# Centre for High Technology **ACM FLOW**

# TABLE OF CONTENTS

Home Page	2
Event Listing	3
Abstract Registration	4
Abstract Login	5
Upload Paper	6
Upload Bio	7
Upload PPT	7
Add Abstract	8
Delegate Registration	9
Delegate Login	11
Delegate Details	12
ACM Location Coordinator Login	13
Day Wise Schedule	14
Brochure	15
CHT Activities/Duties	15

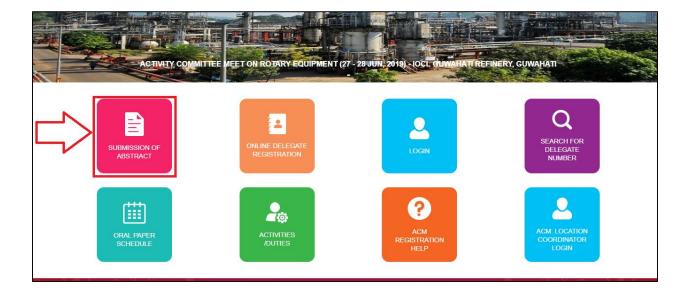
# HOME PAGE

- Go to the website.
- Click on Activity Committee Meet Link as shown.
- Link: https://cht.gov.in/Acm/acmeventlisting



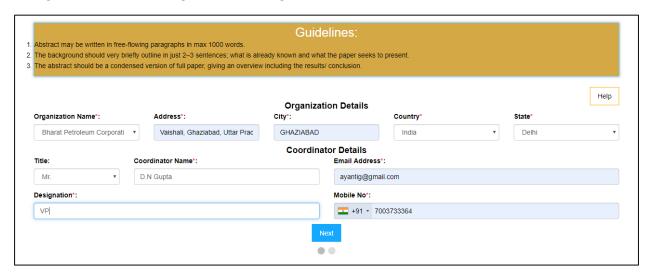
# **EVENT LISTING**

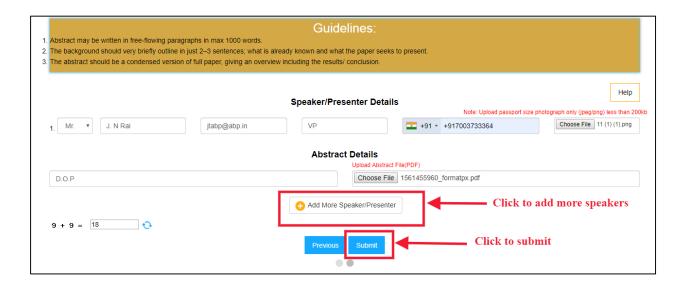
- Go to event listing.
- Click on "Submission of Abstract".
- It will take you to the "Submission of Abstract" form page.



### **ABSTRACT REGISTRATION**

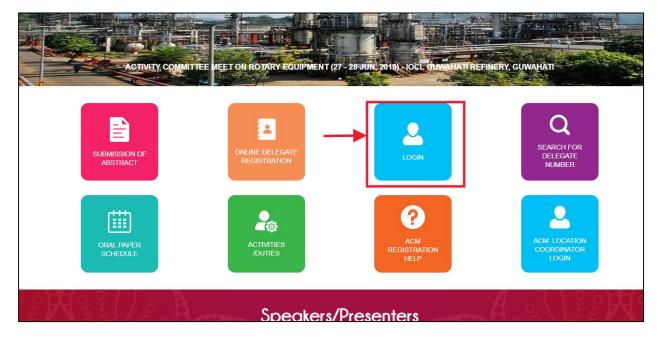
- The form includes basic details of a user such as his first name, last name, email address, mobile number and organization name.
- Fill the form details. A mail will be send you with credentials at the registered email address.
- Login to the website using the received login details.



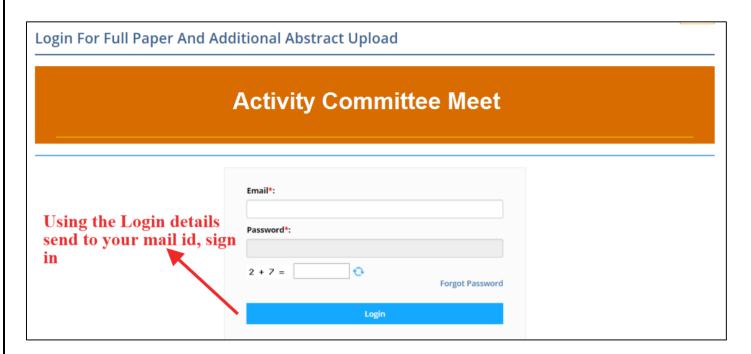


### **ABSTRACT LOGIN**

- Go to event listing page.
- Click on "Login for Full Paper and Additional Abstract Upload" link at right sidebar.

