

ExCo Portal — User Guide

Everything you can do as an Executive Committee member, in the order you'll likely need it. Admin/Webmaster notes are called out separately at the end.

1. Getting Started: Creating Your Account

Admin needs to have added you to the ExCo Members list first — if you get an error your email isn't recognized, check with Admin/Webmaster.

The portal is reached from the public site's "Portal ▾" menu, top right of any page:



1. Go to ExCo Portal and click "Create your ExCo account".
2. Enter the exact email on file, choose a password.
3. Next time, sign in normally with the same credentials.



ExCo Portal Sign In

Executive Committee & Admin — registrations, students, teachers, notifications

Email

Password

Sign In

[forget password?](#)

[First time here? Create your ExCo account](#)

2. Your Dashboard

Shows Pending Registrations (flagged if a possible duplicate exists), Students Not Yet Renewed, your Volunteer queue, Newsletter status, and Print Requests ready. Every tile is clickable — it jumps straight to the relevant tab. President and Admin see an aggregated view across every Volunteer category, not just their own.


ExCo Portal
 Executive Committee — President


President
 president@tamilalent.org

[Logout](#)

NAVIGATION

- Dashboard**
- Registrations
- Students
- Volunteers
- Notifications
- Newsletter
- Google Drive
- Print Requests
- Message Teachers
- Calendar
- Resources
- Report an Issue

Need to add or remove categories from this list? This is managed by the Admin@Tamilalent.org in the Admin Portal

Welcome, Mr. Jayaprakash Radhakrishnan!

Your Dashboard



0

Pending Registrations



230

Students Not Yet Renewed



0

Volunteer requests — all categories



1

Awaiting approval — list sent today



1

Print Requests ready

3. Understanding Your Role

Several features below only show you what's routed to your specific ExCo role — this is intentional, not a bug. For example, only the Parents Director sees PTA Volunteer requests, and only the Events Director sees Events/Food Committee requests. President and Admin see everything, everywhere, with full authority to act on any of it.

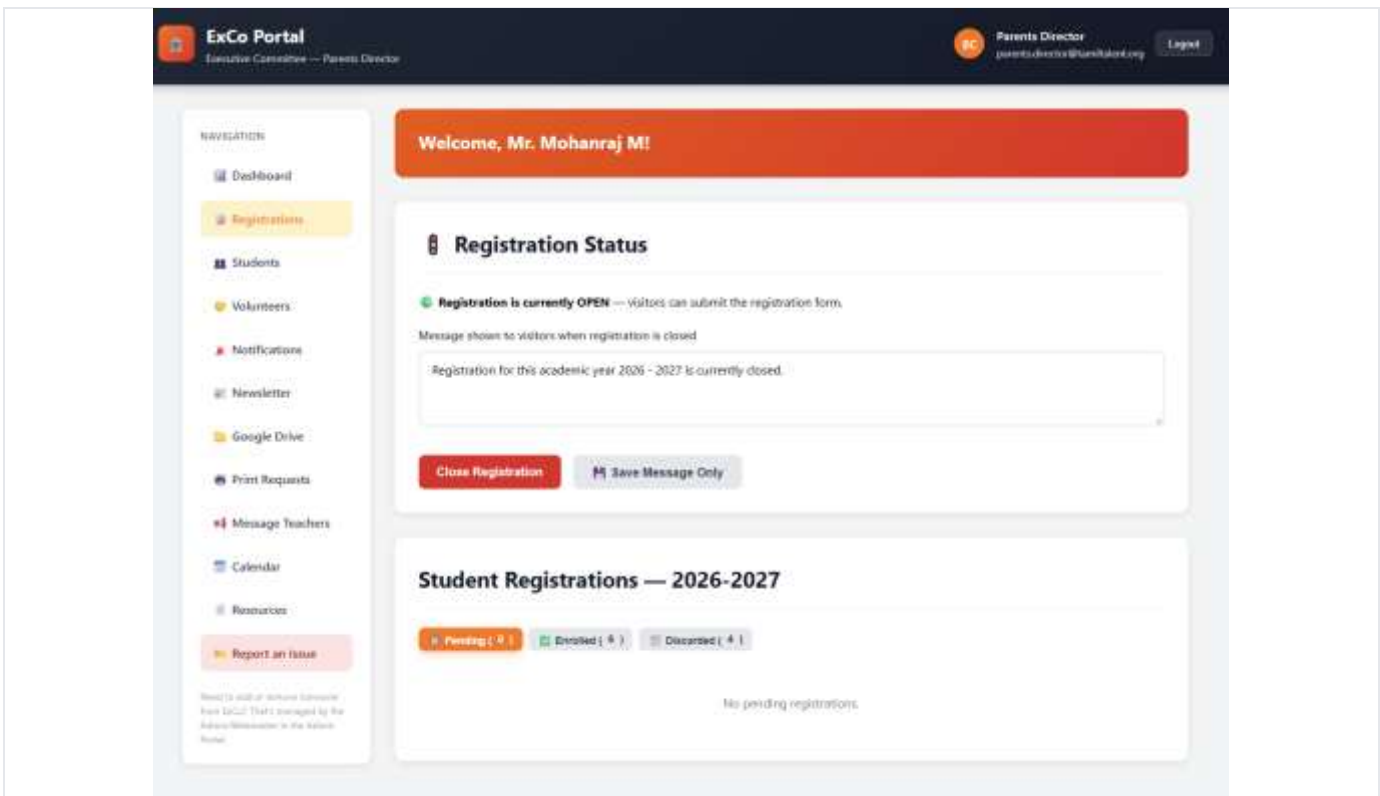
Teacher/Assistant Teacher/Substitute volunteer requests are no longer reviewed here — they route to the TAC Chairperson instead, since TAC now manages the Teachers list. See the TAC User Guide.

4. Registrations

A Registration Status card at the top shows whether registration is currently open or closed to the public, with a toggle to change it and a message editor for what visitors see while it's closed.

