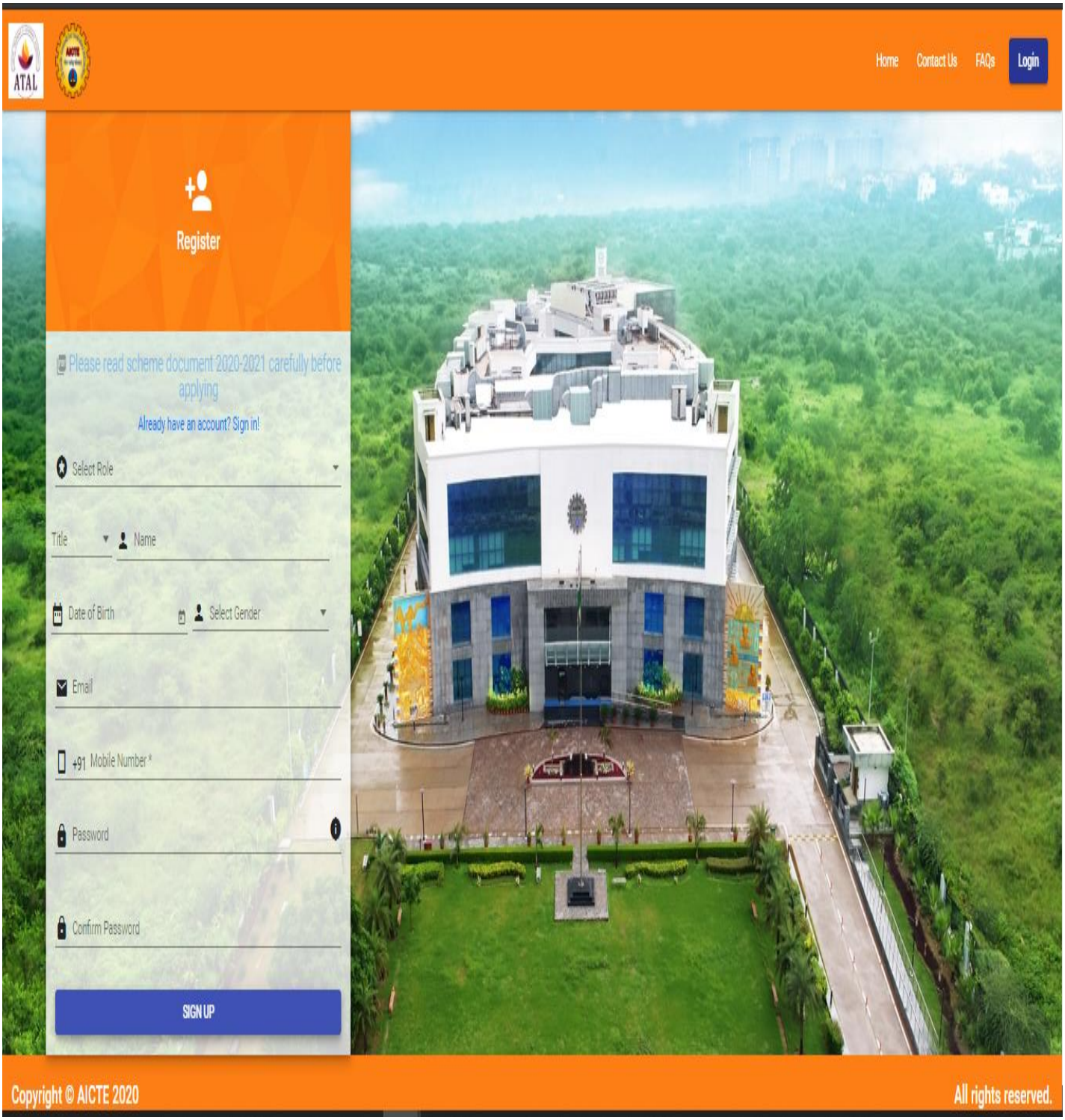

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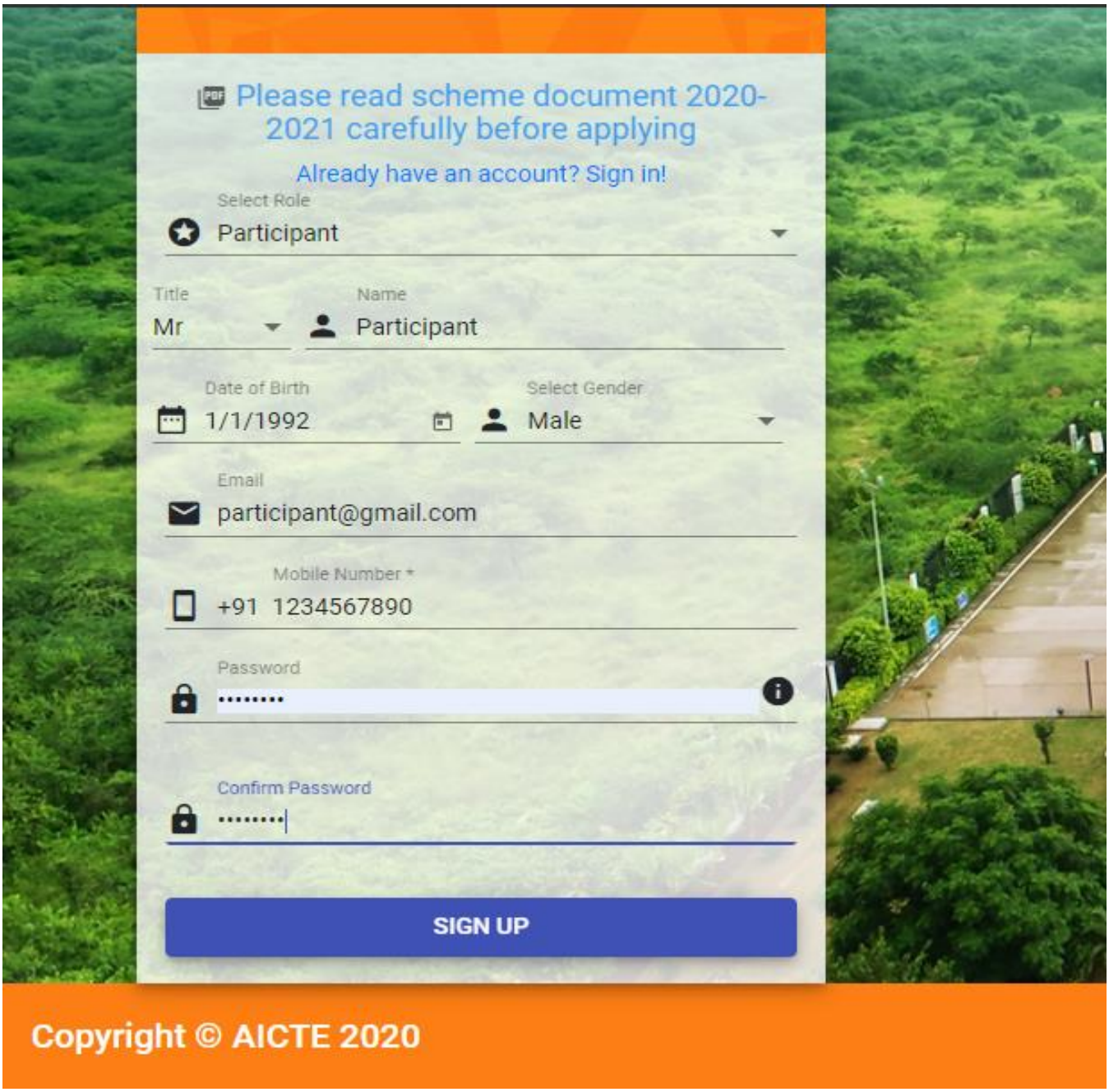
PARTICIPANT REGISTRATION

