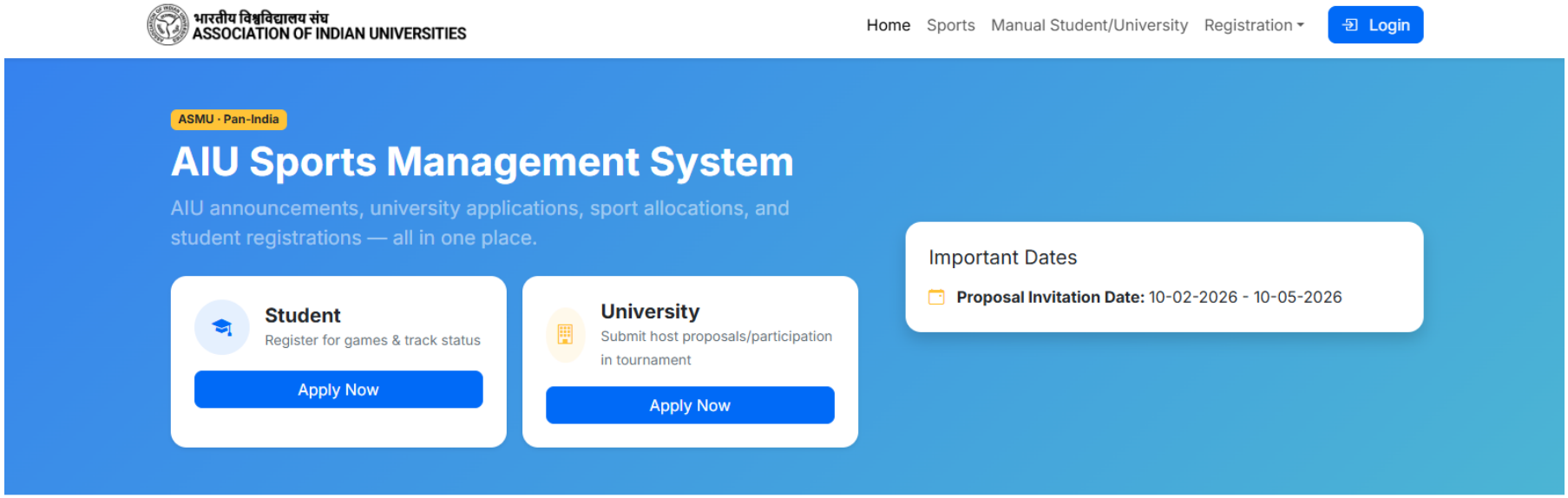
Manual of Process of AIU Athlete Registration

