IGNITE V2 — Complete User Guide

> ***This guide tells you exactly what to click, where to find it, and what happens next.*** *Written for users and testers who have never used the system before.*

📋 Table of Contents

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1. Understanding the Navigation Bar

The navigation bar is the **horizontal bar at the very top** of every page.

If You Are NOT Logged In

You see these items from **left to right**:

Position	What You See	What It Does
Far left	🔥 **IGNITE 2026** (fire icon + text)	Click to go to the home page
Middle	**Home**	Goes to the landing page
Middle	**Register Team**	Goes to the events list where you pick an event to register for
Middle	**Team Portal**	Enter your phone number or team code to check your team status
Far right	**Volunteer** (small gray button)	View event announcements and bus schedules

Far right	**Staff Login** (blue button)	Click to sign in with Google — only for admins and committee members

If You ARE Logged In

Everything above stays the same, plus:

Position	What You See	What It Does
After "Team Portal"	**Dashboard** (separated by a vertical line)	Takes you to your role-specific dashboard automatically
Far right	Your **name** + **Google profile photo** (small circle)	Shows who is logged in
Far right	**Logout** (gray button)	Signs you out

On Mobile Phone

- You see the 🔥 fire logo on the left and a ☰ **menu icon** (three horizontal lines) on the right
- **Tap the ☰ icon** to open a dropdown menu with all the same links
- Tap any link to navigate; the menu closes automatically

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2. Logging In

Who Needs to Log In?

- **Super Admins** (event organizers)
- **Committee Members** (registration, jury, food, logistics)
- **Teams registering** for an event (Google sign-in required before filling the form)

Note: Team Portal access (`/team`) does NOT require login — anyone can check their team using phone number or team code.

How to Log In

1. Look at the **top-right corner** of the page
2. Click the **blue "Staff Login" button**
3. A Google sign-in window opens
4. Select your Google account (must be the same email the Super Admin added for your role)
5. After sign-in, you return to the website
6. Your **name and profile photo** now appear in the top-right corner
7. A **"Dashboard"** link appears in the navbar — click it to go to your dashboard

How to Log Out

1. Click the **gray "Logout" button** in the top-right corner (next to your profile photo)
2. You're signed out and returned to the home page

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3. Super Admin: Creating & Managing Events

Go to Admin Dashboard

1. Log in with Google (your email must match the Super Admin email)

2. Click **"Dashboard"** in the navbar
3. You land on the **Super Admin Dashboard** page

What you see:

- At the top, two buttons side by side:
  - **"+ Create New Event"** (blue filled button on the left)
  - **"Manage Global Users"** (outlined button on the right)
- Below that, three sections:
  - **Active Events** — Events currently running (visible to public)
  - **Draft Events** — Events being prepared (not visible to public)
  - **Archived Events** — Past completed events

Create a New Event

1. Click the **blue "+ Create New Event" button** at the top
2. You're taken to a form page. Fill in every field:

Field	What to Type	Example
Event Name	Full event name	`IGNITE 2026`
Year	Event year	`2026`
Date	Click the calendar icon, pick a date	`15 March 2026`
Venue	Event location	`IIT Delhi Campus`
Description	Short description	`Annual innovation hackathon`
Max Team Size	Maximum members per team	`5`

3. Click the **"Create Event"** button at the bottom of the form
4. ✅ Green notification: "*Event created successfully*"
5. You're redirected back to the admin dashboard
6. Your event appears under **"Draft Events"** as a card

Activate the Event (Make It Visible)

1. On the admin dashboard, find your event card under **"Draft Events"**
2. Click the **"Manage Event →"** button at the bottom of the card
3. You're taken to the **Event Management** page
4. On the **left side**, look for the card titled **"Event Settings"**
5. Under **"Event Status"**, you see three buttons in a row:
   - **Draft** (currently blue/highlighted)
   - **Active**
   - **Archived**
6. Click the **"Active"** button
7. ✅ It turns blue. Green notification: "*Event status updated*"
8. Your event is now visible on the public events page

Open/Close Registration

On the same Event Management page, below the status buttons:

