



Center Coordinator's Help

Center Coordinator's Responsibilities

1. Center Coordinators are directly responsible for contacting and registering examinees after consulting their parents. Center Coordinators are required to collect fees (5 US \$) from the examinees and deposit fees with the accounting department within the local mandir
2. **Parent users are allowed to see examinees. They will have to contact their center's Bal Exam Coordinator to register their children.**
3. Center Coordinators are also responsible for preparing the examinees for their respective exams along with local katyakars.
4. **Center coordinators must study all the material given in the boxes on home page of "balexams.baps.org"**



Examinees List for Current Year

- The list can be displayed for specific information using the various filters.
- To see the details for each record click the View Details icon on the left.
- After the Center coordinator registers the examinees, the Exam Admin (Amdavad) will process the application and assign each examinee a seat number.

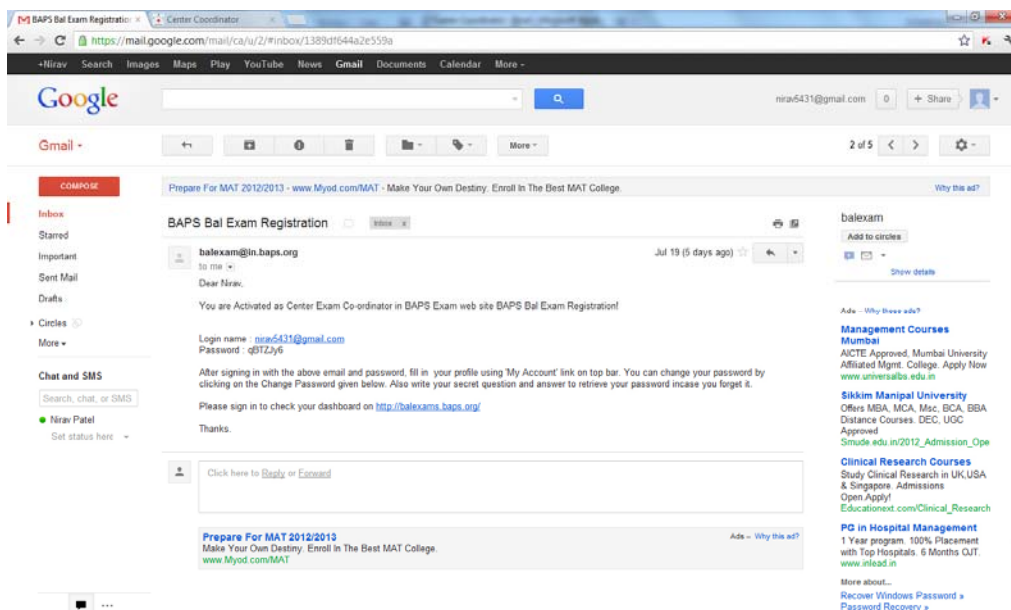
Examinee Registration Process

Children aged between 9 to 13 who want to register for the exams must submit their profile themselves, with the help of a parent, to their Center Coordinator. Generally you can only register for an exam after passing the previous exam. However, if a child is 11 years or older, he/she may register directly for the Satsang Vihar 1 exam without completing the Bal Satsang series. If a child is 14 years or older, then he/she can appear for the Satsang Prarambh exam by registering on our Main Website.

<http://www.swaminarayan.org/satsangexams/index.htm>

Step- 1 – Activation Mail for Bal Exam Coordinator

When your country coordinator or regional coordinator informs the Bal Exam Admin (Amdavad) to activate you as Bal or Balika Exam Coordinator, you will receive an auto-email with the message below.



Click the link at the bottom of the email which will take you to the Bal Exam website. Click 'Sign In' on the top right corner of the homepage of the Bal Exam website and enter the given login name and password. After logging in you will be directed to the 'My Dashboard' page.

Sign Out | My Account | My Dashboard | Signed in as: Anant

BAL SATSANG EXAMS

Pramukh Swami Maharaj's Blessings
Satsang exams will make you strong and firm in Satsang. They will strengthen your foundation for remaining steadfast in Satsang. So, all children should take them.

Mahant Swami Maharaj's Blessings
The fruit of giving the Satsang Exams is Akshardham.

