ATF Vaktha Operational Manual and User Guide

Portal operations for visitors members club leaders evaluators and administrators

Portal address www.atfvaktha.org

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Prepared for American Telugu Federation and ATF Vaktha portal users

Operational status This guide reflects the production portal and repository as validated on the preparation date. Availability still depends on the user role, membership status, organization scope, and configured external services.

Document control

This manual explains how to use and operate the ATF Vaktha portal. It is written for day to day users and for approved administrators who manage membership, learning, clubs, meetings, evaluations, certificates, and the organization hierarchy.

Field	Value
Document owner	ATF Vaktha portal administration
Production portal	https://www.atfvaktha.org
Audience	Visitors, members, club officers, evaluators, and administrators
System scope	Public website, member workspace, club operations, learning, recognition, and administration
Review trigger	Material feature, access, policy, billing, or workflow change
Source of truth	Production portal behavior and approved administrator configuration

Important Screens and labels may change as the portal evolves. If this guide conflicts with current production behavior or an approved ATF policy, stop and ask the portal administrator before changing records.

How to use this guide

- New visitors should begin with Public portal use and Account access.
- Members should use the Member workspace, Learning and practice, Speech analysis, and Progress and recognition sections.
- Club leaders should use Club operations, Meetings, and Evaluations.
- Administrators should read the administration sections and the operating checklists before changing live records.
- Support staff should use Troubleshooting and Incident response when a user reports a problem.

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1 Portal purpose and access model

ATF Vaktha combines public information, structured learning, private speech practice, club participation, human evaluation, recognition, and organization administration. A user sees only the actions allowed by the account role, membership state, and assigned organization scope.

User groups

User group	Primary access	Typical responsibilities
Visitor	Public website	Explore programs, clubs, resources, events, membership, recognition, and contact options
Member	My Vaktha workspace	Learn, practice, submit recordings, review results, join meetings, and track progress
Club participant or officer	Member and club areas	Prepare meetings, accept roles, support members, and follow approved club practices
Evaluator	Assigned evaluation workflow	Review an assigned speaker, apply the rubric, record evidence, and submit feedback
Administrator	Protected administration workspace	Manage users, organization units, clubs, meetings, evaluations, learning evidence, and credentials

User group	Primary access	Typical responsibilities
Enterprise administrator	Organization wide administration	Perform administrator functions within the approved organization scope

Access principles

- Public pages do not require sign in.
- Private member pages require a valid Google sign in connected to an ATF Vaktha profile.
- Speech submission and analysis require active paid or trialing access when the portal enforces membership entitlement.
- Administrative pages require the admin or enterprise admin role.
- Organization records are scoped to the administrator's approved organization identifier.
- PADMA does not bypass access controls and does not expose private records to public users.

2 Account access and first use

Sign in

1. Open https://www.atfvaktha.org and select Member login.
2. Select Continue with Google on the secure sign in page.
3. Choose the Google account connected to the ATF Vaktha membership.
4. Complete any Google security or multifactor prompt directly in the Google window.
5. After successful sign in, confirm that My Vaktha opens and shows the expected member name.

First time users A new authenticated user begins with a standard member profile. An approved administrator must assign organization scope or an elevated role separately.

First session checks

- Confirm the displayed name and account identity.
- Open Learning Paths and confirm that missions load.
- Open Meetings and confirm that only the expected organization meetings appear.
- Open Progress and Recognition and confirm that the timeline belongs to the signed in user.
- If speech analysis is needed, confirm active membership before uploading a recording.

Sign out and shared devices

Use Sign out from My Vaktha when a session ends. On a shared device, also close the browser and follow the organization's device policy. Never leave an administrator session open for another person.

3 Public portal use

The public site explains the ATF Vaktha program and routes visitors to verified participation options. Public content should be treated as informational until a visitor signs in or an administrator confirms enrollment, club status, or a credential.

Area	What the user can do
Home	Understand the program, open membership, find clubs, and start guided navigation
Programs	Browse available programs and published pathway concepts by goal
Recognition	Review the evidence led recognition framework and verification expectations
Speech AI	Understand supported private transcription, metrics, feedback, and human oversight
Clubs	Search administrator verified public clubs and review location or meeting format
Resources	Open available learning and practice materials
About and Leadership	Review purpose, leadership principles, and the organization model
Events	Review published event information
Membership	Review plans and begin an approved membership checkout
Contact	Use published support channels and the PADMA phone or text concierge when activated

Club directory expectations

Only clubs marked public and verified by an administrator should appear in the public directory. A public listing may include the club name, location, language, meeting day, meeting time, and format. Sensitive member information must not appear in a public club description.