1. You see two **toggle switches** (small sliding pills):

- **Registration Open** — Slide right to turn ON (turns blue), slide left to turn OFF (turns gray)
- **Evaluation Open** — Same toggle, controls whether jury can evaluate

2. To **open registration**: Click the "Registration Open" toggle so it turns **blue**
3. ✅ Green notification: "*Settings updated*"
4. Teams can now register for your event

Open/Close Evaluation

- Toggle **"Evaluation Open"** to **ON** when you want jury members to start evaluating
- Toggle it **OFF** when evaluation period is over

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4. Super Admin: Assigning Committee Members

Where to Do This

1. Go to Admin Dashboard (click **"Dashboard"** in navbar)
2. Find your event card → Click **"Manage Event →"**
3. Look at the **right side card** titled **"Committee Members"** with subtitle "Manage roles for this event"

Add a Committee Member

Inside the "Committee Members" card, you see three things in a row:

1. **Text input box** (placeholder: "email@gmail.com") — Type the person's **exact Google email** here
2. **Dropdown menu** — Click it to see role options:

Role Option	What This Person Can Do
Jury Admin	Create evaluation questions, assign teams to jury members, lock evaluations
Jury Member	Evaluate teams assigned to them, submit scores
Registration Committee	View all teams, approve or reject registrations
Food Committee	View food preferences dashboard, manage coupons
Logistics Committee	Use QR scanner for attendance, scan food coupons

3. **"Add" button** (small blue button) — Click to assign the role

Steps:

1. Type the person's Google email (e.g., `bablu@gmail.com`)
2. Click the dropdown → Select a role (e.g., "Registration Committee")
3. Click the **"Add"** button
4. ✅ Green notification: "*Role assigned*"
5. The person's name, email, and role badge appear in the list below

Remove a Committee Member

1. In the list below, each member shows: **Name** (bold), **email** (gray), **role badge** (blue), and a **red ✕ button**
2. Click the **red ✕ button** next to the person
3. A popup asks: "Remove this role?"
4. Click **OK**
5. The person is removed from the list

Quick Access Cards (Below)

Below the two main cards, you see **4 shortcut cards** in a row:

Icon	Label	Goes To
👥	**Teams**	Team registrations list
⚖️	**Jury**	Jury management
🍽️	**Food**	Food preferences dashboard
📱	**QR Scanner**	QR scanning & attendance page

Click any card to jump to that section directly.

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5. Team Registration (For Participants)

Step 1: Find the Event

1. Open the website
2. In the navbar, click **"Register Team"**
3. You see a list of active events as cards (each shows event name, date, venue)
4. Click the **"Register →"** button on your event's card

Step 2: Sign In (Required)

1. If you're not signed in, you see: "*You need to sign in with Google before registering*"
2. Click the **"Sign in with Google"** button (large blue button)
3. Google sign-in window → Select your account
4. After sign-in, the registration form appears

Step 3: Fill the Registration Form

Project Details (Required)

Field	What to Type	Example
Project Name	Full name of your project	`Smart Waste Bin`
Project Code	Short code given by organizers	`IOT-01`

Team Lead Details (Required)

Field	What to Type	Example
Team Lead Name	Full name of team leader	`Rahul Kumar`
Team Lead Email	Leader's email	`rahul@gmail.com`
Team Lead Phone	10-digit phone number ⚠️ **REMEMBER THIS — needed to access Team Portal later**	`9876543210`

Guide Details (Optional — skip if no guide/mentor)

Field	What to Type
Guide Name	Name of teacher/mentor
Guide Email	Guide's email
Guide Phone	Guide's phone

Team Members

For each member, you see a card with these fields:

Field	What to Fill	Required?
Prefix	Click dropdown → Mr / Ms / Dr / N/A	✅
Name	Full name	✅
College	College/university name	✅
Branch	Department (CSE, ECE, etc.)	✅
Year of Passing	Graduation year (e.g., 2026)	✅
Phone	10-digit phone number	Optional
Email	Email address	Optional
Food Preference	Click dropdown → Vegetarian / Non-Vegetarian	✅

- **To add more members:** Click **"+ Add Member"** button below the member cards
- **To remove a member:** Click the **red "Remove"** button on that member's card
- Maximum members is shown (set by the event organizer)

Step 4: Submit

1. Click the **blue "Register Team" button** at the bottom
2. **If successful:** A green box appears with your **Team Code** (e.g., `IGN26-A1B2`)
3. ⚠️ **WRITE DOWN YOUR TEAM CODE** — you need it to access Team Portal
4. **If error:** A red box explains what's wrong (e.g., "Project name required"). Fix it and try again.