Home | Interactive ePubs | Registration | Study Material | Quiz Time | Contact Us

Center Coordinator for Dar-es-Salaam

Examinee List from Previous Year | Examinee List for Current Year | Changed Examinee | Deleted Examinee List

Change Center Request | Help

Period Info March -2017

Exam Date	05 March 2017
Result Date	15 May 2017
Registration Period	15 June 2016 to 30 June 2017
Change Request Period	15 June 2016 to 30 June 2017

Dashboard information

Every time you login you will see the 'My Dashboard' page.



BAL SATSANG EXAMS

My Account | My Dashboard | Signed in as: Maulik Brahmhatt



Pramukh Swami Maharaj's Blessings
Satsang exams will make you strong and firm in Satsang. They will strengthen your foundation for remaining steadfast in Satsang. So, all children should take them.
Mahant Swami Maharaj's Blessings
The fruit of giving the Satsang Exams is Akshardham.

[Home](#) [Curriculum](#) [Registration](#) [Study Material](#) [Quiz Time](#) [Sign Out](#)

Center Coordinator for Hilltop

[Examinee List from Previous Year](#)
Examinee List from Previous Year

[Examinees List for Current Year](#)
Examinees List for Current Year

[Changed Examinees](#)
Changed Examinees

[Deleted Examinee List](#)
Deleted Examinee List

[Change Center Request](#)

[Help](#)

Period Info March -2013

Exam Date	03 March 2013
Result Date	13 May 2013
Registration Period	02 July 2012 to 15 November 2012
Change Request Period	03 July 2012 to 03 December 2012
Registration Canceled	03 December 2012
Result Query Period	25 May 2013 to 04 June 2013

[Examinee Status Wise Summary](#)

Home | Curriculum | Registration | Study-Material | Quiz-Time | Contact Us

Dashboard Boxes



Examinee List from Previous Year

Many balaks and balikas have taken the Bal Satsang Exams last year. You do not need to create new profiles for these examinees again as they are already in the system. In order to register these examinees you must click the [Examinee List from Previous Year](#) button on your Dashboard. However if they are over 14 yrs. their names won't appear in the list.



Examinee List for Current Year

This will direct you to a page with a list of all examinees. You can register new examinees by clicking on 'Create New Examinees' button. By going to the profile of any examinee, you will be able to change his or her details or delete the examinee record.



Change Center Request

This will direct you to a page with a list of examinees that have requested change in center. If an examinee has moved to another center, he/she can give exams from the nearest bal exam center. For that, you will need to put a request through this box and inform that center's coordinator to approve this examinee. This will also allow you to approve examinees shifted from other centers. Unless you approve them, the new examinees won't be transferred into your Dashboard.



Deleted Examinee List

This will direct you to a page with a list of deleted examinees records.



Changed Examinees

This will direct you to a page with a list of current examinees whose details have been changed by you from the Examinees list.

Period Info March -2014	
Exam Date	02 March 2014
Result Date	15 May 2014
Registration Period	15 July 2013 to 30 November 2013
Change Request Period	15 July 2013 to 10 December 2013
Registration Council Date	10 December 2013
Result Query Period	15 May 2014 to 04 June 2014
Examinee Status Wise Summary	

You will also find a section titled: "Period Info". This section will provide a helpful reminder of important dates and deadlines for the current examination period.

This information is for you, as the Center Coordinator, to register balaks/balikas.

Create an Examinee

Step – 1 - Register Examinees from previous year

Many Balaks and Balikas have taken the Bal Satsang Exams last year. You do not need to create new profiles for these examinees again as they are already in the system. In order to register these examinees you must click the 'Examinee List from Previous Year' button on your Dashboard. According to their age and exam given last year, their eligibility for this year's exam is given in the third Column. After you have marked the check box on the examinees list, click on the "Register Selected" button given at the bottom.