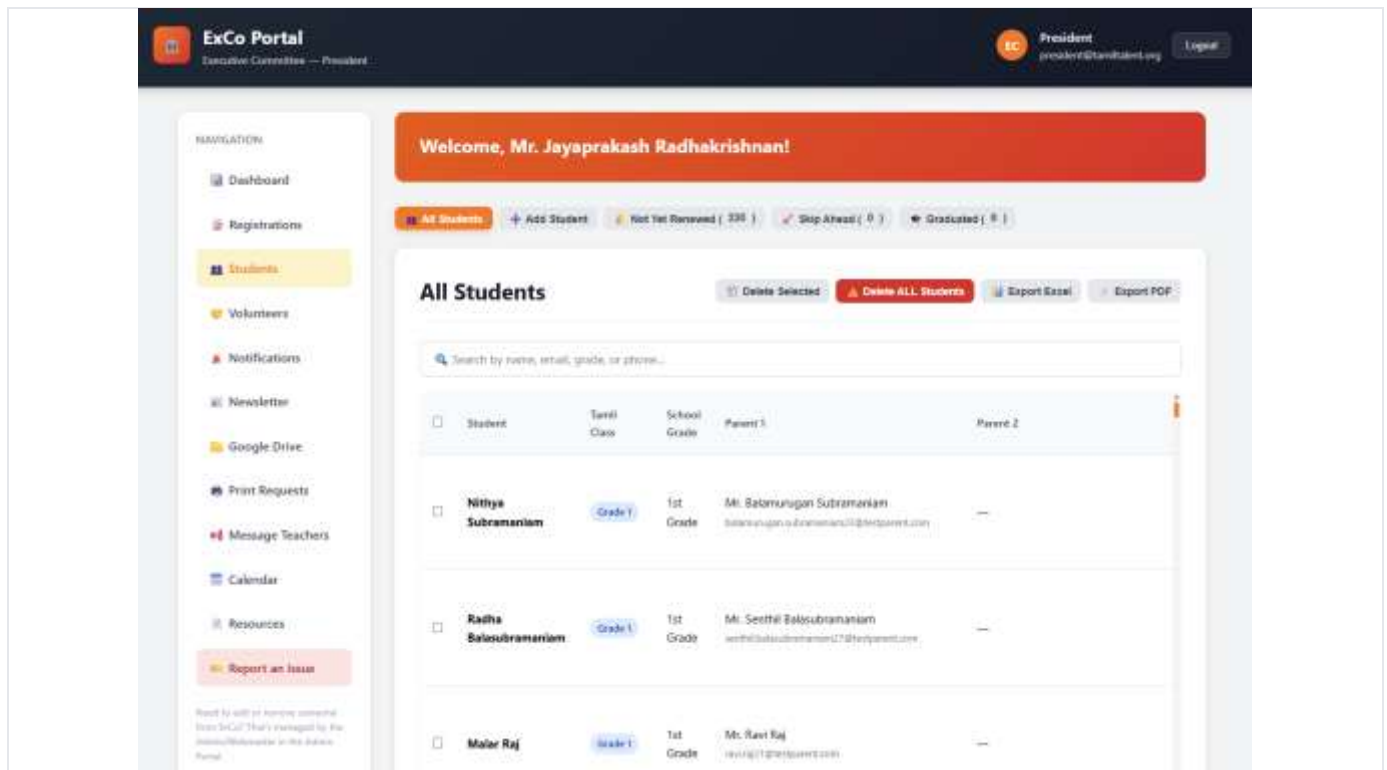
Below that, three tabs: Pending, Enrolled, Discarded.

1. Open a pending registration to review it. If our system finds a similarly-named submission from the same account, or a possible match to an already-enrolled family, you'll see a note flagging it — this is a hint, not an automatic decision.
2. If this is a returning student, a dropdown lets you confirm which existing child it is (often pre-selected automatically when there's an obvious match) — this updates their existing record rather than creating a duplicate, keeping their attendance and score history intact.
3. Assign a Tamil Class grade/section, confirm payment received, and click Enroll Student.
4. If a registration should not proceed (confirmed duplicate, etc.), click Discard — it moves to the Discarded tab and can be restored later if needed.



5. Students

Organized into five tabs, so a long list in any one of them never pushes the others out of view. All Students is where you land by default; the other four show a live count right on the tab itself.



All Students

- Search box filters live across name, grade, parent info, address, and emergency contact.
- Export Excel / Export PDF — exports whatever's currently visible (the full list, or just your filtered search results).

Add Student

Two collapsed sections, click either to expand: Bulk Import Students from CSV (download the template first to see the exact columns), and Add Student (the full manual entry form). Editing an existing student from the All Students tab brings you here automatically, with the form already expanded.

Not Yet Renewed

Every active student who hasn't re-registered for the current academic year yet. Always available, not tied to any date — check it whenever you like. For each student: Mark Inactive (they've left, but history stays intact), or Mark Graduated (with or without the Biliteracy Seal).

Skip Ahead

Teacher-recommended Nilai skips, awaiting your approval — a teacher submits these from a student's profile in their own portal, along with a reason.

1. Review the recommendation and the teacher's stated reason.
2. Approve & Apply updates the student's Nilai level immediately — it doesn't wait for the next renewal cycle. Reject if it shouldn't proceed.

A Recent Decisions log underneath shows the last several approvals/rejections and who made each call.

Graduated

A permanent record of everyone who's completed the program, with their outcome, class year, and who recorded it.

Graduation outcome is your own judgment call — the system has no way to independently verify Biliteracy Seal status, since that's determined by the state, not by TALENT.

Emergency Contacts

A quick-reference list of parent and emergency contact details for every active student, school-wide — built for exactly the situation where you need this information in a hurry, not for routine browsing.

1. Use the search box to filter by student or parent name if you're looking for someone specific.
2. Click Export Excel to download the full list as a spreadsheet.

6. Volunteers

Shows only the queue and roster relevant to your ExCo role (see Section 3) — President and Admin see every category, with a note confirming that's expected.

1. Review pending requests — Approve or Reject each one.
2. Approving creates a consent requirement for that person automatically. If they submitted without a Parent Portal account, you'll be prompted with a link to copy and email them directly — this doesn't happen automatically.
3. For PTA Volunteers specifically, once approved you can assign them to one of their own children's classes — never an open, school-wide choice. The teacher is notified automatically, and the assignment control disappears once done.