STEP - 1

As the first step, please click on the following link

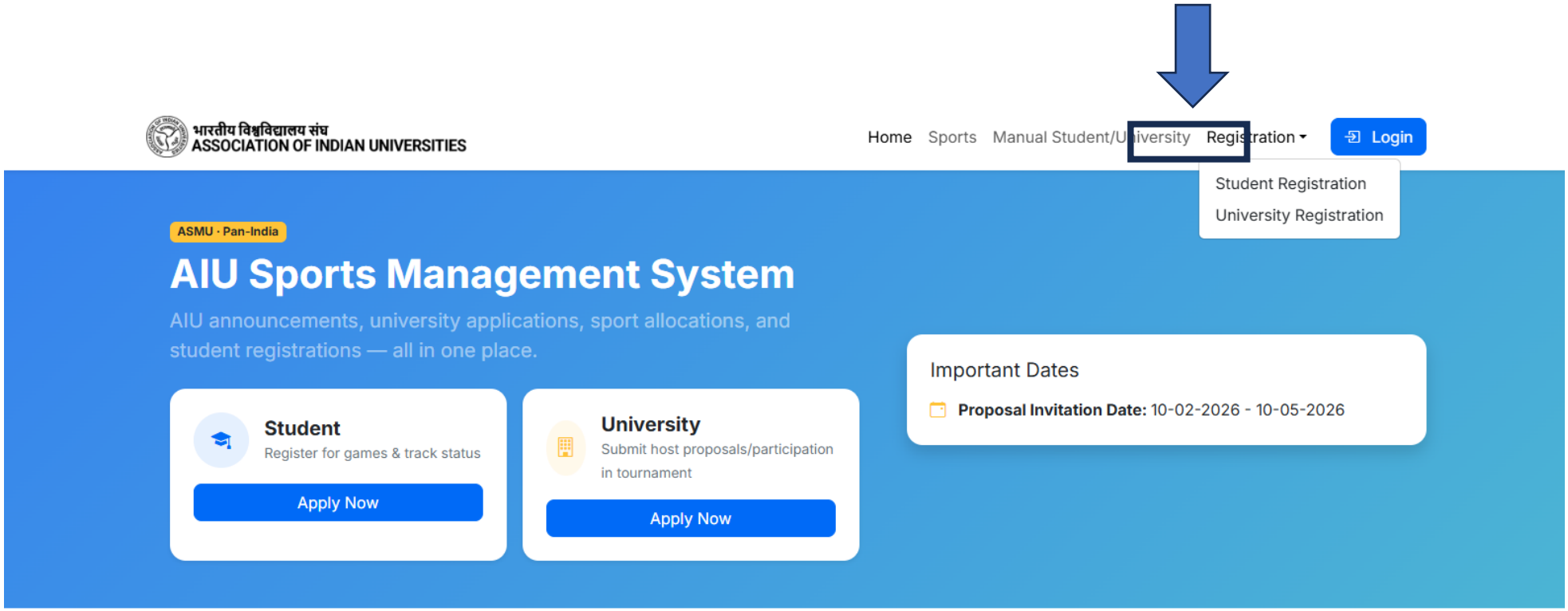
STEP - 2



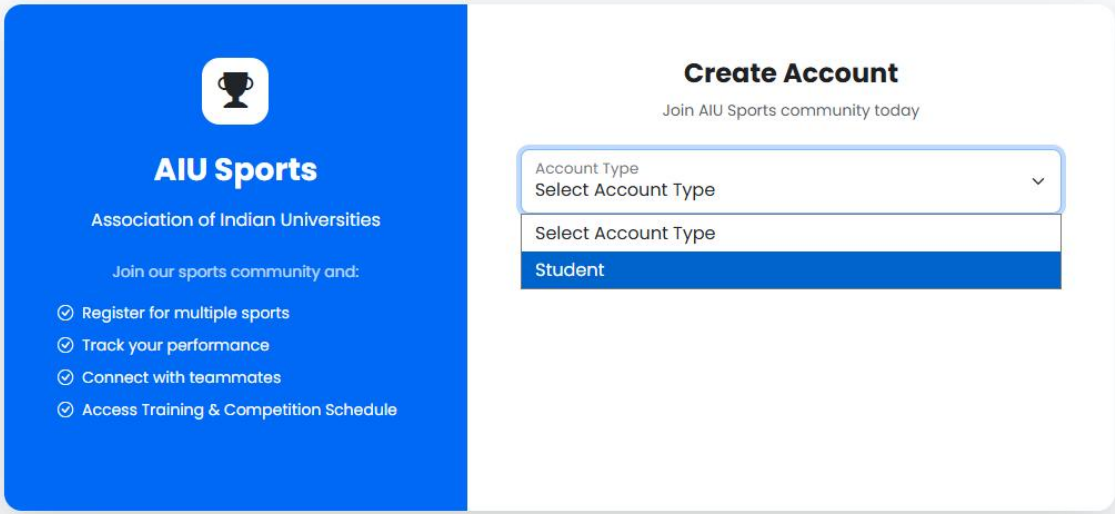
Step – 2: **Upon clicking the above-mentioned link, you will be directed to the AIU Sports Management System portal. The following interface will be displayed for athlete registration**

STEP - 3

Step – 3: **Once this interface appears on your screen, click on the "Registration" tab located in the top menu bar. From the drop-down menu that appears, select "Student Registration" to proceed with the athlete registration process.**

