

# Individual Registration Process

## Registration Steps

1. Mouse-hover on 'Register Now' button. Select 'Individual'
2. Select 'Registration Category' (drop-down)
3. Fill up the form as required [Personal details, Contact details, Event details]
4. Based on his/her selection and inputs, payment fees will be reflected on registration form.
5. User will upload his/her Profile picture.
6. User will be redirected to Payment page
  - a. On this page, 2 options will be visible; SBlePay and Axis
  - b. User may select which bank's payment services to use for proceeding with the payment
7. On selection of either services, user will be redirected to that Third party payment page and asked for payment information
8. On successful payment, they will be provided with a registration number.
9. The same registration number will be sent to the user on his/her registered email ID with their login credentials.

## Edit Profile

1. In case user wants to edit their profile, that option is available after logging in to the system
2. User may login to the system, click on his 'User name' displayed on top-right corner of the screen, click on Edit Profile
3. A screen with user's profile is displayed.
4. Information that needs to be changed may be updated and saved

## Pending/Failed/Unsuccessful Payment

1. In case of Pending/Failed/Unsuccessful payment, user may login to the system, click on Edit Profile
2. User's profile will be displayed.
3. Click on 'Next' at the end of page
4. Upload 'Profile Picture' again, click 'Next'
5. User is redirected to payment page.
6. Complete your payment as directed
7. Click Submit.
8. On successful submission, an email notification is received by the user