Ace10x for Schools & Colleges — Admin Guide

Student and staff ID cards, consent-first student profiles and year-end clean-up

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For principals, admissions teams and placement cells. Staff and students get an Ace10x profile and an NFC card that can also work with your attendance system. Students under 18 are protected by default: their profiles stay private and unpublished until a parent's consent is recorded. Colleges use *Batches* instead of classes (Section 6).

Screenshots come from demo organisations (Acme Technologies, Greenwood Public School and DevConf India 2026); your screens show your own name, people and data.

Your first day, in order

1. Accept the invitation and set branding: logo, school name, website and colour, locked.
2. Create classes (and a Staff group).
3. Add staff with **Create their account**. Add students from your class list CSV with `minor = yes` and the roll number in `member_id`.
4. Record each parent's consent. A student's profile goes live only after that.
5. Order cards (tick **Dual-frequency** if your attendance readers use 125 kHz cards), then export chip IDs for your attendance vendor.

How students under 18 are protected

- Profile visible only to signed-in members of the school; anyone else is asked to sign in or sees nothing.
- No phone number, email, Save Contact or contact form; hidden from search engines; never in the public team directory. Their profile images are never stored by shared caches.
- Unpublished until a parent's or guardian's verifiable consent is recorded (India's DPDP Rules 2025 require it for anyone under 18). Withdrawing consent unpublishes the profile again.
- No AI seat and no exhibitor lead capture.

Contents

1 Getting started 3

2 Staff and students 5

3 Parental consent 10

4 Cards and your attendance system 12

5 End of the school year 14

6 Colleges 15

7 Leads, analytics and billing 16

8 What staff and students see 19

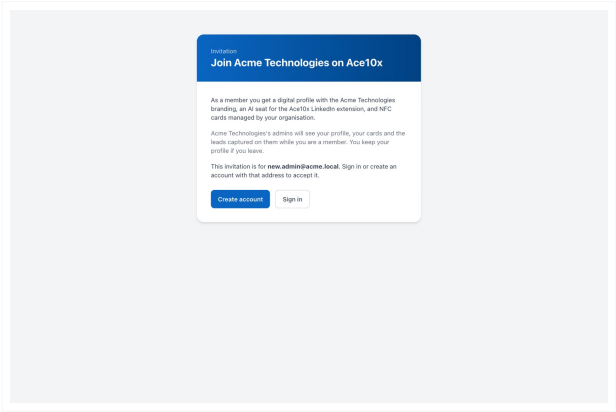
9 Reference 22

1 Getting started

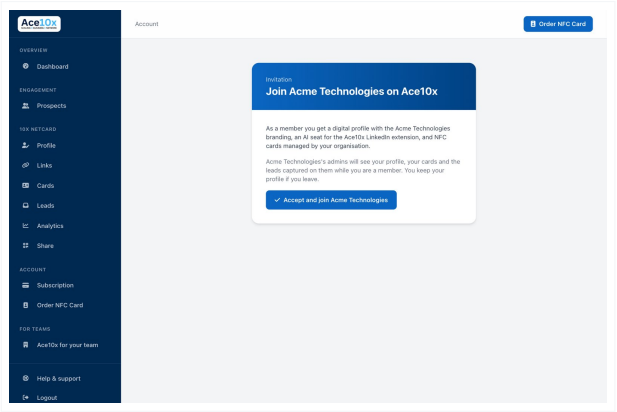
Accept the invitation

The Ace10x team creates your organisation and sends the owner an invitation email (valid for 14 days). Open it and click **Accept invitation**. Signed out, the page asks you to sign in or create an account *with the invited email address*; the sign-in and sign-up pages show **Joining <organisation>** and that address, and sign-up fills it in. Signed in with that address, click **Accept and join**. A forwarded invitation cannot be used by anyone else.

If you already have an Ace10x account with that address, you become the owner straight away and see **Organisation admin** in your sidebar.



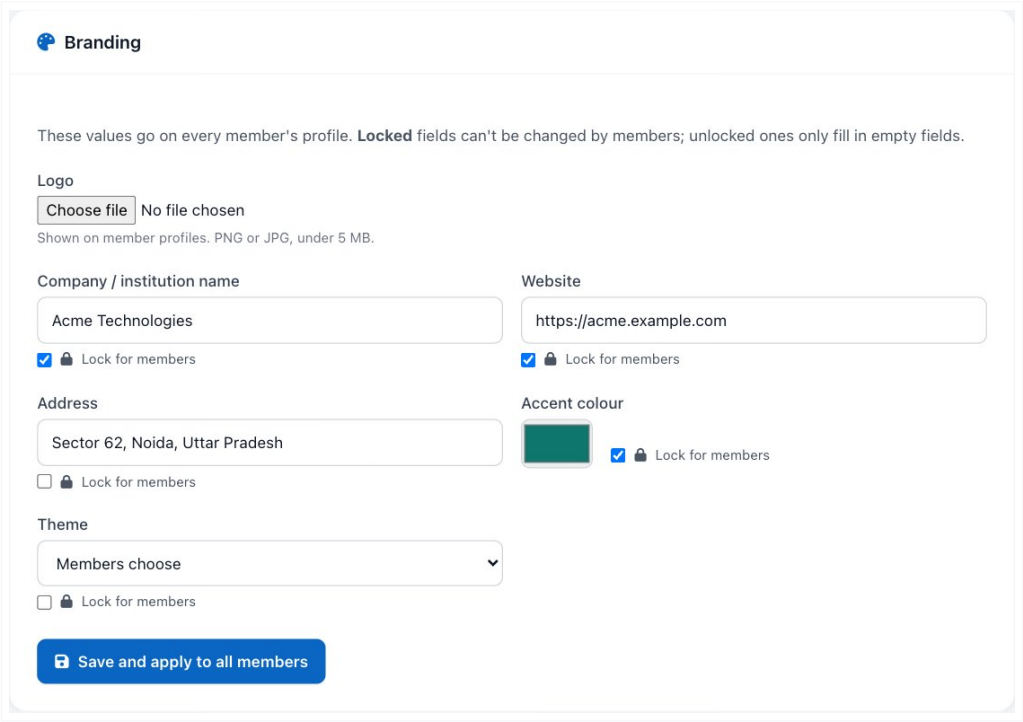
Signed out: create an account or sign in.



Signed in with the invited address: accept.

Branding and locked fields

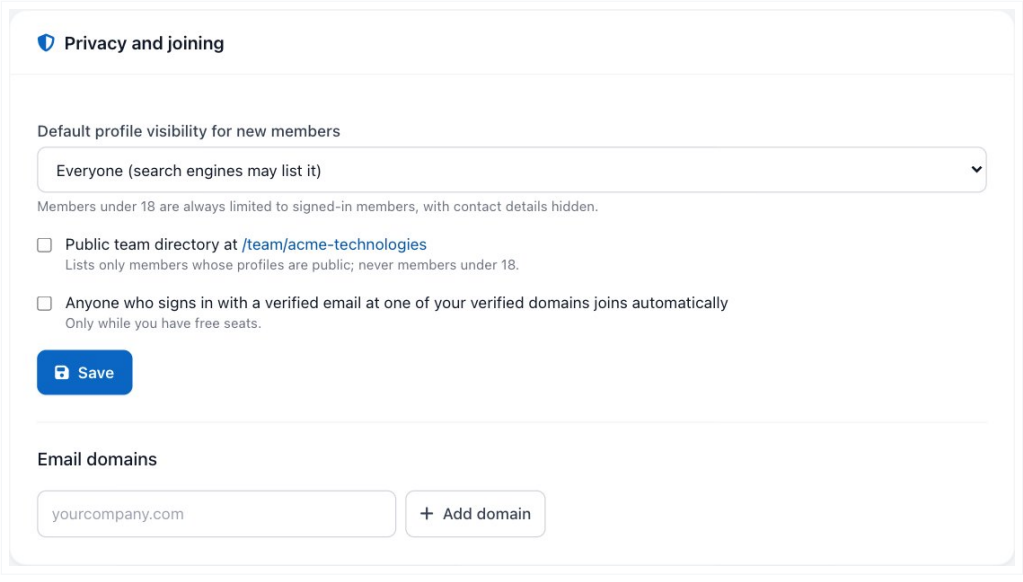
Settings → Branding: upload your logo (PNG or JPG, under 5 MB) and set the name, website, address, accent colour and theme. Tick **Lock for members** on anything every profile must show the same way. Saving applies the values to every member at once. Locked fields are read-only in members' profile editors ("Set by ..."); unlocked values only fill in fields a member left empty.