The screenshot shows the dashboard for a Center Coordinator. At the top, there is a navigation bar with the BAPS logo and 'BAL SATSANG EXAMS' title. Below the navigation bar, there are several buttons: Home, Curriculum, Registration, Study Material, Quiz Time, and Sign Out. The main content area is titled 'Examinee Profiles to Register' and contains a table of 'Registered Examinees Profiles'. The table has columns for 'Examinee Name', 'Gender', 'Next Exam Name', and 'Age'. There are checkboxes in the first column for selecting examinees. Below the table is a 'Register Selected' button. The table data is as follows:

Examinee Name	Gender	Next Exam Name	Age
<input type="checkbox"/> harsh p kadam	M	Satsang Vihar-1	13
<input type="checkbox"/> Nishay Lekendra Patel	M	Satsang Vihar-1	13
<input type="checkbox"/> Ronak Rameshchandra Patel	M	Satsang Vihar-1	12
<input type="checkbox"/> Vivek chetan rana	M	Satsang Vihar-1	13

Step – 2 - Create New Examinees

Examinees who wish to take the exam should be registered by the Center Coordinator. If there are separate center coordinators for Bal and Balikas, then they can register either bal or balikas. If there is common coordinator for Bal and Balika examinees then they can register both. First they must click 'Examinees List for Current Year' on the dashboard.

The screenshot shows the dashboard for a Center Coordinator. At the top, there is a navigation bar with the BAPS logo and 'BAL SATSANG EXAMS' title. Below the navigation bar, there are several buttons: Home, Curriculum, Registration, Study Material, Quiz Time, and Sign Out. The main content area is titled 'Center Coordinator for Hilltop' and contains several buttons: 'Examinee List from Previous Year', 'Examinees List for Current Year', 'Request for Change', 'Deleted Examinee List', 'Change Center Request', and 'Help'. A red arrow points to the 'Examinees List for Current Year' button. Below the buttons is a 'Period Info March -2013' section with a table of dates:

Exam Date	Result Date	Registration Period	Change Request	Registration Period	Result Query Period
03 March 2013	13 May 2013	02 July 2012 to 15 November 2012	02 July 2012 to 03 December 2012	03 December 2012	25 May 2013 to 04 June 2013

Step – 3 - Create New Examinees

Click on "Create New Examinee Profile" at the top left hand side of the page to add a new examinee. "Create new examinee profile" will appear only in the period of registration.

Export to Excel

Examinees Profile List To Register | Examinees List

[Create New Examinee Profile](#) Last registration date for March 2014 exam for Center Coordinator is 30 Nov 2013

Click Here

Examinee Name ↓	Gender	Exam	Language	Month Year	Status
Meera Nikhilbhai Patel	F	Bal-1	English	Mar 2014	Registered
Nishtha Kalpesh Mistry	F	Satsang Vihar-1	English	Mar 2014	Registered

Registered: 2

Examinees Profile List To Register | Examinees List

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

Step – 4 – Fill the Examinees Detail

Fill in the Examinee's Information and Exam Details. Confirm the exam details with the examinee's parents. Be sure to collect the Exams Fees before registering examinees. Then click the 'Submit' button. Age and exam eligibility will be given in the options. The website will no longer track whether or not examinees have paid their fees. The center coordinator will be responsible for keeping track of whether or not each examinee has paid his/her fees.

Register Examinee for March 2014 at Orlando

Personal Information

Relation with Examinee * Center Co-ordinator

First Name *

Middle Name *

Last Name *

Gender *

Male Female

Age * Select

Email of Parent *

Address Information

Home Address *

City *

State *

Zip code *

Country *

Cell Phone *

Examinee Exam Detail

Exam * Select

Language * Select

This Examinee has to give exam at Orlando Exam Center. [📍](#)

[Continue...](#)

When you click the Submit button the examinee will be submitted to the Exam Admin Office (Amdavad) and you will see 'Registered' in the 'Status' column. one month before the exam, the Exam Admin Office (Amdavad) will assign each examinee their seat number.

Step – 5 – List for Register Examinees

You will see all examinees when you press "Examinee List for the Current year" button on your Dashboard.

The screenshot shows a dashboard with navigation buttons: Home, Curriculum, Registration, Study Material, Quiz Time, and Sign Out. Below these is the title 'Examinees List'. There are links for 'Export to Excel' and 'Examinees Profile List To Register | Examinees List'. A button 'Create New Examinee Profile' is present, along with a notice: 'Last registration date for March 2014 exam for Center Coordinator is 30 Nov 2013'. The main table has columns: Examinee Name, Gender, Exam, Language, Month Year, and Status. Two examinees are listed: Meera Nikhilbhai Patel and Nishtha Kalpesh Mistry, both registered for the March 2014 exam. A 'Registered: 2' summary is shown at the bottom of the table area.

