

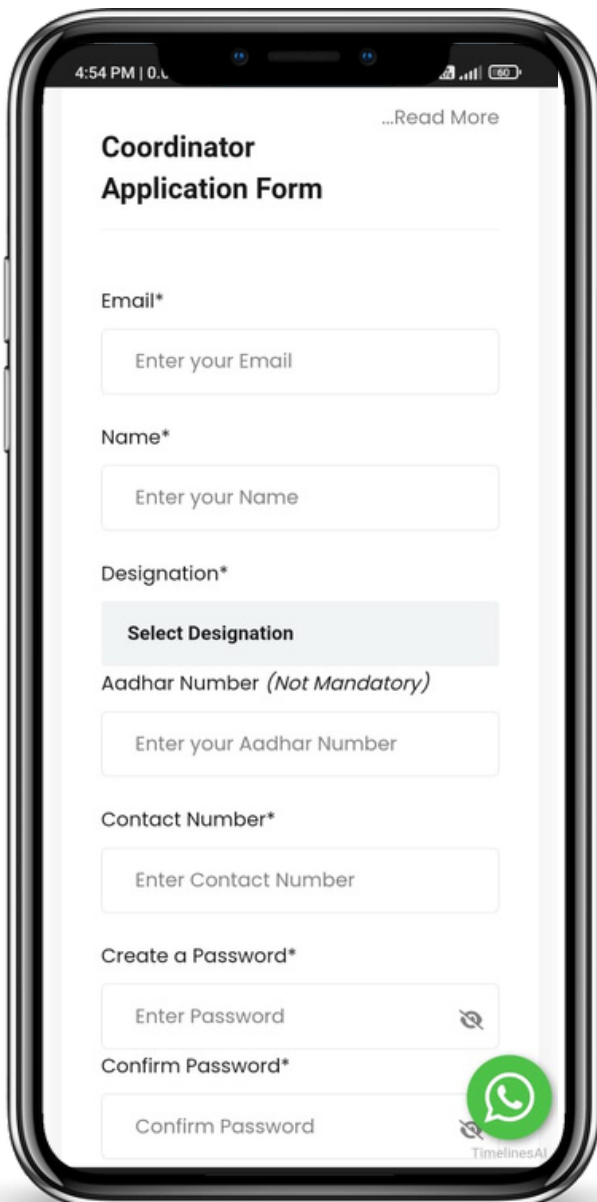
COORDINATOR MANUAL

1 Coordinator Sign Up

- Coordinator visits our website to apply for a coordinator role.
- Coordinator read all the guidelines thoroughly.
- Coordinator fills up all the details required for the application. *(Refer image below)*
- Coordinator clicks on Submit Form.



Mobile View



4:54 PM | 0%
...Read More

Coordinator Application Form

Email*

Name*

Designation*

Select Designation

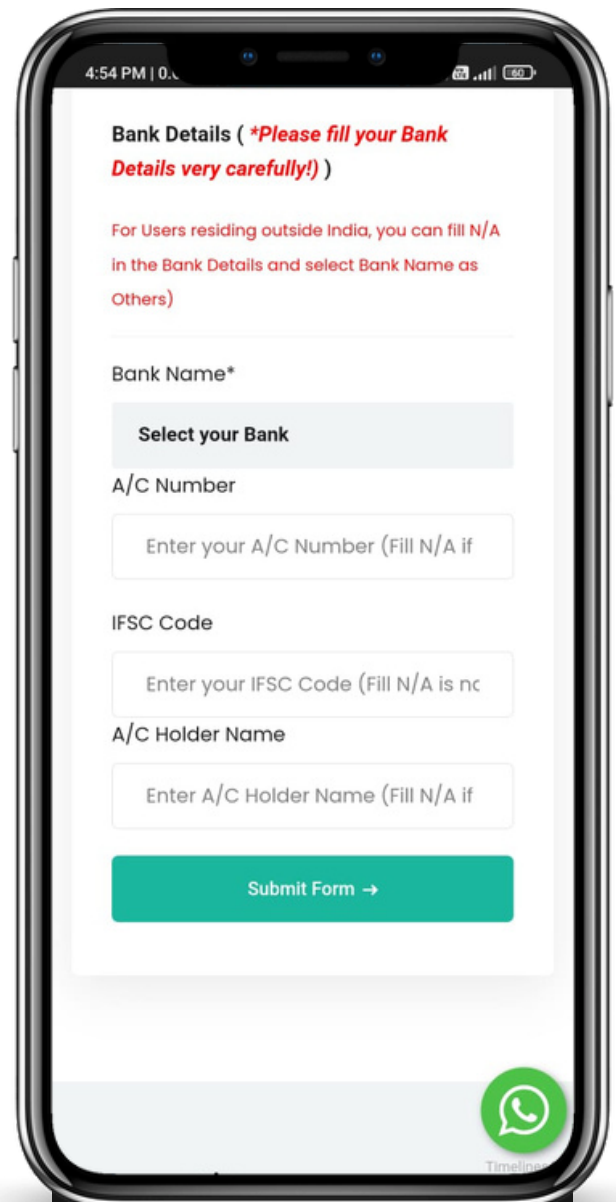
Aadhar Number (Not Mandatory)

