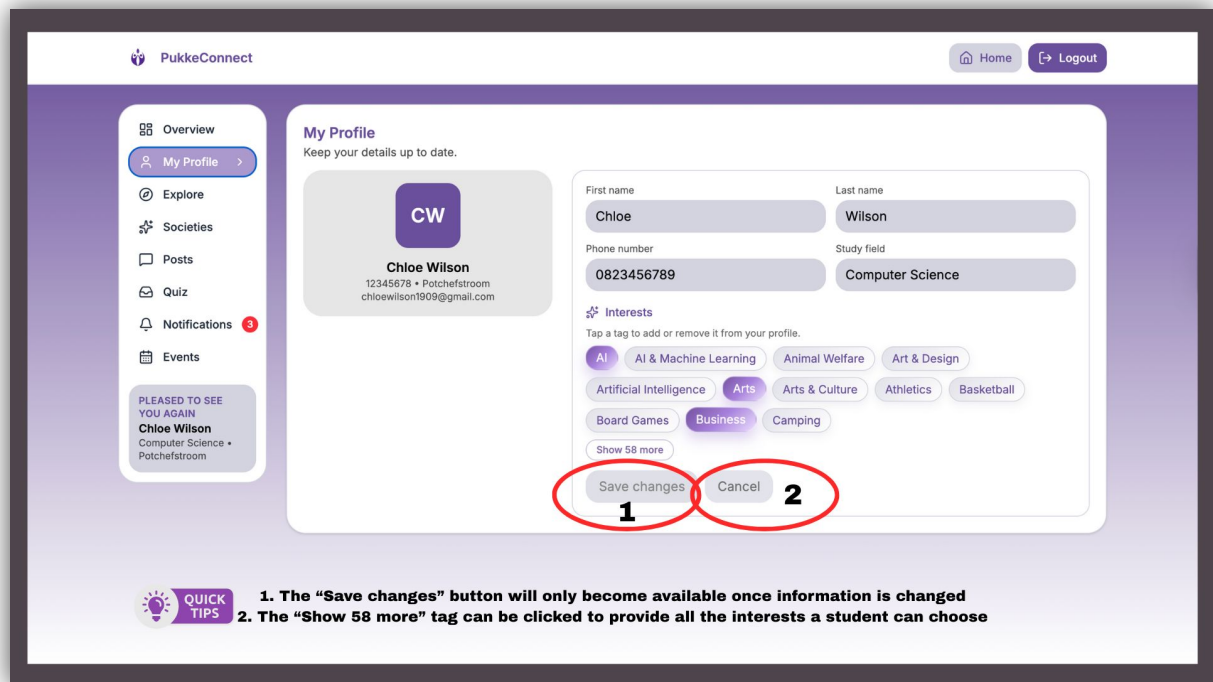


Figure 4.3: My Profile Page

The My Profile page allows students to update their name, number, study field, and interests.

Circle in Figure 4.3	Description
1. Save changes button	This button will allow a student to save the changes they have made to their information. This button only becomes clickable if information is changed.
2. Cancel button	Should the student decide against updating their information, they can cancel the action.

4.3 Explore Section

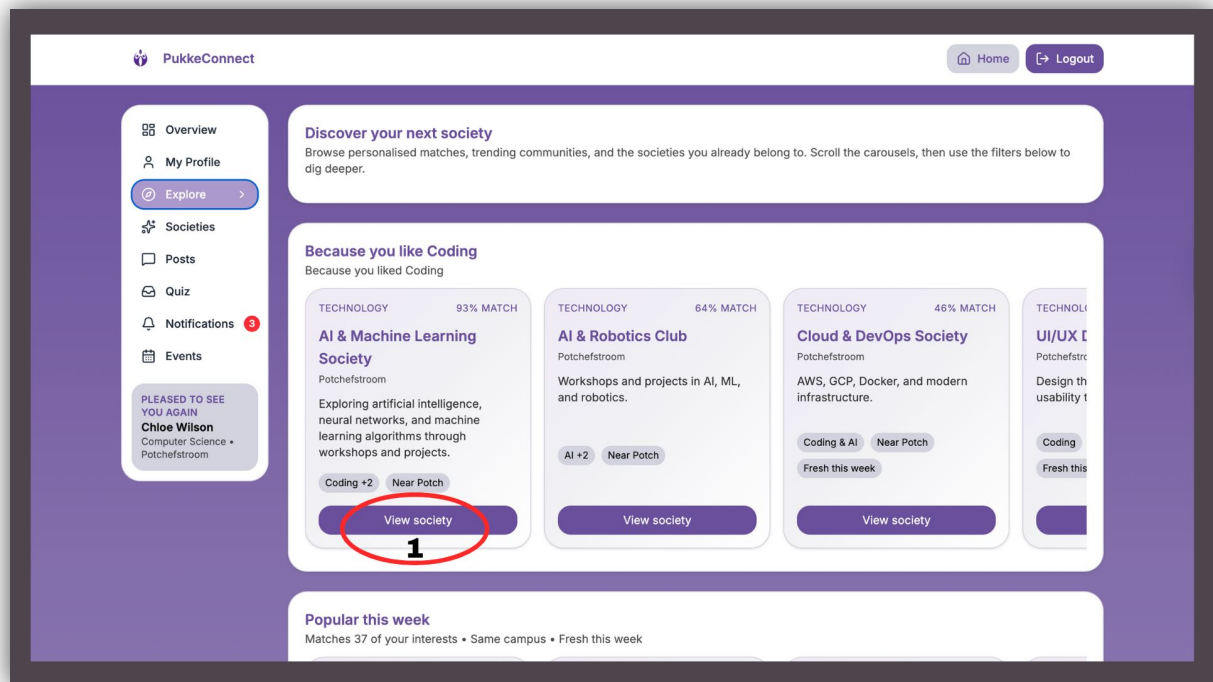


Figure 4.4: My Profile Page

This page allows the student to explore their recommended societies, popular societies, active societies, and all societies found on their campus. It also provides an opportunity to view a society's posts and upcoming events, allowing the student to explore any interests in a society.

Circle in Figure 4.3	Description
1. View Society	This button appears on all the society cards and allows the student to see more information about the societies, as shown in Figure 4.6.

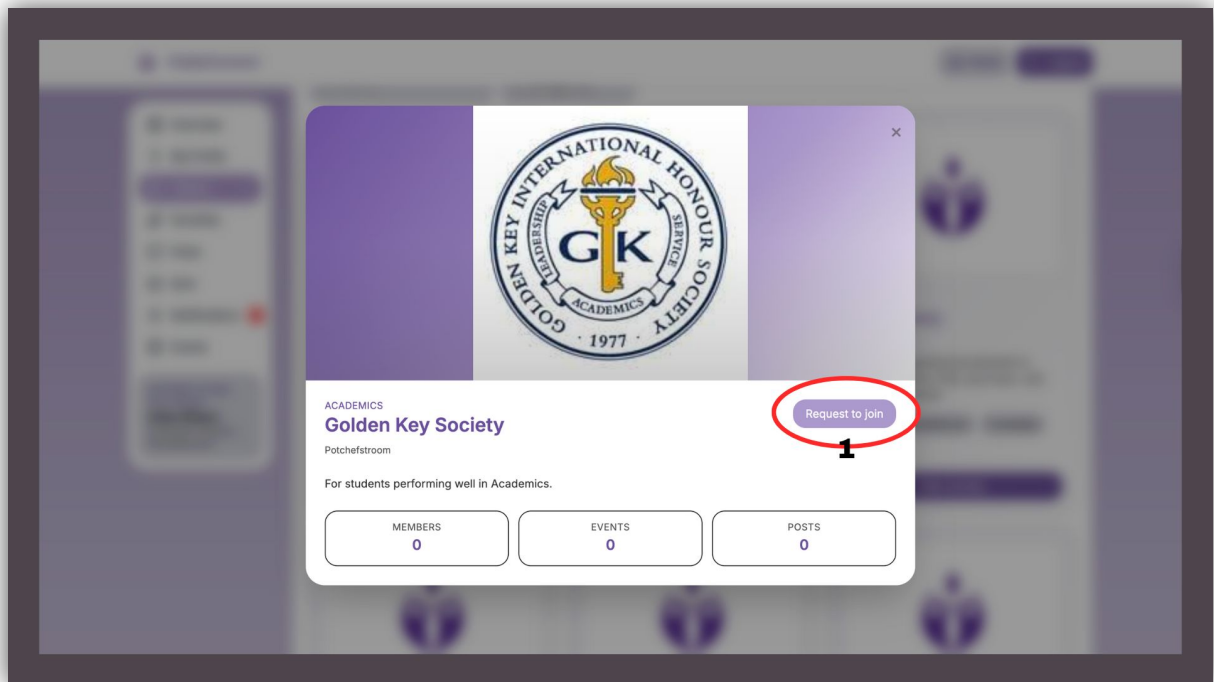


Figure 4.5: View a society Screen

If a student is interested in a particular society, they can request to join the society by clicking the Request to join button indicated in Figure 4.5. Once they have requested, the society admin can approve or reject their request.

4.4 Societies Section

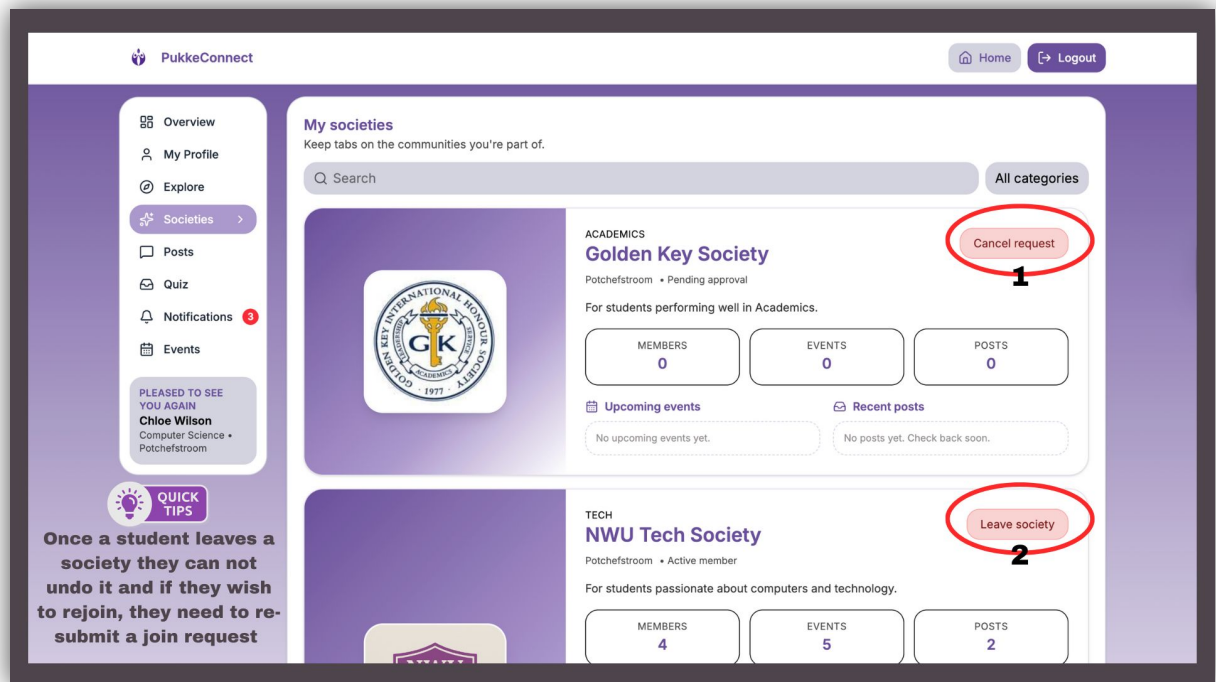


Figure 4.6: Societies Page

This page allows the student to explore the societies they are a part of or to see their pending join requests. It also allows students to leave a respective society or cancel pending join requests as indicated by Circle 1 & 2 in Figure 4.6.

4.5 Posts Section

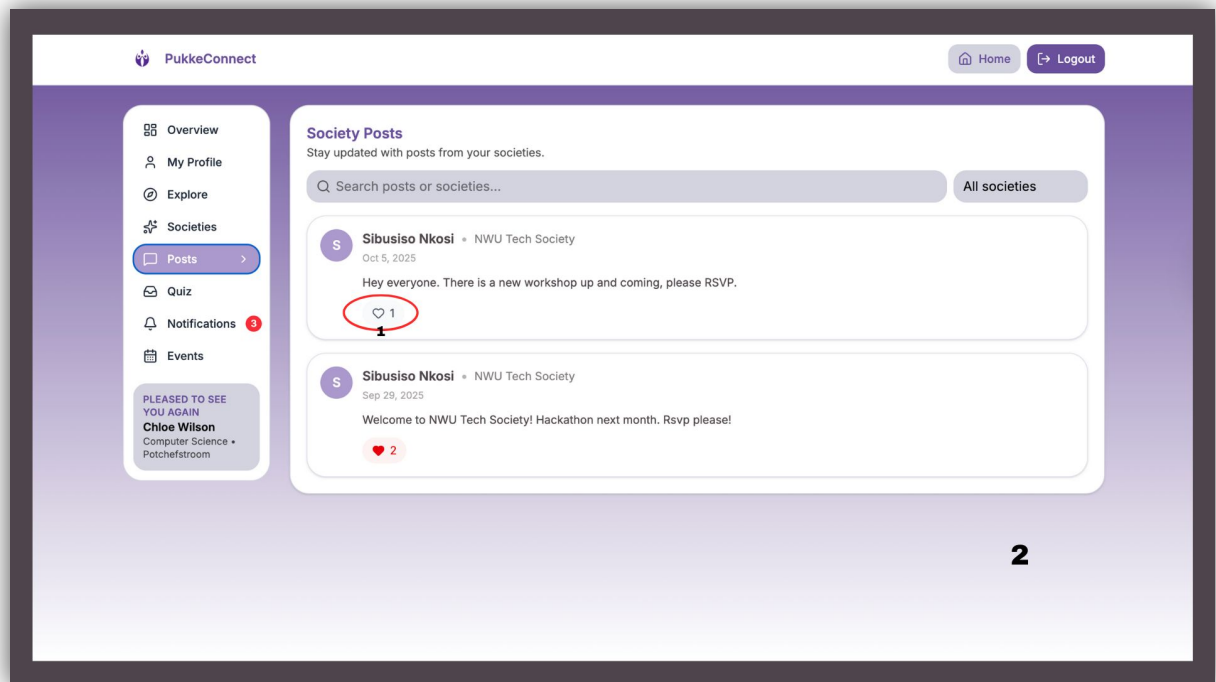
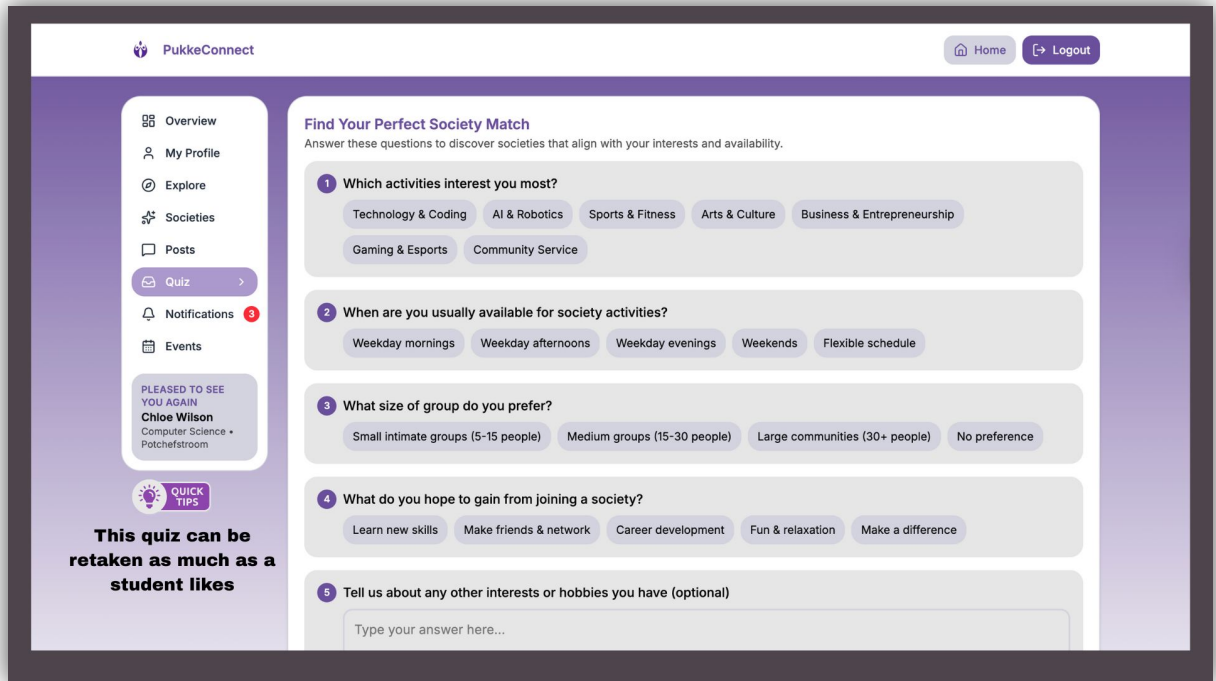


