Tamil Language Education aNd Training Inc.
https://tamiltalent.org

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.

Version	2.2
Date	November 3, 2026
For	Executive Committee members
Live site	https://tamiltalent.org
Prepared by	TALENT Web Team

Revision History

Each published version of this guide and what changed in it. The newest version is at the bottom.

Version	Date	What changed	Author
1.0	Before October 2026	First release covering the ExCo Portal.	TALENT Web Team
1.1	October 2026	Refreshed in place: Emergency Drill Attendance, plain-language sign-in messages, reorganized menu and dashboard.	TALENT Web Team
1.2	October 13, 2026	Student profile now shows Times Late; password-reset Continue button.	TALENT Web Team
2.0	October 14, 2026	Professional formatting: cover page, logo, header and footer, page numbers, revision history.	TALENT Web Team
2.1	November 2, 2026	Bulk Import rewritten (accepts the school's own spreadsheet headings, imports address and student email, lists every skipped row, assigns Student IDs); new Assign Missing IDs button; student profile shows Student ID, email and address; kindergarten is spelled Mazhalai (K); cover shows the live site.	TALENT Web Team
2.2	November 3, 2026	Added the live ExCo Portal address (tamiltalent.org/exco-portal.html) to the Getting Started section.	TALENT Web Team

1. Getting Started: Creating Your Account

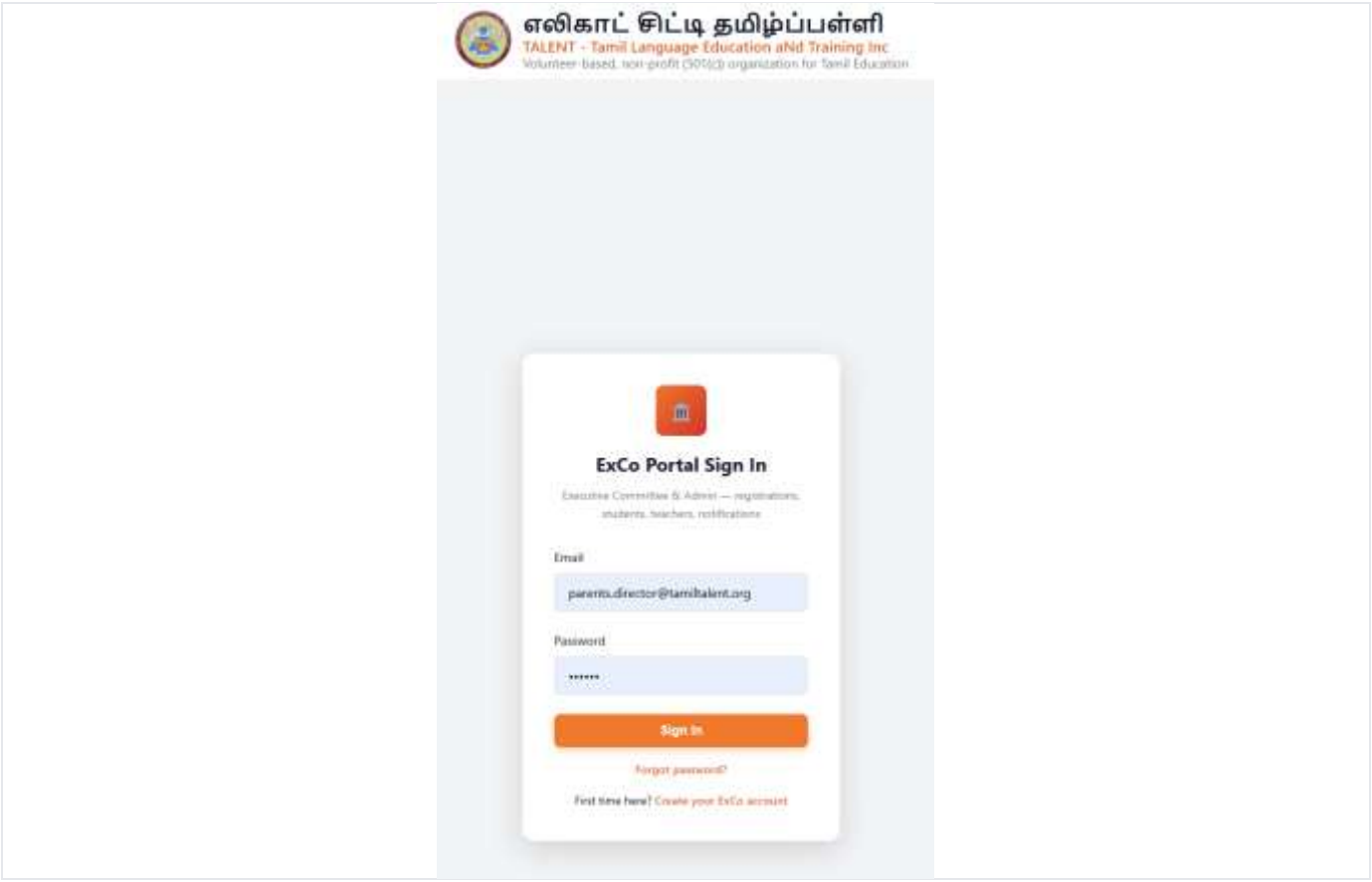
ExCo Portal address: https://tamiltalent.org/exco-portal.html — open it in any browser on your phone or computer. You can also reach it from the Portal ▾ menu on the main site, https://tamiltalent.org. ExCo members can use it now.

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:

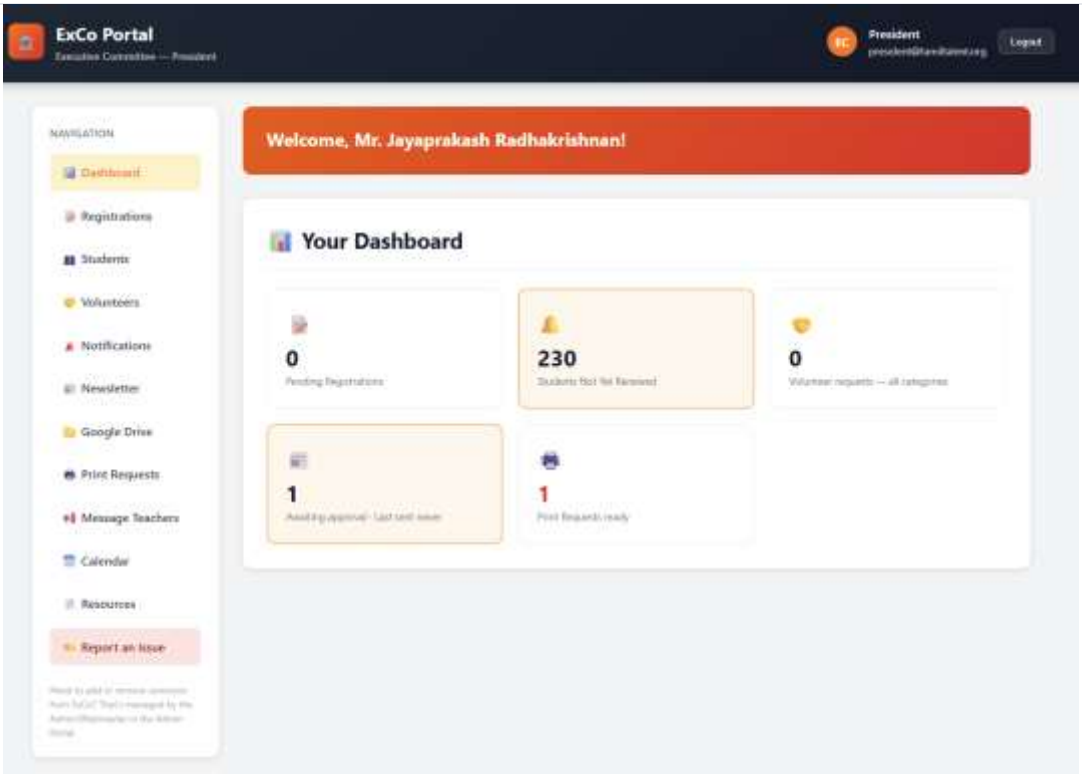


1. Go to ExCo Portal and click "Create your ExCo account".
2. Enter the exact email on file, choose a password.
3. Next time, sign in normally with the same credentials. If you see “We couldn’t sign you in with this email and password”, it usually means your ExCo account hasn’t been created yet — click Create your ExCo account — or the password is wrong; “Forgot password?” sends a reset link.



