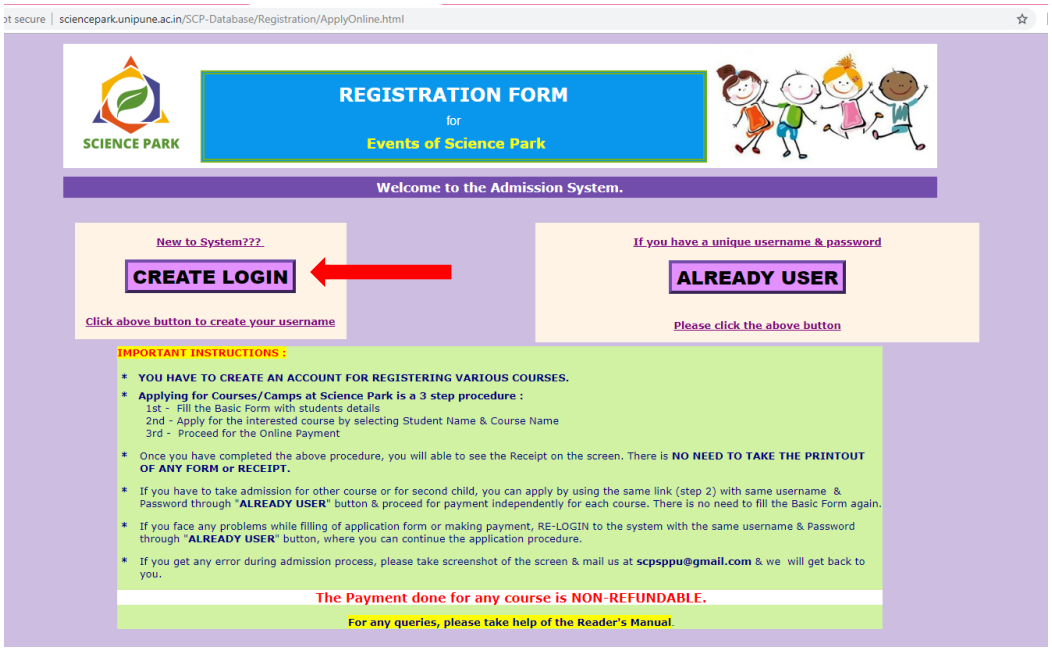
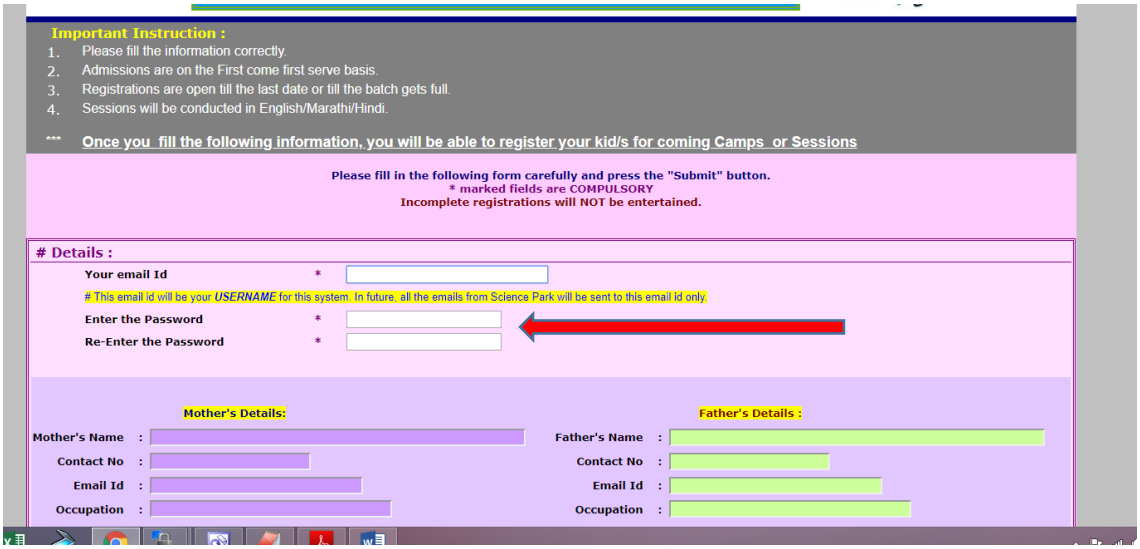
HOW TO FILL REGISTRATION FORM

