

# Group Registration Process

## Group Creation

1. Group Leader sends an email to [supportpbd@mea.gov.in](mailto:supportpbd@mea.gov.in) with following information:
  - a. Group Name
  - b. Group Leader Name
  - c. Group Leader's Email ID
  - d. Registration Category
  - e. Date of Birth
  - f. Mobile Number
2. Once received, it will take approx. 24 hours for this request to be processed
3. As soon as the group is created, a mail with login credentials is sent to Group leader.
4. This Group name gets displayed on front-end under Group drop-down
5. Group members may start registering and adding their profiles to this group.

## Group Member Registration

Group members will register from front-end. Follow steps as mentioned below.

### Pre-requisites

1. User's group to which he/she belongs shall already be created and displayed in drop-down. If not, please refer 'Group Creation' step
2. User shall have a Profile picture scanned and ready to be uploaded on profile

### Registration Steps

1. Mouse-hover on 'Register Now' button. Select 'Group'
2. A pop-up of instructions for Group member registration will be displayed. On click of 'OK', user will be redirected to Registration form.
3. **Select 'Group Name' (dropdown)**
4. Select 'Registration Category' (drop-down)
5. Fill up the form as required [Personal details, Contact details, Event details]
6. Based on his/her selection and inputs, payment fees will be reflected on registration form.

***Note: This is an indicative cost based on registration choices. Individual Group members do not have to make any payment. Payment will be made by the Group leader at the end of all member registrations and discount will be applicable based on total count of members in the group.***

7. Member will upload his/her Profile picture.
8. On successful submission of required information, they will be provided with a registration number.
9. This registration is still incomplete till the Group leader makes a payment.

## Group Leader

1. Each time a Group member registers, Group leader receives a notification on his/her registered Email ID.
2. Using the login credentials received in email, group leader will login to the system.
3. Select 'Registration Category'.
4. Fill up the form as required [Personal details, Contact details, Event details]
5. Based on his/her selection and inputs, payment fees will be reflected on registration form.
6. Group leader will upload his/her Profile picture and proceed to review Group members.
7. **On next screen, the group leader will see the list of members who have registered under his/her group.**
8. Group leader will be able to view all members' names and their payment information.
9. Option to add/remove a record is also provided.
10. Based on final list of group members and their payment, an accumulated amount will be displayed to Group Leader
11. Based on number of people and respective discount, a final amount is calculated.
12. Group leader makes the payment.
13. Each Group member receives a confirmation notification. If a group member has been rejected, he receives the notification accordingly.

**Once payment is done by Group leader, this group will disappear from front-end drop-down so no more Group members shall register in this group.**