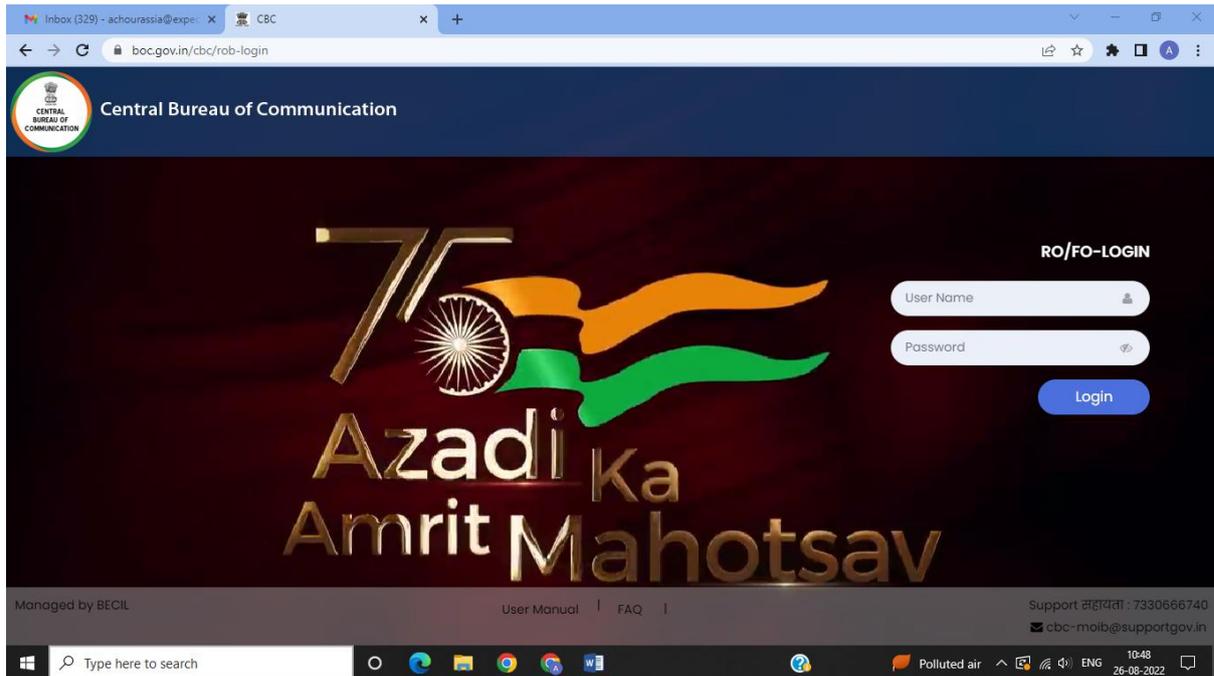


RO's/FO's FAQ

1. How can I login to my account?

Answer:

- Enter your User Name (as communicated)
- Enter your default password.
- Change the password after logging the first time.



2. How much time will it take to reflect the uploaded banner image and contact details and what's new data?

Answer:

It will be uploaded in sometime after the uploaded data has been saved.

3. What should I see once I log in to my account?

Answer:

You will see a Dashboard with Regional Office / Field Office details once you logged in if you are a new user.

For FO:

The screenshot shows the CBC dashboard for a Field Office (FO) in Coimbatore. The page header includes the CBC logo and name in Hindi, a home button, and a user profile icon. The main content area is titled "Dashboard" and features a central card for "FIELD OFFICE, TENTATIVE OUTREACH PROGRAM, ACTIVITY LIST". On the left, there is a sidebar with a "Main Navigation Menu" containing "Dashboard" and "Support: 7330666740". A top banner for "75 Azadi Ka Amrit Mahotsav" is visible, along with a "Last Login: 22-Sep-2021 : 12:00 AM" indicator. The Windows taskbar at the bottom shows the time as 09:56 on 19-09-2022.

For RO:

The screenshot shows the CBC dashboard for a Regional Office (RO) in Chennai. The page header is identical to the FO dashboard. The main content area is titled "Dashboard" and features two side-by-side cards: "REGIONAL OFFICE, TENTATIVE OUTREACH PROGRAM ACTIVITY LIST" and "FIELD OFFICE, TENTATIVE OUTREACH PROGRAM ACTIVITY LIST". The left sidebar is more extensive, including "Dashboard", "Contact Us", "Banner Image", "What's New", and "Approved List", along with the "Support: 7330666740" contact information. The top banner and login information are also present. The Windows taskbar at the bottom shows the time as 09:59 on 19-09-2022.

4. Who will approve the request submitted by FO?

Answer:

The concerned RO will approve the request of their concerned FOs.

5. Is there any deadline for submitting Tentative Outreach Program (TOP) forms online?

Answer:

Yes, Tentative Outreach Program (TOP) has to be submitted one month prior. For example, August month TOP needs to be submitted by 25th July.

6. Is there any deadline for submitting Actual Outreach Program (AOP) forms online?

Answer:

There is “No Deadline”, but the Actual Outreach Program forms can be submitted only after the Tentative Outreach Program (TOP) has been executed.

7. How can I know whether the Tentative Outreach Program (TOP) has been approved or rejected?

Answer:

Once it has been approved or rejected, the organizer who is filling up the form will get an intimation through mail and SMS regarding the status of the Tentative Outreach Program (TOP) request.

8. What will be the size of uploads with dimensions (photos, videos, press release?)

Answer:

The size of uploads with dimensions are as below:

Banner Image – 1350 * 374 px.

Photos – Multiple photos allowed with no specific dimension and size.

Videos - 3 videos max as of now, with size around 10-11 MB.

Media Coverage - Multiple clips allowed with no specific dimension and size.

9. Can I submit the Tentative Outreach Program (TOP) for the same dates for 2 events?

Answer:

Yes, it can be submitted, but only the approved one’s will move forward.

10. Is there any requirement of physical submission of documents?

Answer:

No, physical submission of documents is not required.