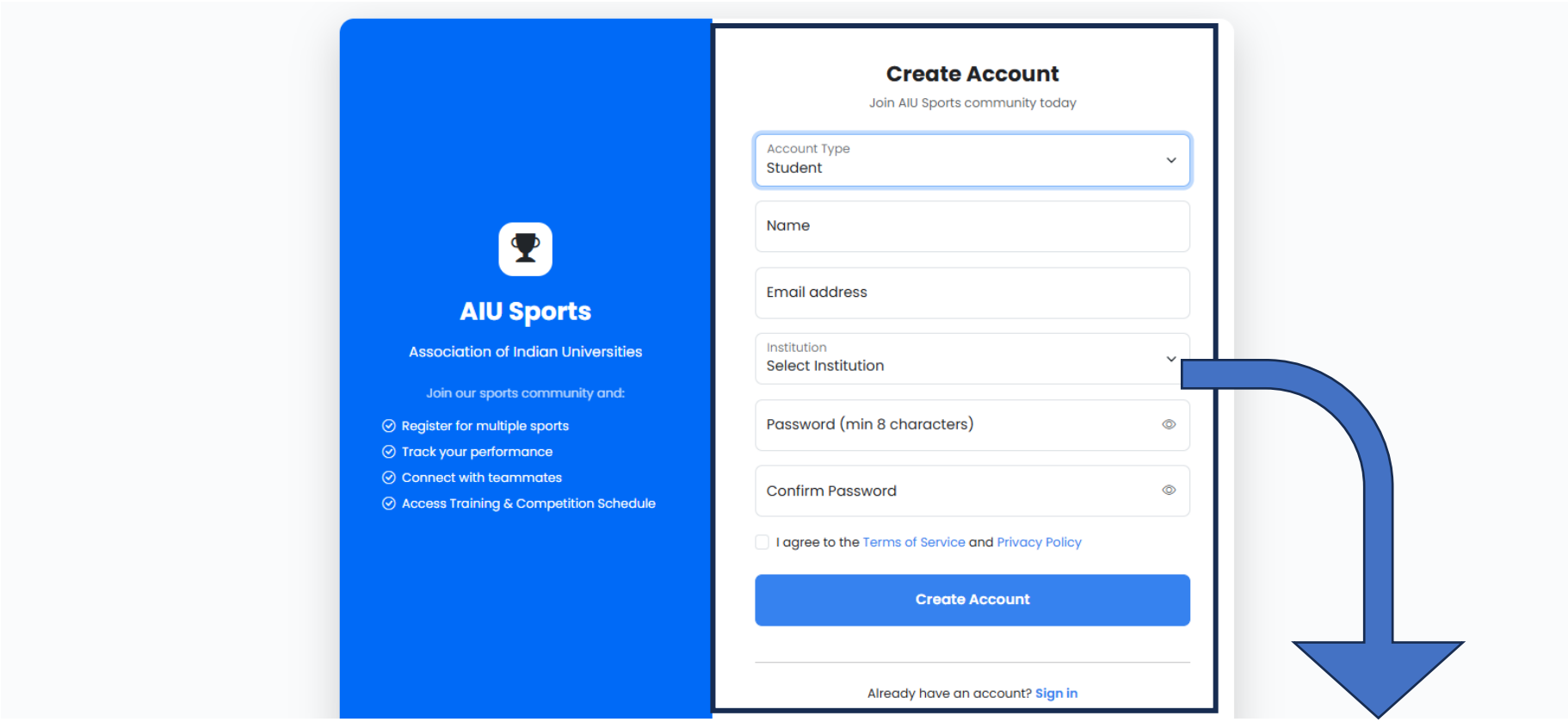


STEP - 4



Step – 4**: After completing the above step, the following interface will appear on your screen. Click on the "Select Account Type" drop-down menu and then choose "Student" from the available options to proceed with the registration process.**

STEP - 5



After selecting **"Student"** as the account type, fill in all the required details in the registration form:

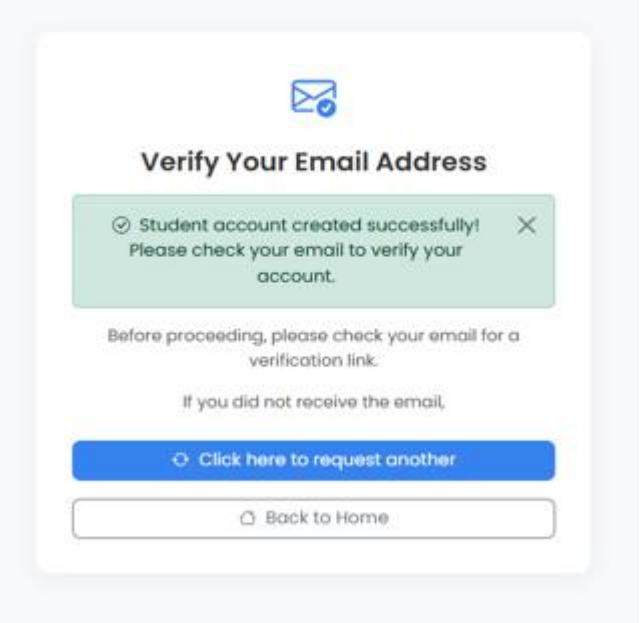
- **Name:** Enter your full name as per official records.
- **Email Address:** Enter a valid and active email address.
- **Institution:** Select your university/institution from the drop-down list.
- **Password:** Create a password containing at least 8 characters.
- **Confirm Password:** Re-enter the same password for verification.

- Read the **Terms of Service** and **Privacy Policy**, then tick the checkbox **"I agree to the Terms of Service and Privacy Policy."**
- Once all the details have been entered correctly, click on the **"Create Account"** button to complete the registration process.

(Insert Screenshot Here)

Note: Please ensure that the email address entered is valid, as it may be required for account verification and future communication.

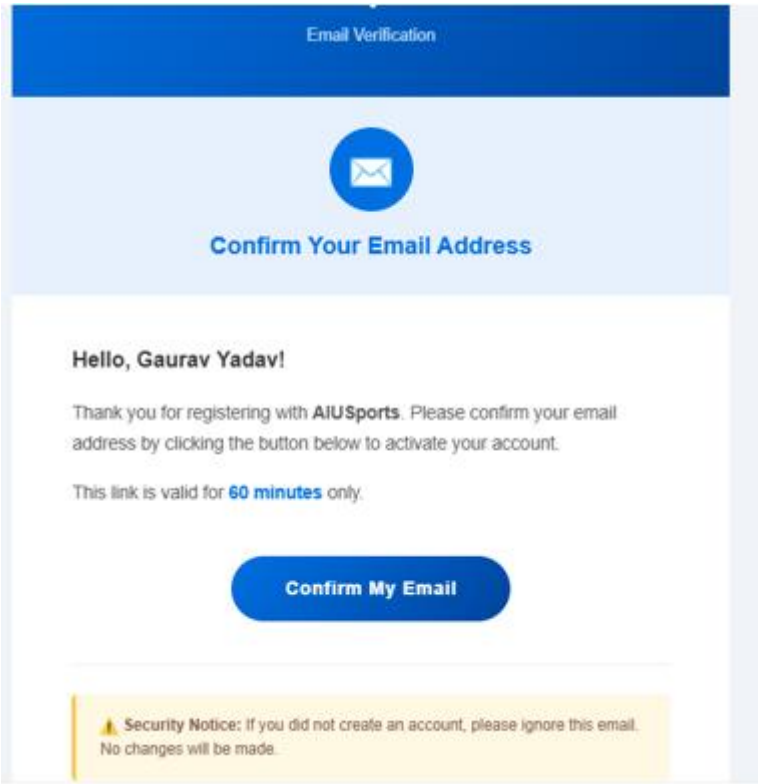
STEP - 6



- After clicking on **"Create Account,"** a confirmation message will appear indicating that your student account has been created successfully.
- Open the email inbox associated with the email address used during registration and look for the **AIU Sports Management System verification email**.
- Click on the **verification link** provided in the email to verify and activate your account.
- Once your email address has been verified, you can log in to the AIU Sports Management System using your registered email address and password.

Note: If you do not receive the verification email, click on **"Click here to request another"** to have a new verification email sent to your registered email address. Be sure to check your **Spam/Junk** folder as well.

