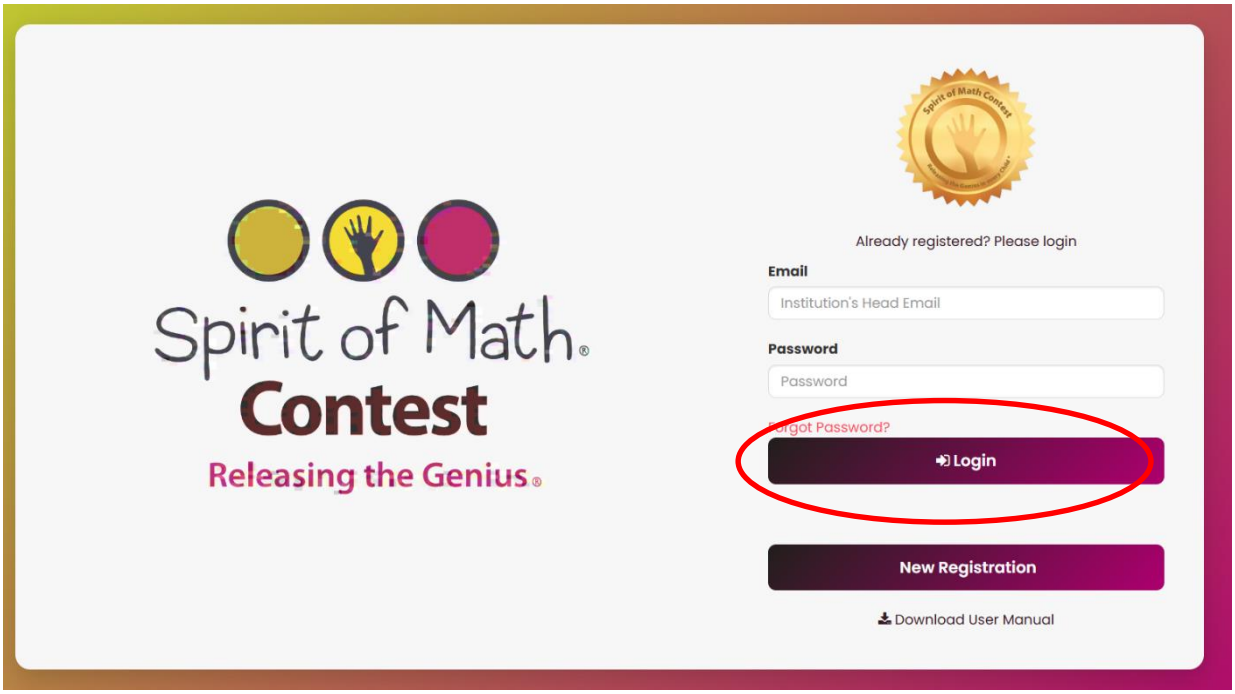
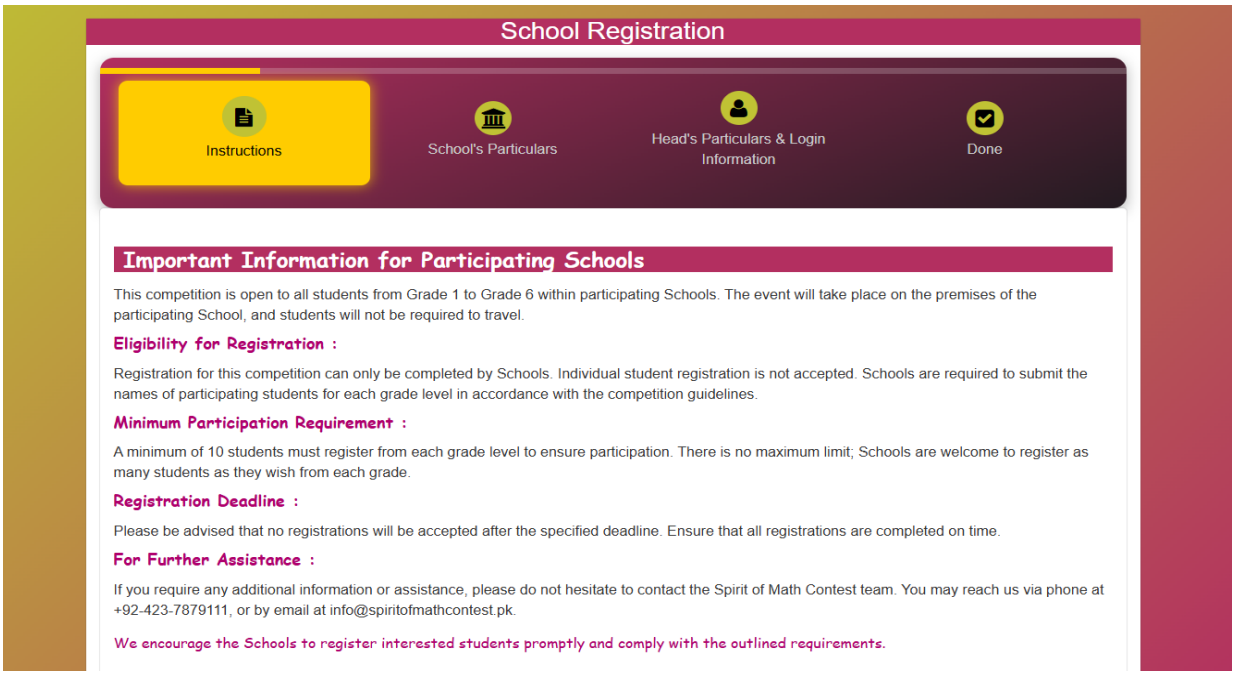