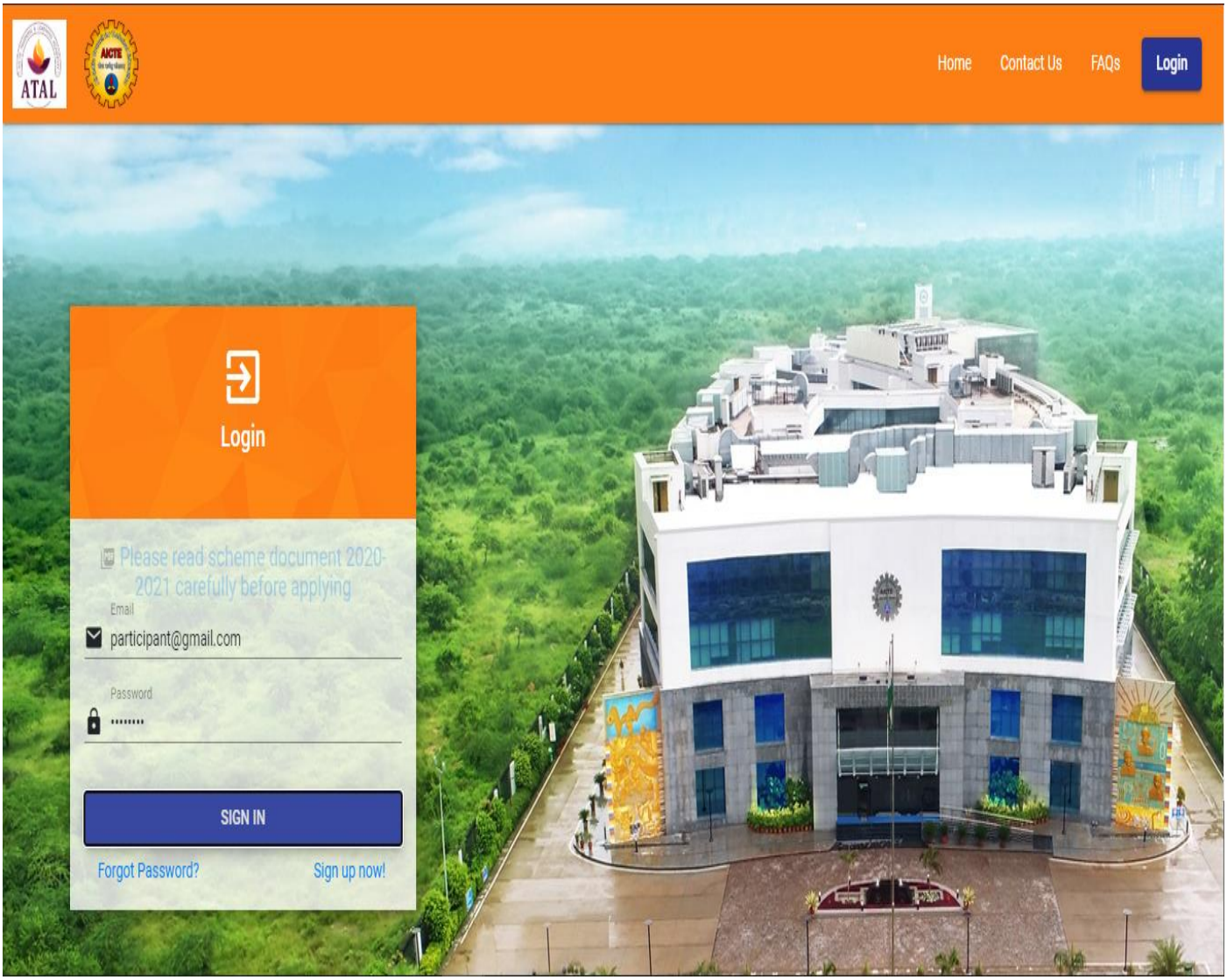
Participants need to register with basic details and choose **Role** as **Participant.**



After successful registration, participant will get one **verification email and OTP**, on provided email and phone respectively.

