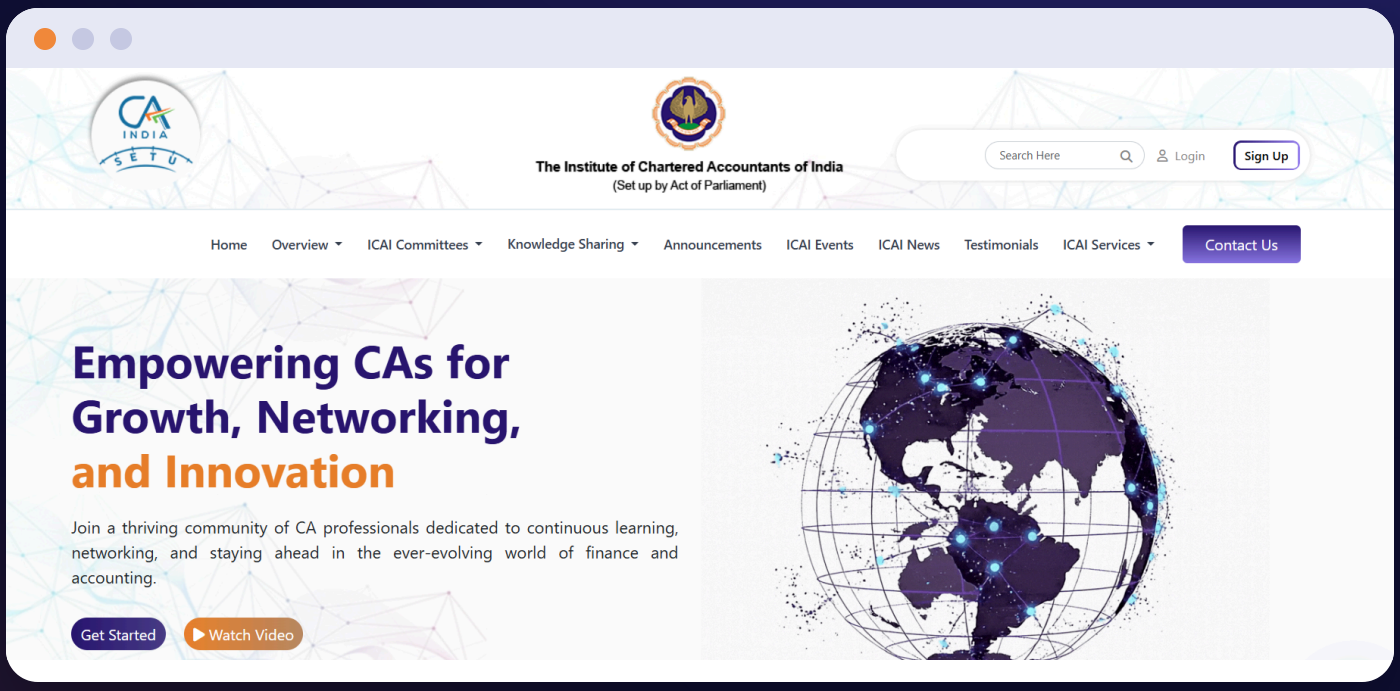
The Institute of Chartered Accountants of India
(Set up by Act of Parliament)

NETWORKING PORTAL FOR CA

CA Setu
Committee User Manual

Committee Registration, Dashboard, Edit Profile, Settings and Analytics



DOCUMENT
Committee User Manual

PORTAL
CA Setu

INTENDED FOR
ICAI Committees

ABOUT THIS MANUAL

This manual explains how a Committee registers on the CA Setu portal, uses the Committee Dashboard, updates the committee profile through Committee Edit Profile, manages account preferences through Committee Settings, and tracks post performance through Committee Analytics.

Bold text marks buttons, fields and on-screen messages.

Fields marked with an asterisk (*) on screen are mandatory.

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SECTION 01

Steps to Fill Committee Registration

This guide explains how to register a Committee account on the CA Setu portal.

1.1 Open the Committee Registration Page

- Open the **CA Setu portal**.
- On the homepage, click the **Sign Up** button available at the **top-right corner** of the page.
- The **Create Your Account** page will open.

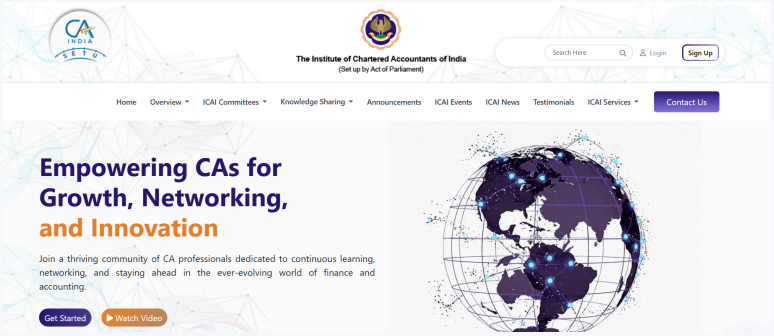


Figure 1 · CA Setu homepage – Sign Up button at the top-right corner

1.2 Create Your Account

After clicking **Sign Up**, the **Create Your Account** page will open.