4 Member workspace

My Vaktha is the authenticated member home. The desktop sidebar and mobile navigation provide the same core destinations.

Navigation item	Purpose
My Vaktha	Member summary and starting point
Speech Center	Prepare, upload, analyze, review, and evaluate speeches
Progress and Recognition	Review completed learning activity, milestones, and recognition readiness
Learning Paths	Choose missions, lessons, practice, knowledge checks, and capstone work
Meetings	View meetings available to the member's organization scope

Recommended member routine

6. Choose one learning mission connected to a current communication goal.
7. Complete the lesson activity and prepare the assigned practice.
8. Deliver the practice in a club, meeting, or private rehearsal.
9. Upload a recording when private analysis is appropriate.
10. Review PADMA feedback and any assigned human evaluation separately.
11. Record the next action and continue the learning path.

5 Learning paths and practice

Learning paths organize missions into three levels. Each level contains five ordered lessons and ends with an assessment or project requirement. The portal records progress only for the authenticated member.

Published learning paths

Pathway	Primary focus
Master Communicator	Speech purpose, structure, audience awareness, delivery, and adaptable communication
Executive Leadership	Direction, trust, alignment, decisions, expectations, and accountable leadership
Inspirational Speaking	Purpose, emotional connection, evidence, delivery, and responsible calls to action
Strategic Storytelling	Narrative design, credibility, change communication, and ethical persuasion
Professional Coaching	Listening, questions, feedback, development planning, and

Pathway	Primary focus
	mentoring
Global Influencer	Cross cultural communication, public trust, and global audiences
Innovation Catalyst	Idea framing, facilitation, experimentation, and change communication
Team Builder	Shared purpose, dialogue, roles, accountability, and conflict navigation
Community Impact	Community listening, service planning, delivery, measurement, and reflection
AI Communication Leader	AI literacy, responsible use, governance, uncertainty, and human oversight
Media and Podcast Host	Program planning, interviewing, hosting, production, and audience responsibility

Complete a lesson

12. Open Learning Paths and select an enrolled pathway.
13. Open the next available mission and lesson in sequence.
14. Read the lesson content and complete the practice prompt.
15. Complete the knowledge check when one is present.
16. Submit the required reflection, evidence, or assessment response.
17. Confirm the portal records completion before moving to the next lesson.

Completion evidence A displayed lesson is not the same as a completed lesson. Recognition depends on recorded completion, required assessment evidence, and any administrator approval defined by the pathway.

6 Speech Center and PADMA analysis

The Speech Center is a private workflow for submitted recordings, transcripts, supported metrics, and focused feedback. PADMA analysis supports reflection and practice; it does not replace a human evaluator or official credential review.

Supported workflow

18. Open Speech Center and select Analyze a speech.
19. Enter a clear speech title and choose an allowed WAV, MP3, or M4A recording. Video may be available where the current upload route and processing service support it.
20. Submit the file and keep the browser open until upload confirmation appears.
21. Wait while the record moves through upload, processing, transcript, analysis, and completion states.

22. Open the completed speech record to review the transcript, metrics, score, strengths, and improvement actions.
23. Use the result to choose one next practice action. Keep human evaluation records separate from PADMA results.

Result interpretation

Result	How to use it
Transcript	Check what the system heard and use it as context for review
Pace and duration	Compare speaking speed with the purpose and audience rather than treating one number as universally correct
Filler words	Look for repeated patterns and choose one manageable improvement
Structure feedback	Check whether the opening, main ideas, transitions, and close are easy to follow
Strengths	Keep effective choices in the next delivery
Improvement actions	Select a specific change to rehearse and test
Overall score	Use as one recorded signal, not as a complete judgment of the speaker

Recording rules

- Upload only a recording that the member is authorized to store and analyze.
- Do not upload confidential meetings, protected personal information, or another person's speech without consent.
- Use a descriptive title that does not include sensitive information.
- If processing fails, do not upload repeated copies until the status and storage record are checked.

7 Evaluations progress and recognition

Human evaluation

An administrator assigns a speaker and a different evaluator. The evaluator records rubric scores and written evidence. The standard rubric uses four bounded scores, and the overall result is the rounded equal weight average. Administrators review the record according to current policy.