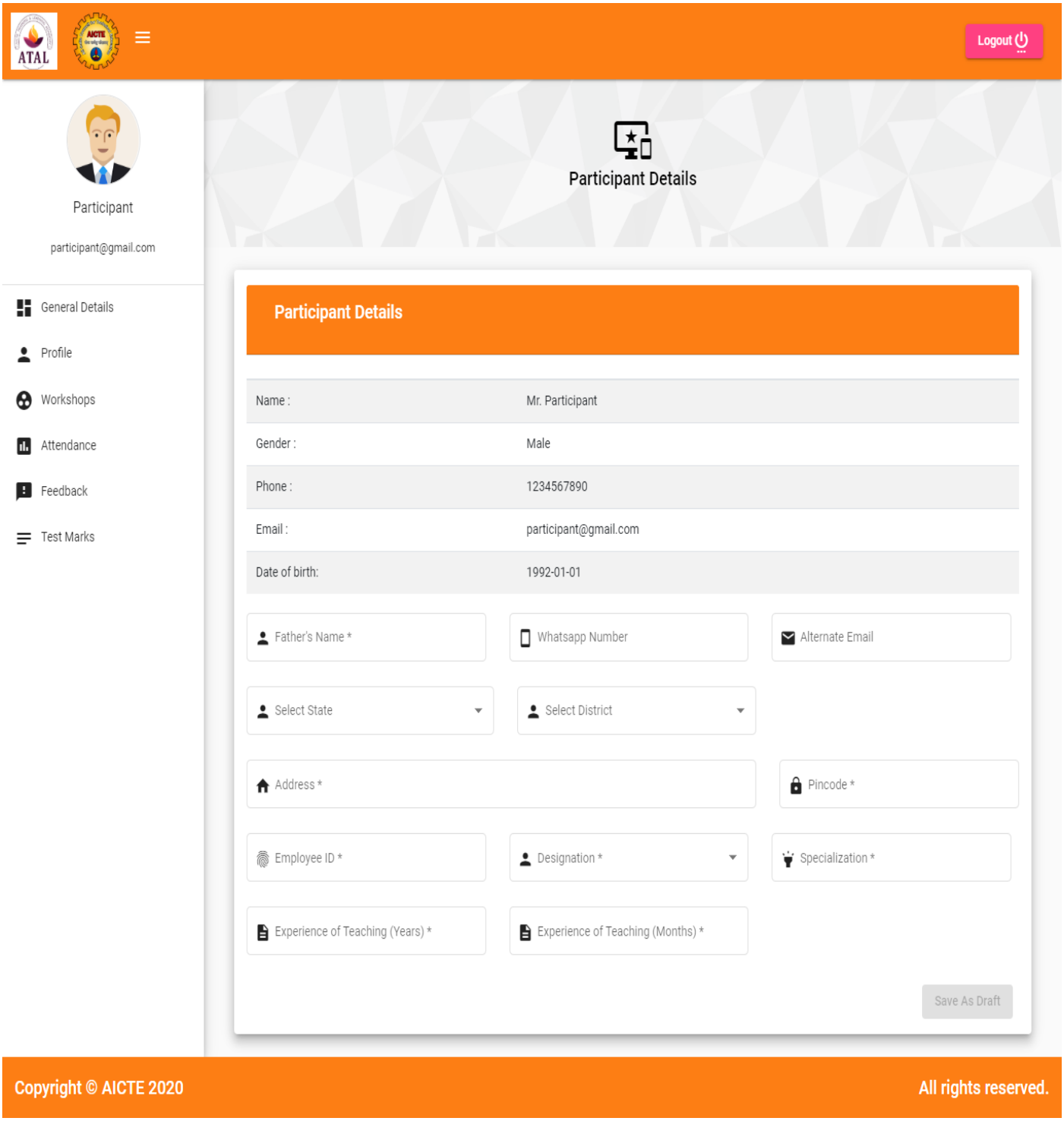
PARTICIPANT LOGIN

Once participant verifies the email, he will be able to login to the portal, as shown below.



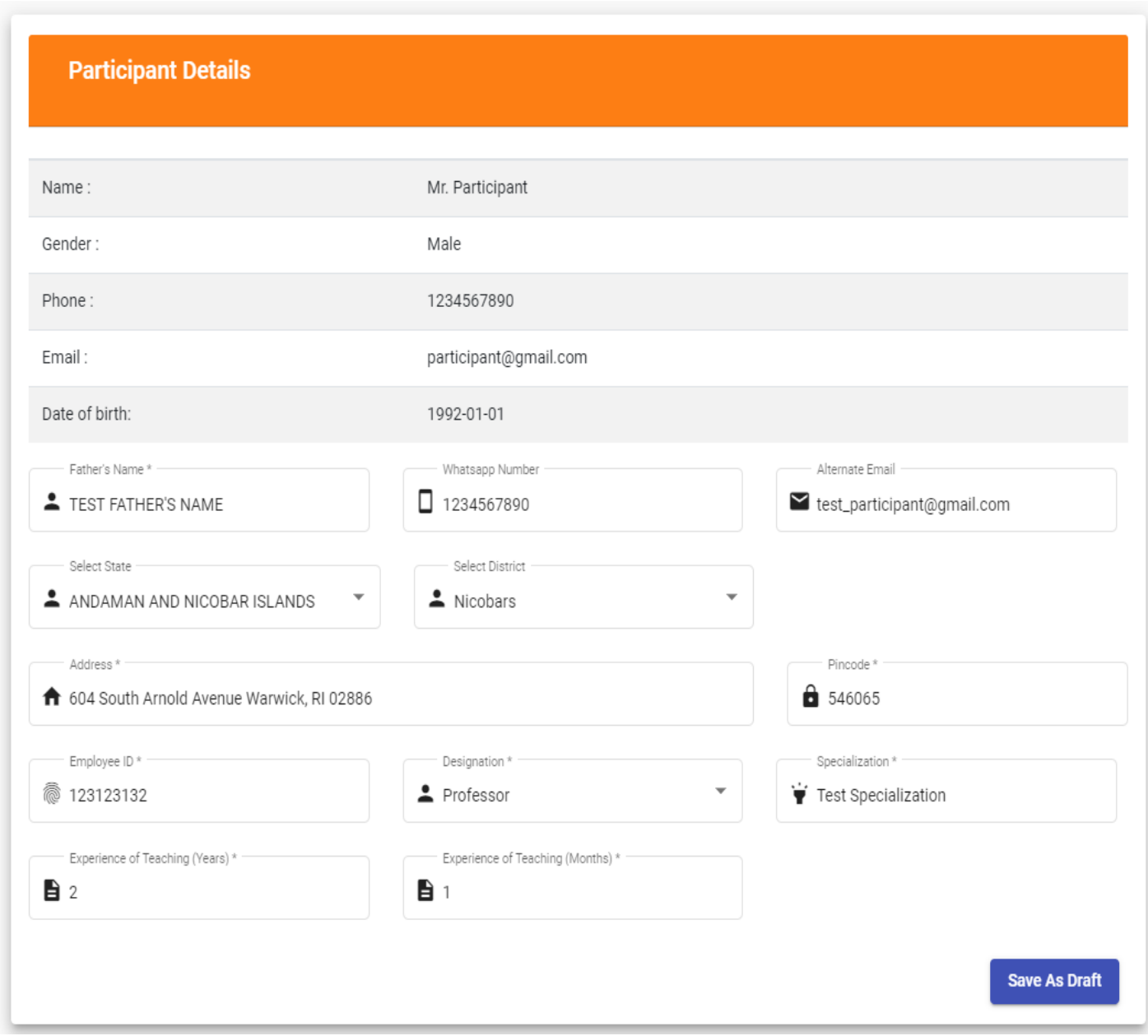
PARTICIPANT PORTAL

After login Participants will see the "**General Details**" form. This form only contains basic details about the participant and details provided at the time of registration will be automatically displayed here, as shown below.