Figure 4.7: Posts Page

This page allows the student to view posts by their joined societies, and it allows the students to like the posts, as indicated by Circle 1 in Figure 4.7

4.6 Quiz Section



The screenshot shows the 'PukkeConnect' website interface. At the top, there's a navigation bar with 'Home' and 'Logout' links. A left sidebar contains a menu with 'Overview', 'My Profile', 'Explore', 'Societies', 'Posts', 'Quiz' (highlighted), 'Notifications' (with a red badge showing '3'), and 'Events'. Below the menu, a user profile card for 'Chloe Wilson' (Computer Science, Potchefstroom) is visible, along with a 'QUICK TIPS' icon. The main content area is titled 'Find Your Perfect Society Match' and includes the instruction 'Answer these questions to discover societies that align with your interests and availability.' It contains five numbered questions with multiple-choice options:

- 1 Which activities interest you most?**
Options: Technology & Coding, AI & Robotics, Sports & Fitness, Arts & Culture, Business & Entrepreneurship, Gaming & Esports, Community Service.
- 2 When are you usually available for society activities?**
Options: Weekday mornings, Weekday afternoons, Weekday evenings, Weekends, Flexible schedule.
- 3 What size of group do you prefer?**
Options: Small intimate groups (5-15 people), Medium groups (15-30 people), Large communities (30+ people), No preference.
- 4 What do you hope to gain from joining a society?**
Options: Learn new skills, Make friends & network, Career development, Fun & relaxation, Make a difference.
- 5 Tell us about any other interests or hobbies you have (optional)**
Input field: Type your answer here...

At the bottom of the sidebar, a note states: 'This quiz can be retaken as much as a student likes'.

Figure 4.8: Quiz Page

This page allows the student to take a quiz, which allows the website to recommend societies and assign interests through the matchmaking engine based on the quiz answers. Once the quiz has been submitted, the student will see that they have been assigned new interests (as indicated in Figure 4.9), and the explore page will reflect new recommended societies.

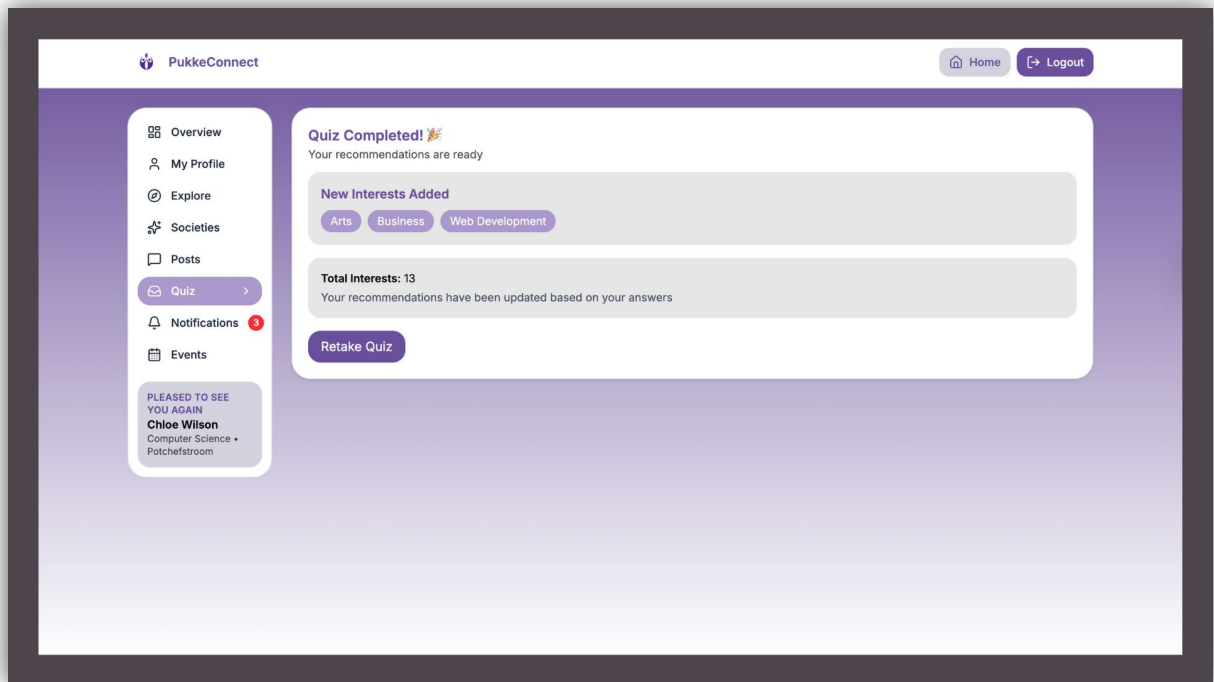


Figure 4.9: Quiz Results

4.7 Notifications Section

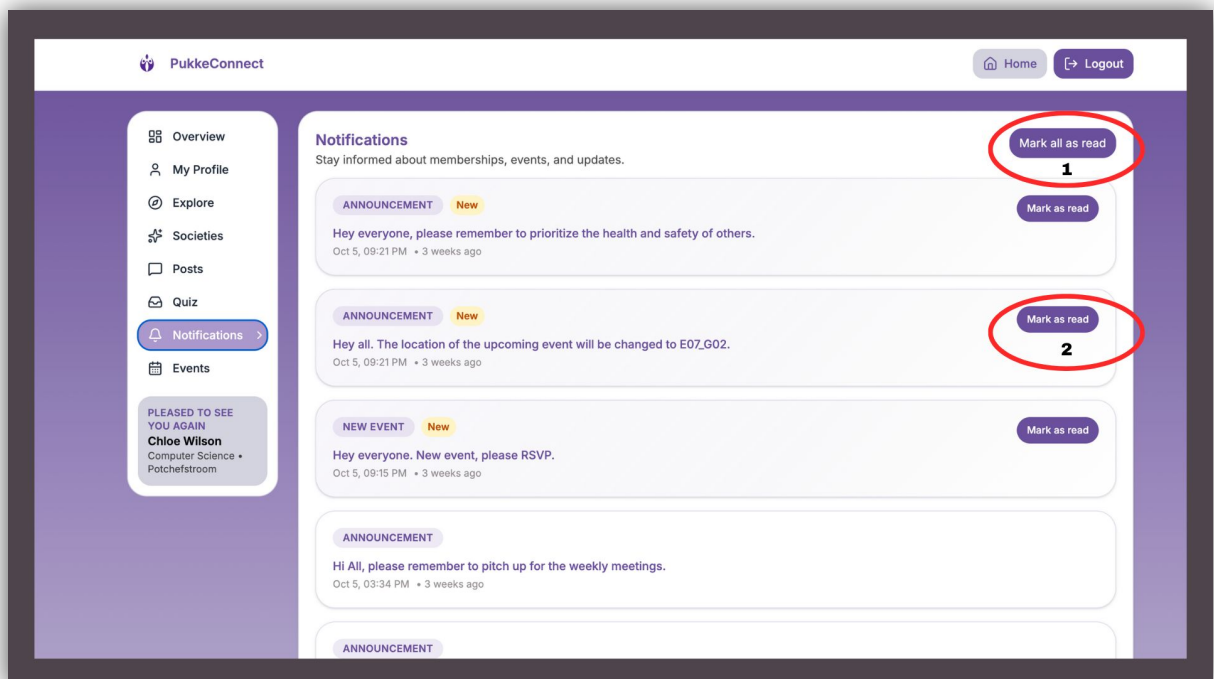


Figure 4.10: Notifications Page

This page allows students to see notifications sent by their societies. The student can acknowledge the notifications by clicking the “Mark all as read” or “Mark as read” buttons indicated by the circles in Figure 4.10.

4.8 Events Section

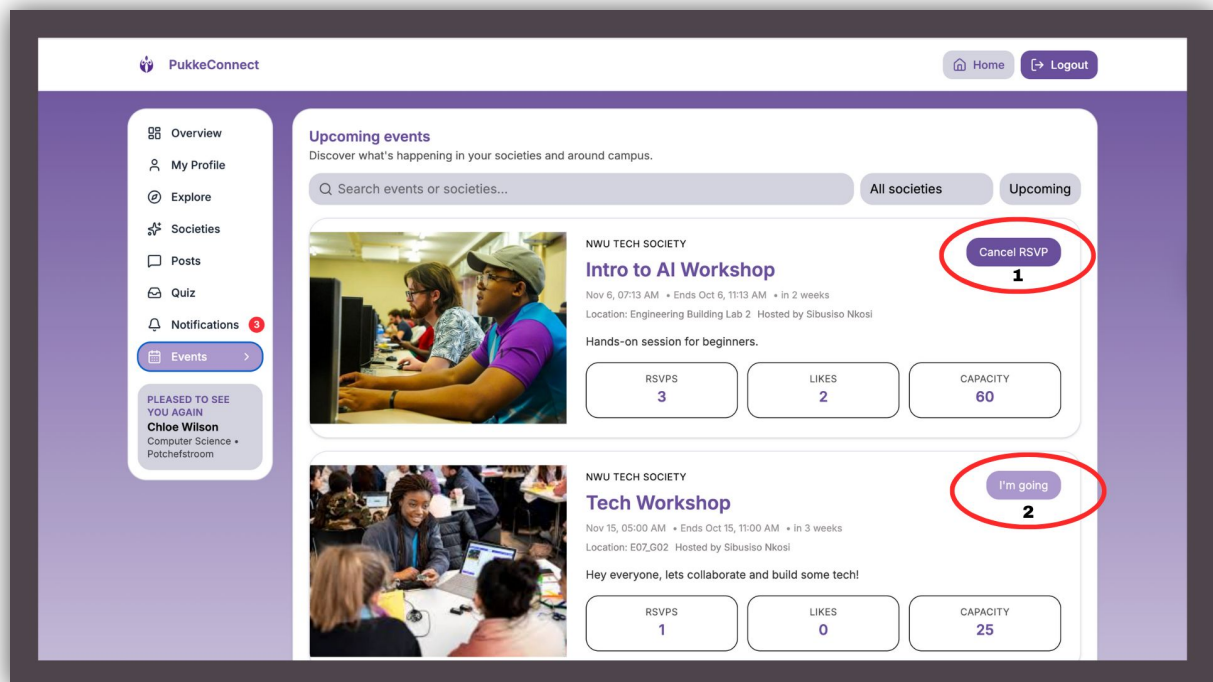


Figure 4.11: Events Page

The events page allows the student to view upcoming events (and event information) for the societies they are a part of, as well as RSVP to the event. The student can also cancel their previous RSVP should they need to.

Circle in Figure 4.11	Description
1. Cancel RSVP button	This button allows the student to cancel their previous RSVP in the case they are unable to attend.
2. I'm going button	This allows the student to RSVP to upcoming events, if they would like to attend the event.

5. Society Admin User Guide

5.1 Overview Section

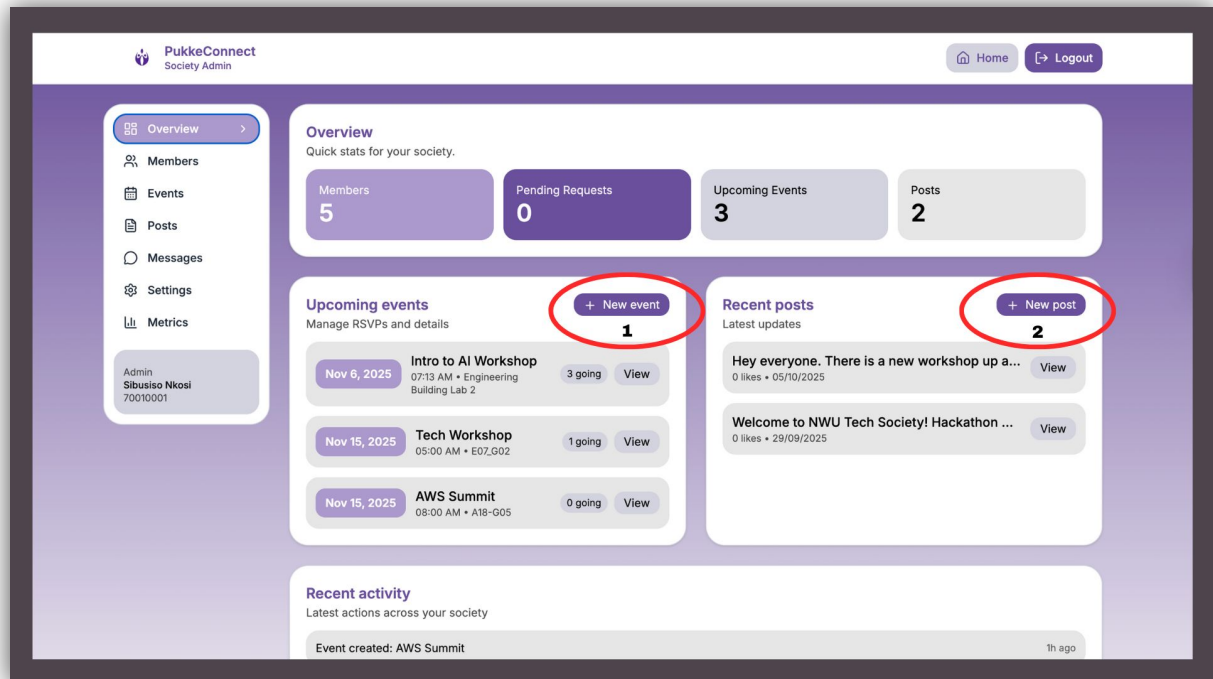


Figure 5.1: Overview Page

The overview page allows a society admin to view upcoming events, recent posts, and recent activity at a glance.