- The **Create Your Account** page will display different account categories for registration.
- Select **For Committee** to register as a Committee.
- Under **For Committee**, click the **Create Account** button.
- The system will open the Committee registration form.

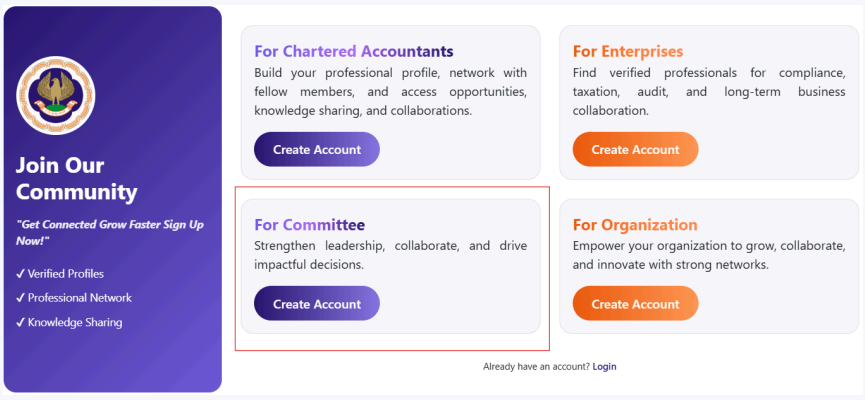


Figure 2 · Create Your Account page – For Committee

1.3 Committee Registration Form

The **Committee Registration** form is divided into two sections: **Committee Details** and **Security**. Fields marked with an asterisk (*) are mandatory.

REGISTRATION STEPS

STEP 1
Committee Details

STEP 2
Security

1.4 Step 1: Committee Details

- **Profile Picture (Required):** Click the camera icon to upload the committee's profile picture. Supported formats are JPG and PNG, with a maximum size of 2 MB. The image is cropped to 300 × 300.
- **Type of Committee (Required):** Select the committee type from the dropdown: **Standing**, **Non Standing**, **Directorates**, or **Others**.
- **Committee Name (Required):** This dropdown is disabled until the committee type is selected. After selecting the type, choose the relevant committee from the list.
- **Email Address (Required):** Enter the official committee email address.
- Click **Send OTP**. A one-time password will be sent to the entered email address.
- Enter the OTP received and verify it to confirm the email address.
- **Mobile Number (Required):** Enter an active 10-digit mobile number for communication.
- **Description (Required):** Enter a brief description of the committee.

NOTE The **Committee Name** dropdown remains disabled until a **Type of Committee** has been selected.

1.5 Step 2: Security

After completing Step 1 – Committee Details, the user will proceed to Step 2 – Security.

- **Password (Required):** Create a password with a minimum of **8 characters**.
- **Confirm Password (Required):** Re-enter the same password.
- Use the **eye icon** to show or hide the password, if required.
- Verify that both passwords match before proceeding.