ExCo Portal
Executive Committee — President

Welcome, Mr. Jayaprakash Radhakrishnan!

Pending Volunteer Review

As President, you see every volunteer category below and can act on any of them.

No pending volunteer interests right now.

Approved Volunteer Roster

Name	Role	Email	Phone	Children	Approved By
Mr. Balu Chandrasekaran	Events Volunteer	balu.chandrasekaran@testparent.com	410-555-2008	Ganesh Chandrasekaran (Mazalai OC)	events.director@tar
Mr. Senthil Subramaniam	Events Volunteer	senthil.subramaniam@testparent.com	410-555-2003	Kavya Subramaniam (Mazalai OC)	events.director@tar
Mr. Balu Chandrasekaran	IT/Web Management	balu.chandrasekaran@testparent.com	410-555-2008	Ganesh Chandrasekaran (Mazalai OC)	president@tamitale

7. Notifications

Post banners that appear on the public homepage. The creation form is collapsed by default — click to expand.

ExCo Portal

Executive Committee — President

President

president@stamford.org

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Report an Issue

Need to add or remove someone from ExCo? That's managed by the Admin/Website in the Admin Portal.

Welcome, Mr. Jayaprakash Radhakrishnan!

+ Create Emergency Notification

Manage site-wide announcements

Notification Title *

e.g., Imperson Assessment, Class Cancellation

Message *

Enter your notification message here...

Review this and this link

Banner Type *

Emergency

Warning

Info

Success

Banner Icon

Warning

Start Date & Time

mm/dd/yyyy --:--

End Date & Time

mm/dd/yyyy --:--

Allow users to dismiss notification

Live Preview

ExCo Portal

Executive Committee — President

President

president@stamford.org

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Welcome, Mr. Jayaprakash Radhakrishnan!

+ Create Emergency Notification

Active & Scheduled Notifications

Title	Type	Status	Start Date	End Date	Actions
Due to Snow Conditions, classes will be virtual	Info	Active	8/1/2026, 11:22:00 AM	8/1/2026, 11:28:00 AM	Edit Deactivate Delete
Parking Lot is full	Emergency	Active	8/1/2026, 11:11:00 AM	8/1/2026, 11:17:00 AM	Edit Deactivate Delete
Due to Snow Conditions, classes will be virtual	Emergency	Active	8/29/2026, 10:24:00 AM	8/29/2026, 10:30:00 AM	Edit Deactivate Delete
Parking Lot is full	Warning	Active	8/26/2026, 11:22:00 PM	8/26/2026, 11:28:00 PM	Edit Deactivate Delete
Parking Lot is full	Emergency	Active	8/26/2026, 11:09:00 PM	8/26/2026, 11:14:00 PM	Edit Deactivate Delete

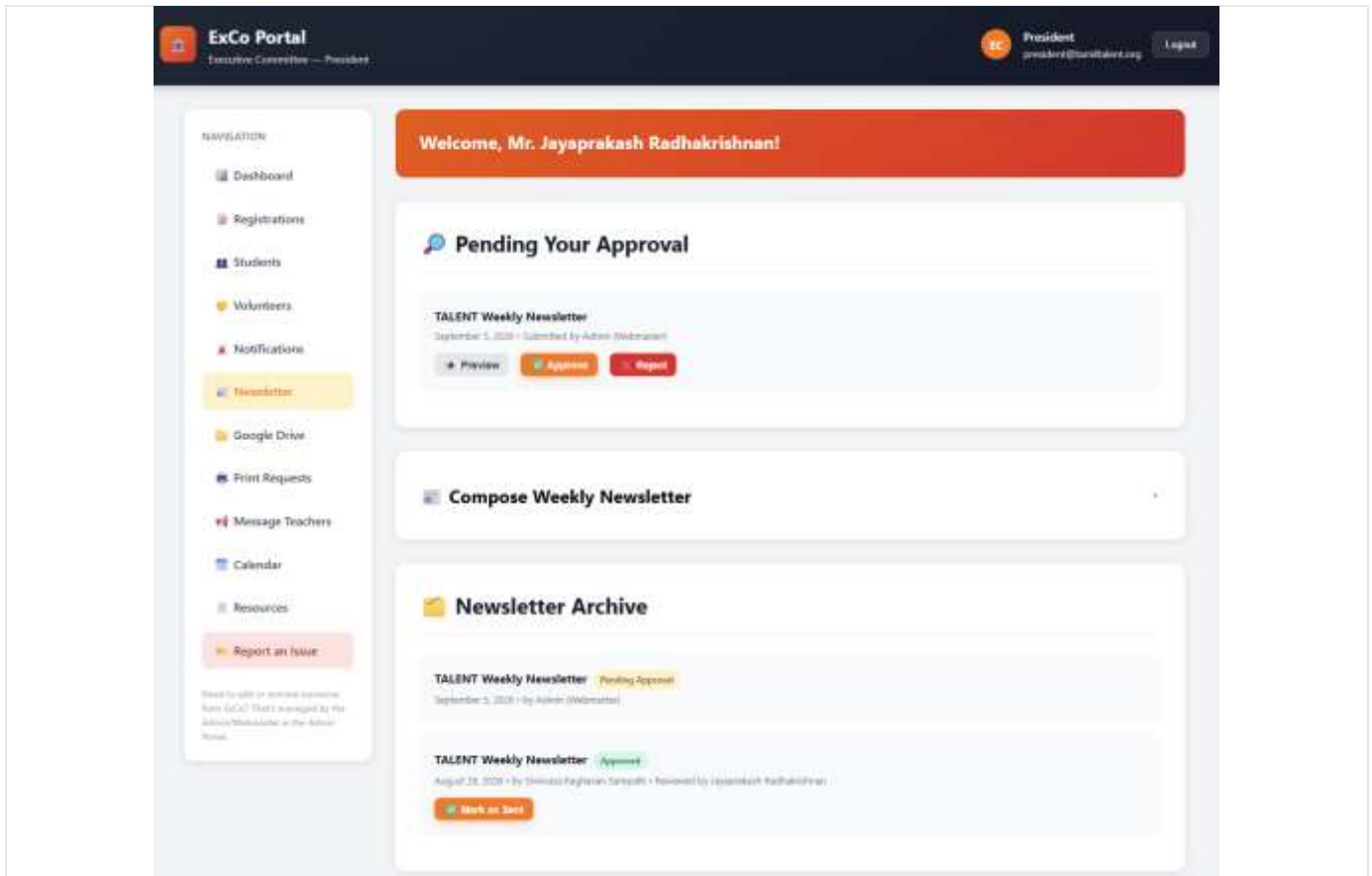
8. Newsletter

1. Compose a draft, save it.

2. Submit for approval — only President and Vice President can approve or reject, using the Preview / Approve / Reject buttons in "Pending Your Approval".