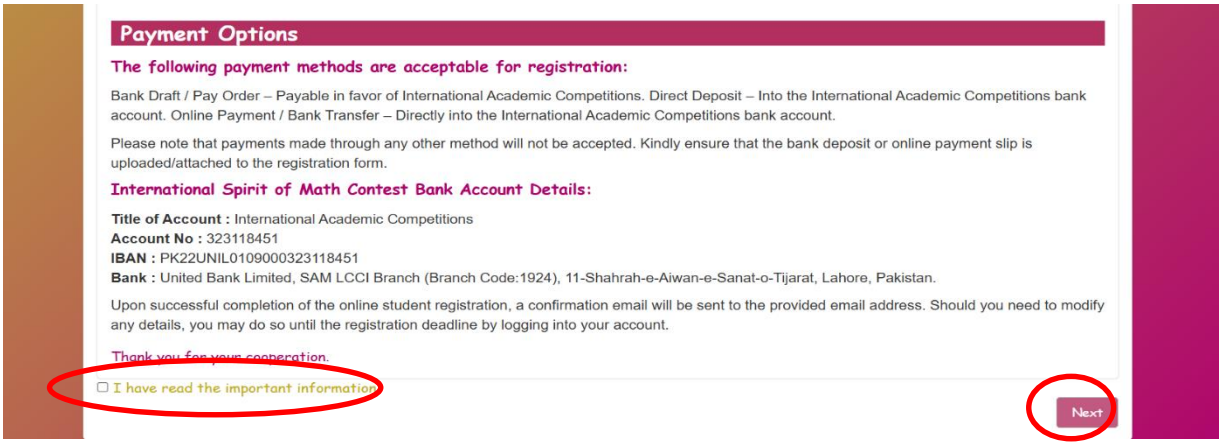
SPIRIT OF MATH CONTEST
USER GUIDE FOR THE ONLINE REGISTRATION PORTAL