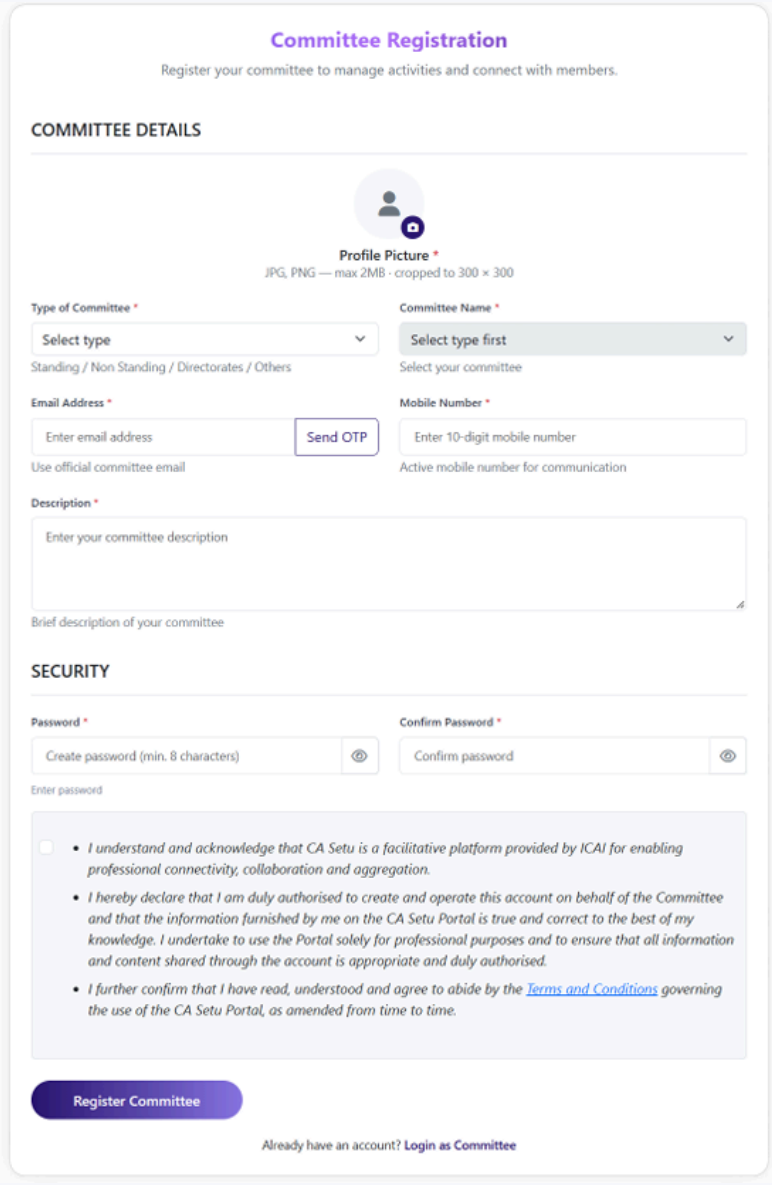


Figure 3 · Committee Registration form – Committee Details, Security and Declaration

1.6 Declaration and Acknowledgement

Before registering, the user must select the declaration checkbox at the bottom of the form. By selecting it, the user confirms that:

- CA Setu is a facilitative platform provided by ICAI for enabling professional connectivity, collaboration and aggregation.
- They are duly authorised to create and operate the account on behalf of the Committee, the information furnished is true and correct to the best of their knowledge, and the Portal will be used solely for professional purposes with all information and content shared being appropriate and duly authorised.
- They have read, understood and agree to abide by the **Terms and Conditions** governing the use of the CA Setu Portal, as amended from time to time.

1.7 Important Note

! IMPORTANT

The **Register Committee** button should be clicked only after:

- All required committee details have been completed.
- The email address has been verified using the OTP.
- The password and confirm password match.
- The declaration has been read and the checkbox selected.

RESULT After clicking **Register Committee**, the committee account is created. If the committee already has an account, click **Login as Committee** at the bottom of the form instead.

SECTION 02

Committee Dashboard – Fields and Details

After logging in to the CA Setu portal, the committee user will be redirected to the **Committee Dashboard**, where they can manage the committee profile, create posts, view engagement details, and access various dashboard features.

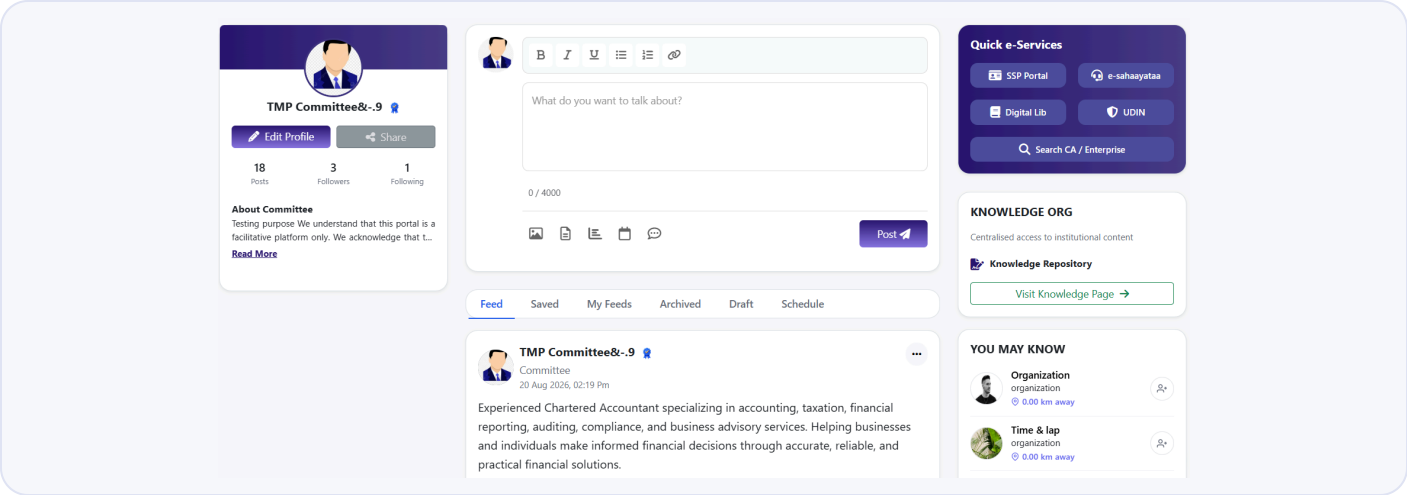


Figure 4 · Committee Dashboard

2.1 Profile Overview

Option	Description
Profile Picture	Displays the committee's profile picture.
Committee Name	Displays the registered committee name along with the verified badge.
Edit Profile	Click to update the committee profile details.
Share	Click to share the committee profile with others.
About Committee	Displays the committee description. Click **Read More** to view the full description.

2.2 Profile Statistics

The dashboard displays the following statistics:

Option	Description
Posts	Total number of posts published by the committee.
Followers	Number of users following the committee profile.
Following	Number of users the committee profile follows.

2.3 Create a Post

The committee can create a post from the text area at the top of the dashboard.