Step By Step Guide

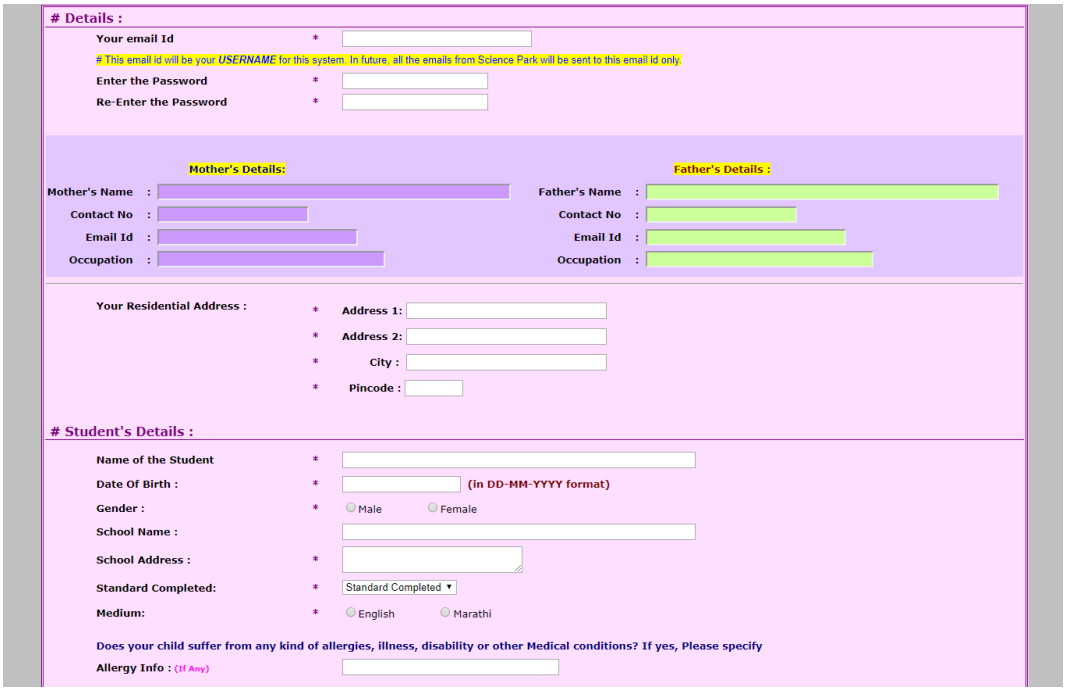
1. Create Unique USERNAME by pressing button CREATE LOGIN