Online Registration Portal is used by the institutions to register their students willing to participate in Spirit of Math Contest. Online Registration Portal can be accessed at https://spiritofmathcontest.pk/registration/login

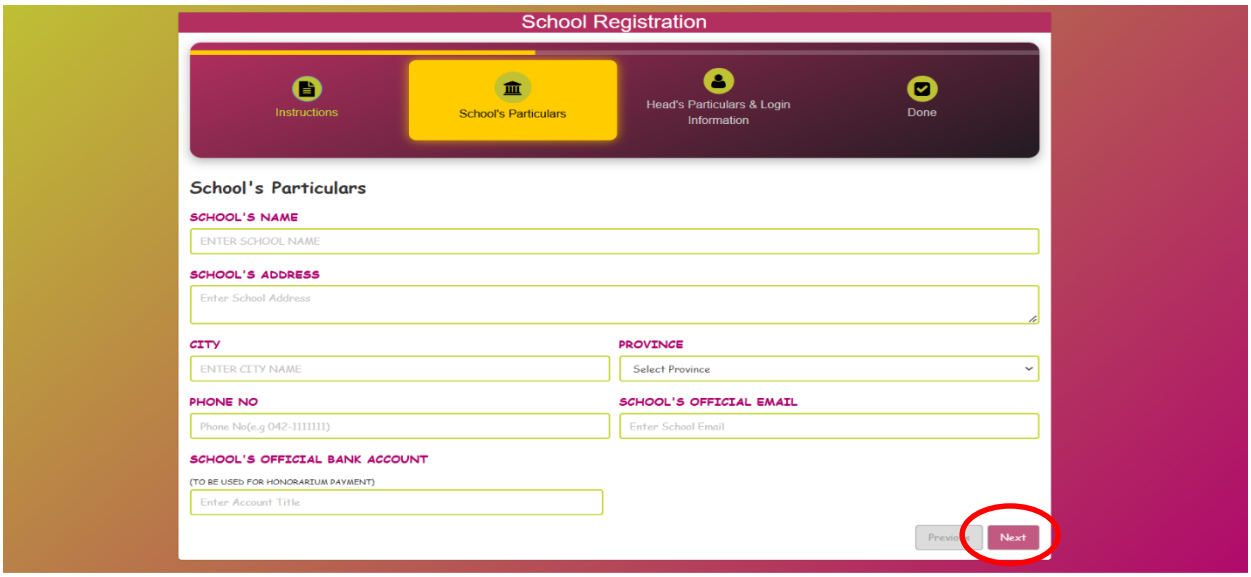


Click New Registration Button to open the Institution Registration Form (shown in below given screenshot)