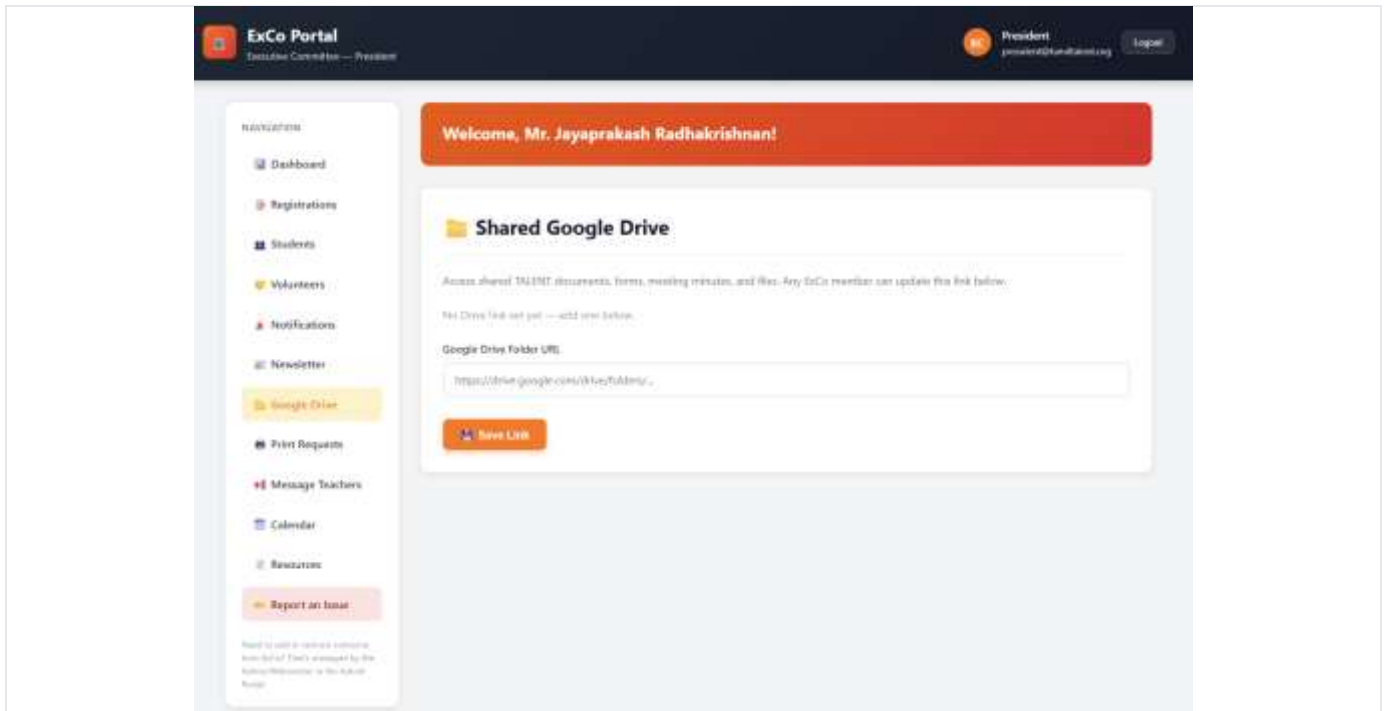
3. Once approved, mark as sent when you've actually distributed it.

A full archive of past newsletters is kept below the composer, each labeled Pending Approval, Approved, or (once you click Mark as Sent) simply archived.