Circle in Figure 5.1	Description
1. New event button	This button allows the society admin to add a new event by directing them to the events page referenced in section 5.3.
2. New post button	This button allows the society admin to add a new post by directing them to the events page referenced in section 5.4.

5.2 Members Section

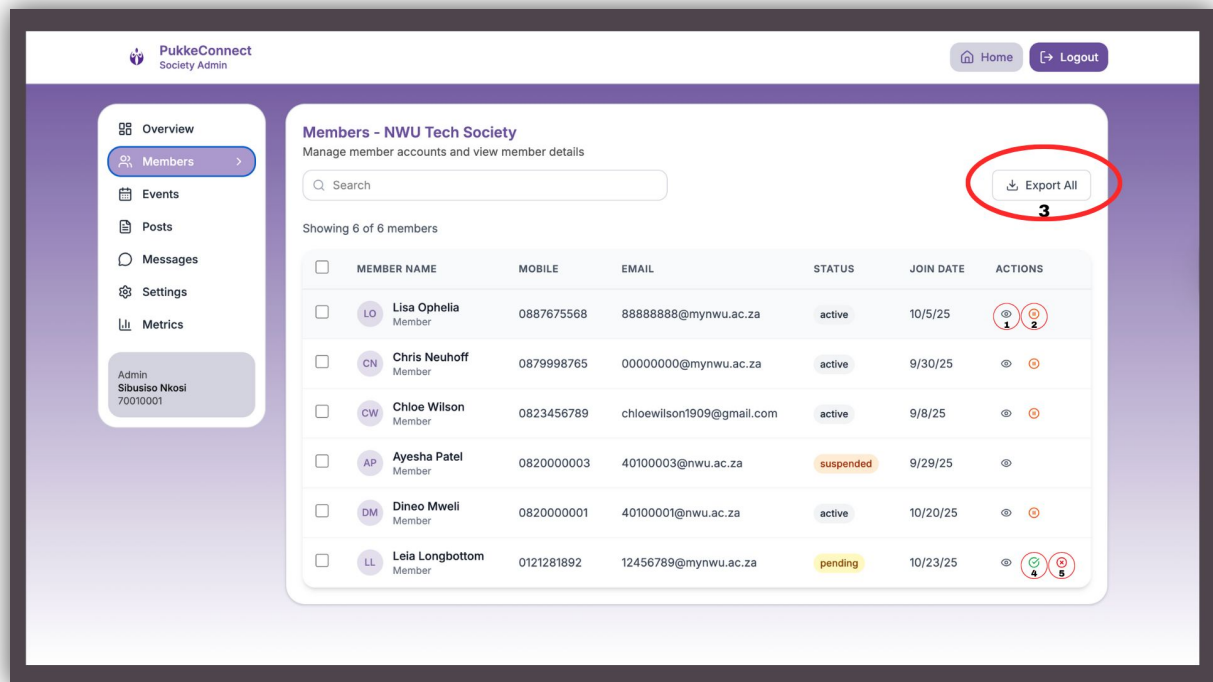


Figure 5.2: Members Page

The Members page allows a society admin to manage the members of a society. Through the page, society admins can approve/reject join requests, suspend members, view a member, and export a list of current members in the society.

Circle in Figure 5.2	Description
1. View a member (Clickable Icon)	This button allows the society admin to view a member's details as indicated by Figure 5.3.
2. Suspend a member (Clickable Icon)	This button allows the society admin to suspend a member of the society as indicated by Figure 5.4.
3. Export All button	This button allows a society admin to download a list of the society members and their details.
4. Approve join request (Clickable Icon)	This button allows a society admin to approve a join request made by a student, allowing the student to become a member of the society.
5. Decline join request (Clickable Icon)	This button allows a society admin to decline a join request made by a student.

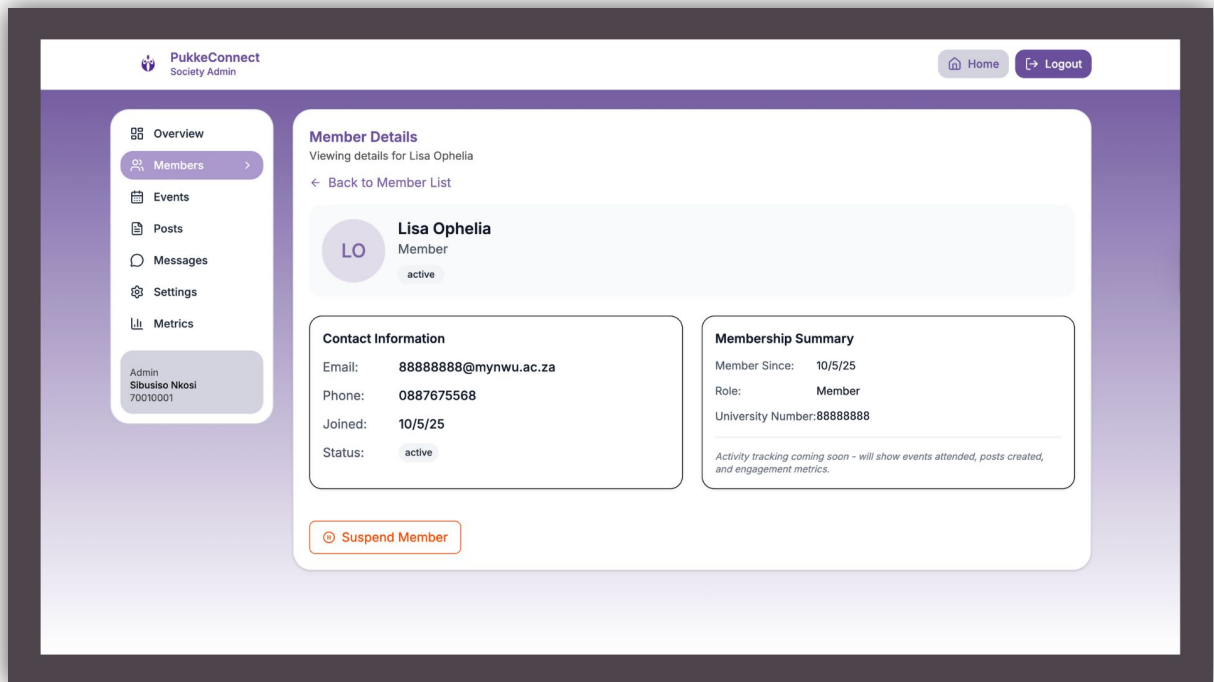


Figure 5.3: Viewing a Member

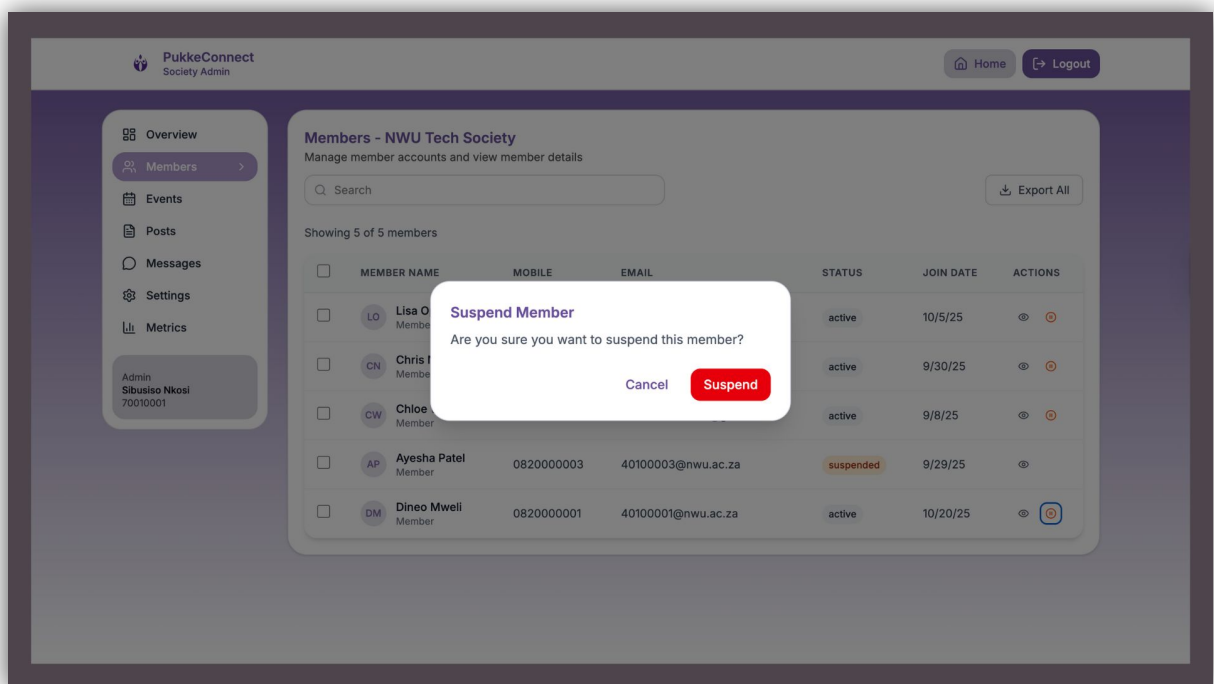


Figure 5.4: Suspending a Member

5.3 Events Section

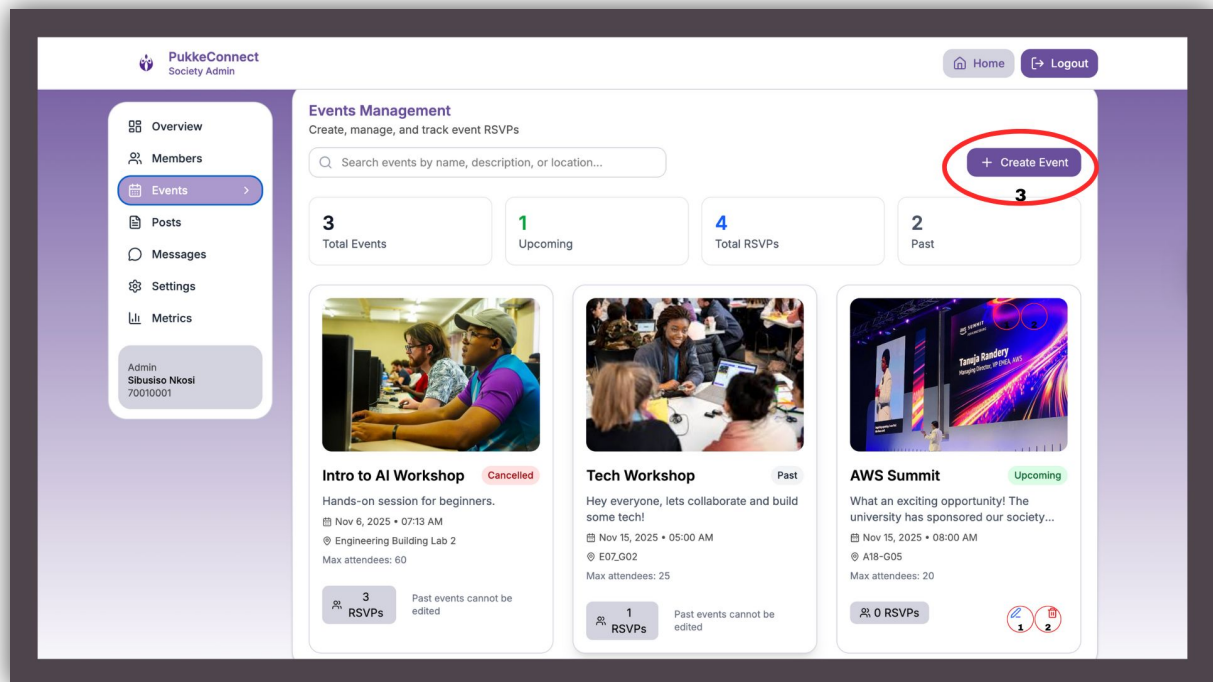


Figure 5.5: Events Page

The Events page allows a society admin to create a new event, view upcoming and past/cancelled events, and edit or delete/cancel an upcoming event.

Circle in Figure 5.5	Description
1. Edit event (Clickable Icon)	This button allows the society admin to edit an upcoming event as indicated in Figure 5.6.
2. Delete/Cancel event (Clickable Icon)	This button allows the society admin to cancel an upcoming event as indicated in Figure 5.7.
3. Create Event button	This button allows the society admin to create a new event as indicated in Figure 5.8.

The screenshot shows a web interface for editing an event. On the left, under the heading 'Event Poster', there is a placeholder image of a stage event. Below the image are two buttons: 'Change photo' (with a camera icon) and 'Remove'. A red circle labeled '1' is drawn around these two buttons. On the right side of the form, there are several input fields: 'Event Name *' (containing 'AWS Summit'), 'Category' (a dropdown menu showing 'Workshop'), 'Description *' (a text area with a sample description about an AWS Summit), 'Date *' (containing '2025/11/15'), 'Start Time *' (containing '08:00'), 'Duration (hours) *' (containing '5'), 'Max Attendees' (containing '20'), and 'Location *' (containing 'A18-G05'). At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'. A red circle labeled '2' is drawn around these two buttons.

Figure 5.6: Editing an Event Screen

This screen allows a society admin to edit an event. The society admin can remove/change the event photo (as indicated by circle 1 in Figure 5.6), change any event information, and then save/cancel the changes (as indicated by circle 2 in Figure 5.6).