Contact Number*

Create a Password*

Confirm Password*

TimelinesAI



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Bank Details (*Please fill your Bank Details very carefully!)

For Users residing outside India, you can fill N/A in the Bank Details and select Bank Name as Others)

Bank Name*

Select your Bank

A/C Number

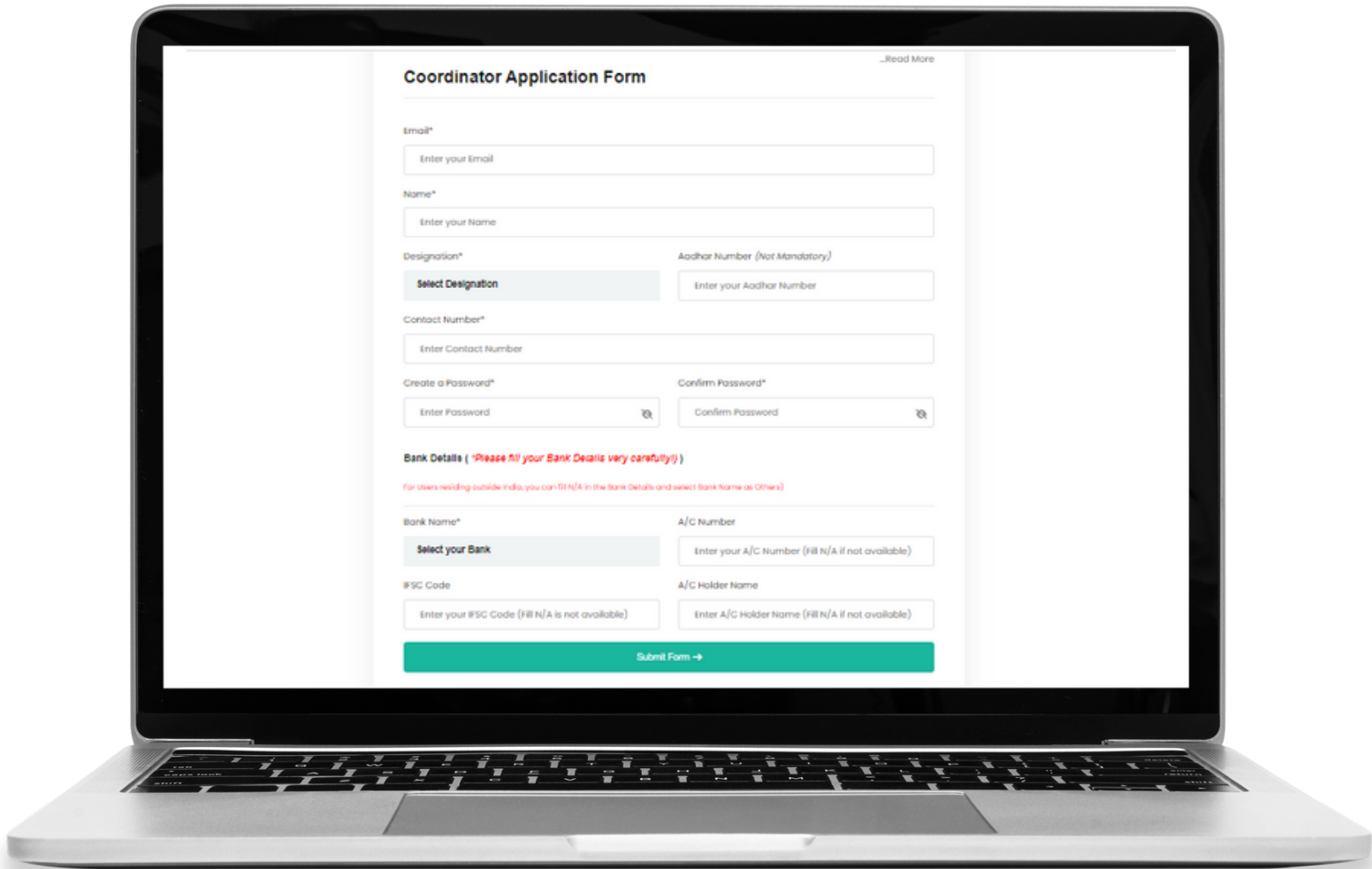
IFSC Code

A/C Holder Name

Submit Form →

TimelinesAI

Laptop/Desktop View



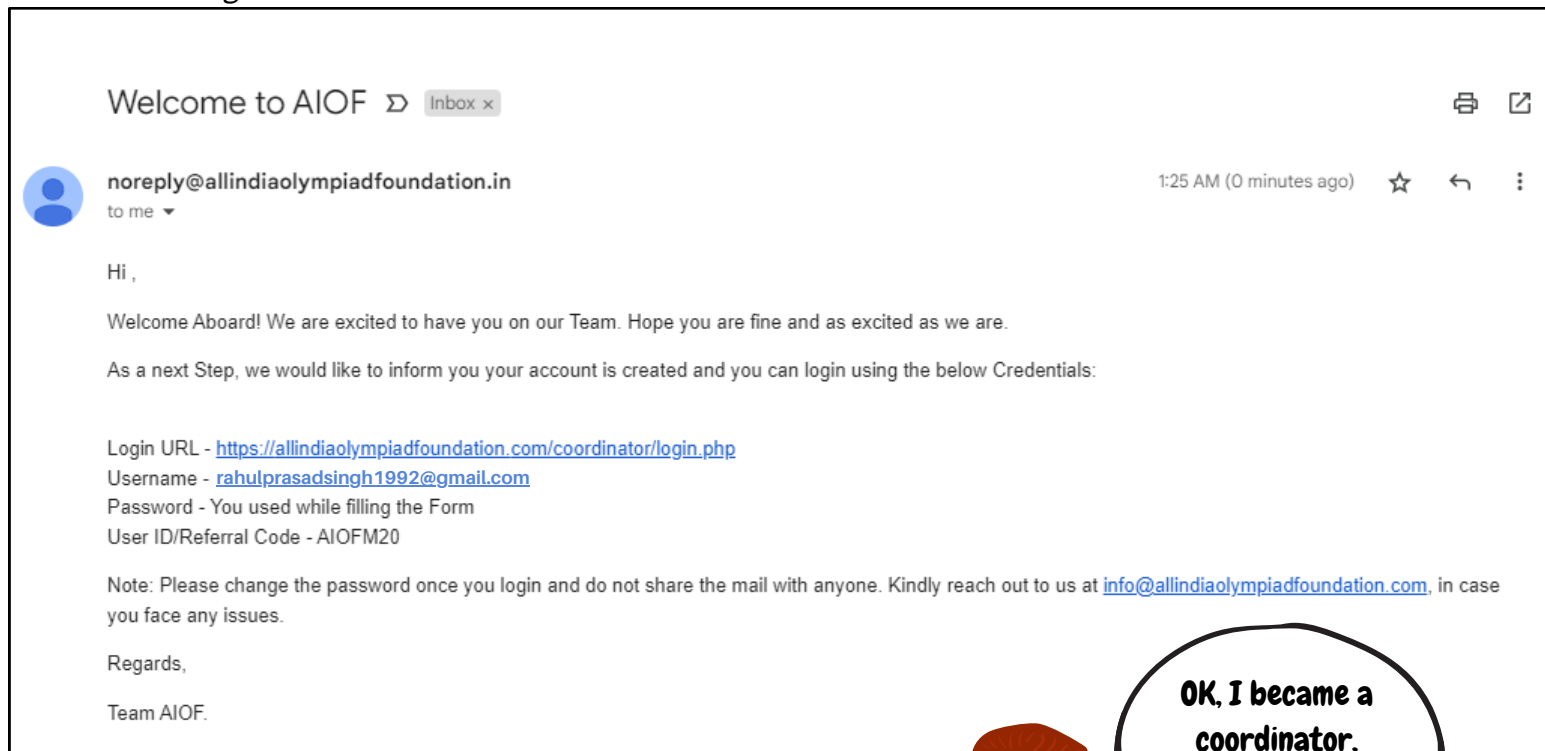
[Click here to go to the sign up page](#)

