

User Guide – Tech Makhar 2026 (School Login)

This module is intended for **School Principals / Authorized School Users** who are responsible for:

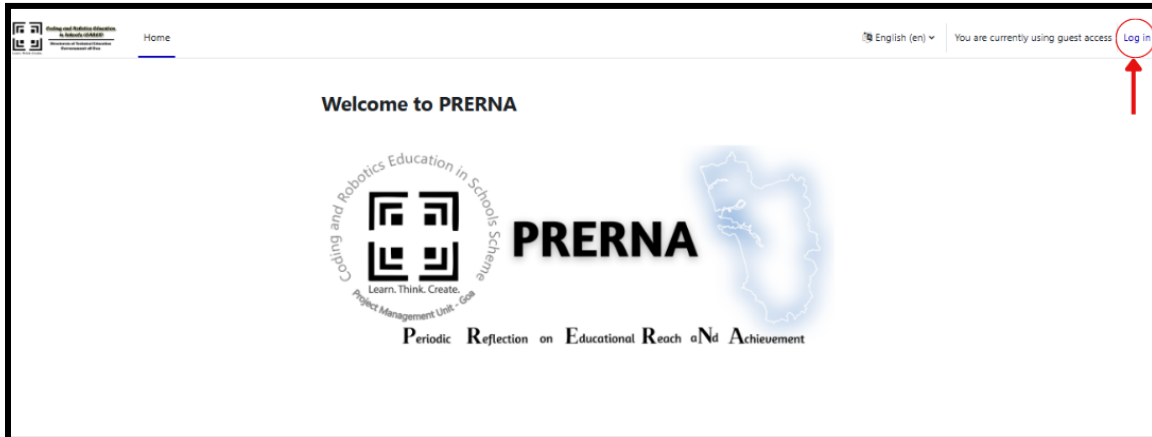
- Creating student teams
- Adding students to teams
- Uploading required documents
- Nominating/Selecting one final team

Important: Each school can nominate/select only **one final team** to represent the school at **Phase II – Taluka Level**.

STEPS TOWARDS TEAM ENROLLMENT

1. Login & Access

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





**Coding and Robotics Education
in Schools (CARES)**

Directorate of Technical Education
Government of Goa

Learn. Think. Create.

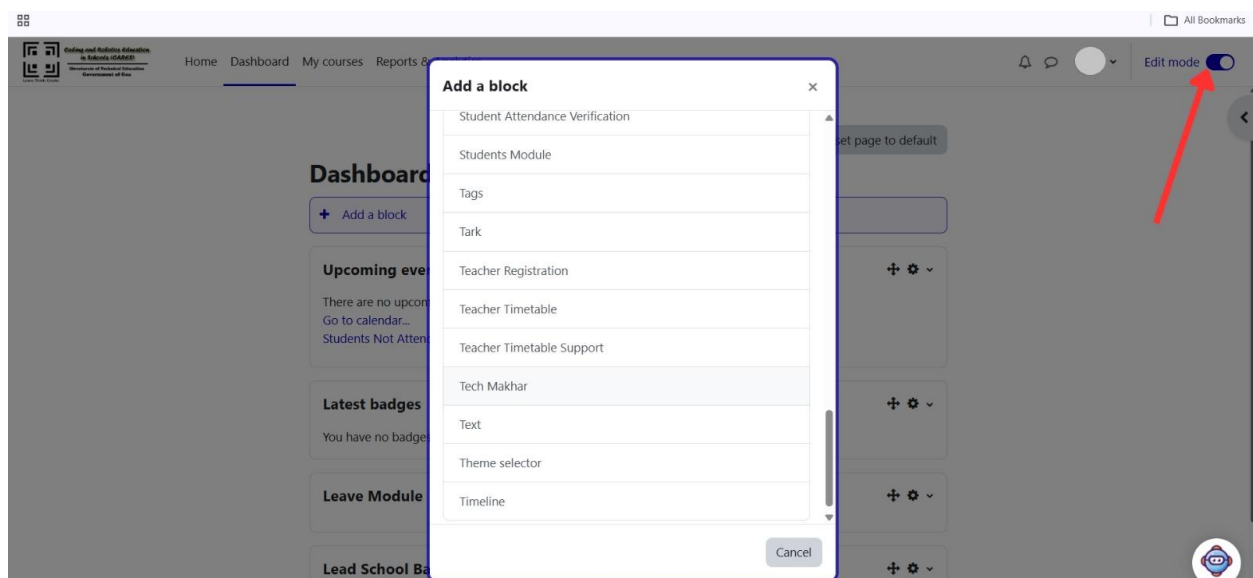
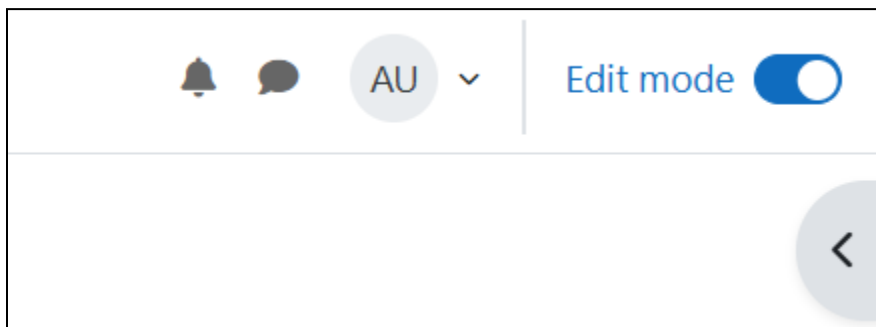
← Enter the UDISE ID