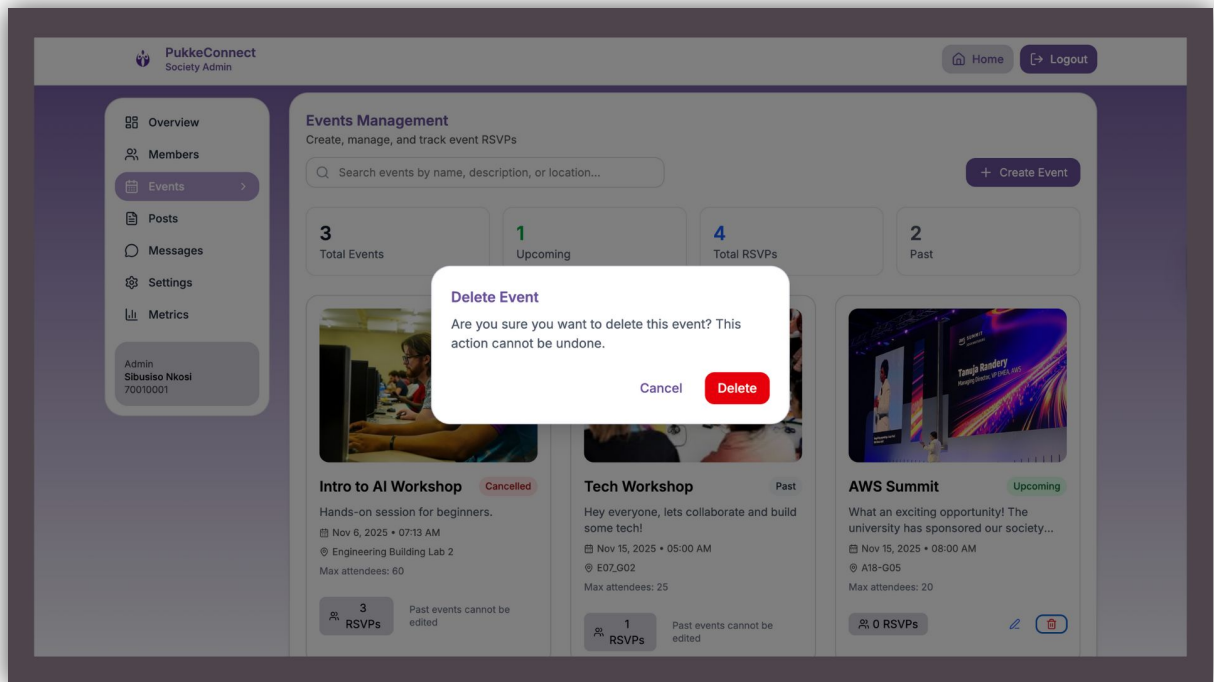


Figure 5.7: Deleting an Event

This screen allows a society admin to delete/cancel an event.

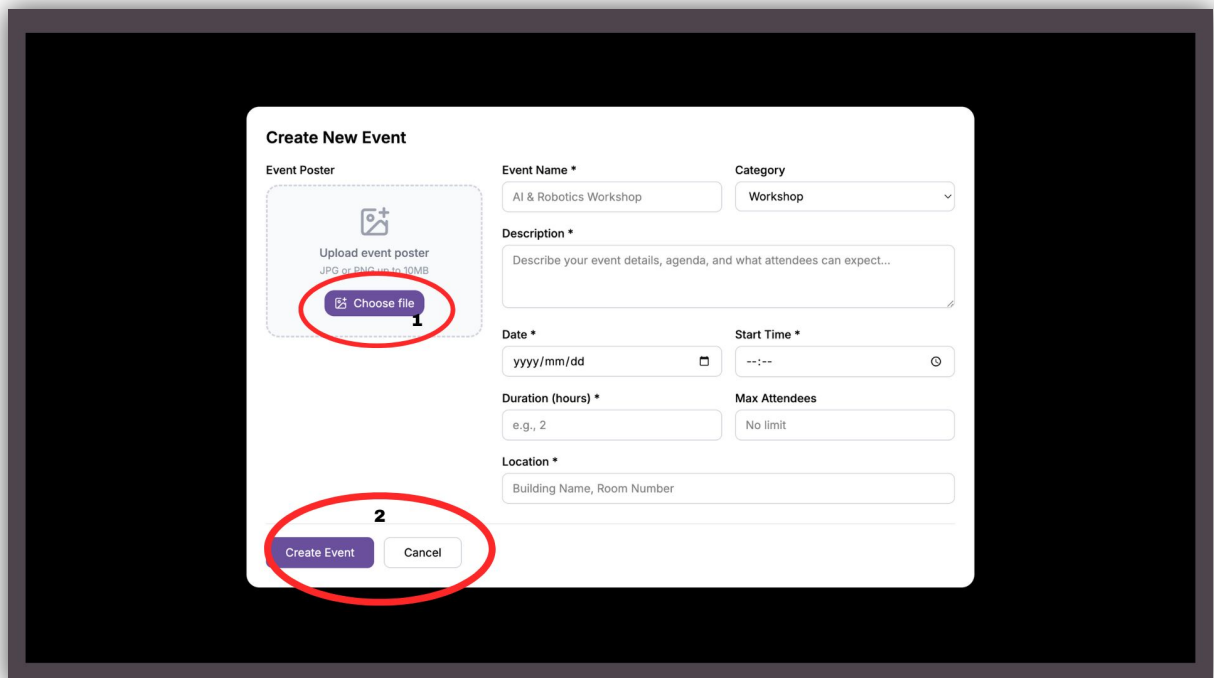


Figure 5.8: Create an Event Screen

This screen allows a society admin to create an event. The society admin can upload an event photo (as indicated by circle 1 in Figure 5.6), add event information, and then create (or cancel) the event (as indicated by circle 2 in Figure 5.6).

5.4 Posts Section

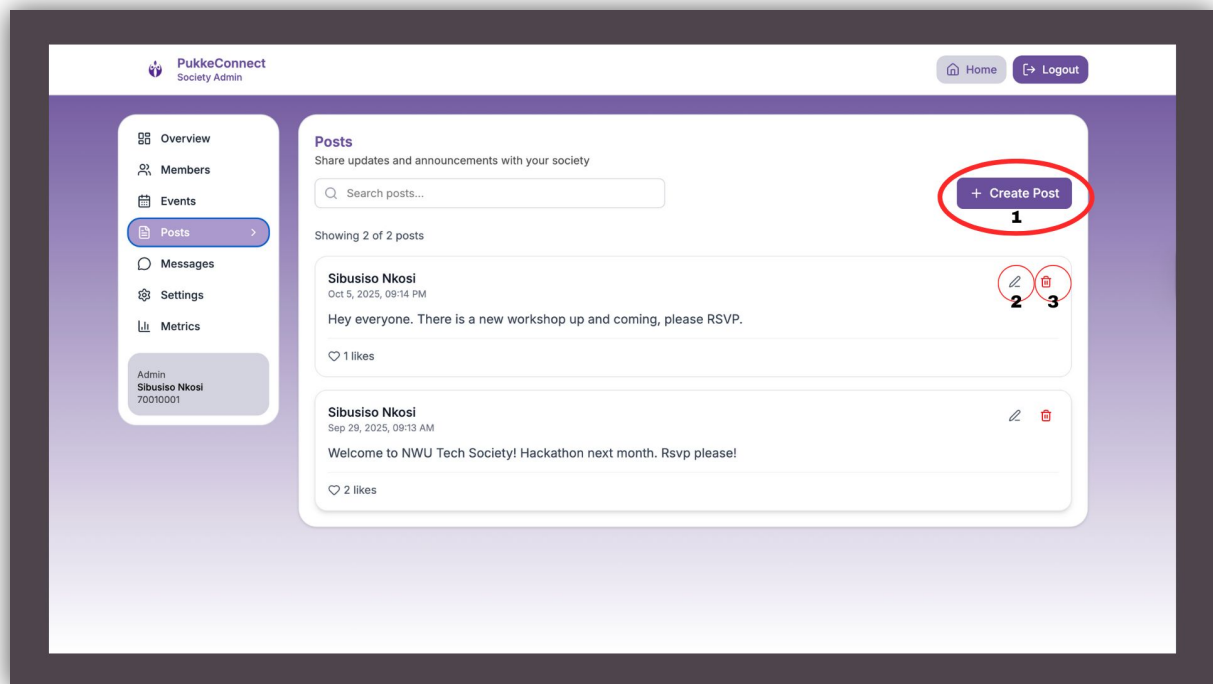


Figure 5.9: Posts Page

The Posts page allows a society admin to create posts, view posts, and edit/delete posts.

Circle in Figure 5.9	Description
1. Create Post button	This button allows the society admin to create a new post as indicated in Figure 5.10.
2. Edit post(Clickable Icon)	This button allows the society admin to edit a post as indicated in Figure 5.11.
3. Delete post (Clickable Icon)	This button allows the society admin to cancel an upcoming event as indicated in Figure 5.12.

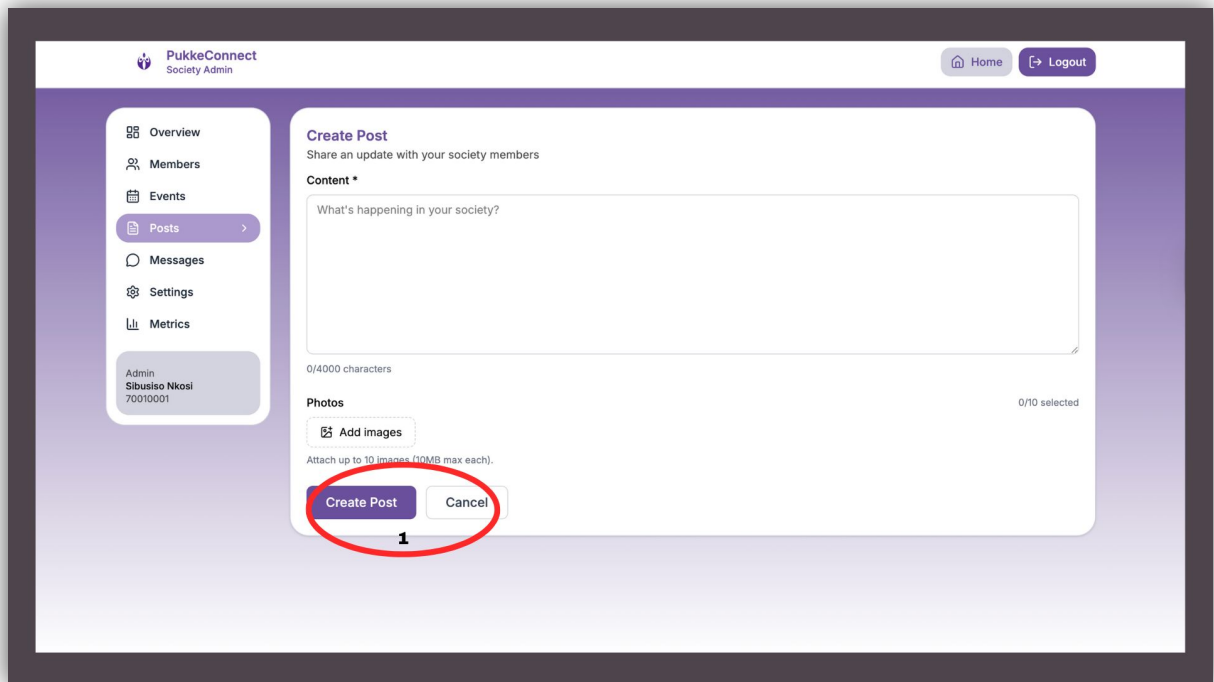


Figure 5.10: Creating a Post

This screen allows a society admin to create a post (as indicated by Circle 1 in Figure 5.10).

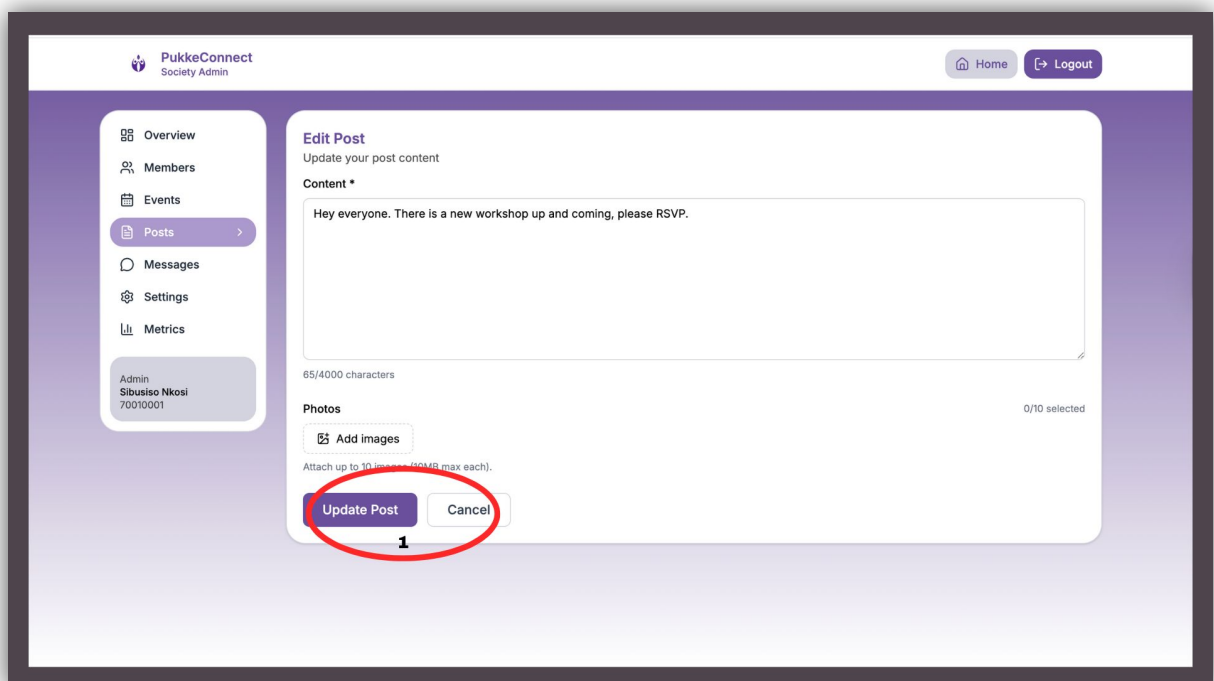


Figure 5.11: Editing a Post

This screen allows a society admin to edit a post (as indicated by Circle 1 in Figure 5.11).

