

## **“ATAL NIRNAY” – GOA CODES 2026 COMPETITION**

### **USER GUIDE FOR REGISTRATION**

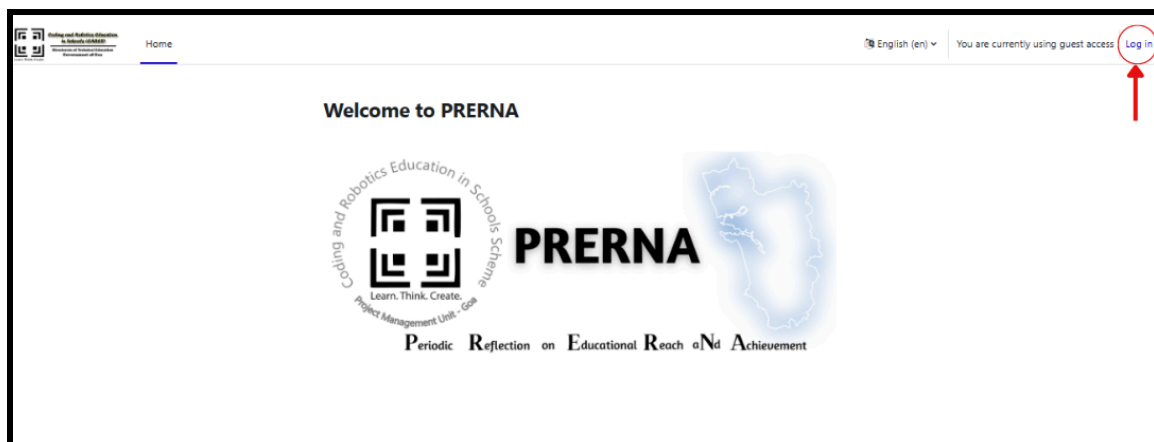
This module is meant for **School Heads / Authorized School Users** who are responsible for:

- Creating Teams
- Adding Coordinator Teachers to the Teams
- Adding students to teams

### **STEPS TOWARDS TEAM ENROLLMENT**

#### **1. LOGIN & ACCESS**

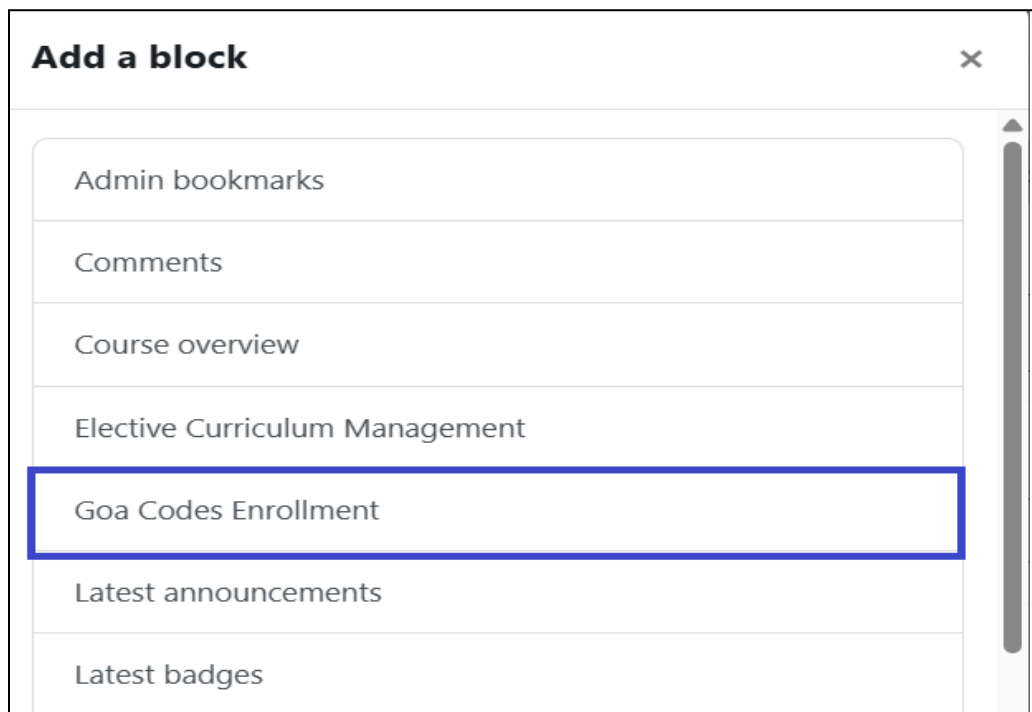
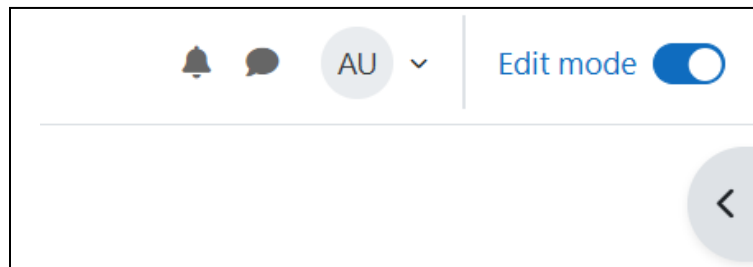
- 1.1. Log in to PRERNA (Link: <https://cares.goa.gov.in/prerna/login/index.php> ) using your **school login credentials (UDISE Number) and Password**.