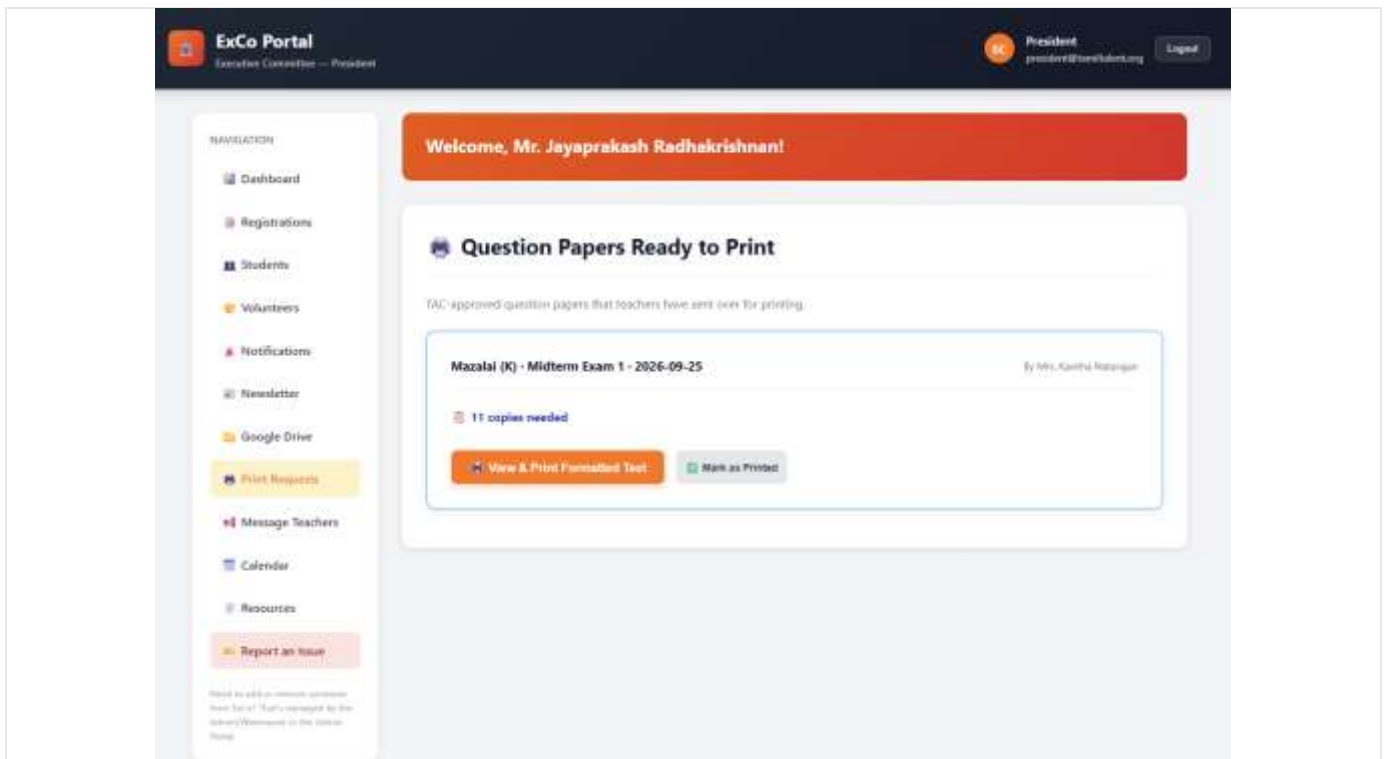
9. Google Drive

Manage the shared Google Drive link visible to other ExCo members.



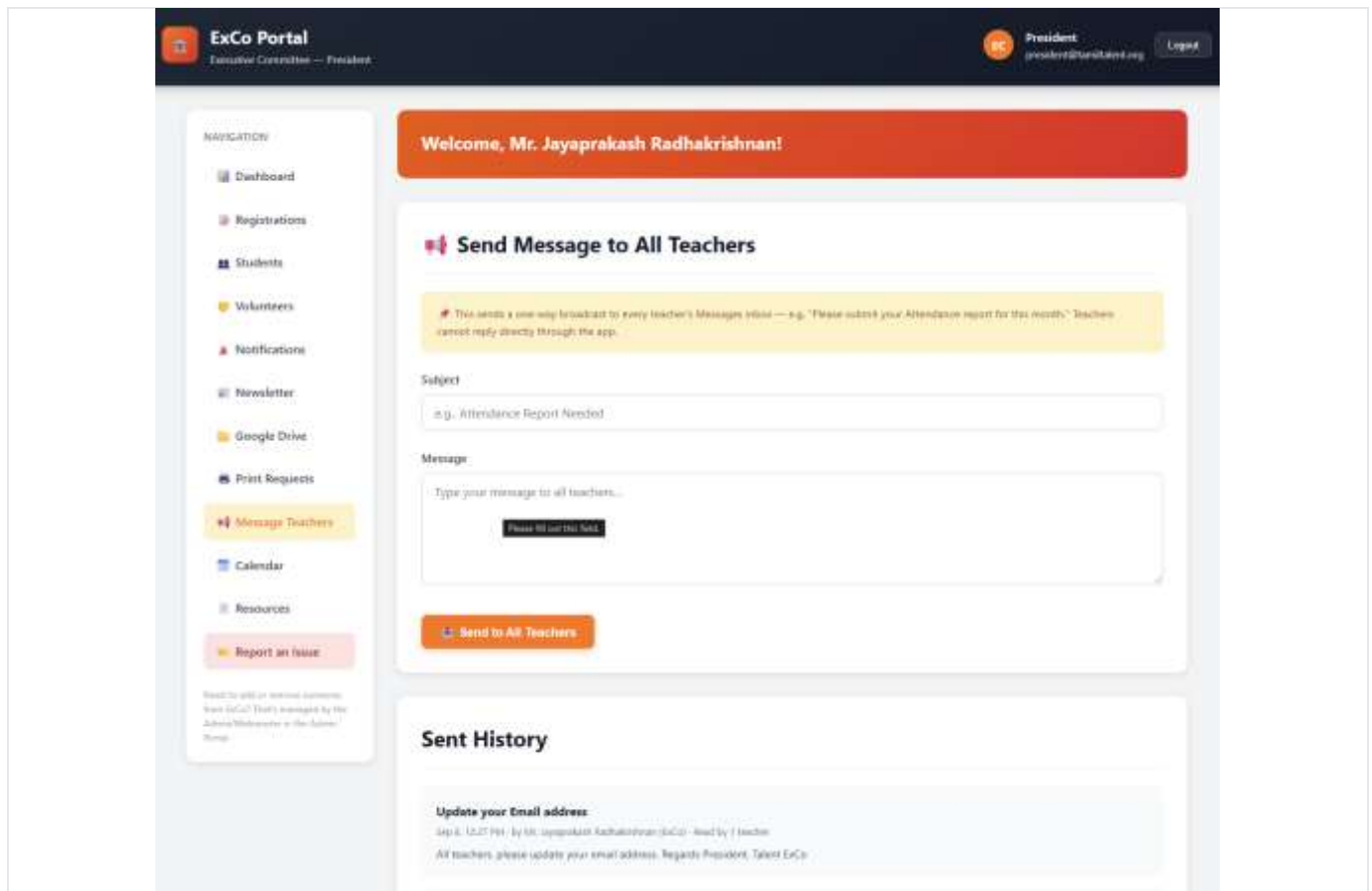
10. Print Requests

Shows exam papers that have cleared TAC review and are ready to print, with auto-calculated copy counts based on class roster size. View & Print Formatted Text opens a print-ready version; Mark as Printed clears it from the queue once done.



11. Message Teachers

Send a one-way broadcast to every teacher, with a sent history showing read counts.