PARTICIPANT GENERAL DETAILS FORM

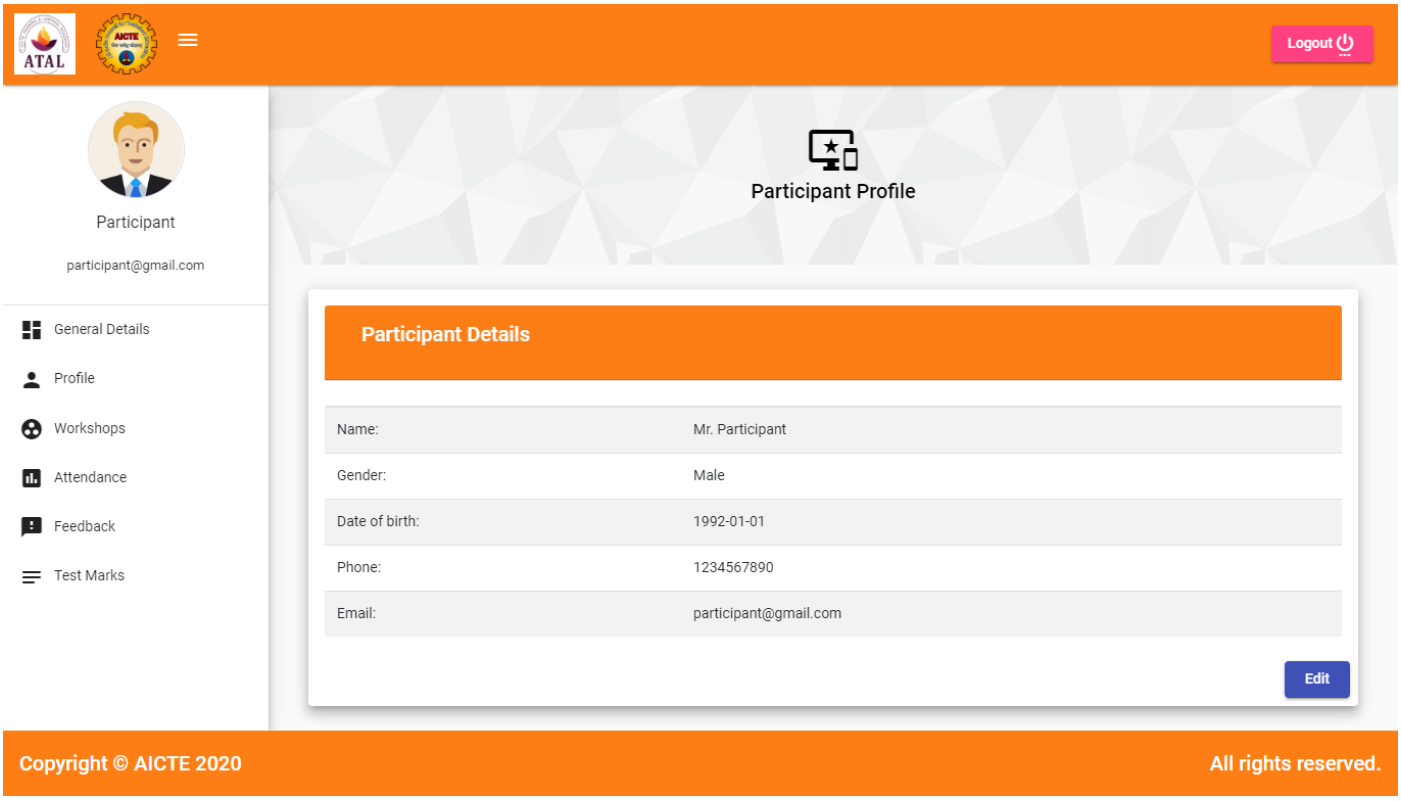
Participants need to fill the “General Details” form as shown below. Once submitted after filling details, they can see submitted details and edit if required. Filling this form is **mandatory** before applying for workshop.



General Details Form

PARTICIPANT PROFILE

Details filled at the time of registration will be auto populated here. Participants can edit their gender and Date of Birth only.



APPLY FOR WORKSHOP

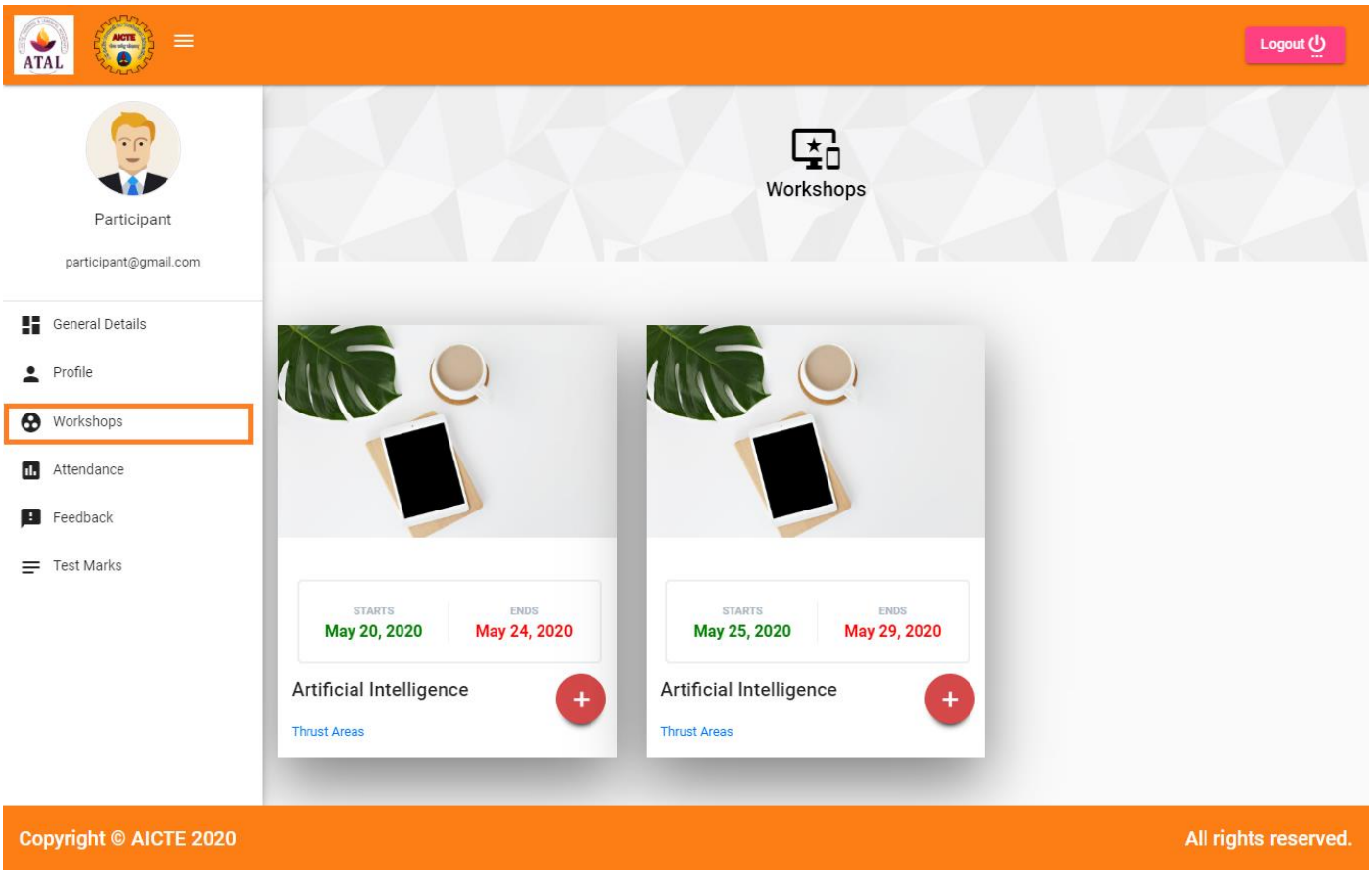
Participants can see all the workshops created by the coordinator, by clicking on the "**Workshops**" tab.

