



FUN MANAGER USER MANUAL

A simple guide for teachers and educators

LEARN. REFER. EARN.

Create your account, find quizzes, refer students, track your earnings, and request payouts.

Visit: www.funvidya.com

1. How the Fun Manager program works

The process is simple. Follow these steps in order.

- 1 Visit **www.funvidya.com** and open **For Teachers** → **Become a Fun Manager**.
- 2 Create your Fun Manager account with your name, email, and password.
- 3 Complete account verification when prompted.
- 4 After successful sign-up, you are **automatically redirected to your Fun Manager Dashboard**.
- 5 Explore upcoming quizzes and choose a quiz you want to refer.
- 6 Share your personal referral link with students.
- 7 Track registrations and earnings from **My Referrals**.
- 8 Set up payment details and request a payout when your balance is available.

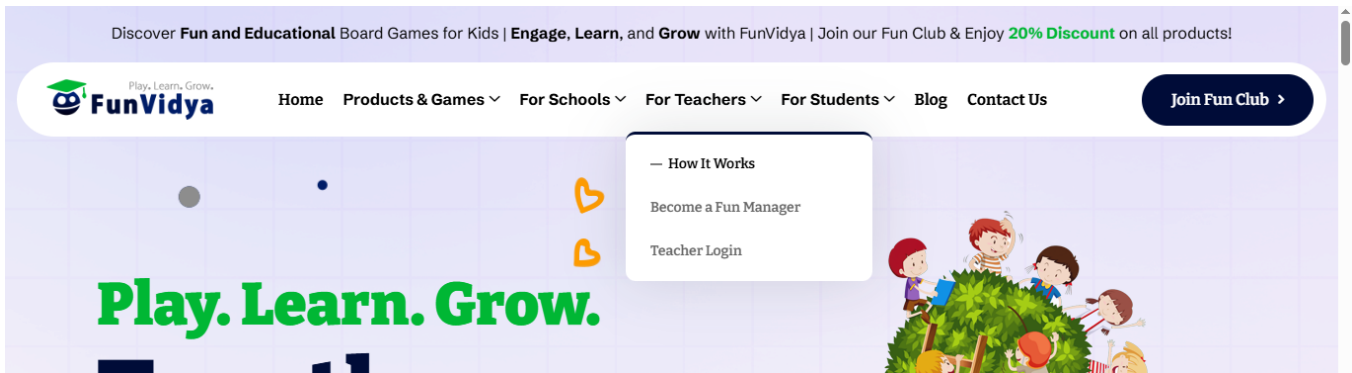
Commission

50% Direct Commission: earned on a successful quiz registration through your referral.

5% Lifetime Commission: earned on future quiz registrations made by a candidate you referred.

2. Start from the FunVidya website

Open the website and use the Teachers menu.



- 1 Open the FunVidya website.
- 2 From the top menu, click **For Teachers**.
- 3 Select **Become a Fun Manager** to create a new account.
- 4 If you already have an account, select **Teacher Login**.

Website

You can always return to www.funvidya.com to access the Fun Manager section.

3. Create your Fun Manager account

Use the sign-up page to create your account.

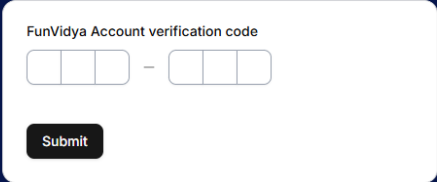
- 1 Enter your **First Name** and **Last Name**.
- 2 Enter an active **Email** address.
- 3 Create a strong **Password** and enter it again in **Confirm password**.
- 4 Make sure the password rules shown on the screen are satisfied.
- 5 Click **Sign up**.

What happens next

After successful sign-up, you will be **automatically redirected to your Fun Manager Dashboard**. You do not need to log in again at this stage.