Examinee Name	Gender	Exam	Language	Month Year	Status
Meera Nikhilbhai Patel	F	Bal-1	English	Mar 2014	Registered
Nishtha Kalpesh Mistry	F	Satsang Vihar-1	English	Mar 2014	Registered

Step – 6 – View examinees detail

Click on the 'View detail' icon left of the 'Examinee Name' column. After clicking this icon you will be able to see the profile of that particular examinee. Once the Exam Admin Office has confirmed the examinee, you will see the seat number in each examinee's profile. You will also be able to delete or change the examinee record from this page.

This screenshot is identical to the previous one but includes a red arrow pointing to the 'View detail' icon (a person icon) next to the name 'Nishtha Kalpesh Mistry' in the table. A red text label 'Click Here' is placed to the left of the arrow.

Examinee Exam Detail for March 2017 at Dar-es-Salaam

Seat Number : 451

First Name : Arjavi

Middle Name : Thakore

Last Name : Panchal [Name Change Request](#)

Age : 11

Exam Center : Dar-es-Salaam [Change of center](#)Exam : Satsang Vihar-1 [Change of Exam](#)Language : English [Change of Language](#)

Status : Registered

Contact InformationName Anant
Address Uhuru/Sikukuu StreetDare Es Salaam
20206

Tanzania

Contact +255782573741

Nos: +255782573741

+255222184322

Email anantbhalani87@gmail.com

Parent InvolmentEmail of Parent Reenter Email of Parent

- [View Profile](#)
- [Back](#)

Parent Registration

Step-1 – Invite Parent to Register

Open the examinee detail page for the child whose parent you would like to register.

Please note that no parent can register their child. The registration is only done by Bal or Balika exam Coordinator.

Below this screen, you will find 'Parent Involvement' section. In the 'Email of Parent' field, insert the correct email address of the parent and send him/her an invitation to register with the website.

[Home](#) [Interactive ePubs](#) [Registration](#) [Study Material](#) [Quiz Time](#) [Contact Us](#)

Examinee Exam Detail for March 2017 at Dar-es-Salaam

Seat Number : 451	Exam Center : Dar-es-Salaam Change of center
First Name : Arjavi	Exam : Satsang Vihar-1 Change of Exam
Middle Name : Thakore	Language : English Change of Language
Last Name : Panchal Name Change Request	Status : Registered
Age : 11	

Contact Information

Name Anant
Address Uhuru/Sikukuu Street

Dare Es Salaam
20206

Tanzania
Contact +255782573741
Nos. +255782573741
+255222184322
Email anantbhalani87@gmail.com

Parent Involment

Email of Parent

Reenter Email of Parent

- [View Profile](#)
- [Back](#)

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

After sending the invitation, you will see the message below.

Parent Involment

Email of Parent

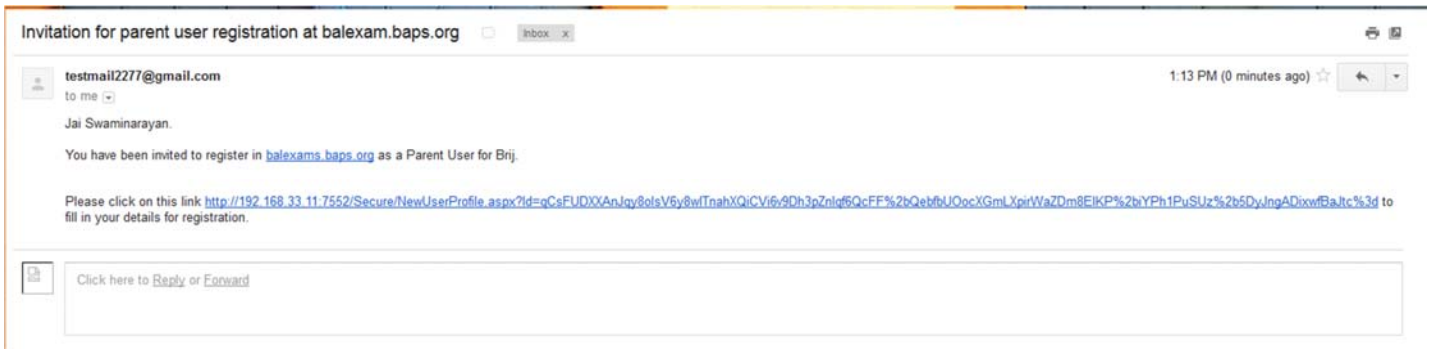
Parent user has been invited to register.

