

# MaxChurches Complete Documentation Manual

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# System Overview

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MaxChurches is a comprehensive church management system designed to help churches manage their operations, members, finances, events, and more. The system is built with modern web technologies and provides a user-friendly interface for all church management needs.

## Core Features

- **Member Management:** Complete member database with profiles, categories, and online registration
- **Financial Management:** Giving tracking, expense management, budgeting, and financial reporting
- **Event Management:** Service scheduling, event creation, attendance tracking, and guest management
- **Communication:** SMS messaging, WhatsApp integration, and email notifications
- **Reporting & Analytics:** Comprehensive reports and data visualization
- **Multi-church Support:** Manage multiple churches from a single platform

## System Architecture

- **Framework:** Laravel 9+ (PHP 8.0+)
- **Database:** MySQL 8.0+ with utf8mb4 character set
- **Frontend:** Bootstrap 5 with responsive design
- **Authentication:** Laravel Sanctum for API tokens
- **Storage:** Local file storage with cloud integration options

# Getting Started

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Follow these steps to get started with MaxChurches:

## 1. Account Setup

Create your church account and set up your profile. This includes basic church information, contact details, and initial configuration.

## 2. User Management

Set up user accounts for church staff and volunteers. Configure roles and permissions for different access levels.

## 3. Member Import

Import existing member data from Excel files or manually add members through the system interface.

## 4. System Configuration

Configure system settings, categories, and preferences to match your church's specific needs.

# User Guide

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Detailed guides for using all system features:

## Dashboard

The dashboard provides an overview of your church's key metrics and activities:

- Total Members count
- Total Giving amount
- Attendance statistics
- Growth trends
- Quick action buttons

## Member Management

Comprehensive guide to managing church members, visitors, and online registrations:

### Adding New Members

1. Navigate to Members ? Add Member
2. Fill in personal information
3. Add contact details
4. Select membership category
5. Assign to ministries (optional)
6. Save member record

### Member Categories

- **Active Members:** Currently active church members
- **Inactive Members:** Members who are no longer active
- **Visitors:** People who visit but haven't joined
- **Rejected Applications:** Membership applications that were rejected

### Member Import

1. Prepare Excel file with member data
2. Go to Members ? Import Members
3. Upload Excel file
4. Map columns to fields

5. Review and confirm import
6. Check for any errors

## Financial Management

Managing church finances, giving, expenses, and financial reporting:

### Recording Giving

1. Go to Finances ? Giving
2. Click "Add New Giving"
3. Select member or enter guest details
4. Enter amount and giving type
5. Add payment method
6. Save and print receipt

### Giving Types

- **Tithes:** Regular tithe contributions
- **Offerings:** General offerings
- **Building Fund:** Special building fund contributions
- **Missions:** Mission support contributions
- **Other:** Other types of giving

### Expense Management

1. Navigate to Finances ? Expenses
2. Click "Add Expense"
3. Select expense category
4. Enter amount and description
5. Attach receipt (optional)
6. Save expense record

## Events & Services

Creating and managing church events, services, and special occasions:

### Creating Events

1. Go to Events ? Create Event
  2. Enter event details
  3. Set date and time
-

4. Select event category
5. Add description and location
6. Save event

## Event Types

- **Regular Services:** Weekly church services
- **Special Events:** Special occasions and celebrations
- **Conferences:** Church conferences and meetings
- **Weddings:** Wedding ceremonies
- **Revivals:** Revival meetings and crusades

## Attendance Tracking

Recording and managing church attendance for services and events:

### Recording Attendance

1. Go to Services ? Attendance
2. Select service or event
3. Mark members present/absent
4. Add visitor count
5. Save attendance record

## Communication

SMS messaging, notifications, and communication tools:

### SMS Messaging

1. Go to Messages ? SMS
2. Select recipients
3. Compose message
4. Preview message
5. Send SMS

### WhatsApp Integration

- Send WhatsApp messages
- Group messaging
- Media sharing
- Scheduled messages

# Administrator Guide

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System administration and configuration guide for administrators and church leaders.