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6. Bulk Import Teams via Excel

Who Does This: Super Admin or Registration Committee

Step 1: Go to Import Page

1. Log in → Click **"Dashboard"** in navbar
2. On the Event Dashboard, under **"Quick Access"**, find the card with 📥 **icon** labeled **"Import Teams"**
3. Click it

Step 2: Prepare Your Excel File

Create an Excel file (`.xlsx`) with these columns:

Column	Required?	Example
`project_name`	✅	`Smart Bin`
`project_code`	✅	`IOT-01`
`team_lead_name`	✅ (first row of each team)	`Rahul Kumar`
`team_lead_phone`	✅ (first row of each team)	`9876543210`
`name`	✅	`Rahul Kumar`
`college`	✅	`IIT Delhi`
`branch`	✅	`CSE`
`year_of_passing`	✅	`2026`
`phone`	Optional	`9876543210`
`food_preference`	Optional (default: veg)	`veg` or `non-veg`

Rule: Rows with the **same** `project_code` become **one team**. First row must have team lead info; other rows can leave team lead columns empty.

Example:

project_name	project_code	team_lead_name	team_lead_phone	name	college	branch
Smart Bin	IOT-01	Rahul	9876543210	Rahul Kumar	IIT Delhi	CSE
Smart Bin	IOT-01			Priya Patel	IIT Delhi	ECE
EcoTrack	ENV-02	Neha	9123456789	Neha Sharma	NIT Trichy	IT

This creates 2 teams: "Smart Bin" (2 members) and "EcoTrack" (1 member).

Step 3: Upload

1. Click **"Choose File"** or drag-and-drop your Excel file
2. A preview table shows all parsed teams
3. Review for errors (shown in red)
4. Click the **"Import All"** button
5. ✅ Green notification: "*X teams imported successfully*"
6. Teams appear as "pending" in the teams list (need approval)

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7. Approving Teams (Registration Committee)

Step 1: Go to Teams List

1. Log in → Click **"Dashboard"** in navbar
2. You land on the Teams page (`/{eventId}/teams`)

What you see:

- **Page title:** "Team Registration" with event name below
- **4 stat boxes** in a row:
  - **Total Teams** — All registered teams
  - **Pending** — Waiting for your action (yellow border if > 0)
  - **Approved** — Already approved
  - **Total Members** — Total attending
- **Food stats card** in the middle: Green number for **Vegetarian**, Red number for **Non-Vegetarian**
- **Team list** below

Step 2: Review Each Team

Each team in the list shows:

- **Team Code** (e.g., IGN26-A1B2)
- **Project Name**
- **Status badge:** 🟡 Pending / 🟢 Approved / 🔴 Rejected
- **Team Lead** name and phone
- **Member count**

Step 3: Approve or Reject

1. Click on a pending team to expand its full details
2. Review member information (names, colleges, branches, food preferences)
3. Click one of the two buttons:

Button	Color	What Happens
Approve	Green	Status → Approved. Food coupons auto-generated for ALL members . Team can now access Team Portal.
Reject	Red	Status → Rejected.

✅ Green notification confirms the action.

