

SciVirtual — User Guide for Administrators

SciVirtual Team

2026-07-22

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1. Overview

The **Administrator** (`ROLE_ADMIN`) role has full oversight of the SciVirtual platform. Administrators can:

- View platform-wide statistics and health metrics.
 - Create, edit the role/status of, and delete user accounts.
 - Assign or reassign the coordinator of any event.
 - Set the pricing for the home-page Partner Portal.
 - Review the full audit log of platform actions.
 - Moderate reported comments across presentations and conferences.
 - Create courses and conferences directly, without going through a specific event's coordinator workflow.
 - Manage **any** event on the platform with full coordinator-level powers, regardless of who is assigned as its coordinator.
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2. Accessing the Admin Hub

If your account has `ROLE_ADMIN`, an **Admin** badge appears in the header/dashboard next to your name. Click it, or navigate directly to `/admin`, to open the **Admin Hub**.

Only users with `ROLE_ADMIN` can access any `/admin/*` page. All other roles receive a 403 (forbidden) response.

3. My Account, Language and Theme

Like every other role, you manage your own profile at `/account` (**My Account** link in the header):

- Update your full name, preferred language, timezone, and **theme** (Brand, Dark, or Light).
- Change or set your password.

The **language** (EN/ES) and **theme** selectors in the header apply immediately; the theme is saved in a cookie and, once logged in, on your account as well. This works the same way for admins as it does for every other role (users, coordinators, experts, partners).