2. Your Dashboard

Shows Pending Registrations (flagged if a possible duplicate exists), your Volunteer queue, Newsletter status, Print Requests ready, today's Emergency Drill headcount (students present and how many classes have submitted so far), and how many Notifications are live on the website. The list of students not yet renewed is on the Students tab, under Not Yet Renewed. 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.



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.

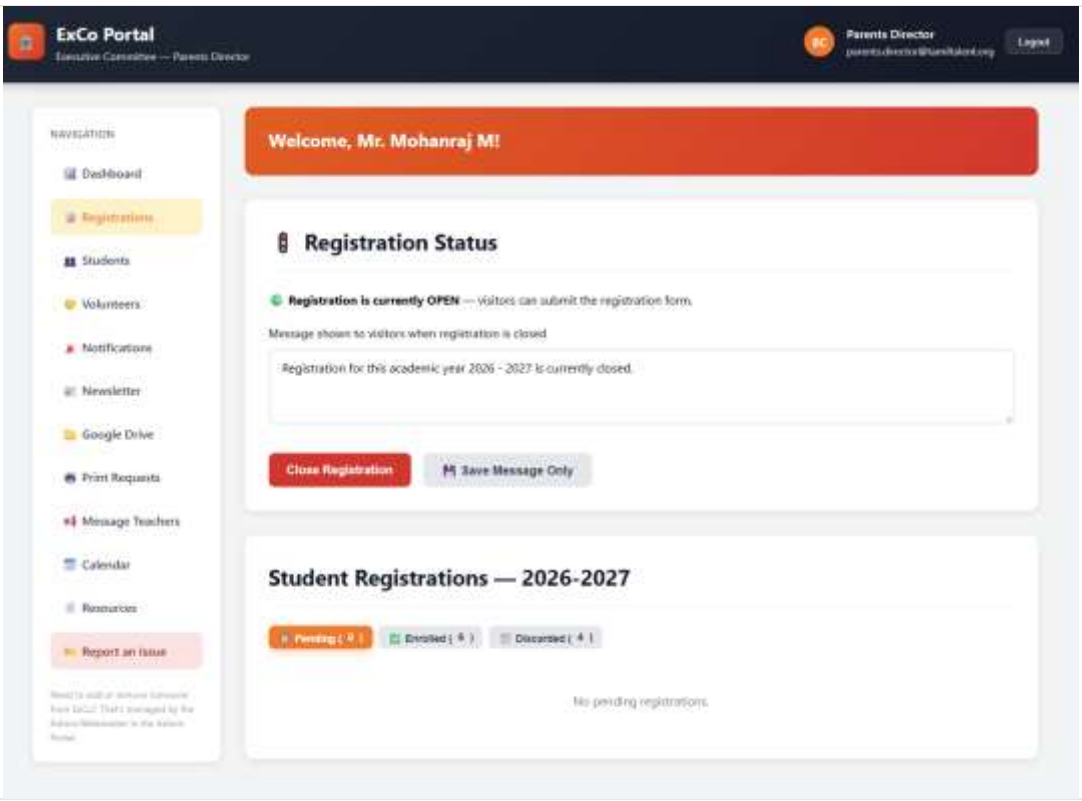
Teacher/Assistant Teacher/Substitute volunteer requests are no longer reviewed here — they route to the TAC Chairperson instead, since TAC now manages the Teachers list. See the TAC User Guide.

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.

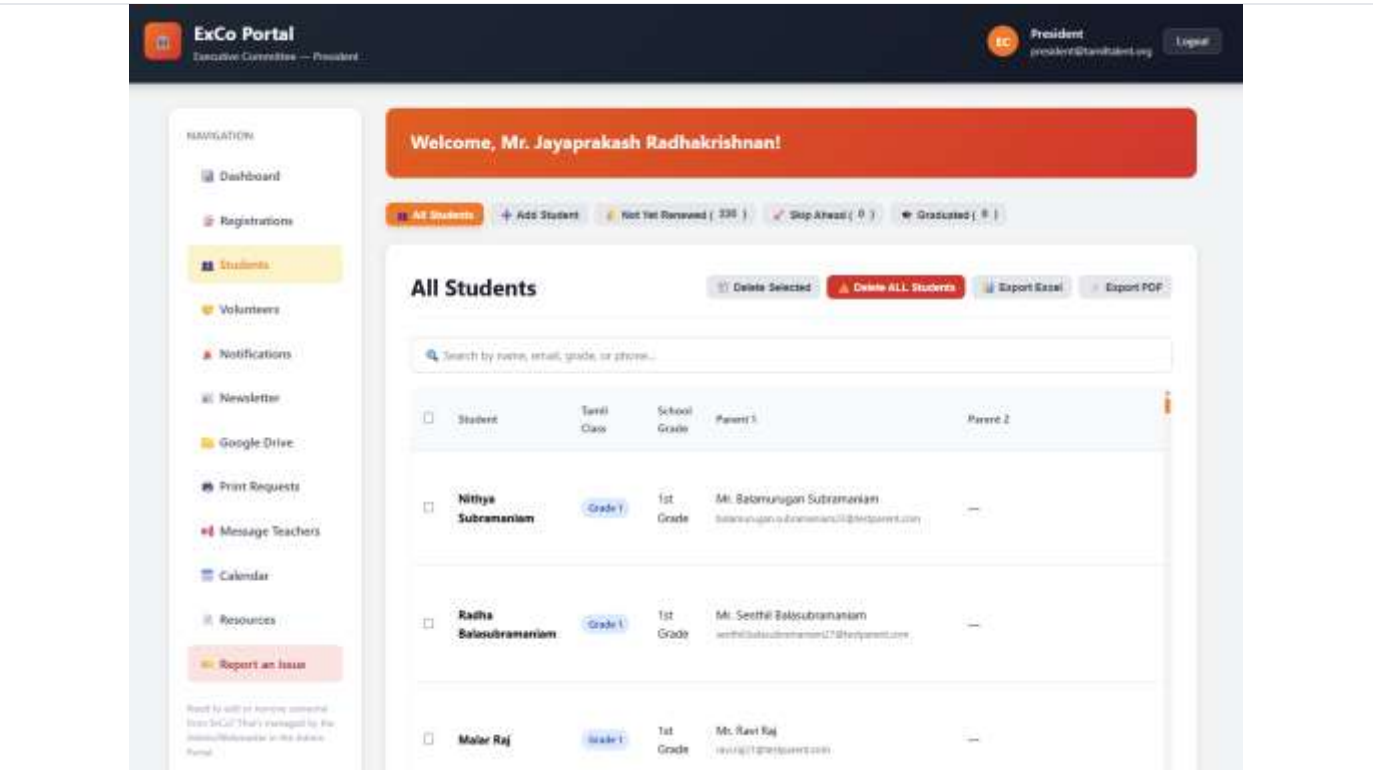
Below that, three tabs: Pending, Enrolled, Discarded.

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).
- Click a student's name to open their profile: Student ID, student email, address and contacts, plus an attendance summary (days present, times late, days absent and attendance %).
- **Assign Missing IDs** gives a Student ID (TT-0001, TT-0002 …) to any student who does not have one. Students added by Bulk Import, by the Add Student form or by Enroll receive an ID automatically, so this is only needed for older records.

Add Student

Two collapsed sections, click either to expand: Bulk Import Students from CSV and Add Student (the full manual entry form, which includes Student Email and the address). Editing an existing student from the All Students tab brings you here automatically, with the form already expanded.

Bulk import. Download Template shows the standard columns, but the importer also recognises common alternatives, for example Student First Name + Student Last Name, Current Nilai, Parent Name 1, Parent Email 1, Contact Phone 1, Street Address, City, State, ZIP and Student Email. Every student needs a name, a Nilai, a Parent 1 name and a Parent 1 email.

1. The Nilai can be written Nilai 9A (class and section together) or as Nilai 9 with a separate Section column. Kindergarten is Mazhalai (K) and needs no section. Every other class needs Section A or B, because teachers see students by class and section.

