

GCI KALOLSAVAM – ONLINE REGISTRATION MANUAL

Instructions

Only one registration is possible for a candidate in Arts and only one registration in Sports. All the items are to be mentioned in single registration.

1. A student can participate in a maximum of 5 arts items and a maximum of 4 sports items.
[Click Here for itemlist](#)
2. Before online entry create a list of participants in the following format. It will help data entry

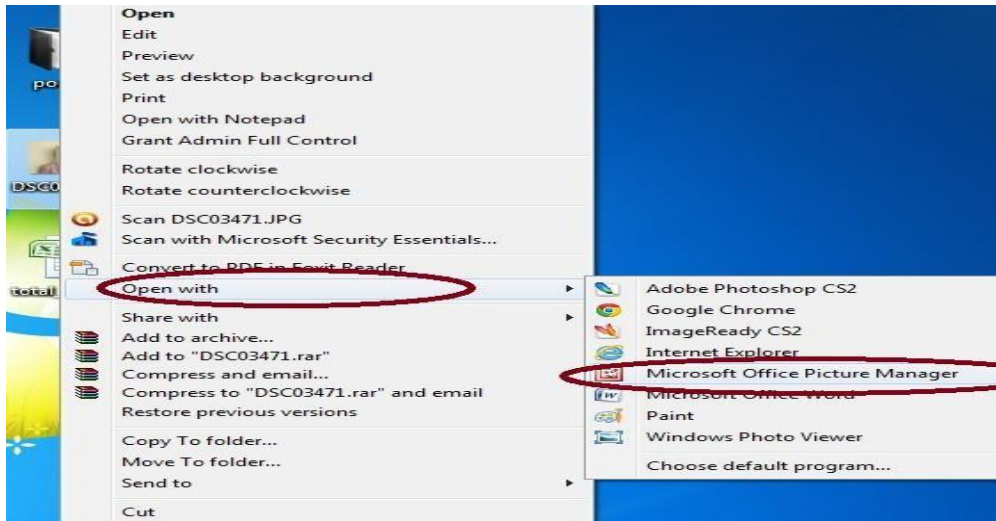
Arts Registration

Sl No	Name	Sex	Year (First/Second)	Item1	Item2	Item3	Item4	Item5	Photo Ready (Y/N)
1									
2									