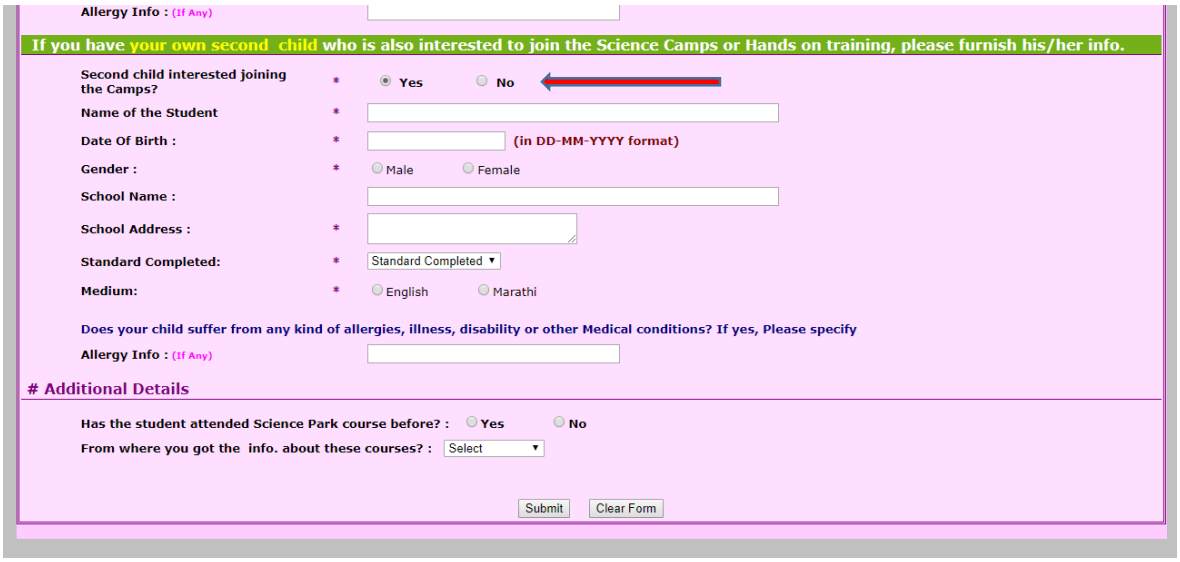
2. Read the Instructions very carefully before actually entering the information in system & then start filling your Basic Information asked in the form step by step. *Enter a new password for this System*. DO NOT GIVE YOUR GMAIL PASSWORD HERE.



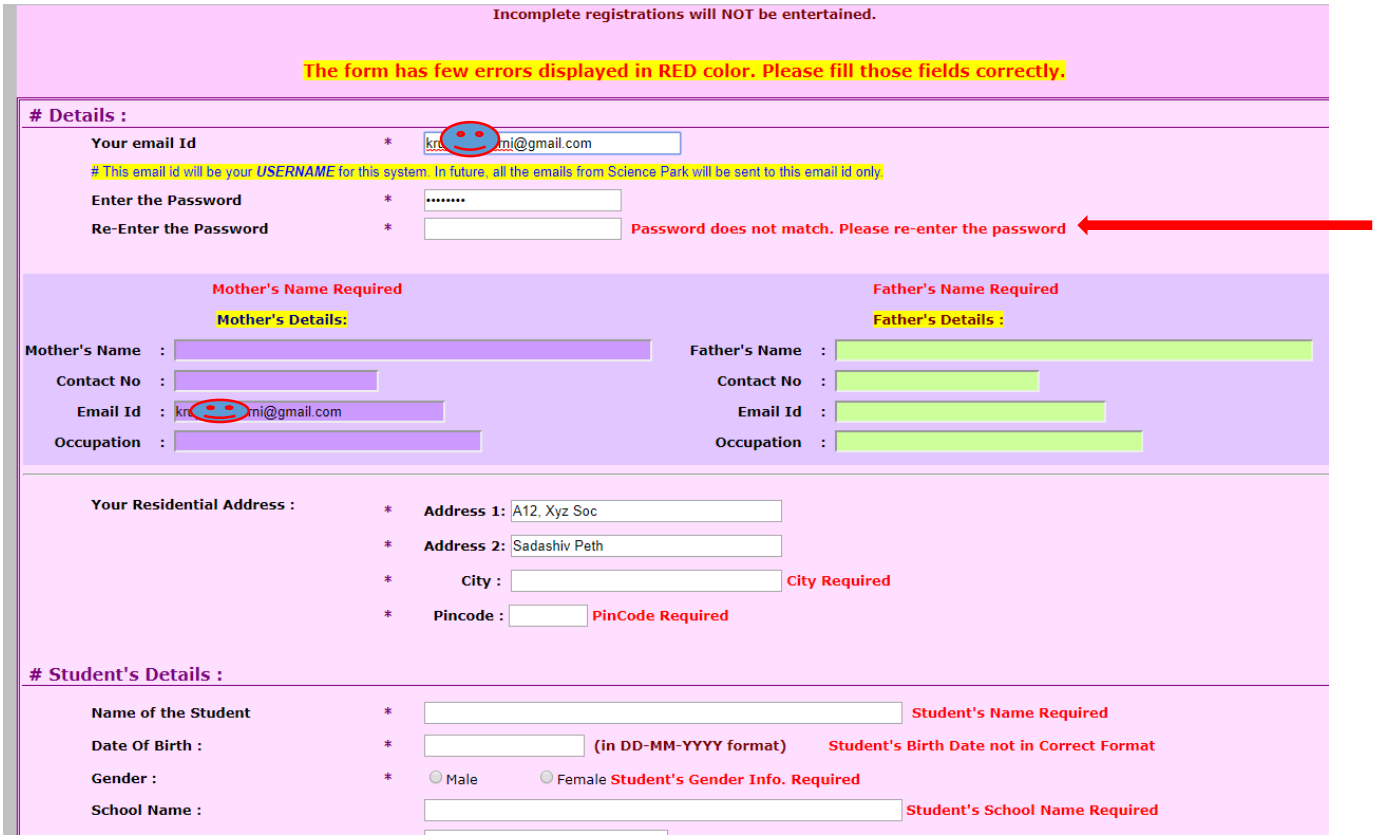
3. Please fill all the information correctly like Parents' details, Address & Student's details.