STEP - 7



- Open the verification email sent by the **AIU Sports Management System** to your registered email address.
- Review the email and click on the **"Confirm My Email"** button to verify your email address and activate your account.
- Once the verification is successful, your account will be activated, and you will be able to log in to the AIU Sports Management System using your registered credentials.

Note: The verification link is valid for **60 minutes only**. If the link expires, you may request a new verification email from the registration portal. If you did not create the account yourself, you may safely ignore the email.

STEP - 8

1 Step 1: Personal Information

Enter your personal details including name, parent's name, date of birth, address and gender.

OVERVIEW
Student Dashboard
CERTIFICATE
Student Certificate
APPLICATIONS
My Applications
PAYMENTS
Payments & Receipts
CHANGE UNIVERSITY REQUEST
University Change Request

My Profile
Dashboard / Profile

Create Your Profile
Please create your profile to apply for sports competitions and access all features.

Personal Information
Enter your personal details

First Name of Sportsperson *
Middle Name of Sportsperson
Last Name of Sportsperson *
Note: Changing first name will update your account name name
Father's Name *
Mother's Name *
Date of Birth *
mm/dd/yyyy
Address *
Gender *
Male Female Other

2 Step 2: Contact & Educational Details

Enter contact details and academic information of 10th and 12th standard.

Contact Information
Enter your contact details

Contact Number *
Enter contact number
Mobile Number (WhatsApp) *
Enter WhatsApp number
Email-ID *
gaurav001ly@gmail.com
Email cannot be changed

Educational Details
Enter your academic information

10th Standard Details
Passing Year *
e.g., 2020
Board/University *
e.g., CBSE, ICSE, State Board
Percentage/CGPA *
e.g., 85.5
10th Certificate Upload *
Choose File No file chosen
Max size: 2MB | Formats: PDF, JPG, PNG

12th Standard Details
Passing Year *
e.g., 2022
Board/University *
e.g., CBSE, ICSE, State Board
Percentage/CGPA *
e.g., 88.5
12th Certificate Upload *
Choose File No file chosen
Max size: 2MB | Formats: PDF, JPG, PNG

3 Step 3: University, Photo & Previous Participation

Provide your university details, upload photo as per requirements and mention previous participation.

University & College Information
Current academic institution details

University Name *
A K S University
From your login university
College in which studying *
Present Course *
e.g., B.Tech Computer Science
Course Duration *
Select Duration
Present Class *
Select Class
Semester/Year *
e.g., Semester 5 or Year 3

Upload Photo
Upload your photograph with specific requirements

Photo Requirements
- The photograph must show the full front view of you
- Face should be in the middle of photograph
- Include the top of the shoulders
- The size of the head from chin to crown must be between 31 mm and 36 mm
- File size should not exceed 2MB
- Supported formats: JPG, PNG, JPEG

Choose File No file chosen
Max size: 2MB | Formats: JPG, PNG, JPEG *

Previous Participation
Number of years of previous participation while pursuing Present Course

Number of years of previous participation while pursuing Present Course *
Enter number of years
Enter 0 if no previous participation

4 Step 4: More Details, ID's & Identification

Select clothing sizes, enter ABC ID & NSRS ID and upload your signature.

Clothing Sizes
Enter your clothing and shoe sizes

Track Size *
Select Size
Pant Size *
Select Size
Blazer Size *
Select Size
Shoe Size *
Select Size

Academic Bank Credit ID
Enter your ABC ID

ABC ID (Academic Bank Credit ID) *
Enter ABC ID
The official Academic Bank of Credits (ABC) portal
NSRS ID *
Enter NRRS ID
Visit the official NSRS (National Sports Repository System) portal

Identification
Your Aadhaar is stored encrypted

Student Signature *
Choose File No file chosen
Max 2MB - JPG/PNG - Clear black/blue on white

← Back to Dashboard
Create Profile

STEP - 9

A. Personal Information

Enter the following details:

- First Name of Sportsperson
- Middle Name (if applicable)
- Last Name of Sportsperson
- Father's Name
- Mother's Name
- Date of Birth
- Gender
- Residential Address

B. Contact Information

Provide your contact details:

- Contact Number
- WhatsApp Number
- Email ID (auto-filled and cannot be changed)

C. Educational Details

Enter your academic information:

10th Standard Details

- Passing Year
- Board/University
- Percentage/CGPA
- Upload 10th Certificate (PDF/JPG/PNG, maximum 2 MB)

12th Standard Details

- Passing Year
- Board/University
- Percentage/CGPA
- Upload 12th Certificate (PDF/JPG/PNG, maximum 2 MB)

D. University & College Information

Provide your current academic details:

- University Name (auto-filled from your registered institution)
- College Name
- Present Course
- Course Duration
- Present Class
- Semester/Year

E. Upload Photograph

Upload a recent passport-size photograph as per the following specifications:

- Full front-facing view
- Face should be centered
- Top of shoulders should be visible
- File size should not exceed 2 MB
- Supported formats: JPG, JPEG, PNG

F. Previous Participation

Enter the number of years you have previously participated in sports competitions while pursuing your current course.

- If you have no previous participation, enter **0**.

