



Samrakshitham is the invite-only app for our temple kaingaryam trips. It keeps everything for a trip in one place: who is coming, how we travel, which team serves at which temple, and the daily reminders.

How a kaingaryam flows

VOLUNTEER

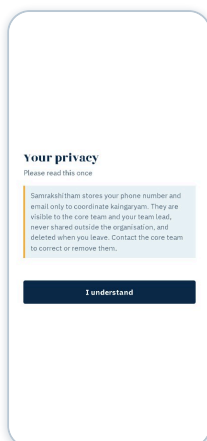
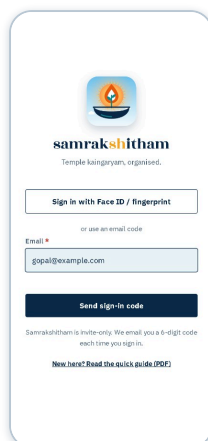
- 1 You are invited by email
- 2 Sign in and set up your phone
- 3 Say **I'm in** on Home
- 4 See your journeys in **Travel plan**
- 5 Serve with your team on **K-Day**
- 6 Give your feedback

The bottom bar: where to look

VOLUNTEERS

Home	Your kaingaryam, your answer, messages
Contacts	Call anyone; refer a new volunteer
Travel plan	Your journeys there and back
K-Day	Your team and temples; photos
Prep	Daily sandhyavandanam, packing list

Stuck anywhere? Tap **Help** at the top of any screen. It explains the screen you are on: what it is, where to look, why it is there and how to use it.



1 Signing in for the first time

WHAT IT IS

The way into the app. There is no password: we email you a 6-digit code each time you sign in.

WHERE TO LOOK

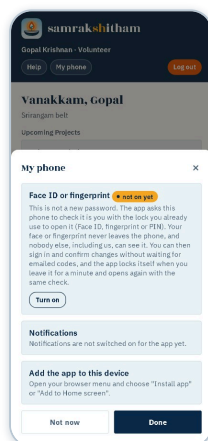
The sign-in page. Use the link in your invitation email, or go to app.samrakshitham.bid.

WHY IT IS THERE

The app holds phone numbers, so only people the organisers know can enter. A code by email means nothing to remember and nothing to leak.

HOW TO

1. Enter the email address your invitation came to and tap Send sign-in code.
2. Open the email, type the 6-digit code (it works for 5 minutes; look in Spam if it is not in your inbox).
3. The first time, read the privacy note and tap I understand.
4. Fill in My profile. Every field with a red * must be filled in.
5. Then set up Face ID or fingerprint (see "My phone"), so next time you can sign in with one touch.



2 My phone: Face ID, notifications and the app icon

WHAT IT IS

One box that sets up this phone: Face ID, fingerprint or phone PIN; notifications; and adding the app to your home screen.

WHERE TO LOOK

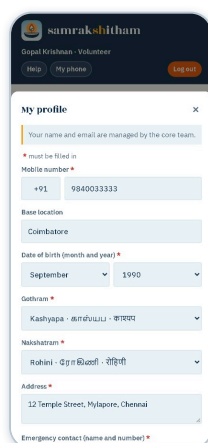
The My phone button at the top of every screen. It also opens by itself after you sign in, until the set-up is done.

WHY IT IS THERE

With Face ID you sign in without waiting for an email. The app locks itself when you leave it for a minute, so nobody else can open it. Notifications bring poll, travel and daily sandhyavandanam reminders even when the app is closed. Core team members must turn Face ID on.

HOW TO

1. Tap My phone, then Turn on under Face ID or fingerprint. It uses the lock you already use on this phone; nothing new to remember.
2. Under Notifications tap Turn on and choose Allow.
3. iPhone: tap Share, then Add to Home Screen, and open the app from that icon (notifications only work from the icon). Android: tap Install app.
4. New phone? Sign in with the email code, open My phone and tap I have a new phone. A core team member approves it and you get a link to open on the new phone.