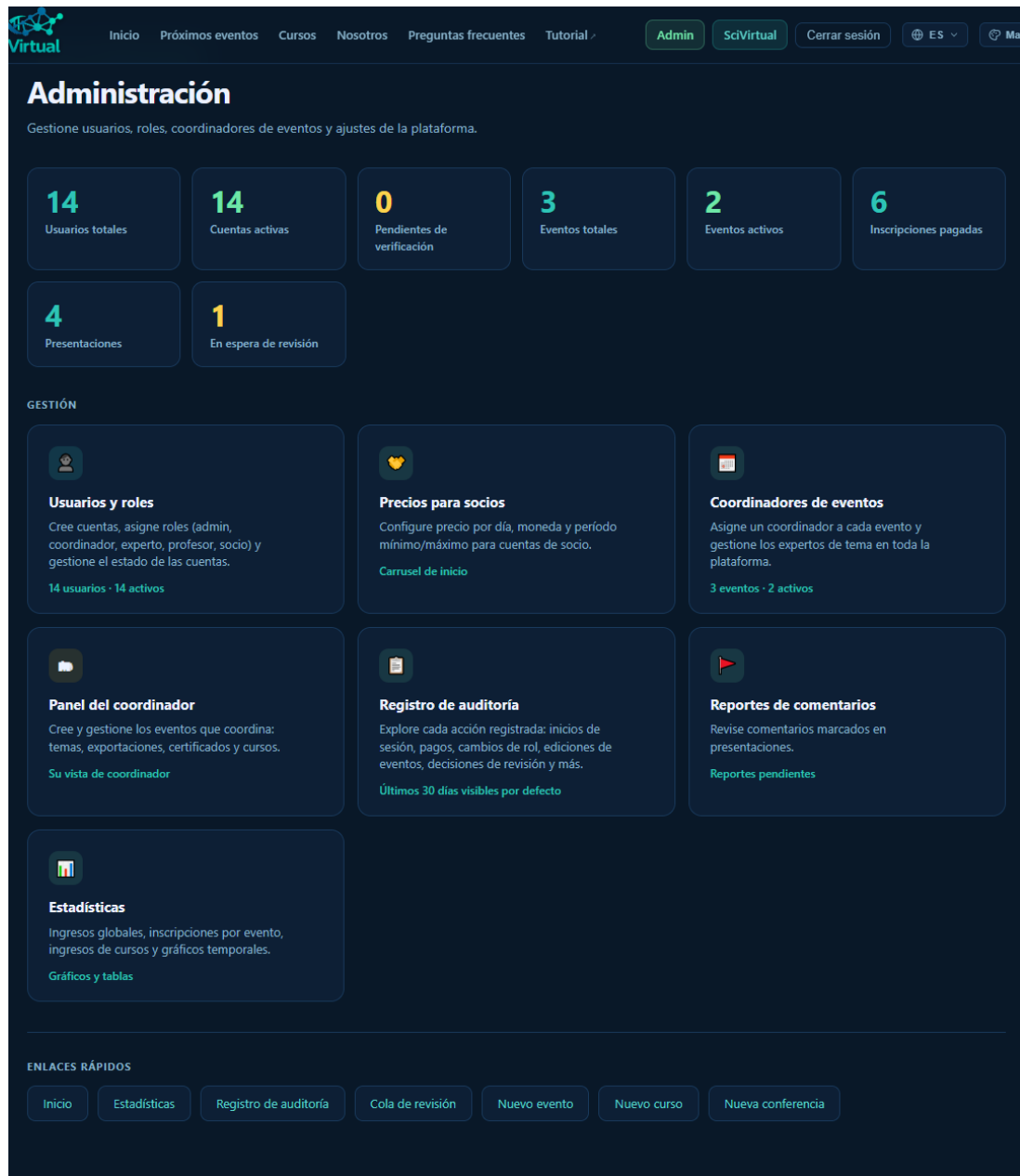


Figure 1: Admin Hub with platform statistics

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Mi cuenta

Perfil

Correo (no se puede cambiar)

Usuario (no se puede cambiar)

Nombre completo

Idioma preferido

Tema

Zona horaria

Guardar perfil

Contraseña

Contraseña actual

Nueva contraseña

Confirmar nueva contraseña

Cambiar contraseña

Usamos cookies esenciales para la sesión. Al continuar acepta el uso de cookies.

Figure 2: Admin account page

4. Admin Hub Stats Cards

The top of the Admin Hub (`/admin`) shows a grid of live statistics cards:

Card	Meaning
Total Users	Total number of accounts of any role/status.
Active	Users with status ACTIVE .
Pending	Users with status PENDING (awaiting email verification).
Total Events	Total events ever created.
Active Events	Events whose end date has not yet passed.
Registrations	Total PAID event registrations across the platform.
Presentations	Total presentations submitted across all events.
Awaiting Review	Presentations still in SUBMITTED status (highlighted in a warning color when greater than zero).

These numbers refresh every time you load the page — they are not cached.

5. Quick Links: New Event, New Course, New Conference

At the bottom of the Admin Hub, under **Quick Links**, you'll find shortcuts to create new content directly from the admin panel:

5.1 New Event

The **New Event** quick link takes you to the standard **coordinator** event-creation form (`/coordinator/events/new`). As an admin you have access to this form regardless of whether you are assigned as a coordinator anywhere — see Section 12. Refer to the Coordinator User Guide (`USER-GUIDE-COORDINATORS.md`) for the full field list.

5.2 New Course



Figure 3: New course form (admin)

Navigate to **New Course** (`/admin/courses/new`) to create a course **without** needing to go through a specific event's "manage courses" page. The form includes:

Field	Required	Notes
Title	Yes	Course name.
Banner	No	Optional banner image.
Description	No	Rich-text description.
Professor	Yes	Choose an active <code>ROLE_PROFESSOR</code> user, or create one inline.
Number of Classes	Yes	Default: 4.
Credits	Yes	Default: 2.
Currency	Yes	Default: USD.
Price	Yes	Enrollment fee.
Start Date / End Date	Yes	Course dates.
Event (optional link)	No	Optionally attach the course to an existing event using the dropdown. Leave blank to create a fully standalone course that anyone can enroll in without an event registration.

After creation, the course and all its classes are created, the professor is auto-enrolled (complimentary, PAID), and an audit entry (`admin.course.create`) is logged.

5.3 New Conference



Figure 4: New conference form (admin)

Navigate to **New Conference** (`/admin/conferences/new`) to create a conference session. Unlike courses, a conference **requires** an event:

Field	Required	Notes
Event	Yes	Must select an existing event from the dropdown — conferences cannot be standalone.
Title	Yes	Conference session title.
Banner	No	Optional banner image.
Description	No	Rich-text description.

Field	Required	Notes
Abstract	No	Short plain-text summary.
Sort Order	No	Controls display order among the event's conferences.
Attendee Credits	Yes	Credits granted to attendees (default: 2).
Speaker	Yes	Choose an active <code>ROLE_SPEAKER</code> user, or create one inline.

