

Al-Iman Club

الإيمان نادي

Software Requirements Specification (SRS)

Website & Management Portal

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1. Introduction

1.1 Purpose

This Software Requirements Specification (SRS) document describes the functional and non-functional requirements for the Al-Iman Club's website and management portal. The system will provide an online presence for the club, enable members to book available facilities, and provide administrators with tools to manage bookings, users, finances, and operations.

1.2 Project Scope

The Al-Iman Club system consists of two integrated components:

- **Public Website:** A customer-facing portal allowing users to view club services, register accounts, and make bookings for club facilities.
- **Management Portal (Admin Panel):** An internal system allowing administrators to manage users, define services, handle booking confirmations, and track financial operations.

Club facilities covered by the system:

- Swimming Pool
- Chalets (12 units, expandable)
- Event Hall(s)
-

1.3 Definitions and Abbreviations

Term / Abbreviation	Definition
SRS	Software Requirements Specification
Admin	System administrator with elevated privileges
User / Member	Registered club member who can place bookings
Booking	A reservation request for a club facility
Confirmed	Booking status after admin approval and payment
Pending	Booking request awaiting admin action
Waiting	Booking placed on a waitlist for an already-requested slot
Cancelled	A booking that has been cancelled
Weekday	Monday through Thursday
Weekend	Friday and Saturday
Room Type	
Room	
Chalet	A standalone accommodation unit with its own facilities
Hall	An event space bookable for activities

Term / Abbreviation	Definition
Pool Schedule	Time slots allocated to specific gender/family groups at the pool
Church	The religious congregation the member belongs to
InstaPay	Online payment gateway used for the platform

1.4 System Overview

The system is a web-based platform. Visitors can browse the club's public pages. Registered and approved members can log in to make reservations. Administrators manage the entire backend, including facility definitions, booking approvals, user approvals, and payment tracking.

2. Overall Description

2.1 User Classes and Characteristics

User Class	Description	Access Level
Guest / Visitor	Unauthenticated public user browsing the site	Read-only public pages
Registered User (Pending)	Account created, awaiting admin approval	Cannot book
Registered User (Approved)	Approved member with full booking access	Booking, account management
Registered User (Rejected)	Account rejected by admin	View rejection status only
Administrator	Club staff managing the system	Full system access

2.2 Assumptions and Dependencies

- The system requires a stable internet connection for online payments via InstaPay.
- Image uploads are supported for room types, chalets, and gallery content.
- The system sends notifications (email/SMS) for booking status changes — exact channels to be confirmed during implementation.
- The club operates on Egyptian time zone (EET / UTC+2).
- Prices are in Egyptian Pounds (EGP).

2.3 Constraints

- All booking validations (availability, conflict checking) must happen server-side.
- Auto-approval mode for user registration is configurable by the admin.
- Booking lock periods (maintenance/renovation) can be set by admins per facility.

3. System Architecture Overview

3.1 Components

Component	Description
Public Website	Customer-facing pages: Home, About, Booking, News, Contact Us
User Account Portal	Registered member dashboard: bookings, payments, profile
Admin Management Portal	Full backend: users, facilities, bookings, finance, settings
Database	Central data store for all entities
Payment Gateway	InstaPay integration for online payments

3.2 User Roles Summary

Feature	Admin	Approved User	Pending/Rejected User	Guest
View public pages	✓	✓	✓	✓
Register account	X	X	X	✓
Place bookings	✓	✓	X	X
Manage bookings (approve/cancel)	✓	X	X	X
Define facilities/room types	✓	X	X	X
Manage users	✓	X	X	X
View financials	✓	X	X	X
Configure system settings	✓	X	X	X

4. Website (Public-Facing) Requirements

4.1 Public Pages

4.1.1 Home Page

- Hero section with club banner and call-to-action.
- Quick navigation to booking and facility sections.
- Featured facilities preview (pool, chalets, hall, conference house, sports courts).
- Latest news snippets.

4.1.2 About Page

- Club history and mission.
- Photos of the club.
- Management team (optional).

4.1.3 Services / Booking Page

- Overview of all available services: Swimming Pool, Chalets, Event Hall, Conference House (بيت المؤتمرات (Conference House)), Sports Courts, Club Entry Ticket.
- Each service card links to its booking form (requires login). The Swimming Pool card displays photos uploaded by the admin (§6.4.3) and the price per hour.
- Each facility card displays a "Facility Info" panel below the main description (modelled on the standard booking platform property info section). This panel is configured by the admin per facility and is visible to all website visitors before logging in. It gives guests the key operational details they need before booking.

4.1.3.1 Facility Info Panel — Website Display

The Facility Info panel appears on each facility's detail/booking page. It is a structured, read-only block that presents operational policies in a clear labelled format. The following items are shown when configured by the admin:

Info Item	Display Label	Example Value
Check-in Time	→ الوصول تسجيل (Check-in)	From 2:00 PM to 12:00 AM
Check-in Requirements	Sub-text under check-in	Guest must present a national ID card with photo upon check-in.
Advance Arrival Notice	Sub-text under check-in	Please inform the club of your expected arrival time in advance.
Check-out Time	→ المغادرة تسجيل (Check-out)	From 11:00 AM to 12:00 PM
Cancellation / Prepayment Policy	مسبق دفع / الحجز إلغاء ⓘ	Auto-generated from the cancellation policy set in Section 6.10. Shows free window, penalty rate, and no-refund cutoff. Includes a link to the full policy.
Additional Notes	Free text block	Any other operational information the admin wants to display.

- Items with no value configured by the admin are hidden from the panel — the panel only shows rows that have content.
- The cancellation policy row is auto-populated from the policy defined in Section 6.10. If no policy is configured, this row is hidden.
- The panel is displayed in both Arabic and English based on the user's selected language. The admin enters content in both languages when configuring.

4.1.4 News Page

- List of club news articles managed by admins.
- Article title, date, image, and body.

4.1.5 Contact Us Page

- Club address, phone numbers, email, and map embed.
- Contact form (name, email, message).

4.2 User Account Registration

4.2.1 Registration Form Fields

Field	Type	Required	Notes
Full Name	Text	Yes	
Phone Number	Text	Yes	Validated format
Email Address	Email	Yes	Unique, used for login
Password	Password	Yes	Min 8 characters
Confirm Password	Password	Yes	Must match
Church	Text / Dropdown	Yes	Congregation affiliation

4.2.2 Registration Flow

1. User fills the registration form and submits.
2. System validates inputs (unique email, phone format, password strength).
3. Account is created with status: Pending Review.
4. User sees a message: 'Your account is under review. You will be notified upon approval.'
5. If auto-approval is enabled (admin setting), account is immediately approved.
6. Admin reviews pending accounts and approves or rejects.
7. User receives notification of approval or rejection.
8. Approved users can log in and place bookings.
9. Rejected users see a rejection message and cannot book.

4.3 User Login & Session

- Login via email and password.
- Password reset via email link.
- Session timeout after inactivity (configurable).

4.4 User Portal — My Account

After an account is created and approved, the user has access to a personal portal. This portal is the central place for managing their bookings and account details.

4.4.1 My Bookings Page

The main section of the user portal. Shows all bookings submitted by the user across all facility types. The page includes a filter bar and a booking list.

- Filter options: All, Pending Review (submitted, awaiting admin action), Confirmed, Rejected / Cancelled, Waiting (on waitlist).
- Each booking card shows: facility type, dates / time slot, number of persons, booking status, payment status, total amount, and if applicable the cancellation penalty.
- Booking editability rules: a booking can only be edited by the user while its status is Pending Review (not yet actioned by the admin). Once the admin has confirmed or rejected the booking, the user cannot make any further changes. A message is shown explaining that modification requests must go through the club directly.
- Clicking a booking opens a detail view showing: full booking summary, itemised price breakdown (including any meal add-ons and their quantities), modification history (if any changes were made by the admin), payment history, and if cancelled — the cancellation penalty applied and the net refund amount.

4.4.2 Profile Settings

- User can edit: full name, phone number, church affiliation, and password.

4.4.3 Payments

- Pending payments are shown with a prominent “Pay Now” button that links directly to the InstaPay payment page for the exact amount.
- Make new bookings from within the portal.

5. Booking Module — Detailed Requirements

All booking forms pre-fill user data (name, phone, church) from the user profile. Users may edit these fields before submitting.

5.0 Availability Search

Before entering a specific booking form, the user can search for available facilities by date and occupancy. A search bar appears at the top of the Booking page with a date picker and an occupancy/type selector — the same pattern used by major booking platforms.

Search inputs

- Date / date range: single date for pool and hall bookings; check-in and check-out dates for chalets. The calendar highlights unavailable dates in grey.
- Occupancy selector (overlay panel): Adults count (+/-), Children count (+/- for hotel/chalets), Number of rooms or units required (+/- for hotel group booking), Visitor type (Girls / Boys / Families — shown only when searching pool availability). Pressing "Done" closes the overlay and shows a summary label (e.g. "2 adults · no children · 1 room").
- Facility type: optional tab or dropdown to restrict results (Chalets / Swimming Pool / Hall / Conference House / Sports Courts / Club Entry). Default: all facility types.

Search results behaviour

- Results show only facilities that have at least one available unit or slot on the selected dates matching the occupancy. Fully booked or unavailable facilities are greyed out with an "Unavailable on these dates" label.
-
- Clicking any result card pre-fills the booking form for that facility with the dates and occupancy already entered.
- The user can update dates or occupancy and re-search without leaving the page; results refresh dynamically without a page reload.

5.1 Swimming Pool Booking

5.1.1 Pool Booking Form

Field	Description
Full Name	Pre-filled from profile; editable
Phone Number	Pre-filled from profile; editable
Church	Pre-filled from profile; editable
Visitor Type	Tabs displayed above the calendar: الكل (All) / بنات (Girls) / أولاد (Boys) / عائلات (Families). Selecting a tab filters the calendar to show only dates and time slots available for that visitor type. الكل is the default and shows all available slots. The "Chalets" visitor type is not shown — it is system-reserved.
Booking Date	Date picker

Field	Description
Available Time Slots	Dynamic: shown based on Visitor Type + selected date. Reflects admin-defined schedules
Number of Hours	Must be within the available slot window for the selected type
From Time	Selected from available slots
To Time	Auto-calculated: From Time + Number of Hours
Number of Attendees	Numeric input
Price per Hour	Displayed (fetched from pool settings)
Group Type	Calculated: Hours x Price per Hour
Notes	Free text

5.1.2 Pool Availability Logic

- Admin defines pool schedules per visitor type per day of week (see Section 6.4).
- Chalets occupy pool time via a dedicated visitor type "Chalets" in the pool schedule (see §6.4.1). This schedule entry is treated identically to Girls / Boys / Families: the admin defines day-of-week and time windows, and those windows are blocked from individual public booking.
- When user selects a date and visitor type, system shows only available hours within the scheduled window.
- A slot is 'available' if: it falls within the admin-defined schedule, it is not already confirmed/paid, and it is not blocked for chalet use.

5.1.3 Conflict Handling — Pool

Scenario	System Behavior
Slot requested and pending (not confirmed)	Slot remains "open" for additional bookings since no payment has been made. New bookers are assigned Waiting status with a queue number. The website does NOT show a payment option to waiting bookers to avoid duplicate payment issues. The admin portal shows each waiting booking with its queue number so the admin can contact the first-in-queue if the pending booking is cancelled or confirmed.
Slot requested and already confirmed + paid	Inform user slot is unavailable. Show available slots for the month. User can filter by month.
Partial conflict (e.g., 12–2 PM confirmed, user wants 12–4 PM)	Inform user that 12–2 PM is booked and their request (12–4 PM) will be on waitlist. Show hint: only 2–4 PM is freely available.

5.1.4 Admin-Initiated Booking — Swimming Pool

In addition to bookings submitted by users via the website, an admin (e.g. receptionist at the club) can create a pool booking directly in the Management Portal on behalf of a visitor. This is the second booking channel — the admin fills the form instead of the user. The resulting booking follows the exact same flow and status rules as a website booking, with one addition: the admin can optionally record payment at the moment of creation.

Phone Lookup and Member Auto-Fill

When the admin opens the New Pool Booking form, the first field is the phone number:

- Admin types the visitor’s phone number. The system searches the Club Members list in real time (same mechanism as §5.6.1 / §6.9 Club Members).
- If a match is found: the visitor’s Full Name is auto-populated. The admin can edit the name if needed.
- If no match: the admin enters the name manually. A new Club Member record is created when the booking is saved.

Admin Pool Booking Form Fields

Field	Description
Phone Number	Admin enters the visitor’s phone number first. Auto-fills name if found in Club Members.
Full Name	Auto-filled from Club Members if phone matched; otherwise entered manually by admin.
Church	Free text or dropdown. Auto-filled if existing member record contains this value.
Visitor Type	Tabs: الكل (All) / بنات (Girls) / أولاد (Boys) / عائلات (Families). Selecting a tab filters available slots for that visitor type. الكل is the default. Chalets type is system-reserved.
Booking Date	Date picker.
Available Time Slots	Dynamic: shown based on Visitor Type + selected date and admin-defined pool schedules.
Number of Hours	Must be within the available slot window.
From Time	Selected from available slots.
To Time	Auto-calculated: From Time + Number of Hours.
Number of Attendees	Numeric input.
Price per Hour	Displayed (read-only, fetched from pool settings).
Total Price	Hours × Price per Hour. Displayed and updates dynamically.
Payment Method	Drop-down: InstaPay / Cash / Cheque (only methods active for the internal system per §6.15 are shown).
Amount Paid Now	Three options (see Payment Options below): Full Amount / Partial Amount (admin enters custom figure) / No Payment Now. The Total Price is shown for reference.
Notes	Free text.

Payment Options at Booking Creation

When creating a pool booking, the admin selects one of three payment options:

- Pay Full Amount — admin records the total amount immediately. A Payment Transaction of type Final is created. Booking is saved as Confirmed + Fully Paid.
- Pay Partial Amount — admin enters a custom amount less than the total. A Payment Transaction of type Deposit or Partial is created. Booking is saved as Confirmed + Partially Paid. The remaining balance is tracked and visible in the booking record.

- **No Payment Now** — no payment is recorded at creation. The booking follows the standard flow and is saved as Pending Review in the admin booking queue, identical to a booking submitted via the website. The admin can confirm it and record payment at any time from the booking detail screen.

In all cases, the admin selects the payment method (Cash / InstaPay / Cheque) applicable to the amount being recorded. If No Payment Now is selected, no method selection is required.

Conflict and Waitlist Behaviour — Admin Pool Booking

When the admin selects a date, visitor type, and time slot, the system applies the same availability checks as the user-facing flow. If the selected slot is already taken or pending, the admin sees the same conflict scenarios defined in §5.1.3. Additionally:

- If the slot has a pending (unpaid) booking, the system shows a warning: “This slot has a pending unpaid booking. Adding this booking will place it on the Waiting List.” The admin can proceed and the new booking is saved as Waiting status with a queue number assigned automatically.
- The admin can also explicitly set a booking to Waiting status from the form if they know the slot is contested.

5.2 Chalet Booking

5.2.1 Chalet Booking Form

Field	Description
Full Name	Pre-filled from the user’s account profile; editable.
Phone Number	Pre-filled from the user’s account profile; editable.
Church	Pre-filled from the user’s account profile; editable.
Number of Adults	Numeric input. Minimum 1.
Number of Children	Numeric input. Minimum 0.
Number of Nights	Numeric input. Minimum 1.
Check-in Date	Date picker. Selecting a date auto-calculates Check-out Date based on Number of Nights.
Check-out Date	Auto-calculated: Check-in Date + Number of Nights. The user can also set Check-out Date directly, which auto-updates Number of Nights. The two fields are always in sync.
Price per Night (EGP)	Read-only. Fetched from the global Chalet Nightly Rate in System Settings (§6.10). Displayed for transparency.
Total Price (EGP)	Read-only. Calculated automatically: Number of Nights × Price per Night. Updates dynamically as the user changes dates or nights.
Pool Time Slot	Read-only display. Shows the pool time windows defined for the “Chalets” visitor type in the pool schedule (§6.4.1), filtered to the days that fall within the booking dates. Hidden if no Chalets schedule entry exists.
Payment Method	Drop-down showing only the payment methods active for the website channel (§6.15): InstaPay and/or Pay at Venue (Cash). If only one method is active it is pre-selected automatically.
Notes	Free text. Optional.

5.2.2 Conflict Handling — Chalet

Since the user does not select a building/chalet at booking time, conflict checking happens at the admin assignment step (§6.7.2.B). The standard waitlist logic applies:

Scenario	System Behaviour
Slot / dates requested and pending (not yet paid)	Slot remains open for additional bookings since no payment has been made. (For chalets: ‘slot’ means the requested check-in/check-out date range for a specific chalet unit.) New bookings for the same slot/dates are saved as Waiting status with a sequential queue number. The website does NOT show a payment option to waiting bookers to avoid duplicate payment issues. The admin portal shows each waiting booking with its queue number so the admin can contact the first-in-queue if the pending booking is cancelled or paid.
Slot / dates requested and already confirmed + paid	Inform user the slot is unavailable. Show available alternatives (other dates or times). User can filter by date/month.