12. Calendar

Add and manage events in three categories, all from one place: General (shown on the public website to everyone), Teacher (staff-only — midterm periods, workshops, meetings), and ExCo (your own team's meetings, Board of Trustees sessions, Annual Day planning — visible to ExCo and Admin only).

1. Click Add Event, choose the category, fill in title/date/time/location/description, and save.
2. Filter chips (All / General / Teacher / ExCo) narrow the list. Each event shows a colored category badge.
3. Click Edit on any event you can see to change or delete it.

You don't see or manage TAC's own events here — those are TAC's to add and edit from their own portal, the same way ExCo events are yours.

13. Emergency Drill Attendance

A live, schoolwide safety dashboard — built to answer one question fast: how many people are actually in the building right now. It updates automatically the moment a teacher saves their class's attendance; there's nothing to refresh.

1. Three numbers up top: total students present, total teachers present, and how many classes haven't submitted yet today.
2. The table below breaks this down per class — student headcount, whether the Primary and/or Assistant teacher is marked present, and when it was submitted.
3. A class with nothing submitted yet shows a clear "⚠️ Not Submitted" row instead of quietly reading as zero, so it doesn't get mistaken for an empty classroom.

This is for day-to-day safety confirmation, not a substitute for an actual emergency roll call.

14. Contact Messages

Submissions from the Contact Us form on the public website land here, not in your email.

1. New submissions show a red "New" tag; the sidebar badge shows how many are waiting.

2. Filter between New, Handled, and All.
3. Click "✓ Mark as Handled" once you've dealt with one, to keep the New queue accurate.

15. Resources

A placeholder for now — nothing built here yet.

16. Change Password

Click "🔑 Change Password" next to Logout, in the header. Enter your current password once (to confirm it's really you) and your new password twice, then save.

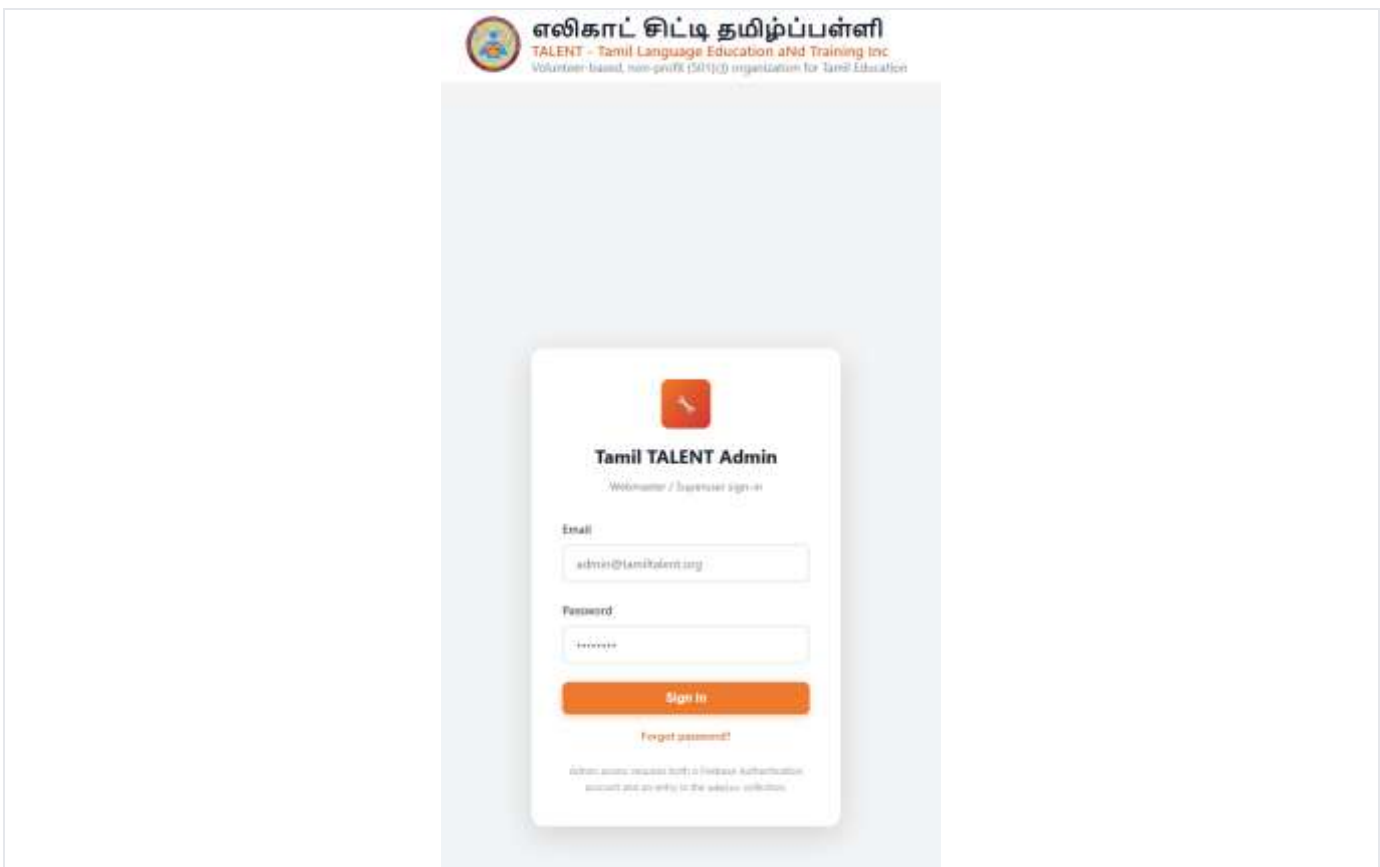
17. Report an Issue

The window has two tabs:

- Submit New — choose a category, describe the issue, and submit.
- My Tickets — every ticket you've submitted, with its current status. Click one open to see the full description and any comments from Admin, and reply directly from there — your reply lands in the same conversation Admin sees, so it's a genuine back-and-forth.