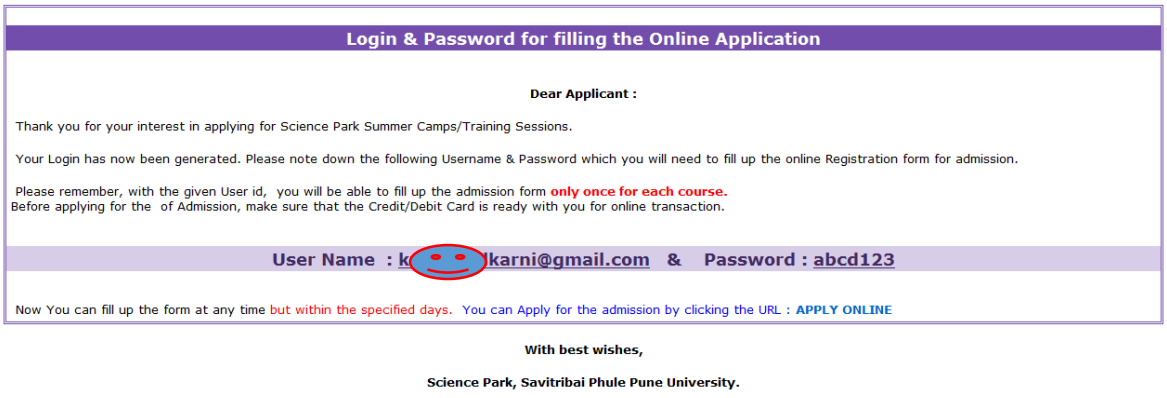
4. If you are interested to enroll your second child for the camps @ Science Park, please select "Yes". You can enter the information of your second child. **PLEASE DO NOT FILL INFORMATION OF ANY OTHER CHILD LIKE HIS/HER FRIEND or COUSIN etc.**



5. You may get some errors on forms in red color saying the entered information is wrong. Please rectify the errors. You cannot submit the form as long as you are getting the statement "The form has some Errors…" on your form.