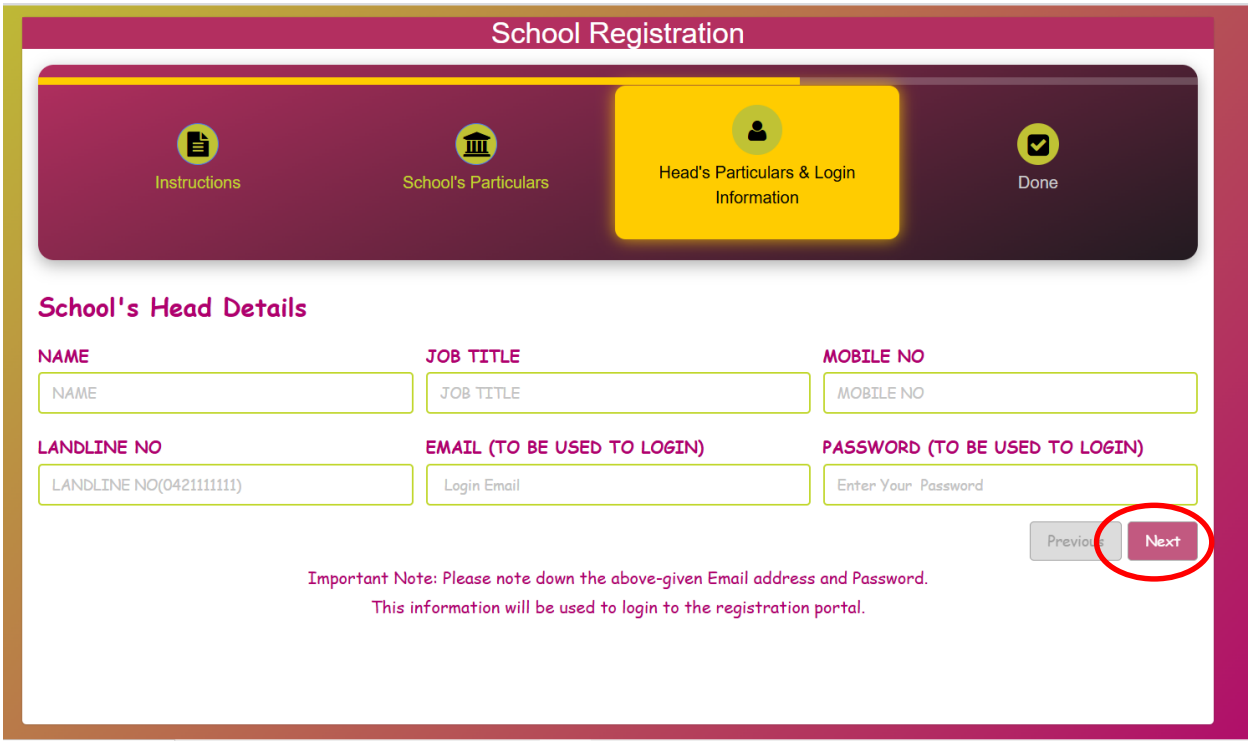




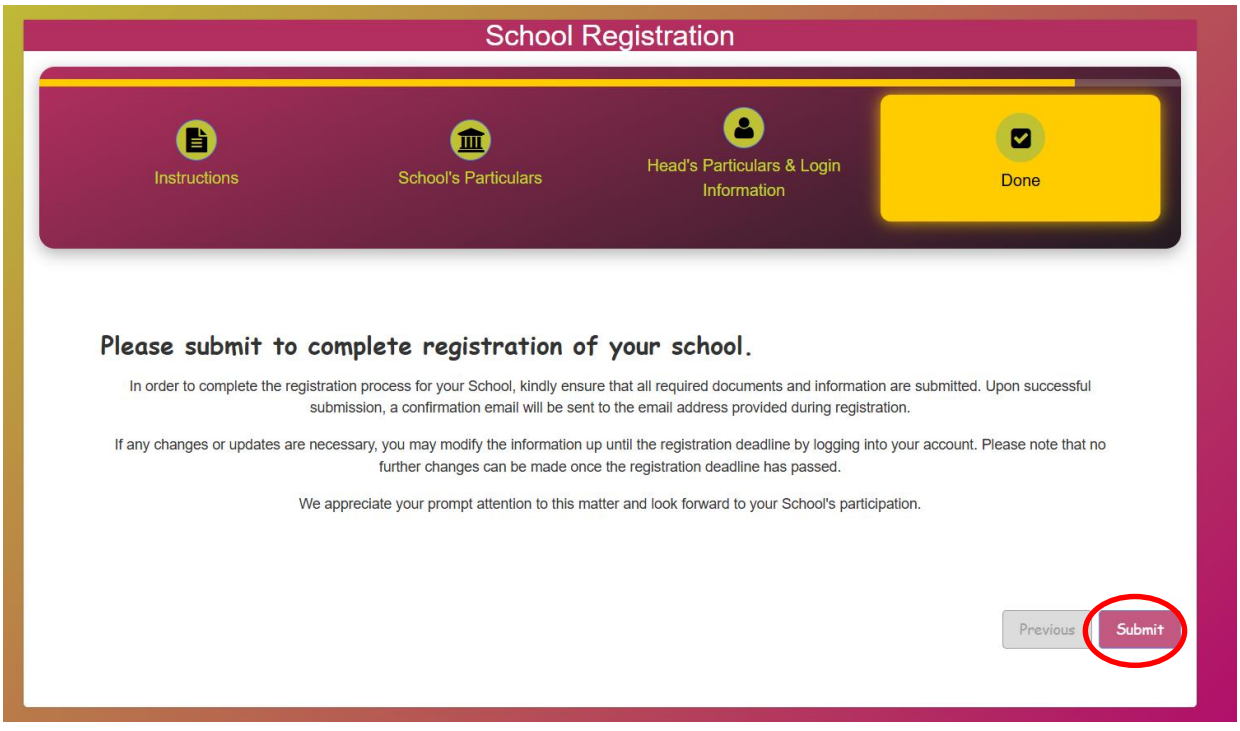
The first screen displays important information. Please read all the details carefully and scroll down to the bottom of the page. Check the box for "I have read the important information" and click the "Next" button. The next window will appear. The next window will appear. Complete the institution's details and click the "Next" button at the bottom right of the page.