Participant can apply for the workshop, by clicking on the plus (+) button. Once he applied successfully, one popup will be displayed, mentioning "Applied Successfully".

For applying to the workshop, participant should meet following conditions:

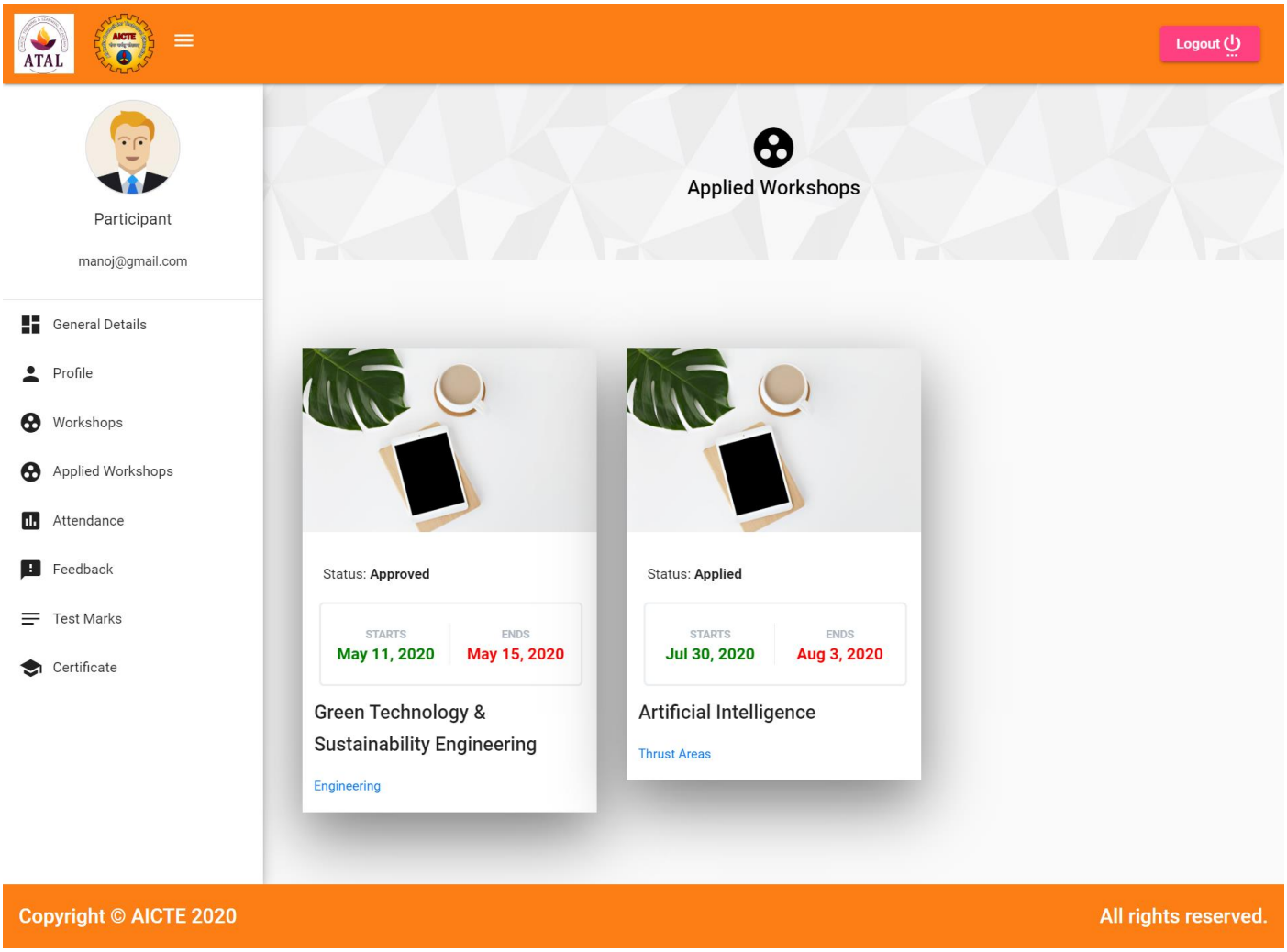
- Participants cannot apply for multiple workshops having the same dates.
- One participant cannot apply to one workshop multiple times.
- General details should be submitted.

After successfully applying for workshop, it will go for approval to co-ordinators, once they approve the participants then only participants can attend that workshop.