18. Admin / Webmaster — Superuser Notes

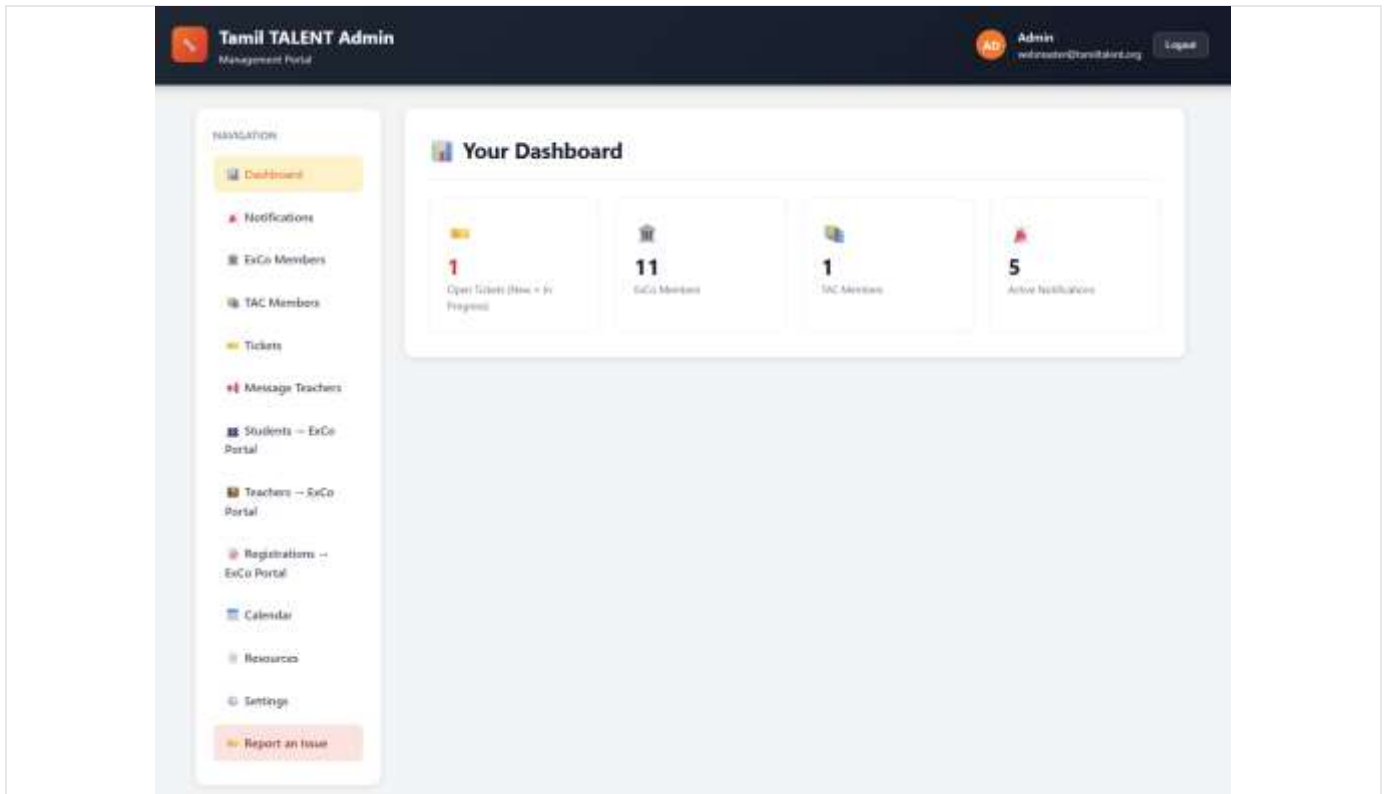
Admin signs in separately, at a dedicated Admin Portal — not through ExCo Portal's own login — but has everything above, plus the identity/access-management responsibilities below.



Admin accounts are deliberately manual-only — there's no self-registration flow for Admin, given how sensitive superuser access is. Creating a new Admin login requires: (1) Firebase Console → Authentication → add the user directly with a password, (2) confirm a matching entry exists in the Admins list, (3) sign in normally from then on.

Admin's Own Dashboard

A smaller, deliberately lighter set of tiles than ExCo's own Dashboard: Open Tickets, ExCo Members count, TAC Members count, Active Notifications — since Admin's real day-to-day view is ExCo Portal's Dashboard, reached with the same login.



ExCo Members & TAC Members

Add, edit, or remove people from either list — this is Admin-only; regular ExCo/TAC members can't manage their own membership lists. Adding someone here doesn't create their login — they still self-register separately at ExCo Portal or TAC Portal using this same email.

Tamil TALENT Admin
Management Portal

Admin
webmaster@tamiltalent.org
Logout

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Add ExCo Member

★ ExCo members self-register on the ExCo Portal using this same email. The Newsletter Composer there is available to the Secretary, Joint Secretary, and President.

Full Name *

Email *

Role *

Phone (optional)

Select role

Add Member

Reset

All ExCo Members

	Role	Phone	Actions
	Events Director	—	Edit Delete
	Ex-Official	—	Edit Delete
	Ex-Official	—	Edit Delete
	Infrastructure Director	—	Edit Delete
	Joint Secretary	—	Edit Delete

Name and email columns redacted for privacy — real board member contact details, not test data.

Tamil TALENT Admin
Management Portal

Admin
webmaster@tamiltalent.org
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Add TAC Member

★ TAC members self-register on the TAC Portal using this same email.