On clicking "Next" button, following window will appear.



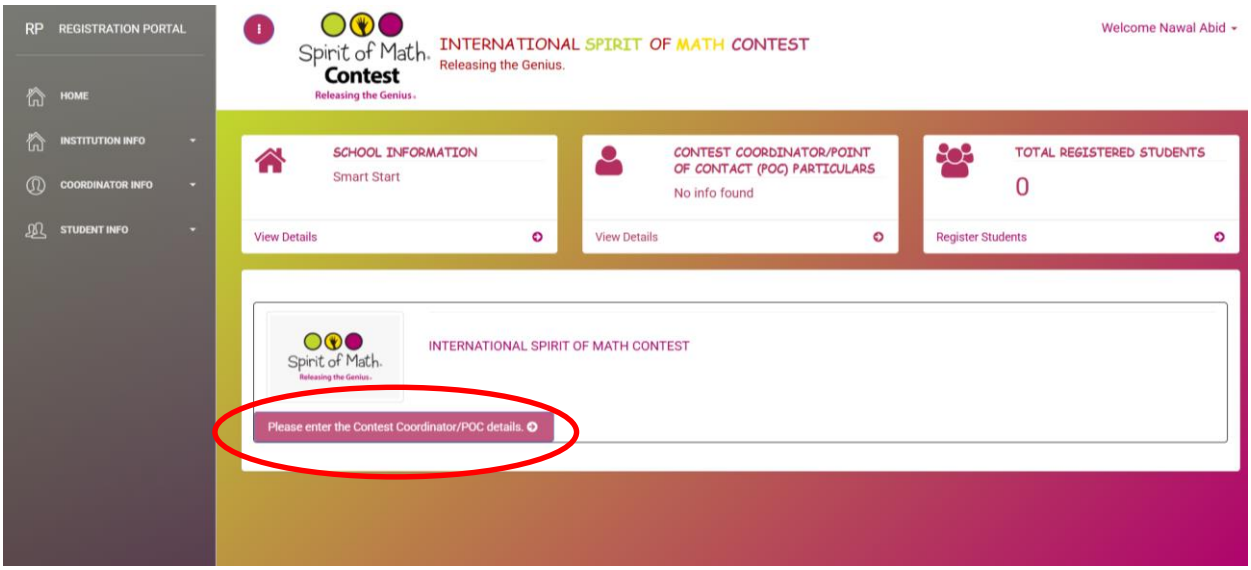
Enter the institution head's details in the fields provided in the above window. The LOGIN EMAIL and PASSWORD will be used for future logins to the Online Registration Portal (ORP). After filling in the necessary information, click the "Next" button. The next window will appear.



