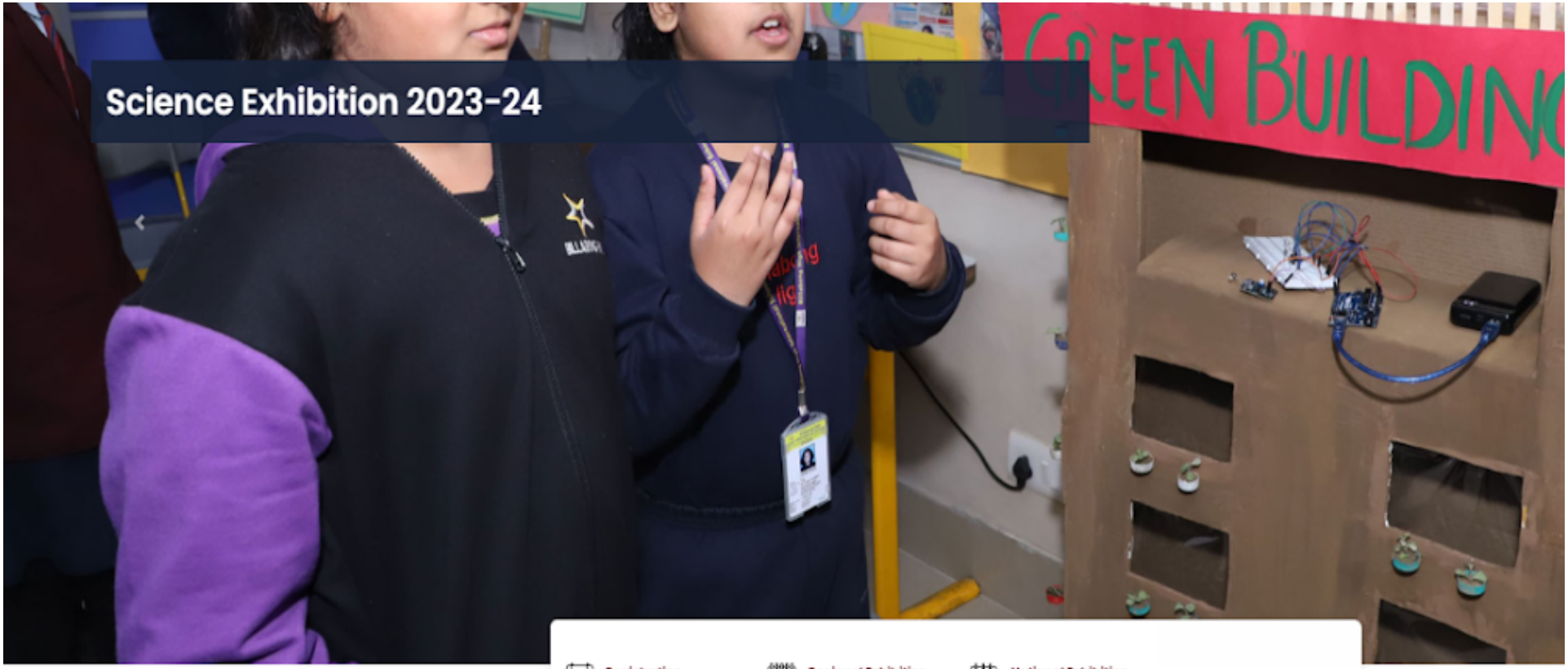
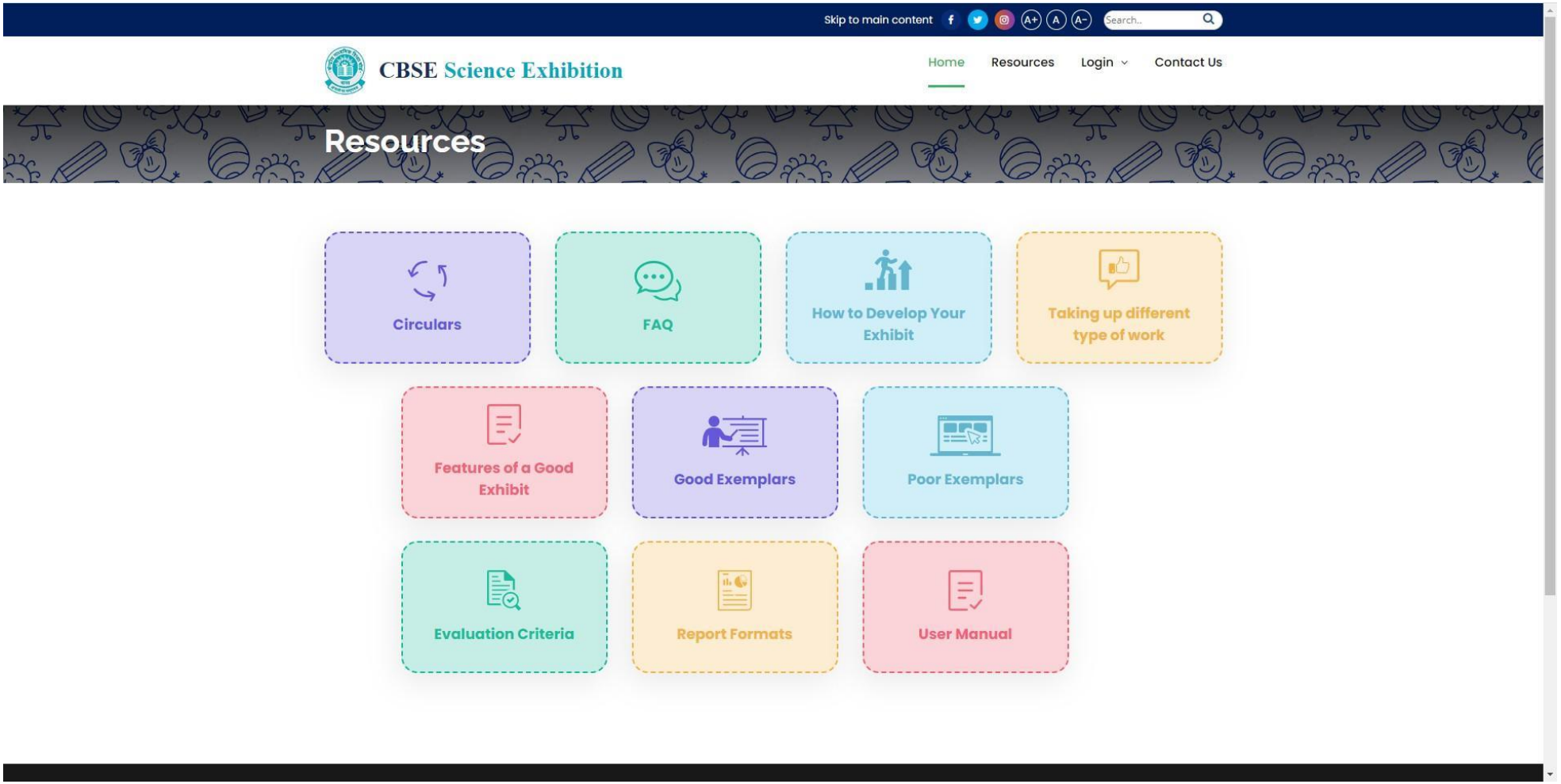
User Manual for CBSE Science Exhibition