2. After you choose the file, the preview lists the columns it recognised and the columns it will not import (such as Gender or Teacher Name). Every row that will be skipped is listed with its row number in your spreadsheet and the reason; Download this list saves it as a CSV so you can fix the file.

3. Click Import. New students receive a Student ID. A student who is already in the system (same name and Parent 1 email) is not duplicated: only blank details are filled in and nothing already saved is overwritten, so a corrected file can be imported again safely. To change a detail that is already saved, edit the student instead.

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

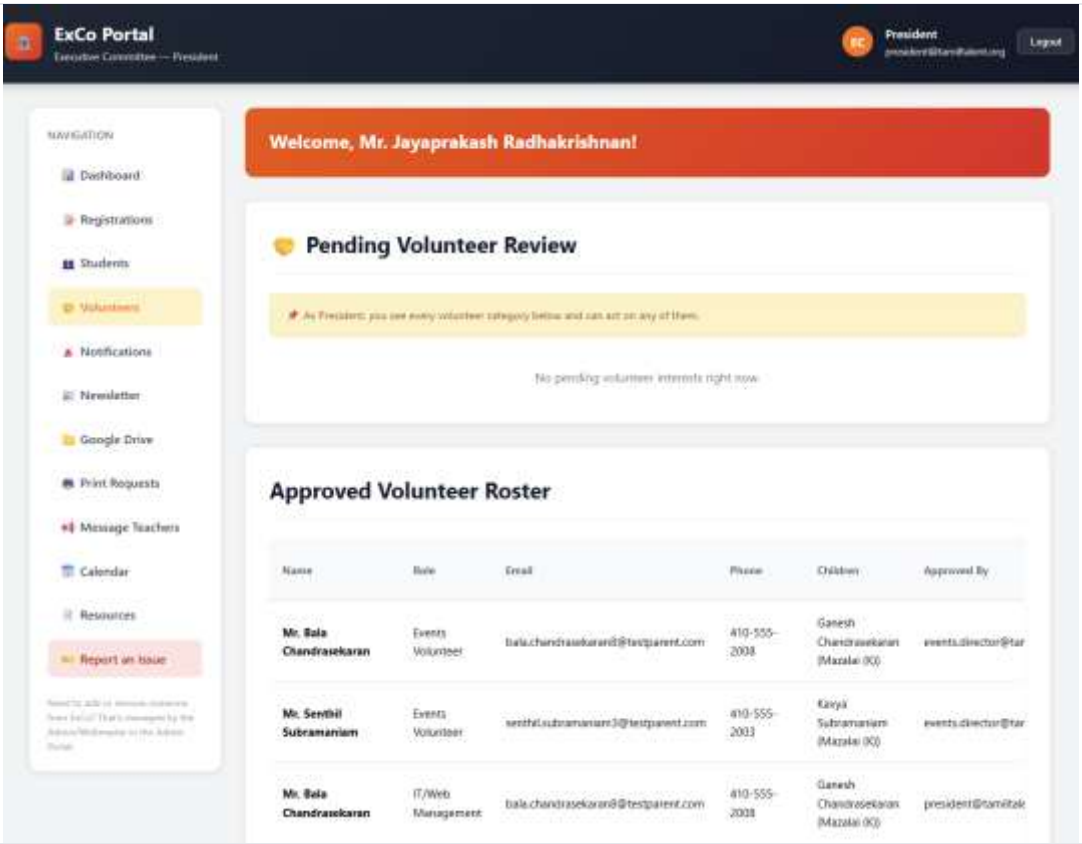
A quick-reference list of parent and emergency contact details for every active student, school-wide — built for exactly the situation where you need this information in a hurry, not for routine browsing.

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

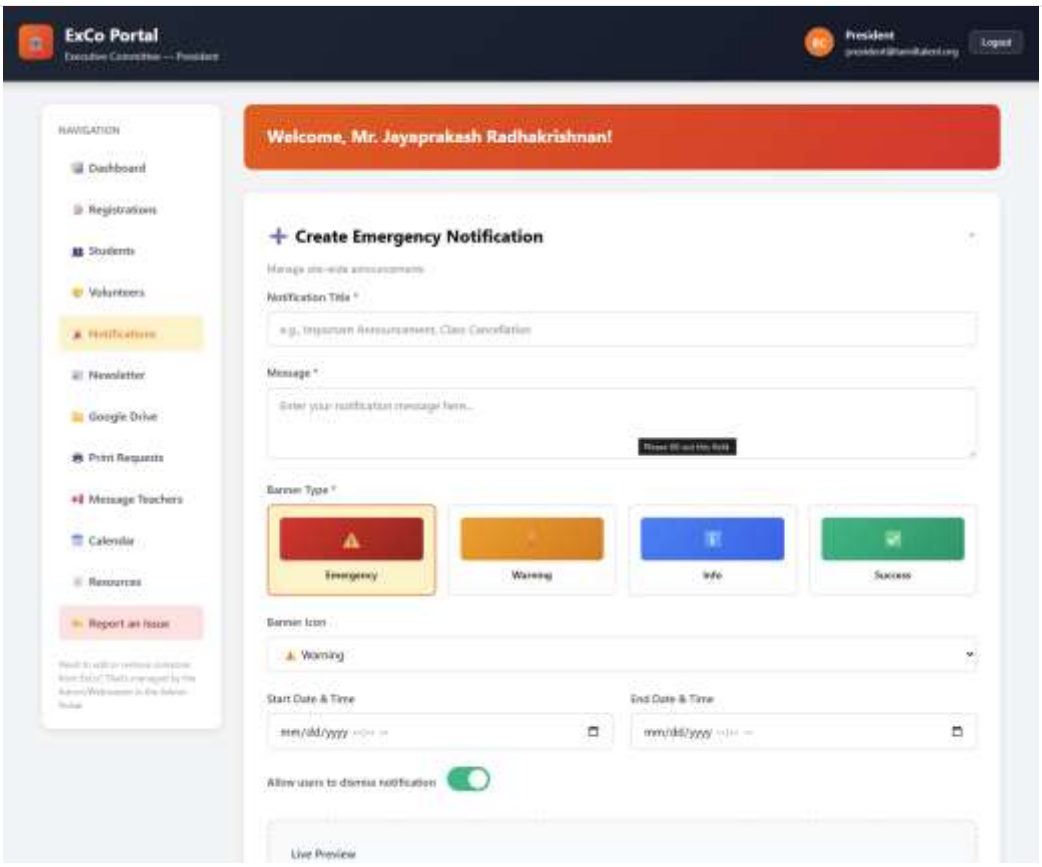
Shows only the queue and roster relevant to your ExCo role (see Section 3) — President and Admin see every category, with a note confirming that's expected.