Settings → Branding.

Privacy and who can see profiles

Choose the default visibility for new members' profiles: *everyone*, *only people with the link or card* (hidden from search engines), or *only signed-in members of the organisation*. You can also publish a team directory at `/team/<your-name>`; it lists public profiles only and never anyone under 18.

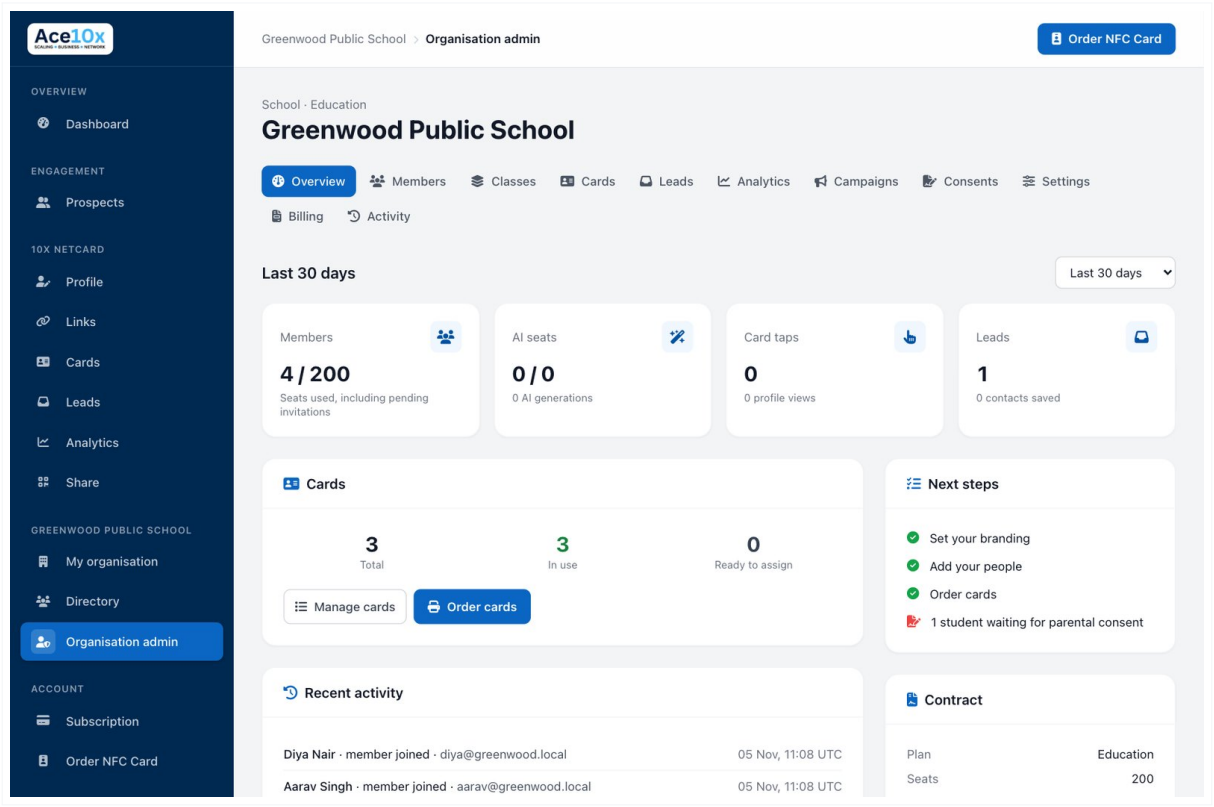


Settings → Privacy and joining.

Schools start with profiles visible to signed-in school members only; you can change that for staff.

The dashboard

The overview shows seats in use, card taps, profile views and leads, your cards, and a **Next steps** checklist that reminds you how many students are still waiting for parental consent.



Organisation admin → Overview for a school.

2 Staff and students

Classes first

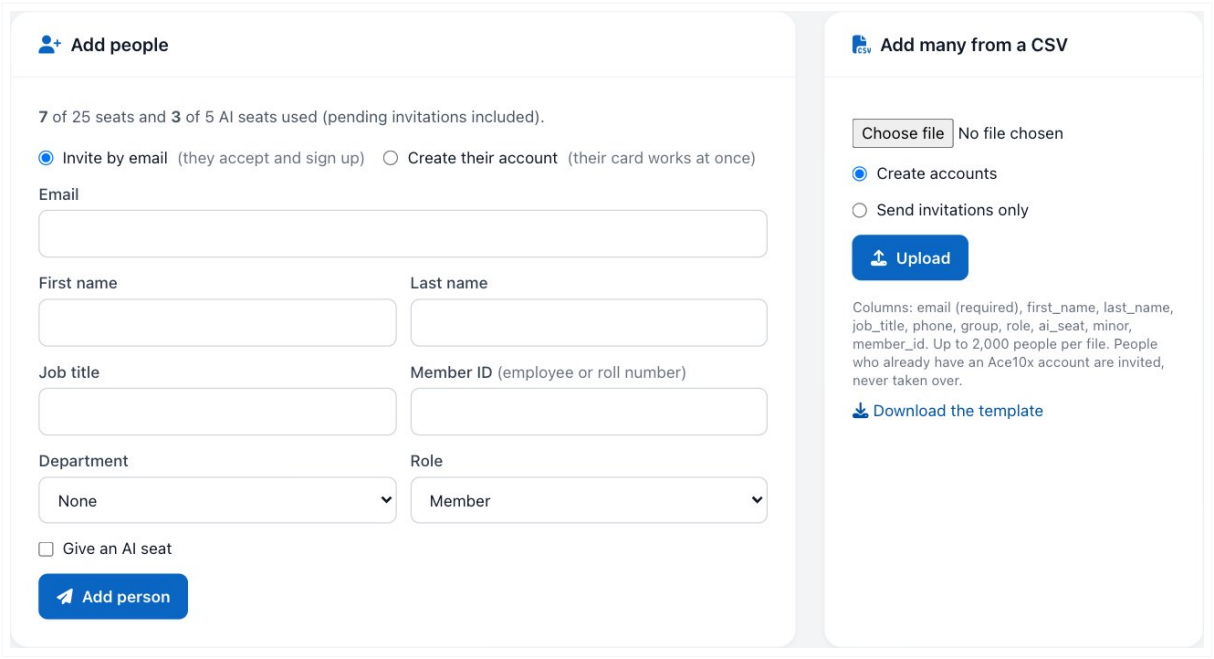
Classes group your people for filtering, analytics, card orders and bulk actions. Add, rename (names must be unique) or delete them here; a CSV upload also creates any class named in its `group` column. Each class has **Switch off cards** and **Offboard** for when a whole class leaves.

Add one person

On **Members → Add people** choose:

- **Invite by email**: they get an invitation, sign up or sign in with that address and accept. Best when people already use Ace10x.
- **Create their account**: the account, profile and membership are created now and the profile is live straight away (so their card works on day one). They get an email to set their password.

Set job title, member ID (roll or staff number), class, role (member or admin) and AI seat. If the email already belongs to an Ace10x user, they are always invited, never taken over.