24. Open the assigned evaluation from the member or evaluator workspace.
25. Confirm the speaker, title, due date, and instructions before reviewing content.
26. Apply each rubric category to the observed speech and record specific evidence.

27. Write strengths and improvement guidance that the speaker can act on.
28. Submit only when every required field is complete and the evaluation belongs to the correct speaker.

Progress timeline

The progress timeline shows recorded activity and recognition readiness for the signed in member. Missing activity should be investigated against the original lesson, mission, speech, assessment, or certificate record rather than corrected by editing the display.

Certificates and verification

- Certificate approvals belong to authorized administrators.
- The credential issuer configuration must be complete before issuing production credentials.
- A certificate should identify the recipient, achievement, issue date, issuer, and verification identifier.
- Use the portal verification page or approved certificate link to confirm a credential.
- Do not issue a credential from unapproved evidence or for an account outside the administrator's organization scope.

8 Meetings and club participation

Member meeting use

29. Open Meetings from My Vaktha.
30. Select a meeting available to the member's organization or club scope.
31. Review the date, time, format, agenda, assigned roles, and access information.
32. Prepare any assigned speaking, evaluation, facilitation, or support role.
33. After the meeting, complete required reflections or follow up actions.

Administrator meeting use

- Create the meeting under the correct organization unit or club.
- Set an accurate date, time zone, format, and recurrence rule.
- Confirm the agenda is complete before publishing the meeting.
- Assign roles only to eligible members in the intended scope.
- Avoid including private access details in public descriptions.
- When a recurring series changes, confirm whether the update affects one meeting or future occurrences.

9 Club architecture and hierarchy

ATF Vaktha uses a six level organization hierarchy. Each unit belongs to the level immediately above it. A ground level club is the operational unit where members meet, practice, evaluate, mentor, and lead.

Level	Purpose	Required parent
Global	Organization wide governance and reference standards	None

Level	Purpose	Required parent
Country	National coordination	Global
Region	Regional council and coordination	Country
State or Province	State or provincial coordination	Region
District	District forum and club support	State or Province
Club	Ground level meetings, practice, evaluation, mentoring, and service	District

Create the model club structure

34. Sign in with an approved administrator account and open Administration.
35. Open Organization hierarchy.
36. Review the International model club architecture summary and confirm that it is appropriate for the organization.
37. Launch the template. The operation creates or reuses the complete global to club chain and the verified International Model Club.
38. Review every created unit, including code, language, time zone, cadence, visibility, and parent relationship.
39. Open Club administration and confirm the club name, location, language, meeting day, meeting time, format, verification state, and public listing.

Default model structure

Level	Default model unit
Global	ATF Vaktha
Country	ATF Vaktha United States
Region	ATF Vaktha South Central Region
State	ATF Vaktha Texas
District	ATF Vaktha Dallas Fort Worth District
Club	ATF Vaktha International Model Club

Idempotent template Running the model template again should reuse matching units rather than create duplicates. Always review the returned summary and investigate any unexpected new record before publishing it.

Create another club

40. Confirm the correct district exists and is active.
41. Create the club hierarchy unit under that district with a unique approved code.
42. Create or update the club record with its public name and operating details.
43. Assign approved officers and members.
44. Create the first meeting schedule and agenda.
45. Verify the public listing only after the club record is complete and approved.

10 Administrator operations

The Administration workspace is restricted to admin and enterprise admin roles. Every administrator should verify the account, organization scope, target record, and intended outcome before saving a change.

Administration area	Primary purpose
Members	Create, review, and update member records
Member roles	Assign approved roles and organization scope
Organization hierarchy	Manage organization units, officers, settings, and model templates
Clubs	Manage club records, verification, location, meeting details, and public visibility
Meetings	Create and manage scoped meetings, agendas, recurrence, and roles
Human evaluations	Assign speaker and evaluator records and monitor completion
Assessments	Review submitted capstone assessment evidence
Certificates	Approve certificate requests and issue eligible credentials
Credential issuer	Maintain the verified issuer identity and signature settings
Speeches	Monitor processing state and investigate failed records without exposing private content unnecessarily
Announcements	Publish approved communications
Reports	Review club and organization reporting

Administrator change procedure

46. Confirm the user request or approved operating reason for the change.
47. Open the exact target record and verify the organization scope.
48. Record the current state when the change is material or difficult to reverse.
49. Make the smallest change that achieves the approved outcome.
50. Read the saved record again and verify the public or member view when relevant.
51. Document the change in the approved support, release, or governance record.