Partial conflict	Inform user which part of their requested window is already booked and show what is freely available. Their booking for the conflicting part is placed on the waitlist with a queue number.
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5.2.3 Meal Add-On (Optional Extra) — Chalet Booking (Website)

After filling in the main booking details (dates, guests) and before proceeding to payment, the user can optionally add meals for their stay. The meal selection step is placed between the booking details and the payment method selection so the total price reflects both the chalet cost and any meal choices before the user confirms.

Meal Selection Step — Position in the Form

- Step 1: Booking details (dates, check-in/out, adults, children).
- Step 2: Meal add-on section (optional — see below).
- Step 3: Payment method selection and final total.
- Step 4: Submit booking.

The total price shown in Step 3 and in the booking summary is always: Chalet cost (nights × nightly rate) + sum of all selected meal subtotals.

Meal Categories and Display

The meal section is divided into three categories: فطار (Breakfast) / غدا (Lunch) / عشاء (Dinner). Each category is shown as a collapsible section. Within each category, all active menu items defined by the admin (§6.8) are displayed as selectable cards. Each card shows:

- Photo of the meal (uploaded by admin).
- Meal name.
- Price per person (EGP).
- Brief description or ingredients summary (if provided by admin).

Selection Logic

- The user can select one item per category (one breakfast item, one lunch item, one dinner item). Selecting a different item in the same category replaces the previous selection.
- For each selected item, the user enters the Number of Persons for that meal. This is independent per category — for example, 6 persons for breakfast and 4 for dinner. The field is required if the category is selected.
- Deselecting a category (or removing the item) clears the persons count and removes that category from the total.
- All three categories are optional. The user can select none, one, two, or all three.

Pricing

Field	Formula
Meal subtotal per category	Item price per person × Number of persons for that meal
Chalet subtotal	Number of nights × Nightly rate
Grand Total	Chalet subtotal + Breakfast subtotal + Lunch subtotal + Dinner subtotal

Example: 3 nights at 800 EGP/night = 2,400 EGP. Breakfast item 60 EGP × 6 persons = 360 EGP. Dinner item 90 EGP × 4 persons = 360 EGP. Grand Total = 2,400 + 360 + 360 = 3,120 EGP.

Meal lines not selected are hidden from the price breakdown summary. The breakdown shows only the chalet line and any active meal lines.

Post-Confirmation Changes

- Admin can add or remove meal add-ons from a confirmed chalet booking at the guest’s request. If removed, the meal cost is deducted from the balance due. If fully paid, the amount is logged as a credit/refund.
- All changes are recorded in the booking modification audit trail.

5.2.4 Admin-Initiated Booking — Chalets

In addition to bookings submitted by users via the website, an admin (e.g. receptionist at the club) can create a chalet booking directly in the Management Portal on behalf of a visitor. The resulting booking follows the exact same flow and status rules as a website booking, with two additions: the admin can optionally record payment at the moment of creation, and can optionally assign a specific chalet immediately or leave assignment for later.

Phone Lookup and Member Auto-Fill

- Admin enters the visitor’s phone number first. The system searches the Club Members list in real time.
- If a match is found: Full Name is auto-populated. Admin can edit if needed.
- If no match: admin enters the name manually. A new Club Member record is created when the booking is saved.

Admin Chalet Booking Form Fields

Field	Description
Phone Number	Entered first. Auto-fills name and church from Club Members if matched.
Full Name	Auto-filled or manually entered.
Church	Auto-filled from member record if available, otherwise entered manually.
Number of Adults	Numeric input. Minimum 1.
Number of Children	Numeric input. Minimum 0.
Number of Nights	Numeric input. Minimum 1.
Check-in Date	Date picker. Auto-calculates Check-out Date based on Number of Nights.
Check-out Date	Auto-calculated from Check-in + Nights, or set directly (updates Nights). Always in sync.
Price per Night (EGP)	Read-only. Fetched from global Chalet Nightly Rate in System Settings (\$6.10).
Total Price (EGP)	Read-only. Number of Nights x Price per Night. Updates dynamically.
Pool Time Slot	Read-only. Shows Chalets pool schedule windows (§6.4.1) filtered to booking dates. Hidden if no Chalets schedule entry exists.
Chalet Assignment	Optional at creation time. Two options (see Chalet Assignment below).

Payment Method	Drop-down: InstaPay / Cash / Cheque (active internal methods per \$6.15).
Amount Paid Now	Full Amount / Partial Amount (custom figure) / No Payment Now.
Notes	Free text. Optional.

Chalet Assignment at Booking Creation

The admin has two options for chalet assignment when creating the booking:

- Assign Now — the admin selects a specific chalet immediately. The system shows only chalets with no confirmed booking overlapping the requested dates. Each available chalet is shown with its details (chalet number, floor, rooms, bathrooms, capacity: Adults + Children, features) so the admin can match it appropriately to the guest’s needs. Once a chalet is selected and the booking saved, the booking is Confirmed with the assigned chalet.
- Assign Later (لاحقاً تسكين) — the admin leaves the chalet field empty. The booking is saved without a chalet assignment and follows the standard Pending Review flow. The “Assign Chalet” button remains available on the booking row in the Chalets Booking Requests page (§6.7.2.B) for later assignment.

Payment Options at Booking Creation

- Pay Full Amount — admin records the total immediately. Payment Transaction type: Final. Booking saved as Confirmed + Fully Paid (chalet assigned) or Pending Review + Fully Paid (chalet not yet assigned).
- Pay Partial Amount — admin enters a custom amount. Payment Transaction type: Deposit or Partial. Remaining balance tracked in booking record.
- No Payment Now — no payment recorded. Booking follows the standard flow: Pending Review in the admin booking queue, identical to a website submission. Payment recorded later from the booking detail screen.

Conflict and Waitlist Behaviour

If the admin selects “Assign Now” and the chosen chalet has a pending (unpaid) booking for the same dates, the system warns the admin and allows proceeding as a Waiting booking with a queue number assigned. If “Assign Later” is chosen, conflict checking happens at assignment time (§6.7.2.B).

5.3 Hall Booking

5.3.1 Hall Listing

- Display all available halls: hall name and capacity (e.g., 150–200 persons).

5.3.2 Hall Booking Form

Field	Description
Full Name	Pre-filled; editable
Phone Number	Pre-filled; editable
Church	Pre-filled; editable
Activity Type	Drop-down: 'Ministry (خدمية)' or 'Social (اجتماعية)'
Activity Description	Text input describing the event

Field	Description
Available Halls	After selecting Activity Type, the system displays only the halls whose Allowed Activity Types include the selected type (§6.5.1). Each hall card shows: name, capacity range, features/specs. The user selects one hall to proceed.
Booking Date	Date picker
Pricing Package	Displays all available pricing options for the selected activity type from System Settings (§6.10 Hall Pricing). Both hourly rate and packages can appear together. If a Per Hour rate is configured for the activity type, it appears as a selectable option (user enters hours, total is calculated dynamically). If packages are configured, each package appears as a selectable option showing hours and total price. The user selects one option. Example: the form shows “Per Hour — 50 EGP/hr” and “Package: 4 hours — 150 EGP” side by side.
Number of Hours	Auto-calculated from the selected range on the Visual Hour Grid (To Time – From Time). Displayed below the grid.
Available Hours	Visual Hour Grid — same mechanism as Sports Courts (§5.5.3). Shows the hall’s operating hours for the selected date based on the schedule defined in §6.5.2. 24-hour mode: all 24 hours shown. Scheduled mode: only hours within the defined window shown. Confirmed-booked hours: greyed out and unselectable. Locked hours (Closure §6.14): shown as “مغلق”. The user taps a start hour then an end hour to select a continuous range.
From Time	Start of the booked window. Selected from the Visual Hour Grid by tapping the desired start hour.
To Time	End of the booked window. Selected from the Visual Hour Grid by tapping the desired end hour. Must be within the same operating window as From Time.
Price Display	Shown below the grid. If Per Hour rate is configured: Total = rate × number of selected hours (updates dynamically as user selects range). If Packages are configured: matching packages for the selected activity type are shown as selectable cards, each showing its fixed number of hours and fixed total price — the package price IS the total, no multiplication. Both Per Hour and Packages can appear together if both are configured in §6.10. The user selects one option only.
Total Price	Calculated accordingly
Notes	Free text

5.3.3 Conflict Handling — Hall

Scenario	System Behaviour
Slot / dates requested and pending (not yet paid)	Slot remains open for additional bookings since no payment has been made. New bookings for the same slot/dates are saved as Waiting status with a sequential queue number. The website does NOT show a payment option to waiting bookers to avoid duplicate payment issues. The admin portal shows each waiting booking with its queue number so the admin can contact the first-in-queue if the pending booking is cancelled or paid.

Slot / dates requested and already confirmed + paid	Inform user the slot is unavailable. Show available alternatives (other dates or times). User can filter by date/month.
Partial conflict	Inform user which part of their requested window is already booked and show what is freely available. Their booking for the conflicting part is placed on the waitlist with a queue number.

5.4 Conference House Booking — المؤتمرات بيت (Conference House)

المؤتمرات بيت (Conference House) is the club's conference house, consisting of one or more buildings. Each building is identified by a letter (A, B, C ...). Buildings are divided into floors, each floor contains rooms, and each room has a fixed number of beds. When a group books a building, they book the entire building exclusively. Multiple groups can occupy different buildings simultaneously.

5.4.1 Conference House Info Panel (Website)

Before booking, the user sees an info panel for المؤتمرات بيت (Conference House) showing:

- Check-in time and Check-out time (configured in System Settings §6.9.1).
- Any general notes or rules about the conference house (configured in System Settings §6.9.1).
- General photos of the center (uploaded in §6.6.1).

The user does NOT select a building from this page. Room assignment is handled by the admin after booking via the Room Assignment page (§6.6.5). The page has a single “Book Now” button that opens the booking form.

5.4.2 Conference House Booking Form

The following fields appear on the booking form:

Field	Description
Full Name	Pre-filled from profile; editable.
Phone Number	Pre-filled from profile; editable.
Church	Required. Pre-filled from profile if available; editable. The church name is mandatory for all conference house bookings.
Conference / Retreat Purpose	Free text — description of the retreat or conference.
Number of Males (أولاد)	Numeric. Minimum 0. Required (can be 0 if all-female group).
Number of Females (بنات)	Numeric. Minimum 0. Required (can be 0 if all-male group). At least one of Males or Females must be greater than 0.
Check-in Date	Calendar date picker. Check-in time displayed below the picker (from System Settings §6.9.1).
Check-out Date	Calendar date picker. Check-out time displayed below the picker (from System Settings §6.9.1). Number of Nights auto-calculated from the two dates.
Number of Nights	Read-only. Auto-calculated: Check-out Date – Check-in Date.
Check-in / Check-out Info	Read-only info block displayed on the form: Check-in time, Check-out time, and any notes/rules configured in System Settings (§6.9.1). Helps the user understand the schedule before confirming.

Payment Method	Drop-down showing active website payment methods (§6.15): InstaPay and/or Pay at Venue (Cash).
Notes	Free text. Optional.

No building selection is shown. The admin assigns a building after the booking is received (same flow as chalet assignment — §6.7.2.B). No error is shown for exceeding bed capacity — this is handled by the admin during building assignment.

Pricing rule: Total = Price per Bed per Night (§6.6.1) × total number of persons (Males + Females) × number of nights. The total is calculated and displayed on the booking form before the user submits. Room assignment by the admin does not affect the total price.

5.4.3 Conflict Handling — Conference House

Since the user does not select a building at booking time, the booking is always accepted initially as Pending Review. Conflict checking happens at the admin building assignment step (§6.7.2.B). The standard waitlist logic applies:

Scenario	System Behaviour
Slot / dates requested and pending (not yet paid)	Slot remains open for additional bookings since no payment has been made. (For conference house: 'slot' means the requested check-in/check-out date range for a specific building.) New bookings for the same slot/dates are saved as Waiting status with a sequential queue number. The website does NOT show a payment option to waiting bookers to avoid duplicate payment issues. The admin portal shows each waiting booking with its queue number so the admin can contact the first-in-queue if the pending booking is cancelled or paid.
Slot / dates requested and already confirmed + paid	Inform user the slot is unavailable. Show available alternatives (other dates or times). User can filter by date/month.
Partial conflict	Inform user which part of their requested window is already booked and show what is freely available. Their booking for the conflicting part is placed on the waitlist with a queue number.

5.4.4 Meal Add-On (Optional Extra)

During the conference house booking, the user can optionally add meals for the group. Meal items are defined by the admin in §6.8 Meal Menu Management.

- The booking form displays the available meal items grouped by meal type: Breakfast, Lunch, Dinner. Each item shows its name, description, photo (if uploaded), and price per person.
- For each meal type, the user selects one item and specifies the number of persons for that meal. The system calculates the meal subtotal: item price per person × number of persons. Example: Breakfast at 60 EGP, 8 persons = 60 × 8 = 480 EGP. The user can adjust the persons count per meal type independently.
- The meal add-on total is added to the building booking total and displayed separately in the price breakdown so the user can see the building cost and meal cost distinctly before confirming.
- Post-confirmation meal cancellation: if the admin removes a meal add-on from a confirmed booking at the group's request, the system deducts the meal cost from the total amount due. If payment was already made in full, the deducted amount is recorded as a credit/refund. The modification is logged in the booking audit trail.

5.5 Sports Court Booking

5.5.1 Sports Court Listing Page

- Display all active sports courts as cards.
- Each card: court name, photos (if available), sport type (e.g. Volleyball, Basketball), price per hour, and any notes.
- Clicking a court card opens the booking form for that court.

5.5.2 Sports Court Booking Form

The following fields appear on the booking form:

Field	Description
Full Name	Pre-filled from profile; editable
Phone Number	Pre-filled from profile; editable
Church	Pre-filled from profile; editable
Booking Date	Date picker
Available Hours	Visual Hour Grid (see §5.5.3). Shows hours based on the court's operating schedule for the selected day: all 24 hours if the day is set to 24-hour, or only the window hours if a From/To is defined. Confirmed-booked hours are greyed out; Closure entries show "Closed". Only available hours are selectable.
From Time	Start time. In 24-hour mode: user taps the desired start hour on the Visual Hour Grid. In scheduled hours mode: user picks from a dropdown limited to valid start hours within the operating window.
To Time	End time. In 24-hour mode: user taps the desired end hour on the Visual Hour Grid after selecting the start. In scheduled hours mode: dropdown limited to valid end hours within the same window (cannot cross window boundaries).
Number of Hours	Auto-calculated from From Time and To Time
Price per Hour	Displayed from court settings (read-only)
Total Price	Number of Hours × Price per Hour
Notes	Free text

5.5.3 Availability and Conflict Logic — Sports Courts

Sports court booking uses hour-by-hour slot availability. A court is available on a given date and hour if: (1) the hour falls within the court's operating windows for that day (or the court is in 24-hour mode), AND (2) no confirmed, paid booking covers that hour, AND (3) no Booking Lock entry covers that date.

Hour-level conflict prevention

- When the user selects a date, the system: (1) determines the operating windows for that day of the week based on the court's availability mode, (2) queries confirmed bookings for that court on that date, (3) queries Booking Lock entries for that date. The booking form shows a time grid: hours outside operating windows are hidden (scheduled mode) or shown in grey (24-hour mode for reference), confirmed-booked hours are greyed out and unselectable, locked hours are shown as "Closed" with the lock reason.
- The user selects a continuous block of hours (From Time → To Time). The system validates that every hour in the selected range is unoccupied. If any hour in the range is already booked, the system blocks submission and shows: "The hour [HH:MM–HH:MM] is already booked. Please choose a different time."
- Pending (unpaid) bookings: if a slot has a pending booking that has not yet been paid, the slot remains open for additional bookings — same standard waitlist logic as all other facilities. New bookings for the same slot are saved as Waiting status with a sequential queue number. The website does NOT show a payment option to waiting bookers to avoid duplicate payment issues. The admin portal shows each waiting booking with its queue number and can contact the first-in-queue if the pending booking is cancelled or paid. This is consistent with §5.1.3 (Pool), §5.2.2 (Chalets), §5.3.3 (Hall), and §5.4.3 (Conference House).
- Example: User A booked 10:00 AM – 11:00 AM and it is confirmed. User B tries to book 10:00 AM – 12:00 PM — the system blocks it because 10:00–11:00 is occupied. The hint shows: "Available from 11:00 AM on this date."

No daily schedule restrictions

- For each day of the week, the court either has no entry (closed), a 24-hour entry (all hours available), or a From/To entry (specific window). The booking form shows only the hours appropriate for the selected date's day type. Confirmed bookings and Closure entries further restrict selectable hours.