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8. Team Portal (For Participants)

No Login Required — Anyone can use this

Step 1: Go to Team Portal

1. In the navbar, click **"Team Portal"** (or go to `/team`)
2. You see a centered card with a 🎫 ticket icon

Step 2: Choose How to Find Your Team

At the top of the card, you see a **toggle bar** with two tabs:

Tab (click to select)	What to Enter
📱 **Phone Number** (selected by default, highlighted)	Team lead's phone number
🔑 **Team Code** (click to switch)	Your team code (e.g., IGN26-A1B2)

Using Phone Number (easiest):

1. The " 📱 Phone Number" tab should already be highlighted
2. Type the **team lead's phone number** (10 digits) in the input field
3. Click the blue **"Access Team"** button
4. ✅ If found → You go to your team dashboard
5. ❌ If not found → Red error: "*No team found with this phone number. Make sure to use the team lead's phone number.*"

Using Team Code:

1. Click the **" 🔑 Team Code"** tab (it becomes highlighted)
2. The input field changes to show placeholder "IGN26-XXXX"
3. Type your team code — it auto-converts to uppercase
4. Click the blue **"Access Team"** button
5. ✅ If found → You go to your team dashboard
6. ❌ If not found → Red error: "*Team not found. Please check your team code.*"

Step 3: Your Team Dashboard

Once you access your team, you see:

1. **Team Info:** Project Name, Team Code, Status badge (Pending/Approved/Rejected)

2. **Members List:** Each member shown as a card with:

    - Number badge (#1, #2, etc.)
    - Name with prefix (Mr/Ms)
    - College & Branch
    - Green "Attending" badge or gray "Not Attending"

3. **What You Can Update:**

    - **Food Preference:** Click the dropdown on any member → Select Vegetarian or Non-Vegetarian → ✅ "*Food preference updated*"
    - **Accommodation:** Toggle "Need Accommodation" → Select Dorm or Suite → Select dates → Saves automatically

4. **At the bottom:** "Don't have a team yet?" → Click **"Register Now →"** to go to events page

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9. Setting Up Jury & Evaluation (Jury Admin)

Step 1: Go to Jury Dashboard

1. Log in → Click **"Dashboard"** in navbar
2. You land on the Jury Admin Dashboard

What you see:

- **4 stat boxes:** Questions, Jury Members, Submitted, Pending
- **Left card:** "Evaluation Questions" — Create scoring criteria
- **Right card:** "Jury Members" — Assign teams to jury members
- **Below:** "Evaluation Progress" — Monitor all submissions
- **Bottom:** "Team Rankings" — Leaderboard (appears after scores submitted)

Step 2: Create Evaluation Questions

In the **left card** ("Evaluation Questions"):

1. Fill in these three fields:

Field	What to Enter	Example
Question Text	What criterion to evaluate	`Innovation and Creativity`
Max Score	Maximum possible score	`10`
Weight	Importance percentage	`25`

2. Click **"Add Question"**
3. The question appears in the list below
4. Repeat for all your criteria

Recommended setup:

Question	Max Score	Weight
Innovation & Creativity	10	25
Technical Implementation	10	30
Presentation & Communication	10	15
Impact & Usefulness	10	20
Team Coordination	10	10
Total		**100**

Step 3: Assign Teams to Jury Members

> ⚠️ *Teams must be **approved first** by the Registration Committee before you can assign them.*

In the **right card** ("Jury Members"):

1. You see the list of jury members (added by Super Admin)
2. Click **"Assign Teams"** next to a jury member
3. A list of approved teams appears with checkboxes
4. **Check the teams** you want this person to evaluate
5. Click **"Save Assignments"**

Tip: Distribute teams evenly — 20 teams ÷ 4 jury members = 5 teams each.

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10. QR Scanning & Logistics

Who Does This: Logistics Committee

Step 1: Open the Scanner

1. Log in → Click **"Dashboard"** in navbar
2. You land on the Logistics page

What you see:

- **4 stat boxes:** Total Coupons, Used (green border), Remaining, Usage %
- **4 meal cards** showing usage per type:
  - 🍽️ **Lunch** — e.g., "15 / 100" with progress bar
  - ☕ **Tea** — e.g., "8 / 100"
  - 🌙 **Dinner** — e.g., "0 / 100"
  - 🎁 **Kit** — e.g., "25 / 100"
- **QR Scanner card** titled "📱 QR Scanner" with subtitle "Scan or enter coupon code"
- **Recent Scans card** showing the last 20 scanned coupons