## User Management

Managing system users, roles, and permissions:

### Creating Users

1. Go to Accounts ? Create User
2. Enter user details
3. Assign username and password
4. Select user role
5. Set permissions
6. Save user account

### User Roles

- **Super Admin:** Full system access
- **Church Admin:** Church-level administration
- **Pastor:** Ministry-level access
- **Staff:** Limited access
- **Viewer:** Read-only access

## Church Setup

Initial church configuration and profile setup:

### Church Registration

1. Access church registration form
2. Enter church details
3. Set location and contact info
4. Upload church logo
5. Configure basic settings
6. Complete registration

## System Configuration

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Configuring system settings and preferences:

## General Settings

- Language & Locale
- Time Zone
- Date Format
- Currency Settings
- Email Configuration

## SMS Configuration

1. Configure SMS gateway
2. Set API credentials
3. Test SMS delivery
4. Set message templates
5. Configure bulk messaging

## Security Settings

Configuring system security and access controls:

### Authentication

- Password Policies
- Session Timeout
- Two-Factor Authentication
- Account Lockout

### Data Protection

- Data Encryption
- Access Logging
- Data Masking
- Backup Security

# API Documentation

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Complete REST API reference for developers and third-party integrations.

## API Overview

The MaxChurches API provides comprehensive access to church management functionality through RESTful endpoints. Built with Laravel 9+ and Laravel Sanctum for authentication.

## Base Information

- **Base URL:** `https://maxchurches.com/api`
- **Authentication:** Bearer Token (Laravel Sanctum)
- **Response Format:** JSON
- **Rate Limiting:** 60 requests/minute

## Authentication

All API requests require a valid access token obtained through authentication.

## Getting an Access Token

```
POST /api/auth/login
Content-Type: application/json

{
  "email": "user@example.com",
  "password": "password"
}
```

## Using the Token

```
Authorization: Bearer your-access-token-here
```

## Common Endpoints

### Members

- `GET /api/members` - List all members
- `POST /api/members` - Create new member

- `GET /api/members/{id}` - Get member details
- `PUT /api/members/{id}` - Update member
- `DELETE /api/members/{id}` - Delete member

## Finances

- `GET /api/giving` - List all giving records
- `POST /api/giving` - Record new giving
- `GET /api/expenses` - List all expenses
- `POST /api/expenses` - Record new expense

## Events

- `GET /api/events` - List all events
- `POST /api/events` - Create new event
- `GET /api/events/{id}` - Get event details
- `PUT /api/events/{id}` - Update event

# Database Schema

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Complete database structure documentation for developers and DBAs.

## Database Overview

MaxChurches uses MySQL 8.0+ with utf8mb4 character set for full Unicode support. The database is designed with proper normalization and relationships to ensure data integrity and performance.

## Database Specifications

- **Database Engine:** MySQL 8.0+
- **Character Set:** utf8mb4
- **Storage Engine:** InnoDB
- **Total Tables:** 50+

## Core Tables

### Users Table

```
CREATE TABLE users (  
  id BIGINT UNSIGNED AUTO_INCREMENT PRIMARY KEY,  
  name VARCHAR(255) NOT NULL,  
  email VARCHAR(255) UNIQUE NOT NULL,  
  email_verified_at TIMESTAMP NULL,  
  password VARCHAR(255) NOT NULL,  
  remember_token VARCHAR(100) NULL,  
  created_at TIMESTAMP NULL,  
  updated_at TIMESTAMP NULL  
);
```

### Churches Table

```
CREATE TABLE churches (  
  id BIGINT UNSIGNED AUTO_INCREMENT PRIMARY KEY,  
  name VARCHAR(255) NOT NULL,  
  address TEXT,  
  phone VARCHAR(20),  
  email VARCHAR(255),  
  website VARCHAR(255),  
  logo VARCHAR(255),  
  created_at TIMESTAMP NULL,  
  updated_at TIMESTAMP NULL  
);
```

## Members Table

```
CREATE TABLE members (  
  id BIGINT UNSIGNED AUTO_INCREMENT PRIMARY KEY,  
  member_id VARCHAR(50) UNIQUE NOT NULL,  
  first_name VARCHAR(100) NOT NULL,  
  last_name VARCHAR(100) NOT NULL,  
  email VARCHAR(255),  
  phone VARCHAR(20),  
  address TEXT,  
  date_of_birth DATE,  
  membership_date DATE,  
  status ENUM('active', 'inactive', 'pending', 'rejected') DEFAULT 'pending',  
  church_id BIGINT UNSIGNED,  
  created_at TIMESTAMP NULL,  
  updated_at TIMESTAMP NULL,  
  FOREIGN KEY (church_id) REFERENCES churches(id)  
);
```

