

# GCD REGISTRATION FORM COMPLETION, PAYMENT SUBMISSION AND EDIT INSTRUCTIONS

**Step 1:** Kindly login to [www.cmana.org](http://www.cmana.org) using your member credentials by selecting "Member Login" under "Membership" menu option at top of homepage.



## Member Login

User Id

Password

[Forget Password / Userid?](#) | **Already a member first time sign up**

**Step 2:** After successful login, scroll over "GCD" on the homepage and select "GCD Registration Form" from the drop-down menu.



**Step 3:** GCD Registration Form screen will appear, which lists all Junior Members associated with the logged-in CMANA member with their status shown as either Active or Inactive (meaning junior membership expired). Online GCD registration may be completed only for active Junior Members.

User has to click on the “Register” link beside the respective Junior Member in order for the actual Registration form to open. If the same link is clicked for an inactive Junior Member, the user will be redirected to a membership form to renew their junior membership.

### GCD Registration Form

• Only Active Junior Members are listed below.  
• If you need to add another Child as a Junior Member please use Membership form for enrollment. Click Here  
• Inactive users will need to renew their membership before registering for GCD

<a href="#">Junior MemberId</a>	<a href="#">Name</a>	<a href="#">Join Date</a>	<a href="#">Expiry Date</a>	<a href="#">Status</a>	<a href="#">GCD Registration</a>
JM-2013-00320	senior1 test	2013-07-06	2014-07-05	Active	<a href="#">Register</a>

**Step 4:** GCD Registration Form opens.

Parent Member ID, Junior Member ID, Junior member’s first and last names, date of birth and parent member’s contact information will all be auto-populated from the information in CMANA’s database. A photo of the Junior Member no larger than 2 MB in size must then be uploaded so it can appear on the Event Pass which will be required at a later time to be printed and brought to the event.

• Note that all fields are required and must be filled.  
• Registration will be closed as 11:59pm on August 11th, 2014  
• Parent CMANA member must be registered via the Membership Login page, and a Junior membership added to the member's account, before filling out this form for GCD.  
• If you have any questions, please email them to [gcd@cmana.org](mailto:gcd@cmana.org)

Parent's Member ID :

Junior Member ID :

Junior member First Name :

Junior member Last Name :

Date of Birth :

Junior Member Photo:

Supported Formats: jpeg, jpg,gif,png  
maximum file size: 2MB

No file selected.

The user has the option to change any of the contact information displayed by clicking on the “My Account” link and completing the relevant fields.

Please note, you will be directed away from the GCD Registration Form if you click on the “My Account” link and will need to restart in completing the respective Registration Form after updating your contact information.

If You want to change contact details update with [My Account click here](#)

Parent's Email :

Phone :

Address1 :

Address2 :

City :

State :

Zip :

**Teacher Information**

Name :

Email :

Phone :

**GCD Enrollment**

Please select Category for the "Category" data field below,  
Once Category is chosen, the form will automatically expand to enable entry of all details for every applicable competition for which the Junior Member is being registered (registration in up to 6 competitions is allowed). Accordingly, the options available in all "Competition" data fields are limited to only those competitions for which the Junior Member is eligible based on the Date of Birth shown and the Category chosen on this form.  
It is required to address all data fields for each competition selected before submitting this form. Please ensure all competitions have been correctly selected before submitting this form, as one can edit performance details (song, ragam, etc.) but not the actual competitions the Junior Member has been registered for at a later time.

**Step 5:** Past year competition details can be accessed by clicking the “Past Year Competition Details” link.

Once Cat-A is chosen for the “Category” data field, the form will automatically expand to enable entry of all details for each applicable competition for which the Junior Member is eligible, based on their DOB. Registration in up to 6 competitions is allowed.\* The form will first show entry fields for 4 competitions. If interested to register for more than 4 competitions, click on the appropriate link besides “Do you want to apply for more competitions”; the form will then expand to show the fields for 2 additional competitions. Kindly select the competition(s) in which the Junior Member is participating and complete all required data fields for each competition.

Fields marked “-NA-” are not applicable for the particular competition chosen.