5.5.4 Admin-Initiated Booking — Sports Courts

In addition to bookings submitted by users via the website, an admin can create a sports court booking directly in the Management Portal on behalf of a visitor. The resulting booking follows the exact same flow and status rules as a website booking, with one addition: the admin can optionally record payment at the moment of creation.

Phone Lookup and Member Auto-Fill

- Admin enters the visitor's phone number first. The system searches the Club Members list in real time.
- If a match is found: Full Name is auto-populated. Admin can edit if needed.
- If no match: admin enters the name manually. A new Club Member record is created when the booking is saved.

Admin Sports Court Booking Form Fields

Field	Description
Phone Number	Entered first by admin. Auto-fills name from Club Members if matched.

Full Name	Auto-filled or manually entered by admin.
Church	Auto-filled from member record if available, otherwise entered manually.
Court	Dropdown of all active sports courts.
Booking Date	Date picker. Dates with no schedule entry or full-day closure are disabled.
Available Hours	Visual Hour Grid (§5.5.3). Shows the court’s operating hours for the selected date. Confirmed-booked hours are greyed out; closure entries show “مغلق”. Admin selects a continuous range.
From Time	Start hour selected from the Visual Hour Grid.
To Time	End hour selected from the Visual Hour Grid.
Number of Hours	Auto-calculated from From Time and To Time.
Price per Hour	Read-only. Fetched from court settings.
Total Price	Number of Hours × Price per Hour. Updates dynamically.
Payment Method	Drop-down: InstaPay / Cash / Cheque (only methods active for the internal system per §6.15 are shown).
Amount Paid Now	Three options: Full Amount / Partial Amount (admin enters custom figure) / No Payment Now.
Notes	Free text.

Payment Options at Booking Creation

- Pay Full Amount — admin records the total immediately. Payment Transaction type: Final. Booking is saved as Confirmed + Fully Paid.
- Pay Partial Amount — admin enters a custom amount less than the total. Payment Transaction type: Deposit or Partial. Booking is saved as Confirmed + Partially Paid. Remaining balance tracked in booking record.
- No Payment Now — no payment recorded at creation. The booking follows the standard flow and is saved as Pending Review in the admin booking queue, identical to a booking submitted via the website. Payment can be recorded later from the booking detail screen.

The payment method (Cash / InstaPay / Cheque) is selected for any amount being recorded. If No Payment Now is selected, no method selection is required.

Conflict and Waitlist Behaviour

The system applies the same hour-level availability checks as defined in §5.5.3. If the selected time range includes a pending (unpaid) booking for any hour, the slot remains open and the new booking is saved as Waiting status with a queue number assigned automatically. The admin sees a warning: “This slot has a pending unpaid booking. This booking will be added to the Waiting List.” Waiting bookings are managed via the Waitlist Management Page (§6.7.3).

5.A Admin New Booking Page (حجز إنشاء)

The Admin New Booking Page is a single page in the Management Portal that allows the receptionist or any admin to create a booking directly on behalf of a visitor. The page covers three facilities via a tab layout at the top. The admin selects the facility tab first, then the relevant booking form appears below.

5.A.1 Page Layout

The page has a fixed tab bar at the top with five tabs:

Tab	Facility
<input type="checkbox"/> السباحة حمام	Swimming Pool booking form (see §5.A.2)
<input type="checkbox"/> شاليهات	Chalet booking form (see §5.A.3)
<input type="checkbox"/> ملاعب	Sports Court booking form (see §5.A.4)
<input type="checkbox"/> قاعات	Hall booking form (see §5.A.7)
<input type="checkbox"/> المؤتمرات بيت	Conference House booking form (see §5.A.8)

Only one tab is active at a time. Switching tabs clears the form. The page title is “حجز إنشاء” (New Booking). The Hall tab follows the same shared Phone Lookup (§5.A.2) and Payment Options (§5.A.3) behaviour as the other tabs.

5.A.2 Shared Behaviour — Phone Lookup

All five tabs share the same phone lookup behaviour as the first step of the form:

- The first field on every tab is Phone Number.
- As the admin types, the system searches the Club Members list in real time.
- Match found: Full Name and Church are auto-filled. Admin can edit both if needed.
- No match: admin enters Full Name manually. A new Club Member record is created automatically when the booking is saved.

5.A.3 Shared Behaviour — Payment Options

All five tabs share the same three payment options at the bottom of the form:

Option	Behaviour
Pay Full Amount	Admin records the total immediately. Payment Transaction type: Final. Booking saved as Confirmed + Fully Paid.
Pay Partial Amount	Admin enters a custom amount less than the total. Payment Transaction type: Deposit/Partial. Booking saved as Confirmed + Partially Paid. Remaining balance tracked in the booking record.
No Payment Now	No payment recorded at creation. Booking follows the standard Pending Review flow, identical to a website submission. Payment can be recorded later from the booking detail screen.

Payment method (Cash / InstaPay / Cheque) is selected for any amount being recorded. If No Payment Now is chosen, no method selection is required. Only payment methods active for the internal system (§6.15) are shown.

5.A.4 Tab 1 — السباحة حمام (Swimming Pool)

Form fields shown when the Swimming Pool tab is active:

Field	Description
Phone Number	First field. Auto-fills Full Name and Church if phone exists in Club Members.

Full Name	Auto-filled or entered manually.
Church	Auto-filled or entered manually.
Visitor Type	Tabs: بنات (Girls) / أولاد (Boys) / عائلات (Families). The admin selects the visitor category. This determines which pool schedule windows and time slots are shown. The Chalets type is not available here.
Booking Date	Calendar date picker. Available dates shown based on selected Visitor Type and active pool schedules.
Available Time Slots	Dynamic slots based on Visitor Type + selected date. Reflects admin-defined pool schedules (§6.4.1).
From Time	Selected from available slots.
To Time	Auto-calculated: From Time + Number of Hours.
Number of Hours	Must be within the available slot window.
Number of Attendees	Numeric input. Minimum 1.
Price per Hour (EGP)	Read-only. Fetched from pool settings.
Total Price (EGP)	Read-only. Number of Hours × Price per Hour.
Payment Method	Cash / InstaPay / Cheque (active internal methods).
Amount Paid Now	Full Amount / Partial Amount / No Payment Now.
Notes	Free text. Optional.

5.A.5 Tab 2 — شاليهات (Chalets)

Form fields shown when the Chalets tab is active:

Field	Description
Phone Number	First field. Auto-fills Full Name and Church if phone exists in Club Members.
Full Name	Auto-filled or entered manually.
Church	Auto-filled or entered manually.
Number of Adults	Numeric. Minimum 1.
Number of Children	Numeric. Minimum 0.
Number of Nights	Numeric. Minimum 1. Updating this field auto-updates Check-out Date.
Check-in Date	Date picker. Auto-calculates Check-out Date based on Number of Nights.
Check-out Date	Auto-calculated. Can also be set directly — updates Number of Nights. Always in sync.
Price per Night (EGP)	Read-only. Global Chalet Nightly Rate from System Settings (§6.10).
Total Price (EGP)	Read-only. Number of Nights × Price per Night.
Pool Time Slot	Read-only. Chalets pool schedule windows (§6.4.1) for the booking dates. Hidden if no Chalets schedule entry exists.

Chalet Assignment	Assign Now (admin picks an available chalet from a list showing each chalet's floor, rooms, bathrooms, capacity, and features) OR Assign Later (لاحقاً تسكين) — booking saved without chalet; assignment done later via the Assign Chalet button (§6.7.2.B).
Meal Add-On	Optional. Three categories: فطار (Breakfast) / غدا (Lunch) / عشاء (Dinner). For each category the admin selects one item from the active meal menu (§6.8) and enters the Number of Persons for that meal independently. Meal subtotal per category = item price per person × persons. Grand Total = chalet subtotal + all selected meal subtotals. Displayed in price breakdown before saving.
Payment Method	Cash / InstaPay / Cheque (active internal methods).
Amount Paid Now	Full Amount / Partial Amount / No Payment Now.
Notes	Free text. Optional.

5.A.6 Tab 3 — ملاعب (Sports Courts)

Form fields shown when the Sports Courts tab is active:

Field	Description
Phone Number	First field. Auto-fills Full Name and Church if phone exists in Club Members.
Full Name	Auto-filled or entered manually.
Church	Auto-filled or entered manually.
Court	Dropdown of all active sports courts.
Booking Date	Date picker. Dates with no schedule or full-day closure are disabled.
Available Hours	Visual Hour Grid (§5.5.3) for the selected court and date. Confirmed-booked hours are greyed out; closure entries show "مغلق". Admin selects a continuous range.
From Time	Start of selected range on the Visual Hour Grid.
To Time	End of selected range on the Visual Hour Grid.
Number of Hours	Auto-calculated from From Time and To Time.
Price per Hour (EGP)	Read-only. Fetched from court settings.
Total Price (EGP)	Read-only. Number of Hours × Price per Hour.
Payment Method	Cash / InstaPay / Cheque (active internal methods).
Amount Paid Now	Full Amount / Partial Amount / No Payment Now.
Notes	Free text. Optional.

5.A.7 Tab 4 — قاعات (Halls)

Form fields shown when the Halls tab is active:

Field	Description
-------	-------------

Phone Number	First field. Auto-fills Full Name and Church if phone exists in Club Members.
Full Name	Auto-filled or entered manually.
Church	Auto-filled or entered manually.
Activity Type	Dropdown: Ministry (خدمية) / Social (اجتماعية). Determines which halls are shown and which pricing applies.
Activity Description	Free text — description of the event or activity.
Available Halls	Filtered by Activity Type. Only halls whose Allowed Activity Types include the selected type (§6.5.1) are shown. Each hall card displays: name, capacity range, features/specs, photos, notes. Admin selects one hall.
Booking Date	Date picker. Dates with no schedule entry for the selected hall are shown as closed.
Available Hours	Visual Hour Grid — same mechanism as Sports Courts (§5.5.3). Based on the hall’s operating schedule (§6.5.2). 24-hour mode or From/To window. Confirmed-booked hours greyed out. Closure entries show “مغلق”.
From Time	Selected from the Visual Hour Grid.
To Time	Selected from the Visual Hour Grid. Must be within the same operating window.
Number of Hours	Auto-calculated from selected range.
Pricing	Shows all pricing options for the selected Activity Type from \$6.10: Per Hour option (Total = rate x hours, updates dynamically) and/or Package options (each shows fixed hours + fixed total price — not multiplied). Admin selects one option and informs the guest.
Total Price	Calculated from selected pricing option. Read-only.
Payment Method	Cash / InstaPay / Cheque (active internal methods per §6.15).
Amount Paid Now	Full Amount / Partial Amount / No Payment Now.
Notes	Free text. Optional.

5.A.8 Tab 5 — المؤتمرات بيت (Conference House)

Form fields shown when the Conference House tab is active:

Field	Description
Phone Number	First field. Auto-fills Full Name and Church if phone exists in Club Members.
Full Name	Auto-filled or entered manually.
Church	Required. Auto-filled from Club Members if matched; otherwise entered manually.
Conference / Retreat Purpose	Free text — description of the retreat or conference.
Number of Males (أولاد)	Numeric. Minimum 0.

Number of Females (بنات)	Numeric. Minimum 0. At least one of Males or Females must be greater than 0.
Check-in Date	Calendar date picker.
Check-out Date	Calendar date picker. Number of Nights auto-calculated.
Number of Nights	Read-only. Auto-calculated: Check-out – Check-in.
Building Assignment	Two options — same model as Chalet Assignment (§5.A.5): • Assign Now: system shows only buildings with no confirmed booking overlapping the requested dates. Each available building shown as a card with: building letter, floors, total beds, features, capacity. Admin selects one → booking saved as Confirmed with building assigned. • Assign Later (لاحقاً تسكين): booking saved without building assignment, follows standard Pending Review flow. “Assign Rooms” button remains available on the booking row in the Booking Dashboard (§6.7.2.B).
Meal Add-On	Optional. Same three categories as chalet/conference house website flow: فطار / غدا / عشاء. For each category: one item from the active menu + number of persons. Subtotal = price per person × persons.
Total Price	Read-only. Total = Price per Bed per Night (§6.6.1) × total persons (Males + Females) × number of nights + meal subtotals. Always shown and calculated from the moment persons and dates are entered. Room assignment does not affect the total price.
Payment Method	Cash / InstaPay / Cheque (active internal methods per §6.15).
Amount Paid Now	Full Amount / Partial Amount / No Payment Now.
Notes	Free text. Optional.

Building Assignment logic when Assign Now is selected: same as §6.7.2.B. If a building has a pending (unpaid) booking for the same dates, the system warns the admin and allows proceeding as a Waiting booking with a queue number. If Assign Later is chosen, conflict checking happens at assignment time.

5.A.9 Conflict and Waitlist Behaviour

The same conflict and waitlist rules apply regardless of which of the five tabs is active. If the selected slot has a pending (unpaid) booking, the system shows a warning and allows the admin to proceed by saving the new booking as Waiting status with a queue number. Waiting bookings are managed via the Waitlist Management Page (§6.7.3).

Sections §5.1.4, §5.2.3, §5.5.4, and any future hall admin section describe the same forms and are retained as cross-references for the individual facility booking request pages. The Admin New Booking Page (§5.A) is the single entry point for creating admin-initiated bookings.

5.6 Club Entry Booking

Club Entry Booking supports two channels: (1) Internal (admin portal): the reception staff records walk-in or pre-booked entries directly in the portal (see §5.6.1). (2) Website (user self-service): registered users can book their own entry tickets from the website (see §5.6.6). Both channels use the same Entry Ticket Price configured in System Settings.

5.6.1 Entry Booking Form

The reception staff fills the following form to create an entry booking:

Field	Description
Booking Type	Toggle: "Today" or "Upcoming". Determines the date and payment rules.
Date	If "Today": auto-filled with today's date, read-only. If "Upcoming": date picker, must be a future date.
Guest Name	Free text. Required. Auto-populated if the phone number matches an existing club member record (§6.9 Club Members).
Phone Number	Numeric. Required. If this number exists in the Club Members list, the name is auto-filled and editable. If new, the number and name are saved as a new member record.
Number of Persons	Numeric. Required. Minimum 1.
Ticket Price (per person)	Read-only. Fetched from System Settings §6.10 (Entry Ticket Price). Displayed for reference.
Total Amount	Calculated automatically: Number of Persons × Ticket Price. Read-only.

5.6.1.A Today's Activities Panel — Same-Day Cross-Booking Lookup

When the receptionist enters a phone number, the system checks for confirmed bookings on the same date.

Panel display

- “اليوم الشخص هذا شاططاتn” — This person's activities today.
- Each confirmed booking shown as: Facility name | From – To | Ref#.
- • السباحة حمام | 9:00 ص – 10:00 ص | #REF-1042
- • طائرة كرة ملعب | 4:00 م – 6:00 م | #REF-1087
- Panel is hidden if no same-day bookings exist.
- Updates in real time as phone number is typed.

Use in receipt printing

- Activities shown in this panel are also printed on the entry receipt under “اليوم شاططاتn”.
- If no activities exist, the section is omitted from the receipt.

5.6.1.B Entry Receipt

Printable receipt generated when an entry booking is saved:

- Club name and logo
- Booking reference number
- Guest name and phone number
- Date of entry, number of persons
- Ticket price per person and total amount
- Payment status and method

- Admin name who created the booking
- "اليوم شاططات": list of confirmed facility bookings for this phone on this date (facility + time slot). Hidden if none.
- Timestamp of receipt generation

5.6.2 Payment Rules by Booking Type

Today booking

- Payment is mandatory at booking creation. The receptionist records payment immediately.
- Method: Cash (default). The paid amount is immediately credited to the logged-in admin's cash register (see §5.7.4).
- The booking is created as Confirmed + Paid in one step.

Upcoming booking

- Payment is optional at creation. The receptionist chooses:
- "Pay Now" — records payment immediately. Amount credited to the logged-in admin's cash register at the time of booking. Booking status: Confirmed + Paid.
- "Pay on Arrival" — no payment recorded. Booking status: Confirmed, Unpaid. Payment is recorded later when the guest arrives (see §5.6.3).

5.6.3 Entry Bookings Screen

The Entry Bookings screen is the main management view for all club entry bookings. It has two tabs.

Tab 1 — Today's Bookings

- Shows all entry bookings for the current date only.
- Columns: Guest Name, Phone, Persons, Total Amount, Payment Status (Paid / Unpaid), Recorded By.
- Filter: phone number search.
- For Unpaid rows: a "Record Payment" button is visible. Pressing it opens a confirmation and records the payment immediately, crediting the logged-in admin's cash register.
- Paid rows show the payment timestamp and the admin who collected it.