G. Clothing Sizes

Select the appropriate sizes for:

- Track Suit
- Pant
- Blazer
- Shoes

H. Academic Bank Credit (ABC) & NSRS Details

Provide:

- Academic Bank Credit (ABC) ID
- National Sports Repository System (NSRS) ID

I. Identification

Upload your **Student Signature**:

- Maximum file size: 2 MB
- Supported formats: JPG, JPEG, PNG
- Signature should be clearly visible in black or blue ink on a white background.

STEP - 10

AIU Sports Athlete
Dashboard

Gaurav

OVERVIEW
- Student Dashboard

CERTIFICATE
- Student Certificate

APPLICATIONS
- My Applications

PAYMENTS
- Payments & Receipts

CHANGE UNIVERSITY REQUEST
- University Change Request

₹ Registration Fee Breakdown

Base Registration Fee:	₹100.00
GST (18%):	₹18.00
Total Amount:	**₹118.00**

ⓘ This covers registration for all sports events

Payment Gateway

Razorpay
UPI, Cards, Net Banking, EMI
PCI DSS compliant and 256-bit SSL encrypted
Selected

☐ **I agree to the terms and conditions** *

- ✓ I hereby acknowledge and confirm that payment of the athlete registration fee (₹100+ GST) is mandatory for registration.
- ✓ however, it does not guarantee my selection as a member of the University team for participation in AIU sports tournaments.
- ✓ I further understand that if I am found ineligible for any or all tournaments, the registration fee paid by me shall be non-refundable.
- ✓ Maintain discipline and sportsmanship

← Back to Dashboard | Proceed to Payment (₹118.00)

Base Fee:	₹100.00
GST (18%):	₹18.00
Total Amount:	**₹118.00**

Accepted Payment Methods

UPI | Cards | Net Banking | Wallet

Important Guidelines

After Payment
- → Student ID will be generated
- → Apply for multiple sports
- → Track application status

Remember
- → Payment is non-refundable
- → Complete profile before applying
- → Age must be 25 or below

Need help?
Email | Call

Complete the Registration Fee Payment

After successfully creating your profile, you will be redirected to the **Registration Fee Payment** page.

A. Review the Fee Details

Verify the registration fee displayed on the screen:

- **Base Registration Fee:** ₹100.00
- **GST (18%):** ₹18.00
- **Total Amount Payable:** ₹118.00

B. Select the Payment Method

The payment gateway (**Razorpay**) will be selected by default. You may choose your preferred payment option, including:

- UPI
- Debit/Credit Card
- Net Banking
- Wallet

C. Accept the Terms and Conditions

Carefully read the terms and conditions and tick the checkbox **"I agree to the terms and conditions"** to proceed.

D. Make the Payment

Click on the **"Proceed to Payment (₹118.00)"** button and complete the payment using your preferred payment method.

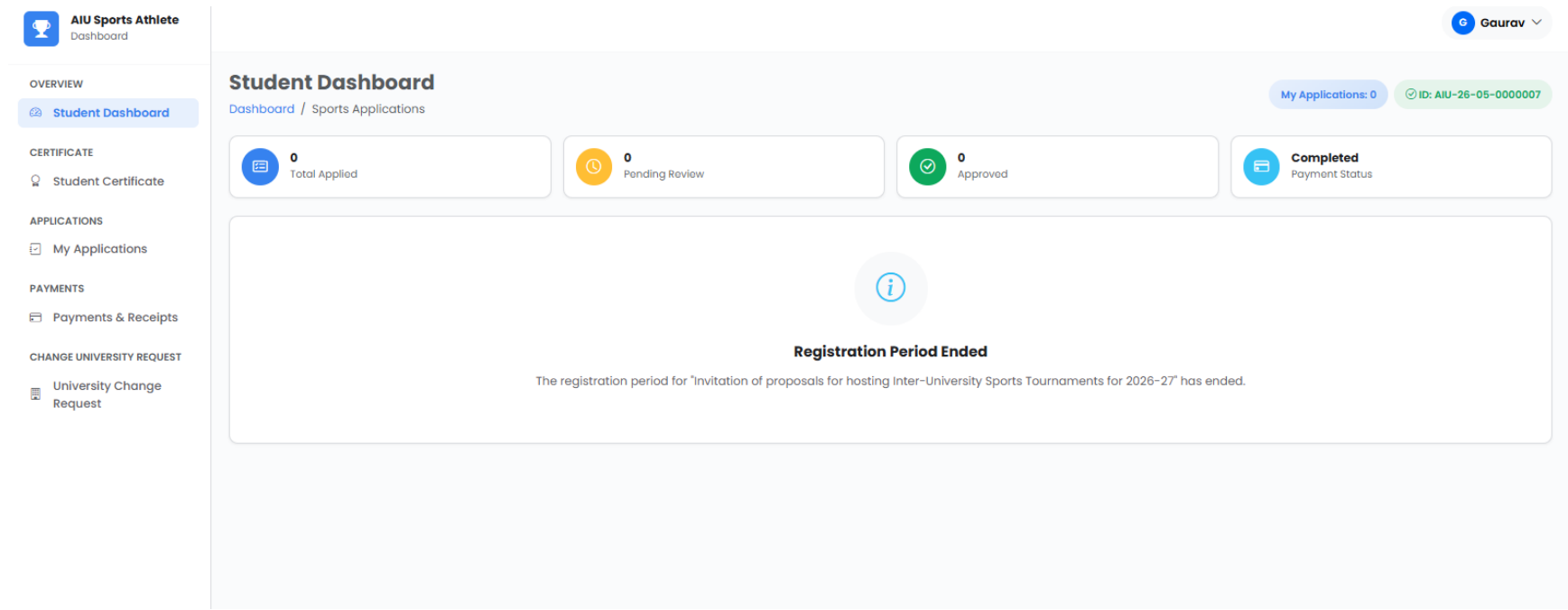
E. After Successful Payment

Once the payment is completed successfully:

- Your **Student ID** will be generated.
- You will be eligible to apply for multiple sports events.
- You can track your application status through the dashboard.