*\* The Written Quiz competition does not count towards the 6 competition limit. Therefore, it does not appear as an option in the dropdown box for selecting competitions but as a separate question at the bottom of the registration form.*

**Category:**

**Competition 1:**

**Duration :**

**Songname :** 1.  2.

**Raagam :** 1.  2.

**Thalam :** 1.  2.

**Composer :** 1.  2.

**Step 6:** GCD offers an opportunity for a Junior Member to move to a higher age group/level than the lowest one for which the JM is eligible based on their DOB. If interested or if necessary (e.g. if JM won first prize in a competition before and cannot compete with the same combination of age group and competition again), click the option "Yes" and mention the age group/level in which the Junior Member wishes to participate in the appropriate box. *Note, the corresponding competition for the lower age group must still be selected with all applicable details provided as described in Step 5 above in order to submit the registration form.*

EXAMPLE: Registration is being done for a 9-year-old JM for which the "Competition" dropdown box will display only Junior level competitions. If the JM wishes to compete in Intermediate Vocal Krithi instead of Junior Vocal Krithi, the Junior Vocal Krithi competition would still be selected and all applicable details provided as described in Step 5 above, however, "Intermediate Vocal Krithi" would be specified in the free-text box as shown below so that the adjustment can be made manually.

Do you want to participate written quiz : Yes  No

Do you want to move to higher level : Yes  No

Mention the level you want to participate:

As per the "General Rules" for GCD 2015, participants are allowed to compete in an age group above their own. Select "Yes" only if the intent is to register the Junior Member for an age group above the lowest one for which they are shown as eligible based on their Date of Birth, as appropriately determined by their parent and/or teacher. Accordingly, please note, this option may not apply for most registrants.

For a table of all age groups and open competitions for each age group, please refer to the complete set of GCD rules.

**Step 7:** Users should click on the link "Terms and Conditions" to read all rules governing all competitions, before checking the box to indicate acceptance of all terms and conditions.

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I Accept [Terms & Conditions](#)

**Step 8:** Once the "I Accept" box is checked, click "Submit" to submit the form.

**NOTE: Please review and ensure all competitions have been correctly selected before submitting this form, as one can edit ONLY performance details (song, ragam, etc.) but NOT add/delete/modify the actual competition(s) for which the Junior Member has been registered at a later time.**

SUBMIT

RESET

The GCD Registration Checkout page will then appear showing amount details. Click "Checkout".

## GCD Registration Checkout



Sub-Total: \$100.00



**Step 9:** Only PayPal (including credit and debit cards) is offered as a payment method. Note, if you do not currently have an account with PayPal, you can either create one or still use any credit or debit card to make payment. Click "Continue".

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## Payment Information



### Payment Method

This is currently the only payment method available to use on this order.

**PayPal (including Credit and Debit Cards)**

Do you have a promotional code or discount coupon?

**Continue Checkout Procedure**  
to confirm this order.



**Step 10:** Order Confirmation page opens. Review all details and click “Confirm Order”, after which you will be redirected to the payment gateway to pay the actual amount.

## Order Confirmation

<b>Products</b>	
4 x GCD Registration \$100.00	
<b>Payment Method</b> <a href="#">(Edit)</a>	Product Price: \$100.00
PayPal (including Credit and Debit Cards)	Sub-Total: \$100.00
	<b>Total: \$100.00</b>
 <b>Dear Customer, after you have completed the payment , please click on the button titled "Return to ..." to receive confirmation of your order.</b>	
	<a href="#">✔ Confirm Order</a>

**Step 11:** After the payment is successful, click on the “Return to” option that appears in the payment gateway to return to www.cmana.org. The below success page will appear:

## Payment Completed

You have successfully paid for GCD.
<a href="#">▶ Continue</a>

**Step 12:** Click “Continue” and the www.cmana.org home page will reappear.

## EDITING GCD PERFORMANCE DETAILS

**Step 1:** Kindly login to [www.cmana.org](http://www.cmana.org) using your member credentials by selecting "Member Login" under "Membership" menu option at top of homepage.