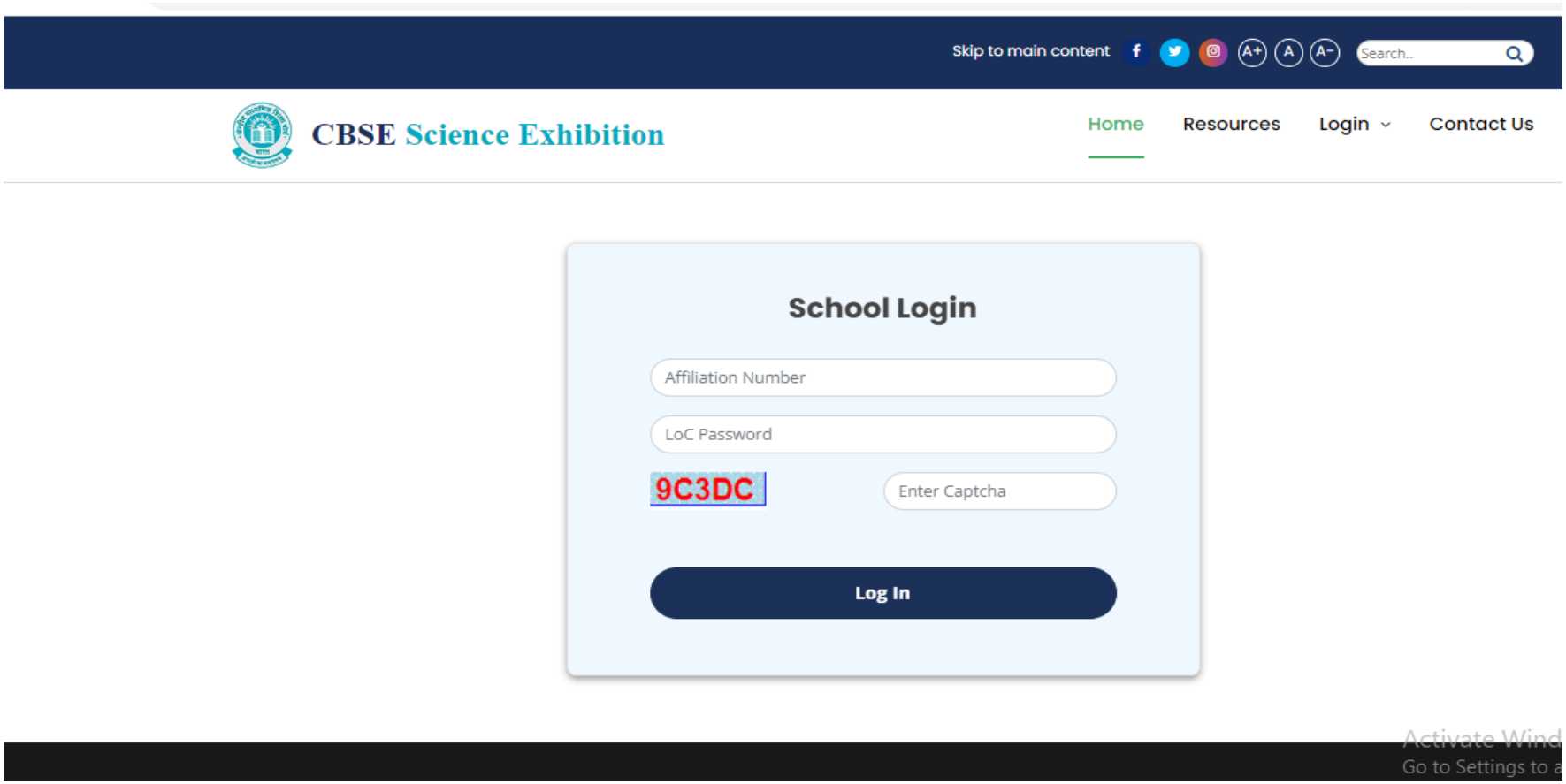
Home Page



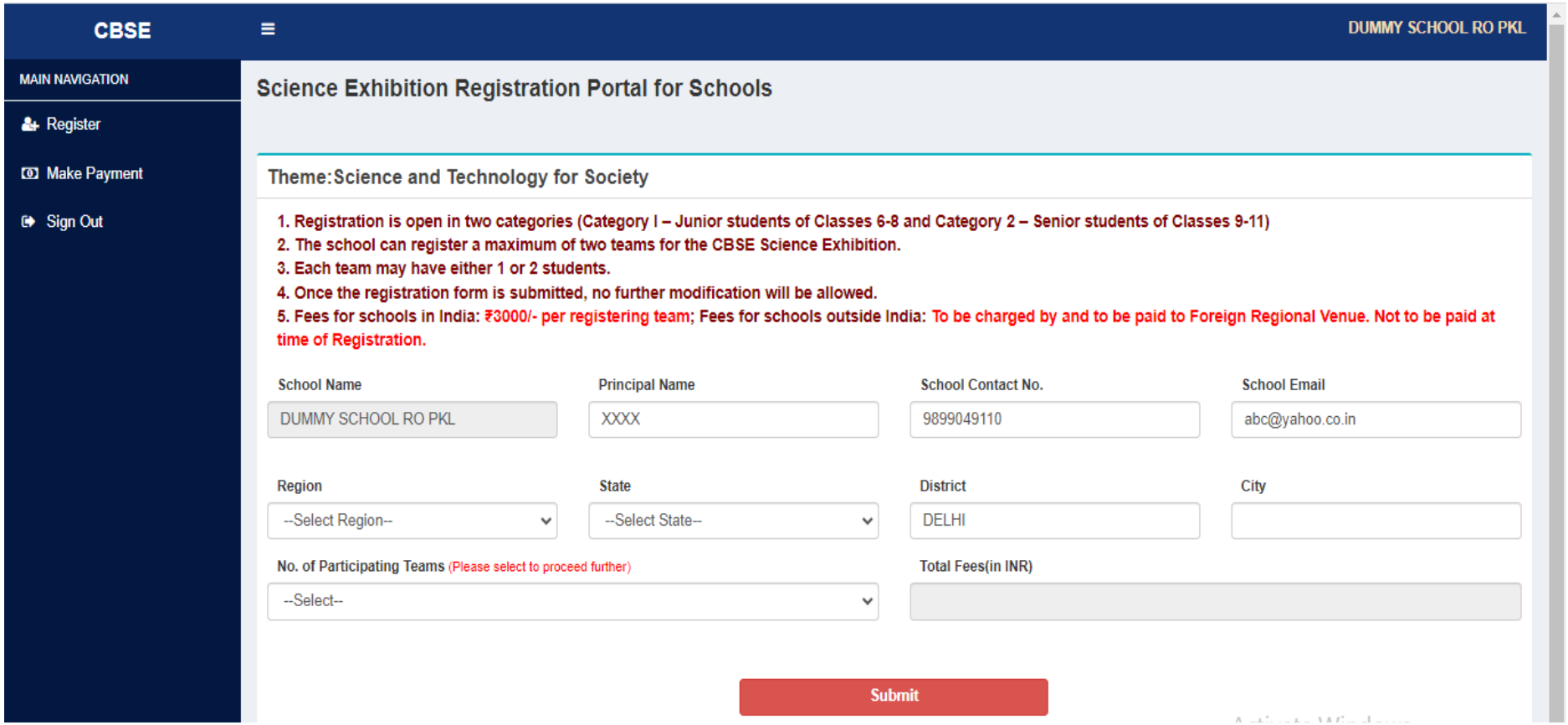
1. **Go to the Resources menu for all information related to the CBSE Science Exhibition.**