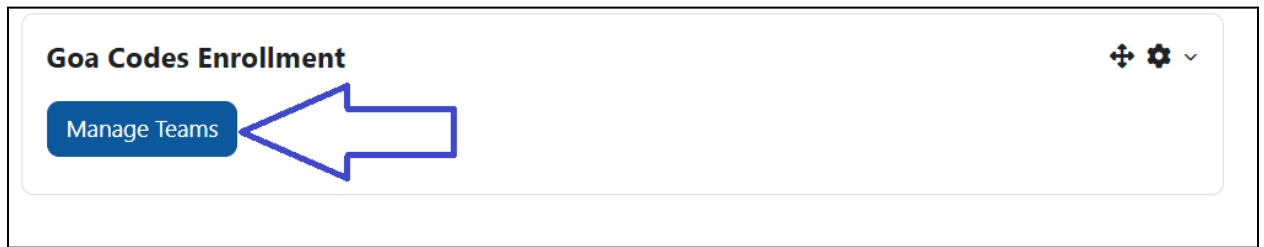
The image shows the login page for the Coding and Robotics Education in Schools (CARES) portal. At the top, there is a logo consisting of four stylized squares arranged in a 2x2 grid, with the text "Learn. Think. Create." below it. To the right of the logo, the text "Coding and Robotics Education in Schools (CARES)" is displayed in a bold, italicized font, followed by "Directorate of Technical Education" and "Government of Goa" in a smaller font. Below the header, there are two input fields: "Username or email" and "Password". The "Username or email" field has a placeholder text "Enter the UDISE ID" and an arrow pointing to it. The "Password" field has a placeholder text "Enter Your Password" and an arrow pointing to it. Below the input fields, there is a blue "Log in" button with an arrow pointing to it and the text "Click on Log-In Button".

1.2 Click on Dashboard.

1.3 Keep edit mode on and click Add a block **“Goa Codes Enrollment”**.



#### 1.4 Click “Manage Teams”.



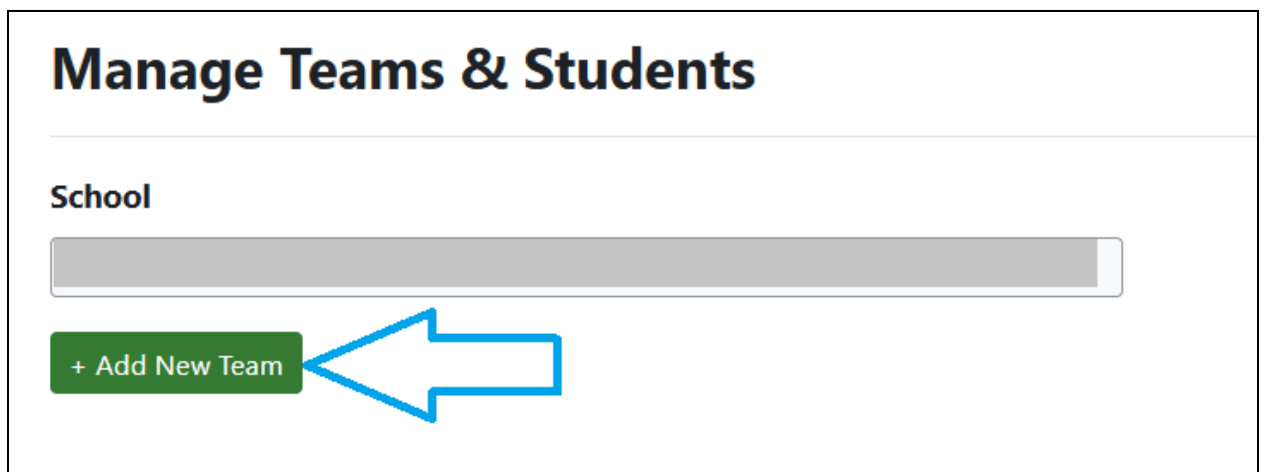
## 2. MANAGE TEAMS PAGE (MAIN SCREEN)

This page shows:

- Your **School UDISE & Name**
- List of all teams created for your school
- Buttons to:
  - Add team
  - Edit team
  - Add students
  - Upload documents
  - Select team

## 3. CREATING A NEW TEAM

#### 3.1 Click “+ Add New Team”



### 3.2 Fill in the required details:

- Team Name
- Name of the Head of Institute & Contact No.
- Coordinator Teacher 1 Name, Designation & Contact No.
- Coordinator Teacher 2 Name, Designation & Contact No.

