# **UESI Camps & Conf Portal Registration**

### 1. Register yourself First using New User Sign-up

- In your web browser type: <u>http://CAMPorCONFERENCE.uesi.in</u> (EX: <u>http://npc2019.uesi.in</u>)and click enter
- 2. Select New User if you have not registered yourself on the portal yet
- Give your <u>mobile no</u> which will be your user id</u> and type your own <u>password</u> to use and <u>confirm</u> it
- 4. You will receive an OTP to the mobile no given and type the OTP received in the field provide and click on <u>Verify</u>.
- 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



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Sign Up		×
First Name <b>*</b> Kiran	Last Name*	Mobile No* (This is your User Id) <mark>9790972636</mark>
Password*	Confirm Password*	
		Cancel Reset Send OTP
Sign Up		×
First Name* Kiran	Last Name*	Mobile No* (This is your User Id) 9790972636
Password*	Confirm Password*	OTP* 867755

### 2. Login

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

Resend OTP

Cancel

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#### 2.1 Forgot Password

#### 3. Complete Your Profile

- 1. When you sign-up, you will be <u>automatically</u> taken to the <u>Profile Page</u>. 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.

<u>UESI assures you that your personal data will not be passed onto others and will not be</u> using for any purposes outside of UESI.

- **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 <u>CCYY-MM-DD format</u> or use the <u>date picker</u>.
  - 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. <u>Without updating your profile, you will not be able to register</u>. 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.

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## UESI Camps & Conf Registration Portal 4. Register to Attend a Camp/ Conf

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)

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.

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#### 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.

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#### 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

REMARKS- NGC CONTRIBUTION

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#### 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 <u>Edit</u> button next to the program <u>National Graduates Conference</u>.
- 4. Make necessary changes including addition/deletion of family members, seminar preferences, arrival/ departure and pickup/drop requests

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