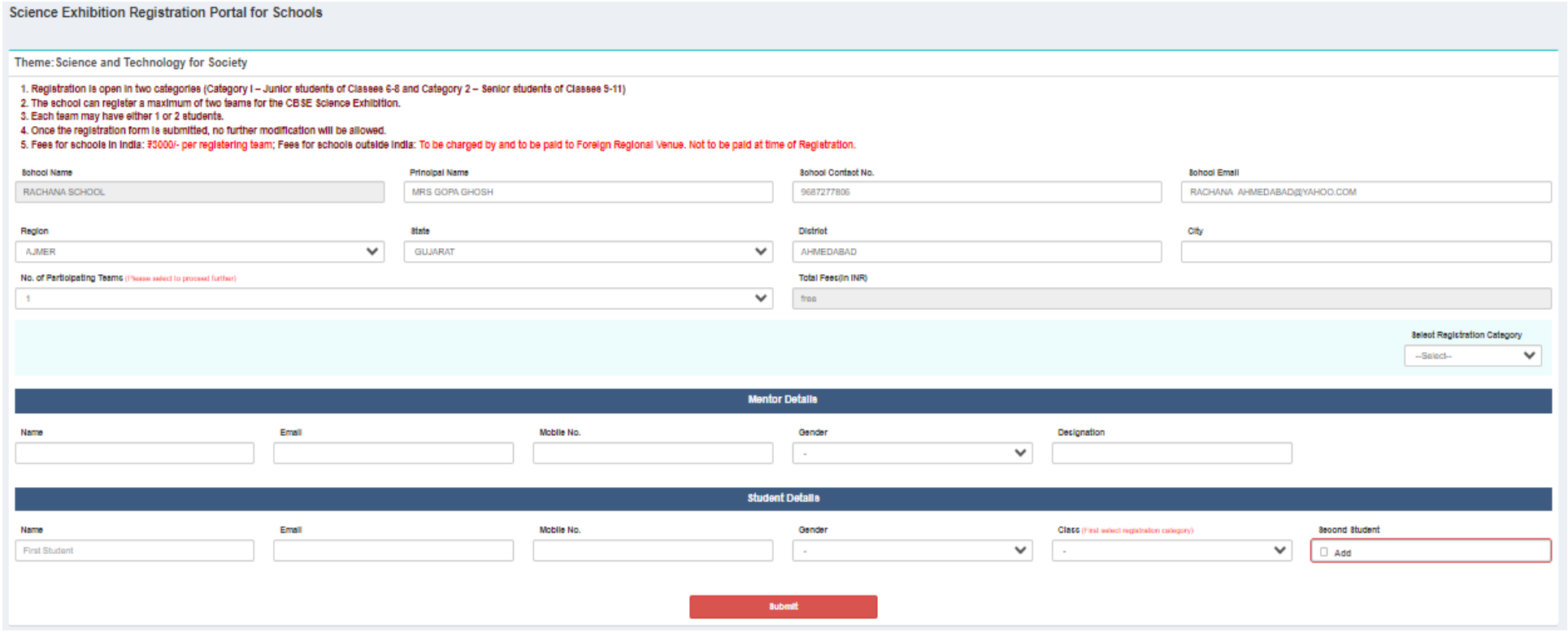
2. **Use Menu Login as School for registration in the Science Exhibition Portal. Please use LoC credentials for login in the portal.**



3. After login registration page will come as given below. Select No. of participating teams from the drop down menu as shown in the screenshot.



4. After Selection of no. of teams, school has to fill data of students, and mentor teachers for each registering team participating in the Science Exhibition. Payment fee will be calculated automatically based on the selection of teams.