Full Name *

Email *

Role *

Phone (optional)

Select role

Add Member

Reset

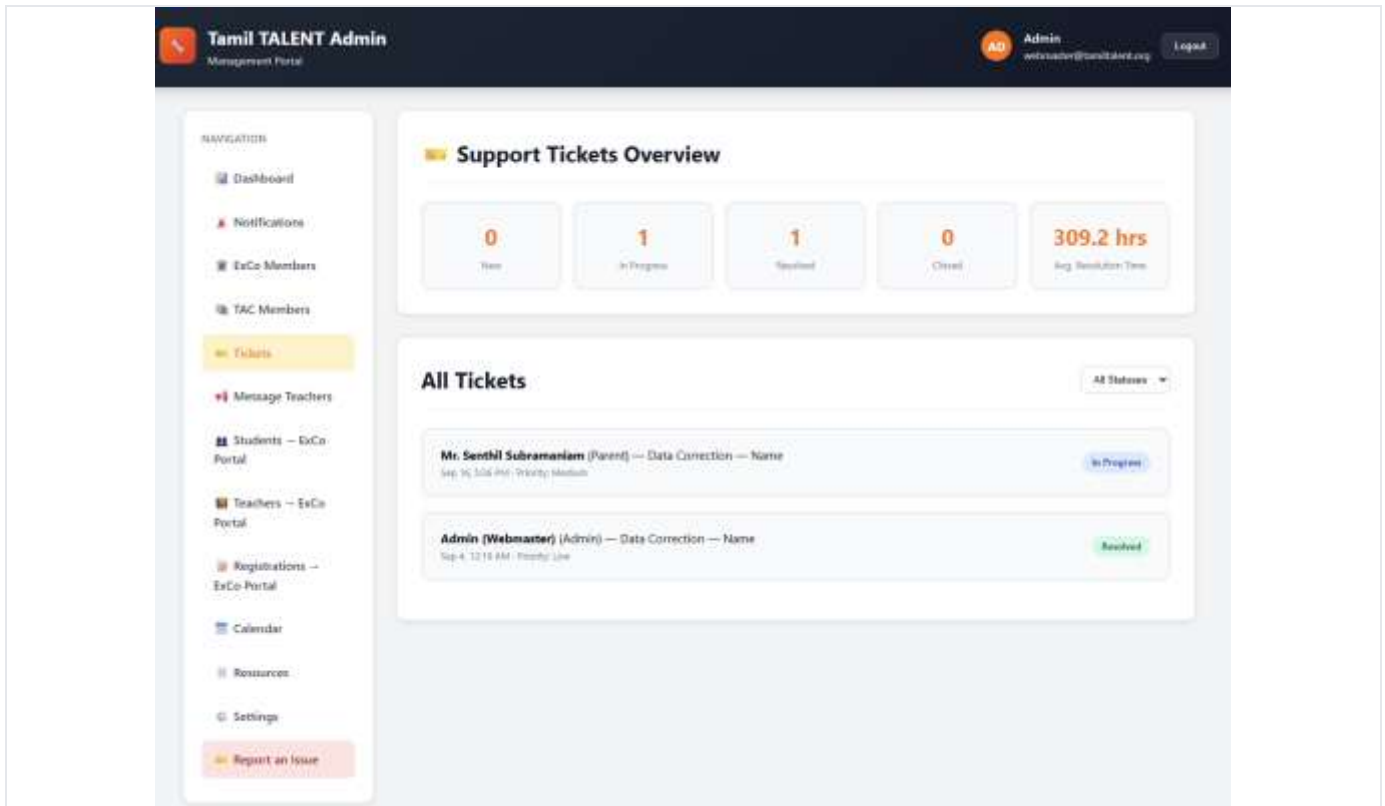
All TAC Members

	Role	Phone	Actions
	Chairperson	—	Edit Delete

Name and email columns redacted for privacy — real member contact details, not test data.

Tickets

The full support ticket queue — every ticket submitted from any portal, by anyone. Summary tiles at the top (New, In Progress, Resolved, Closed, Average Resolution Time) give a quick health check; a status filter narrows the list below. Click a ticket to update its status or add a comment, which the original reporter can see (and reply to) from their own portal's "My Tickets" view.



Notifications & Message Teachers

Work identically to the ExCo Portal versions of these same features (Sections 7 and 11) — Admin can post homepage banners and broadcast to teachers using the exact same screens.

Tamil TALENT Admin
Management Portal

Admin
admin@tamiltalent.org

Logout

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Active & Scheduled Notifications

Title	Type	Status	Start Date	End Date	Actions
Due to Snow Conditions, classes will be virtual	Info	Active	9/1/2026, 11:22:00 AM	9/1/2026, 11:28:00 AM	Edit Deactivate Delete
Parking Lot is full	Emergency	Active	9/1/2026, 11:15:00 AM	9/1/2026, 11:17:00 AM	Edit Deactivate Delete
Due to Snow Conditions, classes will be virtual	Emergency	Active	8/29/2026, 10:24:00 AM	8/29/2026, 10:30:00 AM	Edit Deactivate Delete
Parking Lot is full	Warning	Active	8/26/2026, 11:22:00 PM	8/26/2026, 11:28:00 PM	Edit Deactivate Delete
Parking Lot is full	Emergency	Active	8/26/2026, 11:08:00 PM	8/26/2026, 11:14:00 PM	Edit Deactivate Delete

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Management Portal

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+ Send Message to All Teachers

This sends a one-way broadcast to every teacher's Messages inbox. Teachers cannot reply directly through the app.

Subject

Message

Press Alt and Enter to Send

Send to All Teachers

Sent History

Update your Email address
Sep 8, 12:27 PM - by Mr. Apparatish Radhakrishnan (ExCo) - Read by 1 teacher
All teachers, please update your email address. Regards President, Talent ExCo

Provide Mid Term 1 Exam Dates for your classes
Sep 8, 7:45 AM - by Mr. Apparatish Radhakrishnan (ExCo) - Read by 1 teacher
Teachers, please provide Mid Term 1 Exam Dates for your respective classes. Thanks President Talent ExCo

Everything Else

- Full visibility and override power across every Volunteer queue, regardless of role routing.
- Access to every portal — Teacher, Parent, ExCo, TAC — using the same Admin login.

Note: Teacher records (adding, editing, CSV import, and class assignment) moved to the TAC Portal — see the TAC User Guide. ExCo no longer manages the Teachers list directly.

Known Limitations (as of this testing round)

These are known, not bugs — no need to report them unless something behaves differently than described here.

- PDF attachments for exam papers are built but disabled, pending a board decision on the Firebase Blaze plan.
- There's no automated email system — volunteer consent links for non-account-holders must be copied and sent manually.
- Bulk-importing students already registered outside the app (e.g. via Google Forms) is planned but not yet built — pending confirmation of the exact spreadsheet fields with ExCo.