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HOME PAGE

- Go to the website.
- Click on Activity Committee Meet Link as shown.
- Link: https://cht.gov.in/Acm/acmeventlisting
**EVENT LISTING**

- Go to event listing.
- Click on “Submission of Abstract”.
- It will take you to the “Submission of Abstract” form page.
**ABSTRACT REGISTRATION**

- The form includes basic details of a user such as his first name, last name, email address, mobile number and organization name.
- Fill the form details. A mail will be send you with credentials at the registered email address.
- Login to the website using the received login details.
**Abstract Login**

- Go to event listing page.
- Click on “Login for Full Paper and Additional Abstract Upload” link at right sidebar.

It will show login form with a button to submit the form
- Enter the received login details on this page, fill up the captcha(calculation) answer and click on Login button.

**Using the Login details send to your mail id, sign in**
**Upload Paper**

- If the credentials are correct than user will be authenticated and redirected to “Upload Paper” page.

- Click on “Upload Paper” button and it will show a popup which allows user to upload a file.

- Here user can upload a file by clicking on “Choose a file or drag it here.” button or directly dragging a file on this area.
**UPLOAD BIO**

- Click on “Upload Bio” button. It will redirect user to this page.
- Upload the bio file by clicking on “Choose a file or drag it here.” button or directly dragging a file on this area.

**UPLOAD PPT**

- Click on “Upload PPT” button. It will redirect user to this page.
- Upload the ppt file by clicking on “Choose a file or drag it here.” button or directly dragging a file on this area.
ADD ABSTRACT

- Click on the Add Abstract button.

Add abstract page will look like the form displayed below.
- Fill up the form details like Abstract Name, select the Introduction document.
- Click on “Submit” button.
- The abstract will be saved.
**DELEGATE REGISTRATION**

**Objective:** In this module, delegates can be added for a particular organization.

For single delegate registration, there will be a single coordinator. Here both the coordinator & delegate information must be same. Now if more delegates are required, he can login as the coordinator and add delegates from there.

- Go to event listing page and click on “Online Delegate Registration” link at right sidebar.

  ![Delegate Registration Page](image)

- It will take you to the Delegate Registration page which looks like the form displayed below.
- Fill up the required fields and click on “Register” button. A mail will be send to the administrator for approval.
- The admin would check the user details and approve the user from back-end. On approval it will send an email to the user with the login details.
- This login details will be used to login for Delegate.
Click **Add Delegates** button to add more delegates.

### Delegate Details

<table>
<thead>
<tr>
<th>Delegate</th>
<th>Name</th>
<th>Designation</th>
<th>Contact Details</th>
<th>Transport</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Gupta</td>
<td>Developer</td>
<td><a href="mailto:gupta3322@gmail.com">gupta3322@gmail.com</a></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>orsk</td>
<td>+91 7003733336</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mr. Mehra</td>
<td>R&amp;D</td>
<td><a href="mailto:mehra@gmail.com">mehra@gmail.com</a></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>orsk</td>
<td>+91 7003733336</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Add Delegates** to add more delegates.

Click **Register** to register. Fill up the given details and click on Register button to register new delegate.
DELEGATE LOGIN

- Go to event listing page.
- Click on “Login” button as shown in the screenshot.

It will take you to the delegation login page displayed at right side.
Here using the login details received from previous step user can login into the delegate.
**Delegate Details**

- On successful login it will redirect user to the profile page.
- It will show payment status at the bottom of page, if logged-in user have not yet paid than it will show a link with text “View Payment Details”
- Clicking on this payment link at the bottom it will take user to the “Payment Details” page.
ACM LOCATION COORDINATOR LOGIN

- Go to event listing page.
- Click on “ACM Location Coordinator Login” link at right sidebar.

- It will take you to the login page.

Activity Committee Meet

Using the Login details send to your mail id, sign in
- Here using the login details, user can login to see the records.

**DAY WISE SCHEDULE**

- Go to event listing page and click on “DayWise Schedule” link at right sidebar.
- It will take user to the Day Wise Schedule page which lists all the schedules added by admin.
- It looks like the screenshot displayed below.
**Brochure**

- Go to event listing page and click on “Brochure” link at right sidebar.
- It will show user brochure details added by the admin, it is a PDF file.

**CHT Activities/Duties**

- Go to event listing page
- Click on “CHT Activities/Duties” link at right sidebar.

- It will take user to the CHT Activities/Duties page, it looks like the page displayed on right side.
- It lists all the duties of participants.