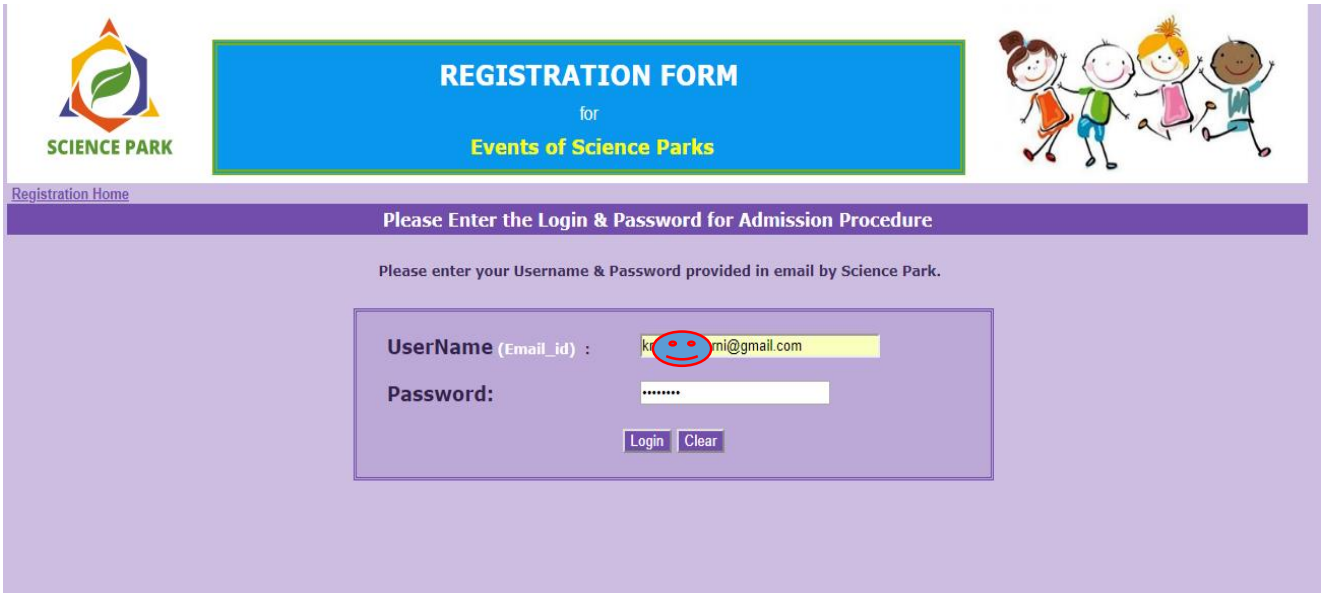


6. Once you rectify all errors on you form, the form will get submitted & you will see the page with your login credentials. You will also get an email from Science Park with all the details about your username & password.

