

How to make Bookings?

Step 1: New applicant will register himself/herself through **New Registration** option

Your credentials will be displayed on your screen.
Please note the same for future use.

Step 2: Login to website using the credentials provided through login option on top right of screen.

Step 3: Applicant will be redirected to home screen from where applicant can make bookings using “BOOK NOW” option under **Bookings** menu.

(Slot booked is temporarily blocked and shall be confirmed only after payment)

Step 4: After choosing the slot applicant is required to make payment against that slot by clicking on “**Make Payment**” option. Applicant will then be redirected to payment page; Fill all necessary details and make payment. Applicant is required to print the receipt and save it for further use.

Step 5: Applicant is now required to **UPLOAD** the payment receipt and enter payment details.

(Any booking made by the applicant will be confirmed only when the agency /respective authority approves the same)

Step 6: Applicant can now check the details for all bookings made by him/her using “**My Bookings**” option under **Bookings** menu.

In case the applicant could not make payment from booking page; an option for **making payment** is also provided in this screen. Additionally option is provided for **cancelling** any booking prior to the date of event (***cancellation charges apply**).