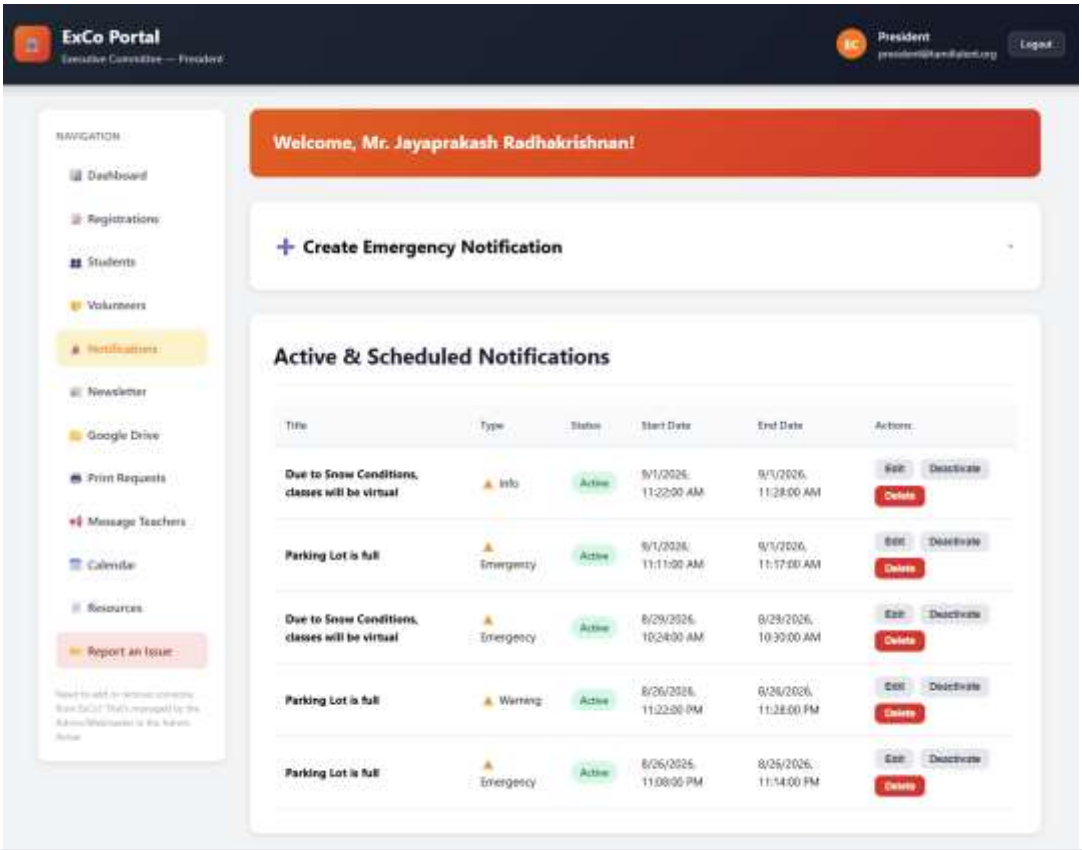
1. Review pending requests — Approve or Reject each one.
2. Approving creates a consent requirement for that person automatically. If they submitted without a Parent Portal account, you'll be prompted with a link to copy and email them directly — this doesn't happen automatically.
3. For PTA Volunteers 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.



7. Notifications

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

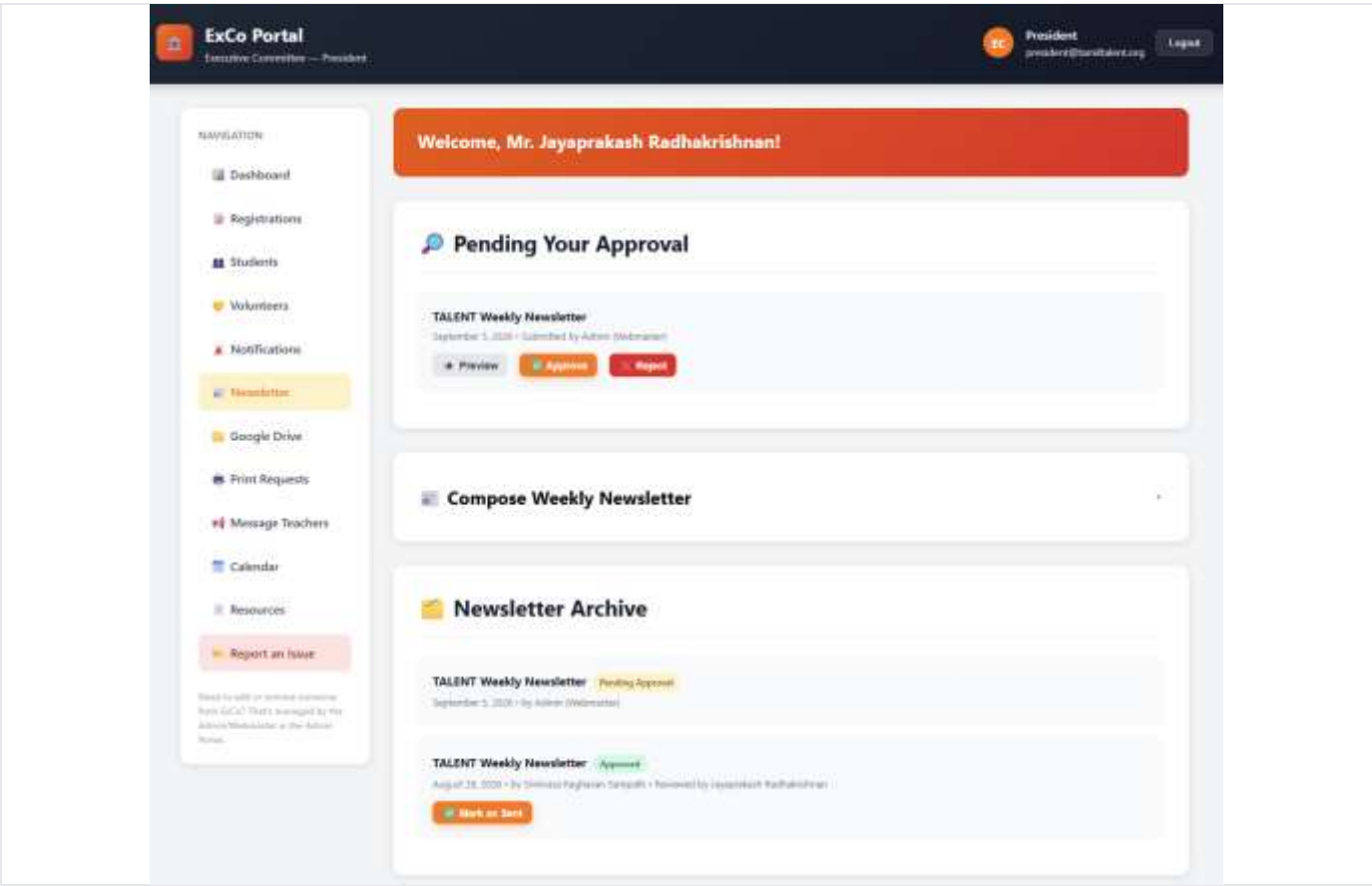

ExCo Portal
President
Logout
NAVIGATION
Dashboard
Registrations
Students
Volunteers
Notifications
Newsletter
Google Drive
Print Requests
Message Teachers
Calendar
Resources
Report an Issue
Welcome, Mr. Jayaprakash Radhakrishnan!
Create Emergency Notification
Notification Title *
Message *
Banner Type *
Emergency
Warning
Info
Success
Banner Icon
Warning
Start Date & Time
End Date & Time
Allow users to dismiss notification
Live Preview


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Report an Issue
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
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, 11:11:00 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

8. Newsletter

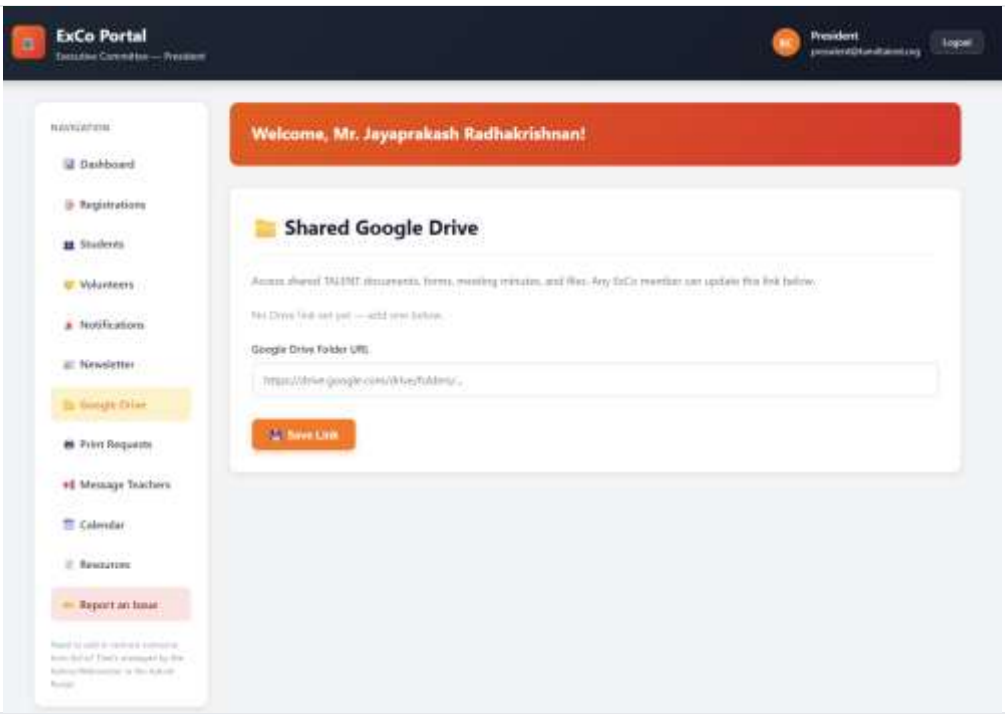
1. Compose a draft, save it.
2. Submit for approval — only President and Vice President can approve or reject, using the Preview / Approve / Reject buttons in "Pending Your Approval".
3. Once approved, mark as sent when you've actually distributed it.