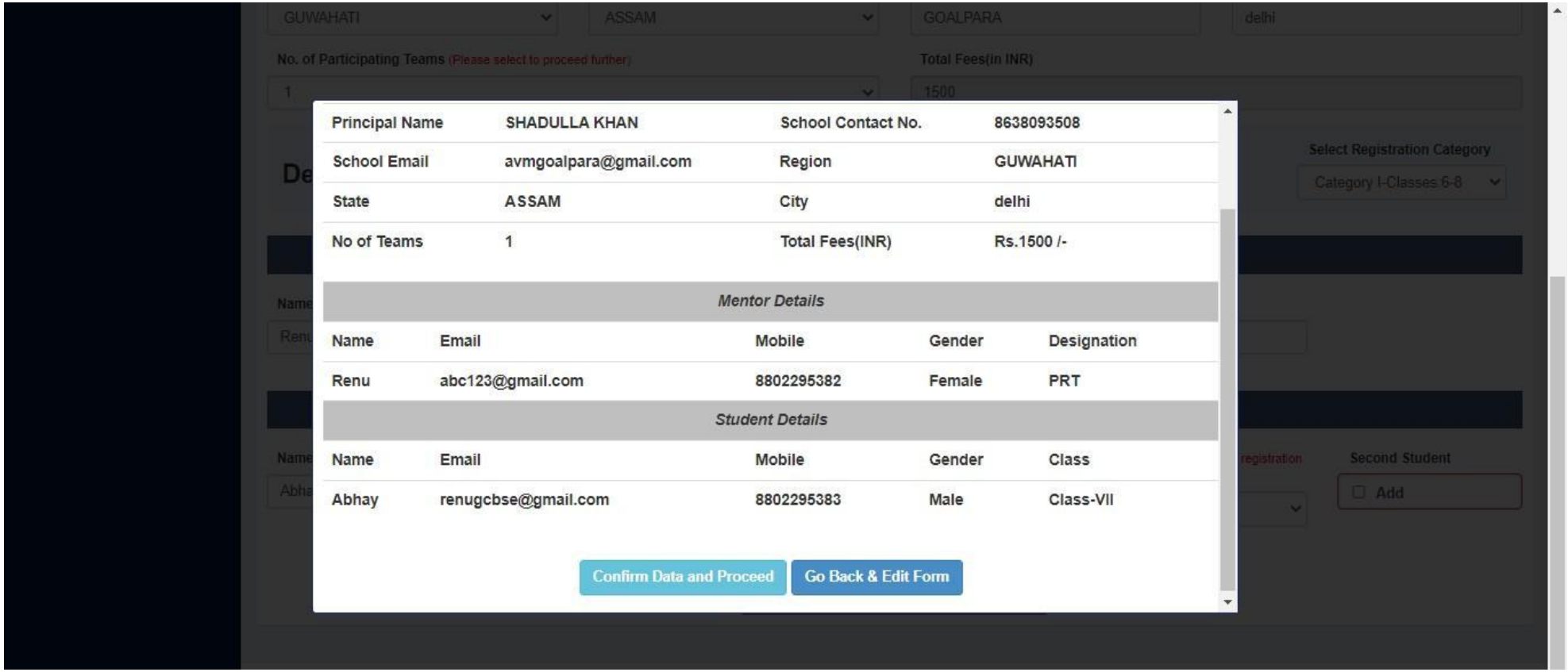


Science Exhibition Registration Portal for Schools

Theme: Science and Technology for Society

1. Registration is open in two categories (Category I – Junior students of Classes 6-8 and Category 2 – Senior students of Classes 9-11)
2. The school can register a maximum of two teams for the CBSE Science Exhibition.
3. Each team may have either 1 or 2 students.
4. Once the registration form is submitted, no further modification will be allowed.
5. Fees for schools in India: ₹3000/- per registering team; Fees for schools outside India: To be charged by and to be paid to Foreign Regional Venue. Not to be paid at time of Registration.

5. **After the submit button, the school can check and confirm the data before final submission. If filled data is ok then the school can click on the button "Confirm Data and Proceed". If the school needs to change any data then click on the button "Go Back & Edit Form".**



Pls Note: Once Data is confirmed by Foreign Schools, the Registration procedure for foreign schools would complete as participation fee is not to be paid by Foreign Schools at this stage

After step 6 screen for foreign School

Science Exhibition Registration Portal for Schools

Registration Details Print

Your Registration Process has been completed. Registration fees to be paid to foreign regional vanue. Not required to be paid at time of registration.

School Details			
Affiliation No.	XXXXXXX	**School Name**	DUMMY SCHOOL RO PKL
Principal Name	XXXX	**School Contact No.**	9899049110
School Email	abc@yahoo.co.in	**Region**	BHOPAL
State	MADHYA PRADESH	**City**	Bhopal
No of Teams	1	**Total Fee(INR)**	Rs.zero /-

Details of Team			
Team Registration No.	T3999971	**Registration Category**	Category 1 – Junior students of Classes 6-8