Role assignment safeguards

- Use standard member access unless an elevated role is required.
- Assign administrator roles only after identity and authority are confirmed.
- Keep organization scope aligned with the user's actual responsibility.
- Remove or reduce access when a responsibility ends.
- Never share administrator credentials or use one administrator account for multiple people.

11 PADMA guidance

PADMA is the contextual guide for ATF Vaktha. It recommends existing portal destinations based on the current page and the user's permitted actions. It does not create access, approve records, or replace human judgment.

Use PADMA

52. Select Ask PADMA at the lower right of an eligible page.
53. Choose a recommended task or describe a short goal such as improve speaking pace or find a club.
54. Review the recommended action and select Continue.
55. Complete the task in the destination page. Use Return when the guide offers a return path.
56. Close the guide with the close button or Escape key.

PADMA boundaries

- PADMA routes users to permitted pages and does not bypass sign in or role checks.
- The contextual guide does not read private records to generate navigation recommendations.
- PADMA is suppressed on login, billing, donation, and membership routes.
- Telephone and text PADMA answer only approved general public questions when those channels are activated.
- Users should not provide passwords, payment details, private speech content, or sensitive personal information to a public PADMA channel.

12 Membership billing and donations

Membership checkout and donation actions use configured payment services. The portal should show the current price and cadence before the user enters the hosted payment flow.

Plan	Published price	Cadence
Individual Monthly	$10	Monthly
Individual Annual	$75	Annual
Family Annual	$150	Annual

Pricing Prices in this edition reflect the current repository configuration and may change. The checkout page and approved ATF policy are authoritative at the time of purchase.

Membership checkout

57. Open Membership and select the intended plan.
58. Review the plan, price, cadence, and account email.
59. Continue to the hosted payment page and complete payment directly with the payment provider.
60. Return to the portal and allow the membership webhook to update access.
61. If access does not update, keep the payment receipt and contact support. Do not purchase the same plan again until the first transaction is checked.

Billing administration

Do not edit membership access merely because a user reports a successful payment. Confirm the payment record, webhook result, subscription status, plan, and user identity. Active or trialing subscriptions grant paid access when the plan maps to an approved individual, family, or premium entitlement.

13 Privacy security and responsible use

Minimum operating rules

- Use an individual account and multifactor authentication where available.
- Do not share passwords, authentication codes, payment details, or administrator sessions.
- Collect only the information required for the approved portal function.
- Keep private speech, evaluation, membership, billing, and credential records out of public descriptions and announcements.
- Confirm consent and authority before uploading recordings or assigning evaluations.
- Use PADMA and automated analysis as support. A human remains accountable for decisions, evaluations, approvals, and published claims.
- Report suspected unauthorized access, disclosure, or record tampering immediately.

Sensitive operations

Operation	Required check
Assign administrator role	Verify identity, approval, organization scope, and business need

Operation	Required check
Publish a club	Verify club record, public fields, approval state, and contact method
Assign an evaluation	Confirm distinct speaker and evaluator accounts in the same approved organization
Approve a certificate	Confirm required evidence, recipient identity, issuer readiness, and verification ID
Review a failed speech	Use minimum necessary access and avoid exposing private recording content
Change billing access	Confirm payment provider record, webhook outcome, account identity, and entitlement policy

14 Routine operating procedures

Daily administrator review

- Review new member access or role requests.
- Check failed or delayed speech processing records that require intervention.
- Review evaluation, assessment, and certificate queues.
- Check upcoming meetings for missing agendas or incorrect schedules.
- Review urgent support reports and possible security incidents.

Weekly club review

- Confirm upcoming meeting details and role assignments.
- Review new or inactive member participation with appropriate privacy.
- Confirm club public information is accurate.
- Review incomplete evaluations and required follow up.
- Record operating issues that require district or administrator support.

Monthly organization review

- Review administrator and officer access.
- Review hierarchy units, club verification, public visibility, and duplicate records.
- Review membership and payment exceptions.
- Review learning, assessment, evaluation, certificate, and meeting reports.
- Confirm production health, backups or recovery readiness, and pending release changes.
- Update this manual when a material workflow changes.