2 Coordinator Receives an E-Mail



- Within 24hrs his/her application will be reviewed & approved.
- The coordinator will receive a Welcome mail from AIOF.
(Refer image below)

*Reference image



3 Coordinator Logs into the portal



- Click on the Login URL to open the Coordinator Login Page. *(Refer image-1 below)*

**Reference image-1*

Login URL - <https://allindiaolympiadfoundation.com/coordinator/login.php>
Username - rahulprasadsingh1992@gmail.com
Password - You used while filling the Form
User ID/Referral Code - AIOFM20

- Enter Username & Password as per your e-mail. *(Refer image-2 below)*

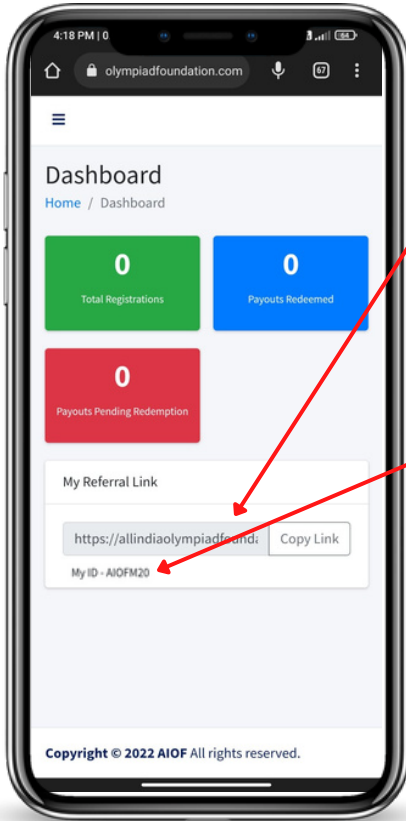
**Reference image-2*

A screenshot of the AIOF Coordinator login page. At the top is the AIOF logo (All India Olympiad Foundation) and the word "Coordinator". Below that is the heading "Login into account" and the instruction "Use your credentials to access your account." There are two input fields: "Enter Username" with an envelope icon and "Password" with a lock icon and a toggle eye icon. A blue "Login" button is below the fields, and a "Forgot Password?" link is at the bottom. Red arrows from the reference box point to the URL, username, password, and login button.

- Click on the Login button to login.
- In case you forgot your password please click on Forgot Password.

4 Coordinator Dashboard

Mobile View



Coordinator can share this link to students, so that the students can able to sign up in AIOF website using his/her referral code.