3 My profile

WHAT IT IS

Your own details: phone, base location, birth month and year, gothram, nakshatram, address and an emergency contact.

WHERE TO LOOK

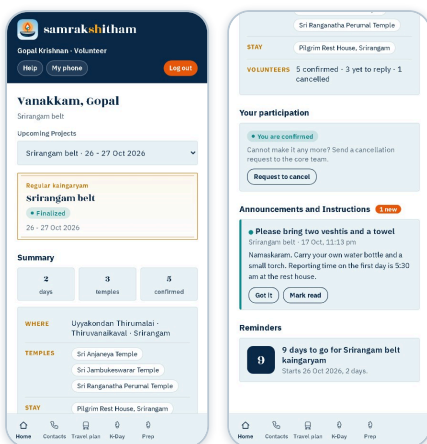
Tap your name at the top of the screen.

WHY IT IS THERE

The core team needs these to plan travel and to reach someone if there is an emergency. Only the core team (and your team lead) see them; other volunteers see just your name and phone number.

HOW TO

1. Tap your name, fill in the fields marked * and tap Save.
2. Gothram and nakshatram are pick-lists. If yours is missing, choose Other and type it.
3. Phone numbers have a country code box (+91 for India) and then the number.



4 Home

WHAT IT IS

Your kaingaryam at a glance: the dates, temples, stay, how many are coming, whether you are in, and the latest messages.

WHERE TO LOOK

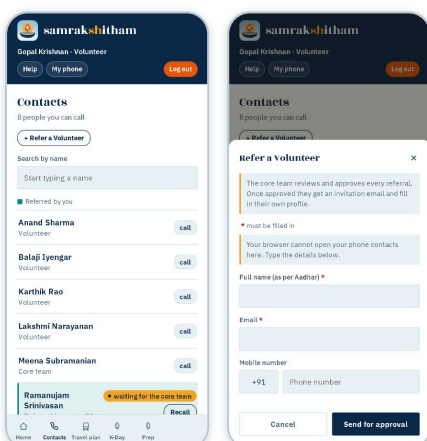
The Home tab, the first on the bottom bar. If more than one kaingaryam is coming, choose it in the Upcoming Projects box at the top.

WHY IT IS THERE

So one screen answers the questions you would otherwise ask: Am I going? What do I carry? Is there anything new?

HOW TO

1. Under Your participation tap I'm in or Can't come when the organisers ask. If you are already confirmed and cannot make it, tap Request to cancel; the core team decides.
2. The poll has a deadline. Until you answer, it shows under Reminders with the days left. After the deadline the poll is closed: tap Request to join and the core team decides (they may also re-open the poll).
3. Under Announcements and Instructions read each message and tap Got it. Mark read only removes the dot.
4. Under Reminders you see the countdown to the kaingaryam and today's sandhyavandanam.



5 Contacts and referring someone

WHAT IT IS

Everyone who serves, A to Z, with a call button. Also where you suggest a new volunteer.

WHERE TO LOOK

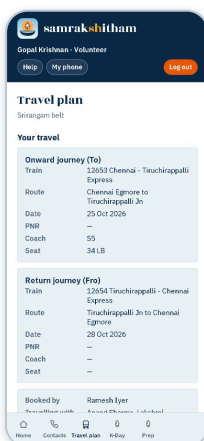
The Contacts tab.

WHY IT IS THERE

You can call any teammate in seconds. Only name and phone number are shown, never email, address or profile details.

HOW TO

1. Type a few letters in Search by name to narrow the list; clear the box to see everyone again.
2. Tap call to ring someone.
3. To bring in a new person tap Refer a Volunteer, fill in their details and send it. The core team approves the invitation, the person signs in and fills in their own profile, and the core team gives the final approval.
4. People you referred are shaded and show where they are in that process. Until the core team acts you can Recall or Delete the request.