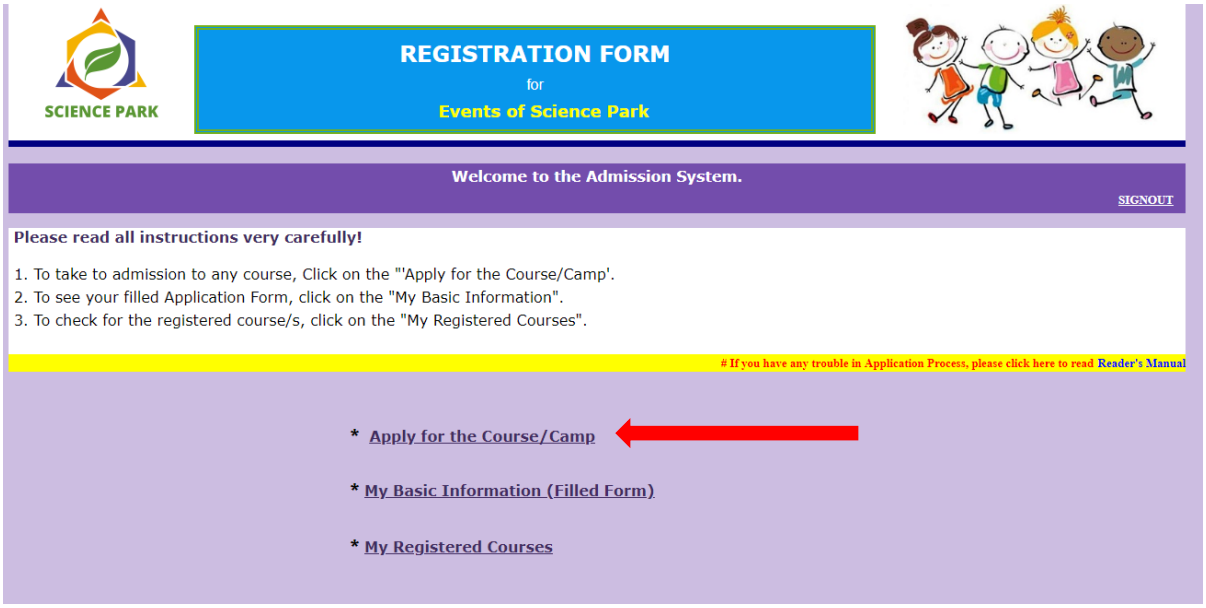


6. Once you are registered user to the system, you can start accessing the system by pressing button “ALREADY USER”.

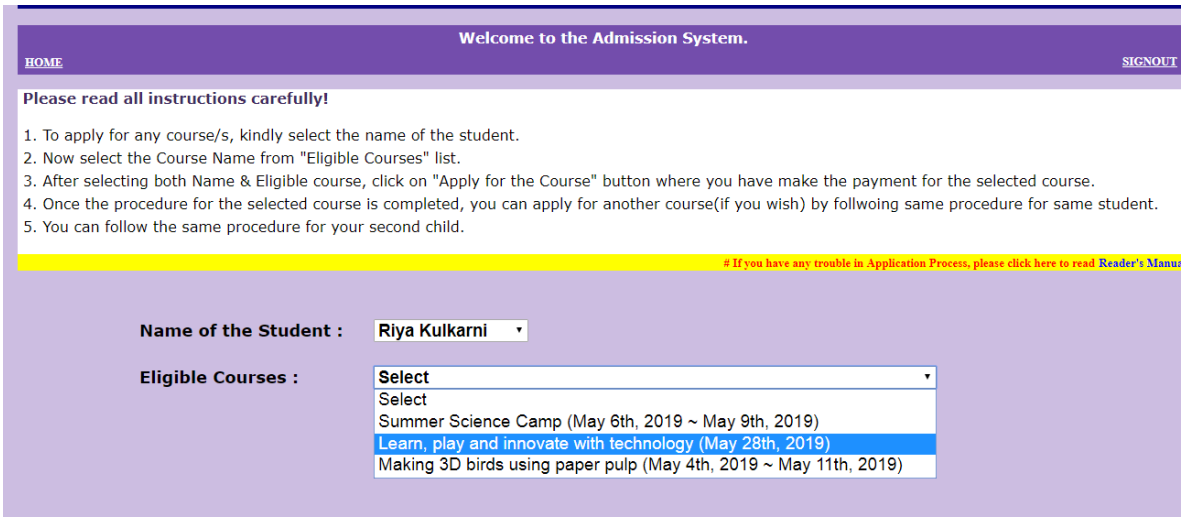
7. On Login Page, you have to enter the Username & Password.

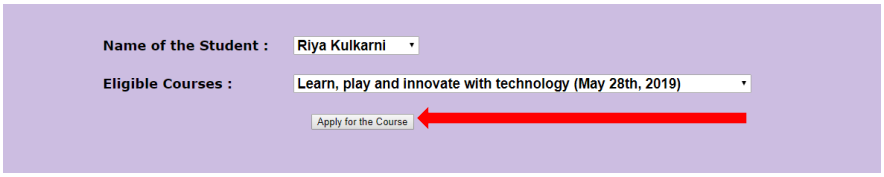


8. After successful Login to the system, you will be redirected to your Home Page which has 3 main links. First Click on "Apply for the Course/Camp"