Tab 2 — All Bookings

- Shows entry bookings across all dates.
- Filters: Date (specific date picker), Upcoming (shows only future unpaid bookings), Payment Status (Paid / Unpaid / All), Phone number search.
- Columns: same as Tab 1 plus Booking Date.
- For Unpaid upcoming bookings: "Record Payment" button available, same logic as Tab 1.

5.6.4 Cash Register (Admin-level)

Each admin user has a personal cash register that accumulates all entry booking payments they have collected. This is a running total per admin, resettable by the super-admin at shift end.

- Every time an admin records a payment for an entry booking, the amount is added to their personal register total.
- The current register total is shown on the admin's dashboard as a visible counter.
- The super-admin can view each admin's register total, filter by date range, and mark the register as "Settled" (reset to 0) after cash handover.
- A settlement log entry is created each time a register is reset: admin name, amount settled, date/time, settled by (super-admin name).

5.6.5 Payments Screen

The Payments Screen provides a comprehensive view of all collected payments across all booking types (Entry, Chalets, Pool, Hall, Conference House, Sports Courts). It is accessed from the Financial section of the admin portal.

Filters

- Date range (from – to): filters all payments by collection date.
- Admin user: shows payments collected by a specific admin (useful for cash register reconciliation).
- Booking type: filter by Entry / Chalet / Pool / Hall / Conference House / Sports Court.
- Phone number search: finds all payments linked to a specific guest phone number.

Columns in the payments table

Column	Description
Booking Type	Entry / Chalet / Pool / Hall / Conference House / Sports Court
Booking Date	The date of the booking (not the payment date)
Payment Date	The date the payment was recorded
Guest Name	Name of the guest who booked
Phone	Guest phone number
Total Amount	Full booking amount
Amount Paid	Amount actually collected in this payment
Payment Status	Paid / Partially Paid / Unpaid
Collected By	Admin user who recorded the payment

Admin cash register summary

- At the bottom of the filtered results, the system shows a summary per admin: Admin Name | Total Collected (in this filter) | Register Balance (running total since last settlement).
- The super-admin can press "Settle Register" for any admin from this screen. This resets their register balance to zero and creates a settlement log entry.

5.6.6 Website Entry Booking — User Self-Service

Registered users can book club entry tickets from the website. A digital ticket with QR code is generated on booking.

Booking form (website)

- Date, Number of Persons, Total (auto), Payment method (per §6.15 active methods). If InstaPay: sender phone + WhatsApp hint.

Digital Ticket

- Generated on submission. Shown immediately on screen and accessible from My Bookings. Can be saved/downloaded as image.
- Contains: club logo, booking ref, name, date, persons, payment status, QR code (encodes booking reference).

QR at the gate

- Security scan using mobile camera or gate scan page (§5.6.7). Shows booking details. Read-only — status stays unchanged. Red banner if Unpaid.

5.6.7 QR Scan Page (Gate / Security Use)

Fixed URL (e.g. /gate-scan). Works on any mobile browser, requires admin login, no app needed.

- Option 1: "Scan QR" button — activates camera, points at ticket QR, shows booking data instantly.
- Option 2: Manual entry — type booking reference and press Lookup.
- Display: Name, Date, Persons, Payment Status (green=Paid / red=Pending). View only.

5.7 Payment

5.5.1 Payment Transaction Model

Every payment made against a booking is recorded as an independent Payment Transaction record. A booking can accumulate multiple transactions over its lifetime (e.g. a deposit paid online, then a cash payment at the venue for the balance). The live balance due is always: booking total – sum of all confirmed transaction amounts.

Payment Transaction fields

Field	Type	Description
id	UUID / Auto-increment	Unique identifier for this transaction
booking_id	FK → Booking	The booking this payment belongs to
amount (EGP)	Decimal	Amount paid in this transaction. Always positive. Refunds are recorded as a separate transaction of type Refund.
method	Enum	InstaPay Cash Cheque
payment_date	Date	Date the payment was received or confirmed

Field	Type	Description
recorded_by_admin_id	FK → Admin User (nullable)	Admin who logged a cash/cheque payment. Null for online transactions processed automatically.
type	Enum	Deposit Partial Final Supplementary Refund. See definitions below.
reference_number	Text (nullable)	InstaPay transaction reference, cheque number, or receipt number. Optional for cash.
notes	Text (nullable)	Free-text note, e.g. 'Paid by group leader on behalf of church'
created_at	Timestamp	When the record was created in the system

Transaction type definitions

Type	When used
Deposit	First payment, partial amount, paid at booking submission (e.g. 30% upfront). Used when a deposit model is configured.
Partial	Any mid-booking cash or online payment that is not the final settlement.
Final	The last payment that brings balance_due to zero.
Supplementary	An additional charge after a modification or post-confirmation addition of services.
Refund	Money returned to the guest. Stored as a positive amount with type = Refund; subtracted from total paid when calculating net paid. Includes cancellation penalty deductions.

Balance calculation rule

- $balance_due = booking.total_amount - \sum(transactions.amount \text{ WHERE type } \neq 'Refund') + \sum(transactions.amount \text{ WHERE type } = 'Refund')$. This is a computed value — never stored directly.
- Payment status on the booking is derived automatically: Unpaid ($balance_due = total$), Partially Paid ($0 < balance_due < total$), Fully Paid ($balance_due = 0$), Overpaid ($balance_due < 0$ — triggers refund flag).

Online payment flow (InstaPay)

- User selects "Pay Online (InstaPay)" on the payment screen. This option is only shown if InstaPay is active for the website channel (\$6.15). System displays the configured InstaPay link.
- The booking is submitted with payment status = Pending (InstaPay). The admin reviews the sender number and WhatsApp screenshot. When the admin confirms receipt, they press "Confirm InstaPay Payment" on the booking, optionally entering a reference note. The system then creates a Payment Transaction record: method = InstaPay, type = Deposit or Final, reference = sender phone + admin note. Booking payment status updates to Paid.
- Booking payment status updates immediately. If $balance_due$ reaches 0 and booking is Confirmed, status becomes Confirmed + Fully Paid.
- Waitlisted bookings: the user must pay online when promoted from the waitlist. The payment link is sent via notification at promotion time.

Cash / venue payment flow

- User selects "Pay at Venue (Cash)" on the booking form. This option is only shown if Cash is active for the website channel (§6.15). Booking enters admin queue as Pending Payment.
- Admin receives payment. Admin opens the booking, presses "Record Payment", and enters: amount, date, payment method (from the active methods for the internal system as configured in §6.15 — InstaPay or Cash), type (Deposit / Partial / Final), and an optional reference / receipt number. The selected method is stored on the Payment Transaction record.
- System creates a Payment Transaction record with recorded_by_admin_id = current admin. Balance_due updates instantly. Booking status advances accordingly.
- Multiple cash entries are allowed on the same booking. Each entry is independent and timestamped with the admin who recorded it.

Cancellation refund entry

- When a booking is cancelled and a refund is owed (after applying any cancellation penalty), the admin records a Refund transaction: amount = net refund amount, type = Refund, notes = 'Cancellation — penalty applied: X EGP'.
- The booking financial record then shows: original paid amount, penalty deducted, and net refund — all derived from the transaction ledger.

5.7.2 Booking Modification

All modifications to a booking are performed exclusively by the admin in the Management Portal. Users cannot directly edit a confirmed booking; they must contact the club. The admin makes changes, the system records the full before-and-after snapshot, and all financial impacts are recalculated and logged.

- The admin opens the booking record and selects "Modify Booking".
- The system saves a Before Snapshot of all current booking fields and their calculated total price.
- The admin edits any combination of: dates / check-in / check-out, number of persons, duration / hours, meal add-ons (add or remove items), or any other applicable field.
- The admin confirms the edit with a note: "Agreed with guest — [reason]".
- The system saves an After Snapshot, calculates the price delta (new total – original total), records the modification timestamp, and stores the admin username who made the change.
- The booking record shows: current (live) values, full modification history (each entry shows Before / After / Price Delta / Date / Admin), and the updated amount due or refund owed.
- A notification is sent to the user confirming the modification and showing the updated price.

5.7.3 Total Price Display

Every booking screen must display a running total that updates dynamically as the user modifies their selections (dates, hours, add-ons, packages). The total must be visible at all times before submission.

5.5.4 Supplementary Payment Flow

A Supplementary payment arises when a confirmed and paid booking incurs an additional charge after the fact — for example when additional services are added post-confirmation by the admin.

User-selected payment method

- On every website booking form, the user selects their preferred payment method: Online (InstaPay) or Pay at Venue (Cash). If InstaPay is selected: the user must also enter the sender phone number they will transfer from, and the system shows a WhatsApp screenshot reminder. Both the method preference and sender phone number are stored on the booking record and visible to the admin in the booking details and payment review screen.
- For subsequent supplementary charges, the system defaults to the same payment method the user originally selected. The admin can override this per charge if needed.

Supplementary charge — online payment method

- Admin opens the booking, presses "Add Supplementary Charge", enters description and amount. System creates a Supplementary Payment Transaction, updates `balance_due`, and sends the user an email containing the InstaPay payment link for the exact supplementary amount along with a description of what the charge is for.

Supplementary charge — pay at venue method

- Admin collects the supplementary amount in person. Admin records the transaction (type = Supplementary) with amount, date, and optional note. System updates `balance_due` and sends the user a confirmation email of the additional charge recorded.

6. Admin Management Portal — Requirements

6.1 User Management

6.1.0 Admin Portal User Management

Admin portal accounts are created and managed exclusively by a super-admin. There is no self-registration for admin users.

- Super-admin can create a new admin account by entering: Full Name, Email, Password, Role (Admin / Super-Admin), and Responsible Facilities (multi-select: Swimming Pool / Chalets / Hall / Conference House / Sports Courts). Responsible Facilities determines which booking pages the admin receives notifications for (see §6.13.0).
- Super-admin can deactivate or delete admin accounts.
- All admin actions are logged with the admin username, action type, and timestamp for audit purposes.

6.1.1 Registration Requests

The Registration Requests area is divided into two separate pages: Pending Requests (new submissions awaiting admin action) and Registration History (all previously actioned requests). Both pages are accessible from the User Management section of the admin portal.

6.1.1.A Pending Registration Requests Page

- Shows all registration requests with status = Pending (not yet actioned by any admin).
- For each request: full name, phone number, email, church, registration date and time.
- Actions per request: Approve or Reject. Admin may add an optional note before rejecting.
- When the admin approves: the account status changes to Approved immediately. The system sends the user an email notification and an in-portal notification (if the user is logged in) confirming approval and providing a link to log in and start booking.
- When the admin rejects: the account status changes to Rejected. The system sends the user an email notification informing them that their registration request was not approved, with the club's contact details for follow-up. The rejection reason (if entered by admin) is included in the email.
- A real-time counter badge on this page shows the number of pending requests.
- Option: Enable Auto-Approval — when turned on in System Settings, any new registration is automatically approved without admin action. No notification is sent to the admin. The approval email is still sent to the user.

6.1.1.B Registration History Page

A separate read-only log of all registration requests that have already been actioned (approved or rejected). This page allows admins to review past decisions and audit the membership record.

- Displays all requests with status = Approved or Rejected.
- Each row shows: full name, phone, email, church, registration date, decision (Approved / Rejected), decision date, admin who made the decision, and rejection reason (if any).
- Filter options: Status (Approved / Rejected / Both), Date Range (decision date from — to), Church name (text search).
- Default sort: most recently actioned first.
- Admin can re-approve a previously rejected account from this page if needed. This triggers the standard approval email to the user.

- Admin cannot un-approve an already approved account from this page — account deactivation is handled from the User Directory (§6.1.2).

6.1.2 User Directory

The User Directory is the unified people directory for the entire system. It combines registered website accounts (members) and walk-in visitors recorded via the Entry Booking form into a single searchable page. The separate Club Members page (formerly §6.9) is removed; all visitor records are accessed from here.

Status Filter

A filter bar at the top of the page allows the admin to narrow the list by record type / status:

Filter Value	Records shown
All	Every record in the directory regardless of type or status.
Pending	Registered website accounts with status = Pending Review.
Approved	Registered website accounts with status = Approved.
Rejected	Registered website accounts with status = Rejected.
Visitors	Walk-in visitors recorded via Entry Booking who do NOT have a registered website account (matched by phone number). If a visitor's phone number matches a registered account, they appear under their account status filter, not under Visitors.

Account Check for Visitors

The system matches each Club Member record against registered accounts using the phone number:

- Match found: the person is NOT shown in the Visitors list. They appear under their account status (Pending / Approved / Rejected). Their entry visit data is still shown in their account detail page.
- No match: the person is shown in the Visitors list with record type = Visitor.

Directory Table Columns

Column	Members (Pending/Approved/Rejected)	Visitors
Full Name	From registration form	From entry booking record
Phone	From registration form	From entry booking record
Church	From registration form	— (not collected)
Status	Pending / Approved / Rejected	Visitor
Total Visits	—	Count of confirmed entry bookings
First Visit	—	Date of first entry booking
Actions	Approve / Reject / Details	Details

Actions — Members

- Approve / Reject: change the account status (same behaviour as §6.1.1).
- Details: opens the Member Detail Page (see §6.1.2.A below).

Actions — Visitors

- Details: opens the Visitor Detail Page (see §6.1.2.B below).

Search

Free-text search by name or phone number. Applies across both members and visitors regardless of active filter.

6.1.2.A Member Detail Page

Opened when the admin presses Details on a registered account (Pending / Approved / Rejected).

- Profile: full name, phone, email, church, registration date, current status, decision date and admin (if actioned).
- Entry visit history: all confirmed entry bookings linked to this phone number — dates, persons, amounts, payment status.
- Facility bookings: all bookings placed by this account across all facility types.

Facility Bookings Filters

Filter	Options
Status	All / Confirmed / Pending Review / Rejected / Cancelled / Waiting
Facility	All / Swimming Pool / Chalets / Hall / Conference House / Sports Courts

Each booking row shows: Booking Ref, Facility, Date / Time Slot, Persons, Total Amount, Payment Status, Booking Status. Clicking a row opens the booking detail view (read-only).

6.1.2.B Visitor Detail Page

Opened when the admin presses Details on a Visitor record (no registered website account).

Entry Visit History

Full list of all confirmed entry bookings linked to this phone number:

Column	Description
Date	Date of the entry visit.
Persons	Number of persons in that entry booking.
Total Amount	Entry ticket total for that visit.
Payment Status	Paid / Unpaid.
Recorded By	Admin who created the entry booking.

No facility bookings section is shown since facility bookings require a registered account.

6.3 Chalet Management

6.3.1 Chalet Definition

Field	Description
Chalet Number	Unique identifier
Number of Rooms	Numeric
Number of Bathrooms	Numeric
Floor	Dynamic dropdown — admin-defined floor labels (see §6.3.2). Admin defines the available floor names in the Chalet Settings page (e.g. Ground Floor, First Floor, Second Floor, Top Floor). The list is shared across all chalets. When defining a chalet, the admin selects the floor the chalet is on. The floor label is displayed on the chalet card and booking form on the website.
Details / Description	Free text
Capacity	Maximum number of guests the chalet can accommodate, entered as Adults + Children. Example: 4 Adults + 2 Children = 6 persons total. Displayed on the chalet card on the website.
Photos	Upload one or more images
Status	Active / Inactive. When set to Inactive, the facility or unit is immediately hidden from the website and cannot be selected for new bookings. Existing confirmed bookings are not affected.
Features	Admin-defined checklist of features (see §6.3.3). Each feature appears as a checkbox. The admin ticks the features present in this specific chalet. Features that exist in the master list but are not ticked appear as unchecked — they are still visible in the admin panel so the admin can review all features at a glance, but only ticked features are shown to guests on the website.
Booking Statistics	Read-only panel in the admin chalet definition page. Shows four counters: (1) Past Bookings — confirmed bookings whose check-out date has passed; (2) Waiting — bookings currently on the waitlist for this chalet; (3) Upcoming — confirmed bookings with a future check-in date; (4) Total — all-time confirmed bookings count. Each counter is a clickable button that opens a popup (modal). The popup shows a filterable table of the relevant bookings with columns: Booking Ref, Guest Name, Church, Check-in Date, Check-out Date, Nights, Amount, Status. The popup table can be filtered by date range.

6.3.3 Chalet Features Checklist Management

The Features field in the chalet definition is driven by a global, admin-managed checklist. This list is configured in the Chalet Settings page and is shared across all chalets.

Feature list management

- Admin adds a new feature by entering a label (e.g. Air Conditioning, Hot Water, Private Entrance, Garden, Washing Machine, TV, Wi-Fi) and pressing Add. The feature is immediately available in all chalet definitions.
- Admin can rename or deactivate a feature. Deactivated features are hidden from new chalet definitions but existing assignments are preserved.
- Features can be reordered by drag-and-drop. The order determines the display sequence in the checklist.