Mentor Details

Name	Email	Mobile	Gender	Designation
dfdf	sdfsdf@a.a	9821351841	Male	sfsdfsdfs

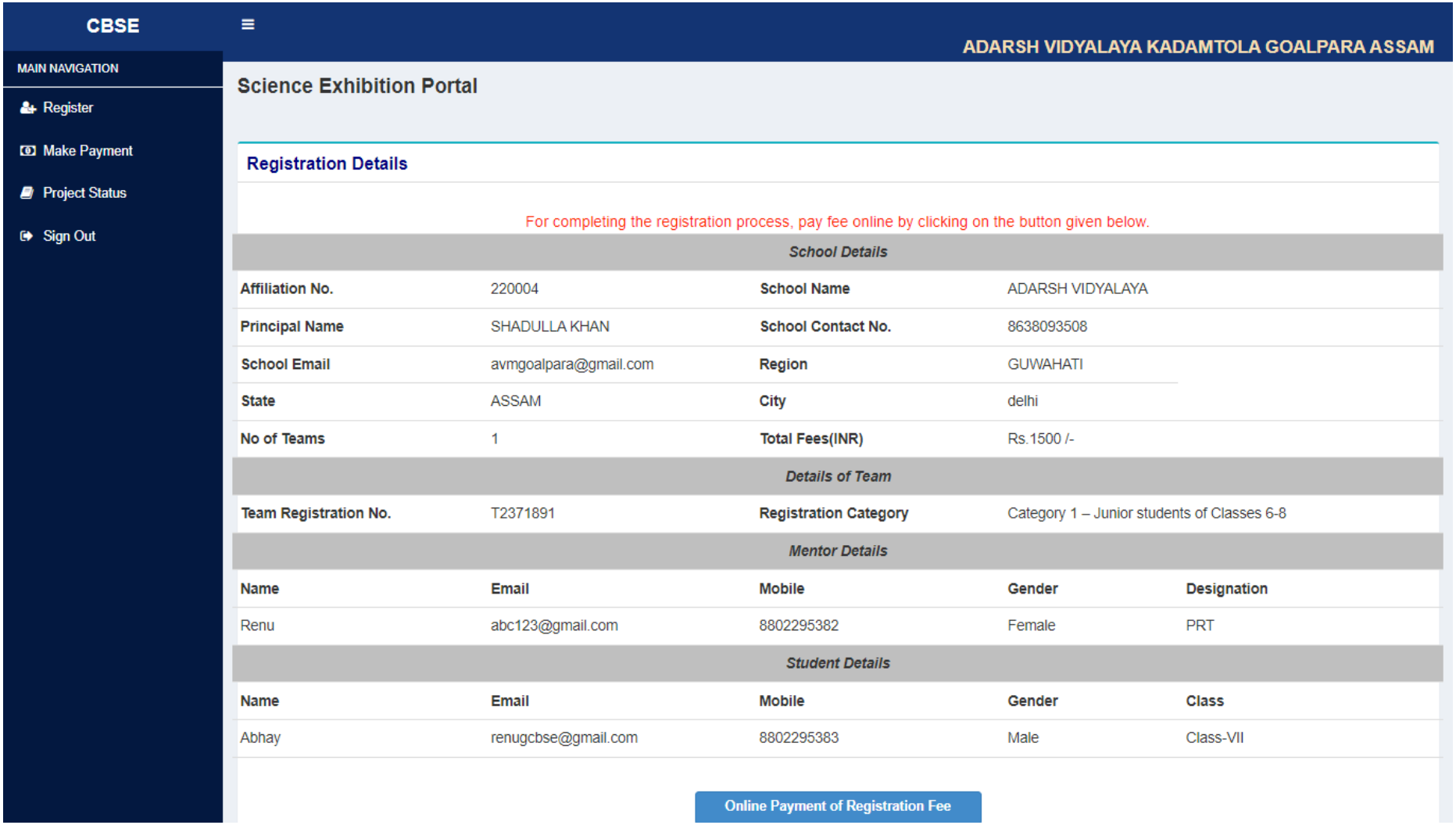
Student Details

Name	Email	Mobile	Gender	Class
fdfd	dsd@a.a	8945747454	Male	Class-VI
hghg	fdf@a.a	9854545544	Male	Class-VII