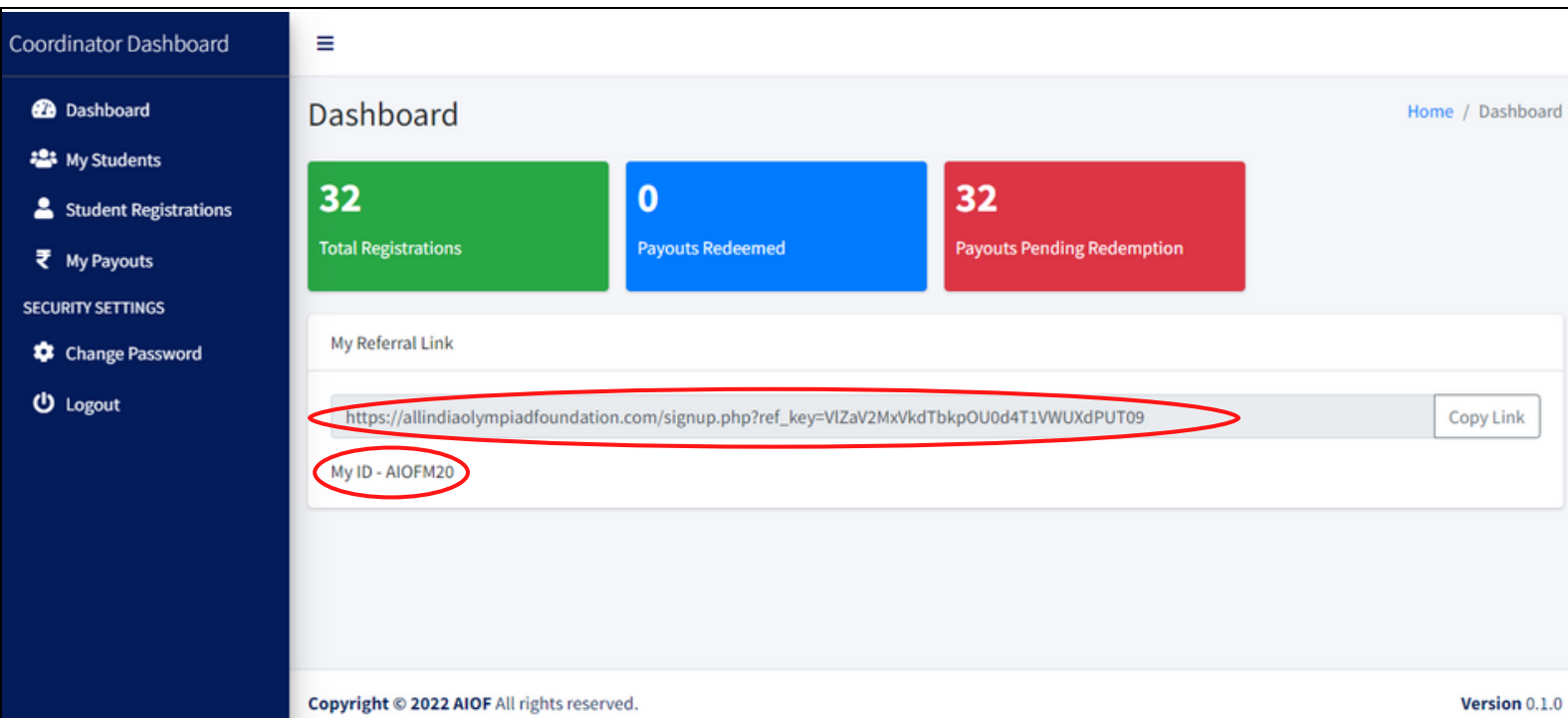
NOTE: The referral code of the coordinator will be automatically typed if students go through this link..

If Coordinator is not willing to share his/her referral link, then he/she can only share his/her referral code to the students. The students will use and type the referral code at the time of signing up in our website.

NOTE: The students have to manually type the referral code at the time of sign up..

- Coordinator can see the number of pending redeem requests he has done to the admin.
- Coordinator can also see the total amount he/she has redeemed.