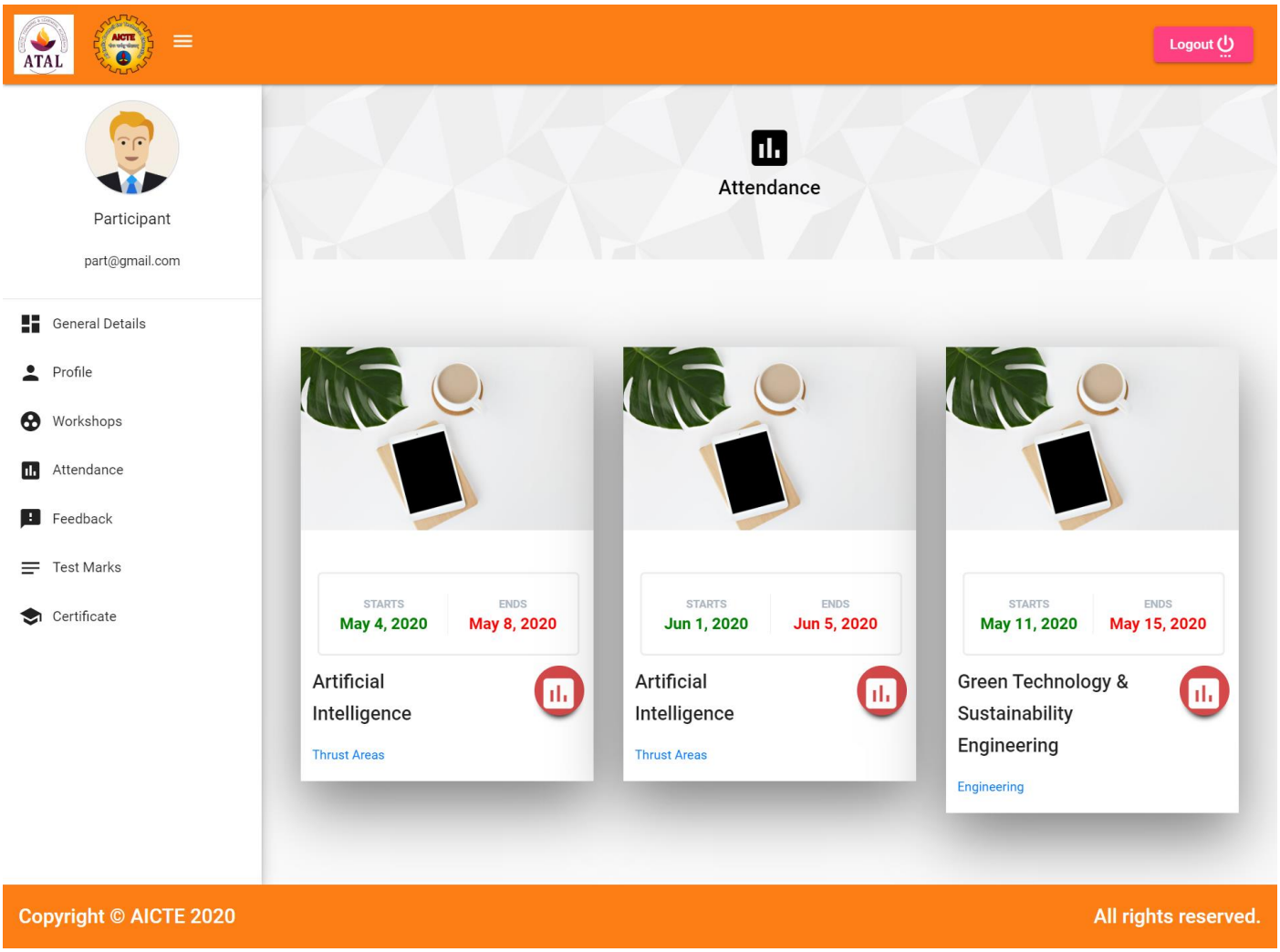
APPLIED WORKSHOPS

In this tab, participants can see all the workshops they have applied for with their status as Approved or Applied.

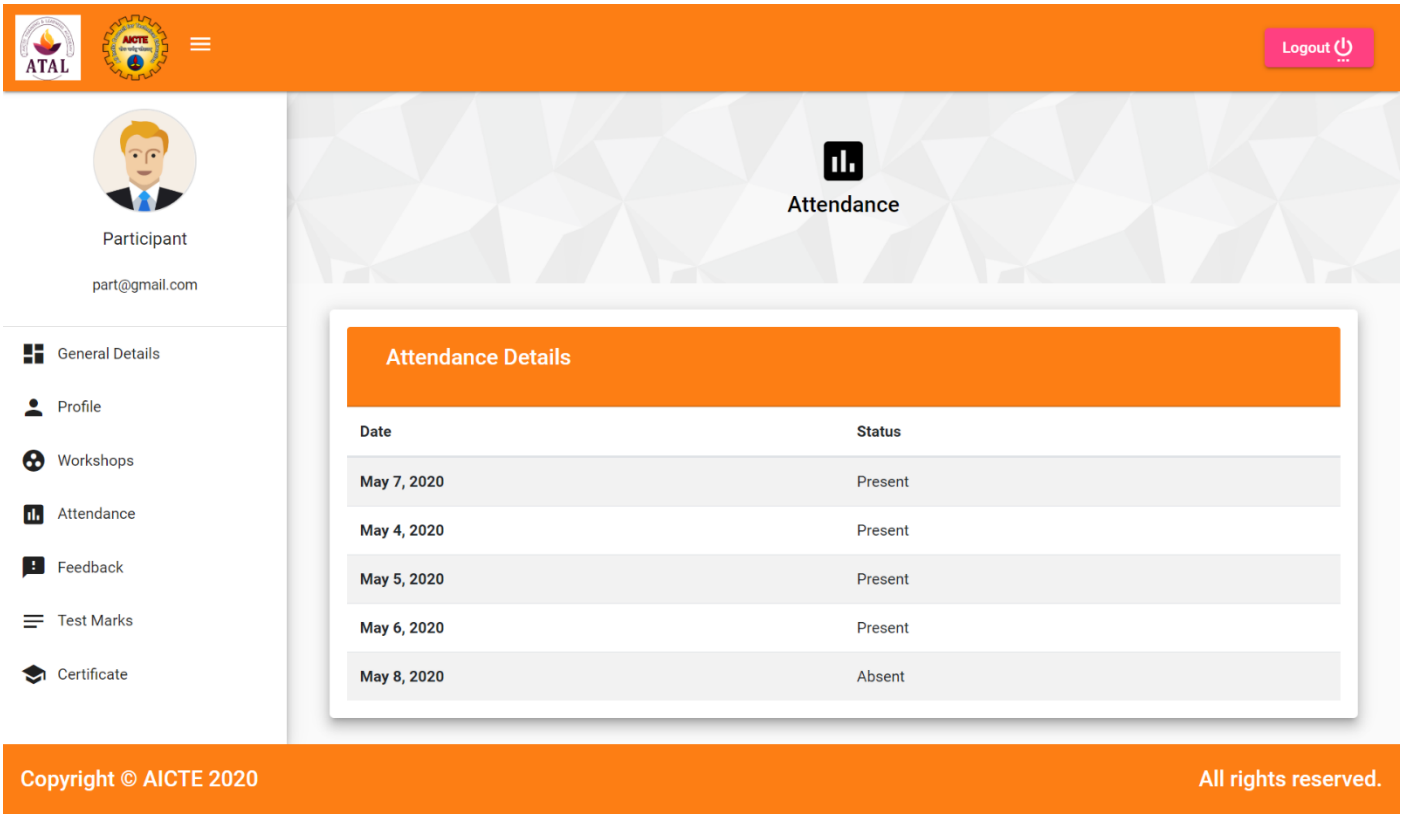


PARTICIPANT ATTENDANCE FOR WORKSHOP

In this tab participants can see their attendance marked by co-ordinators for applied workshops by clicking on icon in red circle shown below.