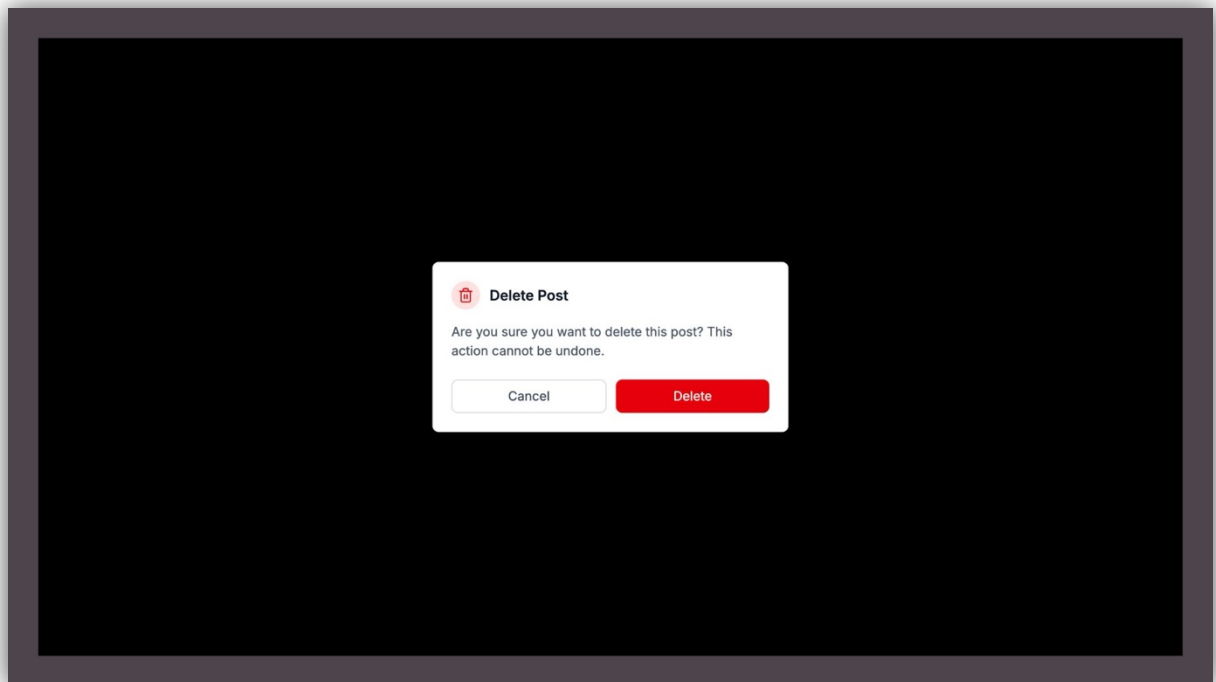


Figure 5.12: Deleting a Post

This screen allows a society admin to delete a previous post.

5.5 Messages Section

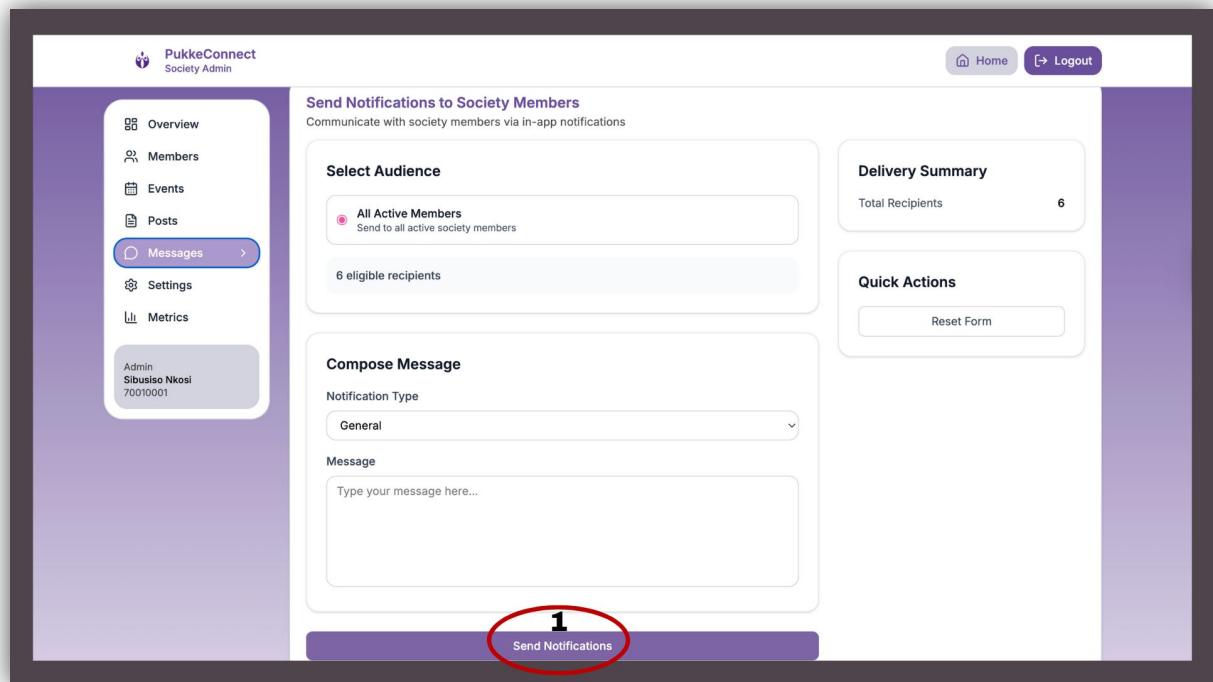


Figure 5.13: Sending Notifications

The Messages Page allows a society admin to send a notification to the members of their society, as indicated by Circle 1 in Figure 5.13

5.6 Settings Section

The Settings Page allows a society admin to edit the information or photo of a society (indicated by Figure 5.14), as well as edit their personal account details (indicated by Figure 5.15).

PukkeConnect
Society Admin

Home Logout

Account Management
Update your society profile and personal account information

Society Profile Personal Account

Society Profile Settings
Update your society's public profile information visible to students.

Society Logo
Upload Logo Remove
Recommended: Square image, 300x300px, PNG or JPG, max 2MB

Society Name * **Category ***
NWU Tech Society Technology

About Society *
For students passionate about computers and technology.

Describe your society's mission, activities, and what students can expect.

Save Changes Cancel

Figure 5.14: Society Profile Screen

The Society Profile screen allows a society admin to change the photo of the society and any society details as indicated by Circle 1 in Figure 5.14.

PukkeConnect
Society Admin

Home Logout

Account Management
Update your society profile and personal account information

Society Profile **Personal Account**

Personal Account
Update your personal account information and security settings.

SN
Sibusiso Nkosi
70010001 • Potchefstroom
70010001@nwu.ac.za

First name **Last name**
Sibusiso Nkosi

Phone number
0821000000

Email address
70010001@nwu.ac.za
Email cannot be changed

Save changes Cancel

Figure 5.15: Personal Account Screen

The Personal Account screen allows a society admin to change their own details as indicated by Circle 1 in Figure 5.15.

5.7 Metrics Section

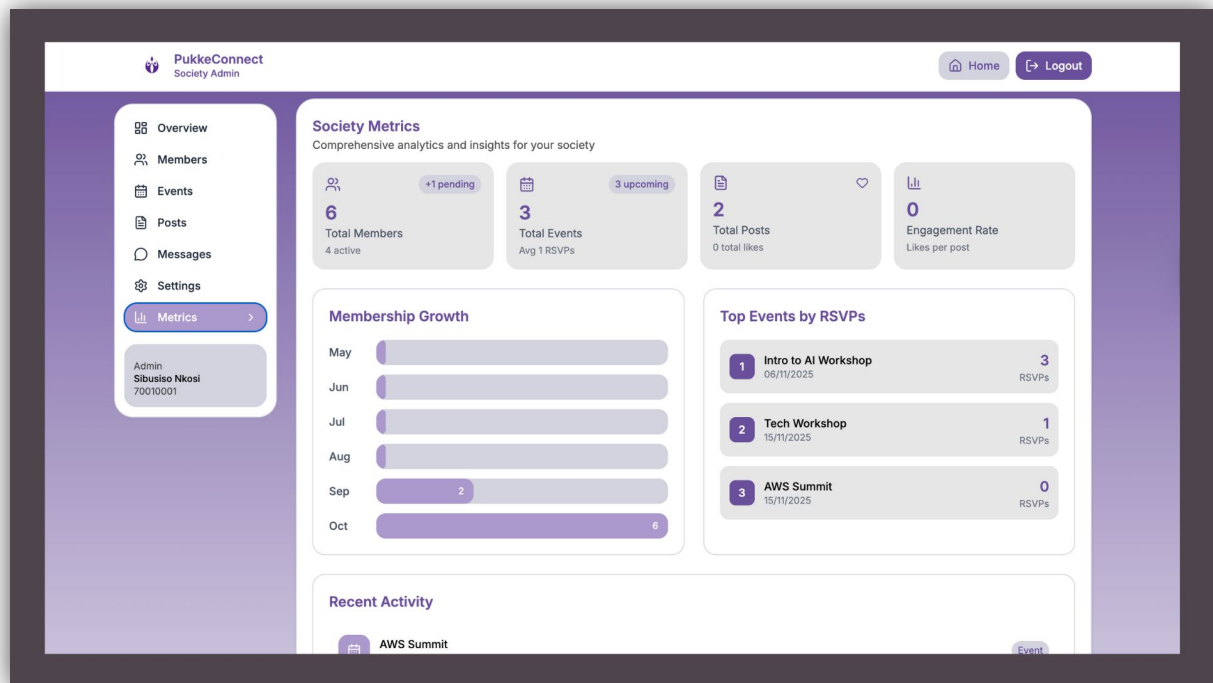


Figure 5.16: Metrics Page

The Metric Page allows a society admin to view the metrics of their society and members.

5.8 Society Registration Section

This Page is only available to Society Admins who have not been assigned to a society. This provides a way for a society admin to register a new society, which an admin can reject or approve. Alternatively, the society admin can ask an admin to create a society and then assign the student to that society.

PukkeConnect
Society Admin

Home Logout

Overview

+ Register Soc... >

Admin
Kaiser Chiefs
60009000

QUICK TIPS

This screen only appears for society admins who have been promoted and don't yet belong to a society

Register Society

Submit your society for approval by university admin

Society Name *

e.g., AI Society

Description *

Tell us about your society...

Category *

e.g., Technology, Sports, Arts

Campus *

Select campus

Submit for Approval

1

Figure 5.17: Society Registration Page

The Society Registration Page allows a newly promoted society to register a society which can be approved or declined by a university admin as indicated by Circle 1 in Figure 5.17.

6. University Admin User Guide

6.1 Overview Section

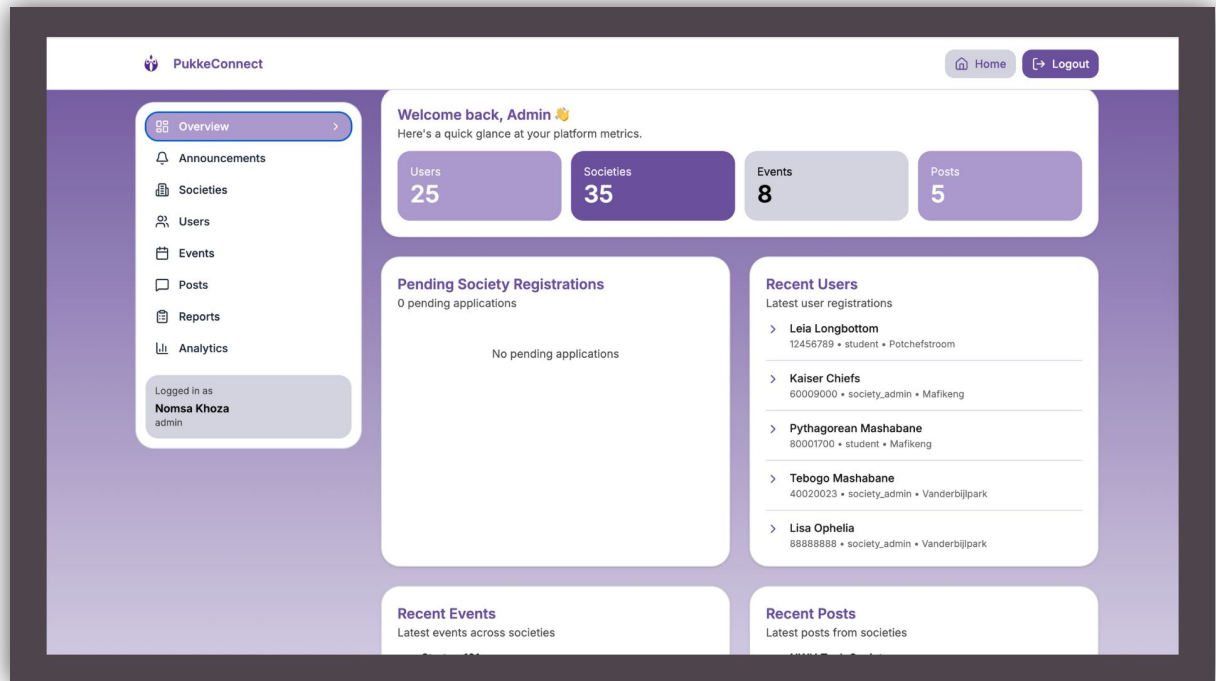


Figure 6.1: Overview Page

The overview page allows an admin to view pending society registrations, recent users, recent events, and recent posts at a glance.

6.2 Announcements Section

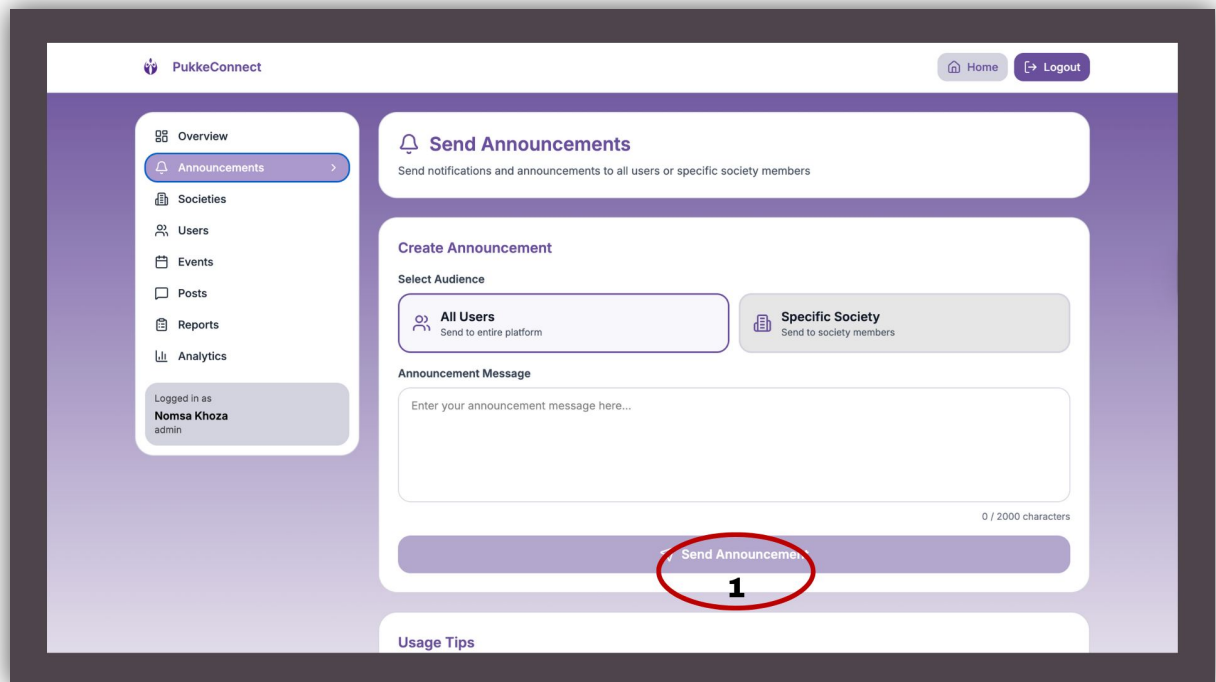


Figure 6.2: Announcements Page

The Announcements page allows an admin to send announcements to all users on the system or to specific societies, as indicated by Circle 1 in Figure 5.15.

