NGC 2018 Registration

1. Register yourself First using New User Sign-up

1. In your web browser type: http://ngc2018.uesi.in and click enter

2. Select **New User** if you have not registered yourself on the portal yet

3. Give your **mobile no which will be your user id** and type your own **password** to use and **confirm** it

4. You will receive an OTP to the mobile no given and type the OTP received in the field provide and click on **Verify**.

5. If you haven't received the OTP within a minute or two, click on resend. You can try at most 3 times in a day and at most 3 times to register using the same mobile no

6. If OTP is valid, you will be taken to **Profile Page** to update your Profile

NGC 2018 Registration

2. Login

You can login to the portal using your **registered mobile no** and the **password** that you have provided

NGC 2018 Registration

2.1 Forgot Password

1. If you have forgotten your password, click on Forgot Password
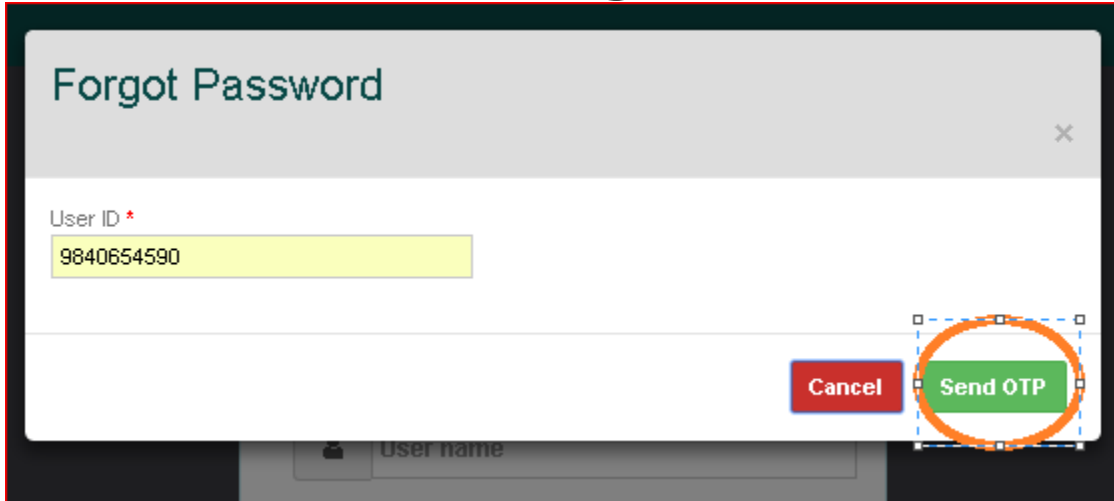
2. Type in your registered mobile no (i.e., the Login id) and click on **Send OTP**
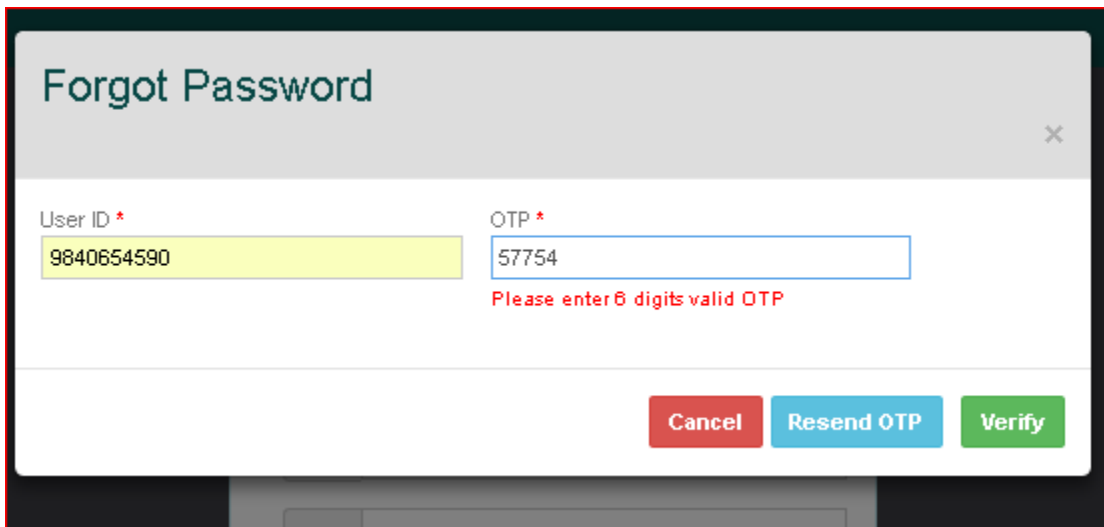
NGC 2018 Registration