- [View Profile](#)
- [Back](#)

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

Step-2 Parent Will Register

When you send an invitation, the parent will get an e-mail to register from the system. The parent will click on the link to register with the Exams site.



After clicking the link, the parent will be asked to fill in the last name of the examinee.

The screenshot shows the BAL SATSANG EXAMS website. At the top left is the BAPS logo. The main header features the text "BAL SATSANG EXAMS" in large, bold letters. To the right of the header are three circular portraits of spiritual leaders. Below the header, there are navigation links: "Sign Out", "My Account", "My Dashboard", and "Signed in as: Anant". The main content area displays four book covers: "BAL SATSANG PART-1", "BAL SATSANG PART-2", "Satsang Pledge", and "Satsang Pledge". To the right of the book covers is a section with blessings from Pramukh Swami Maharaj and Mahant Swami Maharaj. Below the blessings is a section titled "Last name verification of Examinee" with a form containing the text "Last name of examinee" and a text input field with the value "Panchal", and a "Verify" button. At the bottom of the page is a footer with navigation links: "Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us".

Next, the parent will have to fill in his/her personal information and register with the site.

BAL SATSANG EXAMS

Sign In

Pramukh Swami Maharaj's Blessings
Satsang exams will make you strong and firm in Satsang. They will strengthen your foundation for remaining steadfast in Satsang. So, all children should take them.

Mahant Swami Maharaj's Blessings
The fruit of giving the Satsang Exams is Akshardham.

Home | Interactive ePubs | Registration | Study Material | Quiz Time | Contact Us

My Account

All fields are mandatory.

First Name:

Last Name:

Gender:

Email Address:

Mobile:

Security Question:

Security Answer:

Password:

Re-enter Password:

Home | Curriculum | Registration | Study-Material | Quiz-Time | Contact Us

Step-3 Send Examinee Confirmation

When you (the Coordinator) open your Examinees List, you will see a column titled 'Parent Involvement Status'. After the parent has registered you will see the following message, 'Confirmation not sent'. Now, you will send a confirmation to the parent to make sure they are registered with the right child and that the details are correct for their child.

Home | Interactive ePubs | Registration | Study Material | Quiz Time | Contact Us

Examinees List

[Export to Excel](#)

Examinees Profile List To Register | Examinees List

Create New Examinee Profile **Last registration date for March 2017 exam for Center Coordinator is 31 May 2017**

Examinee Name	Exam	Language	Parent Involvement Status	Status
Mayank Sanjay Mehta	Satsang Vihar-1	English	Confirmed	Registered
Ami Ashwin Pathak	Satsang Vihar-2	English	Parent not Registered	Registered
Arjavi Thakore Panchal	Satsang Vihar-1	English	Confirmation not sent	Registered
Aryan Dharmesh Parmar	Bal-2	English	Confirmed	Registered
Aum Dushyant Bhatt	Satsang Vihar-3	English	Confirmation not Sent	Registered
Avinash Yagneshbhai Patel	Bal-1	English	Parent not Registered	Registered
Brij Mahendra Ansola	Bal-1	English	Confirmed	Registered
Chirag Hemendra Katakia	Bal-1	English	Parent not Registered	Registered
Darsh Kalpesh Vara	Bal-1	English	Parent not Registered	Registered
Darshan Sundeep Chudasama	Satsang Vihar-1	English	Parent not Registered	Registered

1 2 3 4 5 6 7 8

Registered: 74

Examinees Profile List To Register | Examinees List

Click on examinees detail and click **Send Confirmation** button to send an email to the parent to confirm his/her child's registration.

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

Examinee Exam Detail for March 2017 at Dar-es-Salaam

Seat Number : 451	Exam Center : Dar-es-Salaam
First Name : Arjavi	Exam : Satsang Vihar-1 Change of Exam
Middle Name : Thakore	Language : English Change of Language
Last Name : Panchal Name Change Request	Status : Registered
Age : 11	

Contact Information

Name : Anant
Address: Uhuru/Sikukuu Street
Dare Es Salaam
20206
Tanzania
Contact : +255782573741
Nos. : +255782573741
+255222184322
Email : anantbhalani87@gmail.com

Parent Involvement

Email of Parent :

- [View Profile](#)
- [Back](#)

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

Step-4 Parent Confirm Their Child's Registration

After the CC sends a confirmation, the parent will get the following email:

Requesting confirmation for examinee details

testmail2277@gmail.com
to me

1:20 PM (0 minutes ago)

Jai Swaminarayan Mahendra Ansoia.
Please sign in in balexams.baps.org and confirm the registration details for Brj Ansoia.