Note: The registration fee is **non-refundable**. Please ensure that all profile details have been completed accurately before proceeding with the payment.

STEP - 11



Step 19: Access Your Student Dashboard

After the successful completion of profile creation and payment, you will be redirected to the **Student Dashboard**.

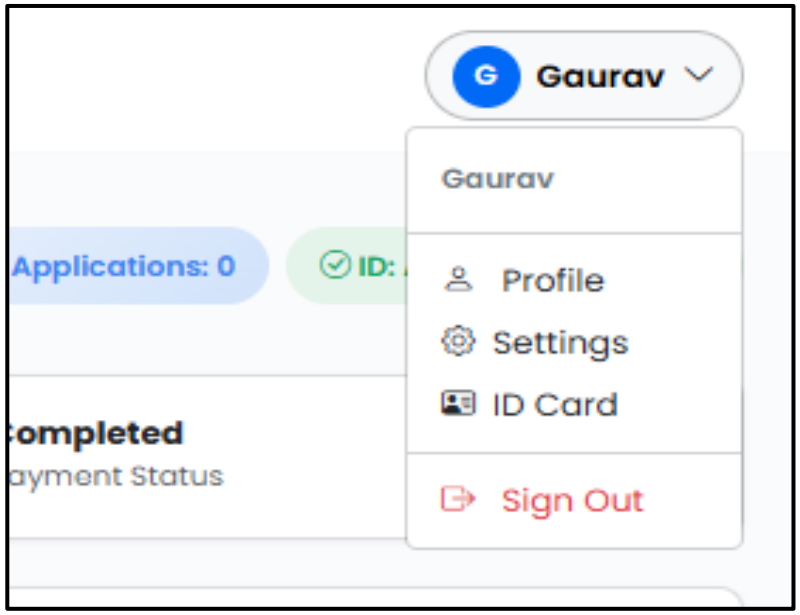
The dashboard allows you to:

- View the total number of sports applications submitted.
- Track the status of your applications (Pending Review, Approved, etc.).
- Access and download your Student Certificate.
- View payment receipts and transaction history.
- Submit and monitor sports participation applications.
- Request a university change, if applicable.

The dashboard will also display your **Student ID** in the top-right corner, which should be used for all future correspondence and sports-related activities.

Note: If the registration or application period has ended, a notification message such as **"Registration Period Ended"** will be displayed on the dashboard. In such cases, you will need to wait until the next registration/application window opens to submit sports applications.

STEP - 12

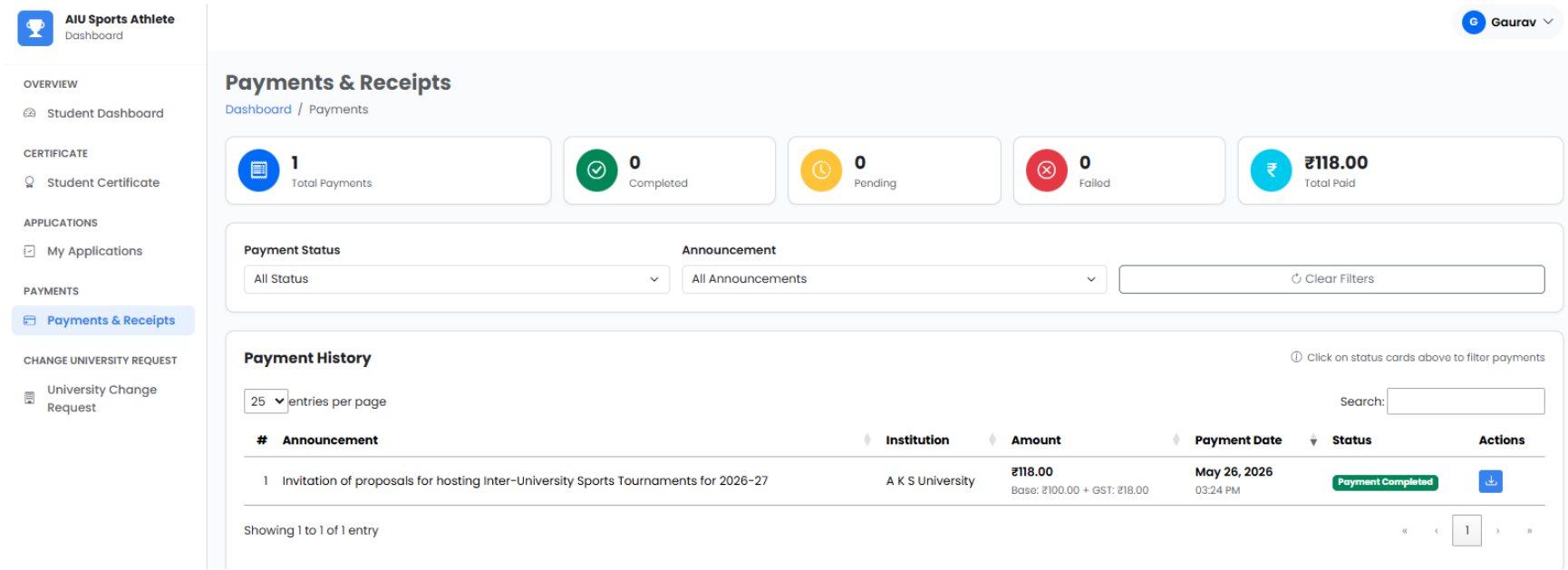


Step 20: Access Your Profile and Student ID Card

After logging in to the AIU Sports Management System, click on your profile icon/name located in the top-right corner of the dashboard. A drop-down menu will appear with the following options:

- Profile – View and update your personal information and profile details.
- Settings – Manage your account settings and preferences.
- ID Card – View and download your AIU Sports Student ID Card.
- Sign Out – Securely log out of your account.