Field	Description
Post Description	Enter the content in the text area labelled “What do you want to talk about?”. The maximum limit is **4,000 characters**; a counter below the text area shows the characters used.
Text Formatting	Use the toolbar to apply bold, italic, underline, bulleted lists, numbered lists, and links to the post content.
Add Image / Add Document	Use the icons below the text area to attach an image or a document to the post, if required.
Additional Post Options	Use the remaining icons to access other post-related features, such as scheduling or comments, if applicable.
Post	Click the **Post** button to publish the content.

2.4 Quick e-Services

The **Quick e-Services** section provides access to the following services:

- SSP Portal
- e-Sahaayataa
- Digital Lib
- UDIN
- Search CA / Enterprise

Click the relevant option to access the corresponding service.

2.5 Knowledge Org

The **Knowledge Org** section provides centralised access to institutional content.

Option	Description
Knowledge Repository	Click **Visit Knowledge Page** to access the available knowledge resources and institutional content.

2.6 Dashboard Navigation Tabs

The dashboard provides the following tabs to manage posts and feeds:

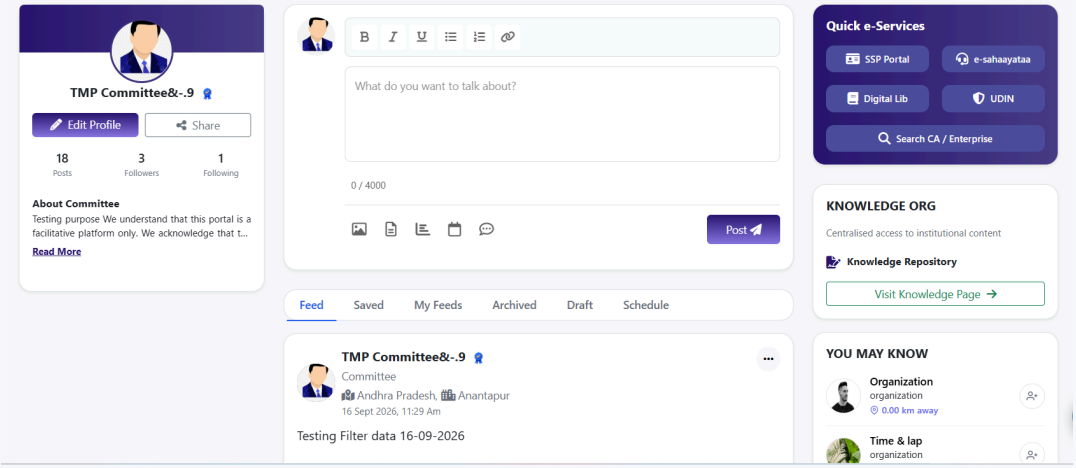


Figure 5 · Committee Dashboard feed and navigation tabs

Tab	Description
Feed	View posts available in the committee's feed. Each post shows the committee name, type, location, date and time, and a menu (three dots) with further options.
Saved	View posts saved for later.
My Feeds	Access the committee's own posts.
Archived	View archived posts.
Draft	View saved draft posts.
Schedule	View scheduled posts.

2.7 You May Know

The **You May Know** section displays suggested profiles that the committee may wish to connect with on the CA Setu platform.

Option	Description
Suggested Profiles	View the recommended profiles, including their name, type (for example, organization) and distance.
Connect / Follow	Use the icon beside a suggested profile to connect with or follow it, if applicable.

SECTION 03

Committee Edit Profile – Fields and Details

Click **Edit Profile** on the Committee Dashboard to open the Edit Profile page, where the committee can update its logo and details.

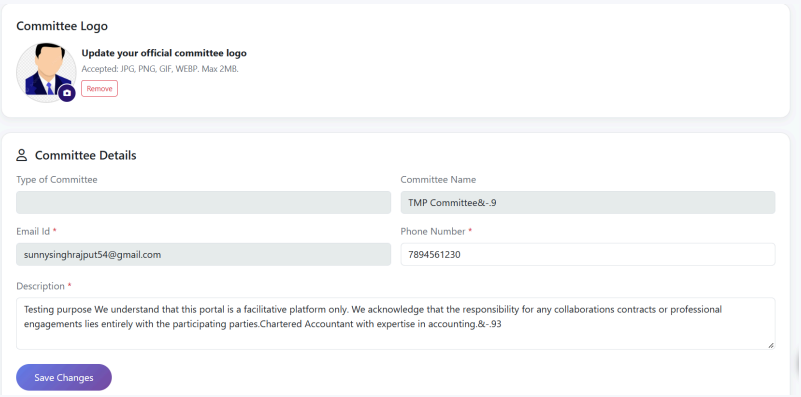


Figure 6 · Committee Edit Profile page

3.1 Committee Logo

- Click the **camera icon** on the logo to upload the official committee logo.
- Accepted formats are **JPG, PNG, GIF and WEBP**, with a maximum size of **2 MB**.
- Click **Remove** to delete the current logo.

3.2 Committee Details

Field	Description
Type of Committee	Displays the committee type selected during registration. This field is non-editable.
Committee Name	Displays the registered committee name. This field is non-editable.
Email Id (Required)	Displays the registered committee email address. This field is non-editable.
Phone Number (Required)	Enter or update the committee's 10-digit mobile number.
Description (Required)	Enter or update the committee description. This is shown in the **About Committee** section of the dashboard.
Save Changes	Review the details and click **Save Changes** to update the committee profile.