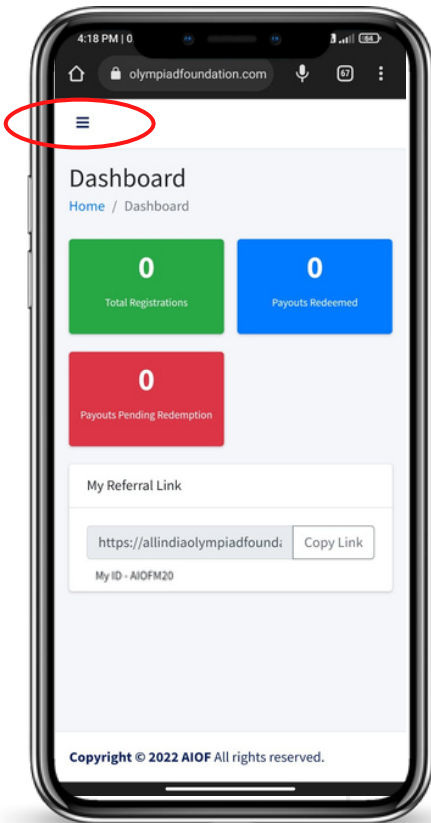
Laptop /Desktop View



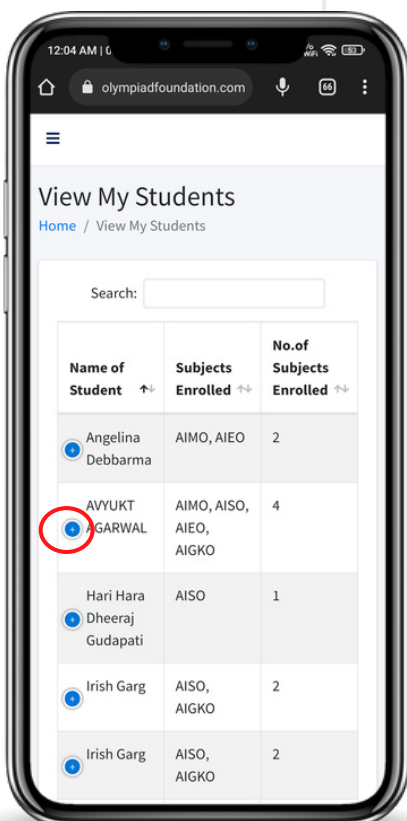
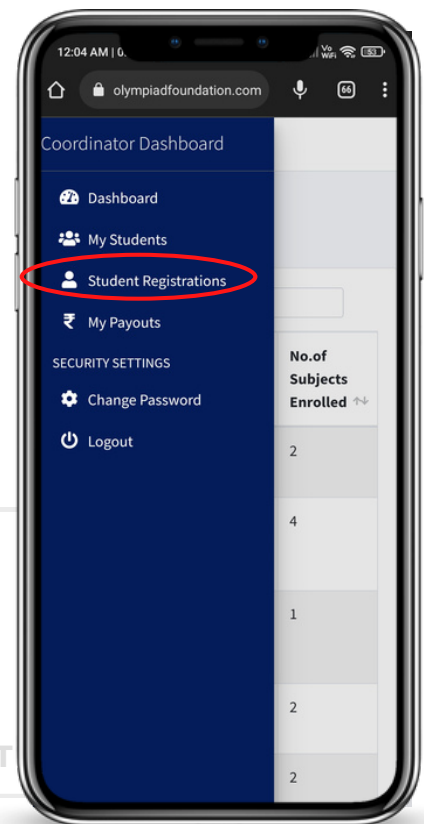
5 Coordinator Students

Mobile View

1. Click on the menu bar on the top left hand side.



2. Click on student Registrations.



3. Coordinator can able to see the details of the students who has used his referral code while signing up.

(Press the plus icon to view more details)

4. Coordinator can also see:

- How many subjects the student has taken & when.
- Whether the student has paid for the registrations or not.
- Commission, Redeem Status per student.

Laptop /Desktop View

Coordinator Dashboard

- Dashboard
- My Students
- Student Registrations**
- My Payouts

SECURITY SETTINGS

- Change Password
- Logout

View My Students

Home / View My Students

Search:

Name of Student	Subjects Enrolled	No.of Subjects Enrolled	Payment Status	Registration Status	Commission Payout	Redeem Status	Registration Date
Angelina Debbarma	AIMO, AIEO	2	PAID	SUCCESS	₹ 100	NOT REDEEMED	22 October, 2022
AVYUKT AGARWAL	AIMO, AISO, AIEO, AIGKO	4	PAID	SUCCESS	₹ 200	NOT REDEEMED	22 October, 2022
Hari Hara Dheeraj Gudapati	AISO	1	PAID	SUCCESS	₹ 0	NOT ELIGIBLE	22 October, 2022

6 Coordinator Redeems Payout

Total Students: 32
Students Enrolled \geq 2 Subjects: 14
Total Payout: ₹ 800

REDEEM

Click on the Redeem button to send redeem request to the admin. Admin approves & send the money to your bank account / wallet within 24hrs.