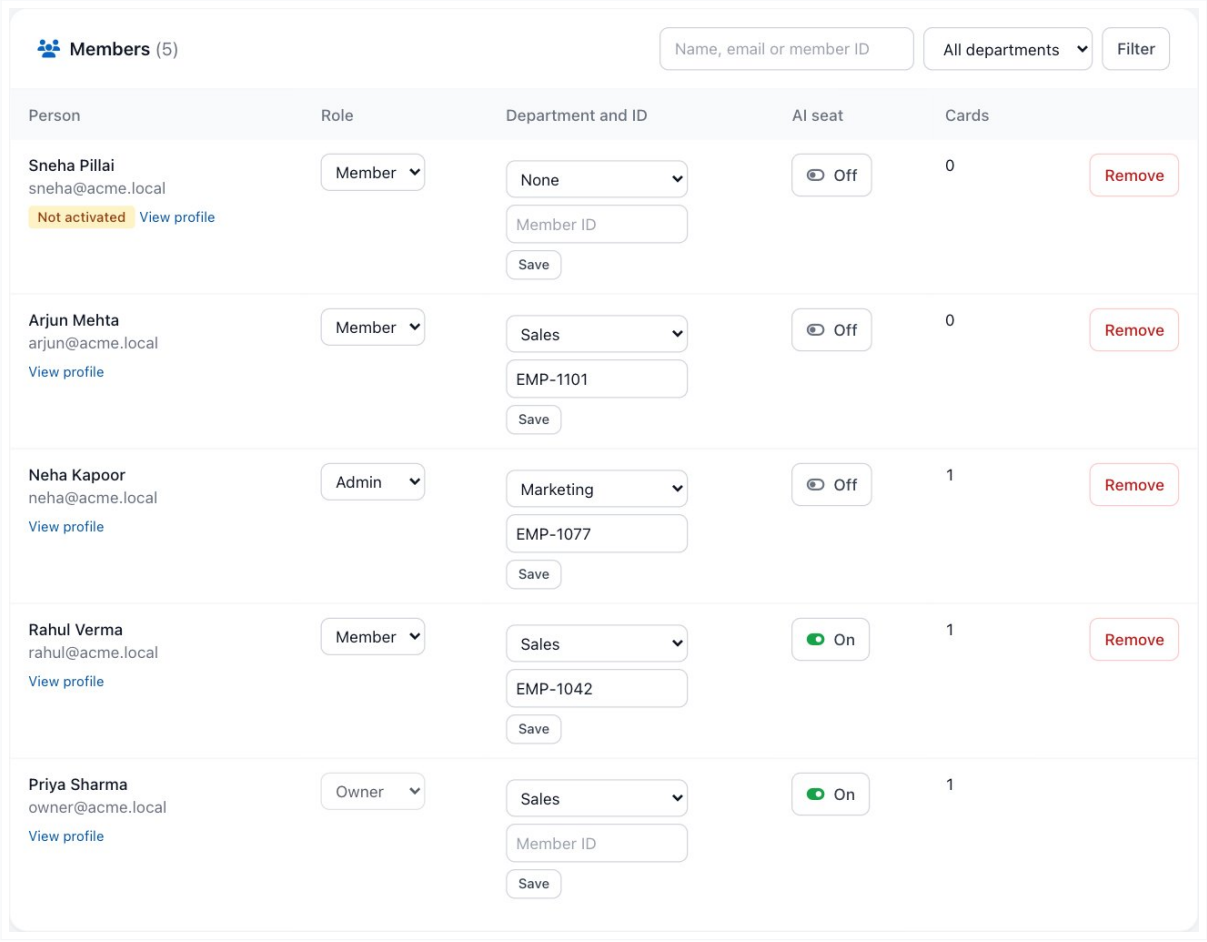
Members → Add people, and Add many from a CSV.

Add many from a CSV

Download the template, fill one row per person and upload. Columns: `email` (required), `first_name`, `last_name`, `job_title`, `phone`, `group`, `role` (*admin* or *member*), `ai_seat` (yes/no), `minor` (yes/no), `member_id`. Up to 2,000 people per file. Each row is handled on its own: rows that cannot be added are listed by line number and the rest are added. Files with more than 100 people are added in the background; the result appears under **Activity** within a minute or two.

Manage members

The list shows each person's role, class, member ID, AI seat and card count, with badges such as *Not activated* and *Unpublished*. Change a role from the drop-down, edit class and ID and click **Save**, switch AI seats on or off. Pending invitations are listed below with **Send again** (the old link stops working) and **Cancel**. Pending invitations hold a seat until they are accepted, cancelled or expire.



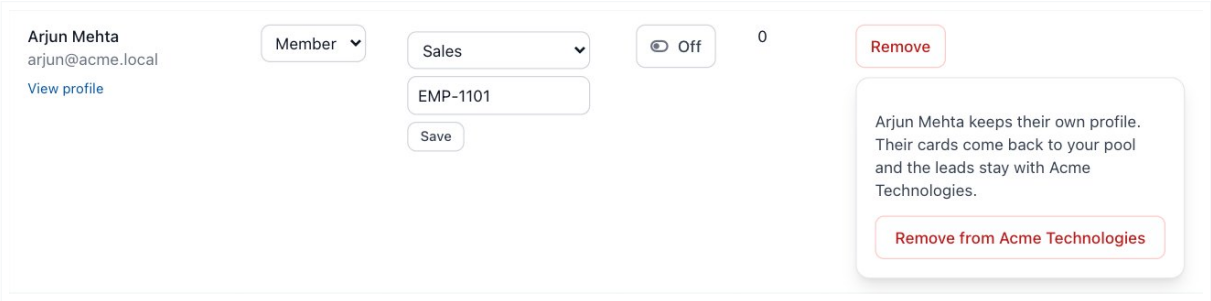
Members list.

When someone leaves

Click **Remove**. What happens:

- The person **keeps** their Ace10x account and profile.
- You **keep** the cards: they are unlinked and go back to your pool, ready to reassign without reprinting.
- You **keep** every lead captured while they were a member.
- Your branding (name, website, address) is removed from their profile and their AI seat is freed.

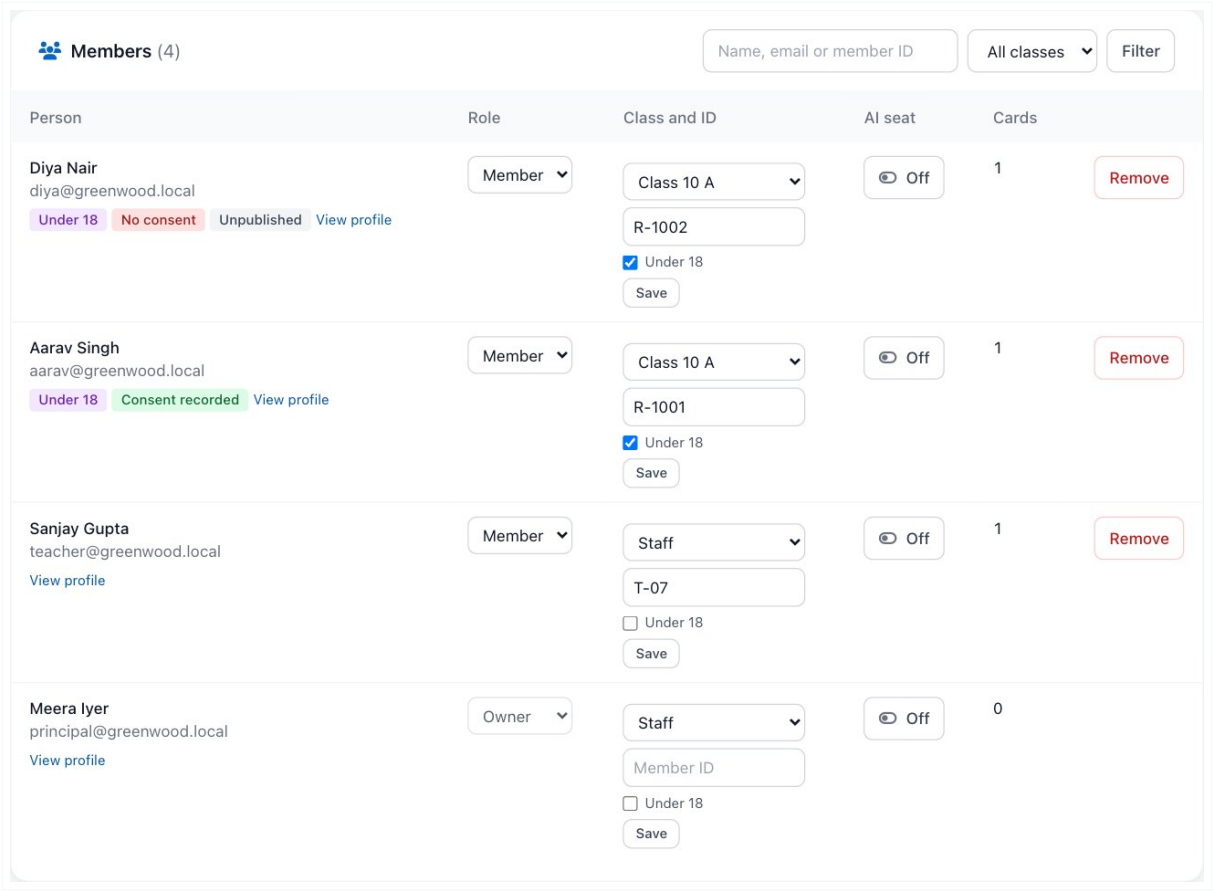
Only owners can remove or change other owners, and every organisation keeps at least one owner.



Removing a member.