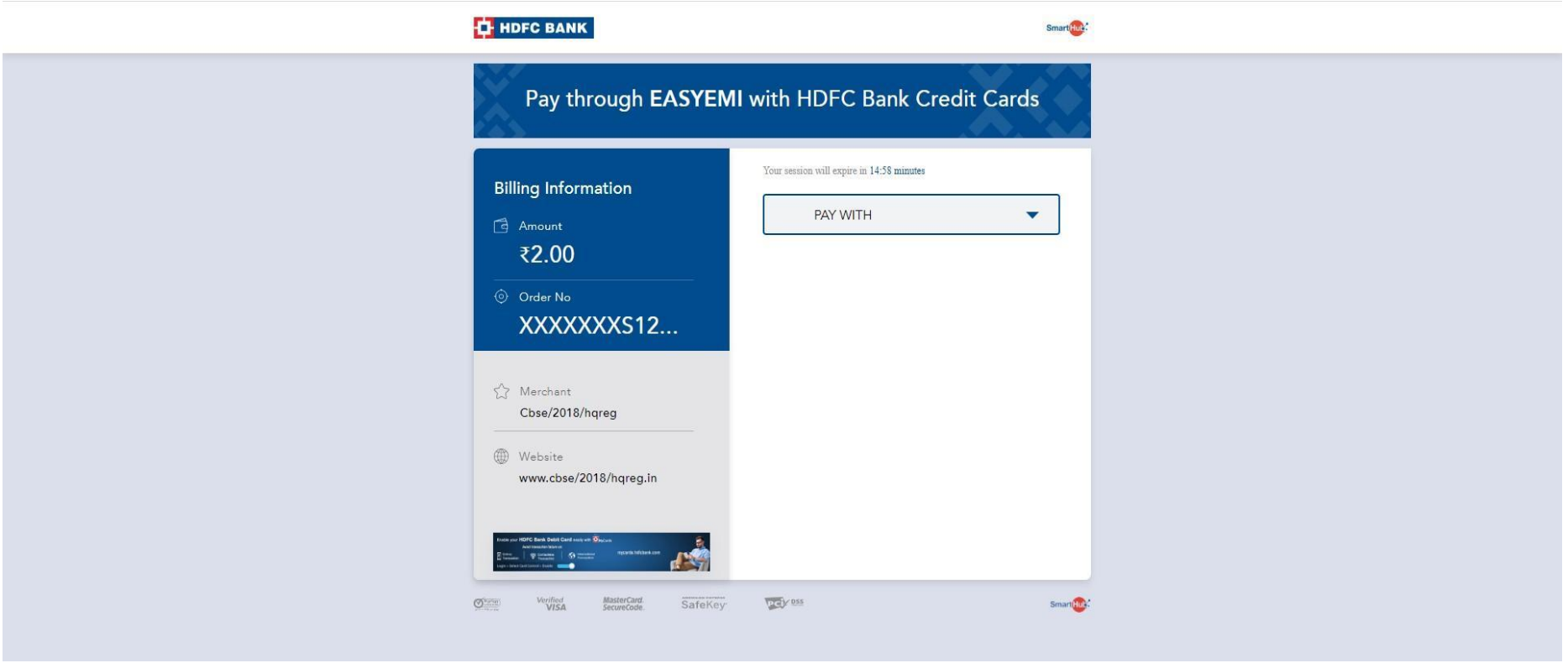
PIs Note: Once Data is confirmed by Foreign Schools, the Registration procedure for foreign schools would complete as participation fee is not to be paid by Foreign Schools at this stage