After creation, an audit entry (`admin.conference.create`) is logged.

6. Managing Users

Navigate to `/admin/users` (or the **Users** card on the Admin Hub) to manage every account on the platform.

6.1 User List

Shows the 100 most recently created users, with their email, full name, role, and status.

6.2 Creating a User

Use the **Add User** form to create an account directly (bypassing public self-registration):

Field	Notes
Email	Must be a valid, unique email address.
Username	Unique username.
Full Name	Display name.
Password	Minimum 8 characters — set directly (no email link required).
Role	One of: <code>ROLE_USER</code> , <code>ROLE_ADMIN</code> , <code>ROLE_COORDINATOR</code> , <code>ROLE_EXPERT</code> , <code>ROLE_PROFESSOR</code> , <code>ROLE_SPEAKER</code> , <code>ROLE_PARTNER</code> .
Status	<code>PENDING</code> , <code>ACTIVE</code> , or <code>BLOCKED</code> .
Preferred Language	EN or ES.
Preferred Timezone	Free-text timezone identifier.

- If status is set to `ACTIVE`, the user can log in immediately with the password you set.
- If status is `PENDING`, an email-verification token is generated (the user must verify before logging in).
- Creating an **active** `ROLE_PARTNER` account automatically sends that user a **partner welcome email**.
- The action is recorded in the audit log (`admin.users.create`).



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ES

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Usuarios y roles

Asignación global de roles. Los roles por evento se configuran en el evento.

Añadir usuario

Cree una cuenta con credenciales de acceso y datos de perfil (nombre, idioma y zona horaria). Para cuentas Activas, el correo se considera verificado para poder iniciar sesión de inmediato.

Correo

Usuario

Nombre completo

Contraseña inicial
min. 8 caracteres

Rol

Estado

Idioma preferido

Zona horaria

ROLE_USER

ACTIVE

es

UTC

Crear usuario

14 usuario(s) en la lista

[Coordinadores de eventos](#)
[Panel](#)

CORREO	NOMBRE COMPLETO	ROL ACTUAL	ESTADO	ROL Y ESTADO
demo-speaker@scivirtual.local	Demo Speaker	ROLE_SPEAKER	ACTIVE	ROLE_SPEAKER ACTIVE Guardar Eliminar
demo-professor@scivirtual.local	Demo Professor	ROLE_PROFESSOR	ACTIVE	ROLE_PROFESSOR ACTIVE Guardar Eliminar
demo-partner@scivirtual.local	Demo Partner	ROLE_PARTNER	ACTIVE	ROLE_PARTNER ACTIVE Guardar Eliminar
demo-coordinator@scivirtual.local	Demo Coordinator	ROLE_COORDINATOR	ACTIVE	ROLE_COORDINATOR ACTIVE Guardar Eliminar
demo-expert@scivirtual.local	Demo Expert	ROLE_EXPERT	ACTIVE	ROLE_EXPERT ACTIVE Guardar Eliminar
demo-client@scivirtual.local	Demo Client	ROLE_USER	ACTIVE	ROLE_USER ACTIVE Guardar Eliminar
demo-participant@scivirtual.local	Demo Participant	ROLE_USER	ACTIVE	ROLE_USER ACTIVE Guardar Eliminar
conf01@gmail.com	Conference Giver 1	ROLE_SPEAKER	ACTIVE	ROLE_SPEAKER ACTIVE Guardar Eliminar
partner1@gmail.com	Partner One	ROLE_PARTNER	ACTIVE	ROLE_PARTNER ACTIVE Guardar Eliminar
prof01@gmail.com	Prof 01	ROLE_PROFESSOR	ACTIVE	ROLE_PROFESSOR ACTIVE Guardar Eliminar
expert1@gmail.com	Expert One	ROLE_EXPERT	ACTIVE	ROLE_EXPERT ACTIVE Guardar Eliminar
coord1@gmail.com	Coordinator 1	ROLE_COORDINATOR	ACTIVE	ROLE_COORDINATOR ACTIVE Guardar Eliminar
part1@gmail.com	Participante Uno	ROLE_USER	ACTIVE	ROLE_USER ACTIVE Guardar Eliminar
admin@scivirtual.local	SciVirtual Admin	ROLE_ADMIN	ACTIVE	ROLE_ADMIN ACTIVE Guardar Eliminar

Figure 5: User management page

6.3 Changing Role or Status

Each row in the user list has an inline form to change a user's **role** and **status** and save it (`admin.users.set` audit entry). Safeguards:

- You **cannot** demote the platform's **last remaining admin** away from `ROLE_ADMIN` (the system tracks the admin count and blocks the change with a `set_last_admin` error).