SECTION 04

Committee Settings – Fields and Details

The Settings section allows the committee to manage account security, activity, notifications, blocked accounts and analytics. The left-hand menu lists **Password & Security**, **Your Activity** and **Analytics**; the activity pages also list **Notification Management** and **Blocked Accounts**.

4.1 Password and Security

The **Password and Security** page contains two sections: **LOGIN & RECOVERY** and **SECURITY CHECKS**.

Option	Description
Login & Recovery – manage account sign-in credentials.	
Change Password	Allows the committee to change the account password. The page shows when the password was last changed (for example, "Last changed 2 months ago").
Security Checks – monitor account access and alerts.	
Where You're Logged In	Displays the devices and browsers currently logged in to the account, showing the device type, browser, location and session status (for example, Desktop · Google Chrome · New Delhi · Active).
Login Alerts	Use the toggle to get notified of unrecognized logins.

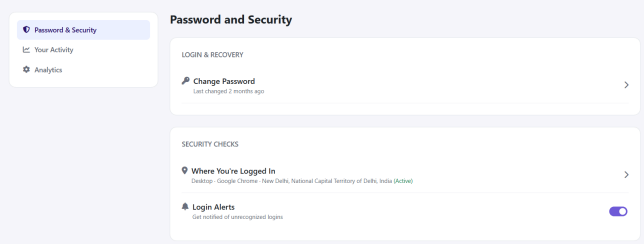


Figure 7 · Committee Settings – Password and Security

4.2 Your Activity

The **Your Activity** section allows the committee to view and manage its account activity. It contains the following tabs:

Tab	Description
Likes	View posts liked by the committee.
Comments	View comments made by the committee.
Tags	View posts in which the committee has been tagged.
Recently Deleted	View and manage recently deleted content.
Account History	View the history of account activities and changes.
Recent Searches	View recent search queries.

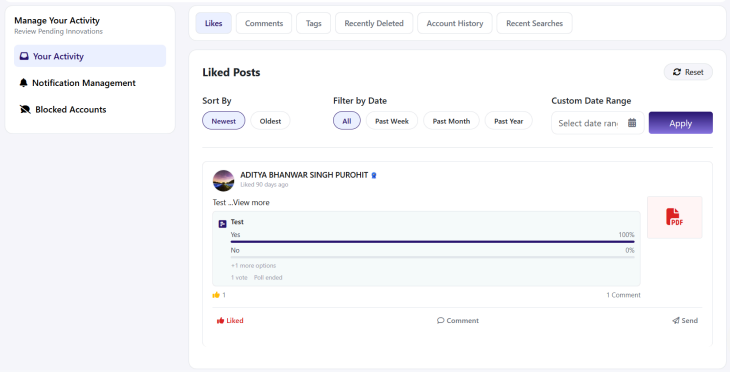


Figure 8 · Committee Settings – Your Activity (Liked Posts)

On the **Liked Posts** page, the following options are available:

Option	Description
Sort By	Choose **Newest** or **Oldest**.
Filter by Date	Choose **All**, **Past Week**, **Past Month** or **Past Year**.
Custom Date Range	Select a date range and click **Apply**.
Reset	Click to clear the selected filters.
Liked post	Each liked post shows the author, when it was liked, its content and the **Liked**, **Comment** and **Send** actions.

4.3 Notification Management

The **Notification Management** section allows the committee to manage how and when it receives push notifications.