Per-chalet feature assignment

- When the admin opens a chalet definition, the Features section shows ALL active features as a checklist (not just the ticked ones).
- A feature is checked if it is present in the chalet, and unchecked if it is not.
- When a new feature is added to the master list, it automatically appears as unchecked in every chalet. The admin must manually tick it in each chalet where it applies — it is never auto-activated.
- Only checked features are displayed to guests on the website chalet card. Unchecked features are invisible to guests.

Data model

- A junction table: chalet_feature (chalet_id FK, feature_id FK, is_present BOOLEAN). When a new feature is added, a row is inserted for every existing chalet with is_present = false. Admin flips individual rows to true manually.

6.3.2 Floor Label Management

The Floor field in the chalet definition is driven by an admin-managed lookup list. This list is configured in the Chalet Settings page and is shared across all chalets. The admin can add, rename, reorder, or deactivate floor labels at any time. Examples: Ground Floor, First Floor, Second Floor, Top Floor. There is no hard-coded list; the admin defines labels that match the actual building layout.

View type list management

- Admin adds a new view type by typing a label (e.g. "Sea View", "Garden View", "Pool View", "Open View") and pressing Add. The label appears immediately in the dropdown when defining chalets.
- Admin can edit an existing label. The change is reflected on all chalets that use it and on the website instantly.
- Admin can reorder labels using drag-and-drop. The order determines the display sequence in the chalet definition dropdown.
- Admin can deactivate a label. Deactivated labels no longer appear in the dropdown for new chalet definitions, but existing chalets that already use the label retain it and it continues to display on the website.
- There is no hard-coded list of view types. The initial list is empty; the admin populates it before adding chalets.

Usage in chalet definition

- When the admin defines or edits a chalet (§6.3.1), the Floor field is a single-select dropdown populated from this list. Each chalet is on one floor.
- A chalet can have one or more view types selected (e.g. both "Pool View" and "Garden View").
- The selected floor label appears on the chalet card on the website booking page.

6.4 Swimming Pool Management

6.4.1 Pool Schedule Definition

- Admin defines pool schedule entries by visitor type and day of the week. The four available visitor types are: Girls, Boys, Families, and Chalets. The "Chalets" type works identically to the others — the admin sets day-of-week windows, the overlap rule applies, and the times are blocked from individual public booking. Chalet guests see these times automatically on their booking confirmation.

Schedule entry fields

- Visitor Type: Girls / Boys / Families / Chalets
- Day Selection: the admin can choose a specific day of the week (Sunday, Monday, ... Saturday) OR select "Every Day". When "Every Day" is selected, the entry applies to all seven days simultaneously. The system stores this as a single entry with `day_of_week = "every_day"` rather than creating seven separate rows. Example: Chalets — Every Day — 9:00 AM – 11:00 AM creates one entry that blocks that window daily.
- Multiple time windows per visitor type per day: the admin can add more than one entry for the same visitor type and day combination. Example: Chalets — Every Day — 9:00 AM – 11:00 AM, plus Chalets — Every Day — 4:00 PM – 6:00 PM. Both are stored and enforced independently. The overlap rule applies across all entries on a given effective day, including entries expanded from "Every Day".
- Start Time and End Time: time pickers. End time must be later than start time.
- Max Capacity (optional): maximum number of persons allowed in the pool during this window.

How "Every Day" interacts with specific-day entries

- If a visitor type has an "Every Day" entry AND a specific-day entry for the same type, the specific-day entry takes precedence for that day. Example: Chalets — Every Day — 9:00 AM – 11:00 AM, plus Chalets — Friday — 9:00 AM – 1:00 PM. On Fridays, only the Friday entry applies (9:00 AM – 1:00 PM); the Every Day entry is ignored for Fridays.
- The visual timeline in the admin portal shows the effective schedule for each day after applying this precedence rule, so the admin sees the actual result for every day of the week.

Admin defines pool schedule entries by visitor type and day of the week. See schedule entry fields above.

- Each entry fields: Day of week, Visitor Type, Start Time, End Time.
- Multiple entries can exist for different days and types. The admin manages this as a growing list — entries can be added, edited, or deleted individually.

Overlap validation — critical rule

- On the same day, two different visitor types MUST NOT have overlapping time windows. The system enforces this at save time. If the admin tries to save a schedule entry that overlaps with an existing entry on the same day (even for a different visitor type), the system blocks the save and shows an error message: "Time conflict: [Visitor Type A] is already scheduled from [HH:MM] to [HH:MM] on [Day]. The new entry must start at [HH:MM] or later."
- Correct example: Girls on Sunday are 10:00 AM – 4:00 PM. Boys on Sunday must start at 4:00 PM or later (e.g. 4:00 PM – 7:00 PM). Setting Boys to 2:00 PM – 6:00 PM is rejected because it overlaps with Girls (2:00 PM – 4:00 PM).
- The overlap rule applies across ALL four visitor types including Chalets: no two types may have overlapping windows on the same day. Example: if Chalets are scheduled 2:00 PM – 4:00 PM on Sundays, Boys cannot start before 4:00 PM on Sundays.

- The admin portal shows a visual timeline per day of the week with all four visitor type blocks (Girls, Boys, Families, Chalets) rendered as colour-coded bars. This makes conflicts immediately visible before saving.

Example:

- Girls: Sunday 10:00 AM – 4:00 PM
- Girls: Monday 10:00 AM – 2:00 PM
- Boys: Sunday 2:00 PM – 6:00 PM
- Families: Friday 10:00 AM – 8:00 PM

6.4.2 Chalet Pool Schedule

Chalet pool time is managed as a standard visitor type entry ("Chalets") within the pool schedule table defined in §6.4.1. There is no separate configuration page for chalet pool time. The admin adds, edits, or removes "Chalets" schedule entries in exactly the same way as Girls, Boys, or Families. All overlap validation, visual timeline, and website display rules defined in §6.4.1 apply to the "Chalets" type without exception.

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6.4.3 Pool Settings — Pricing and Photos

Pricing

- Admin sets a price per hour for pool access. A single global rate applies to all visitor types (Girls / Boys / Families). This rate is shown to the user on the pool booking form and used to calculate the total. Formula: Total = number of hours selected × price per hour.
- The "Chalets" visitor type does not have a separate per-hour rate — chalet guests' pool time is included in the chalet booking price. No pool fee is charged to chalet bookers.
- The price is displayed on the public website on the Swimming Pool section and on the pool booking form, so guests know the rate before booking.

Pool Rules and Notes

- Admin can enter free-text notes/rules for the swimming pool. These notes are displayed on the public website on the Swimming Pool section, below the schedule and above the booking

button. Example: "Boys must wear appropriate swimwear. Girls must wear a swim cap (bonnet). No food or drinks at the poolside."

- Notes support both Arabic and English. Admin enters two text fields: one in Arabic and one in English. The website displays the note in the language matching the user's selected language.
- Notes are optional. If left empty, the notes section is hidden from the website.

Pool Photos

- Admin can upload one or more photos of the swimming pool. These photos are displayed on the Swimming Pool section of the public website (Services / Booking page) in a gallery or carousel.
- Supported formats: JPG, PNG. Recommended minimum width: 1200 px. No hard limit on number of images.
- Photos can be reordered by drag-and-drop. The first photo is used as the cover image on the pool card.
- Admin can delete individual photos at any time. Deletion takes effect on the website immediately.

6.5 Hall Management

6.5.1 Hall Definition

Each hall is defined by the admin with the following fields:

Field	Description
Hall Name	e.g., Main Hall, Conference Room.
Capacity Range	Minimum and maximum persons (e.g., 150–200).
Air Conditioned	Yes / No.
Allowed Activity Types	Multi-select: Ministry (خدمية) / Social (اجتماعية). Determines which booking types are available for this hall. A hall set to Ministry-only will not appear when a user selects Social activity and vice versa.
Features / Specs	Checklist of available equipment and facilities for this hall. Each feature appears as a labelled checkbox. Admin ticks the features that apply to this hall. A new feature can be added directly from this section via an inline text field + \u201c\u0625\u0636\u0627\u0641\u0629\u201d (Add) button \u2014 the new feature is saved to the global list and immediately checked for this hall. Displayed on the hall info panel on the website and booking form.
Photos	Admin uploads one or more images of the hall. Photos are displayed on the hall info panel on the website and the booking form. Same upload mechanism as chalets (§6.3.1). Optional — hall can be active without photos.
Notes	Free-text notes about the hall (e.g., setup instructions, special conditions, additional details). Displayed on the hall info panel on the website and the booking form for users to see.
Status	Active / Inactive.

Pricing is no longer defined per hall. All hall pricing is configured globally in System Settings (§6.10 Hall Pricing).

6.5.2 Hall Operating Schedule

The admin defines the operating hours for each hall as a list of per-day entries. This works identically to the Sports Court schedule (§6.7.3). Days not listed are closed — the hall cannot be booked on those days.

Per-Day Entry Fields

Field	Description
Day	Specific day of the week (Sunday – Saturday) OR “Every Day”. A specific-day entry overrides the “Every Day” entry for that day.
Available 24 Hours	Toggle. When ON: the hall is open all day with no time restriction. No From/To fields shown. The Visual Hour Grid on the booking form will show all 24 hours as selectable (minus confirmed bookings or closure entries).
From Time	Start of the operating window. Required when 24-hour toggle is OFF.
To Time	End of the operating window. Required when 24-hour toggle is OFF.

Schedule Rules

- Each day can only have ONE entry. If the hall needs a mid-day break (e.g. closed 12–15:00), use the Facility Closure page (§6.14) for specific dates.
- “Every Day” applies the same window to all seven days. A specific-day entry overrides it for that day.
- Deleting a day entry closes that day for booking going forward. Existing confirmed bookings on that day are not affected.

Visual Hour Grid Behaviour (Website Booking Form)

- When the user selects a date, the system looks up the hall’s operating entry for that day. If no entry exists: the date shows as “Closed” and cannot be selected.
- If 24-hour toggle ON: Visual Hour Grid shows all 24 hours (minus booked/locked). User taps start hour then end hour freely.
- If 24-hour toggle OFF (From/To window): Visual Hour Grid shows only the hours within the defined window. Example: From = 9:00 AM, To = 10:00 PM → grid shows 9 through 21 only.
- Confirmed-booked hours: greyed out with strikethrough, unselectable.
- Locked hours (Closure entries §6.14): show “مغلق” label, unselectable.
- Selected range: highlighted. Number of hours auto-calculated and used to compute Total Price.

6.5.3 Hall Features List (Configurable)

The hall features list is managed inline within the Hall Definition page (76.5.1). There is no separate management page. Each feature appears as a checkbox row. To add a new feature, the admin types the feature name in the `name` field and presses `add`. The new feature is added to the global list and immediately selected for the current hall. All features added by any admin are available as checkboxes across all hall definitions. A feature cannot be deleted once created if no longer needed it simply remains unchecked on all halls.

Example features: `بيضاء سيورة`، `عرض شاشة`، `منفصل مدخل`، `مكيف`، `مسرح`، `مايكروفون`، `بروجيكتور`، `سيستم ساوند`، `وكراسي طاولات`. The list grows as admins add new features over time.

6.6 Conference House Management — المؤتمرات بيت (Conference House)

6.6.1 Conference House Definition

Admin first defines the conference house itself (one entry for `المؤتمرات بيت` (Conference House)), then adds individual buildings under it.

Conference House header fields

Field	Type	Description
Name	Text	Fixed: <code>المؤتمرات بيت</code> (Conference House). Only one house record exists in the system.
Description	Rich text	Overview description shown on the website
Photos	Image upload	General photos of the center (entrance, grounds, etc.)
Status	Toggle	Active / Inactive. If Inactive, the center is hidden from the website.

6.6.2 Building Definition

The admin defines each building within *المؤتمرات بيت*. After the building is created, floors and rooms are defined within it. Pricing is set globally at the Conference House level (§6.6.1) and applies to all buildings.

Building Fields

Field	Description
Building Name	A letter identifier: A, B, C ... with an optional descriptive name.
Number of Floors	Numeric. The system creates the floor entries automatically upon saving.
Number of Bathrooms	Total bathrooms in the building.
Features	Multi-select: AC / Hot Water / Kitchen / Common Area / Garden View / Prayer Room / Other. These are building-level features.
Description	Rich text — displayed on the website.
Photos	One or more images of the building.
Status	Active / Inactive.
Bed Capacity	Read-only. Auto-calculated as the sum of all beds across all rooms in this building.

6.6.3 Floor and Room Definition

After defining a building, the admin selects each floor from a dropdown list and defines the rooms within it. Each room is defined individually, allowing different bed counts and features per room.

Floor Selection

- Admin selects a floor from the floor list (e.g. *1 طابق*, *2 طابق* ...).
- Admin enters the number of rooms on this floor. The system creates that many room entries automatically, each with a sequential fixed room number.
- Room numbering convention: [Building Letter][Floor Number][Room Sequence]. Example: Building A, Floor 1, 3rd room → A103.
- The admin then fills in the details for each room individually.

Per-Room Fields

Field	Description
Room Number	Auto-generated and fixed (e.g. A101, A102, B201). Read-only.
Number of Beds	Entered manually per room. Each room can have a different number of beds (e.g. Room A101 = 1 bed, A102 = 2 beds, A103 = 3 beds). Minimum 1.
Bed Type	Optional label: Single (<i>فردى</i>) / Double (<i>دابل</i>) / Triple (<i>تريبيل</i>) / Bunk (<i>طابقى</i>) / Other. For informational purposes.

Room Features	Checklist of features specific to this room (e.g. Private Bathroom, AC, Balcony, Window). Admin can tick any features from the global features list or add new ones inline using the “إضافة” button — same mechanism as hall features (§6.5.3).
Status	Active / Out of Service. Out-of-service rooms are excluded from Room Assignment.

General Features for All Rooms (Floor-Level)

To save time when all rooms on a floor share the same features, the admin can apply features at the floor level:

- At the top of the floor section, there is an “Apply to All Rooms” features selector.
- Any feature selected here is automatically added to all room feature lists on this floor.
- The admin can still add or remove features per room individually after the floor-level application.

Example

Building A, Floor 1, 4 rooms created:

Room	Beds
A101	1 bed (Single) — Private Bathroom, AC
A102	2 beds (Double) — AC
A103	3 beds (Triple) — AC, Balcony
A104	2 beds (Double) — Private Bathroom, AC

Total beds on Floor 1 = 8. Building A bed capacity auto-updates to reflect this.

6.6.4 Building Availability Logic

- Availability is evaluated at the room level, not the building level. A room is available if it has no confirmed booking overlapping the requested check-in / check-out dates. Multiple groups can occupy different rooms in the same building simultaneously \u2014 each room is an independent inventory unit.
- The Room Assignment page (\u00a76.5) shows available rooms across all buildings filtered by the requested dates. Building cards show Available Rooms and Available Beds based on room-level availability.
- Booking lock periods (\u00a76.14) can be applied per room, per building, or for the entire house.

6.6.5 Room Assignment Page (الغرف تسكين)

Accessed by pressing the “Assign Rooms” (الغرف تسكين) button on any confirmed conference house booking row in the Booking Dashboard. Opens a dedicated full-page assignment screen. The admin can assign rooms across one or more buildings — the booking is not limited to a single building. Availability is checked at the room level, not the building level: a room is available if it has no confirmed overlapping booking for the requested dates, regardless of other rooms in the same building being occupied.

Section 1 — Booking Summary (Top of Page)

A read-only summary strip at the top showing key booking details:

Field	Value shown
Guest Name	Full name from the booking.
Trip / Conference Purpose	Purpose text entered during booking.
Males (أولاد)	Number of males from the booking.
Females (بنات)	Number of females from the booking.
Total Persons	Males + Females.
Check-in / Check-out	Dates from the booking.
Assigned So Far	Live counter: persons assigned ÷ total persons. Updates as admin fills in rooms. Example: 4 / 10.
Remaining	Total Persons – Assigned So Far. Live. Must reach 0 to save.

Section 2 — Building Cards

Below the summary, available buildings are shown as cards. Each building card displays:

- Building letter and optional name (e.g. Building A).
- Available Rooms: count of rooms in this building with Persons = 0 (not yet assigned in this session).
- Available Beds: total beds in this building (sum of all room bed counts) minus beds already assigned in this session.
- Admin clicks a building card to expand it and see its floors. Within each floor, rooms show their bed count, bed type, and features to help the admin make suitable assignments.

Only the buildings assigned to this booking are shown. If no building has been assigned yet, all active buildings are shown for selection (same as Assign Now flow in §5.A.8).

Section 3 — Floor Sections (Inside Building)

When a building card is expanded, its floors appear as collapsible accordion sections. Each floor header shows:

- Floor number (e.g. طابق 1).
- Available Rooms / Available Beds for that floor (live, updates as rooms are filled).