[Click here to Reply or Forward](#)

sp

The parent will go to the balexam.baps.org website and login with his user name and password.

BAL SATSANG EXAMS

Sign In

[Home](#) | [Interactive ePubs](#) | [Registration](#) | [Study Material](#) | [Quiz Time](#) | [Contact Us](#)

Sign In

Email :

Password :

Remember Me on This Computer

[Recover Password](#)

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

After logging in, they will see the Parent Dashboard.

BAL SATSANG EXAMS

Sign Out | My Account | My Dashboard | Signed in as: Thakore Panchal

Home | **Interactive ePubs** | **Registration** | **Study Material** | **Quiz Time** | **Contact Us**

Thakore Panchal's Dashboard(Dar-es-Salaam)

Examinees

Exam Period: Mar 2017

Examinee Name	Exam	Language	Parent Involvement Status	Status
Arjavi Thakore Panchal	Satsang Vihar-1	English	To be Confirmed	Registered

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

After click on their child's name, the parents will confirm their examinee's details. If all the details are correct, the parent will click 'Confirm Examinee Detail' to confirm the information. If the details are wrong, they will contact their CC to correct the details.

Home | **Interactive ePubs** | **Registration** | **Study Material** | **Quiz Time** | **Contact Us**

Examinee Exam Detail for March 2017 at Dar-es-Salaam

Seat Number : 451	Exam Center : Dar-es-Salaam
First Name : Arjavi	Exam : Satsang Vihar-1
Middle Name : Thakore	Language : English
Last Name : Panchal	Status : Registered
Age : 11	

Contact Information

Name Anant
Address Uhuru/Sikukuu Street
Dare Es Salaam
20206
Tanzania
Contact +255782573741
Nos. +255782573741
+255222184322
Email anantbhalani87@gmail.com

Parent Confirmation

- [View Profile](#)
- [Back](#)

Home | Curriculum | Registration | Study-Material | Quiz Time | Contact Us

Step-5 Examinees confirmed

After parents confirm examinees, Coordinators will see 'Confirmed' in the 'Parent Involvement' column. The examinee confirmation process is now complete.

Note: Even if the parents do not confirm, the examinees will be considered as Registered.



[Export to Excel](#)

[Examinees Profile List To Register](#) | [Examinees List](#)

[Create New Examinee Profile](#) **Last registration date for March 2017 exam for Center Coordinator is 31 May 2017**

Examinees					
Filter in Field	Gender	All	Exam Period	Mar 2017	Period Info
Examinee Name	Exam	Language	Parent Involvement Status	Status	
Mayank Sanjay Mehta	Satsang Vihar-1	English	Confirmed	Registered	
Ami Ashwin Pathak	Satsang Vihar-2	English	Parent not Registered	Registered	
Arjavi Thakore Panchal	Satsang Vihar-1	English	Confirmed	Registered	
Aryan Dharmesh Parmar	Bal-2	English	Confirmed	Registered	
Aum Dushyant Bhatt	Satsang Vihar-3	English	Confirmation not Sent	Registered	
Avinash Yagneshbhai Patel	Bal-1	English	Parent not Registered	Registered	
Brij Mahendra Ansola	Bal-1	English	Confirmed	Registered	
Chirag Hemendra Katakia	Bal-1	English	Parent not Registered	Registered	
Darsh Kalpesh Vara	Bal-1	English	Parent not Registered	Registered	
Darshan Sundeep Chudasama	Satsang Vihar-1	English	Parent not Registered	Registered	

1 2 3 4 5 6 7 8

Registered: 74

[Examinees Profile List To Register](#) | [Examinees List](#)

If you are experiencing any problems with registration or the Bal Satsang Exams Website please contact your regional or country coordinator.

Contact Us

Ahmedabad: (International Headquarters)

Bal Pravrutti Central Office

Shri Swaminarayan Mandir (B.A.P.S.),
Shahibaug,
Ahmedabad- 380 004, Gujarat, India
Tel: (91-79) 2562 4478
Mobile No: +91 9998995407
e-mail: balexam@in.baps.org