6. **<u>After step 6 Screen for Indian School</u>**

After the confirmation screen as given below will come. Schools in India have to pay the registration fee for participation in Science Exhibition. For payment click on the button "Online payment of Registration fee". On button click, the schools will be taken to the payment gateway website. In case of any link break or network failure due to which your application status is not updated but amount is being debited from your account, then do not try paying fee again. You are also advised to not to change the payment mode if the fee is already debited from your account.

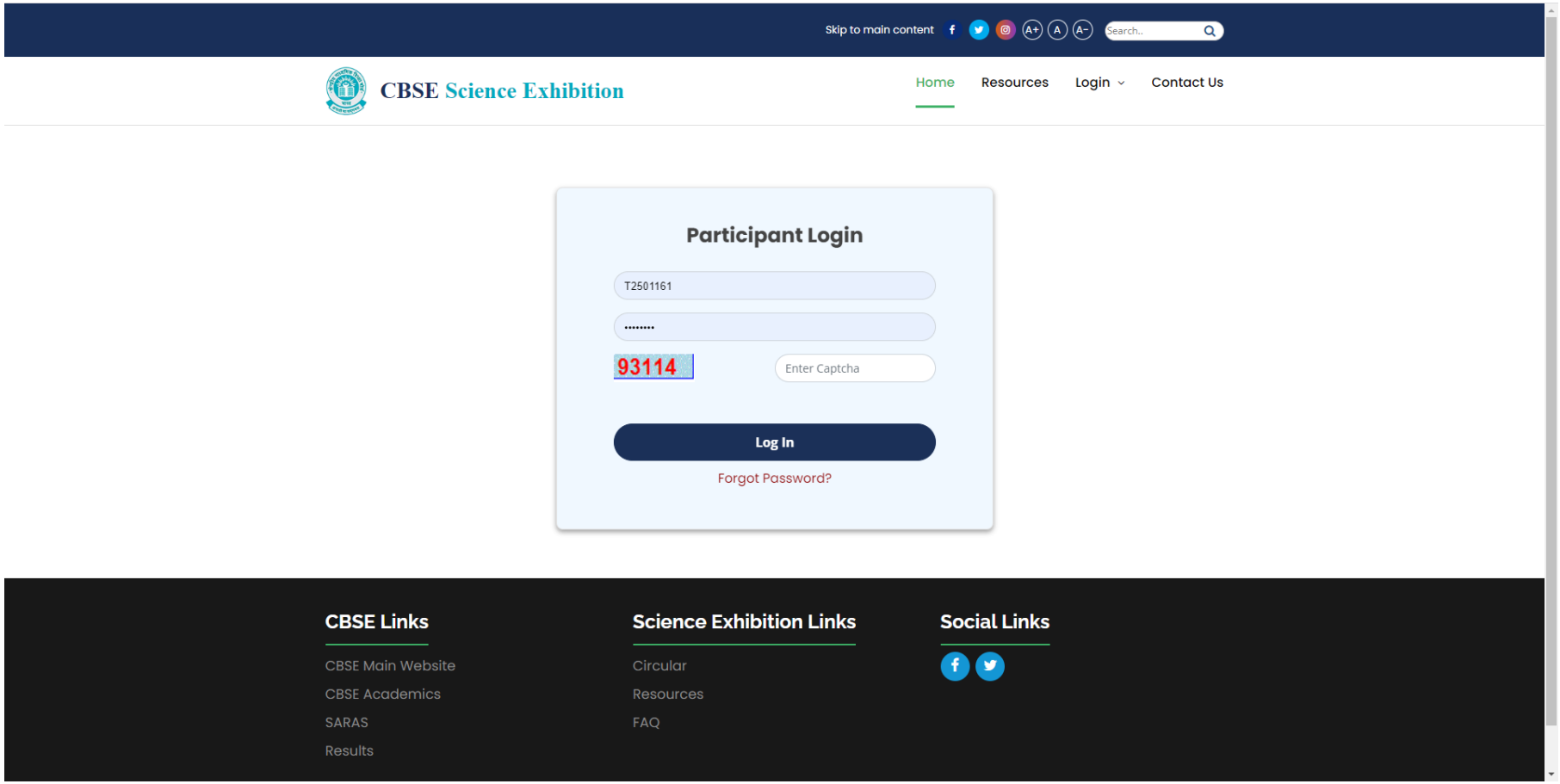


7. On button click, you will be taken to the payment gateway website. In case of any link break or network failure due to which your application status is not updated but amount is being debited from your account, then do not try paying fee again. You are also advised to not to change the payment mode if fee is already debited from your account.