6 Travel plan

WHAT IT IS

Your journey there and back: train, route and date, PNR, coach and seat. For car travel it shows the lead car and the pick-up point and time.

WHERE TO LOOK

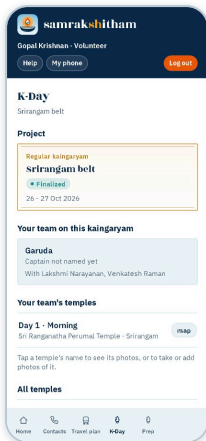
The Travel plan tab.

WHY IT IS THERE

So you know exactly where to be and on which train, and who is travelling with you.

HOW TO

1. Open Travel plan after you have confirmed. The Onward (To) and Return (Fro) journeys are shown separately.
2. A dash means the core team has not entered it yet. It fills in as bookings are made.
3. If you book your own travel, tell the core team; you then drop out of their booking list.
4. The day before each journey you get a reminder on your phone.



7 K-Day

WHAT IT IS

The kaingaryam itself: your team, your captain and teammates, and which temples your team serves on which day and slot.

WHERE TO LOOK

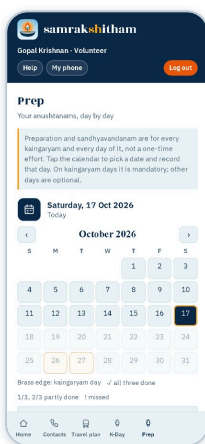
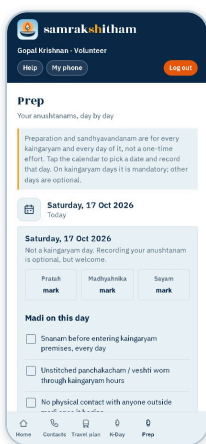
The K-Day tab.

WHY IT IS THERE

It tells you where your team goes, and it is where photos of each temple are shared.

HOW TO

1. Read Your team on this kaingaryam, then Your team's temples (day and morning or evening).
2. Tap map to open the temple in Google Maps.
3. Tap a temple's name to see its photos or to take and add photos.
4. After the kaingaryam is completed you will be asked for your feedback.



8 Prep: daily sandhyavandanam

WHAT IT IS

A day-by-day record of your sandhyavandanam (the three trikala) and madi, and a packing list for each kaingaryam.

WHERE TO LOOK

The Prep tab.

WHY IT IS THERE

Preparation is for every day, not only the trip. On kaingaryam days it is mandatory; on other days it is optional.

HOW TO

1. Tap the calendar icon to open the month and tap a date. Past days can be recorded too; future days cannot.
2. Tick Pratah, Madhyahnika and Sayam as you do them.
3. Days with a brass edge are kaingaryam days. A ! means one was missed.
4. Under What to bring, tick off your packing list.

Quick answers

I did not get my sign-in code.

Check Spam, wait a minute, then tap Use a different email and try again. The email must be the one your invitation was sent to; if it still does not come, ask the core team.

I confirmed but now I cannot come.

Open Home and tap Request to cancel under Your participation. The core team decides and you are told.

I missed the poll deadline.

The poll closes after its deadline. On Home tap Request to join and the core team decides, or they may re-open the poll. If you cannot come, tap I cannot make it.

I have a new phone.

Sign in with the email code, tap My phone, then I have a new phone. A core team member approves it and you get a link to open on the new phone.

The app asks to be unlocked.

It locks itself after a minute away. Unlock with Face ID, fingerprint or your phone PIN. Sign out instead is on the same screen.

Who can see my details?

The core team (and your team lead) see your profile. Other volunteers see only your name and phone number.

Help is always one tap away

The **Help** button at the top of every screen opens the page for the screen you are on. **All help topics** lists everything, and this guide is there as a PDF too.

For anything the app cannot answer, open **Contacts** and call a core team member.