6.3 Societies Section

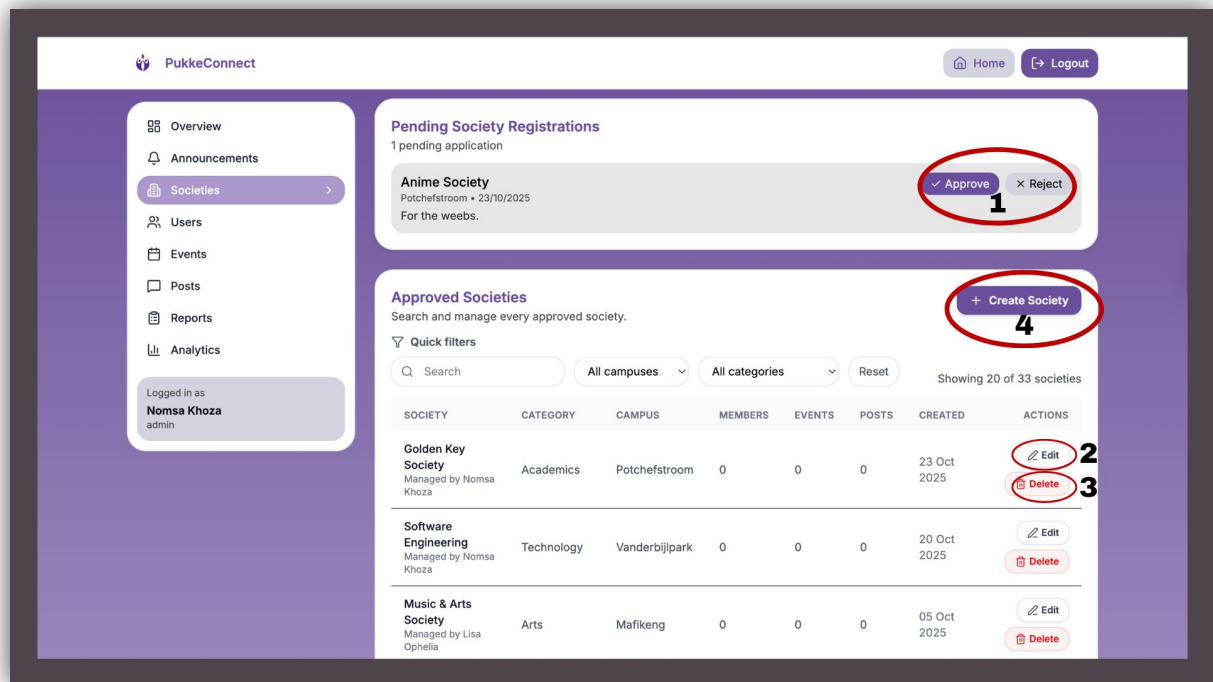


Figure 6.3: Societies Page

The Societies page allows an admin to approve/reject new society registrations, create a new society, and edit/delete current societies.

Circle in Figure 6.3	Description
1. Approve & Reject Buttons	This button allows the admin to approve or reject new society registrations.
2. Edit society button	This button allows the admin to edit a society as indicated in Figure 6.4.
3. Delete society button	This button allows the admin to delete a society as indicated in Figure 6.5.
4. Create Society button	This button allows the admin to create a society as indicated in Figure 6.6.

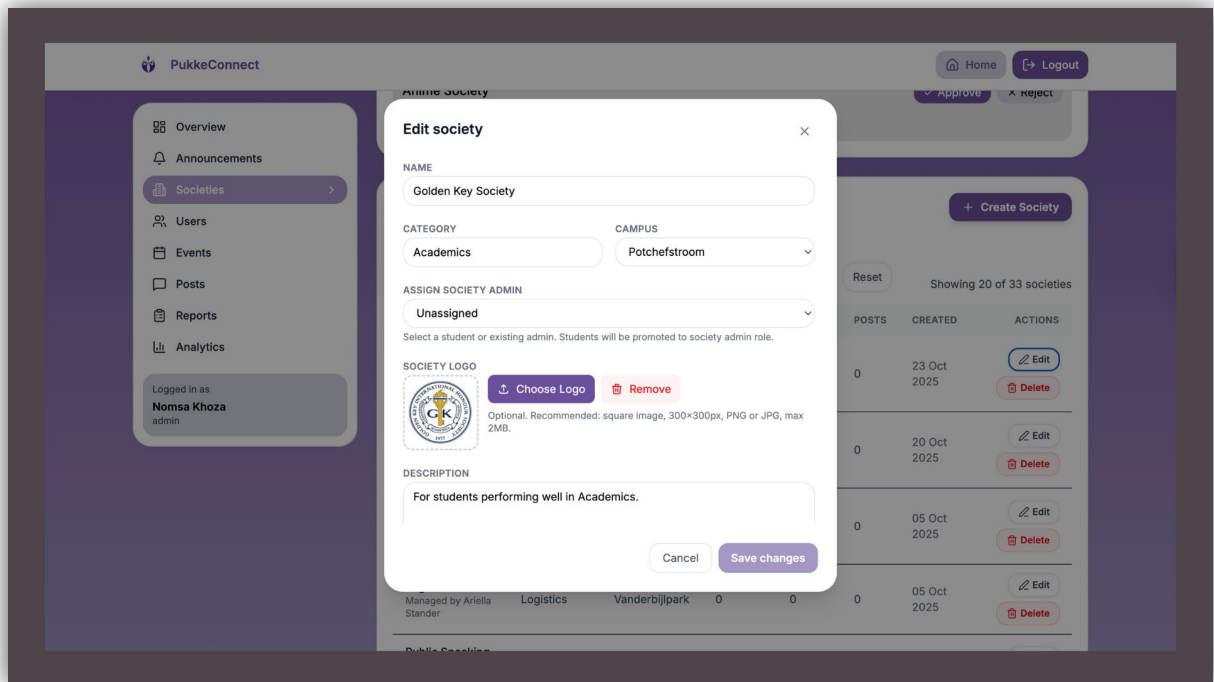


Figure 6.4: Edit Society Screen

The Edit Society Screen allows an admin to edit the details and photo of a society, as indicated in Figure 6.4.

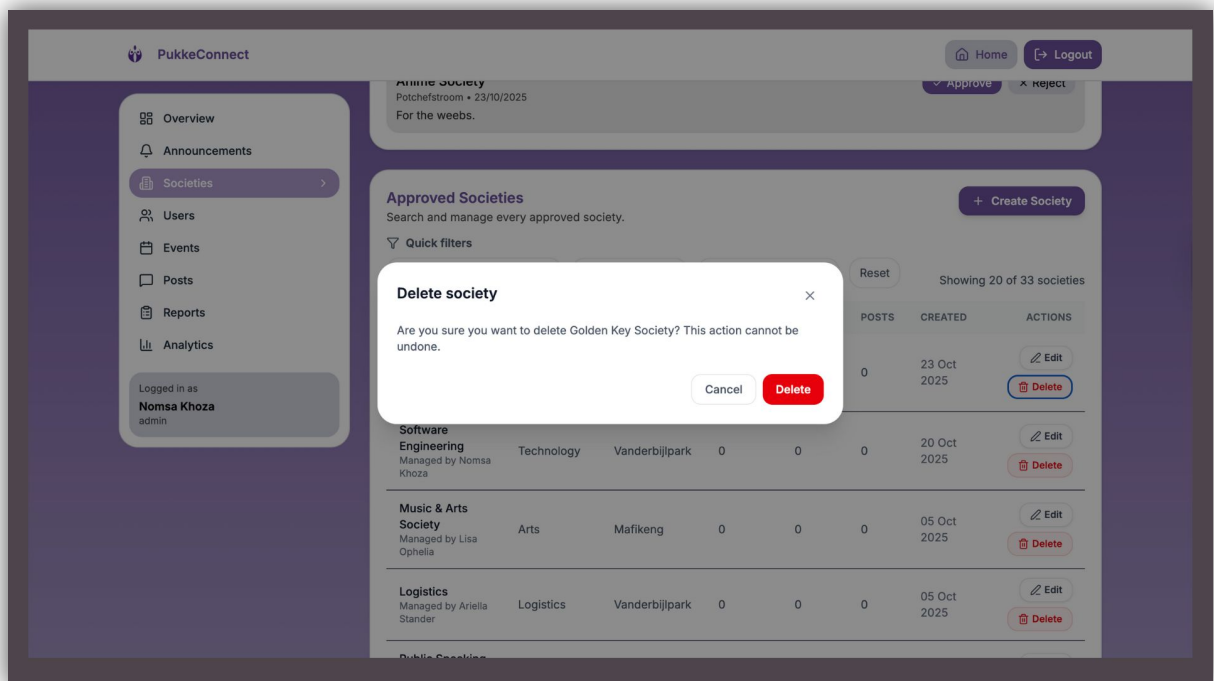


Figure 6.5: Delete Society Screen

The Delete Society Screen allows an admin to delete a society as indicated in Figure 6.5.

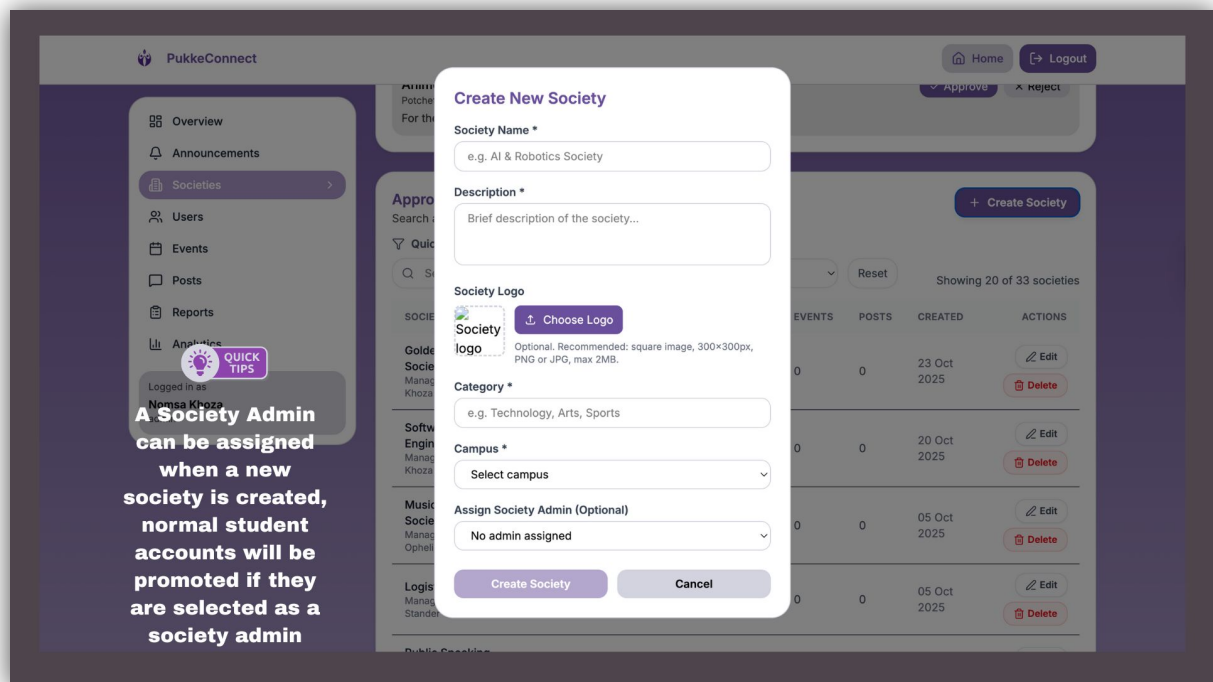


Figure 6.6: Create Society Screen

The Create Society Screen allows an admin to create a new society. They can add a society photo and also assign a society admin on creation. If the user account they choose is a normal student account, their account will be promoted to society admin automatically (as indicated in Figure 6.6).

6.4 Users Section

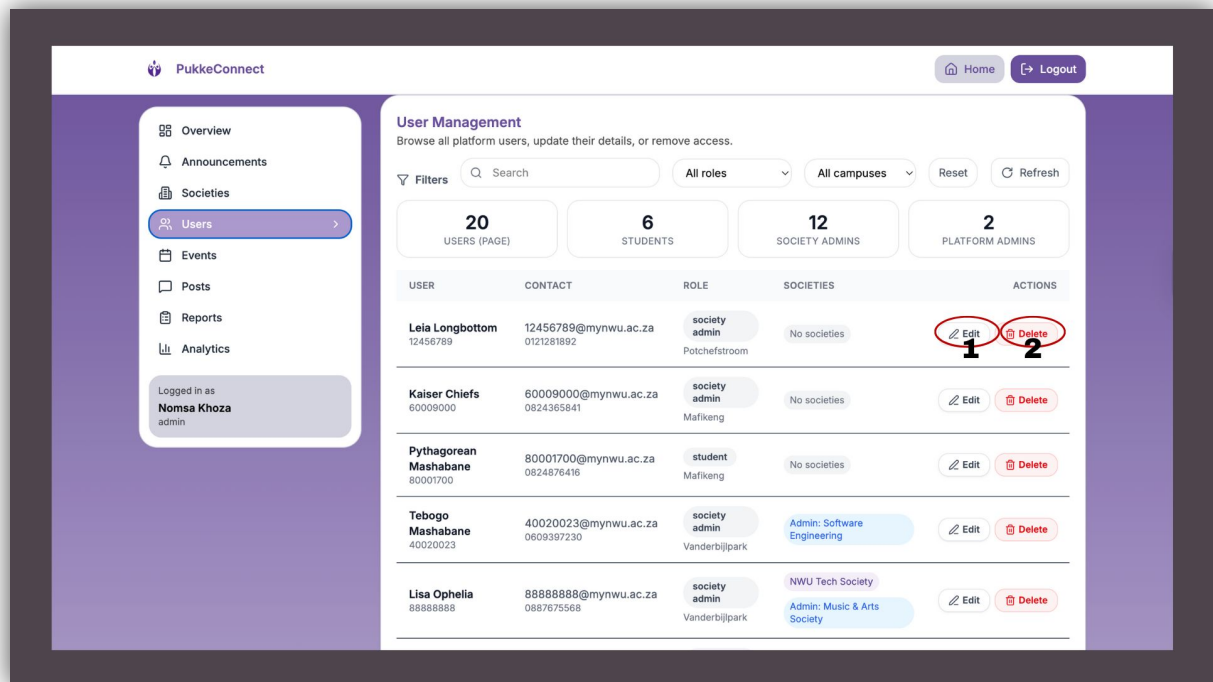


Figure 6.7: Users Page

The Users page allows an admin to edit/delete current users.