STEP - 13



View and Download Payment Receipt

To view your payment details and download the payment receipt, navigate to **"Payments & Receipts"** from the left-side menu.

On this page, you can:

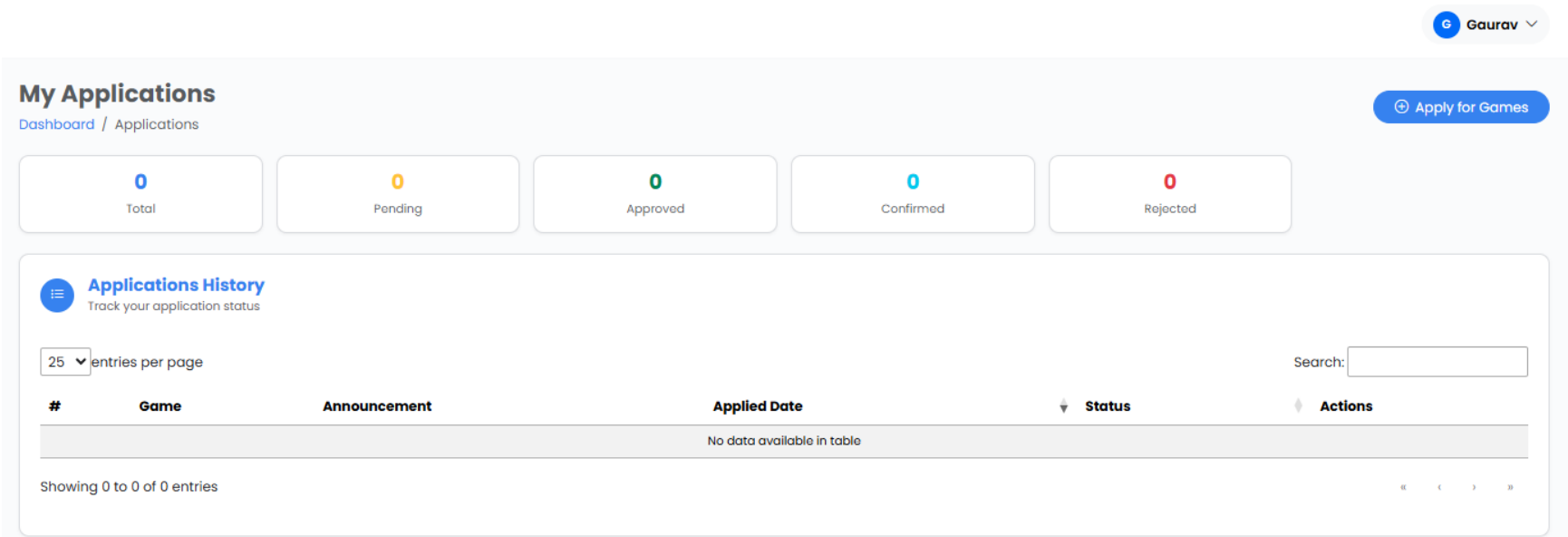
- View the total number of payments made.
- Check the total amount paid.
- Monitor the payment status (Completed, Pending, or Failed).
- Review your payment history, including announcement details, institution name, payment amount, and payment date.

To download your payment receipt, click on the **Download** icon available under the **"Actions"** column corresponding to the completed payment record.

(Insert Screenshot Here)

Note: It is recommended to download and keep a copy of the payment receipt for future reference, verification, and record-keeping purposes

STEP - 14



Apply for Sports Events

To apply for a sports event, navigate to **"My Applications"** from the left-side menu. This page allows you to track and manage all your sports applications.

To submit a new application:

1. Click on the **"Apply for Games"** button located in the top-right corner of the page.
2. Select the sports event/game for which you wish to apply.
3. Review the eligibility criteria and event details carefully.
4. Complete any additional information required and submit your application.