6.4 Deleting a User

Each row also has a **Delete** button. Safeguards prevent deletion when:

Error	Meaning
<code>self</code>	You cannot delete your own account.
<code>last_admin</code>	You cannot delete the platform's last admin.
<code>coordinator</code>	The user is currently assigned as the coordinator of one or more events — reassign those events first (see Section 7).
<code>professor</code>	The user is currently assigned as a professor on one or more active courses.
<code>not_found</code>	The user no longer exists.
<code>failed</code>	Deletion failed for another reason.

Successful deletions are logged (`admin.users.delete`).

7. Event Coordinators

Admin / Coordinadores de eventos

Coordinadores de eventos

Para cada evento, elija al coordinador entre las cuentas activas existentes (herramientas, exportaciones, cursos). Cree primero el usuario en Usuarios si falta.

Elija un usuario activo registrado en la lista (cree cuentas en Usuarios si hace falta).

3 event(s) [Users](#) [Admin](#)

EVENTO	SLUG	EXPERTOS	EXPORTAR	COORDINADOR
AI Research Forum 2026	ai-research-forum-2026	Expertos por tema	Exportaciones · Descargar exportación completa (ZIP)	demo-coordinator@scivirtual.local — Demo Coordinator (▼) Demo Coordinator · demo-coordinator@scivirtual.local Guardar
Quantum Systems Summit 2026	quantum-systems-summit-2026	Expertos por tema	Exportaciones · Descargar exportación completa (ZIP)	demo-coordinator@scivirtual.local — Demo Coordinator (▼) Demo Coordinator · demo-coordinator@scivirtual.local Guardar
Evt01	e01-2026	Expertos por tema	Exportaciones · Descargar exportación completa (ZIP)	coord1@gmail.com — Coordinator 1 (ROLE_COORDINATOR) (▼) Coordinator 1 · coord1@gmail.com Guardar

Figure 6: Event coordinator assignment page

Navigate to `/admin/events` (or the **Events** card on the Admin Hub) to see every event on the platform and reassign its coordinator.

7.1 Events List

Each row shows the event’s title, current coordinator (name + email), and quick links:

- **Manage as coordinator** — jump directly into that event’s coordinator toolbar (topics/experts, courses, certificates, exports).
- **Export ZIP** — download the full data export ZIP for that event directly from the admin panel, without needing to open the event’s coordinator page.

7.2 Reassigning a Coordinator

Use the inline dropdown next to an event to pick a different **active** user as its coordinator, then save. The system: - Verifies the selected user exists and is **ACTIVE**. - Updates `Event.coordinatorUserId`. - Logs an audit entry (`admin.event.coordinator`) with the previous and new coordinator.

Reassigning a coordinator does not remove the previous coordinator’s other roles or events — it only changes who manages this specific event going forward. Since admins can manage any event regardless of its assigned coordinator (see Section 12), you can always step in yourself even before reassigning.

8. Partner Pricing



Figure 7: Partner Portal pricing configuration

Navigate to `/admin/partners/pricing` (or the **Partner Pricing** card on the Admin Hub) to configure pricing for the home-page **Partner Portal** (see the [Partner User Guide](#)).

Field	Description
Price per Day	The amount charged per promotional day (entered in major currency units, e.g., 25.00).
Currency	A 3-letter currency code from the platform’s supported list.
Minimum Days	The smallest number of days a partner can purchase in one transaction.
Maximum Days	The largest number of days a partner can purchase in one transaction.

Click **Save** to update the single, platform-wide `PartnerPricingConfig` record. Changes take effect immediately for any partner purchasing a new promotion.

This pricing is completely separate from event pricing, course pricing, or “event partner” sponsor management — it only affects the home-page Partner Portal described in the Partner User Guide.