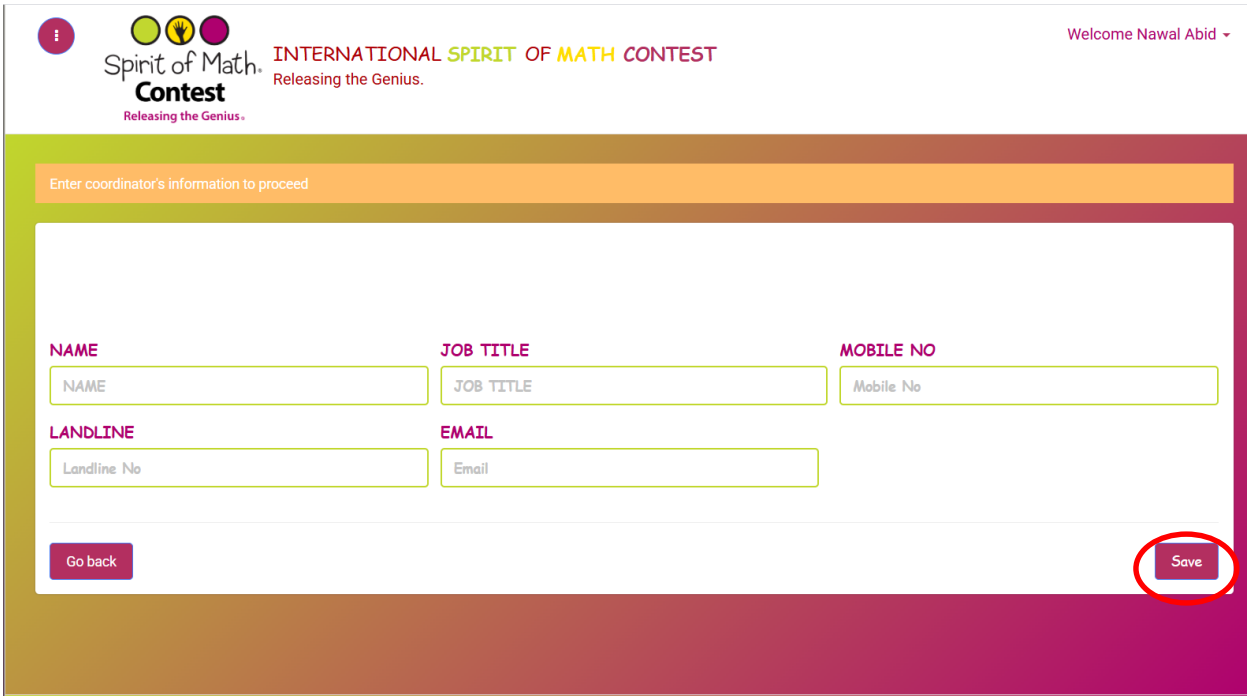
You can return to previous windows to make any necessary changes to the data entered so far, or click the "Submit" button to complete the institution registration process. This will direct you to the Institution's Home Page.

From here, the process of registering students for any specific contest(s) begins. Only active contests will be displayed in the window below. To participate in a contest, click "WANT TO PARTICIPATE? CLICK HERE" under the desired contest.