## Financial Tables

### Church Money Table

```
CREATE TABLE church_money (  
  id BIGINT UNSIGNED AUTO_INCREMENT PRIMARY KEY,  
  member_id BIGINT UNSIGNED,  
  amount DECIMAL(10,2) NOT NULL,  
  giving_type VARCHAR(100),  
  payment_method VARCHAR(50),  
  description TEXT,  
  date_given DATE NOT NULL,  
  church_id BIGINT UNSIGNED,  
  created_at TIMESTAMP NULL,  
  updated_at TIMESTAMP NULL,  
  FOREIGN KEY (member_id) REFERENCES members(id),  
  FOREIGN KEY (church_id) REFERENCES churches(id)  
);
```

## Event Tables

### Events Table

```
CREATE TABLE events (  
  id BIGINT UNSIGNED AUTO_INCREMENT PRIMARY KEY,  
  title VARCHAR(255) NOT NULL,  
  description TEXT,  
  event_date DATE NOT NULL,  
  start_time TIME,  
  end_time TIME,  
  location VARCHAR(255),
```

```
event_type VARCHAR(100),  
church_id BIGINT UNSIGNED,  
created_at TIMESTAMP NULL,  
updated_at TIMESTAMP NULL,  
FOREIGN KEY (church_id) REFERENCES churches(id)  
);
```

# Deployment Guide

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Complete installation and deployment guide for MaxChurches.

## System Requirements

Ensure your server meets the following requirements before installation:

### Server Requirements

- PHP 8.0 or higher
- MySQL 5.7+ or MariaDB 10.2+
- Apache 2.4+ or Nginx 1.18+
- Composer 2.0+
- Node.js 16+ (for assets)

### PHP Extensions

- OpenSSL PHP Extension
- PDO PHP Extension
- Mbstring PHP Extension
- Tokenizer PHP Extension
- XML PHP Extension
- GD PHP Extension

## Installation

Step-by-step installation process for MaxChurches:

### 1. Clone Repository

```
git clone https://github.com/maxchurches/maxchurches.git
cd maxchurches
```

### 2. Install Dependencies

```
composer install
npm install
```

### 3. Environment Setup

```
cp .env.example .env
php artisan key:generate
```

### 4. Build Assets

```
npm run build
# or for development:
npm run dev
```

## Configuration

Configure the application settings and environment variables:

### Environment Variables

```
APP_NAME="MaxChurches"
APP_ENV=production
APP_KEY=base64:your-app-key
APP_DEBUG=false
APP_URL=https://yourdomain.com

DB_CONNECTION=mysql
DB_HOST=127.0.0.1
DB_PORT=3306
DB_DATABASE=maxchurches
DB_USERNAME=your_username
DB_PASSWORD=your_password
```

## Database Setup

Setting up the database and running migrations:

### Run Migrations

```
php artisan migrate
php artisan db:seed
```

### Storage Setup

```
php artisan storage:link
chmod -R 755 storage
chmod -R 755 bootstrap/cache
```

## Security Setup

Configure security settings for production deployment:

### File Permissions

```
chmod -R 755 storage
chmod -R 755 bootstrap/cache
chmod 644 .env
chmod 600 storage/app/*.key
```

### Environment Security

- Set APP\_DEBUG=false
- Use strong APP\_KEY
- Restrict file access
- Hide sensitive files

# Troubleshooting

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Common issues and solutions for users and administrators.

## Common User Issues

### Login Issues

If you're having trouble logging in, check the following:

- Verify your username and password
- Check if your account is active
- Clear browser cache and cookies
- Contact your system administrator

### Data Import Issues

Common data import problems and solutions:

- Ensure Excel file format is correct
- Check column headers match expected format
- Verify data types and formats
- Check file size limits

## Common Admin Issues

### User Access Issues

Common user access problems and solutions:

- Check user account status (active/inactive)
- Verify role permissions
- Reset user password
- Check session timeout settings
- Review access logs

### System Performance

Performance optimization tips:

- Monitor server resources
- Optimize database queries

- Clear system cache
- Review error logs
- Update system components

## Deployment Issues

### Permission Errors

Common permission issues and solutions:

- Set correct file permissions: `chmod -R 755 storage bootstrap/cache`
- Ensure web server owns files: `chown -R www-data:www-data .`
- Check .env file permissions: `chmod 644 .env`
- Verify PHP can write to storage directories

### Database Connection Issues

Database connection problems:

- Verify database credentials in .env file
- Check database server is running
- Ensure database exists and user has permissions
- Test connection: `php artisan tinker`
- Check firewall settings