Step 2: Scan a Coupon

Method 1: Camera Scan

1. In the "📱 QR Scanner" card, the camera opens automatically (if device has one)
2. Point camera at the team member's QR code
3. ✅ If valid → Green notification: "*Coupon marked as used*"
4. ❌ If already used → Red notification: "*Coupon already used*"

Method 2: Manual Entry (if camera doesn't work)

1. Below the camera area, there's a **text input field**
2. Type the coupon code manually
3. Click the **"Verify"** button (or press Enter)
4. System checks and shows result

Step 3: Check Recent Scans

Below the scanner, the **"Recent Scans"** card shows the last 20 scans:

- **Member Name** (bold)
- **Coupon Code** (gray)
- **Type badge** (green badge: "lunch", "tea", "dinner", or "kit")
- **Time** when it was scanned

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11. Food Management

Who Does This: Food Committee / Logistics Committee

Go to Food Dashboard

1. Log in → Click **"Dashboard"** → Navigate to `/{eventId}/food`

What you see:

- **Vegetarian count** (green number) and **Non-Vegetarian count** (red number)
- **Coupon statistics** with meal-type breakdown and progress bars

Scanning Food Coupons

Same QR scanner as the Logistics page:

1. Team member shows their QR coupon (on phone or printed)
2. Scan with camera or type code manually
3. System checks three things:

- ✅ Is this a valid coupon?
- ✅ Is it the right meal time?
- ✅ Has it already been used?

4. **Valid** → Green success → Let the person get food
5. **Invalid** → Red error explaining why (already used, wrong meal, expired, etc.)

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12. Jury Evaluation (For Jury Members)

Step 1: Go to Evaluation Page

1. Log in → Click **"Dashboard"** in navbar
2. You land on the evaluation page

What you see:

- List of **teams assigned to you** by the Jury Admin
- Each team shows: Team Code, Project Name, Status (Not Started / Draft / Submitted)

Step 2: Evaluate a Team

1. Click on a team from your list
2. The evaluation form opens showing all questions

For each question:

- The question text is displayed (e.g., "Innovation and Creativity")
- A **score slider** or **number input** (0 to max score)
- Move the slider or type a score
- Optionally, add a comment about that specific criterion

At the bottom of the form:

- **Overall Comment** — Text area for general feedback about the team
- **"Save Draft"** button (gray) — Save progress, come back later, continue editing
- **"Submit Evaluation"** button (blue) — Final submission

Step 3: Save or Submit

Action	Button	What Happens
Save Draft	Gray button	Progress saved, status = "Draft", you can edit later
Submit	Blue button	Confirmation popup → Click OK → Status = "Submitted", cannot edit after

⚠️ **Save drafts frequently** to avoid losing work!

After submitting, you return to your team list. The submitted team shows ✅ "Submitted". Click the next team to continue.

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13. Announcements

Who Does This: Any Committee Member

Posting an Announcement

1. Go to `/{eventId}/announcements` (from Dashboard → Quick Access → 📢 Announcements card)

2. At the top, fill the form:
    - **Title** — Short headline (e.g., "Lunch is Ready!")
    - **Content** — Full message (e.g., "All teams proceed to Hall 2")
    - **Category** — Select from dropdown (General, Food, Logistics, etc.)
    - **Priority** — Normal or High
3. Click **"Post Announcement"**
4. It appears at the top of the announcement list

Where People See Announcements

- **Volunteer page** (`/volunteer`) — Anyone can see without logging in
- **Announcements page** (`/{eventId}/announcements`) — Full list with filtering

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14. Accommodation & Commute

Accommodation (For Team Members)

In the **Team Portal** (`/team/[teamCode]`), each member can:

1. Toggle **"Need Accommodation"** to ON
2. Select **Room Type**: Dorm or Suite
3. Select **Dates**: Check boxes for needed nights (day before / event day / day after)
4. Changes save automatically → ✅ Green notification

Accommodation Admin

Go to `/{eventId}/accommodation` :

- See all requests organized by date and room type
- Export the list for coordination with hostel/hotel

Commute / Bus Schedules

For Admins:

- Go to `/{eventId}/commute`
- Add bus routes: route name, departure time, seats

For Participants:

- Go to `/volunteer` → See bus schedules with routes, times, and available seats

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15. Exporting Data

Who Does This: Committee Members / Super Admin

Step 1: Go to Event Dashboard

1. Log in → Click **"Dashboard"** → Go to `/{eventId}/dashboard`
2. Scroll down past the stat boxes and Quick Access cards
3. Find the section titled **"Export Data"**

Option 1: Export Everything (Recommended)

1. You see a **large blue button** at the top of the Export section:

> 📦 ***Export All Data (ZIP)***

2. Below it: gray text saying "Download all event data in one ZIP file"
3. **Click the button**
4. A ZIP file downloads (named like `IGNITE2026_AllData_2026-03-15.zip`)
5. **Unzip the file** — Inside you find 6 Excel files:

File	Contents
`teams.xlsx`	All team details with every member
`food.xlsx`	Food preferences for all attending members
`coupons.xlsx`	All coupons with used/unused status
`accommodation.xlsx`	Accommodation requests
`evaluations.xlsx`	All jury scores and rankings
`attendance.xlsx`	Meal attendance records

Option 2: Export One at a Time

Below the ZIP button, you see gray text: **"Or export individually:"** followed by 6 smaller outlined buttons:

Button Label	What Downloads
Teams	Team details + members
Food Report	Veg/non-veg counts
Coupons	All coupons + usage
Accommodation	Room assignments
Evaluations	Jury scores + rankings
Attendance	Meal scan logs

Click any button → An Excel file (.xlsx) downloads.

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16. Post-Event & Archiving

Step 1: Lock All Evaluations (Jury Admin)

1. Go to `/{eventId}/jury` → Look at the **"Evaluation Progress"** card
2. For each submitted evaluation, you see action buttons:
    - **"Lock"** → Finalizes the score (cannot be changed after). Status turns green "Locked"
    - **"Send Back"** → Returns to jury member for revision. Status turns red "Sent Back"
3. Lock all evaluations before generating final results

Step 2: View Final Rankings

1. On the same page, scroll to **"Team Rankings"** at the bottom
2. Teams shown ranked by score:
    - **#1** — Gold circle

- **#2** — Silver circle
- **#3** — Bronze circle
- Each shows: team code, project name, average score, number of evaluations

Step 3: Export All Data

Follow Section 15: Exporting Data

Step 4: Archive the Event (Super Admin)

1. Go to `/admin` → Click **"Manage Event →"** on your event
2. In "Event Settings" → Under "Event Status" → Click **"Archived"**
3. The event:
    - Moves to "Archived Events" on admin dashboard
    - Disappears from public events page
    - All data is preserved
    - Registration and evaluation automatically close

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17. Troubleshooting & Common Scenarios

❌ "I can't see the Dashboard link in the navbar"

Why: You're not logged in, or you haven't been assigned a role. **Fix:**

1. Click **"Staff Login"** (blue button, top-right) → Sign in with Google
2. If still no Dashboard → Ask the Super Admin to add your email at `/admin/events/[eventId]` → Committee Members section

❌ "Access Denied" or "Unauthorized" page

Why: You don't have the right role for that page. **Fix:** Ask Super Admin to assign the correct role. For example:

- Teams page needs → "Registration Committee" role
- Jury page needs → "Jury Admin" or "Jury Member" role
- Logistics page needs → "Logistics Committee" role

❌ "Team not found" on Team Portal

Why: Wrong phone number or team code. **Fix:**

- If using Phone: Enter the **team lead's** phone (not a member's)
- If using Code: Check for typos — codes look like `IGN26-XXXX` (uppercase)

❌ "I don't remember my team code"

Fix: Use the 📱 **Phone Number** tab on Team Portal instead. Or ask the Registration Committee to look it up.

❌ QR Scanner camera not opening

Fix:

1. Browser may ask for camera permission → Click **"Allow"**
2. If no camera available → Use **Manual Entry**: type the coupon code in the text field and click "Verify"

❌ "Coupon already used"

Why: This coupon was scanned before (one coupon = one meal). **Fix:** Check "Recent Scans" section to see when/who used it. Contact Super Admin if scanned by mistake.