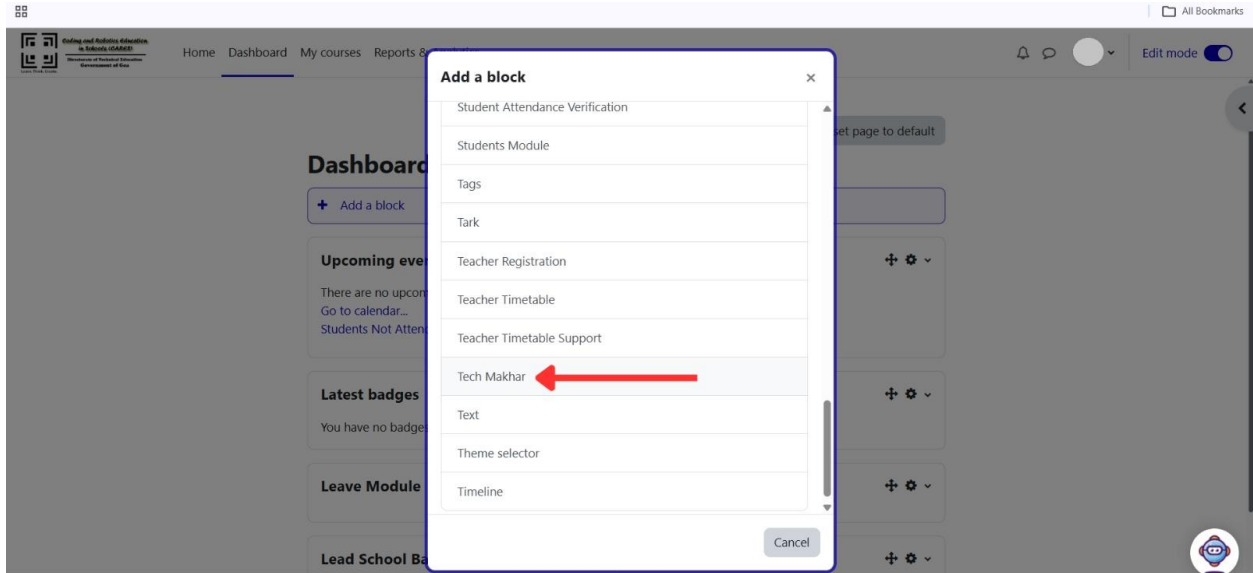
← Enter Your Password

Log in

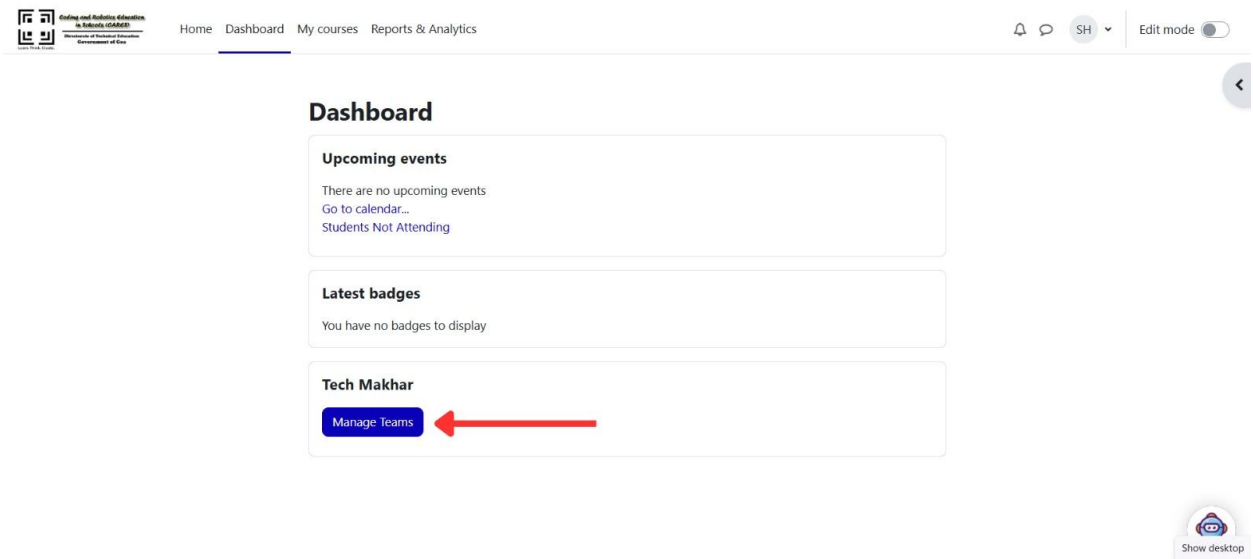
← Click on Log-In Button

1. Click on Dashboard.
2. Keep edit mode on and click Add a block “Tech Makhar Enrollment”.





3. Click “Manage Teams”.



2. Manage Teams Page (Main Screen)

The **Manage Teams** page displays:

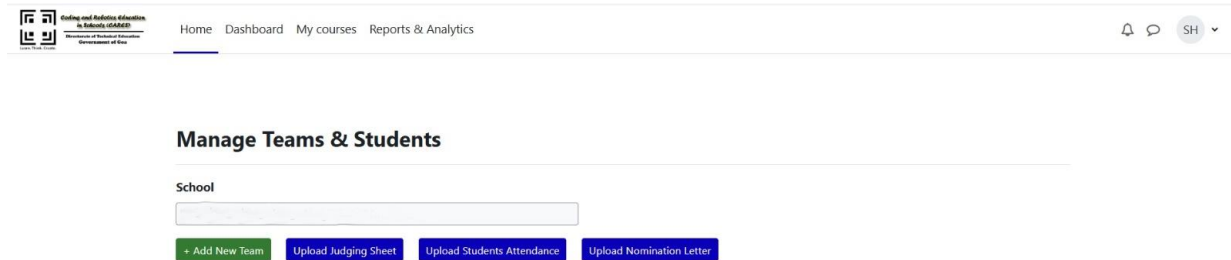
- Your **School UDISE & Name.**
- List of all teams created for your school.
- Buttons to:
 - Add team
 - Upload judging sheet

- Upload students attendance
- Upload nomination letter

3. Creating a New Team

Steps:

1. Click “+ Add New Team”



Ministry of National Education
Guiding and Supporting Education
in Turkey (OGRE)

