GCD REGISTRATION FORM COMPLETION, PAYMENT SUBMISSION AND EDIT INSTRUCTIONS

Step 1: Kindly login to www.cmana.org using your member credentials by selecting "Member Login" under "Membership" menu option at top of homepage.

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.

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.

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.

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:	None			
Competition 1:	pre-junior-kirthi-(1)			
Duration :	4 Minutes			
Songname :	1.		2.	-NA-
Raagam :	1.		2.	-NA-
Thalam :	1.		2.	-NA-
Composer :	1.		2.	-NA-

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: | Intermediate Vocal Krithi |

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.

☐ 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

▶ **Checkout**

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".

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.

▶ **Continue**

Step 10: Order Confirmation page opens. Review all details and click "Confirm Order", after which you will be <u>redirected to the payment gateway</u> to pay the actual amount.

Order Confirmation

Products

4 x GCD Registration $100.00

Payment Method (Edit)
PayPal (including Credit
and Debit Cards)

Product Price: $100.00
Sub-Total: $100.00
Total: **$100.00**

Dear Customer, after you have completed the payment , please click on the button titled "Return to ..." to receive confirmation of your order.

✔ **Confirm Order**

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.

▸ **Continue**

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 using your member credentials by selecting "Member Login" under "Membership" menu option at top of homepage.

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".

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

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