Circle in Figure 6.7	Description
1. Edit society button	This button allows the admin to edit a user as indicated in Figure 6.8.
2. Delete society button	This button allows the admin to delete a user as indicated in Figure 6.9.

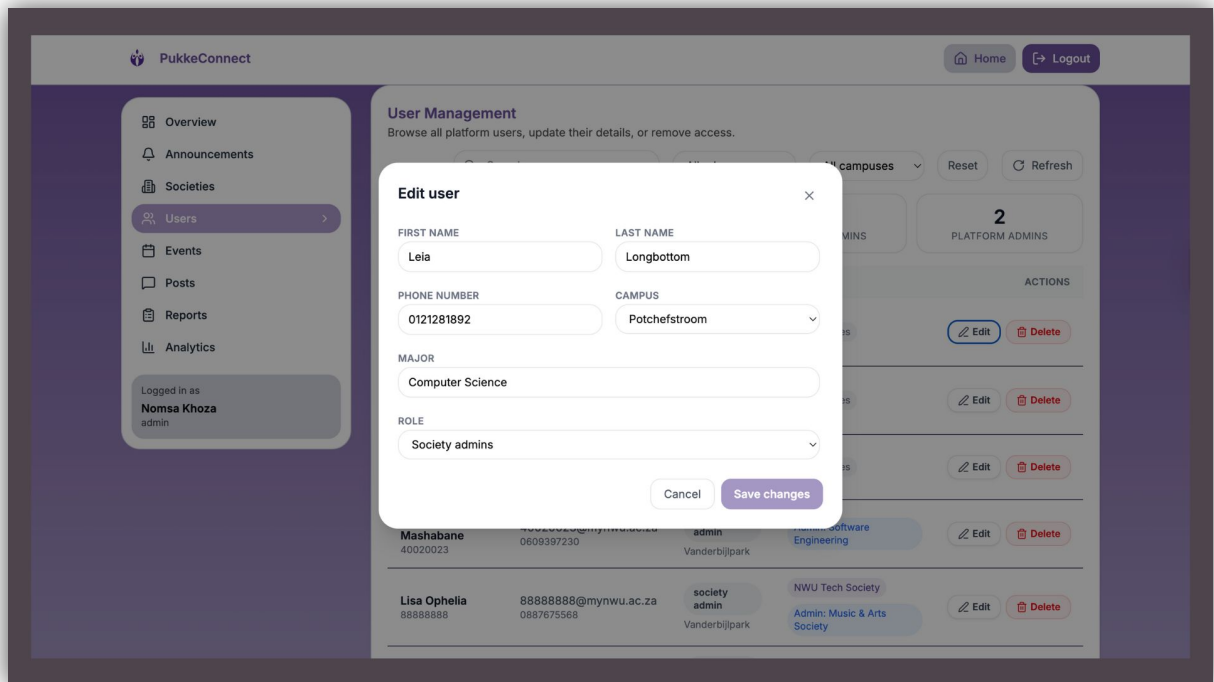


Figure 6.8: Edit User Screen

The Edit Society Screen allows an admin to edit the details of a user, as indicated in Figure 6.8.

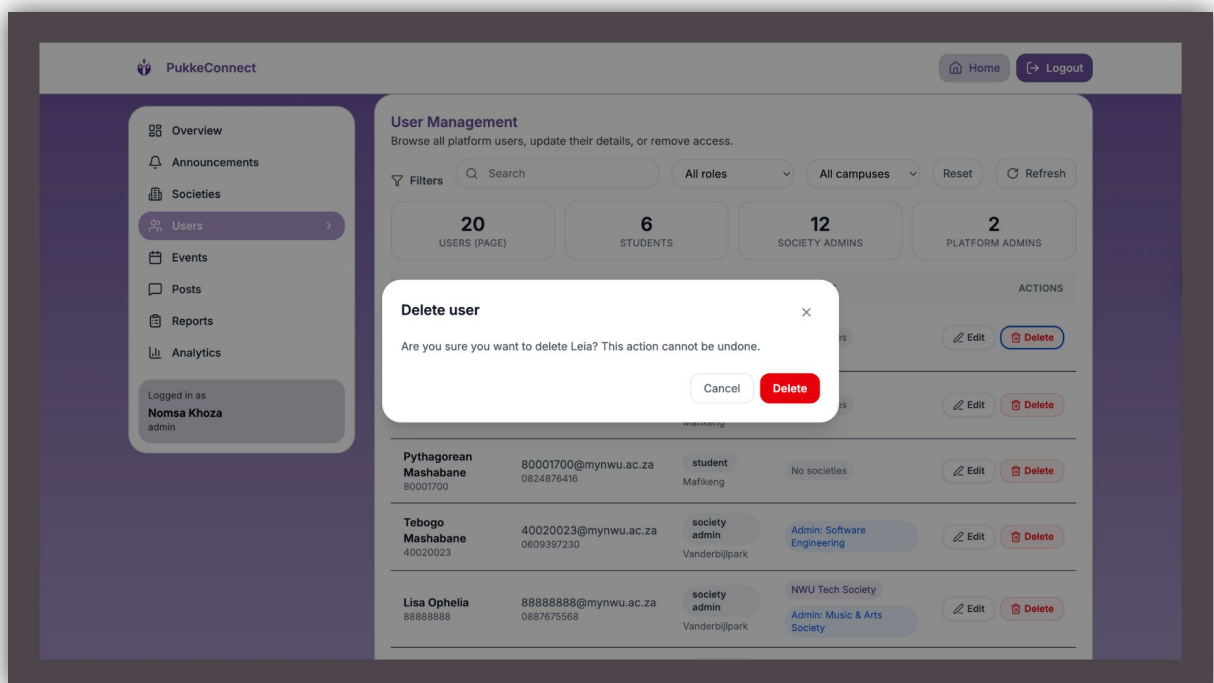


Figure 6.9: Delete User Screen

The Delete User Screen allows an admin to delete a user as indicated in Figure 6.9.

6.5 Events Section

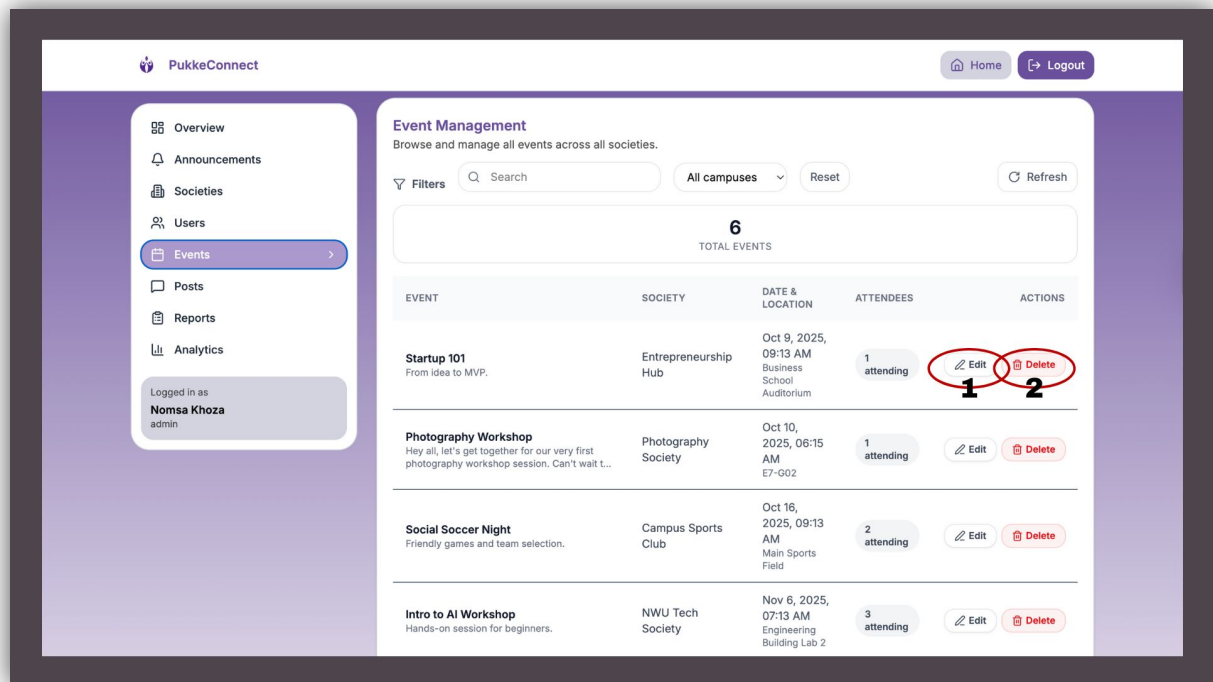


Figure 6.10: Events Page

The Events page allows an admin to edit/delete current events.

Circle in Figure 6.10	Description
1. Edit event button	This button allows the admin to edit an event as indicated in Figure 6.11.
2. Delete event button	This button allows the admin to delete an event as indicated in Figure 6.12.

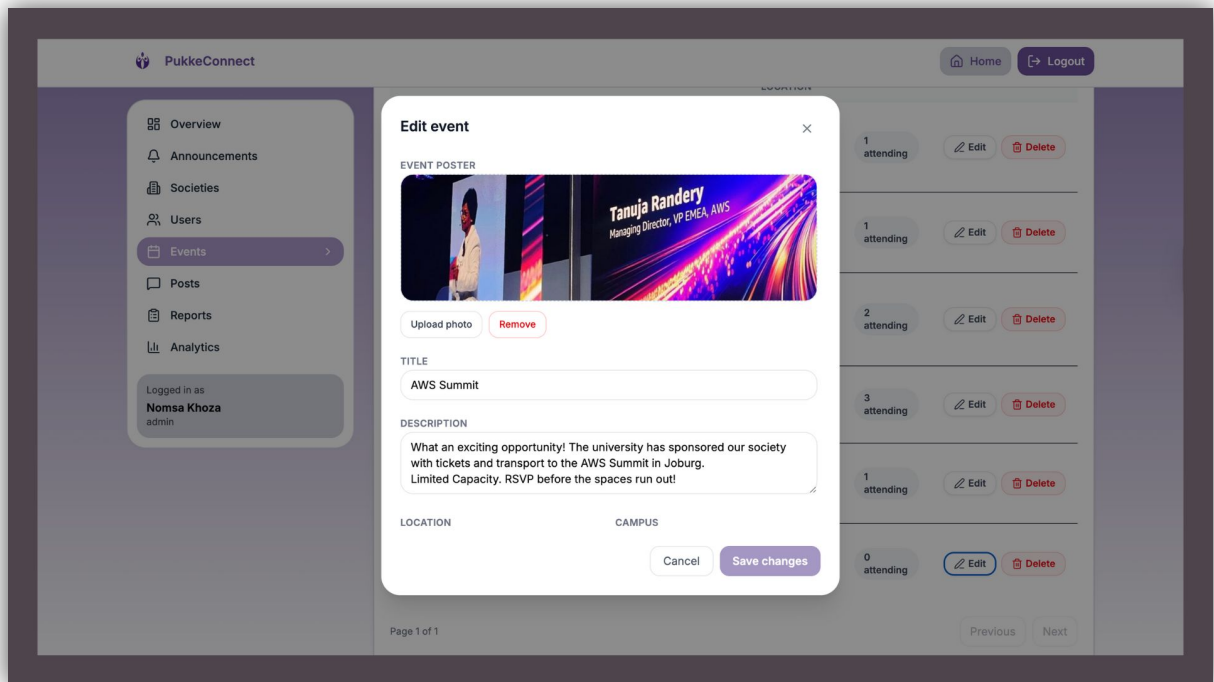


Figure 6.11: Edit Event Screen

The Edit Event Screen allows an admin to edit the details of an event, as indicated in Figure 6.11.

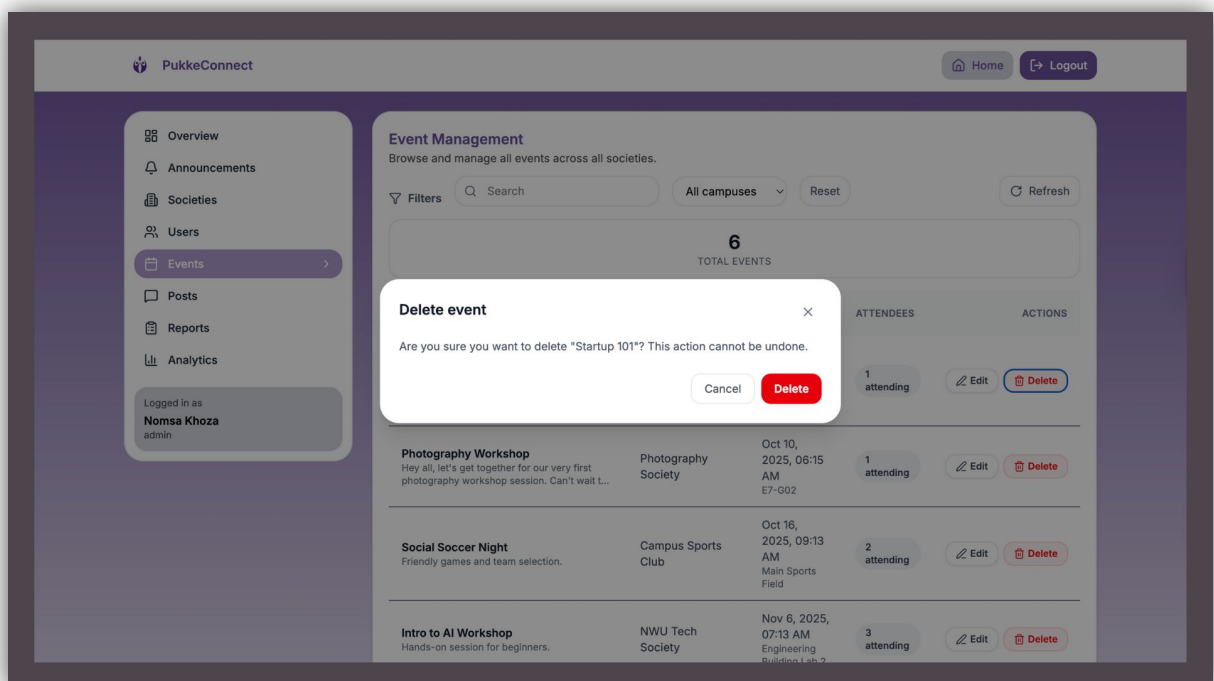


Figure 6.12: Delete Event Screen

The Delete Event Screen allows an admin to delete an event as indicated in Figure 6.12.

