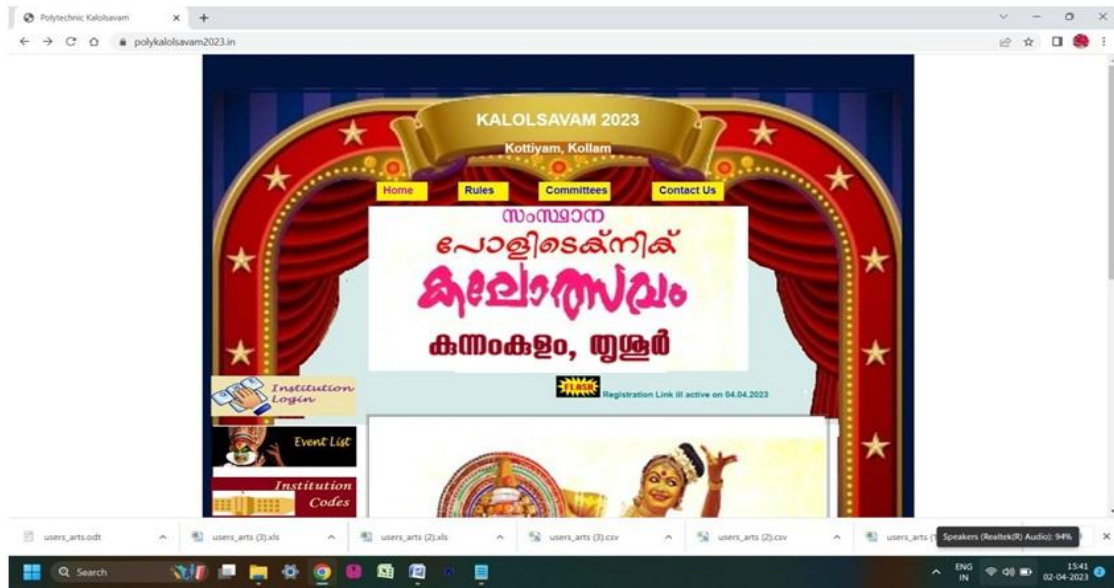


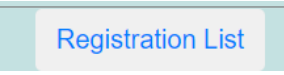



# KALOLSAVAM – ONLINE REGISTRATION MANUAL

## Instructions:

- Kalolsavam website address <http://polyunionkerala.in/polykalolsavam2024/>



- Registration can only be done through 
- The username and password is required for each institution. The institution username is available Institution Codes 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.**
- Only **one registration** is possible for a candidate. All the items participated are to be mentioned in single registration.
- A student can participate in a maximum of **4 individual and 2 group items** (item list is given at the bottom of this manual and also available in the site)
- Store a passport size photograph of student in .jpg format in a convenient folder. The file extension must be **jpg** (for example *manjusha.jpg*)
- Remember that the size of photo must be less than **30 KB**.
- Click on **New Registration** link for student registration.
- Enter the 8 digit/10 digit Permanent Register Number code and click **Submit Details**
- In the next screen check whether the displayed name is correct. If so, input the details such as participating items from dropdown menu
- Select the photo ( that is previously stored in a convenient folder) by browsing the folders
- Click on **submit details** button.
- Verification of the entry can be done with  in user login
- Edit of Delete registration is possible with  in user login
- The registration report after all entries, signed by the participants , authorised by the Principal of the institution with seal and submit at the time of Reporting at Kalolsavam venue
- **THERE IS NO SPOT REGISTRATION. ONLY THE STUDENTS REGISTERED THROUGH ONLINE ARE ELIGIBLE FOR PARTICIPATION IN COMPETITIONS**