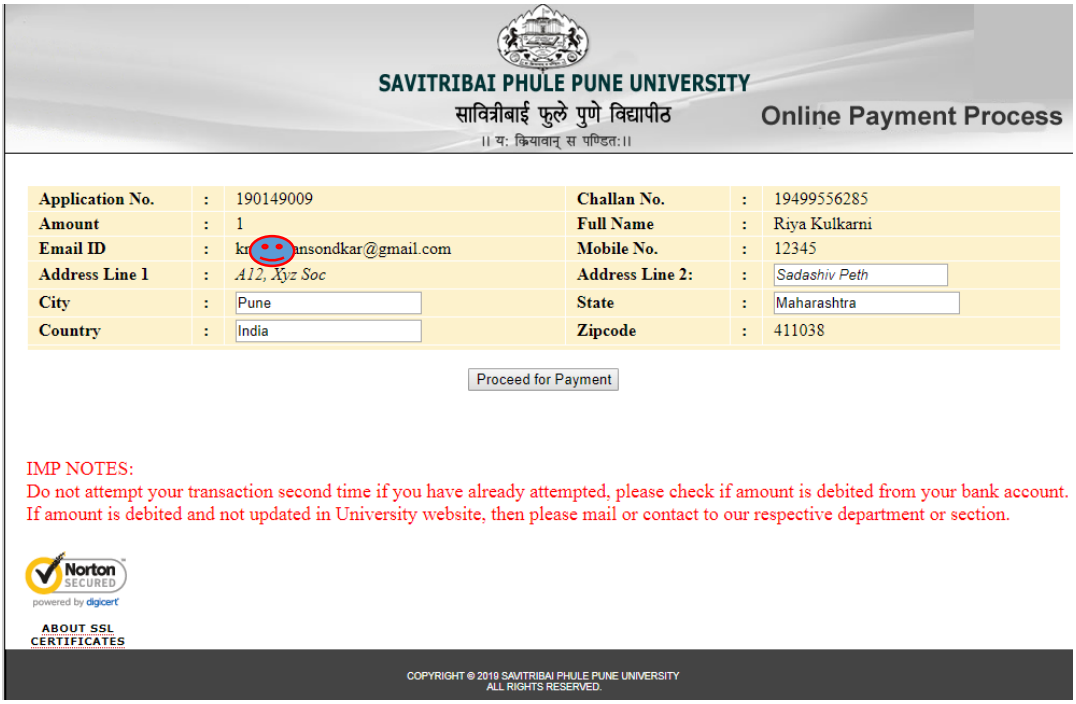


9. Please Read all the Instructions carefully before Applying. Here you have to select the Name of Student from dropdown menu. After selecting the name of student, the Eligible Course dropdown menu will show you the list of all Eligible courses your kid can attend. Select the course name & Press the Button "Apply for the Course".

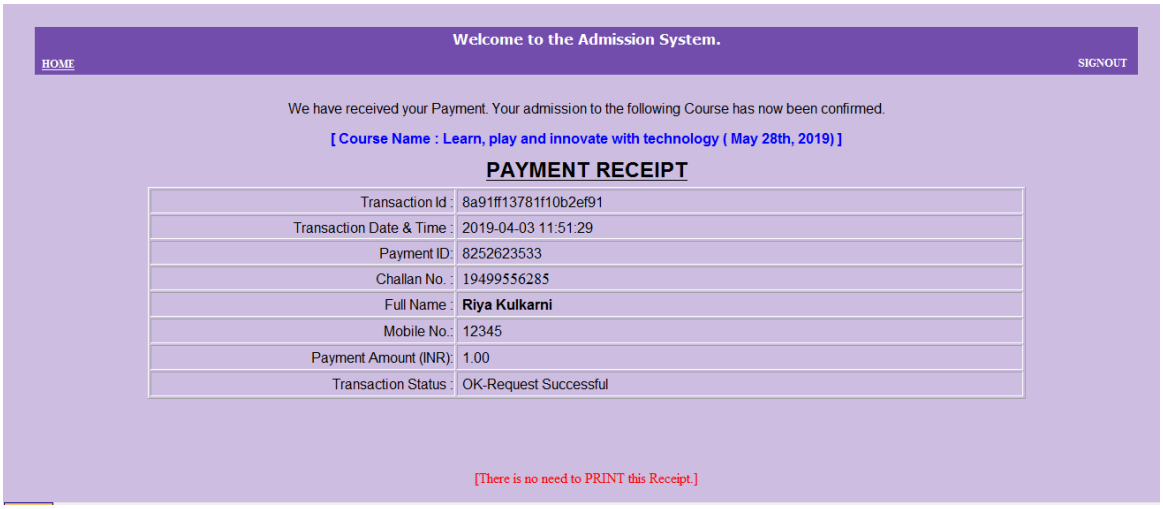




10. Now, you will be redirected to the Payment site for making the online payment. Click on Proceed for Payment & Complete the payment procedure.