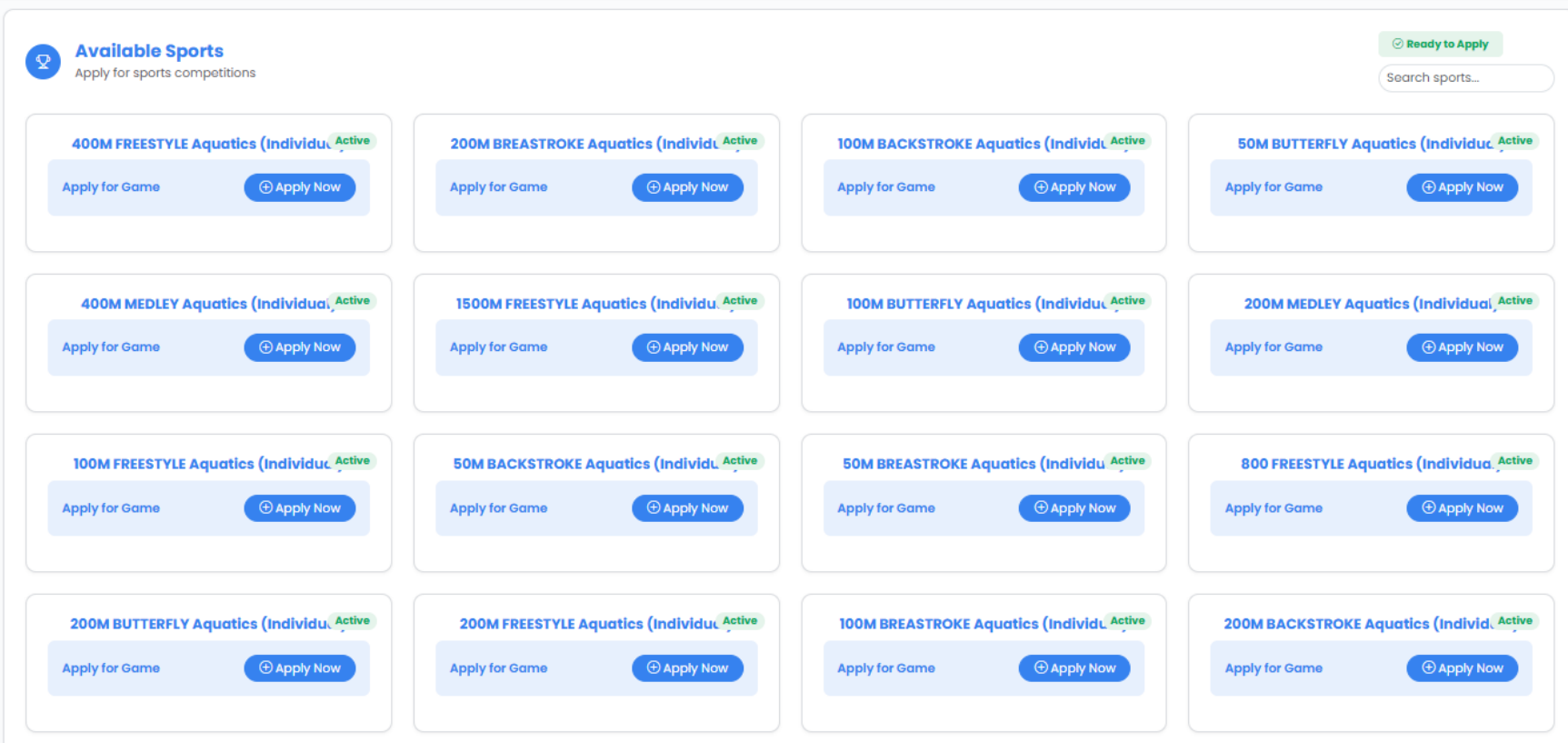
Once submitted, your application will be displayed in the **Applications History** section, where you can track its status, including:

- **Pending** – Application submitted and under review.
- **Approved** – Application approved by the concerned authority.
- **Confirmed** – Participation confirmed.
- **Rejected** – Application not approved.

The dashboard counters at the top of the page provide a quick summary of your application status.

(Insert Screenshot Here)

Note: You can monitor the progress of all your applications through the **My Applications** page and take any required action as notified by the system.



Select and Apply for a Sports Event

After clicking **"Apply for Games"**, the **Available Sports** page will be displayed, showing all active sports events for which applications are currently open.

To apply for a sports event:

1. Browse through the list of available sports competitions displayed on the screen.
2. You may use the **Search Sports** box in the top-right corner to quickly find a specific sport or event.
3. Identify the sport/event you wish to participate in and verify that its status is marked as **"Active."**
4. Click on the **"Apply Now"** button corresponding to the selected sport/event. Review the event details and complete any additional information required by the system.
5. Submit your application to complete the registration for that particular sports event.

Once submitted, the application will be reflected in the **My Applications** section, where you can track its status and progress.

(Insert Screenshot Here)

Note: Students may apply only for sports events for which they meet the eligibility criteria prescribed by the University and AIU. Ensure that all information provided is accurate before submitting the application.

Apply for Pole Vault Athletics (Individual)

Applying for: Pole Vault Athletics (Individual)
Using Student ID: **AIU-26-05-0000007**

Additional Comments (Optional)

Share any additional information about your experience, achievements, or reasons for applying to this sport...

This information may help the selection committee understand your background better.

By submitting this application, you confirm that all information provided is accurate and complete.

Cancel | Submit Application

Step 24: University Verification and Approval Process

After selecting your desired sports event and submitting the application, your request will be forwarded to the **Director of Sports/Sports Authority** of your respective university for verification and approval.

The university will review your application, eligibility, academic details, and supporting documents. Based on the verification process, the Director of Sports may:

- **Approve** the application if all eligibility requirements are met.
- **Reject** the application if the applicant does not meet the prescribed criteria or if any required information/document is found to be incomplete or incorrect.

Students can monitor the status of their applications through the **My Applications** section of the AIU Sports Management System.

Application Statuses:

- **Pending** – Application is under review by the university.
- **Approved** – Application has been approved by the university.
- **Confirmed** – Participation has been confirmed.
- **Rejected** – Application has not been approved.

Note: Approval by the university is mandatory before a student can participate in the selected AIU sports event.