Students under 18

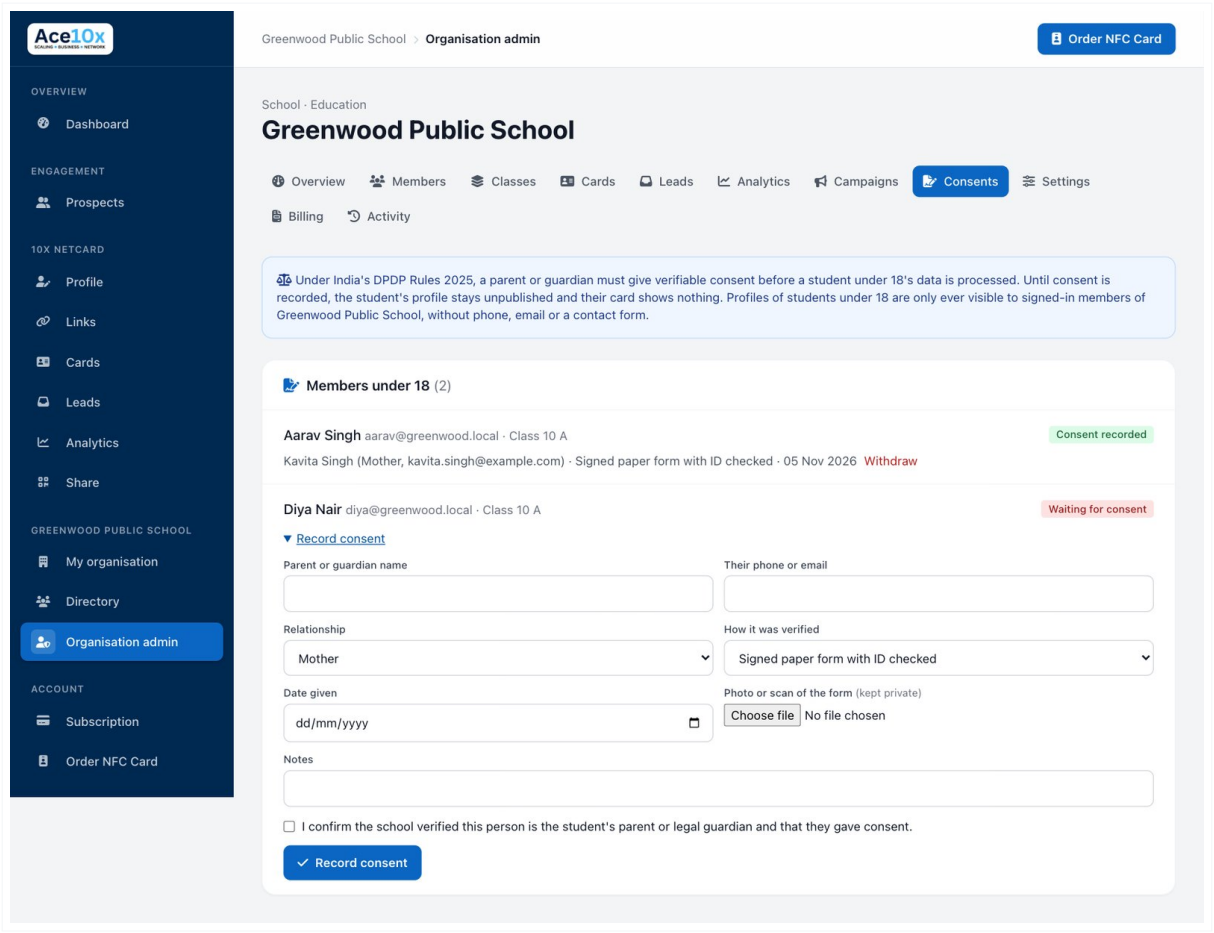
Tick **Under 18** when adding a student (or `minor = yes` in the CSV). On **Members**, students carry *Under 18* and *No consent* or *Consent recorded* badges.



School members: staff and students.

3 Parental consent

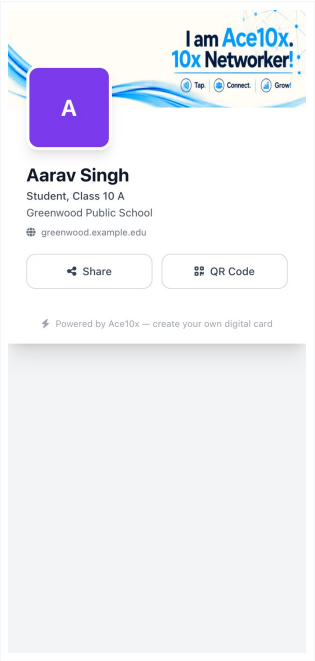
Consents lists every member under 18. For each one, record the parent's or guardian's name and contact, relationship, how the school verified it (signed form with ID, DigiLocker, email from the registered address, in person), the date and optionally a photo or scan of the signed form. The scan is stored privately, outside the public website, and only your admins can open it; every view is logged under **Activity**. Tick the confirmation and click **Record consent**.



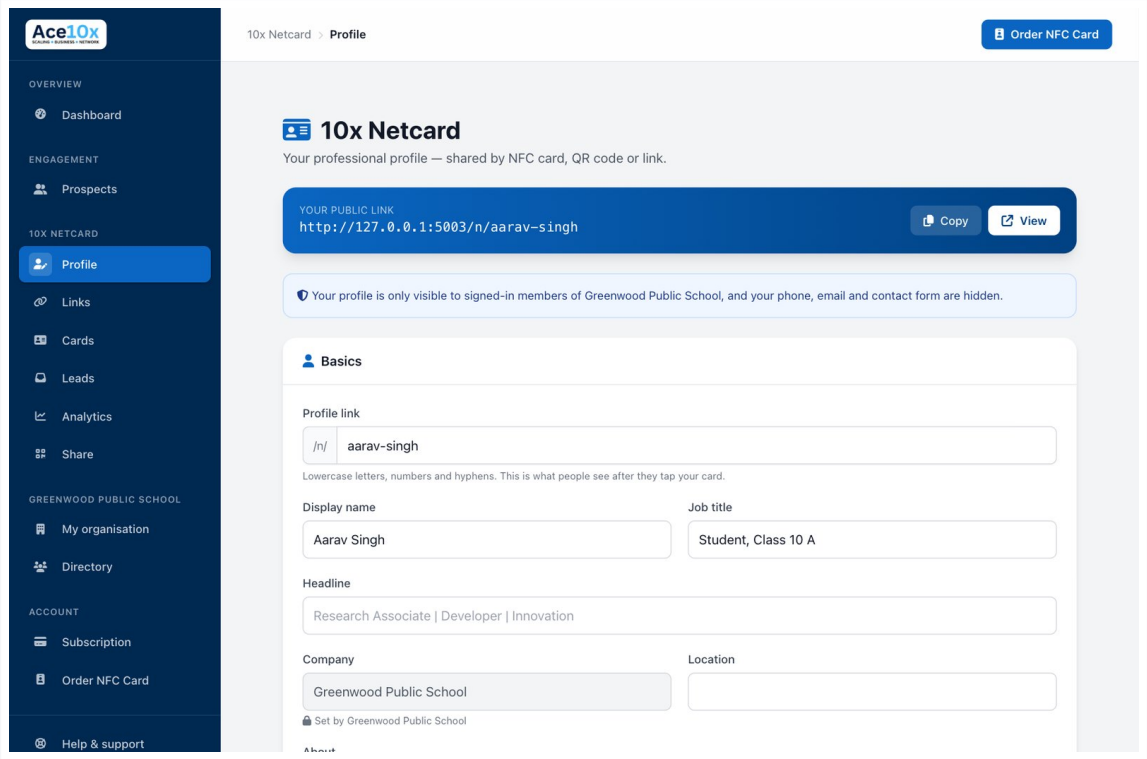
Consents: one student recorded, one waiting, with the form open.

What a student's profile looks like

To a signed-in teacher: name, class, school and website only. The student's own editor explains who can see the profile and that it goes live after consent.



A student's profile, seen by a teacher.