Home Dashboard My courses Reports & Analytics

SH

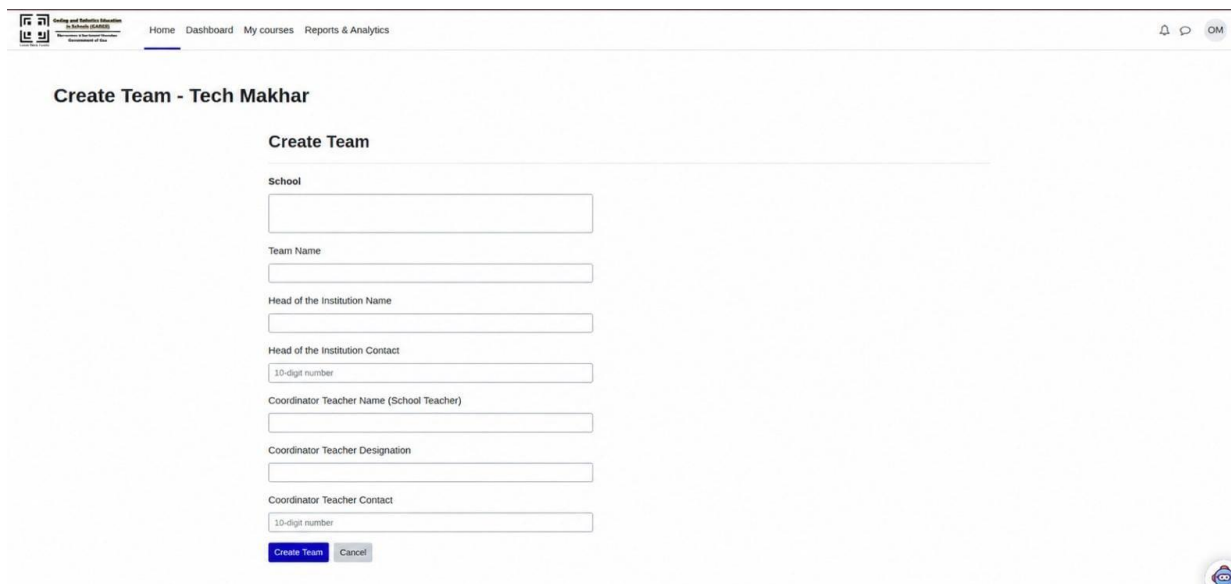
Manage Teams & Students

School

+ Add New Team Upload Judging Sheet Upload Students Attendance Upload Nomination Letter

2. Enter the required details:

- Team Name
- Head of Institute Name and Contact Number
- Coordinator Teacher Name, Designation and Contact Number



Ministry of National Education
Guiding and Supporting Education
in Turkey (OGRE)

Home Dashboard My courses Reports & Analytics

OM

Create Team - Tech Makhar

Create Team

School

Team Name

Head of the Institution Name

Head of the Institution Contact
10-digit number

Coordinator Teacher Name (School Teacher)

Coordinator Teacher Designation

Coordinator Teacher Contact
10-digit number

Create Team Cancel

3. Click on **Create Team**

Note:

- **The team name must be unique within the school.**
- **Coordinator Teacher details are compulsory.**

4. Editing a Team

Click the Edit button .

Eligible	Upload Instagram Link	☐ Nominate	Edit	Delete
----------	-----------------------	-----------------------------------	------	--------

Update the required details, such as:

- **Team Name**
- **Coordinator Teacher details**

Click Update Team.

Create Team

School

XXXXXXXXXXXXXXXXXXXX

Team Name

team1

Head of the Institution Name

hm

Head of the Institution Contact

4525362585

Coordinator Teacher Name (School Teacher)

teacher1

Coordinator Teacher Designation

abc

Coordinator Teacher Contact

4578653258

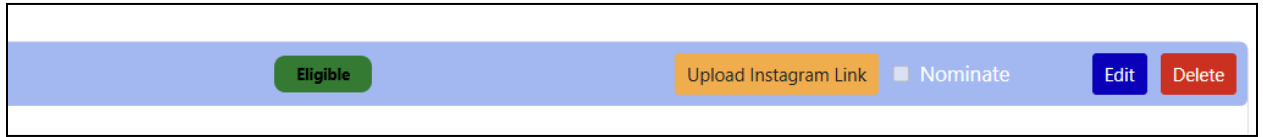
Update Team

Cancel

5. Deleting a team

Click the **Delete** button to delete the entire team.

Important: Deleting a team will also delete **all students associated with that team**.