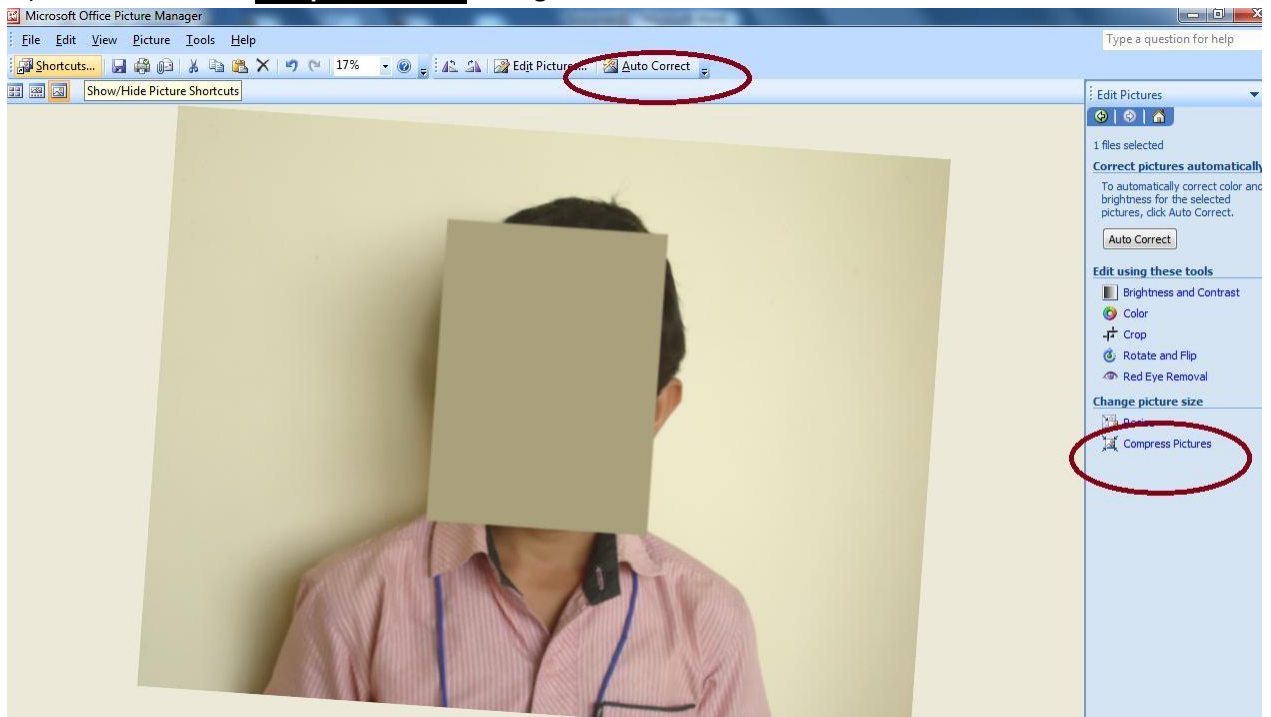
Sports Registration

Sl No	Name	Sex	Year (First/Second)	Item1	Item2	Item3	Item4	Photo Ready (Y/N)
1								
2								

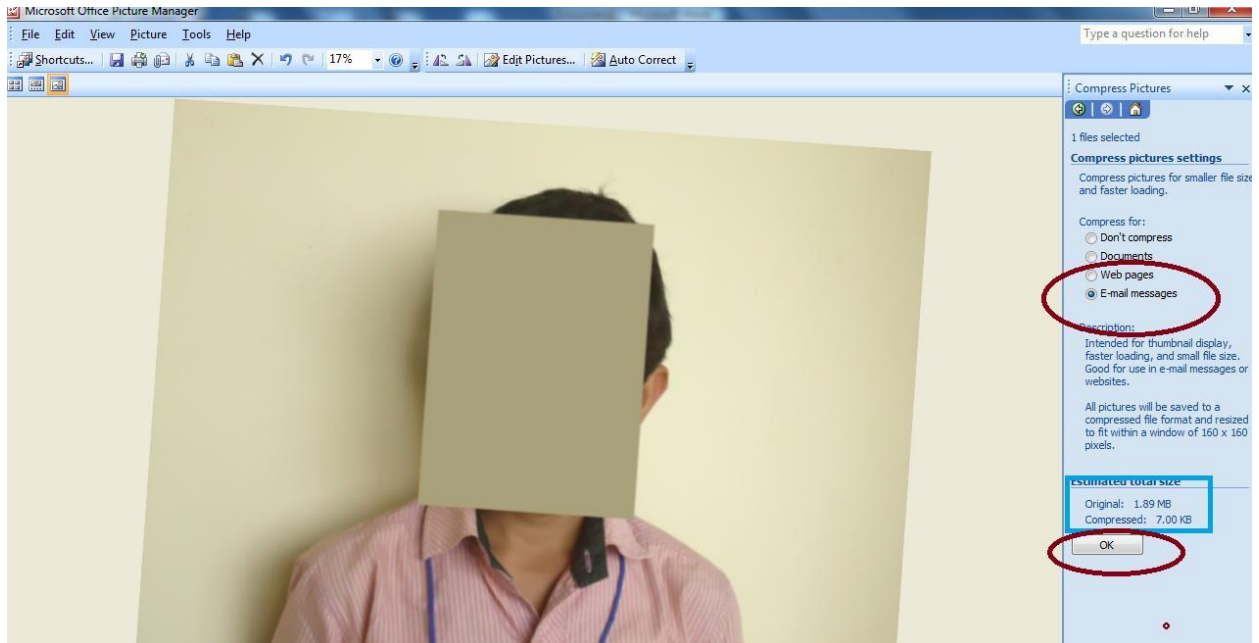
3. Store a passport size photograph of student in .jpg format in a convenient folder. Remember that the size of photo should be less than 30 MB.
4. If your photo size is greater than 30 MB, No the do the following for reducing the size in Windows XP /7
 - i) Right Click on the Photo File
 - ii) Select **Open with**
Select **Microsoft Picture Manager**