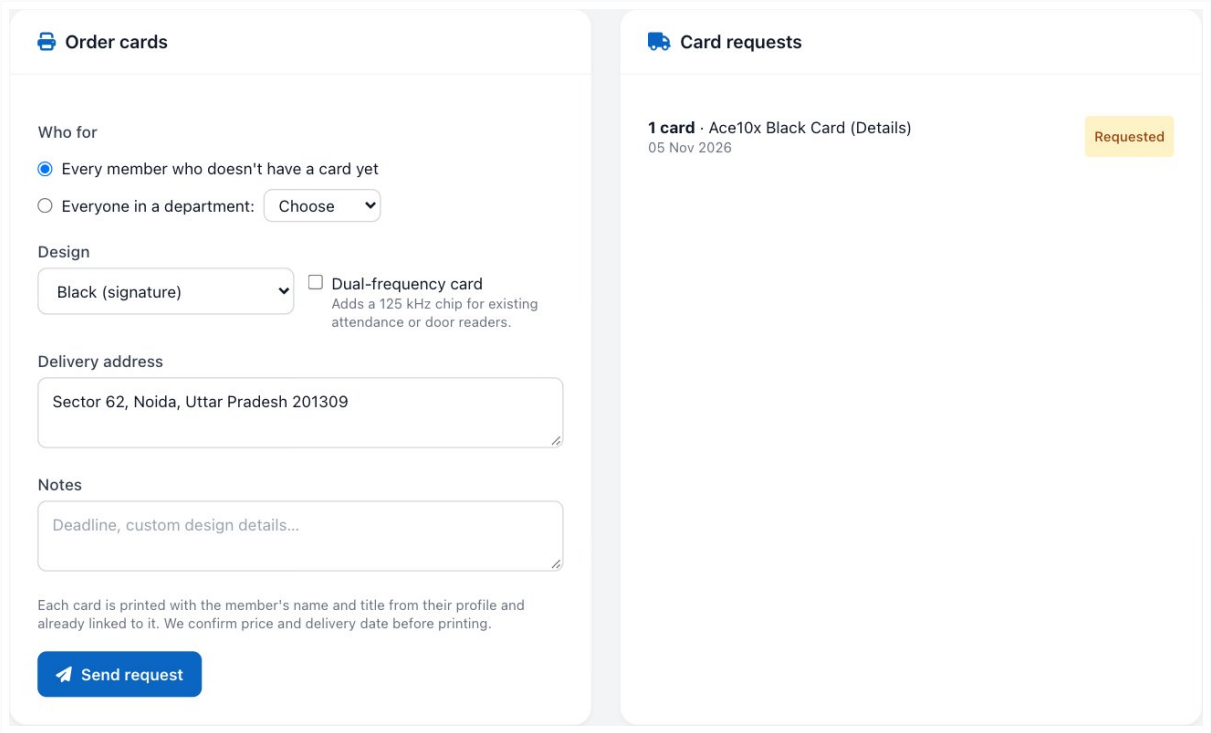


The student's own profile editor.

4 Cards and your attendance system

Order cards

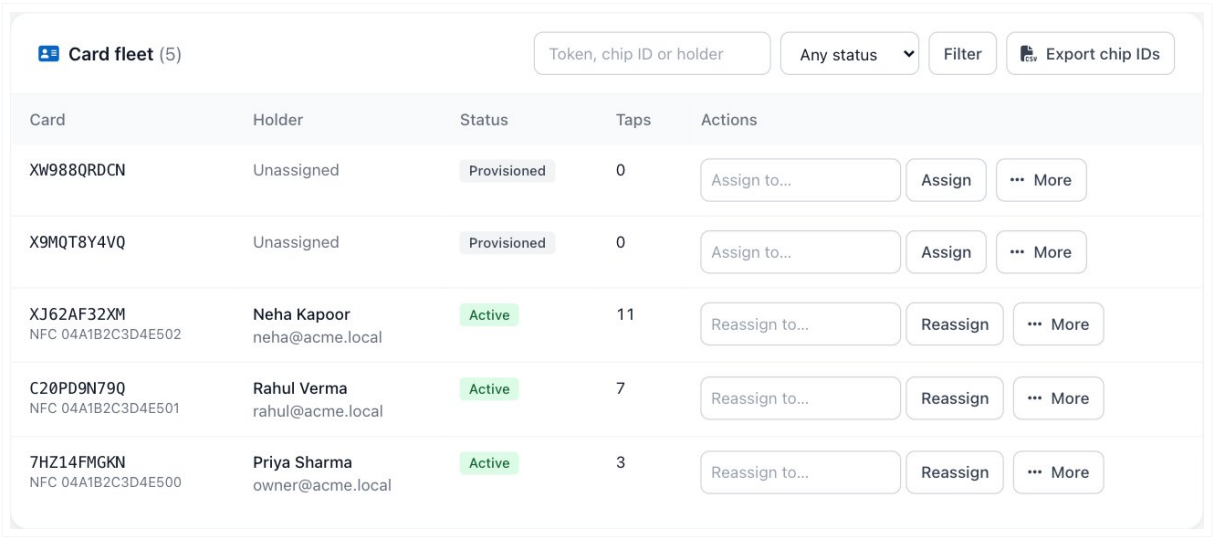
Cards → Order cards: everyone who has no card yet, or everyone in a class; the design; dual-frequency if needed; delivery address and notes. The Ace10x team confirms the price and delivery date, prints each card with the person's details and links it to their profile before it ships, so nobody has to activate anything.



Order cards, and the status of each request.

The card fleet

Every card you own, with its holder, status, taps and chip IDs. Type a member's email (the box suggests names), then **Assign** or **Reassign** sends the card to that person's profile instantly, without rewriting the chip. **More** has **Unassign**, **Switch off**, **Report lost** and **Reactivate**. A switched-off or lost card shows a "no longer active" page when tapped. **Export chip IDs** downloads name, email, member ID, class, card token, NFC UID and 125 kHz chip ID as a CSV.



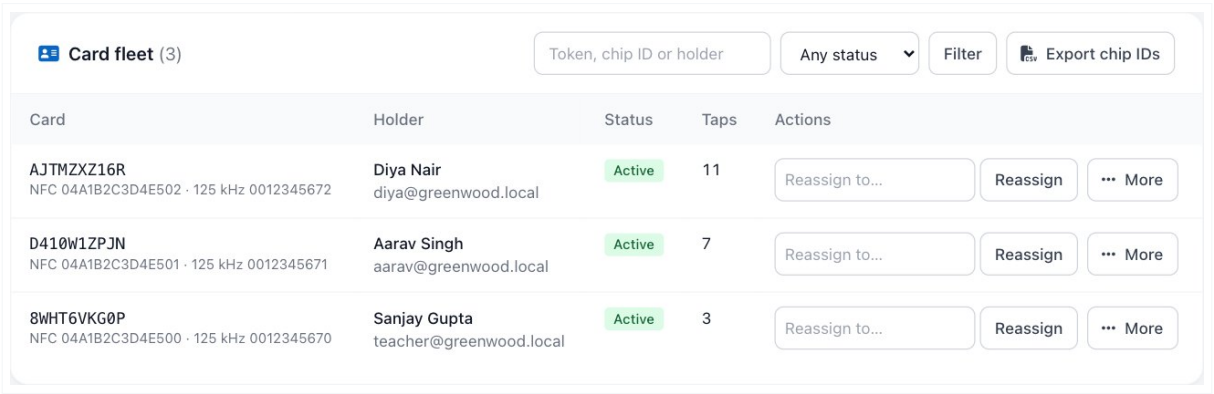
Card fleet.



More actions on a card.

Dual-frequency cards

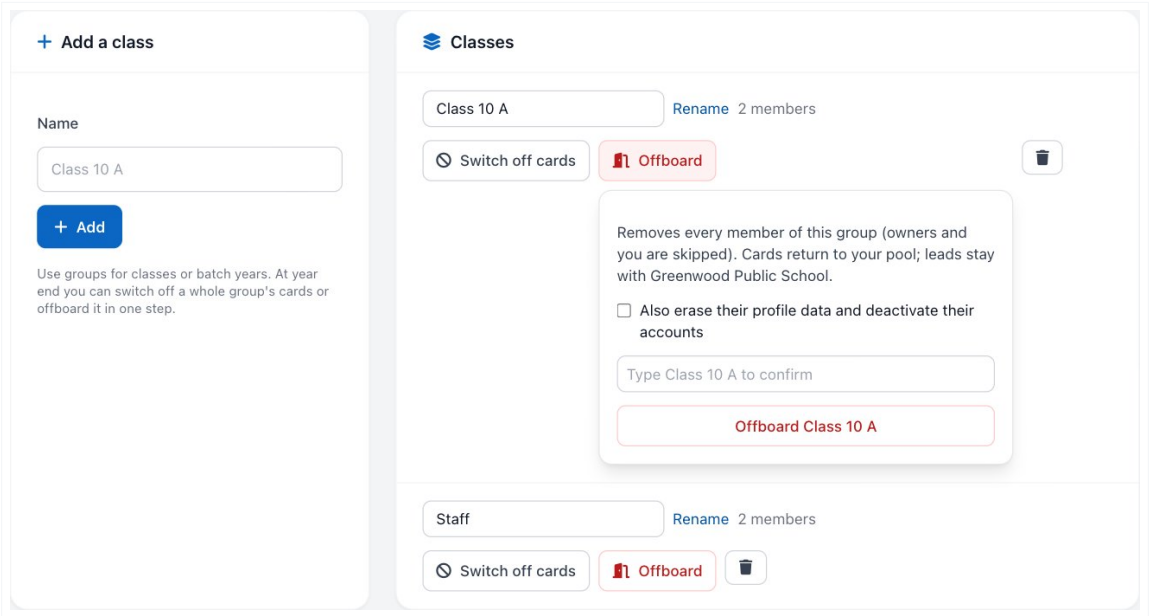
Dual-frequency cards carry a second 125 kHz chip for your existing attendance, library or door readers. The Ace10x team records each card's 125 kHz chip ID at production, so the card fleet shows both chip IDs and **Export chip IDs** gives your attendance vendor the student name, roll number, class and chip ID. Ace10x does not run attendance, library or canteen systems; the card simply works with the one you already have.