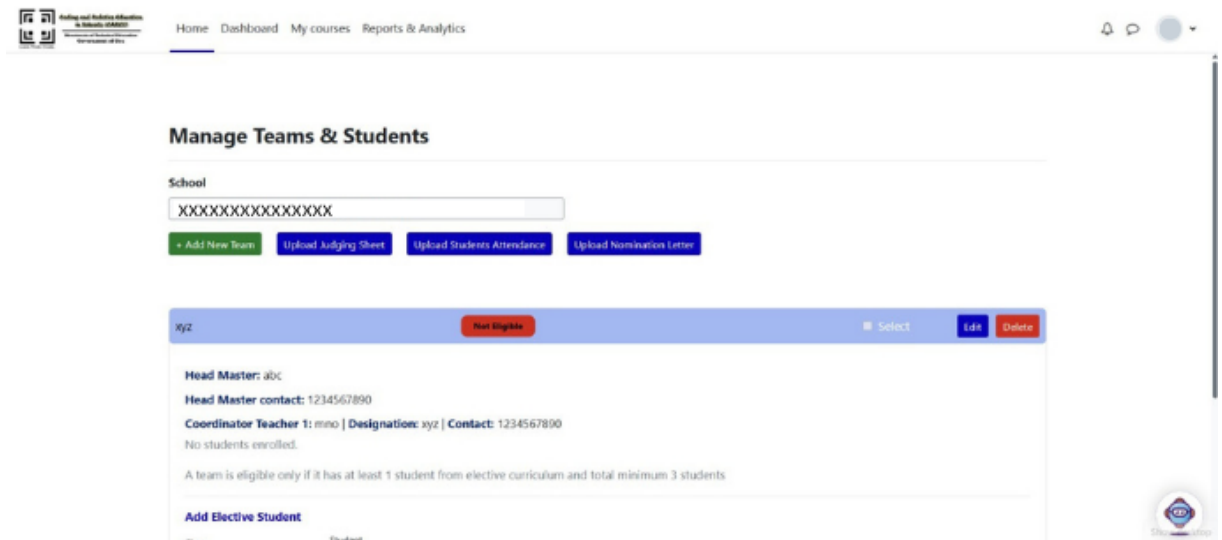
6. Adding Elective Students to a Team

Eligibility Rules (Important):

A team becomes **Eligible** only if:

- At least **1 student from the elective Curriculum**.

Note: Minimum 3 and Maximum 6 **students per team are allowed**.



I. Steps to enroll elective students

1. Select Class
2. Select Student

3. Click Add

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

Add Elective Student

Class

Select ▼

Student

Select student ▼

Add

II. Adding non-elective student in a team

1. Select class.
2. Enter First Name, Middle Name, Last Name.
3. Select gender
4. click Add

Add Non-Elective Student

Class

Select ▼

First Name

Middle Name

Last Name

Gender

Select ▼

Add

Note: Eligibility should be satisfied.

team1

Eligible

Upload Instagram Link

☐ Nominate

Edit

Delete

Head Master: hm

Head Master contact: 4525362585

Coordinator Teacher : teacher1 | Designation: abc | Contact: 4578653258

Student Name	Std	Delete
new student added	7	Delete
new3 nre9 added	10	Delete

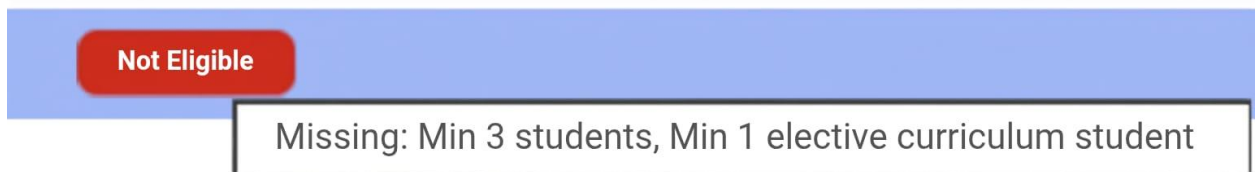
7. Eligibility Status

Each team shows a badge on the team bar:

- Eligible – All rules satisfied



- Not Eligible – Missing requirements (shown on hover)



- The **Upload** button will be visible only for eligible teams.
- Only **Eligible teams for which documents are uploaded** can be selected/nominated by clicking the Select checkbox.

Note: School admin needs to ensure that data is correctly entered for all the teams.