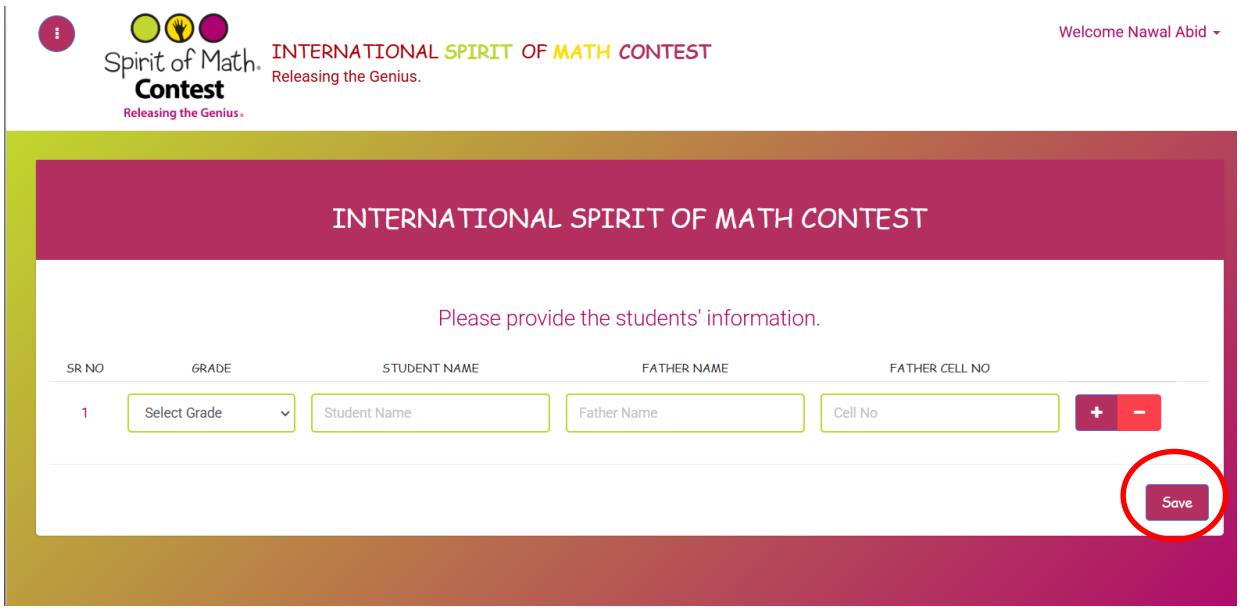
If you wish to participate in both contests, first complete the student registration for one contest, and then, from the same (home) window, click "WANT TO PARTICIPATE? CLICK HERE" for the second contest.



By clicking "PLEASE ENTER THE CONTEST COORDINATOR/POC DETAILS" the following window will appear. Enter the details of the school's focal person for the specific contest in the fields provided.



Click the "Save" button, which will open the window shown below.



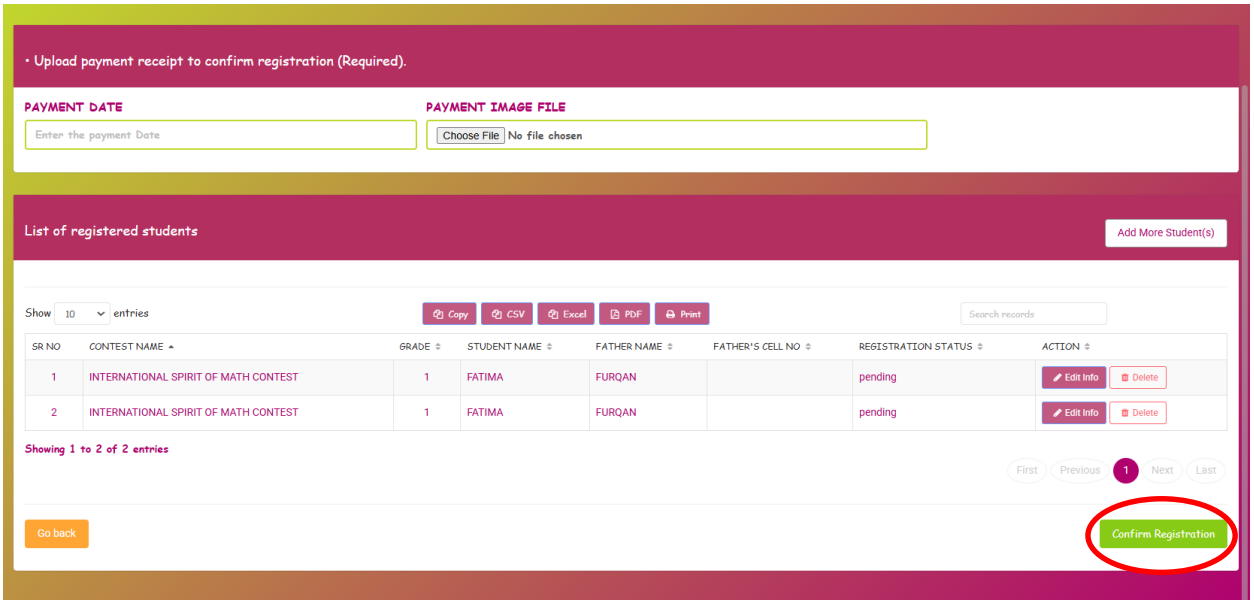


Button allows you to add as many input fields/rows as needed to enter student data.