15 Troubleshooting and incident response

Problem	Checks and response
Google sign in fails	Confirm the correct account, allowed domain, authorized origin, redirect URI, and browser security prompts. Capture the exact error without sharing authentication codes.
Member sees no meetings	Confirm account identity, organization scope, club assignment, meeting scope, date, and publication state.
Speech upload fails	Confirm membership access, file type, file size, network stability, storage rules, and upload response. Do not create repeated duplicates.
Speech stays processing	Check processing state, function logs, storage object, transcript stage, and failure reason. Preserve the original record for diagnosis.
Progress is missing	Check lesson or mission completion records, authenticated user ID, assessment status, and recognition prerequisites.
Club is missing publicly	Check that the club is active, public, verified, and complete, then verify the public clubs API and directory.
Template creates an unexpected unit	Stop publication, compare unit code and parent chain, inspect duplicate protection, and correct through an approved administrator workflow.
Certificate will not issue	Check completion evidence, approval state, issuer configuration, signature asset, recipient identity, and verification identifier.
Payment succeeded but access did not	Confirm payment provider status, webhook delivery, signature validation, user email mapping, subscription status, and plan mapping.

Incident response

62. Protect users first. Disable or restrict the affected operation if continued use may expose data or corrupt records.
63. Record the time, affected account or organization, page, error, and observable impact. Do not copy secrets into the incident record.
64. Preserve relevant logs and record identifiers.
65. Escalate to the portal owner and the responsible service owner.
66. Correct the issue through an approved change and verify the complete user flow.
67. Notify affected users when required by policy and record the resolution.

16 Support escalation and glossary

Support request information

A useful support request includes the user's role, page address, date and time with time zone, expected result, actual result, error text, and a screenshot with sensitive information removed. Include record identifiers only when the support channel is approved for them.

Escalation levels

Level	Examples	Owner
User guidance	Navigation, incomplete form, ordinary account question	Member or club support
Operational correction	Incorrect club detail, meeting scope, evaluation assignment	Approved administrator
Technical incident	Repeated server error, failed processing, broken production workflow	Portal technical owner
Security or privacy incident	Unauthorized access, disclosure, credential misuse, tampering	Portal owner and designated security or privacy lead
Billing exception	Payment, webhook, subscription, or entitlement mismatch	Billing administrator and payment service owner

Glossary

Term	Meaning
My Vaktha	The authenticated member workspace
PADMA	Personalized Agentic Digital Multi modal AI guidance used within the portal
Hierarchy unit	A global, country, region, state or province, district, or club organization record
Organization scope	The organization identifier that limits which records an administrator may manage
Model club template	The idempotent administrator workflow that creates or reuses the complete reference hierarchy and verified model club

Term	Meaning
Mission	A structured learning activity within a pathway and level
Capstone assessment	Required evidence or assessment at the end of a learning stage
Human evaluation	A structured review performed by an assigned evaluator rather than PADMA
Credential issuer	The approved identity and signature configuration used to issue verifiable certificates
Entitlement	The access granted by an active or trialing approved membership plan

Appendix A Role checklist

Role	Before work	After work
Member	Confirm account and intended task	Confirm progress or submission was recorded
Club officer	Confirm club scope and meeting authority	Verify meeting or club record and notify participants through approved channels
Evaluator	Confirm assignment and rubric	Review scores and evidence before submission
Administrator	Confirm identity, approval, scope, and target	Read back the record and verify the affected user or public view
Support staff	Collect reproducible facts without secrets	Record resolution and escalate unresolved risk

Appendix B Release verification checklist

- Preserve and review current uncommitted work before release preparation.
- Run application tests and confirm all required tests pass.
- Run lint and review errors and warnings for release risk.
- Run the production build and confirm every expected route compiles.
- Run Firebase Functions checks and the required Firestore and Storage rules tests.
- Run emulator tests for workflows that depend on Firebase services.

- Review the release candidate diff and confirm no unrelated change is included.
- Deploy through the approved production pipeline and wait for a ready state.
- Verify the live public site, sign in, membership access, club directory, learning, speech upload, progress, administration, and any changed workflow.
- Record the production commit, deployment identifier, validation result, and rollback option.

Appendix C Manual maintenance

Review this manual whenever a material portal workflow, user role, membership plan, external service, security control, or administrator responsibility changes. Update the edition number and preparation date, verify the revised document against production, and replace obsolete copies in approved distribution locations.