4. Verify your account and log in

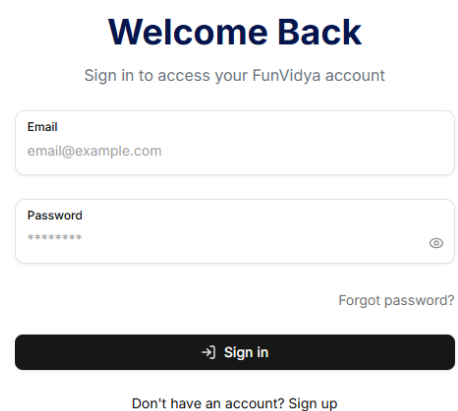
Complete verification when prompted. For future visits, use Teacher Login.



- 1 Open the verification email sent to your registered email address.
- 2 Enter the verification code.
- 3 Click **Submit**.
- 4 After successful verification/sign-up, you will be taken to your **Fun Manager Dashboard**.

For future visits

Once your account is created, you can use **Teacher Login** to sign in and access your dashboard.



5. Understand your Fun Manager Dashboard

Your dashboard is the main place to see your quizzes, referrals, commissions, and activity.

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Welcome Saurav, you are now a Fun Manager 🧑🏻💡

Manage quizzes, registrations, rewards and participant engagement.

Direct Quiz Referrals 0	Lifetime Quiz Referrals 0
Referred Account Signups 0	Total Earnings ₹0
Amount Paid ₹0.00	Your Product Orders 0
FV Score 20	Your Quiz Registrations 2
Quizzes Attended 0	Direct Commission 50%
Lifetime Commission 5%	

EVERYDAY SCIENCE QUIZ COMPETITION
Hosted By FunVidya
Limited Seats Available
Secure Your Spot Today!

100 PARTICIPANTS ONLY ALLOWED
REGISTRATION FEES ₹99 ONLY
GRAND MASTER CERTIFICATE FOR WINNERS

PARTICIPATION CERTIFICATE FOR ALL OTHER PARTICIPANTS
CERTIFICATE WILL BE DIGITALLY VERIFIED

FOR MORE INFORMATION CALL OR WHATSAPP AT **+91 - 9582175055** | www.funvidya.com

Upcoming Quizzes

Everyday Science Quiz Competition

26 Sept 2026

Fee: ₹99 | Your Commission: **₹49.5 (50%)**

Register Refer

Recent Referrals

View All Referrals

No referrals yet.

Fun Fact

THE LONGEST WORD HAS 189,000 LETTERS!

That's the scientific name of a protein called...

Methionylthreonylthreonylglycylalanyl...

It's over 189,000 letters long!

The longest word in English has over 189,000 letters!

Did you know? The longest word in English has over 189,000 letters! This super long word is actually the scientific name of a protein called Titin. Proteins are made of many small parts called amino acids, and sometimes scientists name them by joining all those parts together. Since Titin is the largest protein in the human body, its full name becomes extremely long! In fact, it would take around 3 hours just to say it completely! So it's not really a normal word - it's more like a super long science code name!

What you can see

- Direct Quiz Referrals
- Lifetime Quiz Referrals
- Referred Account Signups
- Total Earnings
- Amount Paid
- Your Quiz Registrations
- Direct Commission
- Lifetime Commission

What you can do

Use the dashboard to quickly find upcoming quizzes, register for a quiz when needed, or click **Refer** to share a quiz with students.

Tip

For detailed referral records, open **Manager Hub** → **My Referrals**.

6. Find an upcoming quiz and refer students

You can find upcoming quizzes in two easy ways.

My Quizzes
Register for upcoming quizzes and access your previous quiz history and certificates.

Upcoming Quizzes (1)
Register and participate in upcoming FunVidya quiz challenges.

Quiz History (1)
View your previous quiz participation and certificates.