Button is used to remove any unnecessary input fields/rows.

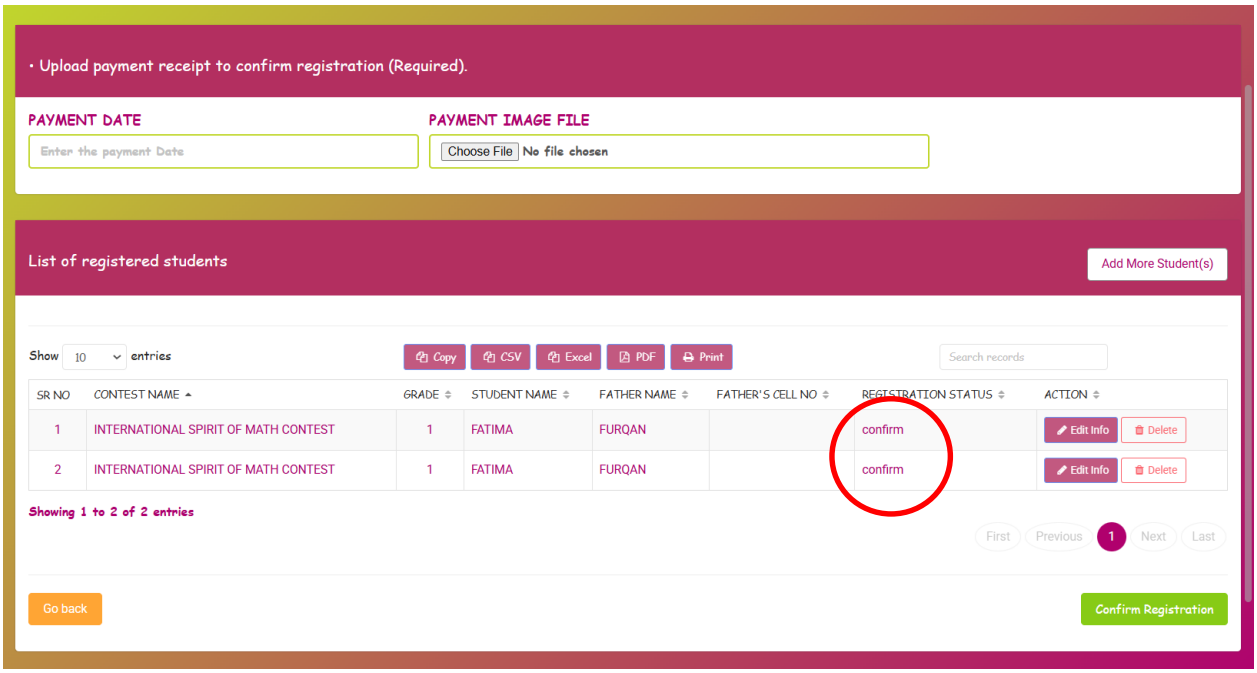
Click the "Save" button after entering the data for all students in a particular contest. The following window will appear.



Payment-related information can be entered in the "Upload Payment Receipt" section.

At the bottom of the window, you will find a list of registered students. If any changes are needed to the students' data, the "Edit Info" button can be used. To remove a specific student from the list, click the "Delete" button.

Once the entire list has been carefully verified, click the "Confirm Registration" button. A confirmation message will appear, and the status of the students in the list will change to "confirmed."



After the registration is confirmed, the user can log out by selecting the "Logout" option located at the top right corner of the home screen.