3. **Enter the OTP received in the OTP field**
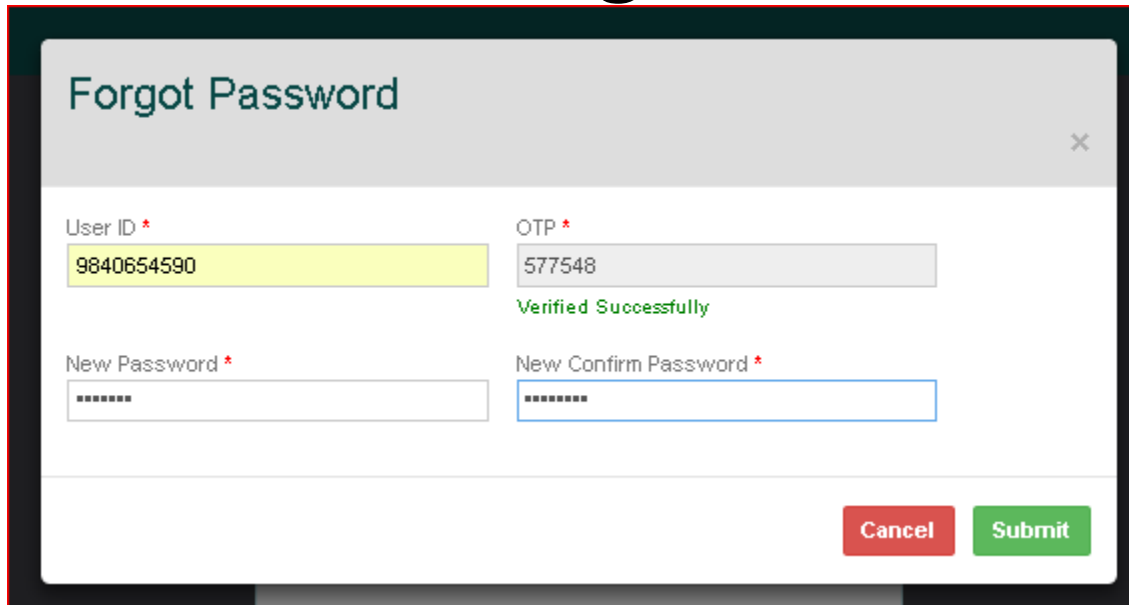
4. Type new password and confirm it. Click on **Submit**

NGC 2018 Registration
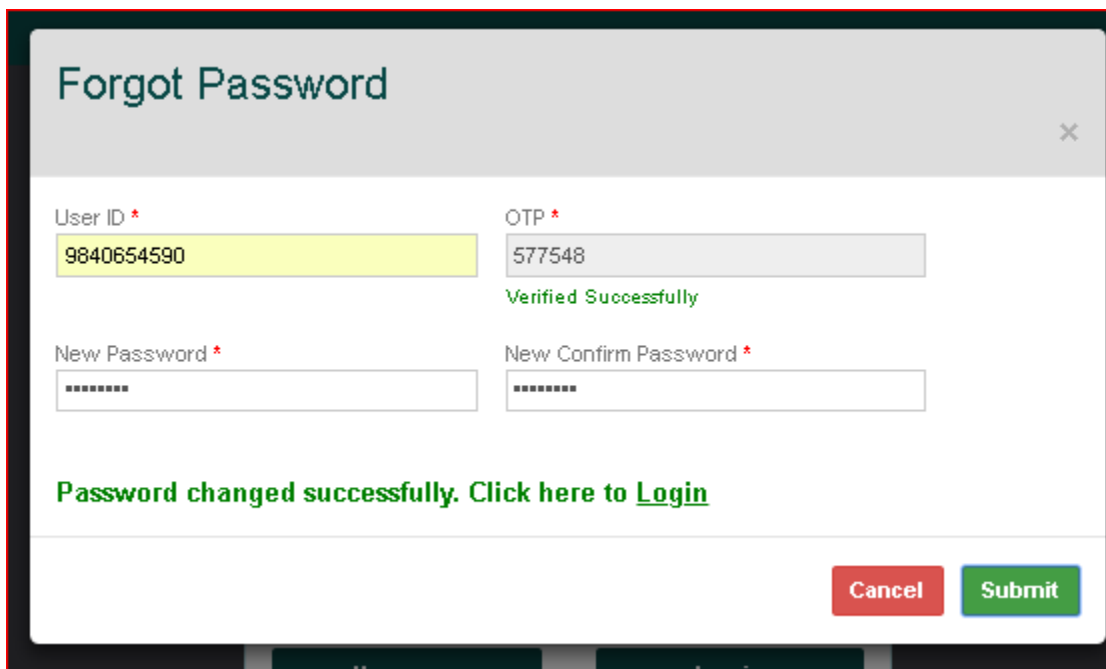
5. Password changed. Now, you can login using the registered mobile no and new password

3. Complete Your Profile

1. When you sign-up, you will be **automatically** taken to the **Profile Page**. You gave basic details at the time of Signing-up.