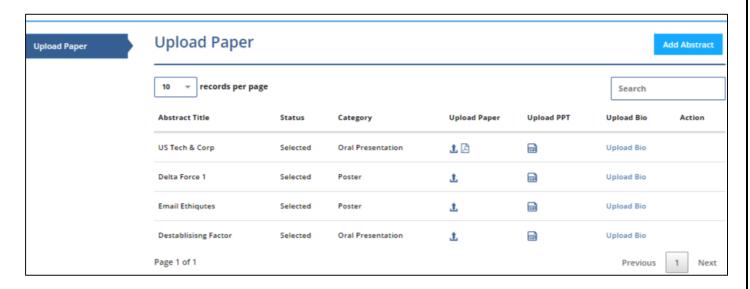


- It will show login form with a button to submit the form
- Enter the received login details on this page, fill up the captcha(calculation) answer and click on Login button.

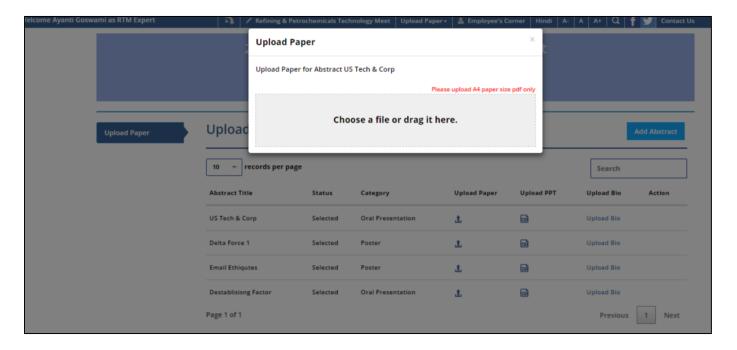


### **UPLOAD PAPER**

• If the credentials are correct than user will be authenticated and redirected to "Upload Paper" page.



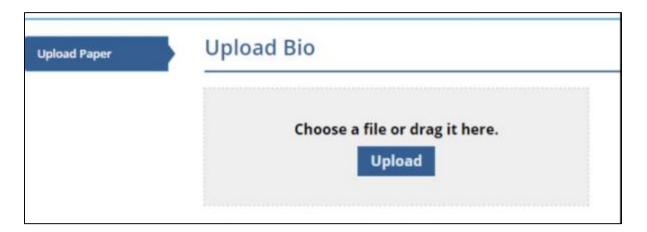
• Click on "Upload Paper" button and it will show a popup which allows user to upload a file.



Here user can upload a file by clicking on "Choose a file or drag it here." button or directly dragging a
file on this area.

# **UPLOAD BIO**

- Click on "Upload Bio" button. It will redirect user to this page.
- Upload the bio file by clicking on "Choose a file or drag it here." button or directly dragging a file on this area.



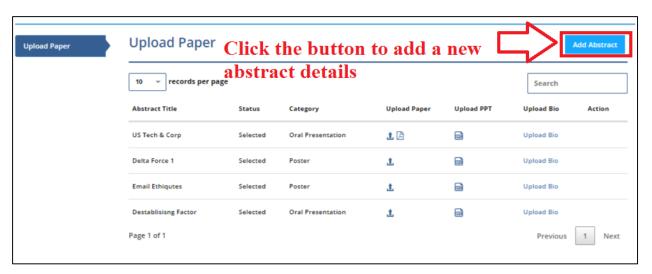
# **UPLOAD PPT**

- Click on "Upload PPT" button. It will redirect user to this page.
- Upload the ppt file by clicking on "Choose a file or drag it here." button or directly dragging a file on this area.



### **ADD ABSTRACT**

Click on the Add Abstract button.



- Add abstract page will look like the form displayed below.
- Fill up the form details like Abstract Name, select the Introduction document.
- Click on "Submit" button.
- The abstract will be saved.



### **DELEGATE REGISTRATION**

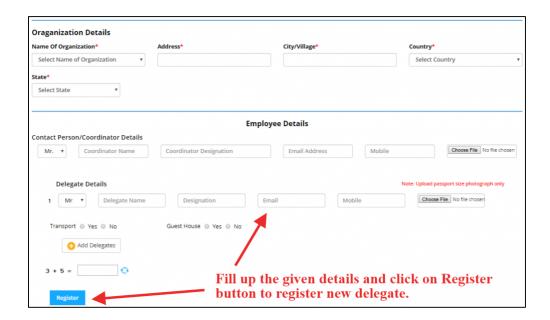
**Objective**: In this module, delegates can be added for a particular organization.

For single delegate registration, there will be a single coordinator. Here both the coordinator & delegate information must be same. Now if more delegates are required, he can login as the coordinator and add delegates from there.

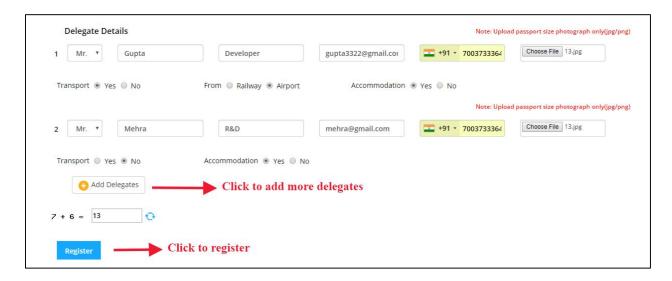
• Go to event listing page and click on "Online Delegate Registration" link at right sidebar.