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.



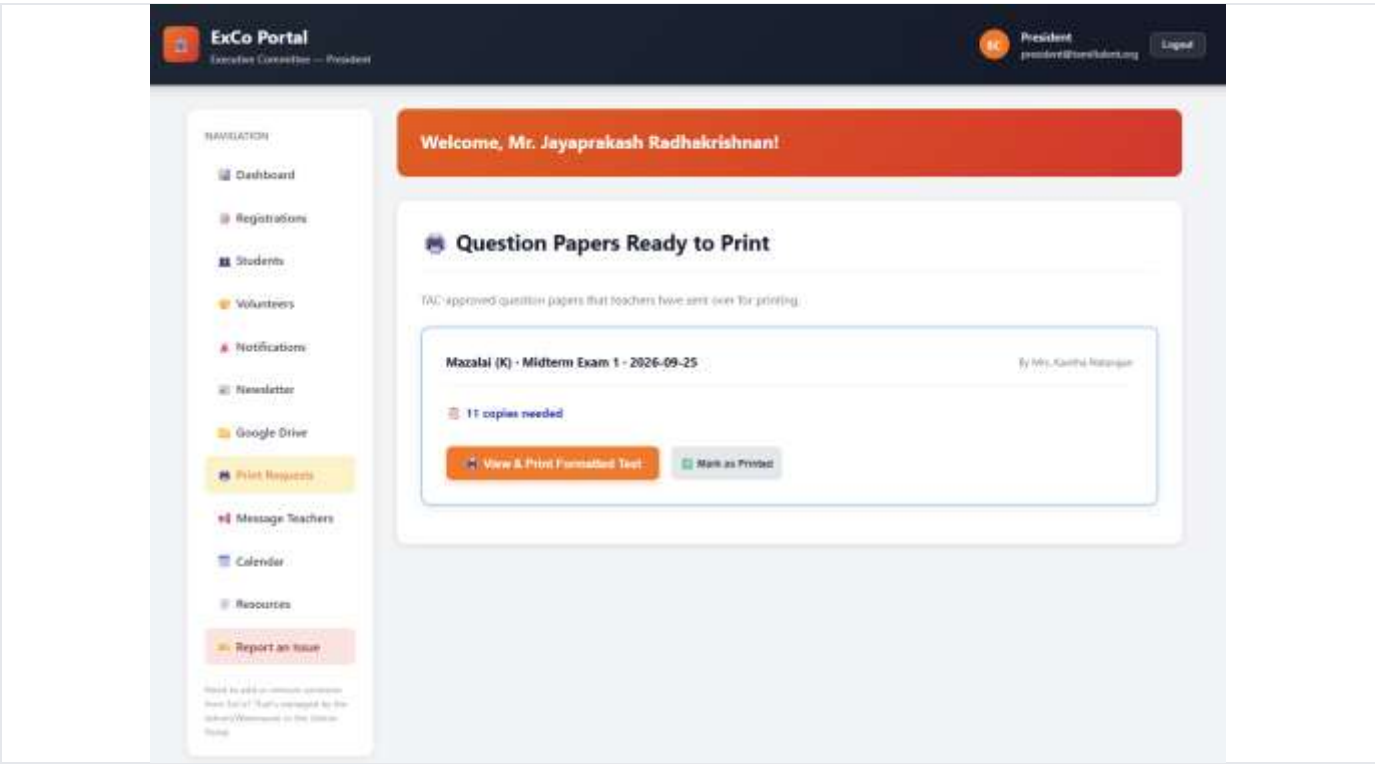
9. Google Drive

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



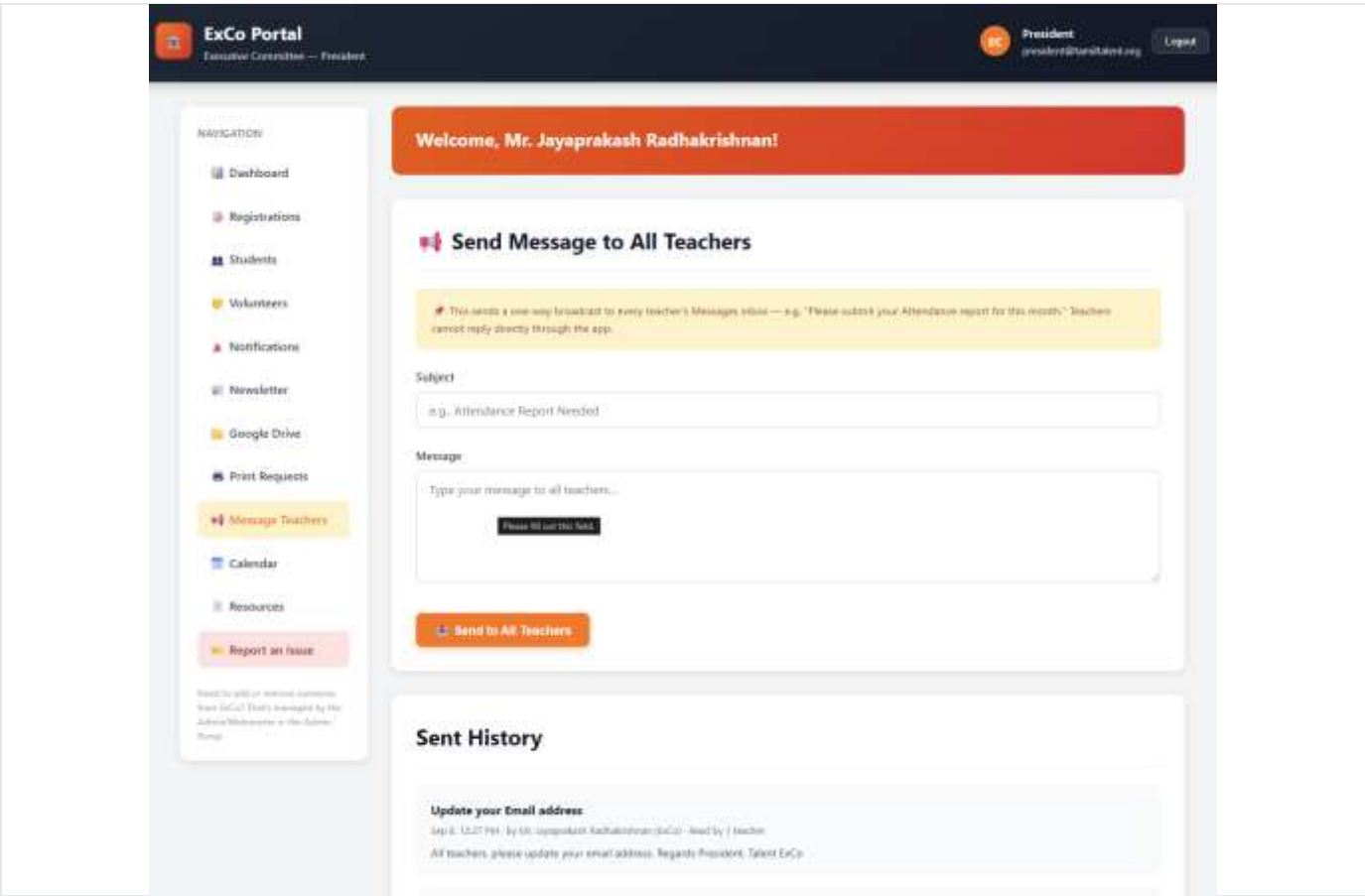
10. Print Requests

Shows exam papers that have cleared TAC review and are ready to print (sent by TAC or by the teacher, and each request shows which), 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. A paper can only be sent once, so there are no duplicate requests.