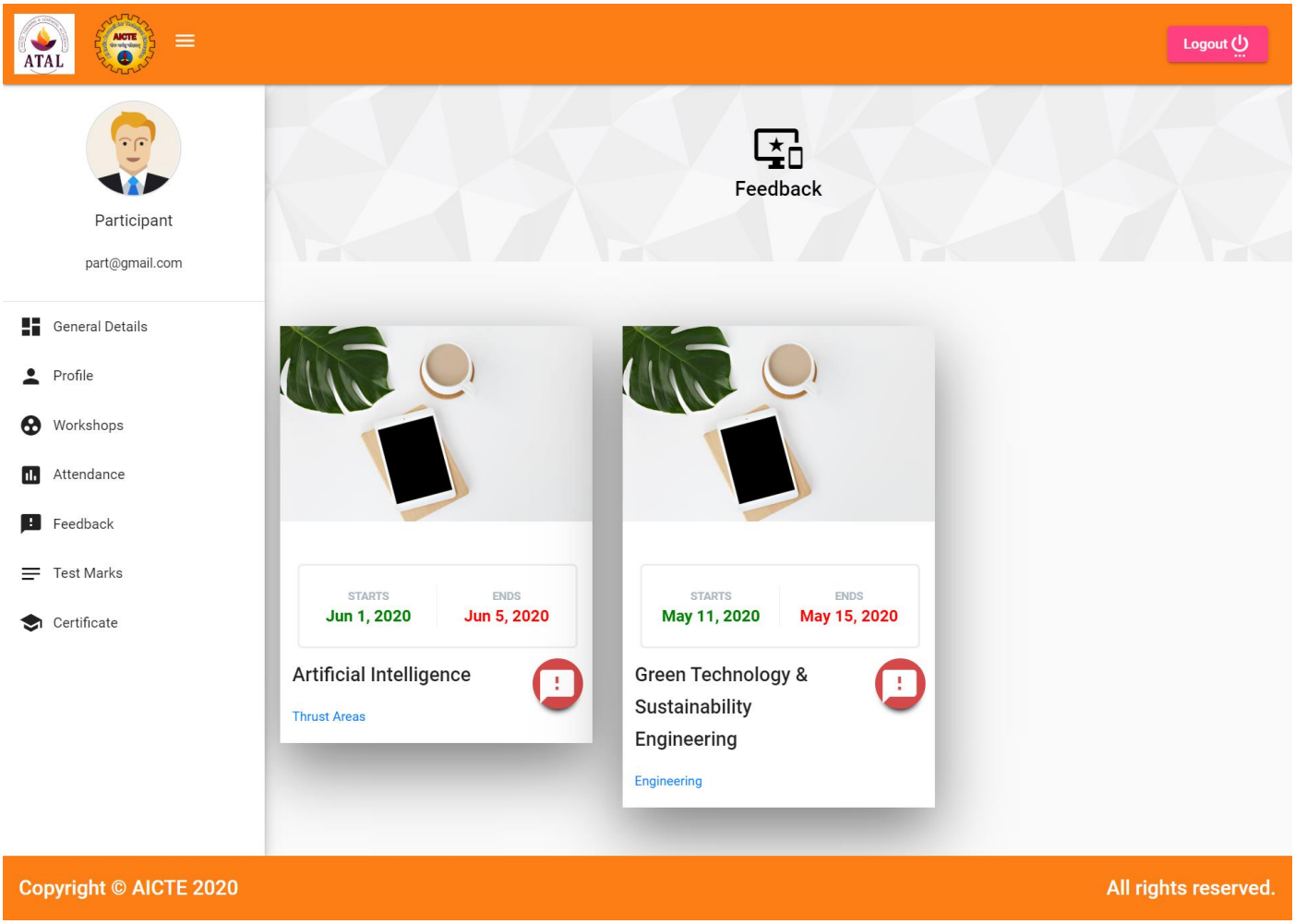


Attendance when clicked on icon of first workshop.

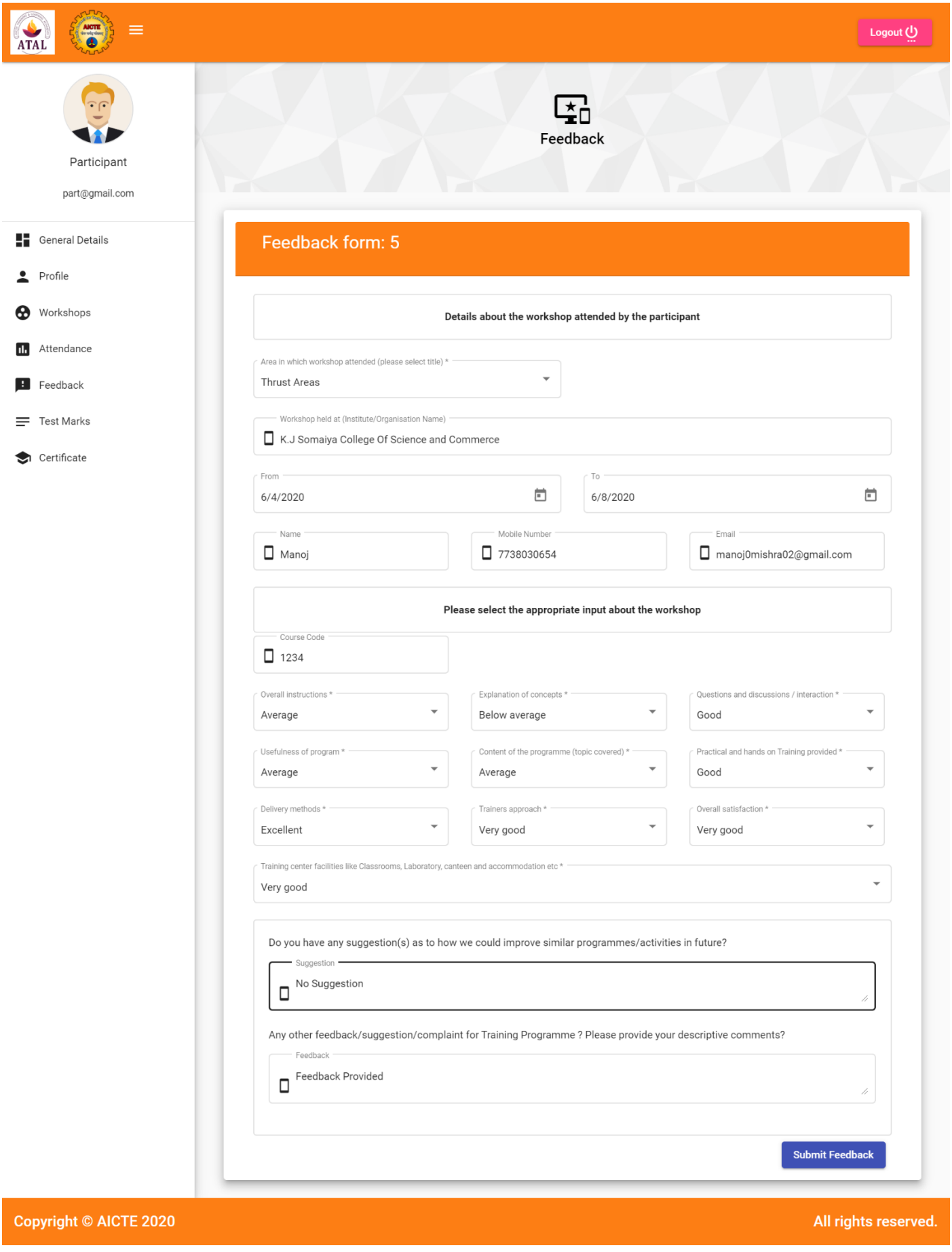


FEEDBACK ON WORKSHOPS COMPLETED

In Feedback, participants can see workshops which they have completed and they can provide anonymous feedback on workshops by clicking on icon in red circle. Only admin can see feedback was submitted by which participant but co-ordinators cannot see.