### Create Team

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**School**

Team Name

Head of the Institution Name

Head of the Institution Contact

10-digit number

Coordinator Teacher 1 Name (School Teacher)

Coordinator Teacher 1 Designation

Coordinator Teacher 1 Contact

10-digit number

Coordinator Teacher 2 Name (School Teacher)

Coordinator Teacher 2 Designation

Coordinator Teacher 2 Contact

10-digit number

Create Team

Cancel

### 3.3 Click **Create Team**

#### Notes:

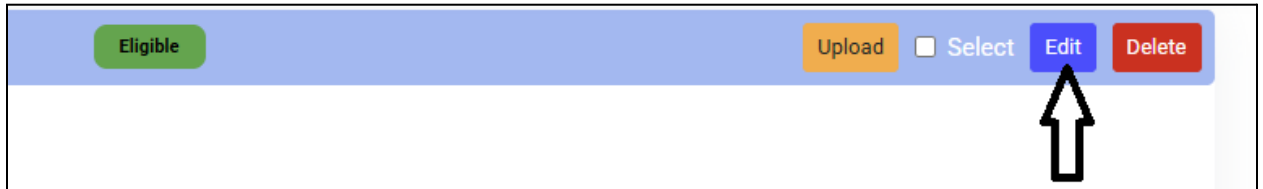
- The team name must be **unique for the school**.
- Coordinator Teacher 1 and Coordinator Teacher 2 details are compulsory.

#### 4. EDITING A TEAM (if required)

4.1 Click **Edit** button on a team bar

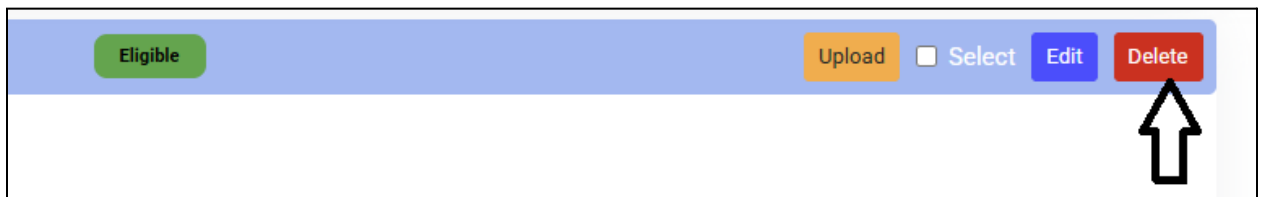
4.2 Update required details - team name or Coordinator Teachers details.

4.3 Click **Update Team**



#### 5. DELETING A TEAM

This delete button will delete the entire team along with all its students.



#### 6. ADDING STUDENTS TO A TEAM:

##### 6.1 Eligibility Rules (Important):

A team becomes **Eligible** only if:

- ✓ At least 1 student from Std 6
- ✓ At least 1 student from Std 7
- ✓ At least 1 student from Std 8
- ✓ Minimum 3 students attending Elective Curriculum in AY 2025-26

*Note: Maximum 10 students per team are allowed*

##### 6.2 Steps to Enroll Elective Curriculum Students:

- 6.2.1 Select Class
- 6.2.2 Select Student

### 6.2.3 Click Add

**Add Elective Student**

Class

Select ▼

Student

Select student ▼

Add

*Note: Only students enrolled in the elective curriculum classes, who are not already assigned to any team, will appear.*

## 6.3 Adding Non-Elective Student in a team

6.3.1 Select class.

6.3.2 Enter First Name,Middle Name,Last Name.

6.3.3 Select gender

6.3.4 Click Add

**Add Non-Elective Student**

Class

Select ▼

First Name

Middle Name

Last Name

Gender

Select ▼

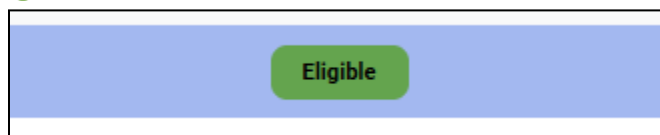
Add

*Note: Eligibility Rules mentioned at 6.1 should be satisfied.*

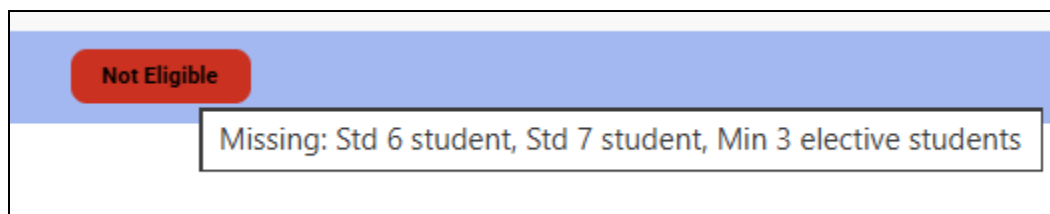
## 7. ELIGIBILITY STATUS

Each team shows a badge on the team bar:

- Eligible – All rules satisfied



- Not Eligible – Missing requirements (shown on hover)



- Upon completion of all the above seven steps, the registered teams may commence work on the “ATAL NIRNAY” – Goa Codes 2026 Competition.
- The details of the teams created by you will be available for viewing under the “Goa Codes Enrollment” module on the PRERNA portal.
- For any further assistance, you may kindly contact the Teach For Goa Fellow (TFG-F) Mentor assigned to your school.

The list of TFG-F Mentors is attached at :

<https://cares.goa.gov.in/ourevent/atal-nirnay-go-a-codes-2026-competition/>