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. Public Interest Requests

Under Board of Trustees in the menu. A list of requests that outside vendors send through the public form on the Contact page, asking to market to the school or its students. Each shows the vendor, contact details, what they want, its status (with the Board, approved, rejected or junk) and the Board's vote count so far. Only the Board votes; every ExCo member can read the list.

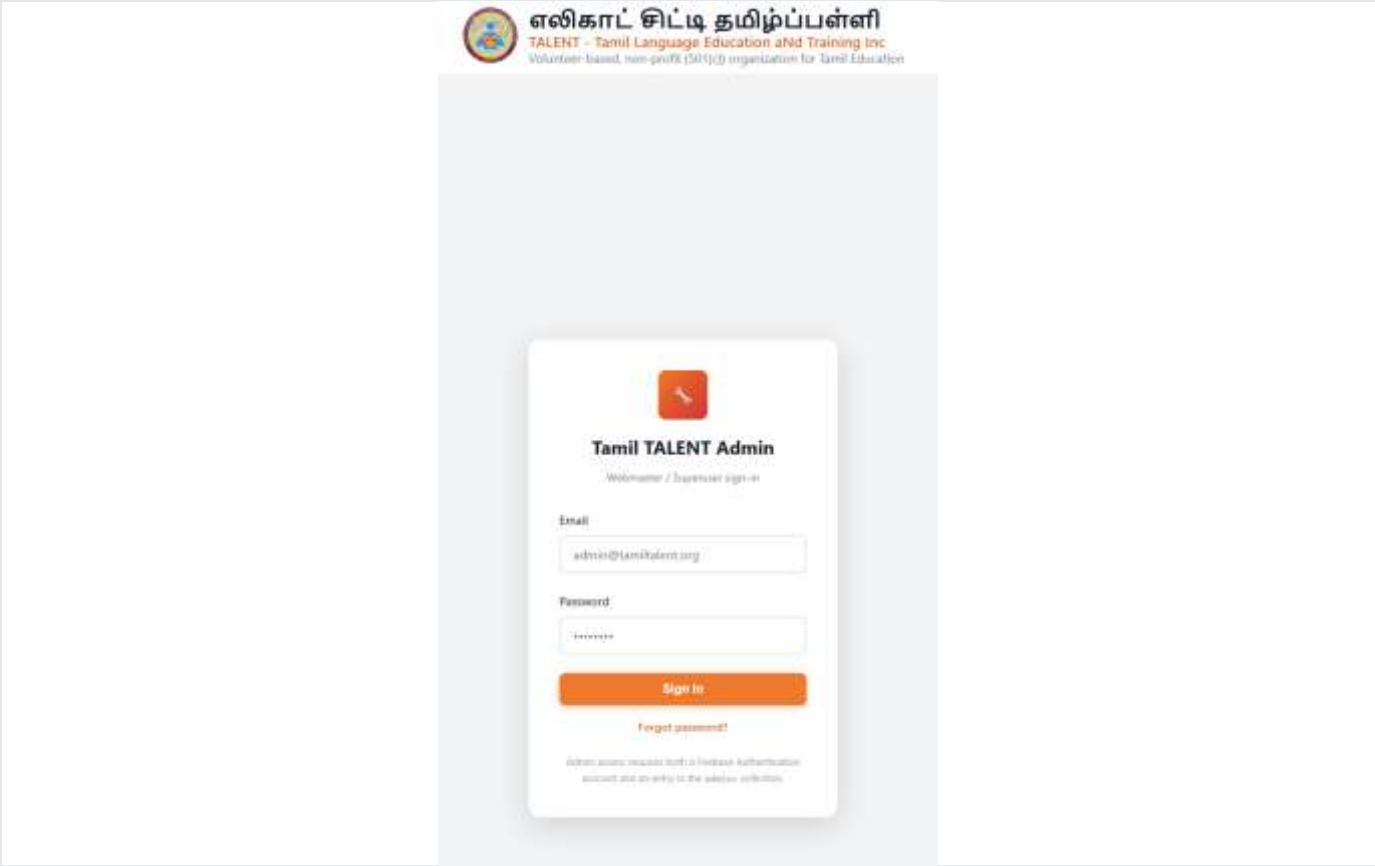
President, Vice President, Secretary and Treasurer only: click Mark as junk on an obvious junk or spam request. It leaves the Board's voting queue. If it was a mistake, Not junk sends it back to the Board. Other ExCo roles see no junk button.

19. Raise a Concern with the Board

For something you want the Board of Trustees to look into, use the purple 🔒 Raise a Concern with the Board link at the bottom of the menu. Only the Board and you can read it; the website Admin can also open it, but only to fix a technical problem. Open the My Concerns tab in the same window to follow up: each concern shows as Received, Being looked into or Resolved, with the Board's written response once resolved.

20. Admin / Webmaster — Superuser Notes

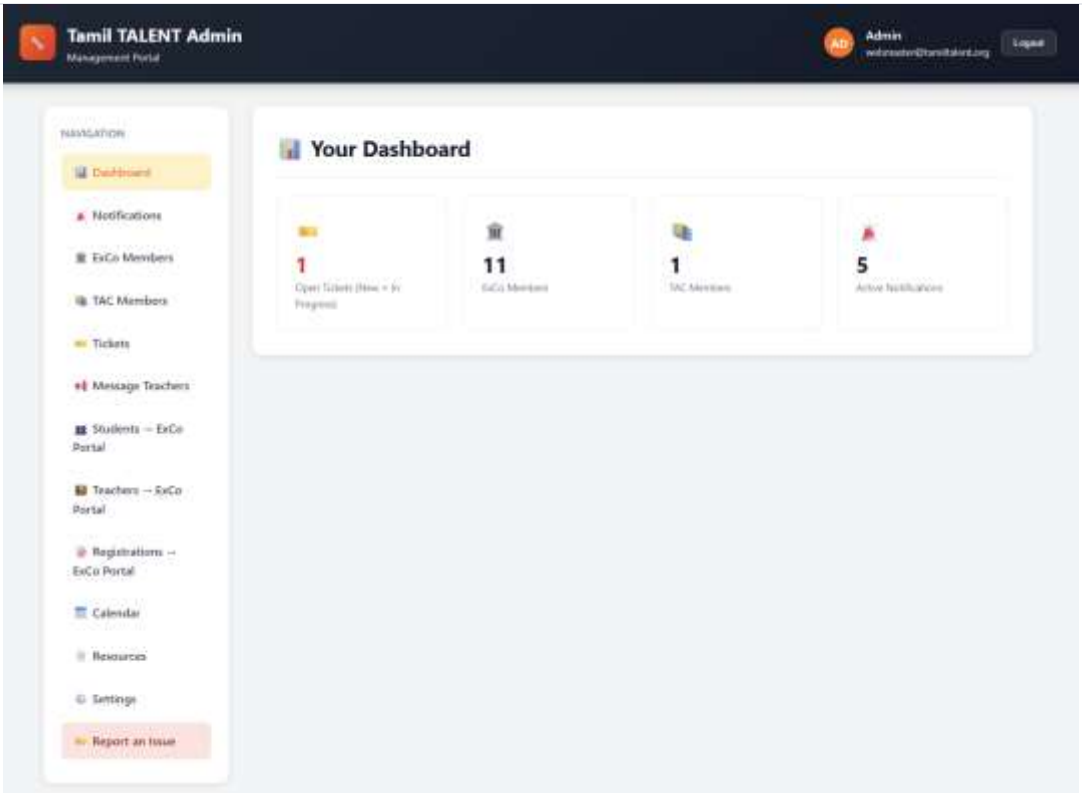
Admin signs in separately, at a dedicated Admin Portal — not through ExCo Portal's own login — but has everything above, plus the identity/access-management responsibilities below.



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.