8. Nominating the Final Team:

1. Uploading the Instagram reel

1. Enter the instagram link

team1

Eligible

Upload Instagram Link

☐ Nominate

Edit

Delete

Head Master: hm

Head Master contact: 4525362585

Coordinator Teacher : techer1 | **Designation:** abc | **Contact:** 4578653258

Student Name	Std	Delete
new student added	7	Delete
new3 nre9 added	10	Delete

2. Tick the **Nominate** checkbox for one eligible team after uploading the documents.

3. Only **one team can be nominated/selected** for **Phase II**.

Eligible

Upload Instagram Link

☐ Nominate

Edit

Delete

9. Upload Judging Sheet

Steps to Upload the Judging Sheet

1. Click on “Upload Judging Sheet” button

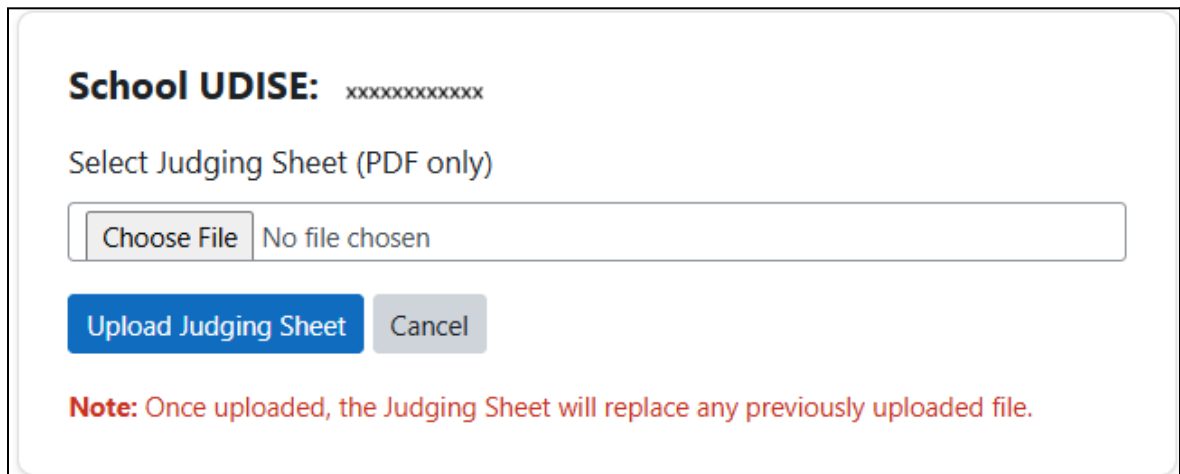
+ Add New Team

Upload Judging Sheet

Upload Students Attendance

Upload Nomination Letter

Following window will appear



School UDISE: xxxxxxxxxxxx

Select Judging Sheet (PDF only)

No file chosen

Note: Once uploaded, the Judging Sheet will replace any previously uploaded file.

Click on “Choose File”.
Select the Judging Sheet from your device.

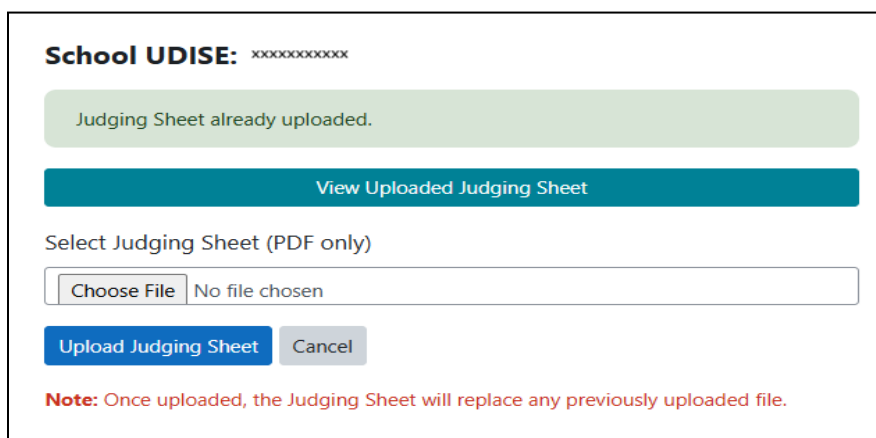
Ensure:

- File format is PDF only
- File is final and verified

How to Check Uploaded Judging sheet File

After uploading:

- A message will show: “Judging Sheet already uploaded.”
- Click “View Uploaded Judging Sheet” to verify the file.



School UDISE: xxxxxxxxxxxx

Judging Sheet already uploaded.