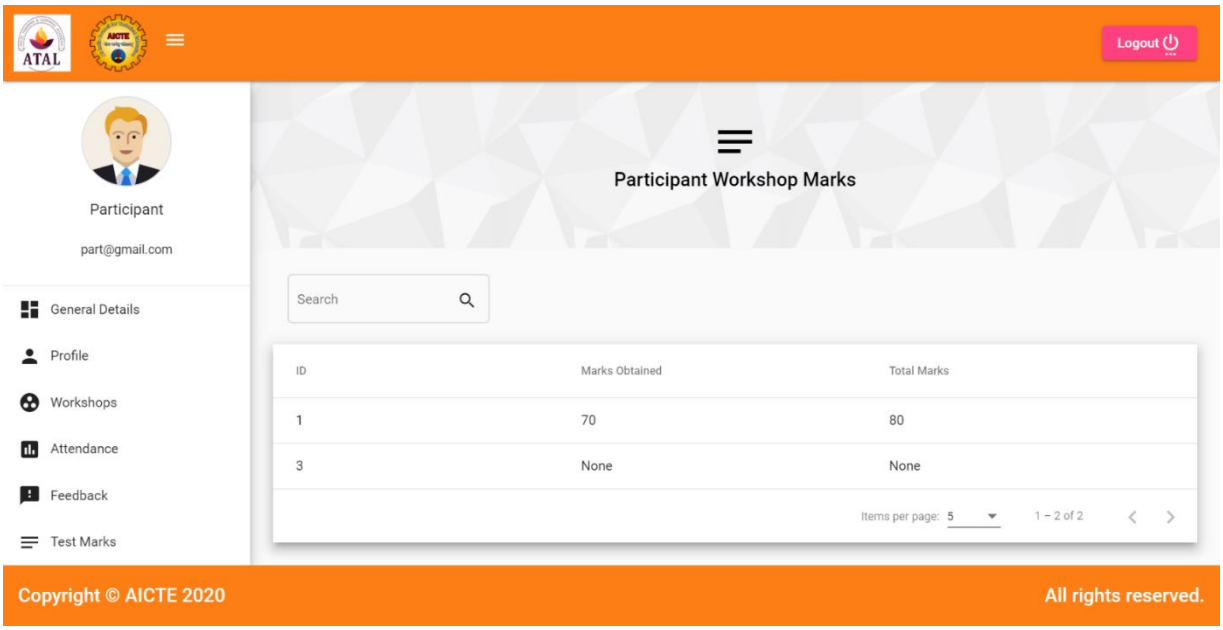
After clicking on icon, a feedback form will appear which participants have to fill and submit.



After submitting, participants cannot give feedback again for that workshop.

PARTICIPANT WORKSHOP MARKS

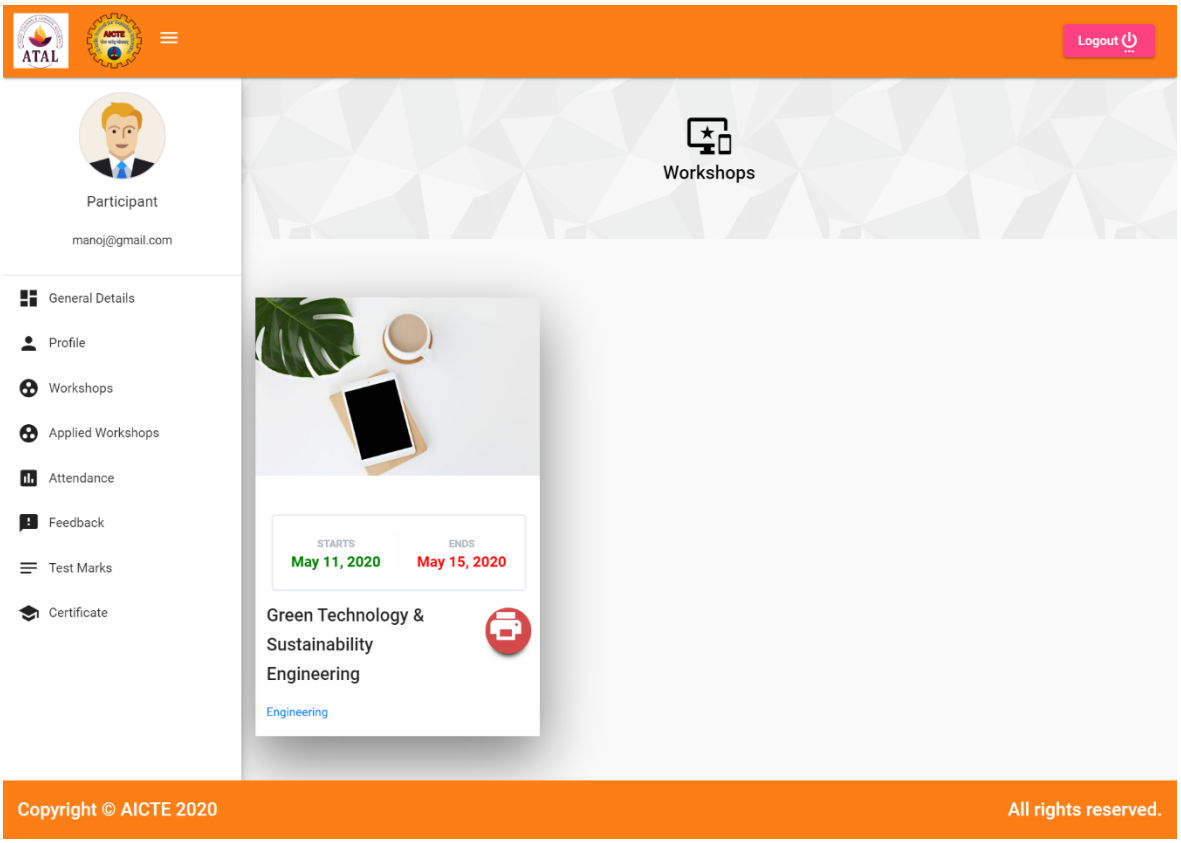
Here participants can see marks given to them in eligible workshops by co-ordinators.



CERTIFICATE

In this tab, participants can see all the workshops that are eligible(Attendance should be more than 80% and marks should be more than 60%) for certificate. By clicking on icon in red, Participants can download their certificates.

Participants can download certificate only after certificate approval by admin and overall attendance should have submitted by co-ordinator for that workshop. Mandate for should also be submitted by co-ordinator for certificate generation.



THANK YOU !