- It will take you to the Delegate Registration page which looks like the form displayed below.
- Fill up the required fields and click on "Register" button. A mail will be send to the administrator for approval.
- The admin would check the user details and approve the user from back-end. On approval it will send an email to the user with the login details.
- This login details will be used to login for Delegate.

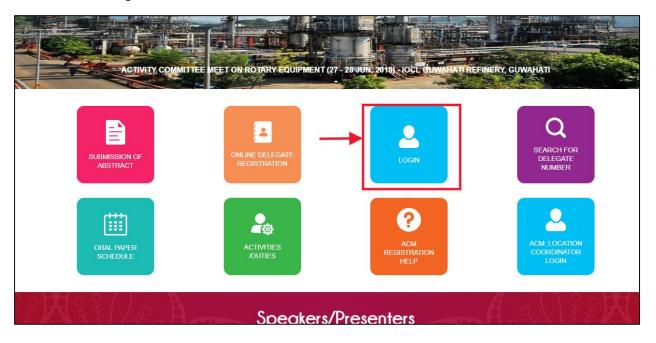


Click Add Delegates button to add more delegates.

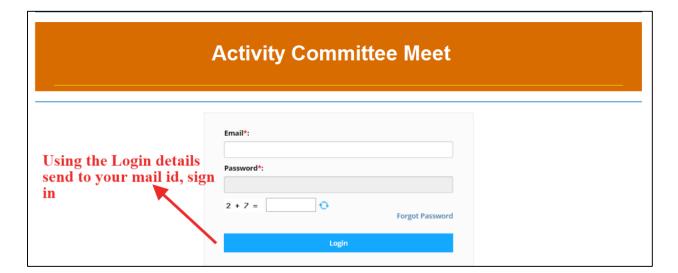


# **DELEGATE LOGIN**

- Go to event listing page.
- Click on "Login" button as shown in the screenshot.



- It will take you to the delegation login page displayed at right side.
- Here using the login details received from previous step user can login into the delegate.



### **DELEGATE DETAILS**

- On successful login it will redirect user to the profile page.
- It will show payment status at the bottom of page, if logged-in user have not yet paid than it will show a link with text "View Payment Details"
- Clicking on this payment link at the bottom it will take user to the "Payment Details" page.

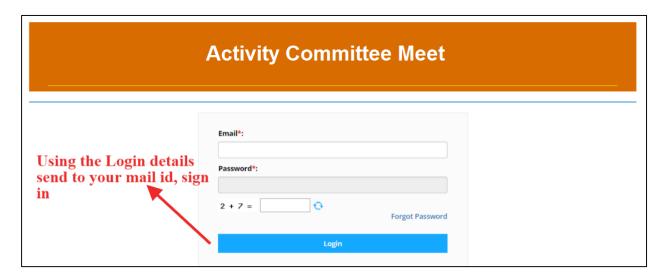


# **ACM LOCATION COORDINATOR LOGIN**

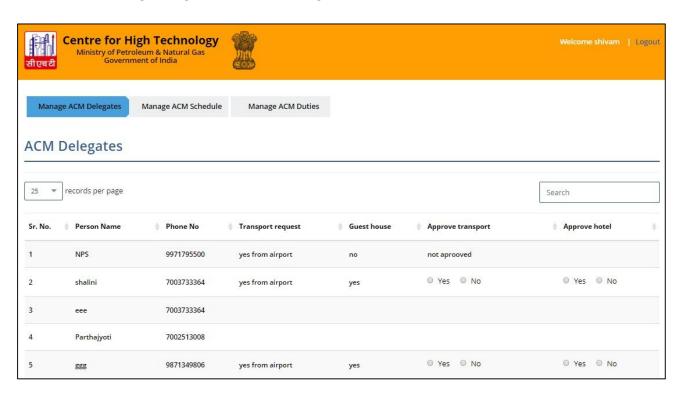
- Go to event listing page.
- Click on "ACM Location Coordinator Login" link at right sidebar.



• It will take you to the login page.



• Here using the login details, user can login to see the records.



# DAY WISE SCHEDULE

- Go to event listing page and click on "DayWise Schedule" link at right sidebar.
- It will take user to the Day Wise Schedule page which lists all the schedules added by admin.
- It looks like the screenshot displayed below.



### **BROCHURE**

- Go to event listing page and click on "Brochure" link at right sidebar.
- It will show user brochure details added by the admin, it is a PDF file.

# **CHT ACTIVITIES/DUTIES**

- Go to event listing page
- Cick on "CHT Activities/Duties" link at right sidebar.



- It will take user to the CHT Activites/Duties page, it looks like the page displayed on right side
- It lists all the duties of participants.