### Member Login

User Id

Password

[Forget Password / Userid?](#) | [Already a member first time sign up](#)

**Step 2:** After successful login, scroll over "GCD" on the homepage and select "Edit GCD Details" from the drop-down menu.



**Step 3:** Click on "Update".

**GCD Registration Form Update**

This edit feature will be available through August 26 2014.

<a href="#">Junior MemberId</a>	<a href="#">Name</a>	<a href="#">Join Date</a>	<a href="#">Expiry Date</a>	<a href="#">Status</a>	<a href="#">GCD Update</a>
JM-2014-00373	junior	2015-06-01	2016-05-31	Active	<a href="#">Update</a>

**Step 4:** Edit any performance details directly within the respective fields and click "Update" when finished.

### Competition1

Category-1 : Intermediate-Krithi-Boys-V(5)

Time : 5 Minutes

Songname * :	1. <input type="text" value="Song1"/>	2. <input type="text" value="Song2"/>
Ragam * :	1. <input type="text" value="Ragam1"/>	2. <input type="text" value="Ragam2"/>
Thalaam * :	1. <input type="text" value="Thalaam1"/>	2. <input type="text" value="Thalaam2"/>
Composer * :	1. <input type="text" value="Composer1"/>	2. <input type="text" value="Composer2"/>

### Competition2

Category-2 : Percussion-P(2)

Time : 5 Minutes

Songname * :	1. <input type="text" value="Song1"/>	2. <input type="text" value="Song2"/>
Ragam * :	1. <input type="text" value="Ragam1"/>	2. <input type="text" value="Ragam2"/>
Thalaam * :	1. <input type="text" value="Thalaam1"/>	2. <input type="text" value="Thalaam2"/>
Composer * :	1. <input type="text" value="Composer1"/>	2. <input type="text" value="Composer2"/>

### Competition3

Category-3 : Alapana-V(10)

Time : 5 Minutes

Songname * :	1. <input type="text" value="-NA-"/>	2. <input type="text" value="-NA-"/>
Ragam * :	1. <input type="text" value="Ragam1"/>	2. <input type="text" value="-NA-"/>
Thalaam * :	1. <input type="text" value="-NA-"/>	2. <input type="text" value="-NA-"/>
Composer * :	1. <input type="text" value="-NA-"/>	2. <input type="text" value="-NA-"/>

Written Quiz \* :  Yes  No

A pop-up message will indicate page was updated successfully. Click "OK" to return to GCD Registration Form Update screen.

The screenshot shows a web browser window with two tabs titled "Carnatic Music Association". A pop-up message box is displayed in the foreground, containing the text "The page at demo.cmana.org says:" and "Updated successfully", with an "OK" button. Below the pop-up, a registration form is visible. The form includes fields for "Raagam", "Thalaam", and "Composer" for two entries. Below these are sections for "Competition2" and "Competition3", each with a "Category" field, a "Time" field, and "Songname", "Raagam", "Thalaam", and "Composer" fields. At the bottom of the form, there is a "Written Quiz" section with radio buttons for "Yes" and "No", and "Update", "Reset", and "Back" buttons.

inbox (2,551) -

The page at demo.cmana.org says:

Updated successfully

OK

Raagam \* : 1. Ragam1 2. Ragam2

Thalaam \* : 1. Thalaam1 2. Thalaam2

Composer \* : 1. Composer1 2. Composer2

**Competition2**

Category-2 : Percussion-P(2)

Time : 5 Minutes

Songname \* : 1. Song1 2. Song2

Raagam \* : 1. Ragam1 2. Ragam2

Thalaam \* : 1. Thalaam1 2. Thalaam2

Composer \* : 1. Composer1 2. Composer2

**Competition3**

Category-3 : Alapana-V(10)

Time : 5 Minutes

Songname \* : 1. -NA- 2. -NA-

Raagam \* : 1. Ragam1 2. -NA-

Thalaam \* : 1. -NA- 2. -NA-

Composer \* : 1. -NA- 2. -NA-

Written Quiz \* :  Yes  No

Update Reset Back