Select Judging Sheet (PDF only)

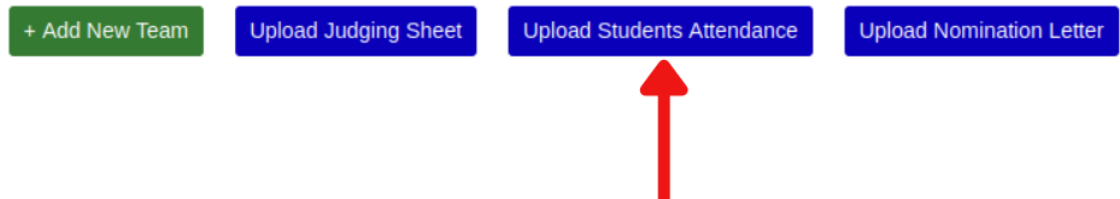
No file chosen

Note: Once uploaded, the Judging Sheet will replace any previously uploaded file.

10. Upload Attendance sheet

Steps to Upload the Attendance Sheet:

1. Click on “Upload Students Attendance ” button



Following window will appear

Select Attendance Sheet (PDF only)

No file chosen

Note: Once uploaded, the Attendance Sheet will replace any previously uploaded file.

- Click on “Choose File”.
- Select the Attendance Sheet from your device.
- Ensure:

File format is PDF only.

- The file is final and verified.

How to Check Uploaded Attendance sheet File

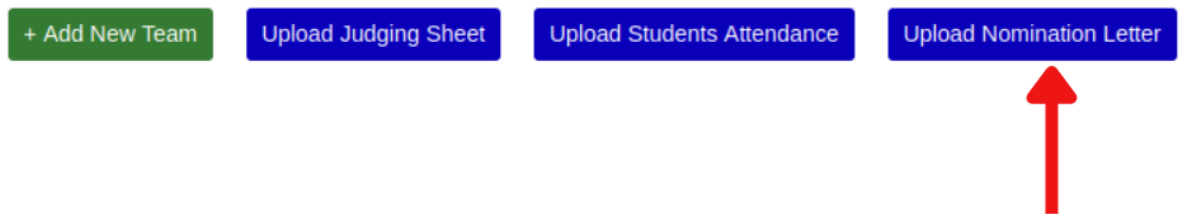
After uploading:

- A message will show: “Attendance Sheet already uploaded.”
- Click “View Uploaded Attendance Sheet” to verify the file.

11. Uploading Nomination Letter

Steps to Upload the Nomination Letter

1. Click on “Upload Nomination Letter” button



Following window will appear:

A light gray rounded rectangle containing a file selection interface. At the top, the text 'Select Nomination Letter (PDF only)' is displayed. Below it is a file input field with a 'Choose File' button on the left and the text 'No file chosen' on the right. Underneath the input field are two buttons: a blue 'Upload Nomination Letter' button and a gray 'Cancel' button. At the bottom, a note in red text reads: 'Note: Once uploaded, the Nomination Letter will replace any previously uploaded file.'

Click on “Choose File”.

Select the Nomination Letter from your device.

Ensure:

- File format is PDF only.
- The file is final and verified.

How to Check Uploaded Nomination Letter File

After uploading:

- A message will show: “Nomination Letter already uploaded.”
- Click “View Uploaded Nomination Letter” to verify the file.

12. Upload Video Reel of the Nominated Team

Instruction: Add the video only for the final nominated team.

-To upload the video click on “Upload Nominated Video” button.



Following window will appear:

Upload Nominated Video

Select Video

No file chosen

Click on “Choose File”.

Select the Nominated Video Reel.

Ensure:

- File format is MP4 only.
- The file is final and verified.

How to Check Uploaded Video Reel of the Nominated Team

After uploading:

- A message will show: “Video Already Uploaded.”

Upload Nominated Video

Select Video

No file chosen

✓ Video Already Uploaded

Click “Download Video” to verify the uploaded file.

Editing a Team

Click the Edit Nominated Video button .



Following window will appear:

Upload Nominated Video

Select Video

No file chosen

✓ Video Already Uploaded

Click on “Choose File”.

Select the video.

Upload the updated video

Note: If you upload a new video again it will replace the old one as only 1 video submission for 1 team is possible.

Note:

- 1. Once submission is done for a particular team no other changes are allowed like editing or deleting the team or students.**
- 2. Only editing your submissions is possible by clicking the same upload button again.**
- 3. Selected/Nominated team can be changed.**
- 4. If you upload a new pdf again it will replace the old one as only 1 pdf submission for 1 team is possible.**
- 5. Submissions can be done for all the eligible teams but only one team can be selected/nominated by the school.**