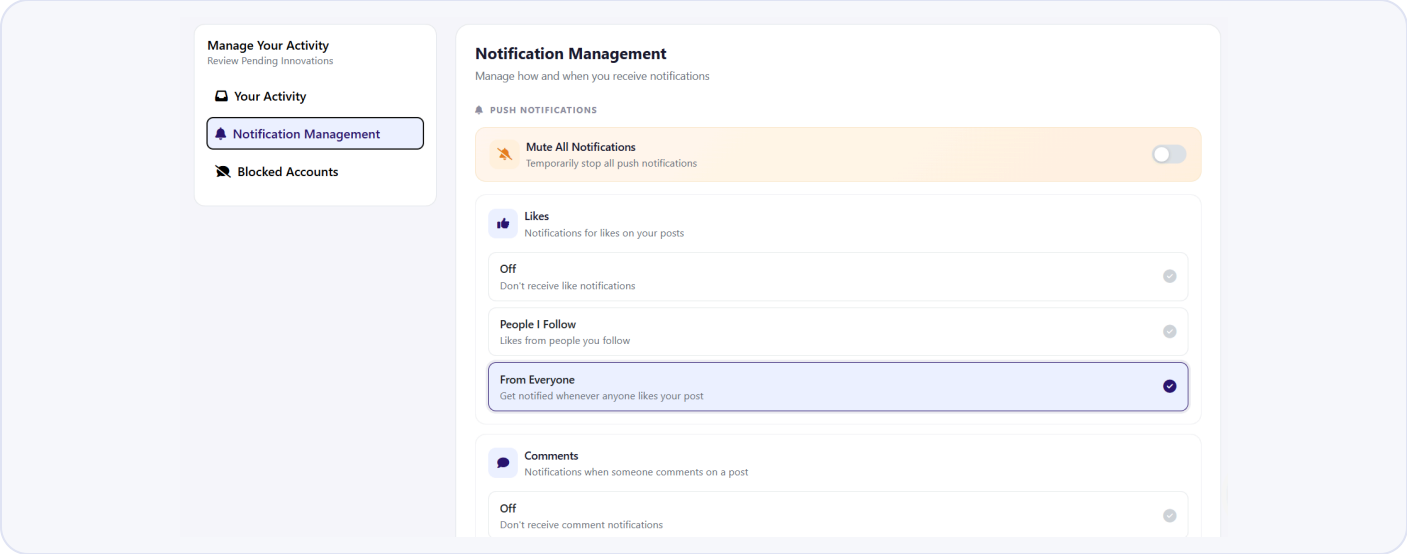


Figure 9 · Committee Settings – Notification Management

Option	Description
Mute All Notifications	Use the toggle to temporarily stop all push notifications.
Likes – manages notifications for likes on the committee's posts.	
Off	Do not receive like notifications.
People I Follow	Receive notifications for likes from people the committee follows.
From Everyone	Get notified whenever anyone likes a post.
Comments – manages notifications when someone comments on a post, with the same style of options.	
Off	Do not receive comment notifications.

4.4 Blocked Accounts

The **Blocked Accounts** section allows the committee to manage accounts it has blocked.

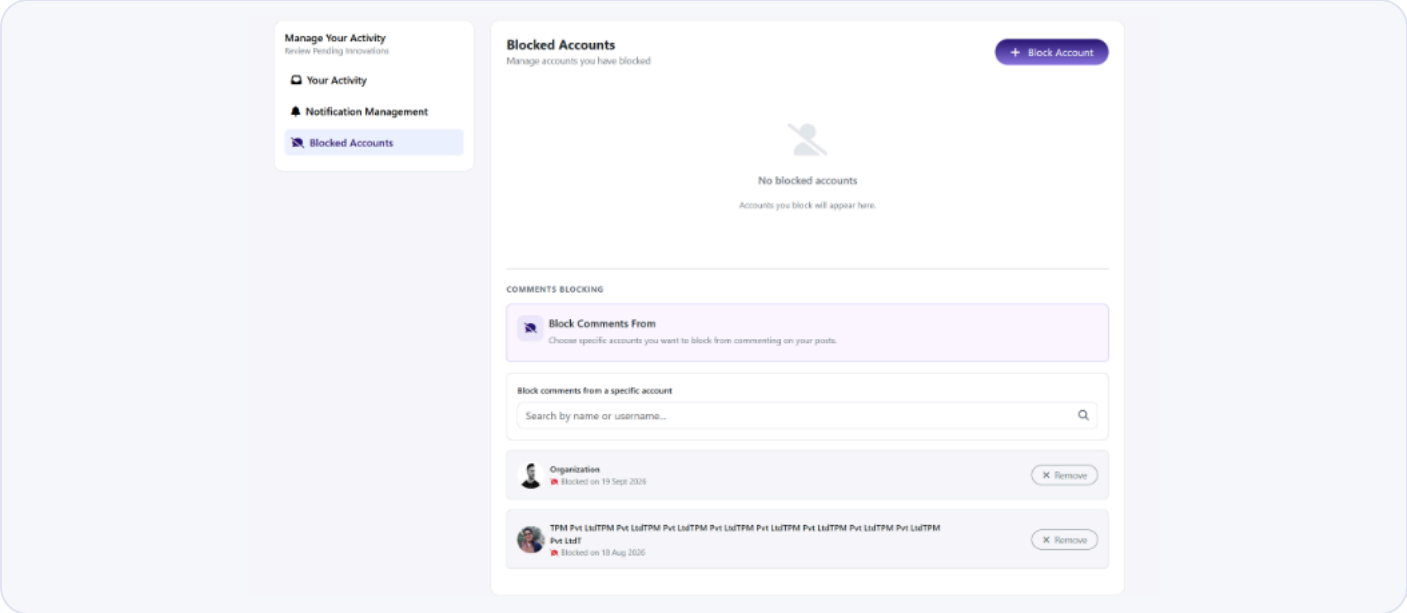


Figure 10 · Committee Settings – Blocked Accounts

Option	Description
Block Account	Click to block an account.
No blocked accounts	This message is displayed when no accounts have been blocked. Accounts you block will appear here.
Comments Blocking – block comments on the committee's posts.	
Block Comments From	Allows the committee to choose specific accounts whose comments it wants to block on its posts.
Search by name or username	Search for the account to block comments from.
Blocked list	Accounts whose comments are blocked are listed with the date they were blocked. Click **Remove** beside an account to allow its comments again.

SECTION 05

Committee Analytics – Fields and Details

The **Analytics** section helps the committee track the performance of its posts. It has two tabs: **Basic Analytics** and **Audience Insights**.