Card fleet with NFC and 125 kHz chip IDs.

5 End of the school year

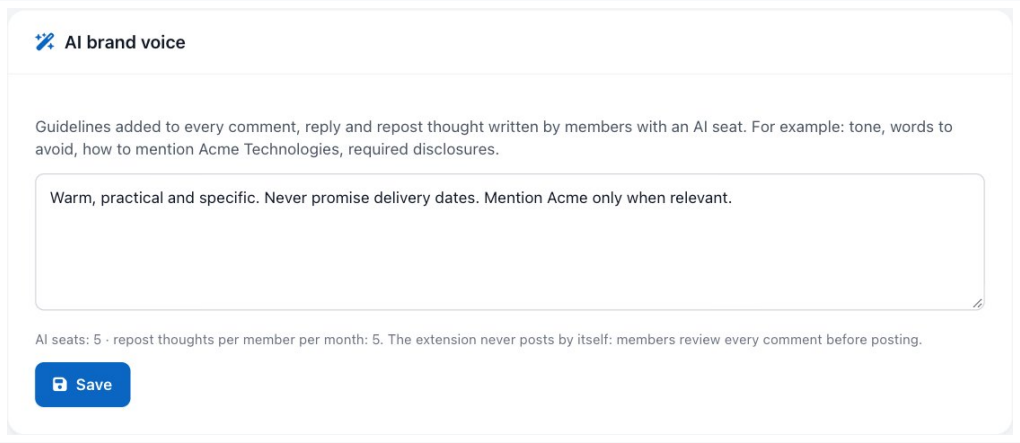
On **Classes**: **Switch off cards** for a whole class, or **Offboard** it (type the class name to confirm). Offboarding removes everyone in the class. Tick *erase* to anonymise students' profiles and deactivate their accounts: erasing is only possible for members under 18, and you type the student's email to confirm it for one student.



Year-end actions for a class.

6 Colleges

Everything above applies, with *Batches* instead of classes. College students are adults: leave **Under 18** unticked, so their profiles follow your normal privacy setting and no consent is needed. Give AI seats to final-year batches so students build their LinkedIn presence with the Ace10x extension before placements, and write an **AI brand voice** under **Settings** that fits your institution.



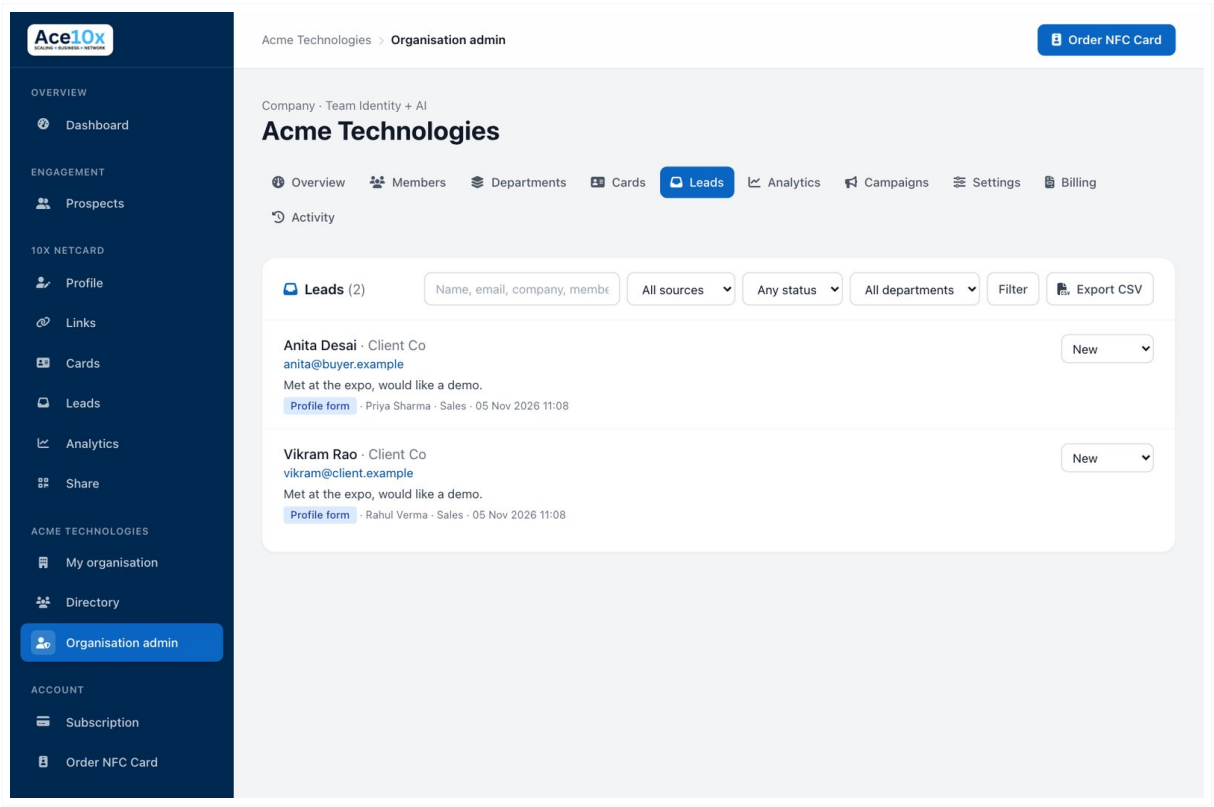
Settings → AI brand voice.

7 Leads, analytics and billing

Admissions enquiries sent through a staff member's profile land in your lead inbox.

Leads

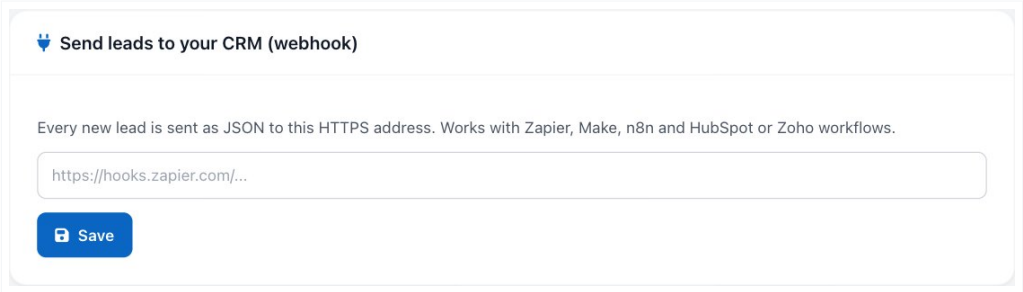
Every lead from a member's profile contact form lands in your lead inbox as well as the member's own. Filter by source, status, class or text, set a status (every change is recorded under **Activity**) and export a CSV. Leads stay with you when a member leaves.



Leads.