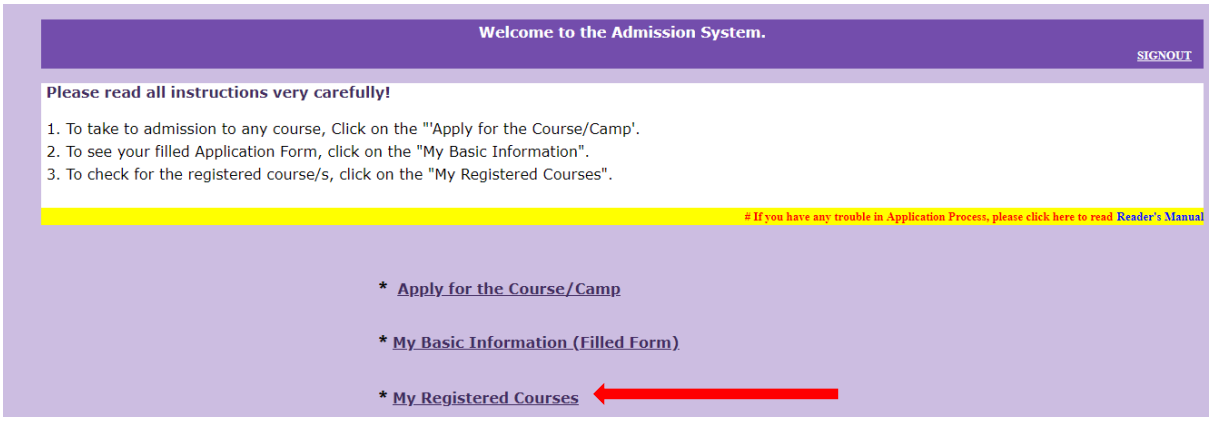
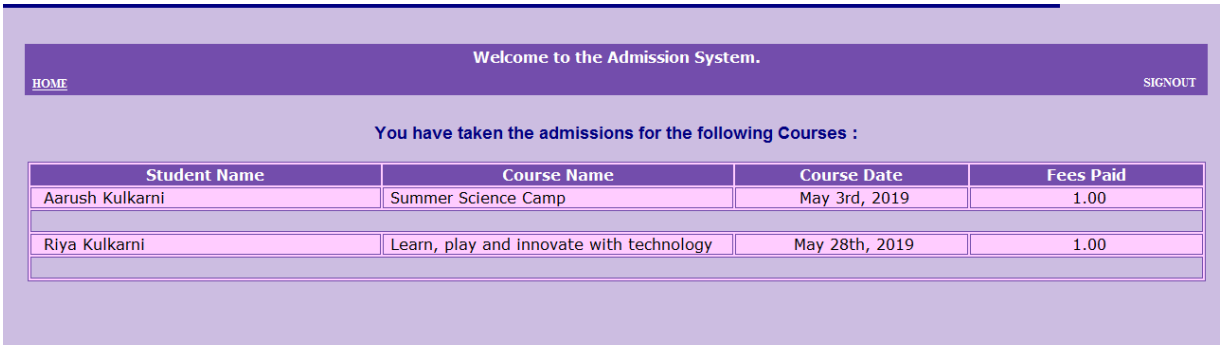


11. After successful Payment, you will get the payment Receipt from the system. You will also receive one mail from Science Park about the same. There is no need to print this receipt.



From here, you can go to HOME page and Apply for another course using same procedure.

12. To see the list of your Registered Courses whose payments have been received at our end, click on the “My registered course”.



13. On the link, you will see the list of all registered courses.