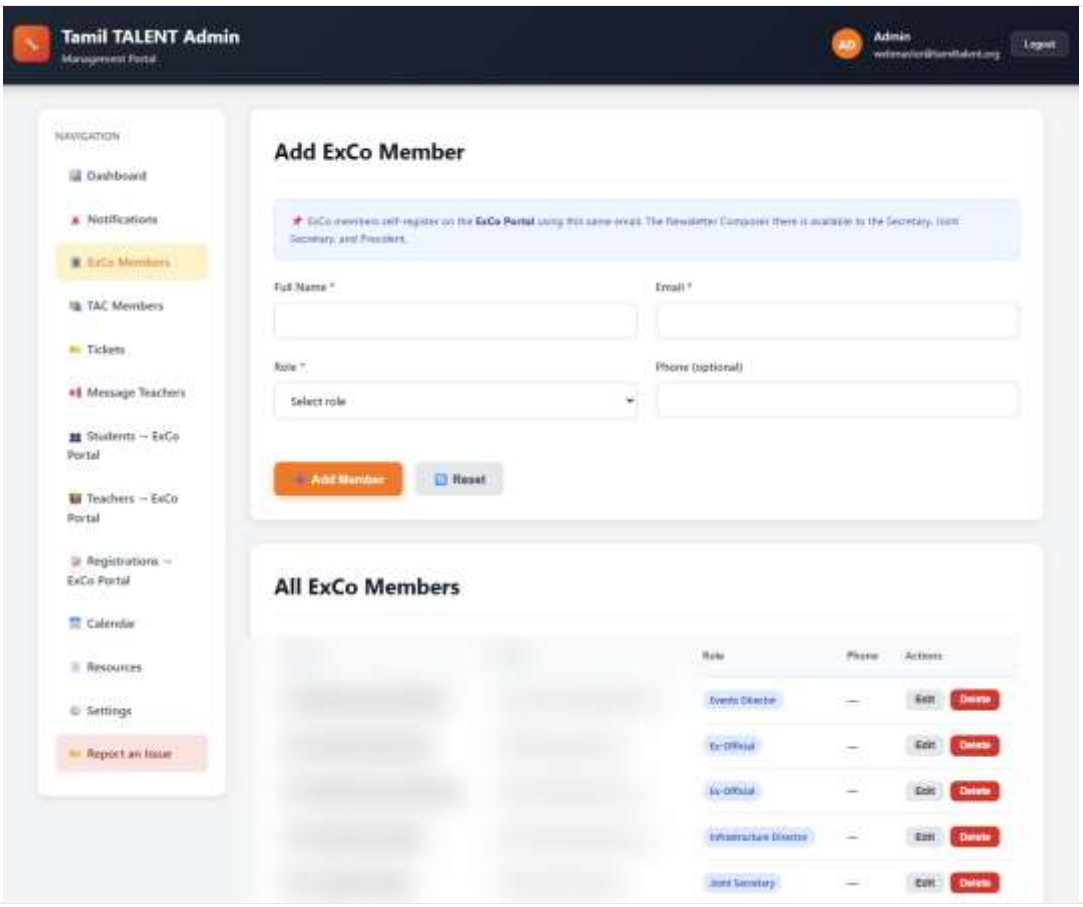
Admin's Own Dashboard

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.

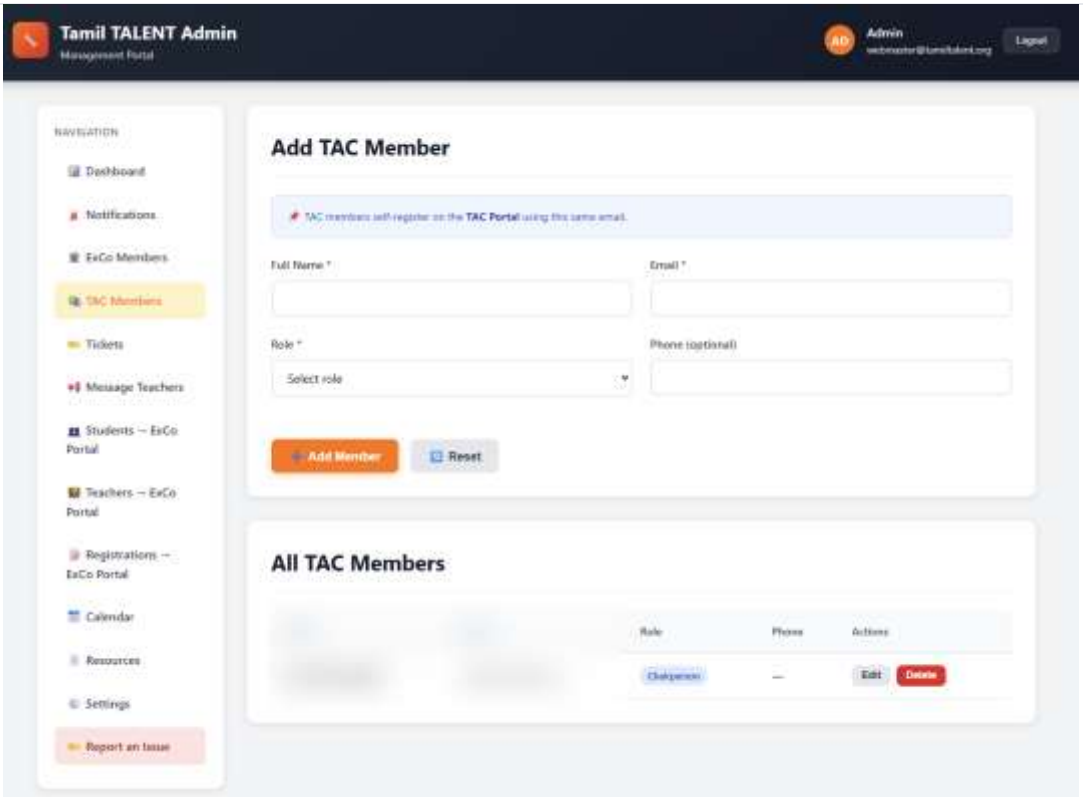


ExCo Members & TAC Members

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.



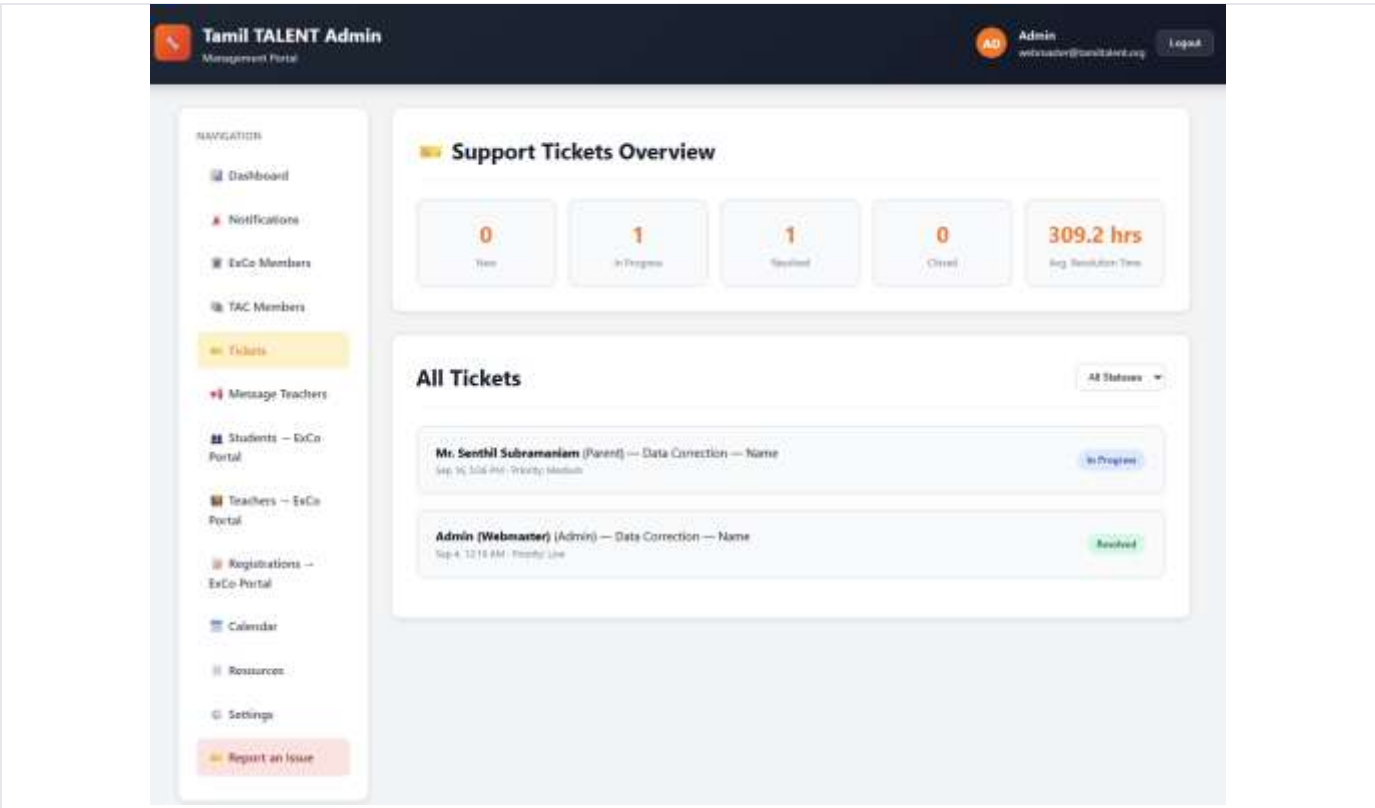
Name and email columns redacted for privacy — real board member contact details, not test data.