Send leads to your CRM

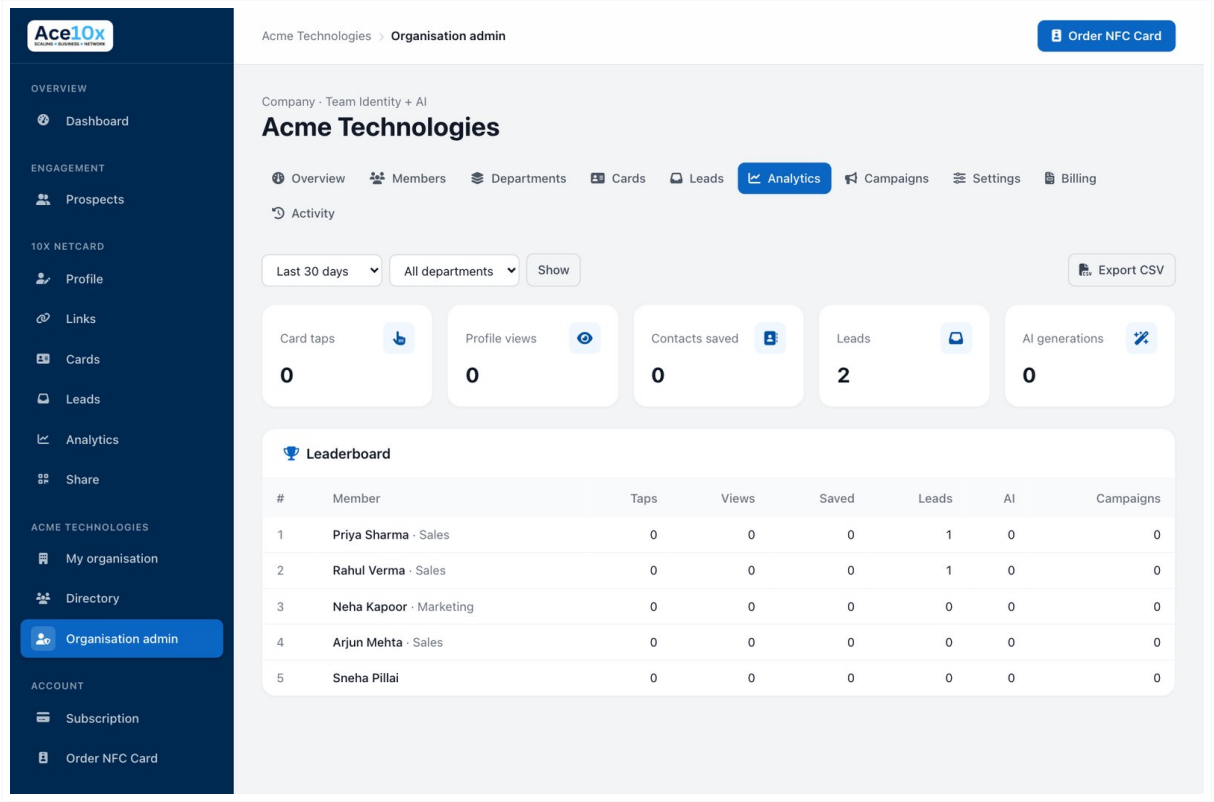
Settings → Send leads to your CRM: enter an HTTPS webhook address (Zapier, Make, n8n, HubSpot or Zoho workflows). Each new lead is sent as JSON with an `X-Ace10x-Signature` header (HMAC-SHA256 of `timestamp.body` with the signing secret shown). Failed deliveries are retried and can be re-sent; **Send a test event** works up to 5 times an hour. Internal and private network addresses are refused.



Webhook settings.

Analytics

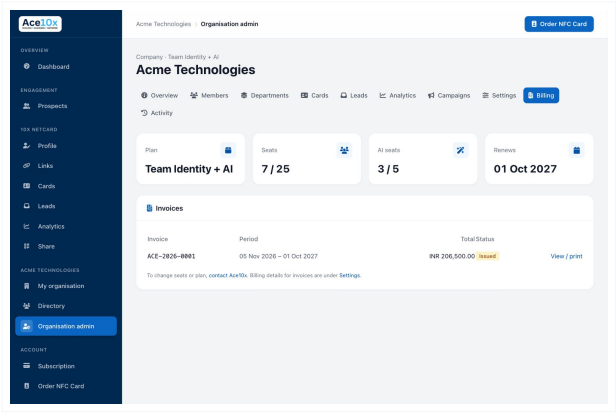
Taps, profile views, contacts saved, leads and AI generations for 7, 30, 90 or 365 days, engagement by class and a per-person leaderboard. Export as CSV.



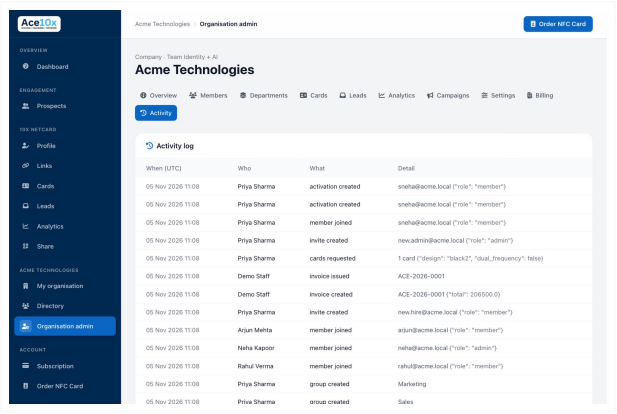
Analytics.

Billing and activity

Billing shows your plan, seats, renewal date and issued invoices (view or print). Fill in your legal name, GSTIN and billing address under **Settings → Billing details**. **Activity** records who did what and when (UTC): invitations, role changes, card actions, exports and lead status changes.



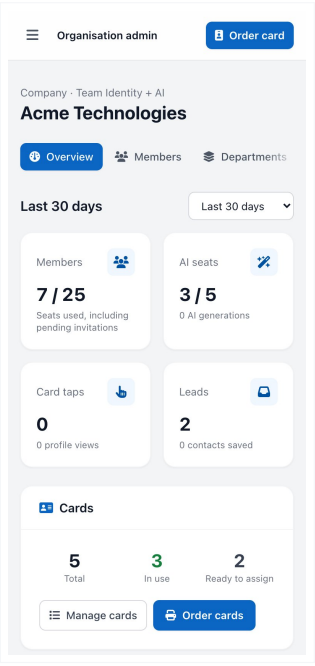
Billing.



Activity log.

On a phone

Every admin page works on a phone: the tabs swipe sideways, tables become stacked cards and forms fill the width.

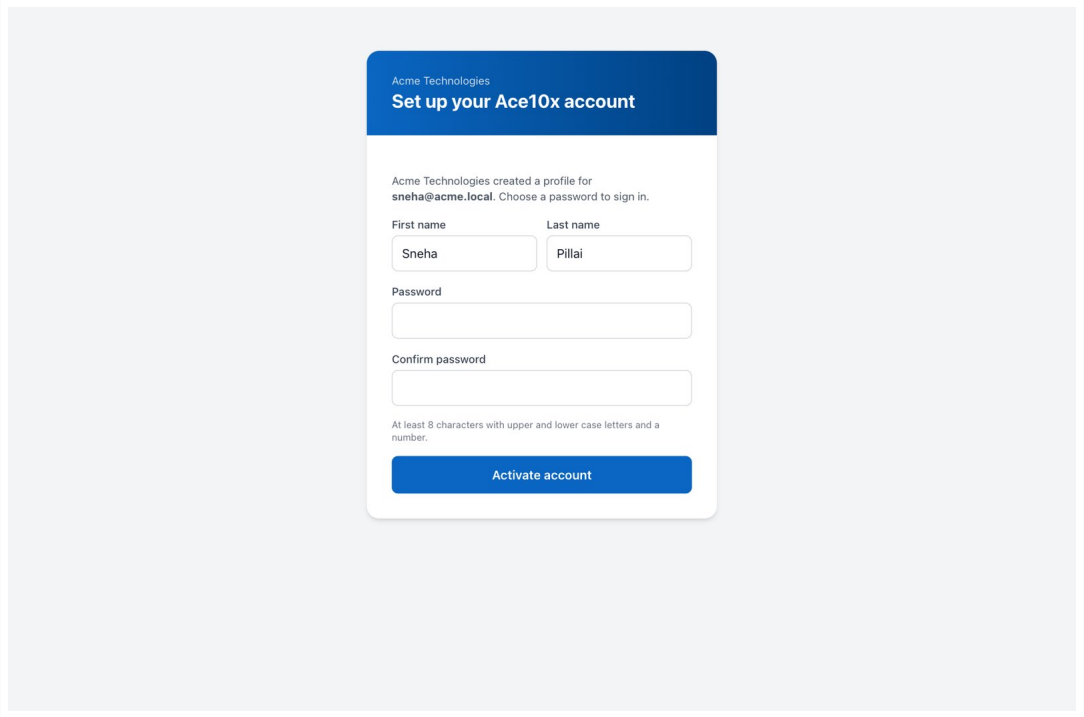


Overview on a phone.

8 What staff and students see

Activate an account the organisation created

The email says *Your Ace10x account is ready.* Click **Set my password**, choose a password (8+ characters with upper and lower case and a number) and you are signed in to your profile.