Everyday Science Quiz Competition (Registration Open)

Details:
Date: 26 September 2026
Time: 04:00 PM IST
Age: No Age Limit
Fee: ₹99

Starts in 34 days

Register Now → **Refer**

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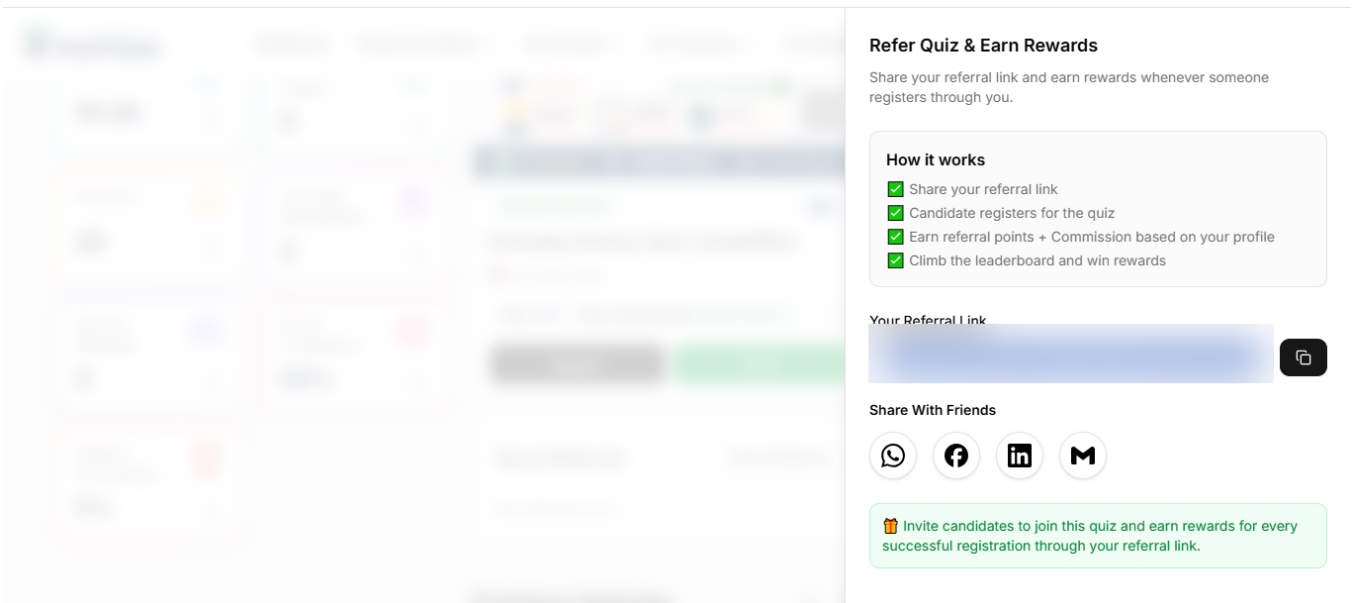
- 1** From the **Dashboard**: look at the **Upcoming Quizzes** section and click **Refer** on the quiz you want to share.
- 2** From **My Quizzes**: open **Manager Hub** → **My Quizzes** to see upcoming quizzes and their details.
- 3** Check the quiz name, date, time, age limit, and registration fee before sharing.
- 4** Click **Refer** to open the referral panel.

This is your earning step

Share the quiz with students using your referral link. A successful registration through your referral can earn you commission.

7. Share your referral link

Your referral link connects the student's registration to your Fun Manager account.



- 1 Review the quiz information in the referral panel.
- 2 Click the **Copy** button to copy your referral link.
- 3 You can also use the WhatsApp, Facebook, LinkedIn, or email sharing buttons.
- 4 Send the link to your students and ask them to complete the quiz registration using that link.

Important

Ask students to use **your referral link** while registering. This is what connects their registration to your referral.

8. Track referrals and earnings

Use My Referrals to see registrations and commission records.

My Referrals
Monitor your referrals, quiz earnings, and Funkian signups - all in one place.

Total Direct Quiz Referrals: 1
Total Indirect Quiz Referrals: 0
Total Earnings: ₹49.5
Total Signups Through Your Referral: 0

Referral History

Search candidate... Export CSV Total Records: 1

	Earning Type	Earning	Funkians Account
ay Science Quiz Competition	Direct	₹49.5	Registration Only

Showing 1 to 1 of 1 entries Rows per page 10 Page 1 of 1

- 1 Open **Manager Hub** → **My Referrals**.
- 2 Review your total direct referrals, lifetime referrals, total earnings, and signups.
- 3 Use the Referral History table to see quiz, earning type, earning amount, and other referral information.
- 4 Use the search box to find a particular candidate or record.
- 5 Use **Export CSV** if you need a copy of your referral records.