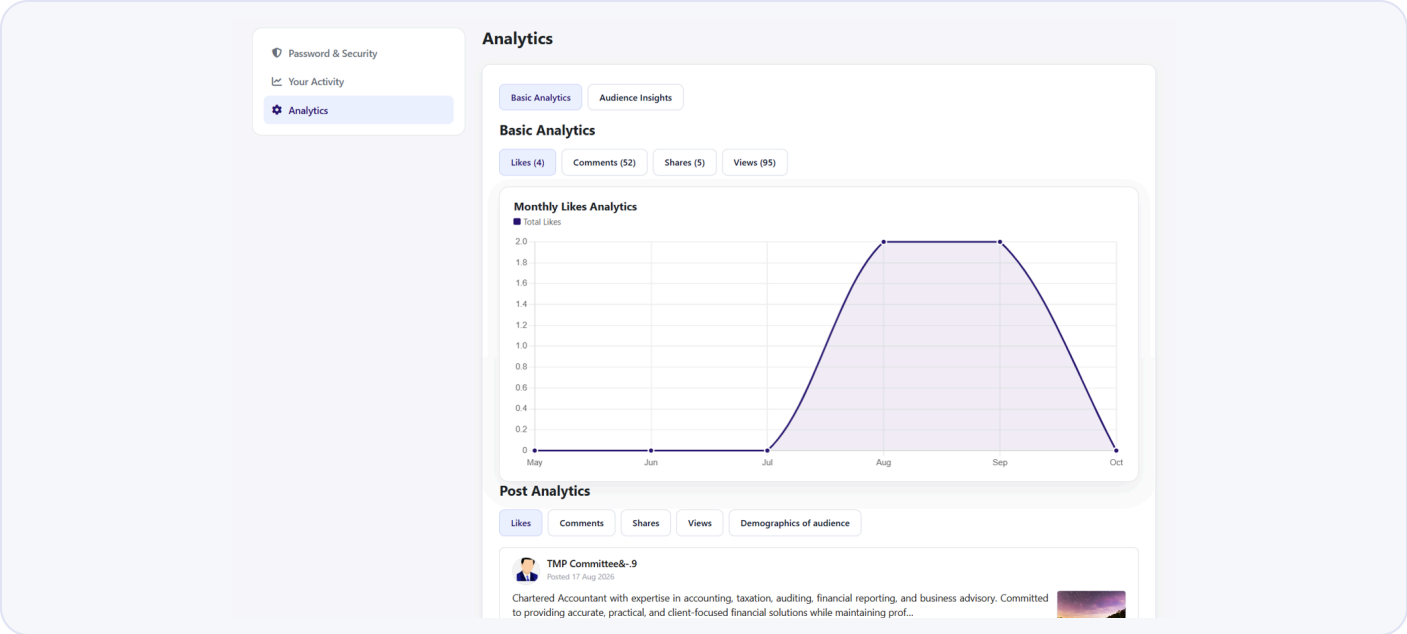


Figure 11 · Committee Analytics – Basic Analytics

5.1 Basic Analytics

Option	Description
Likes, Comments, Shares, Views	Select any of these to see the total count for each (for example, Likes (4), Comments (52), Shares (5), Views (95)).
Monthly chart	The chart below shows the selected metric month by month (for example, **Monthly Likes Analytics**, with total likes plotted for each month).

5.2 Post Analytics

The **Post Analytics** section shows how each individual post has performed. Use the tabs to switch between:

- **Likes**
- **Comments**
- **Shares**
- **Views**
- **Demographics of audience**