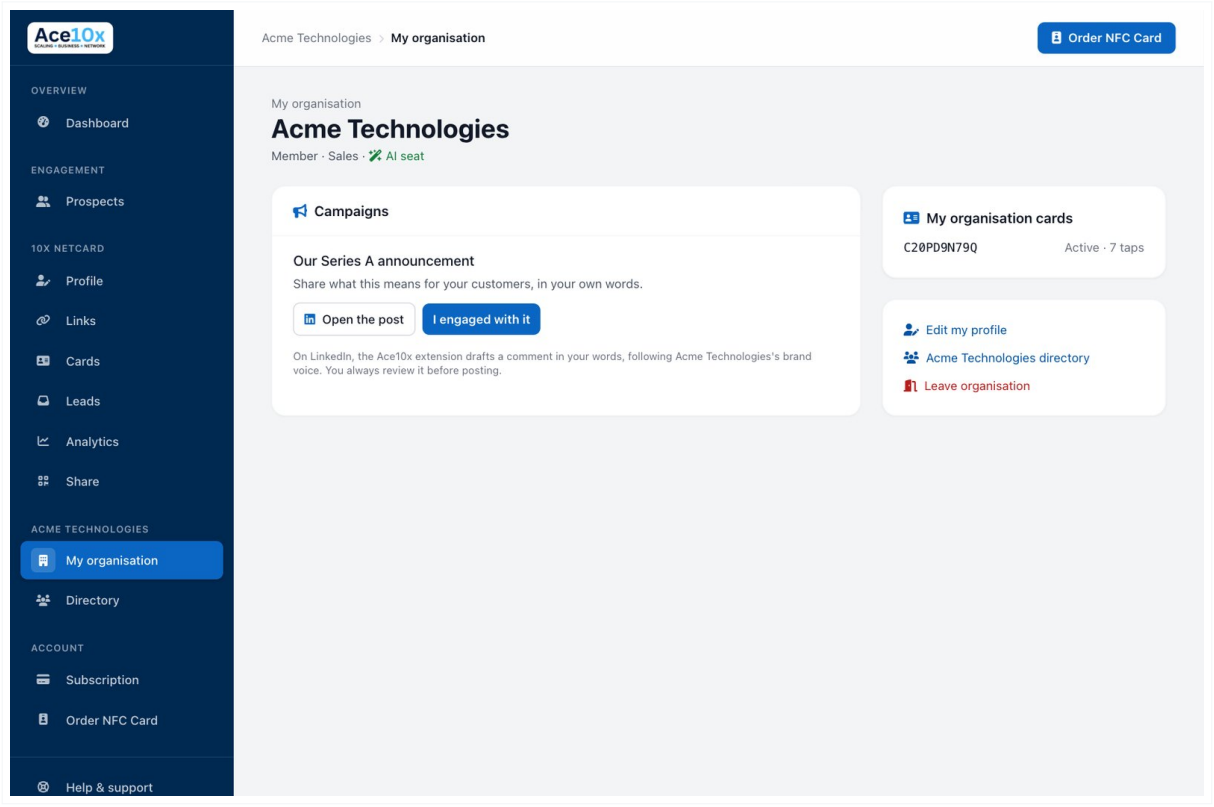
Activation page.

Joining by email domain

If your organisation verified its email domain and allows it, signing in with an address on that domain adds you automatically while seats are free. A message on sign-in tells you that you joined and that your profile now shows the organisation's branding.

My organisation

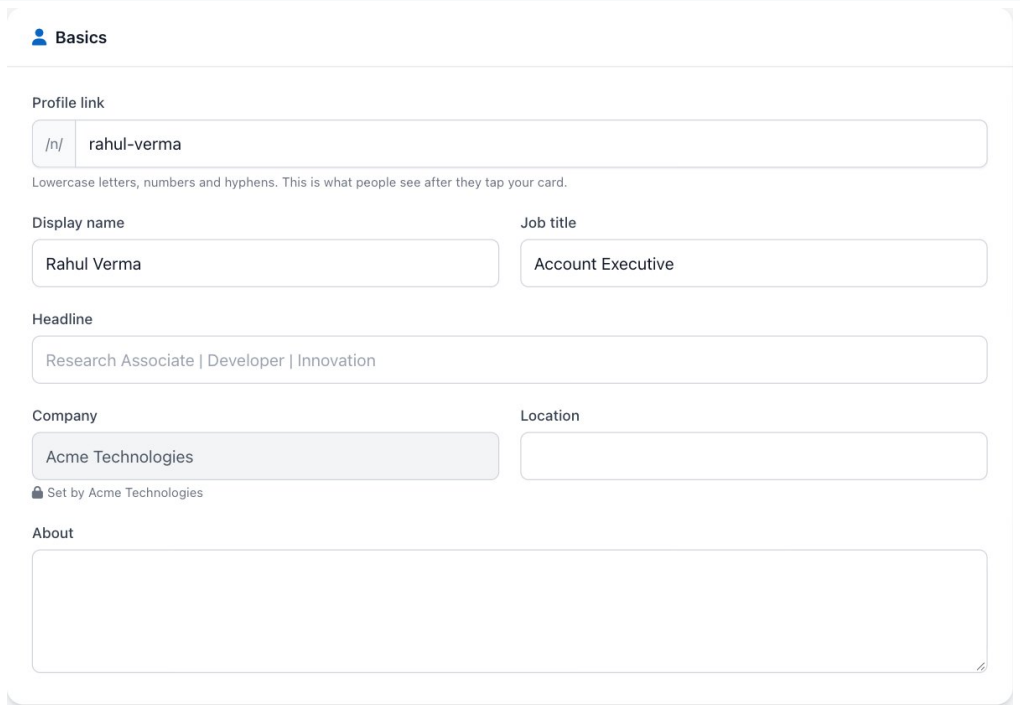
Shows your role, class and AI seat, open campaigns, your organisation cards and links to your profile and the directory. You can leave the organisation here (owners and students cannot leave on their own).



My organisation.

Your profile and the directory

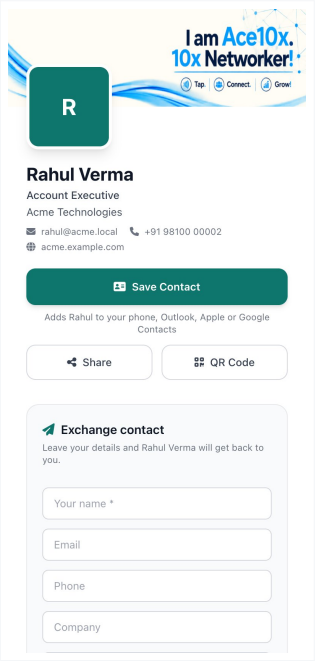
Edit your profile as usual; fields your organisation locked are read-only ("Set by …"). **Directory** lists colleagues with published profiles, searchable by name, title and class.



Profile editor with the company name locked.

What people see when they tap your card

Your profile with the organisation's logo and name, Save Contact, Share, QR code and the contact form. Leads go to you and to your organisation.



A member's public profile.

9 Reference

Who can do what

Action	Owner	Admin	Member	Ace10x team
Make or remove owners	✔			✔
Invite, create, remove people; roles; Classes	✔	✔		
AI seats, brand voice	✔	✔		
Branding, privacy, domains, webhook	✔	✔		
Card fleet, order cards, export chip IDs	✔	✔		
Leads inbox, analytics, campaigns	✔	✔		
Billing details, view invoices, activity log	✔	✔		
Own profile, cards, campaigns, directory	✔	✔	✔	
Seats, plan, prices, dates; suspend; invoices				✔

Rules that apply automatically

- **Seats:** members plus pending invitations count against seats. An invitation that expires (14 days) or is cancelled frees its seat. Ace10x cannot lower your seats below what is in use.
- **One organisation per person.** Accepting requires signing in with the invited email address.
- **AI seats** work while the organisation is active and before its end date. A personal paid plan takes priority.
- **Suspended organisations** are view-only for their admins; members' own profiles keep working.
- **Leavers** keep their profile; you keep cards and leads; your branding is removed.
- **Email domains:** only one organisation can verify a domain. Gmail, Outlook and other public providers can never be claimed.
- **People who are not in an organisation** see no change at all.

Common questions

The invitation link says it expired. Ask an admin to click **Send again**; the old link stops working.

Someone already has an Ace10x account. Invite them; they accept with that account and keep their profile.

A card was lost. **Cards → More → Report lost**, then assign a spare or order one.

We need more seats. Contact Ace10x; seats change on the contract and the next invoice.