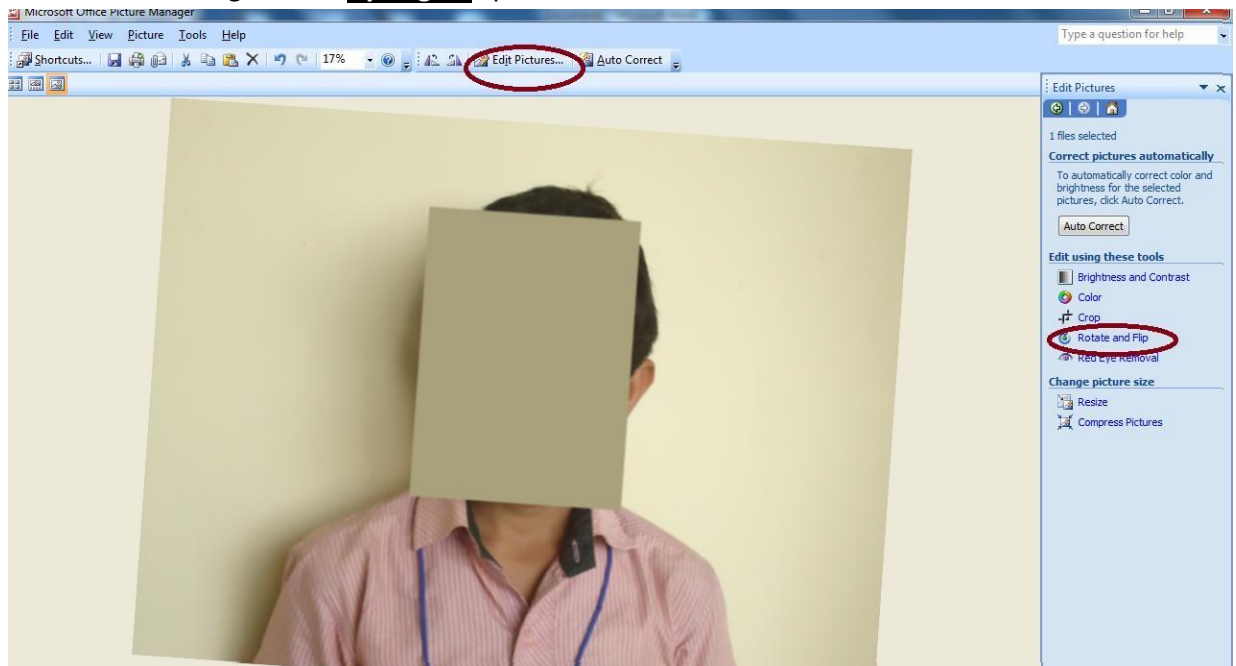
- iv) Click on **Auto Correct** Menu on Top
- v) Click on the **Compress Picture** on Right Menu

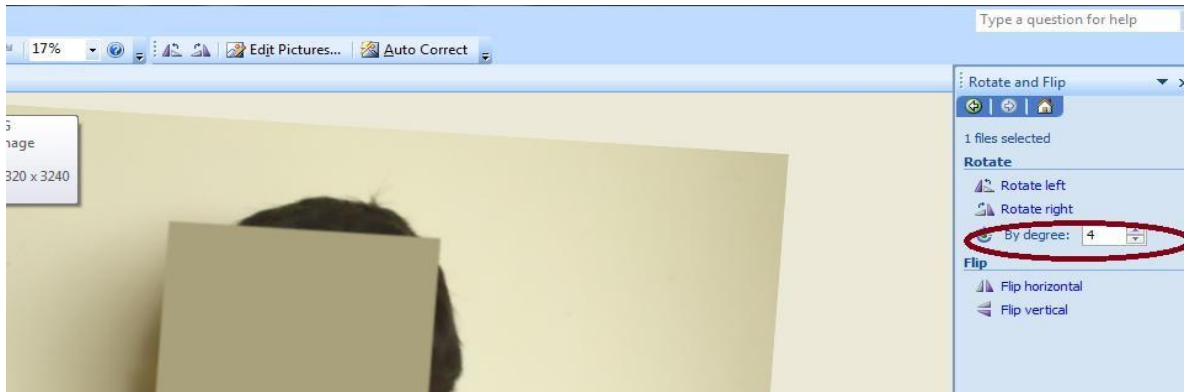


- vi) Select Either **Web page** or **Email messages** which will make your photo size to less than 30 KB
- vii) Click **OK**

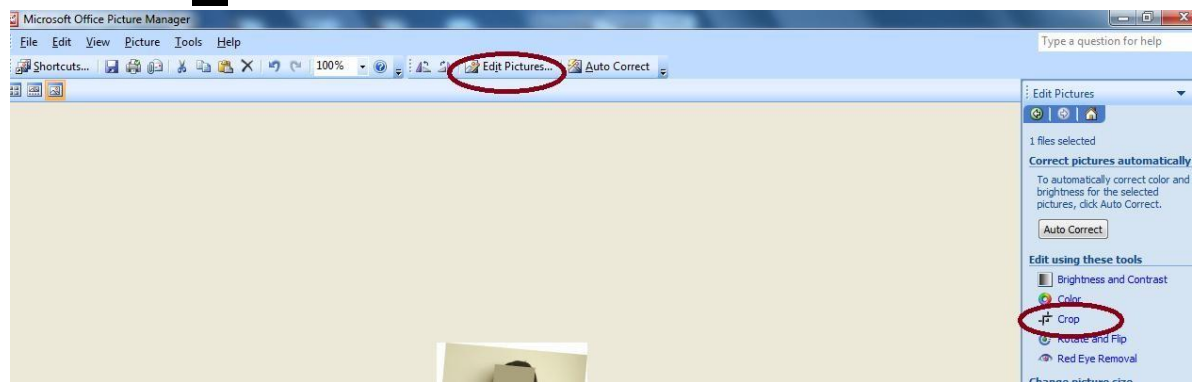


- viii) If the image is tilted,
- Click on **Edit Pictures** again and Click on **Rotate & Flip** to make picture straight by selecting the the **By Degree** option





