

## HOW TO REGISTER

Do read the FAQs properly before registering

### Steps to register -

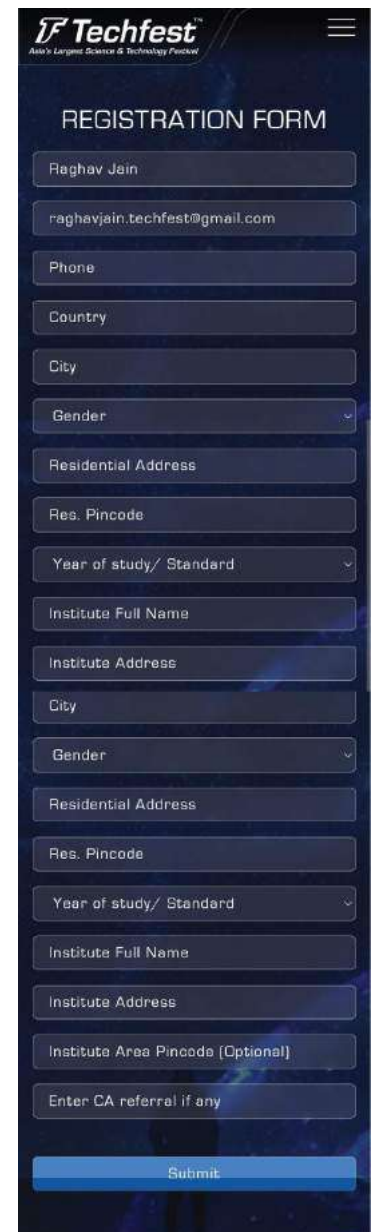
1. Open the page of the competition that you want to register for (techfest.org -> Competitions -> Click on the Explore button of the competition)
2. Click on the **Sign In** button visible at the top right of the screen.
3. The email ID which was used to sign in will be your **Registered email ID**.
4. Click on the **Register** button.
5. Fill the form with all the details correctly and then click on the **Submit** button. You will be registered to the competition of your choice. ( But wait, the **process is not yet complete**)



Figure 1



Figure 2



REGISTRATION FORM

Raghav Jain

raghavjain.techfest@gmail.com

Phone

Country

City

Gender

Residential Address

Res. Pincode

Year of study/ Standard

Institute Full Name

Institute Address

City

Gender

Residential Address

Res. Pincode

Year of study/ Standard

Institute Full Name

Institute Address

Institute Area Pincode [Optional]

Enter CA referral if any

Submit

Figure 3

A box will appear showing your registered email ID. After this, you need to have a **team ID** to complete the process.

To have a team ID, you must go through either of the 3 processes ( Create a team or Join a team or register as a single participant)

## CREATE A TEAM

Rules for creating a team

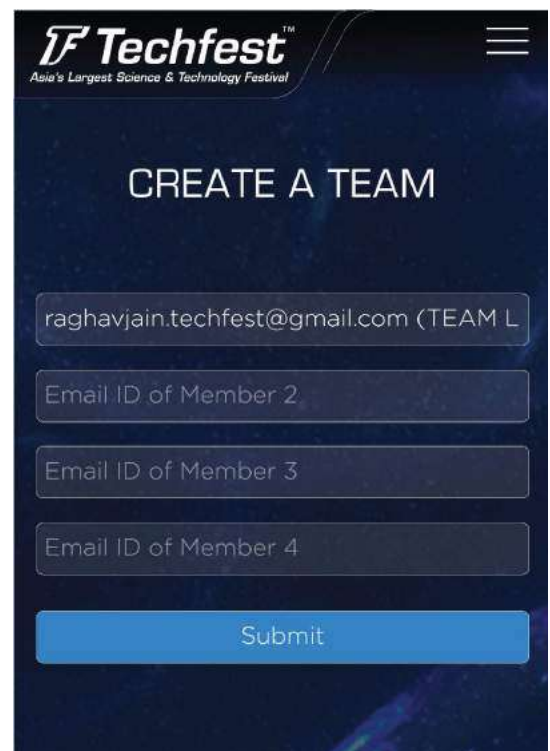
1. When you create a Team, you will be the Team Leader.
2. In order to add a member to the team, Team Leader would have to use the registered Email ID of that person while adding him/her to the team.
3. Team Leader has the authority to add members to the team or dissolve a team.
4. While adding members to the team, **members must already have been registered** (not necessarily a part of any Team) **for that competition.**
5. Your team size can vary from 1 to 4 (maximum limit varies for various competitions).
6. Team leader need not add all team members at once. He/She can add team members at multiple times or other members can join the team using the Join Team option.
7. If need be, the team member has the right to dissolve a team.
8. If the Team leader has no team members to add he can submit the form without any registered Email ID. Later, team members can be added as mentioned in the above point.

## Points to Remember

1. Member being added to a team must not already be in another team of the same competition. If done so, the team will not be able to form.
2. Some competitions have a team limit of less than 4 members. Do read it once according to the competition and make your team accordingly. Example - If there is a team limit of 2 members in a competition, then you will be able to add only 1 more member to your team via the create team form.

## Steps to create a team -

1. After registering for the competition, click on the Create Team button.
2. If you have more members in the team, add their email IDs after they have registered for the competition.



3. If you do not have any other member, just click on Submit button.
4. After this, you will be shown your registered email ID and the Team ID in a box.

## JOIN TEAM

Rules for joining an existing team -

1. Use the **registered mail ID of the team leader** of the team you want to be a part of.
2. The person should not already be part of another team in the same competition. Otherwise, he won't get added.

### Steps to join team -

1. Click on the Join Team button after registering for the competition.
2. Enter the mail ID of the team leader and then click on the Submit button.
3. You will be added to the team and will have an option of Leave Team.



## SINGLE PARTICIPANT

This option is similar to Create Team Option. You can register for the competition and then choose the Single Participant Option to get a team ID. You may also add other team members later if you wish.

### Steps for Single Participant option -

1. After registering for the competition, click on the Single Participant button.
2. After this, you will be shown your registered email ID and the Team ID in a box.
3. If you have more members in the team at later stages, add their email IDs after they have registered for the competition or ask them to join the team using your registered mail ID.