The admin opens one or more floors. Each floor lists its rooms in a table:

Section 4 — Room Rows (Per Floor)

Each room appears as a row with the following fields, matching the UI shown in the design:

Column	Description
Room Number	Auto-generated (e.g. A101). Read-only label.
Bed Count	Number of beds in this room. Read-only label shown next to room number (e.g. "سرير 2").
Gender (نوع)	Dropdown: محدد غير (Unassigned) / بنات (Females) / أولاد (Males). Default: محدد غير.
Number of Persons (أشخاص)	Numeric input. Auto-filled with the room's bed count when the room is first shown (e.g. a 2-bed room defaults to 2). Admin can reduce but cannot exceed the bed count. Validated: Persons ≤ Bed Count.

Bed Type	Read-only label from room definition (§6.6.3): Single (فردى) / Double (دابل) / Triple (تريبل) / Bunk (طابقي) / Other. Displayed for reference to help admin make appropriate assignments.
Room Features	Read-only tags from room definition (§6.6.3): e.g. Private Bathroom, AC, Balcony. Displayed as small labels on the room row to help the admin match guests to suitable rooms.

Validation Rules

- Persons per room ≤ Bed Count: the input field enforces this hard limit. Cannot type or paste a value above the room’s bed count.
- Total assigned ≤ Total Persons in Booking: the system tracks the running total. If the admin tries to assign more persons than booked, the affected room’s input turns red with a message: “العدد المسموح الحد تجاوزت” شخص [ن] المخصص الإجمالي.”
- Save button is disabled until Remaining = 0 (all persons in the booking have been assigned to rooms).

Save and Edit

- Admin presses “Save Assignment” (التسكين حفظ). All room records are updated with Gender and Persons Assigned.
- The assignment can be edited at any time before the Check-out date. After Check-out the assignment is locked (read-only).
- To edit: admin re-opens the assignment page from the booking detail. All previously saved values are pre-filled. Admin modifies and saves again.

Assignment Report (Print / Export)

After saving, two options are available from the assignment page:

- View on Screen: a summary table grouped by building and floor showing each assigned room.
- Export to Excel (.xlsx): one row per assigned room with the following columns: المبنى اسم (Building Name) / الغرفة (Room Number) / النوع (Gender) / الأفراد عدد (Number of Persons). Rooms with Persons = 0 are excluded from the export.

6.6.3 Building Availability Logic

- A building is available for a date range if it has no confirmed, paid booking with overlapping dates.
- Multiple buildings within the center can have different bookings on the same dates — each building is an independent inventory unit.
- Booking lock periods (see §6.13) can be applied per building or for the entire center.

6.8 Meal Menu Management

The Meal Menu is a shared, centrally managed list of food items available as optional add-ons for any overnight or extended booking. Currently applicable to: Chalets and Conference House (المؤتمرات بيت)

(Conference House)). The menu is managed from its own dedicated page in the admin portal and is independent of any specific facility definition.

Field	Type	Description
Meal Type	Enum	Breakfast / Lunch / Dinner
Item Name	Text	Display name shown to guests during booking. Example: Egyptian Breakfast, Grilled Chicken Plate
Photo	Image upload	Admin uploads one image for this meal item. The photo is displayed on the chalet booking form on the website alongside the meal name, description, and price per person. Recommended size: 400x300 px. Optional — if no photo is uploaded the item card is shown without an image.
Ingredients / Contents	Rich text	List of components. Shown to guests on the booking add-on selection screen. Example: Eggs, Fava beans, Cheese, Bread, Juice
Description	Text (optional)	Short tagline or preparation note. Example: "Served hot, freshly prepared"
Photo	Image upload	One image of the meal item. Displayed on the booking add-on card.
Price (EGP)	Decimal	Per person per meal. Total = price per person x number of persons for that meal.
Status	Toggle	Active / Inactive. Inactive items are hidden from the booking form but their historical data is preserved.

Pricing formula

- Meal total = price per person x number of persons for that meal. This is calculated dynamically on the booking form as the user selects meals. The total is shown as a separate line in the price breakdown.

6.7 Sports Court Management

6.7.1 Court Definition

Admin defines each sports court individually. Each court is an independent bookable unit.

Field	Type	Description
Court Name	Text	Unique name displayed on the website. Example: "Volleyball Court", "Basketball Court 1"
Sport Type	Text	The sport played on this court, e.g. Volleyball, Basketball, Football 5-a-side. Shown as a tag on the court card.
Price per Hour (EGP)	Decimal	Hourly rate charged to the booking user. Total = hours booked x this rate.

Field	Type	Description
Photos	Image upload	One or more images of the court. First photo is the cover image on the listing card.
Notes / Rules	Rich text (Arabic + English)	Optional rules displayed on the website below the court card. Example: "Proper sports shoes required. No food or drinks on court." Hidden if empty.
Status	Toggle	Active / Inactive. Inactive courts are hidden from the website and cannot be booked. When set to Inactive, existing confirmed bookings are not affected.
Operating Schedule	Per-day schedule	The court's operating schedule is defined per day of the week in §6.7.3. For each active day, the admin can set it as 24-hour (all hours available) or specify a From/To window. Days not added to the schedule are closed for booking.
Operating Hours	Schedule list	Shown only when Availability Mode = Scheduled Hours. Admin adds one or more time windows (from/to) per day of week, or selects "Every Day" for a uniform schedule. See §6.7.3 for full definition.

6.7.2 Court Availability Logic

- Court availability is checked per hour per date. See §5.5.3 for full availability logic.
- The hours that a user can select depend on the court's Availability Mode (§6.7.3): if 24-hour mode, all clock hours are selectable (subject only to confirmed bookings). If scheduled hours mode, only the hours within the defined operating windows are selectable.
- Booking Lock entries (§6.14) further restrict availability by blocking specific dates for specific facilities independently of the regular schedule.

6.7.3 Court Operating Hours Configuration

The admin defines the court's operating schedule as a list of per-day entries. Days not listed are closed — the court cannot be booked on those days. Each entry has three fields: Day, 24-hour toggle, and optional time window.

Per-day entry fields

- Admin ticks the "Available 24 Hours" checkbox. No schedule definition needed.
- Available 24 Hours (toggle, per day): when checked, the court is open all day — no From/To fields are shown or required. The Visual Hour Grid on the booking form will show all 24 hours as available (minus any confirmed bookings or closure entries).
- Visual Hour Grid: 24 blocks divided into four labelled periods. Booked hours: greyed out with strikethrough, unclickable. Locked hours: show "مغلق" label, unclickable. Available hours: normal border, clickable. Selected range: blue fill.

How to configure the schedule

- Admin defines one or more operating windows. Each window has: Day (specific day of week OR "Every Day"), From Time, To Time.

- "Every Day" applies the same window to all seven days. A specific-day entry overrides the Every Day entry for that day (same precedence rule as pool schedule, §6.4.1).
- Each day can only have ONE entry. If the admin needs a break in the middle of a day (e.g. closed from 12–3 PM), that is handled via the Facility Closure page (§6.14) for specific dates, not via the operating schedule.
- The admin can delete any day entry. Deleting a day closes that day for booking going forward; existing confirmed bookings on that day are not affected.

Booking form behaviour — both modes

- When the user selects a date, the system looks up the court's operating entry for that day of the week. If no entry exists for that day: the date is shown as "Closed" and cannot be selected.
- If entry has 24-hour toggle ON: the Visual Hour Grid shows all 24 hours (minus booked/locked). User taps start hour then end hour freely.
- If entry has 24-hour toggle OFF (From/To window): the Visual Hour Grid shows only the hours within the defined window. Example: From = 9:00 AM, To = 1:00 PM → grid shows 9, 10, 11, 12 only. User taps start then end within this range.
- Number of hours: auto-calculated from the selected range. Displayed below the grid and used to compute the total price.
- Confirmed-booked hours within the grid are greyed out (unclickable). Hours from Facility Closure entries show "Closed" label (unclickable). The rest are clickable.
- The date picker on the booking form disables dates where the court has no schedule entry (closed days) and dates with a full-day Facility Closure entry.

6.7 Booking Management (Admin)

6.8.0 Booking Pages

6.7.0 Booking Pages — Facility Separation and Admin Responsibility

The admin booking management area is divided into separate pages, one per facility type. This separation keeps each admin's workspace focused and prevents confusion across facility types.

Separate booking pages

- Swimming Pool Booking Requests — dedicated page showing all pool booking submissions.
- Chalets Booking Requests — dedicated page for all chalet submissions.
- Hall Booking Requests — dedicated page for all hall submissions.
- Sports Court Booking Requests — dedicated page for all sports court submissions. Displays court name, date, time slot (from – to), total hours, price, and booking status.
-
- Conference House Booking Requests (المؤتمرات بيت) (Conference House) — dedicated page for all conference house submissions.
- Each page has its own: filter bar, sortable table of bookings, count badge (new/pending), and action buttons (Confirm, Cancel, Record Payment, etc.).

Admin responsibility assignment

- Each booking page can have one or more responsible admins assigned to it. This is configured per admin account in the User Management section (§6.1.0).

- When a new booking request is submitted for a facility, all admins assigned as responsible for that facility's page receive: (1) a real-time in-portal notification (bell icon counter), AND (2) an email notification informing them of the new request with the booking reference and basic details.
- Admins NOT assigned to a facility can still view and act on its bookings if they have admin-level access, but they do not receive automatic notifications for that facility.
- A single admin can be responsible for multiple facilities. The super-admin is responsible for all facilities by default.

Responsibility configuration (admin setup)

- In §6.1.0 Admin Portal User Management, the super-admin assigns each admin to one or more facility pages.
- Assignment options per admin: Swimming Pool, Chalets, Hall, Conference House, Sports Courts (multi-select).
- Changes take effect immediately — no system restart required.

6.7.1 Booking Dashboard (Incoming Requests)

The main booking management page in the admin portal. All incoming booking requests appear here in real time. The page is divided into tabs or sections by facility type, each showing a count badge with the number of pending/new requests for that type.

- Tabs: Hotel | Chalets | Swimming Pool | Hall — each tab shows its booking list and a count badge (e.g. "Hotel (3 new)").
- Each row in the table shows the following columns in order: (1) Booking Ref — system reference number; (2) Request Date — date and time the booking was submitted; (3) Account Name — the name on the registered website account; (4) Account Mobile — phone number of the registered account; (5) Booked For Name — the name entered on the booking form (may differ from account name if admin booked on behalf); (6) Booked For Mobile — phone number entered on the booking form; (7) Facility — facility type and unit; (8) Booking Date — the date of the booking or check-in date; (9) Time — time slot or check-in/check-out for chalets; (10) Persons — number of attendees; (11) Amount — total booking amount; (12) Payment Method — selected payment method; (13) Status — current booking status (Pending Review / Confirmed / Rejected / Cancelled / Waiting); (14) Actions — action buttons for this booking.
- Filters: facility type, booking status, payment status, date range, church, user name.
- Real-time notification: whenever a new booking is submitted by a user, the admin portal displays a notification (bell icon / counter) and the relevant tab count is incremented immediately.
- When the admin confirms or rejects a booking, the system sends an automatic notification to the user (via the configured channel: email / SMS / WhatsApp).

6.7.2 Admin Booking Actions

Action	Description
Confirm	Approve the booking and move it to Confirmed status
Cancel	Cancel the booking; notify the user

Action	Description
Record Payment (Venue)	Admin logs cash/venue payment amount and marks as Paid
Generate InstaPay Link	Available only when InstaPay is active for the internal system (§6.15). Admin copies the configured InstaPay link from §6.15 and shares it with the guest for the exact booking amount.
الانتظار قائمة (Waiting List)	Appears on every booking row. Shows the Waiting Count badge (live number of waiting bookings for the same facility / date / time slot). Pressing the button opens an inline panel or navigates to the Waitlist page (§6.7.3) pre-filtered to this exact slot. The panel lists all waiting bookings for this slot in queue order (Queue #1, #2, #3 ...), each showing: Queue #, guest name, phone, persons, request date, and an “Approve” button. The admin can press “Approve” on any waiting entry to confirm it as the booking for this slot — the system cancels the original booking (if the button was pressed from a cancelled/freed slot) and confirms the selected waiting booking. The approved entry is removed from the waiting list and the remaining entries keep their queue numbers.
Add/Edit Add-ons	Admin can add or remove meal add-ons on any chalet booking. Opens the Meal Add-On panel showing the three categories (عشاء / غدا / فطار). For each category the admin can select an item and set the number of persons, or remove an existing selection. Total price updates immediately. Changes are saved to the booking and logged in the modification audit trail.
View Meal Details	Available on chalet bookings that have meal add-ons. Opens a read-only panel showing the full meal breakdown (see §6.7.2.A below).

§6.7.2.A Chalet Booking Detail — Meal Add-On Section

When the admin opens a chalet booking detail, a dedicated Meal Add-On section is shown if the booking includes any meal selections. The section is hidden for bookings with no meals. It displays the following:

- A row for each selected meal category (عشاء / غدا / فطار) showing: meal category name, selected item name, number of persons, price per person, and subtotal (price per person x persons).
- Only categories that were selected appear. Categories with no selection are not shown.
- A Meals Total line showing the sum of all meal subtotals.
- Price breakdown at the bottom: Chalet cost (nights x nightly rate) + Meals Total = Grand Total.
- An “Edit Meals” button next to the section header allows the admin to add, change, or remove meal selections at any time. Changes update the Grand Total and are logged in the modification audit trail. If the booking was fully paid and a meal is removed, the deducted amount is logged as a credit/refund.

6.7.2.B Chalet Assignment (تسكين)

When a chalet booking is received, the admin can assign it to a specific available chalet. The assignment can happen at two different points in the flow, giving the admin flexibility:

Two Assignment Paths

Path	Flow
------	------

Path A — Assign as Confirmation	Booking arrives as Pending Review → Admin presses “Assign Chalet” directly → selects a chalet → booking moves to Confirmed immediately. The assignment IS the confirmation. No separate Confirm step needed.
Path B — Confirm then Assign Later	Booking arrives as Pending Review → Admin presses “Confirm” → booking moves to Confirmed without a chalet assigned yet → Admin presses “Assign Chalet” later when ready → chalet is linked to the already-confirmed booking. A notification is sent to the user when the chalet is assigned.

Assignment Button

- The “Assign Chalet” (تسكين) button appears in the Actions column on every chalet booking row regardless of status — Pending Review or Confirmed — as long as no chalet has been assigned yet.
- Once a chalet is assigned, the button is replaced by the assigned chalet number (read-only label) with an “Change Chalet” option if the admin needs to reassign.
- Pressing “Assign Chalet” opens the Assignment Panel for that booking.

Assignment Panel

The panel opens alongside (or above) the booking detail and shows:

- Booking summary at the top: guest name, check-in date, check-out date, number of nights, number of adults, number of children.
- Available Chalets list: only chalets with no confirmed booking overlapping the requested check-in / check-out dates are shown. Chalets with conflicting bookings are hidden automatically.
- Each available chalet is shown as a card with: chalet number, floor, number of rooms, number of bathrooms, capacity (Adults + Children), and features list. This allows the admin to match the booking requirements to the most suitable chalet.
- The admin selects a chalet by pressing “Assign” on the chosen card. The system links the booking to that chalet. If the booking was Pending Review, it moves to Confirmed. If already Confirmed, the chalet is added to the existing confirmed booking. A notification is sent to the user with the assigned chalet details.
- If no chalets are available for the requested dates, the panel shows: “No chalets available for these dates.” The admin can place the booking on the waitlist or suggest alternative dates to the guest.

6.7.3 Waitlist Management Page

A dedicated page listing all waitlist bookings for all facilities. The admin uses this page to manage queued requests when a confirmed booking is cancelled or a time slot becomes available.

Page Layout

The page is divided into two areas: a filter bar at the top and a grouped waitlist table below.

Filter Bar

Filter	Description
Facility Type	Swimming Pool / Chalets / Hall / Conference House / Sports Courts — multi-select.
Date	Date picker. Filters entries whose booking date matches the selected date.

Time Slot	Drop-down of time slot windows. Populated dynamically based on selected Facility Type and Date. Shows all distinct slots that have at least one waiting entry on that date.
Search	Phone number or guest name free-text search.

Waitlist Table

After applying filters, all matching Waiting bookings are shown in a single table ordered by: (1) Date ascending, (2) Time slot ascending, (3) Queue number ascending within the same slot. This means entries for the same facility / date / time slot appear together in queue order.

Column	Description
Queue #	The sequential queue number for this waiting entry within its slot. Numbered starting from 1 per slot per date per facility.
Booking Ref	The system reference number for this booking.
Facility	Facility type and specific unit (e.g. Swimming Pool — Families, Chalet #4).
Date	The booking date.
Time Slot	The booked time window (From – To).
Guest Name	Name of the guest who placed this waiting booking.
Phone	Guest phone number.
Persons	Number of attendees in this waiting booking.
Status	Current waitlist status: Waiting / Slot Available — Pending Contact / No Response.
Recorded By	Admin who created this booking.
Actions	Confirm, Cancel, Mark No Response, Promote to Confirmed.