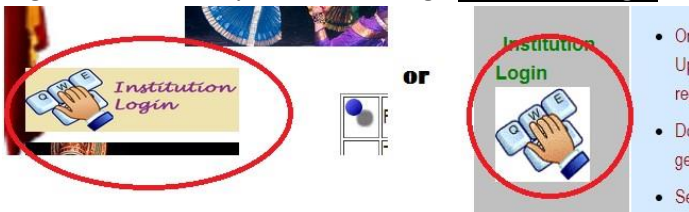
- b. Select **Edit Pictures** again and use **Crop** tool to Crop the image to rectangle shape.
Click **OK**



- ix) Click on **File** Menu on Top and **Save** the Image.



5. Separate web pages are available for arts and sports registration.
6. Registration can only be done through **Institution Login**.



7. The **username** and **password** is required for each institute. The institution **username** is available **GCI Code** Link.

- Use **123** as default password. **Change the password at the first Login**. This is for making your data safe and secure. Don't share the password.

Login

UserName :

Password :

- Click on **New Registration** for student registration.

New Registration	<p>Registration of each Candidates - Instructions.</p> <p>(i) Only one registration is possible for a participant for all items.</p> <p>(ii) Scan or store a softcopy of passport size photograph of the participant</p> <p>(iii) Reduce the size of the photograph less than 30 KB</p> <p>(iv) Store the size-reduced photo in a convenient folder in jpg/jpeg format eg : - anil.jpg</p> <p>(v) In the registration screen, enter the Name, Sex, Year</p> <p>(vi) Select the participating items</p> <p>(vii) Select & Upload the photograph file from the folder</p> <p>(viii) Click on submit details to complete registration</p> <p>To Edit a registration, kindly cancel the registration and Register afresh</p>
Registration List	Print the Registration List of all candidates
Cancel Registration	Cancel the Entire Registration of a student.... Perform it with care!!!!
Change Password	Be care to change password...

- Enter the name, class, sex code and year of studying and press **Submit Details**

REGISTRATION

Institution Code	<input type="text" value="1"/>
Institution Name	G C <input type="text" value="..."/>
Name in Block Letters	<input type="text" value="..."/>
Sex	<input type="text" value="Select Gender"/>
Year	<input type="text" value="Select Year"/>
Serial No.(1,2,3,... 9, 10,11...)	<input type="text" value="..."/>
	<input type="button" value="submit details"/> <input type="button" value="Reset"/>

- In the next screen input the items participating(maximum 5 items are possible)
- Select the photo (that is previously stored in a convenient folder) by browsing the folders
- Click on **submit details** button.

REGISTRATION

Permanent Register No.	1
Name in Block Letters	SURESHKUMAR
Institution Code	1
Institution	G C I Mannanthala, Thiruvananthapuram
Sex	Male
Year	First
Item 1	Group Song
Item 2	Mappilappattu (Male)
Item 3	Select Item
Item 4	Select Item
Item 5	Select Item

Select & Upload Photo: No file chosen

Input the Photo File

submit details

14. Then you will get the message that **The registration successfully completed.**

If you get an error message it may be due to

- Size of the photo may be too large (make it <30 KB)
- Type of the file may not be **.jpg**, Rename it
- Serial no. may be already entered. Duplicate serial no. is not allowed. Give another serial No.
- Due to the problem in internet connection.

15. To edit a registration, **Cancel the Registration** and do a fresh one.

New Registration	(iv) Store the size-reduced photo in a convenient folder in jpg/jpeg format eg :- am (v) In the registration screen, enter the Name, Sex, Year (vi) Select the participating items (vii) Select & Upload the photograph file from the folder (viii) Click on submit details to complete registration
Registration List	Print the Registration List of all candidates
Cancel Registration	Cancel the Entire Registration of a student.... Perform it with care!!!!
Change Password	Be care to change password...

16. You can check the registration entries by taking the report of **Registration List** from Main Menu.

17. After completing the registration entries of all candidates, take hard copy of Registration List certify it by the Principal/ Supdt of the institution and bring at the spot registration.

Wish You Successful Online Process and Win in Events.....