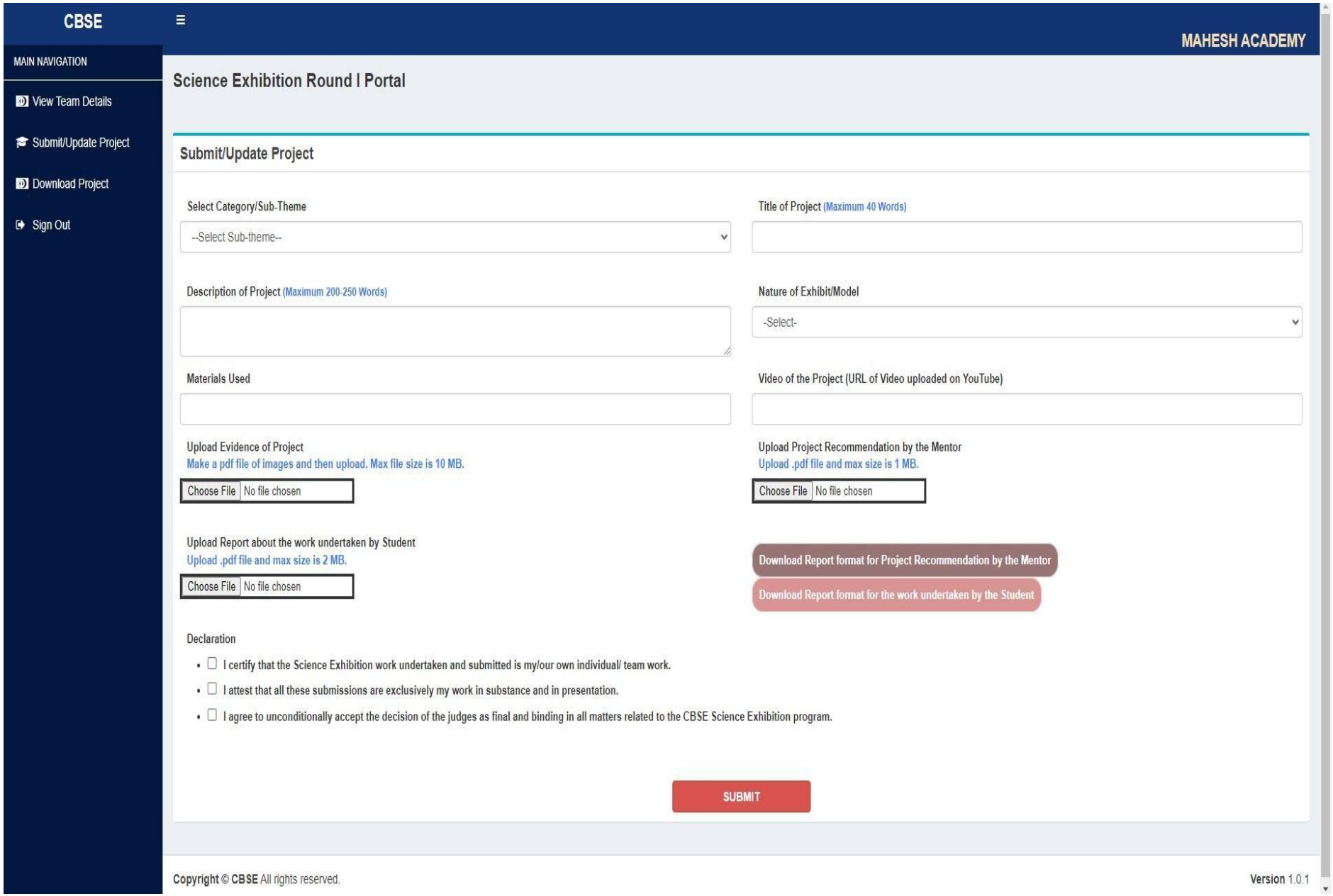


8. **After successful payment, the school redirected back to the Science Exhibition Portal. Payment confirmation receipt is generated having transaction details and printout of the same be taken by school. In case payment fails due to some reason then the school can use the "Make Payment" option to pay the fee.**
9. **After successful payment an email is sent at the registered email of the school having credentials of the registering team. Using credentials, Mentor Teacher/Team can upload their project details on the portal.**

10. **Schools may share credentials sent at school email address to the Registered Team/Mentor for uploading of Project Details.**
11. **Login page for Mentor Teacher/ Team is given below to submit project details.**



12. The Mentor Teacher/ Team has to fill in all details and upload required documents as given in the screenshot.



13. **Mentor teacher can download the submitted data of the project.**
14. **Logout after submission.**
15. **For any query regarding CBSE Science Exhibition email at science.fair@cbseshiksha.in**