Waitlist Queue Behaviour

- All waiting bookings for the same facility / date / time slot are grouped and numbered sequentially starting from 1. Queue number 1 is the first in line.
- When a confirmed booking for a slot is cancelled or becomes free, the system automatically changes the status of queue #1 waiting booking to “Slot Available — Pending Contact” and sends a notification to the responsible admin.
- The admin contacts the guest outside the system. If the guest confirms: the admin presses “Promote to Confirmed”, selects the payment option (Full / Partial / None), and the booking is moved to Confirmed status.
- If the guest declines or does not respond: the admin marks the entry as “No Response”. The system advances to queue #2 and repeats the process.
- When a slot is filled (promoted booking is confirmed), the system sends a notification to all remaining waiting entries for that slot: “The requested slot is no longer available. Please book a different date/time.”

Waitlist Button on Booking Screens

On each of the facility-specific booking pages (Swimming Pool Booking Requests, Chalets Booking Requests, etc.), every booking row has a “Waiting List” button (الانتظار قائمة) displayed next to it. Pressing this button navigates the admin to the Waitlist Management Page with filters pre-applied as follows:

- Facility Type: pre-set to the facility of the source booking.
- Date: pre-set to the date of the source booking.
- Time Slot: pre-set to the exact time slot of the source booking.

This allows the admin to immediately view all waiting entries for the same slot with one click, without manually setting filters.

Waitlist Count on Booking Rows

On every facility booking page, each booking row shows a “Waiting Count” column indicating how many bookings are currently on the waitlist for the same slot and date. This count is live and updates in real time. A count of 0 means no one is waiting; the Waiting List button is still visible but will open an empty filtered view.

6.7.4 Booking Lock (Closure Periods)

- Admin can block booking availability for any facility for a specified date range.
- Reason: Renovation, maintenance, special event, etc.
- During blocked periods, the facility is shown as unavailable.

6.9 Financial Management

6.9.1 Financial Records

- Each confirmed booking generates a financial record.
- Records include: booking reference, user, facility, dates, original amount, adjustments, final paid amount, payment method, payment date.
- Cancellation penalty display: when a booking is cancelled and a refund penalty applies (per the cancellation policy defined in Section 6.10), the booking’s financial record must show: (a) the original paid amount, (b) the penalty amount deducted (labelled “Cancellation Penalty”), (c) the net refund amount owed to the guest, and (d) the status of the penalty collection (Collected / Pending Collection). This penalty line is visible in the booking detail view in both the admin portal and the user’s booking history.

6.9.2 Booking Modification Audit

- Every change to a booking is logged with: timestamp, admin who made the change, what changed (before/after), financial impact (price difference).

6.8.3 Reports (Admin)

All reports support: daily, weekly, and monthly period filters. Export formats are Excel (.xlsx) and PDF. Reports display totals and counts at the top of each table.

Report	Filters Available	Export
Bookings by Facility	Facility type, date range, status	Excel / PDF
Revenue Summary	Facility, date range (daily/monthly)	Excel / PDF
Pending Payments	Facility, date range	Excel
Waitlist Summary	Facility type, date, time slot	Excel
Booking Modifications Log	Facility, date range, admin user	Excel
Cancellations & Refunds	Facility, date range	Excel / PDF
User / Church Activity	Church name, date range	Excel
Expenses by Type	Date range, Expense Type, Admin	Excel

6.9.4 Expenses Log

The Expenses Log is a dedicated page in the admin portal for recording club operational expenses. It is an append-only ledger — once an expense is submitted it cannot be edited or deleted. This ensures a clean, auditable financial record.

Expense entry form

Field	Type	Description
Date	Date (today only)	Defaults to today's date. The admin cannot select a past or future date. Each entry is permanently timestamped at submission.

Field	Type	Description
Expense Type	Dynamic dropdown	Admin-defined category list (e.g. Maintenance, Utilities, Supplies, Salaries, Repairs, Other). Managed in the Expense Type Settings sub-page. Admin adds/deactivates types; types cannot be deleted once used.
Amount (EGP)	Decimal	The expense amount. Required. Must be greater than zero.
Description / Note	Text	Free-text explanation of the expense. Required.
Recorded By	Read-only	Auto-filled with the logged-in admin's name at submission.

Immutability rule

- Once an expense record is saved, no edit or delete action is available — not even for super-admins. The record is permanent.
- If an entry was made in error, a corrective entry must be added (e.g. a negative amount with a note "correction for entry #X").

Expense list view

- Filterable by: Date range, Expense Type, Recorded By admin.
- Sortable by date (default: newest first).
- Shows running total for the filtered period at the top.
- Exportable to Excel.

6.9.5 Accounts and Financial Overview

The Accounts section provides a consolidated financial dashboard for the club. It brings together income from all bookings and expenses from the Expenses Log into a single view, giving management a clear picture of the club's financial position.

Income summary

Metric	Description
Total Collected (period)	Sum of all Payment Transaction amounts (type ≠ Refund) for confirmed bookings within the selected date range.
Total Refunded (period)	Sum of all Refund-type Payment Transactions in the period.
Net Income (period)	Total Collected – Total Refunded.
Breakdown by Facility	Net income split by: Chalets, Swimming Pool, Hall, Conference House, Sports Courts.
Outstanding Balances	Total balance_due across all confirmed but not fully paid bookings.

Expenses summary

Metric	Description
Total Expenses (period)	Sum of all expense entries within the selected date range.
Breakdown by Type	Total per expense type (e.g. Maintenance: 5,000 EGP, Utilities: 3,200 EGP).

Net position

Metric	Description
Net Position (period)	Net Income – Total Expenses. Positive = surplus, Negative = deficit.
Pending collections	Outstanding balance_due from confirmed unpaid bookings.

Filters and export

- Date range filter (from – to): applies to both income and expenses simultaneously.
- Facility filter: narrow income breakdown to specific facilities.
- Export: full financial summary to Excel or PDF.
- The dashboard auto-refreshes when filters change — no manual refresh required.

6.9 Club Members

The Club Members directory has been merged into the User Directory (§6.1.2). All visitor records, auto-fill behaviour in the Entry Booking form, and member list management are documented there. The “Visitors” filter in §6.1.2 shows walk-in visitors recorded via the Entry Booking form. The auto-fill behaviour (phone number lookup at booking time) is unchanged and still functions as described in §5.6.1.

6.10 System Settings

Setting	Description
Chalet Nightly Rate (EGP)	Global nightly rate applied to all chalet bookings. This single rate is shown on the chalet booking form and used to calculate the booking total. Changing this value takes effect on new bookings immediately; existing confirmed bookings are not affected.
Entry Ticket Price (EGP)	Price per person for club entry (walk-in or pre-booked). Used to calculate the total in the Entry Booking form. Changing this value takes effect on new bookings immediately; existing confirmed bookings are not affected.
Auto-Approval Mode	Enable/Disable automatic approval of new user registrations
Payment Methods	Shortcut link to the Payment Methods management page (§6.15). InstaPay link, Cash availability, and the WhatsApp contact number for payment screenshots are configured there.
Deposit Policy	Configure whether a deposit is required at booking submission (Toggle: On/Off), the deposit amount (fixed EGP or percentage of total), and the deadline by which the deposit must be paid before the booking is auto-cancelled (e.g. within 24 hours of submission). When On, the InstaPay link or venue payment request sent to the user reflects the deposit amount only, not the full total. The remaining balance is due at the time of the booking date or per a separately configured due date. Can be configured globally or overridden per facility type.
Session Timeout	Duration before inactive sessions expire
Notification Settings	Configure email notification templates (subject and body) for each trigger. Placeholders: [USER_NAME], [REF], [FACILITY], [DATES], [AMOUNT], [BALANCE_DUE], [WAITLIST_POSITION], [PAYMENT_LINK], [ADMIN_NOTE]. SMTP server configuration is in the Email Settings row below.
Email Settings (SMTP)	Configure the outgoing email server used to send all system emails (registration, booking confirmations, approvals, rejections, etc.). Fields: SMTP Host, SMTP Port, Encryption (SSL / TLS / None), SMTP Username, SMTP Password (stored encrypted), Sender Name (display name shown in the From field, e.g. "Al-Iman Club"), Sender Email Address (e.g. noreply@aliman-club.com). A "Send Test Email" button allows the admin to verify the configuration by sending a test message to a specified address.
Email Triggers	Toggle each system email on or off individually. The following emails can be enabled or disabled: (1) Registration Received — sent to user on account creation; (2) Account Approved — sent to

Setting	Description
	user when admin approves the account; (3) Account Rejected — sent to user when admin rejects the account; (4) Booking Confirmed — sent to user when booking is confirmed; (5) Booking Rejected/Cancelled; (6) Payment Confirmed; (7) Booking Modified; (8) Waitlist Status Update. If a trigger is disabled, the corresponding email is not sent.
Booking Lock Manager	Block specific facilities for date ranges

Hall Pricing

Hall pricing applies globally to all halls. Both Per Hour rates and Packages can be active at the same time — the admin can configure one or both. When both are configured, the booking form shows the hourly rate and the available packages together so the user or admin can choose the most suitable option. Example: 1 hour = 50 EGP (per hour rate), but from 4 hours there is a package at 150 EGP.

Setting	Description
Ministry Rate (EGP/hour)	Hourly rate for Ministry (خدمية) bookings. Shown on the booking form alongside any Ministry packages. If no packages are defined, this is the only pricing option for Ministry. Total = rate × number of hours. Leave empty to disable hourly pricing for Ministry.
Social Rate (EGP/hour)	Hourly rate for Social (اجتماعية) bookings. Shown on the booking form alongside any Social packages. If no packages are defined, this is the only pricing option for Social. Total = rate × number of hours. Leave empty to disable hourly pricing for Social.
Packages	Admin defines a list of packages. Each package has: Activity Type (Ministry or Social) + Number of Hours + Total Price (EGP). Example: Ministry / 3 hours / 100 EGP. Multiple packages can be defined per activity type. Packages are shown on the booking form alongside the hourly rate (if configured) based on the selected activity type, allowing the user to choose whichever option suits them. Admin can add, edit, or deactivate packages at any time. A deactivated package is hidden from new bookings but retained in historical records.

6.9.1 Facility Info Panel Settings

Each facility (Chalets, Swimming Pool, Hall, Conference House, Sports Courts) has a dedicated Facility Info Panel that is displayed to visitors on the website. The admin configures this panel per facility from the admin portal. All fields are optional — empty fields are not shown on the website.

Field	Type	Description
Check-in Time	Text (time range)	Start and end time for check-in. Example: "From 2:00 PM to 12:00 AM". Applies to Hotel and Chalets.
Check-in Requirements	Rich text	Requirements presented to guests upon arrival. Example: "Must present national ID with photo and credit card." Displayed as sub-text below the check-in time.
Advance Arrival Notice	Toggle + Text	If enabled, shows a notice asking guests to inform the club of their arrival time in advance.
Check-out Time	Text (time range)	Start and end time for check-out. Example: "From 11:00 AM to 12:00 PM". Applies to Hotel and Chalets.
Cancellation / Prepayment Policy (auto)	Read-only (linked)	Auto-generated from the cancellation policy in Section 6.10. Admin does not edit this row directly; it reflects the active policy. Shows a "View policy" link.
Additional Notes (Arabic)	Rich text	Free-text block displayed at the bottom of the info panel in Arabic.
Additional Notes (English)	Rich text	Free-text block displayed at the bottom of the info panel in English.
Panel Visibility	Toggle	Show / Hide the entire info panel for this facility. Default: Show.

Admin workflow

- Admin navigates to any facility definition page (Hotel / Chalets / Pool / Hall).
- A "Facility Info Panel" tab or section is available within the facility settings.
- Admin fills in the applicable fields in both Arabic and English and saves.
- Changes are reflected immediately on the public website — no deployment required.

6.10 Cancellation and Refund Policy Settings

The admin can define a cancellation and refund policy that is displayed to guests during the booking flow. The policy is optional — if not defined, no policy text is shown. The policy configuration includes the following fields:

Setting	Type	Description
Policy Enabled	Toggle (On/Off)	If Off, no policy is shown to users and no automatic deductions apply.
Free Cancellation Window	Number (days)	Number of days before the booking date within which cancellation is free of charge. Example: 10 days.

Setting	Type	Description
Late Cancellation Deduction	Amount (EGP) or Percentage (%)	The amount or percentage deducted if cancellation occurs after the free window but before the no-refund cutoff. Admin selects either fixed amount or percentage.
No-Refund Cutoff	Number (days)	Number of days before the booking date after which no refund is given at all. Example: 3 days.
Policy Display Text	Free text (Arabic / English)	Optional text shown to users on the booking screen summarising the policy.

Policy visibility on the website

When a policy is enabled, it is displayed in a visible info box on every booking form, above the payment section. The user must acknowledge it before completing the booking. The policy terms are also shown on the booking confirmation screen and in the confirmation notification sent to the user.

6.11 Capacity Control Settings

Capacity limits are optional per facility. When not set, the system accepts bookings without a headcount ceiling. When set, the system rejects or flags bookings that would exceed the limit for a given slot.

6.11.1 Pool Capacity

- Admin can set a maximum number of persons per pool schedule slot, per visitor type (Girls / Boys / Families / Chalets). Example: Girls — Sunday 10 AM–4 PM — Max 50 persons. The Chalets type can also have a max capacity set, representing the maximum total chalet guests in the pool at one time.
- When a new booking request is submitted, the system sums the persons count of all confirmed bookings in the same slot. If adding the new request would exceed the max, the new request is automatically placed on the waitlist.
- If no max capacity is set for the slot, the system accepts bookings without a headcount limit.

6.11.2 Hall Capacity

- Each hall definition includes a Capacity Range (min–max persons, e.g. 150–200). The booking form requires the user to enter the expected number of attendees. If the entered count exceeds the hall’s max capacity, the system blocks the booking and shows an error.

6.12 Seasonal Pricing (Pricing Calendar)

The admin can define special pricing periods that override the standard weekday/weekend rates for hotel rooms and chalets. This enables pricing for summer season, national holidays, religious seasons (Ramadan), and other high-demand periods.

Field	Description
Period Name	Descriptive label, e.g. 'Summer 2026', 'Eid Al-Adha'
Start Date	First date of the special pricing period
End Date	Last date of the special pricing period
Applies To	Chalets

Field	Description
Room Type Override	Optional: apply only to specific chalet types
Price Adjustment Type	Fixed override (e.g. 1200 EGP/night) OR percentage increase (e.g. +25%)
Price Value	The override price or percentage value
Status	Active / Inactive

- When a guest selects booking dates that overlap with an active pricing period, the system uses the seasonal price for the overlapping nights and the standard rate for the remaining nights.
- Priority order: Seasonal Price (highest) → Weekend Price → Weekday Price (lowest). The booking total is shown as a breakdown by rate if multiple rates apply to the stay.

6.14 Facility Closure Management (Booking Lock)

The Facility Closure page allows admins to block specific facilities on specific dates, independent of the facility's regular schedule. A closure entry prevents new bookings for that facility on the affected dates but does NOT affect the facility's regular recurring schedule on any other date. Existing confirmed bookings on a locked date are not automatically cancelled.

Closure entry fields

Behaviour rules

- A closure entry only affects the exact date specified. It has no effect on any other date, even if that date falls on the same day of the week.
- Example: Court A is closed for maintenance on Tuesday 14/5/2026. This does NOT affect any other Tuesday. On 21/5/2026, the court operates on its normal schedule.
- If a user attempts to book a facility on a locked date/time, the form shows the slot as unavailable with the closure reason (if Show Reason = On).
- The Closure entry list is filterable by: Facility Type, Facility, Date range, Upcoming only.
- Admin can delete a closure entry at any time. Deletion immediately reopens the slot for booking.
- Existing confirmed bookings on a locked date are shown as a warning when the admin creates the closure entry, so the admin can decide whether to reassign or cancel those bookings manually.

7. Non-Functional Requirements

6.15 Payment Methods Management

The Payment Methods page allows the super-admin to configure which payment methods are available and where. Two payment methods are supported: InstaPay and Cash. Each method has two independent availability toggles: one for the public website (external bookings) and one for the internal admin portal (walk-in bookings).

Setting	Type	Description
InstaPay — Available on Website	Toggle (On/Off)	When On: users booking via the website see "Pay Online (InstaPay)" as a payment option. When Off: the InstaPay option is hidden from all website booking forms.
InstaPay — Available on Internal System	Toggle (On/Off)	When On: admin can select InstaPay as the payment method when recording a payment for an internal (walk-in) booking. When Off: InstaPay is not available as an option in the admin portal payment recording flow.
InstaPay Link	URL / text	The InstaPay payment link or QR code URL. Shown to the guest when they choose to pay online. Can be a static link (e.g. the club's registered InstaPay address). Required if either InstaPay toggle is On.