❌ Jury member can't see assigned teams

Fix (check both):

1. **Jury Admin** must assign teams first: `/{eventId}/jury` → Jury Members card → Assign Teams
2. **Super Admin** must turn on evaluation: `/admin/events/{id}` → Toggle "Evaluation Open" to ON

❌ Evaluation won't save

Fix:

1. Make sure **every question has a score** (none can be blank)
2. Try **"Save Draft"** first
3. Check your internet connection

🔄 Late Team Registration

1. Super Admin: Toggle "Registration Open" back ON in event settings
2. Team registers at `/events` → picks the event → fills the form
3. OR Super Admin imports them via Excel at `/{eventId}/import`
4. Registration Committee approves immediately

🔄 Need to Change Team Member Details

1. Team members can update food preference and accommodation in Team Portal
2. For major changes: Registration Committee rejects the team, team re-registers with correct info, Committee re-approves

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18. Complete Route Reference

Public Pages (No Login Needed)

Page	URL	Purpose
Home	`/`	Landing page
Events List	`/events`	Browse active events, click to register
Registration Form	`/events/{eventId}/register`	Fill team registration (Google login required)
Team Portal Entry	`/team`	Enter phone/code to access team
Team Dashboard	`/team/{teamCode}`	View/edit team details
Volunteer Page	`/volunteer`	Announcements & bus schedules

Staff Pages (Login Required)

Page	URL	Who Can Access	Purpose
Smart Dashboard	`/my-dashboard`	Anyone with a role	Auto-redirects to your role's page

Admin Dashboard	`/admin`	Super Admin	Create/manage events
User Management	`/admin/users`	Super Admin	View all users
Create Event	`/admin/events/new`	Super Admin	New event form
Manage Event	`/admin/events/{id}`	Super Admin	Settings + committee
Event Dashboard	`/{eventId}/dashboard`	Any committee member	Stats + quick access + export
Teams	`/{eventId}/teams`	Registration Committee	Approve/reject teams
Import Teams	`/{eventId}/import`	Registration / Admin	Excel bulk import
Jury Admin	`/{eventId}/jury`	Jury Admin	Questions + assignments + rankings
Jury Evaluate	`/{eventId}/jury/evaluate`	Jury Member	Score assigned teams
Food	`/{eventId}/food`	Food Committee	Food stats + preferences
Logistics	`/{eventId}/logistics`	Logistics Committee	QR scanner + attendance
Announcements	`/{eventId}/announcements`	Any committee member	Post event updates
Accommodation	`/{eventId}/accommodation`	Accommodation Admin	Room assignments
Commute	`/{eventId}/commute`	Commute Admin	Bus schedules

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19. Event Day Checklist

📅 2–3 Weeks Before

- [ ] Super Admin: Create event → Set to Active → Open Registration
- [ ] Super Admin: Add all committee members with their roles
- [ ] Share registration link with teams: `yoursite.com/events`

📅 1 Week Before

- [ ] Jury Admin: Create evaluation questions
- [ ] Registration Committee: Start reviewing and approving teams

📅 1 Day Before

- [ ] Registration Committee: Approve/reject all remaining teams
- [ ] Jury Admin: Assign teams to jury members
- [ ] Logistics: Test QR scanners on phones/tablets
- [ ] Super Admin: Turn ON "Evaluation Open" in event settings

📅 Event Day Morning

- [ ] Logistics: Open QR scanner at registration desk (`/{eventId}/logistics`)
- [ ] Food Committee: Ready at food counters with scanner open

📅 During Event

- [ ] Logistics: Scan attendance as teams arrive
- [ ] Food: Scan coupons at each meal
- [ ] Committee: Post announcements as needed
- [ ] Jury: Evaluate assigned teams

📅 After Event

- [ ] Jury Admin: Lock all evaluations
- [ ] Jury Admin: Review final rankings
- [ ] Super Admin: Click 📦 **Export All Data** to download everything
- [ ] Super Admin: Archive the event

> ***IGNITE V2*** *— Built for Darsana IGNITE event management* 🔥