Example

If a quiz fee is ₹99, a 50% direct commission is ₹49.50 for a successful registration through your referral.

9. Set up your payment details

Add the account where you want your commission to be paid.

The screenshot displays the 'Bank Account Details' page within the FunVidya Manager Hub. The page is titled 'Secure Payment Setup' and 'Bank Account Details', with a subtitle 'Manage how FunVidya sends commissions, rewards and payouts.' On the left, under 'Payment Method', there are two options: 'Bank Account' (Direct bank transfer) and 'UPI' (Receive payment instantly). The 'Bank Account' option is selected. The main form area contains fields for 'Account Holder Name', 'Bank Name', 'IFSC Code' (with a link 'What is IFSC?'), 'Account Number', and 'Confirm Account Number'. A blue banner below these fields states: 'Please ensure all details are correct. Incorrect information may delay your payouts.' At the bottom of the form is a 'Save Payment Details' button. A security note on the left states: 'Your information is secure. We use industry-standard security measures to protect your payment information.' The footer includes sections for 'Our Program', 'About Us', and 'Legal', along with a newsletter subscription form.

1 Open **Manager Hub** → **Update Bank Account Details**.

2 Choose **Bank Account** or **UPI**.

3 For a bank account, enter the account holder name, bank name, IFSC code, account number, and confirm the account number.

4 Check all details carefully.

5 Click **Save Payment Details**.

Security note

Use your own correct payment details. Incorrect information can delay your payout. Never share your password or verification code with anyone.

10. Request a payout

Once your earnings are available, you can request a payout from My Payouts.

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My Payouts

Manage your earnings and payout requests.

Available Balance
₹0

Pending Payout
₹0

Paid Till Date
₹49.5

Total Earnings
₹49.5

Request Payout

Search by transfer method... Export CSV Total Records: 1

Requested On	Amount	Transfer Method	Status	Transaction No.	Processed On
	₹49.5	Bank Transfer	Paid	Jdjdjjddjd	

Showing 1 to 1 of 1 entries Rows per page 10 Page 1 of 1

- 1 Open **Manager Hub** → **My Payouts**.
- 2 Check your **Available Balance**.
- 3 Click **Request Payout** when the button is available.
- 4 Review the amount and payment method shown in the request window.
- 5 Submit the payout request.
- 6 Your request will appear in payout history with a status such as **Pending** or **Paid**.

Processing time

The payout screen states that a submitted payout is normally processed within the next **48 hours**.

11. Check payout status and get help

Keep an eye on your payout history and contact support when needed.

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My Payouts

Manage your earnings and payout requests.

Available Balance
₹0

Pending Payout
₹0

Paid Till Date
₹49.5

Total Earnings
₹49.5

Request Payout

Search by transfer method...

Export CSV

Total Records: 1

Requested On	Amount	Transfer Method	Status	Transaction No.	Processed On
	₹49.5	Bank Transfer	Paid	Jd	

Showing 1 to 1 of 1 entries

Rows per page10 ▾Page 1 of 1 >

Payout statuses

Pending: Your payout request has been submitted and is being processed.

Paid: The payout has been processed.

Need help?

Open **Manager Hub** → **Support Center**. You can raise a support ticket and the support page says the team usually responds within **48 hours**.

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Need Help?

Support Center

Raise a support ticket and our team will usually respond within 48 hours.

Raise New Ticket

Final checklist

✓ Account verified ✓ Dashboard accessible ✓ Payment details saved ✓ Quiz referral shared ✓ Referral tracked ✓ Payout requested when eligible

Ready to become a Fun Manager?

Help students discover exciting learning experiences — and earn along the way.

50% Direct Commission • 5% Lifetime Commission

BECOME A FUN MANAGER

Start here: app.funvidya.com/auth/manager-sign-up