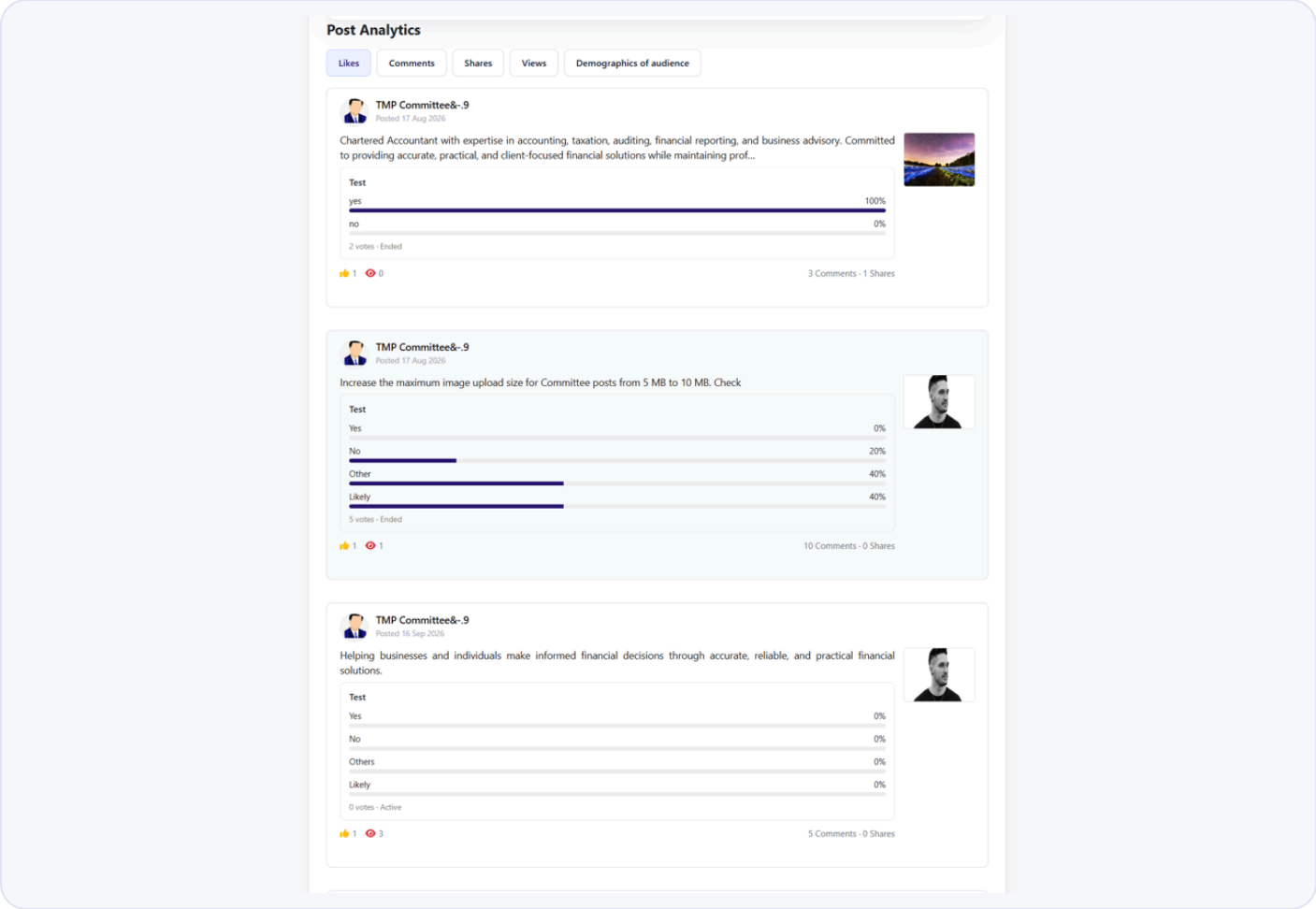


Figure 12 · Committee Analytics – Post Analytics

Each post card shows the committee name, the date the post was made, the post content and image, any poll results (with vote counts and whether the poll has ended), and the number of likes, views, comments and shares.

APPENDIX A

Troubleshooting

Quick checks based on the field rules described in this manual.

Situation	What to check	Ref.
Committee Name cannot be selected	The Committee Name dropdown is disabled until a Type of Committee is selected. Select the type first.	1.4
Where is the OTP sent?	After entering the official committee email address, click Send OTP. The one-time password is sent to that email address; enter it and verify.	1.4
Profile picture not accepted	At registration, use JPG or PNG with a maximum size of 2 MB. In Edit Profile, use JPG, PNG, GIF or WEBP with a maximum size of 2 MB.	1.4, 3.1
Password not accepted	The password must contain a minimum of 8 characters, and Password and Confirm Password must match. Use the eye icon to show or hide the password.	1.5
Committee account cannot be registered	Complete all required details, verify the email address using the OTP, make sure the passwords match, and select the declaration checkbox before clicking Register Committee.	1.7
Committee already has an account	Click Login as Committee at the bottom of the form.	1.7
Post cannot be published	Keep the Post Description within 4,000 characters; the counter below the text area shows the characters used.	2.3
Committee Type, Name or Email cannot be edited	These fields are non-editable on the Edit Profile page. Only the logo, Phone Number and Description can be updated.	3.2
Too many notifications	Use Mute All Notifications, or set Likes and Comments to Off or People I Follow.	4.3
Allow comments from a blocked account again	Open Comments Blocking and click Remove beside the account.	4.4

APPENDIX B

Glossary

CA Setu	The networking portal on which the committee registers and manages its account.
ICAI	The Institute of Chartered Accountants of India.
Committee	The account category selected through For Committee on the Create Your Account page.
Type of Committee	Standing, Non Standing, Directorates or Others; selected during registration and non-editable afterwards.
OTP	One-Time Password sent to the committee email address when Send OTP is clicked.
Declaration	The acknowledgement that must be selected before clicking Register Committee.
Committee Dashboard	The page shown after login, used to manage the profile, create posts and view engagement.
Quick e-Services	Shortcuts to SSP Portal, e-Sahaayataa, Digital Lib, UDIN and Search CA / Enterprise.
Knowledge Org	Centralised access to institutional content through the Knowledge Repository.
Feed / Saved / My Feeds / Archived / Draft / Schedule	The dashboard tabs used to manage posts and feeds.
Mute All Notifications	A toggle that temporarily stops all push notifications.
Comments Blocking	Allows the committee to block comments from specific accounts on its posts.
Basic Analytics	Shows total Likes, Comments, Shares and Views with a month-by-month chart.
Post Analytics	Shows how each individual post has performed.
Mandatory field (*)	A field marked with an asterisk that must be completed before proceeding.

APPENDIX C

Contact & Support

For queries about the CA Setu portal, contact The Institute of Chartered Accountants of India.

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