Setting	Type	Description
WhatsApp Number for Screenshots	Phone number (text)	The WhatsApp number shown in the InstaPay hint block on the booking form (e.g. 01XXXXXXXXXX). Users are directed to send their transfer screenshot to this number. Displayed only when InstaPay is active for the website channel.
Cash — Available on Website	Toggle (On/Off)	When On: users booking via the website see "Pay at Venue (Cash)" as a payment option. When Off: this option is hidden from website booking forms. (Note: disabling this while InstaPay is also Off prevents any online booking from being submitted.)
Cash — Available on Internal System	Toggle (On/Off)	When On: admin can record a cash payment in the admin portal. When Off: only InstaPay payments can be recorded for internal bookings. Default: On.

Validation rule

- At least one payment method must be enabled for the website, and at least one must be enabled for the internal system. If the super-admin tries to disable all options for either channel, the system shows a warning and blocks the save.

Effect on booking forms

- Website booking form: shows only the payment method options that are Active for the website channel.
- Internal admin booking form: shows only the payment method options that are Active for the internal channel.
- If only one method is active for a channel, it is pre-selected automatically and the user/admin does not see a choice dropdown.

Field	Type	Description
Facility Type	Dropdown	Swimming Pool / Specific Chalet / Specific Sports Court / Hall / Conference House Building
Facility	Dropdown (conditional)	For Chalets: which chalet number. For Courts: which court name. For Conference House: which building. Pool and Hall are single units.
Closure Date	Date picker	The specific calendar date that is blocked. This is a one-off date, not a recurring rule.
From Time (optional)	Time picker	If left empty, the entire day is blocked. If specified, only the hours from this time onward are blocked on that date.
To Time (optional)	Time picker	End of the blocked window. Required if From Time is set.
Reason	Text	Admin-entered reason displayed to users if they attempt to book the blocked slot (e.g. "Maintenance", "Private Event", "Closed for Cleaning"). Required.
Show Reason to Users	Toggle	If On: the reason is shown on the booking form when users see the blocked slot. If Off: the slot is simply shown as "Unavailable".

7.1 Performance

- Page load time < 3 seconds under normal load.
- Booking availability checks must respond in < 2 seconds.
- System must support at least 100 concurrent users.

7.2 Security

- All passwords stored as bcrypt hashes.
- HTTPS enforced across all pages.
- Session tokens expire after configurable inactivity.
- Role-based access control enforced on all endpoints.
- Input validation and SQL injection protection on all forms.

7.3 Usability

- Responsive design supporting desktop and mobile browsers.
- Bilingual support: Arabic (RTL primary) and English.
- Accessible design (WCAG 2.1 AA compliance target).

7.4 Reliability & Availability

- Target uptime: 99.5%.
- Daily automated database backups.
- Graceful error handling with user-friendly messages.

7.5 Scalability

- System must support addition of new chalets, rooms, halls, and pool schedules without code changes.
- Admin portal is designed to handle growing inventory without architectural changes.

8. Data Model Summary

8.1 Core Entities

Entity	Key Attributes
User	ID, full name, email, phone, password hash, church, status (pending/approved/rejected), role (admin/user), created at
Room Type	
Room	
Chalet	ID, chalet number, rooms count, bathrooms count, floor_label_id (FK → Floor Label), details, capacity_adults, capacity_children, extra_bed_price_egp (nullable), price/night, photos[], status
Floor Label	ID, label (e.g. Ground Floor, First Floor, Second Floor), sort_order, status (active/inactive). Admin-managed lookup table. Shared across all chalets. Each chalet references one Floor record.
Conference House	ID, name (المؤتمرات بيت (Conference House)), description, photos[], status. Single record.
Building	
Floor	ID, building_id (FK), floor_number, rooms_per_floor, beds_per_room. Auto-created when building is saved.
Room	ID, floor_id (FK), room_number (auto: e.g. A103), beds (from floor definition), gender_assignment (null / Males / Females), occupancy_status (Available / Occupied / Out of Service). Auto-created when floor is saved.
ID, conference_house_id (FK), building_letter (A/B/C...), optional_name, floors_count, photos[], status (active/inactive). bed_capacity is computed from floor/room definitions. Price per bed per night is stored on the conference_house record, not per building.	
Hall	ID, name, capacity min/max, air conditioned, activity types[], pricing type, ministry price config, social price config, status
Pool Schedule	ID, visitor_type (Girls / Boys / Families / Chalets), day_of_week (Sunday ... Saturday every_day), start_time, end_time, max_capacity (optional, nullable). Multiple rows per visitor type are allowed (e.g. two time windows on the same day). Specific-day entries take precedence over every_day entries for the same visitor type. Overlap validation enforced at save across all effective entries for a given day.
Pool Chalet Block (removed — merged)	See Pool Schedule entity — use visitor_type = "Chalets".

Entity	Key Attributes
into Pool Schedule as visitor type "Chalets")	
Meal Item	
Booking	ID, user ID, facility type, facility ID, booking type, visitor type, check-in date, check-out date (for chalets), hours (for pool and hall), persons, status, payment_method (preferred: InstaPay / Cash), instapay_sender_phone (nullable — populated when user chooses InstaPay on website; used by admin for manual payment verification), notes. NOTE: paid amount is NOT stored on this entity — it is derived from the Payment Transaction entity. See Payment Transaction entity.
Booking Add-on	
Booking Modification Log	ID, booking ID, modified by, timestamp, before snapshot, after snapshot, price delta
Waitlist	ID, booking ID, queue number, status
Payment Transaction	ID, booking_id (FK), amount (EGP), method (InstaPay / Cash), payment_date, recorded_by_admin_id (nullable), type (Deposit / Partial / Final / Refund), reference_number, notes. Computed field: balance_due = booking.total_amount - SUM(amount). See also Booking entity: instapay_sender_phone (stored at booking creation for manual admin verification).
Group Booking Line	
Expense	ID, expense_type_id (FK), date (date only), amount_egp, description, recorded_by_admin_id (FK), created_at (timestamp). Immutable — no update or delete permitted at any level.
Expense Type	ID, label (e.g. Maintenance, Utilities, Salaries), status (active/inactive). Admin-managed. Cannot be deleted once referenced by an Expense record.
Facility Closure	ID, facility_type, facility_id (nullable for whole-type locks), closure_date (specific calendar date), from_time (nullable = full day), to_time (nullable), reason, show_reason_to_users (boolean), created_by_admin_id. One entry per date. No recurrence. Does not affect other dates.
Sports Court	ID, court_name, sport_type, price_per_hour (EGP), photos[], notes_ar (text, nullable), notes_en (text, nullable), status (active/inactive)
Court Booking	ID, user_id (FK), court_id (FK), booking_date, from_time, to_time, hours_count, price_per_hour, total_price, status, payment_method, notes. Conflict rule: no two confirmed bookings for the same court_id may have overlapping [booking_date + from_time to to_time] ranges.
Facility Lock	ID, facility type, facility ID, start date, end date, reason
Entry Booking	ID, club_member_id (FK, nullable), guest_name, phone_number, booking_type (Today/Upcoming), booking_date, persons_count, ticket_price_egp (snapshot), total_amount_egp, payment_status (Paid/Unpaid), paid_at (timestamp, nullable), collected_by_admin_id (FK, nullable), created_by_admin_id (FK).
Club Member	ID, full_name, phone_number (unique), first_visit_date (auto), total_visits (computed), notes (nullable). Auto-created from entry bookings.

Entity	Key Attributes
Cash Register Settlement	ID, admin_id (FK), settled_amount, settled_at (timestamp), settled_by_admin_id (FK). Created each time a register is reset to zero.
News Article	ID, title, body, image, published at, status

9. Use Case Summary

Use Case ID	Name	Actor	Brief Description
UC-01	Register Account	Guest	Guest fills registration form; account created as Pending
UC-02	Approve/Reject User	Admin	Admin reviews pending registrations and approves or rejects
UC-03	Login	User/Admin	Authenticate with email + password
UC-04	Book Swimming Pool	Approved User	Select date, visitor type, time slot, pay or pay at venue
UC-05	Book Chalet		
UC-05b	Book Conference Building	Approved User	Select a building, enter dates, persons, group type (males/mixed), activity type; optionally add meals (Breakfast/Lunch/Dinner); total = building cost + meal add-ons; pay
Approved User	Select chalet, dates, persons, optional notes, pay		
UC-06	Book Hall		
UC-05c	Book Sports Court	Approved User	Select court, date, available hour slots (from-to); system blocks already-booked hours; pay
UC-06	Approved User	Select hall, activity type, date/time, package, pay	
		Approved User	
UC-08	Pay Online	Approved User	Use InstaPay link to complete payment; booking confirmed
UC-09	Pay at Venue	Approved User + Admin	User selects venue payment; admin logs and confirms
UC-10	Modify Booking	Approved User + Admin	Request changes; system logs before/after; admin approves
UC-11	Join Waitlist	Approved User	Slot contested; user added to waiting list with queue number
		Admin	
		Admin	

Use Case ID	Name	Actor	Brief Description
UC-14	Define Chalet	Admin	Create chalet entry with specs and pricing
UC-15	Define Pool Schedule	Admin	Set pool hours per visitor type per day
UC-16	Define Hall	Admin	Create hall with capacity, activity types, and pricing
		Admin	
UC-18	Confirm / Cancel / Check In / Check Out / No-Show Booking	Admin	Review bookings and approve or cancel
UC-19	Set Booking Lock	Admin	Block a facility for a date range (e.g., renovation)
UC-20	View Financial Reports	Admin	Review revenue, pending payments, booking statistics
UC-21	Enable Auto-Approval	Admin	Toggle automatic approval of user registration requests

10. Booking Status Flow

10.1 Booking Lifecycle

The following statuses apply to all booking types.

Status	Description	Next Possible Statuses
Submitted	User submitted booking request	Pending Review, Waiting
Pending Review	Awaiting admin confirmation	Confirmed (Unpaid), Cancelled
Waiting	On waitlist due to slot conflict or capacity	Pending Review (when promoted), Cancelled
	Group hotel booking: M rooms confirmed, N-M rooms on waitlist. Confirmed portion proceeds to payment; waitlisted portion follows waitlist flow.	Confirmed (Unpaid) when all rooms resolved, Waiting (for waitlisted rooms), Cancelled
Confirmed (Unpaid)	Admin approved; payment not yet fully received (balance_due > 0)	Confirmed (Paid), Cancelled
Confirmed (Paid)	Booking active and fully paid (balance_due = 0)	Checked In (*), Modified, Cancelled (with refund policy)
	Guest physically arrived; admin pressed Check In. Room status = Occupied.	Checked Out (*), No-Show (*)
	Guest departed; admin pressed Check Out. Room status reset to Available.	Terminal state
	Guest did not arrive; admin pressed Mark as No-Show. Cancellation policy applied. Room remains Available.	Terminal state
Modified	Admin applied changes to a confirmed booking. Before/after snapshot logged.	Confirmed (Paid)
Cancelled	Booking cancelled by admin or user. Refund calculated per cancellation policy.	Terminal state
Status	Description	Next Possible Statuses
Submitted	User submitted booking request	Pending Review, Waiting
Pending Review	Awaiting admin confirmation	Confirmed, Cancelled
Waiting	On waitlist due to conflict	Pending Review (promoted), Cancelled
Confirmed (Unpaid)	Admin approved; payment not yet received	Confirmed (Paid), Cancelled

Status	Description	Next Possible Statuses
Confirmed (Paid)	Booking active and payment complete	Modified, Cancelled (with refund policy)
Modified	Changes applied post-confirmation; logged	Confirmed (Paid)
Cancelled	Booking cancelled by admin or user	Terminal state

11. Notification Requirements

The system uses Email as the confirmed channel for all user-facing notifications. Internal admin notifications are delivered via the admin portal UI only (bell icon / count badge). No SMS or WhatsApp integration is required in the initial release.

11.1 External Email Notifications (User-facing)

Every email includes: club logo header, booking reference number [REF], and a footer with club address and contact details. All templates are stored in the system and editable by the super-admin via System Settings. Supported placeholders: [REF], [USER_NAME], [FACILITY], [DATES], [AMOUNT], [BALANCE_DUE], [WAITLIST_POSITION], [PAYMENT_LINK], [ADMIN_NOTE].

Trigger	Recipient	Subject Line	Email Body Must Include
Booking submitted — pending review	User	Booking Request Received — Ref #[REF]	Full booking details (facility, dates/times, persons, group type, total amount including any meal add-ons), selected payment method, status: pending admin review. If waitlisted: waitlist position number (e.g. You are number [WAITLIST_POSITION] in the queue).
Booking confirmed by admin	User	Booking Confirmed — Ref #[REF]	Full booking details, confirmed dates/times, total amount due, payment method. If Pay at Venue: venue address and instructions. If Pay Online: InstaPay payment link [PAYMENT_LINK] for [AMOUNT].
Booking rejected or cancelled by admin	User	Booking Update — Ref #[REF]	Reason for rejection/cancellation ([ADMIN_NOTE] if provided), cancellation policy applied (if any), penalty amount, net refund amount and expected timeline.
Online payment confirmed (InstaPay)	User	Payment Confirmed — Ref #[REF]	Amount paid [AMOUNT], method: InstaPay, transaction reference number, updated balance due [BALANCE_DUE] (EGP 0 if fully paid), full booking summary.
Cash/cheque payment recorded by admin	User	Payment Recorded — Ref #[REF]	Amount paid [AMOUNT], method: Cash/Cheque, date recorded, updated balance due [BALANCE_DUE], full booking summary.
Supplementary charge added by admin	User	Additional Charge — Ref #[REF]	Description of the charge, amount [AMOUNT], new balance due [BALANCE_DUE]. If payment method = Online: InstaPay link [PAYMENT_LINK] for the supplementary amount.

Trigger	Recipient	Subject Line	Email Body Must Include
Booking modification applied by admin	User	Booking Updated — Ref #[REF]	Summary of what changed (before vs after), price delta, updated total and balance due, next payment action required (if any).
Waitlist: slot becomes available	First user in queue	Slot Update — Ref #[REF]	The requested slot is now available. The club will contact you to confirm. Original booking details and reference number.
Waitlist: slot taken by another booking	All remaining waiting users	Slot No Longer Available — Ref #[REF]	The slot has been confirmed by another guest. Invitation to book a different date/time with a link to the booking page.
Account approved	User	Account Approved — Al-Iman Club	Confirmation that the account is now active and the user can now make bookings on the website. Includes: a direct login link to the website, a brief welcome message from the club, and a short guide to making the first booking. Subject line: "Account Approved — You Can Now Book on Al-Iman Club Website".
Account rejected	User	Account Update — Al-Iman Club	Notification that the registration request was not approved. Includes: the rejection reason ([ADMIN_NOTE] if provided by admin), the club's phone number and email for follow-up, and an invitation to contact the club directly if the user believes there is an error. Subject line: "Registration Request Update — Al-Iman Club".

11.2 Internal Admin Portal Notifications

These notifications appear inside the admin portal UI only. No email is sent to admin users.

- New booking submitted: bell counter increments; booking appears in the relevant facility tab with a "New" badge.
- New user registration: counter on the Pending Registration Requests page increments. When an admin approves or rejects, the request moves to the Registration History page automatically and the counter decrements.
- Online payment confirmed: booking payment status updates in real time on the booking detail page.
- Waitlist slot opened: first waitlist entry status changes to "Slot Available — Pending Contact" and appears highlighted on the Waitlist Management page.

Trigger	Recipient	Channel	Content
Account submitted	User	Email	Account under review confirmation
Account approved	User	Email/SMS	Account approved; login instructions

Trigger	Recipient	Channel	Content
Account rejected	User	Email	Account rejected; contact info
Booking submitted	User + Admin	Email	Booking details and reference number
Booking confirmed	User	Email/SMS	Confirmation with booking details
Booking cancelled	User	Email/SMS	Cancellation notice with reason
Added to waitlist	User	Email/SMS	Waitlist position and instructions
Promoted from waitlist	User	Email/SMS	Slot available; payment instructions
Payment received	User	Email	Receipt and booking final confirmation

12. Revision History

Version	Date	Author	Description
Price per Bed per Night (EGP)	Decimal (EGP)	Global nightly rate per bed, applied to all buildings. Total invoice = this rate x total number of persons (Males + Females from the booking) x number of nights. Example: 10 persons, 3 nights, 150 EGP/bed → Total = 150 x 10 x 3 = 4,500 EGP. Changing this value takes effect on new bookings immediately; existing confirmed bookings are not affected.	
Price per Bed per Night (EGP)	Read-only. Fetched from the global rate in System Settings (§6.6.1). Displayed for transparency.		
Total Price (EGP)	Read-only. Calculated automatically: Price per Bed per Night x Total Persons (Males + Females) x Number of Nights. Updates dynamically as the user changes dates or person counts. Example: 150 EGP x 10 persons x 3 nights = 4,500 EGP.		
1.0	May 2026	Al-Iman Club Project Team	Initial draft based on stakeholder requirements

End of Document — Al-Iman Club SRS v1.0