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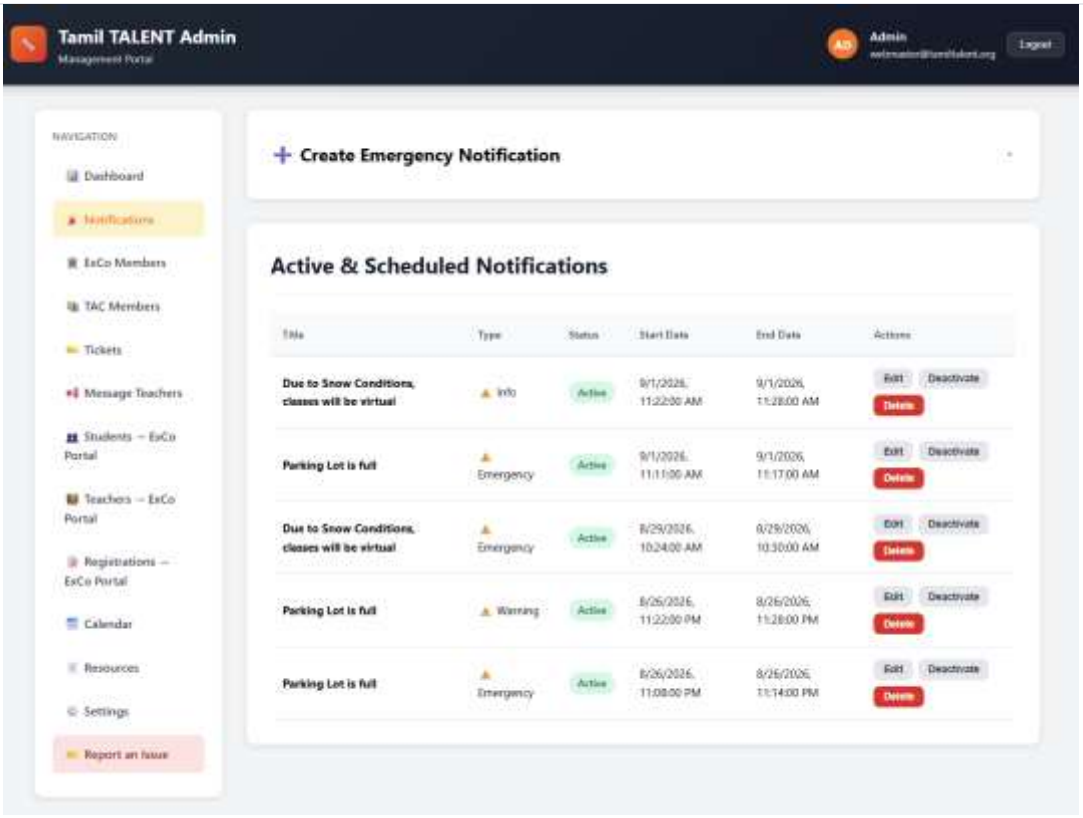
Tickets

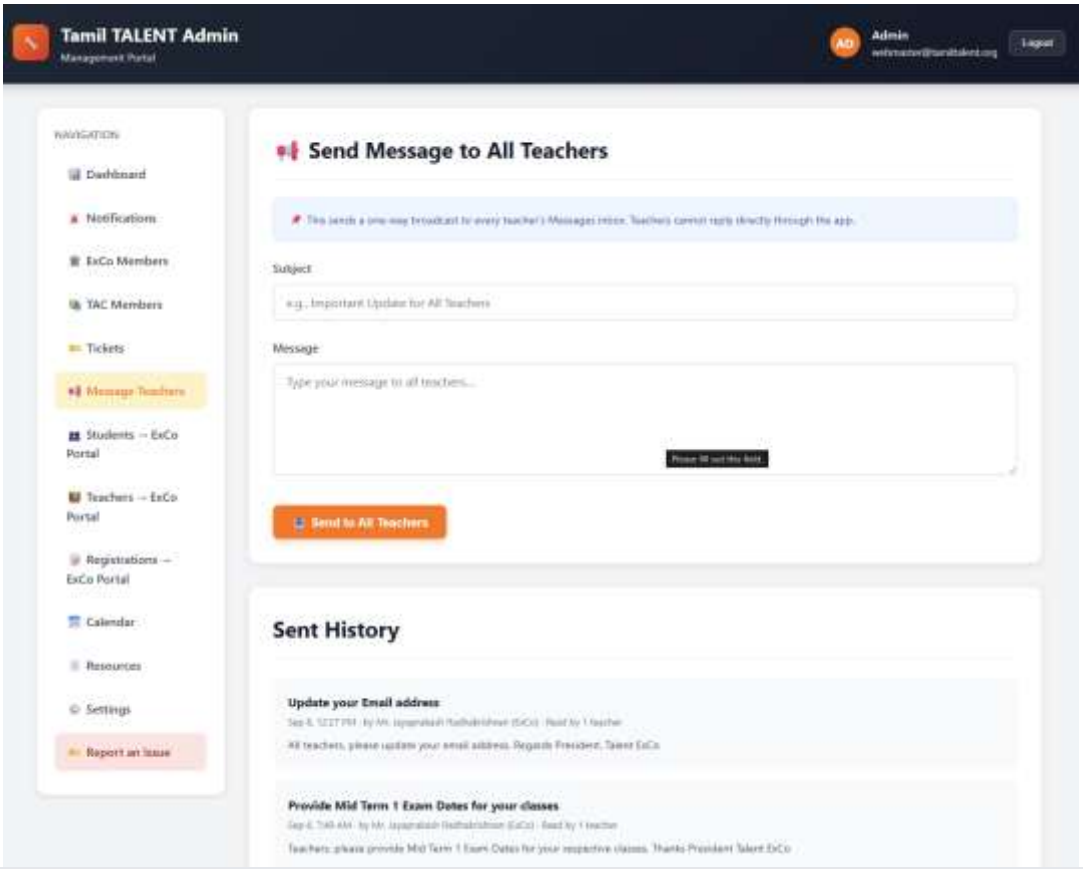
The full support ticket queue — every ticket submitted from any portal, by anyone. Summary tiles at the top (New, In Progress, Resolved, Closed, Average Resolution Time) give a quick health check; a status filter narrows the list below. Click a ticket to update its status or add a comment, which the 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
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NAVIGATION
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ExCo Members
TAC Members
Tickets
Message Teachers
Students → ExCo Portal
Teachers → ExCo Portal
Registrations → ExCo Portal
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Resources
Settings
Report an Issue
Create Emergency Notification
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, 11:11:00 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


Tamil TALENT Admin
Management Portal
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TAC Members
Tickets
Message Teachers
Students → ExCo Portal
Teachers → ExCo Portal
Registrations → ExCo Portal
Calendar
Resources
Settings
Report an Issue
Send Message to All Teachers
Subject
Message
Send to All Teachers
Sent History
Update your Email address
Provide Mid Term 1 Exam Dates for your classes

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 November 2026)

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.
- Gender is recorded on the registration only. The student record, the Bulk Import and the Add Student form keep Student Email and the address, but not gender.