9. Platform Statistics



Figure 8: Platform-wide statistics dashboard

Navigate to `/admin/stats` (or the **Platform Stats** card on the Admin Hub) for platform-wide analytics, with a **period selector** (e.g., 30/90/365 days or all-time).

The page includes an overview of:

- Total and active users.
- Total and active events.
- Event registrations and course enrollments within the selected period.
- Total presentations and how many are still awaiting review.
- Partner subscriptions purchased within the period.
- Per-event breakdowns: paid registrations and revenue per event.
- Additional tables/trends similar to the coordinator’s own per-event statistics page, but aggregated across the whole platform.

This is the platform-level counterpart to the coordinator’s `/coordinator/stats` page — coordinators only see their own events, while admins see everything.

10. Audit Log

Navigate to `/admin/audit` (or the **Audit Log** card on the Admin Hub) to review a chronological log of security- and business-relevant actions across the platform.

10.1 What’s Logged

Every significant action creates an `AuditLogEntry`, including (non-exhaustive):



Figure 9: Audit log with filters and entries

Category	Examples
User	Login, logout, registration, password reset.
Payment	Event registration payment, course enrollment payment, partner subscription payment, Stripe webhook events.
Presentation	Submission, resubmission, expert review decision.
Expert	Best-in-topic selection.
Coordinator	Event create/update/delete, course create/delete, topic add, expert assignment.
Admin	Coordinator reassignment, user create/set/delete, partner pricing change, course/conference creation, certificate issuance.
Course	Course completion.

10.2 Filtering and Paging

- Filter by **action** (exact match from a dropdown of distinct actions seen in the log) and/or by **actor email** (partial match).
- Results are paginated at 50 entries per page, newest first.
- Each entry shows a colored category badge, a human-readable action label, the actor (or “system” if none), the timestamp, and a compact rendering of the action’s metadata (e.g., affected IDs).

Use this log to investigate suspicious activity, confirm who made a change, or audit certificate/payment history.

11. Comment Reports



Figure 10: Comment reports moderation queue

Navigate to `/admin/comment-reports` (or the ¹²**Comment Reports** card on the Admin Hub) to moderate comments that other users have flagged.

Each report shows: the event and presentation/conference it belongs to, the comment text, the comment’s author, who reported it and when, and the stated reason.

11.2 Resolving a Report

For each report you can:

Action	Effect
Dismiss	Marks the report as resolved without changing the comment — use when the comment does not violate any policy.
Hide	Marks the report as resolved and hides the comment from public view.

Both actions require your CSRF token and are only available to `ROLE_ADMIN`. If there are no pending reports, the page shows an empty-state message.

Note: coordinators and experts can also hide comments directly on presentations in events/topics they manage — the admin Comment Reports page is the central place to triage everything that has been explicitly **reported**, across the whole platform.

12. Admins Inherit Coordinator Powers

Wherever the platform checks “is this user allowed to manage this event as a coordinator?”, the check always passes automatically for `ROLE_ADMIN` accounts — **in addition to** the event’s actually-assigned coordinator. In practice this means administrators can, on **any** event:

- Edit the event (title, dates, pricing, topics).
- Manage topics and expert assignments.
- Manage courses and classes under that event.
- Issue and download certificates.
- Run CSV exports and download the full ZIP export.
- View event-level statistics.
- Delete the event.

You do not need to be set as an event’s coordinator to do any of this — simply open the event page or use the **Manage as coordinator** link from `/admin/events`. See the Coordinator User Guide (`USER-GUIDE-COORDINATORS.md`) for the full walkthrough of these features; everything described there is available to admins on every event.

13. No Public Self-Registration

There is **no way** for a new user to sign up publicly with the `ROLE_ADMIN` role. The public registration form (`/auth/register`) always creates a plain `ROLE_USER` account. Administrator accounts can only be created or promoted through:

1. An **existing administrator** using the **Create User** form (Section 6.2) with role `ROLE_ADMIN`,
or

2. An **existing administrator** changing an existing user's role to `ROLE_ADMIN` (Section 6.3).

Because of the “last admin” safeguards described earlier, the platform can never be left with zero administrators through the admin UI itself — the very first admin account must be provisioned directly in the database (see the default admin credentials in `CLAUDE.md` / the project's environment setup).