2. Provide your personal and contact details for us to be in touch with you and to validate your data.

NGC 2018 Registration

a. All fields marked with a '*****' are mandatory and other fields are optional (need not be entered)

b. You can type your date of birth in **CCYY-MM-DD format** or use the **date picker**.

- Select the Year First, then the month and then date in the month.

- You can see the tiny grey colored marker on the right-side of the Year dropdown bar to move the year up/ down to select your year of birth.

3. **Without updating your profile, you will not be able to register**. You will not see option to Register for a program.

4. After updating your profile, you can **add members of your family** you accompany you to NGC 2018. **Add Member** link will be enabled only after you update your profile.

NGC 2018 Registration

NGC 2018 Registration

4. Register to Attend NGC 2018

1. Click on 'New Registration' button to open the Registration Page

2. Select the Program from the Dropdown List and select appropriate Attendee type. Most participants are **DELEGATE**s. If you are **NOT a DELEGATE,** the organizing committee would have informed you about the attendee type to be used.

3. **Tick** on the checkbox next to each member attending the conference (from the 'Family Detail' Grid)

4. Select the seminar(s) that you want to attend (for each spouse if both are attending)

NGC 2018 Registration

5. Select Food, Accommodation related preferences, if any from the list available

6. Specify your arrival and departure date & time and also if pickup and drop facilities are required

7. Additional fields are included so that you can include special requests that you may have, additional info that you want to provide.

5. Accommodation, Pickup/Drop Details

1. Once the Conference Operations Team updates the details, you can view the accommodation and pickup/drop details.

2. You will also be notified via SMS about pickup/drop details before your arrival.

6. Contribution towards the Conference

1. Once you register, you can see Pay option to contribute towards the conference

2. Click on Pay. UESI recommends members to send amount via NEFT though other modes are acceptable.

3. Bank Details are given below

4. Provide payment details and save.

Account Name : UESI
Account # 01241000018374
Account Type: Savings
IFSC Code: HDFC0000124
Bank & Branch: HDFC BANK, KILPAUK, CHENNAI-600010

REMARKS- NGC CONTRIBUTION

Account Name : UESI
Account # 10332929906
Account Type: Savings
IFSC Code: SBIN0001515
Bank & Branch: State Bank of India, Purasawalkam, CHENNAI-600007

NGC 2018 Registration

REMARKS- NGC CONTRIBUTION

Departure Date*
(DD/MM/YYYY)

Time*
(HH24:MI)

30/12/2018

16:00

Mode*

Flight/Train No

Air ▼

SG12345

Drop Required

Dimapur Airport ▼

☑

Departure Details

Train Name/No/Station, Airlines/Flight No

[Cancel] [Reset] [Update] [Pay]

My Registrations

Profile

Programme Name	Name	Status
–Select All– ▼		–Select– ▼

[Search] [Reset] [Cancel] [Register]

Show 10 ▼ entries

Search:

S.No.	Name	Programme Name	Date	Reg Amount	Paid	Due	Actions
1	Kiran B	National Graduates Conference 2018	-	4000			Edit Pay Transportation

Showing 1 to 1 of 1 entries

Previous 1 Next

NGC 2018 Registration

7. Updating your Profile, Registered Programs

1. You can update your profile by logging in.

2. You can add/ delete members of your family, change address etc

3. You can make changes to your registered programs shown in the grid. Click on **Edit** button next to the program **National Graduates Conference**.

4. Make necessary changes including addition/deletion of family members, seminar preferences, arrival/ departure and pickup/drop requests

NGC 2018 Registration

My Registrations

Profile

Programme Name	Name	Status
–Select All– ▼		–Select– ▼

Search Reset Cancel Register

Show 10 ▼ entries   Search: [   ]

S.No.	Name	Programme Name	Date	Reg Amount	Paid	Due	Actions
1	Kiran B	National Graduates Conference 2018	-	4000			Edit Pay Transportation

Showing 1 to 1 of 1 entries   Previous 1 Next