6.6 Posts Section

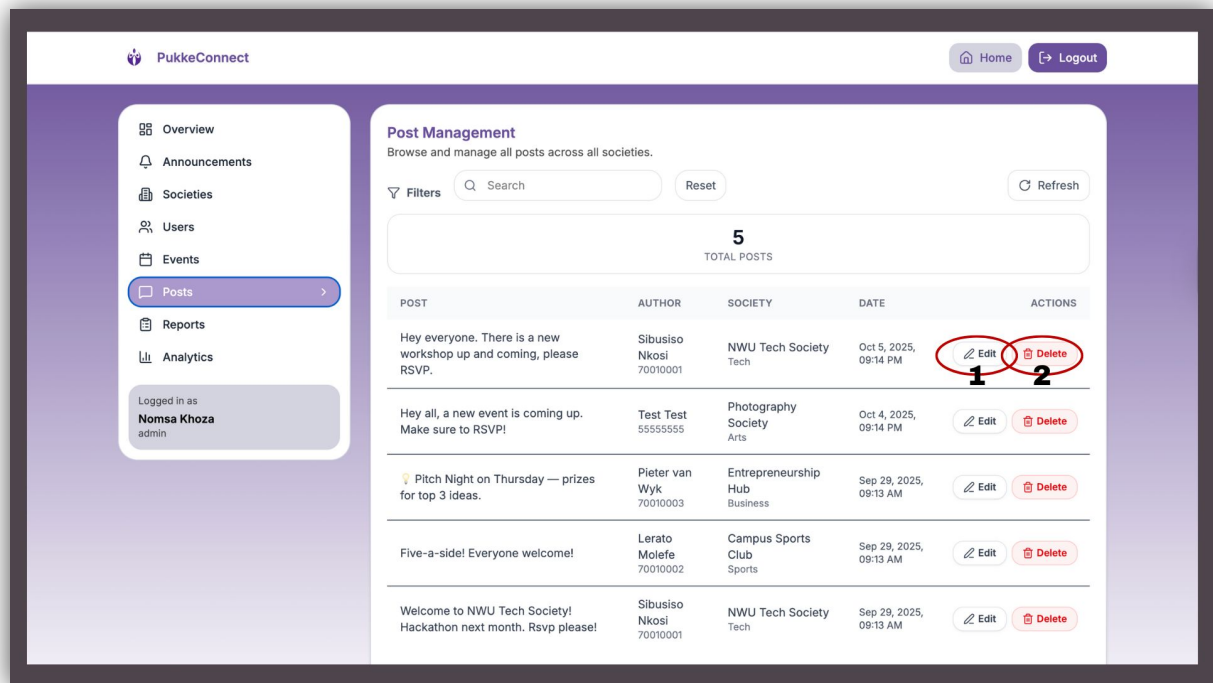


Figure 6.13: Posts Page

The Posts page allows an admin to edit/delete current posts.

Circle in Figure 6.13	Description
1. Edit post button	This button allows the admin to edit a post as indicated in Figure 6.14.
2. Delete post button	This button allows the admin to delete a post as indicated in Figure 6.15.

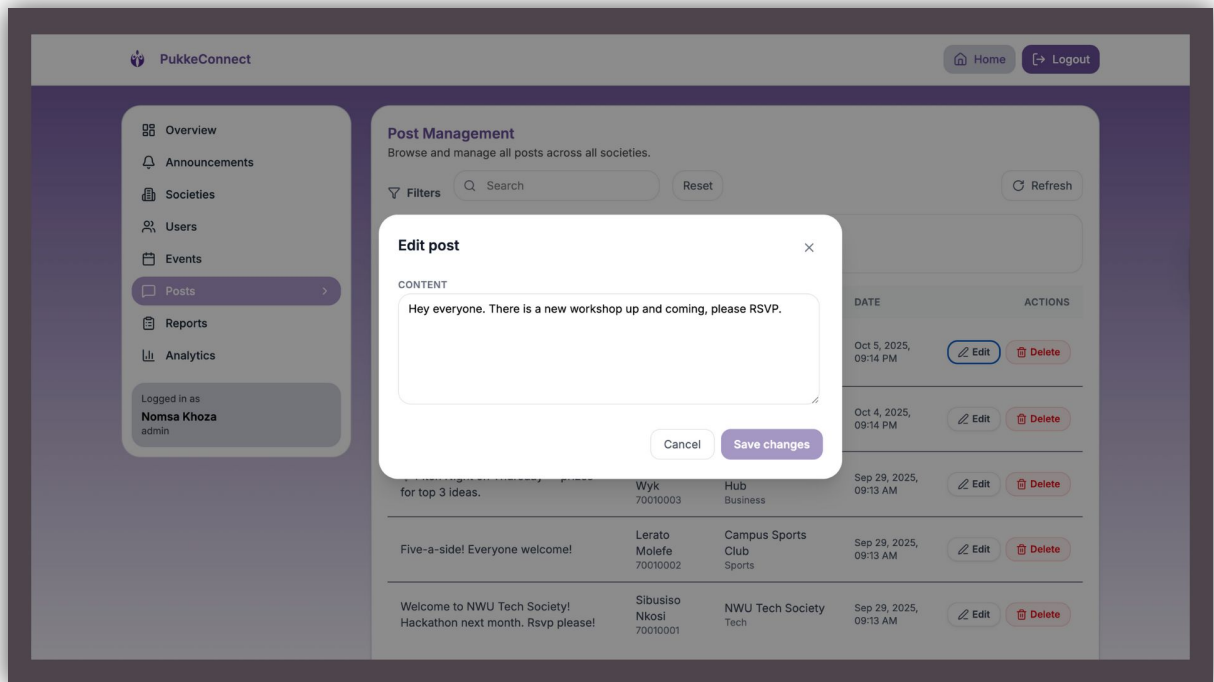


Figure 6.14: Edit Post Screen

The Edit Post Screen allows an admin to edit the details of a post, as indicated in Figure 6.14.

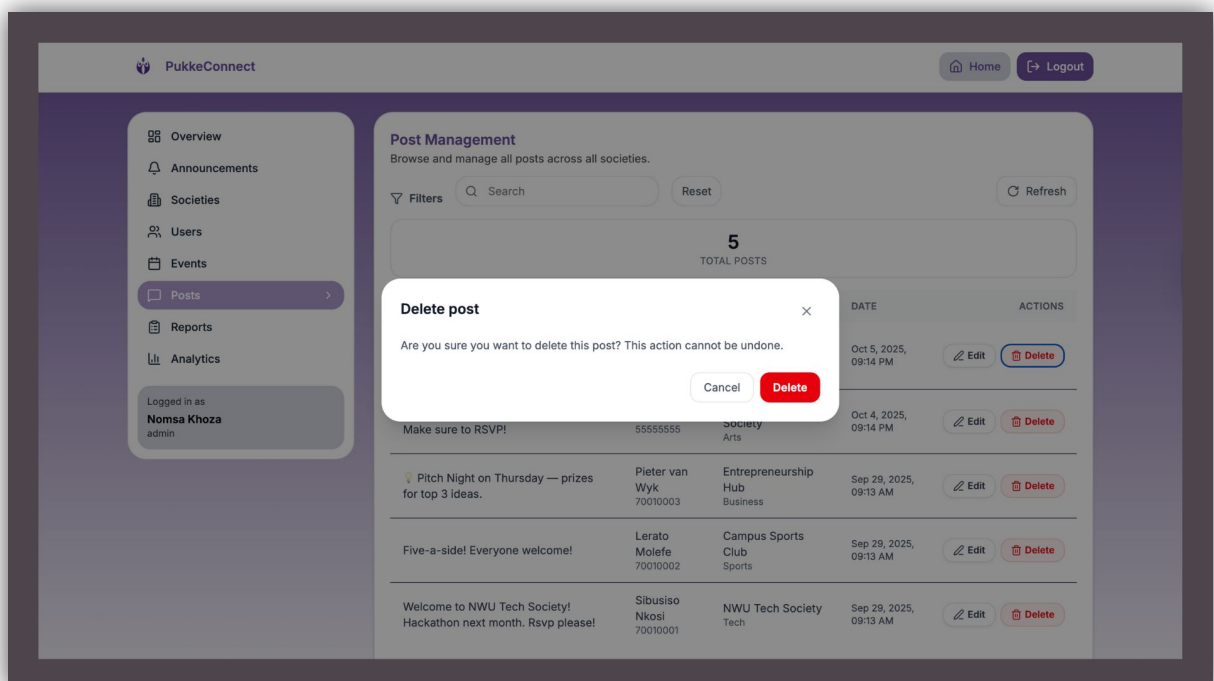


Figure 6.15: Delete Post Screen

The Delete Post Screen allows an admin to delete a post as indicated in Figure 6.15.

6.7 Reports Section

The Reports page allows an admin to download filtered PDF reports on the following: Societies, Events, Users, Posts, Memberships, and Engagements, as indicated in Figure 6.16.

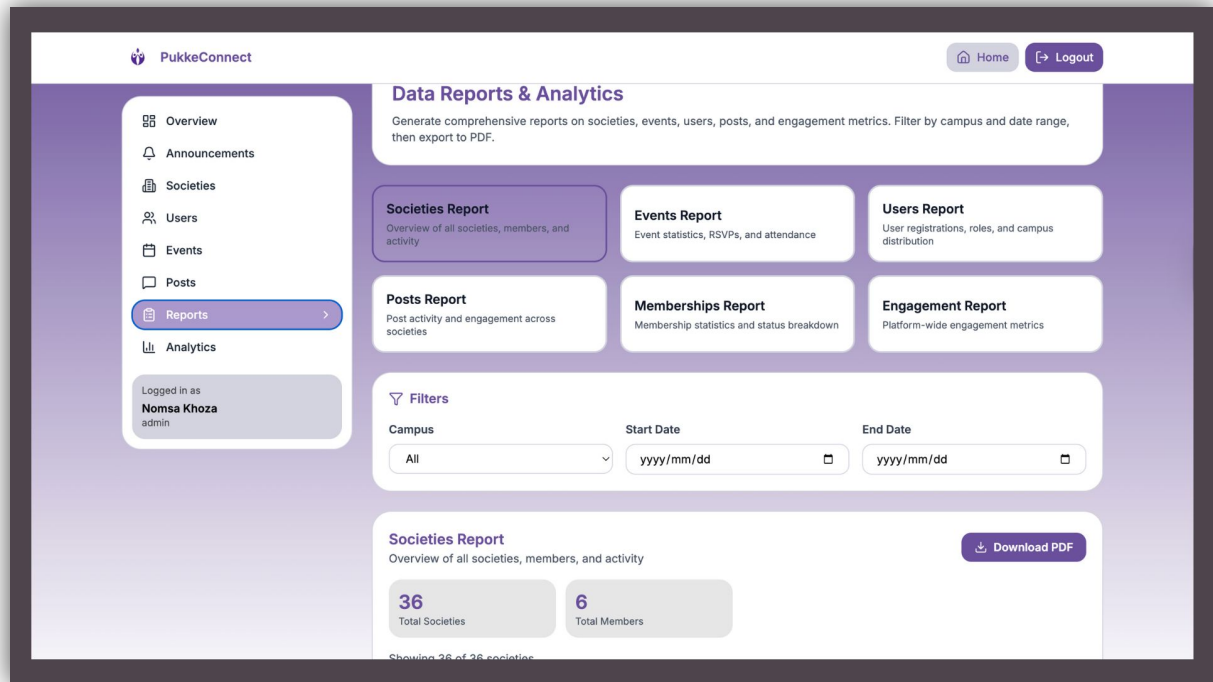


Figure 6.16: Reports Page

6.8 Analytics Section

The Analytics page allows an admin to view platform analytics of the entire application, as indicated in Figure 6.17.

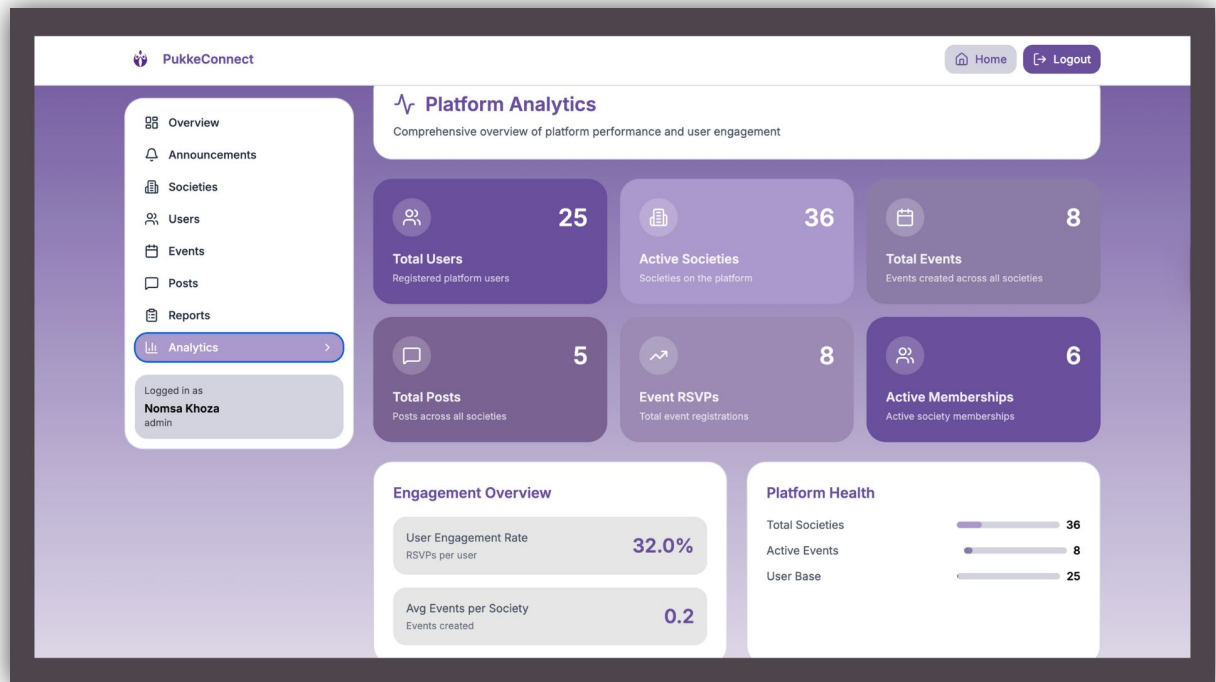


Figure 6.17: Reports Page

7. Troubleshooting and Support

7.1 Common Issues & Solutions

- **Login Fails:** Check your NWU student number and password, or use *Forgot Password*.
- **Uploads Fail:** Ensure file size is below the S3 upload limit (5 MB for free tier).
- **Slow Performance:** Refresh the browser and ensure stable internet connection.
- **Access Denied:** Contact an admin to confirm your role assignment.

7.2 Support Contact

For further assistance, email pukkeconnecttest@gmail.com.

All queries are monitored by **Chloe Wilson (Lead Developer)**.