

## Anushaktinagar Sports Management Committee (ASMC)

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### Notice

#### **Renewal of Membership and/or Sports Coaching Activities of existing members, New Member Registration and Enrolment for Sports Activity for the period of April 1, 2025 – March 31, 2026**

All members participating in indoor and outdoor sports activities or sports coaching at the NCC Complex, ASC, Lawn Tennis Courts, Mandala/ Western Sector Courts, Cricket Ground, Ball Badminton Court, and other open grounds within Anushaktinagar are requested to **renew their membership and pay fees** for regular sports and coaching activities for the **period from April 1, 2025 to March 31, 2026**.

New members are also invited to **enrol for membership and register for regular sports and/or sports coaching activities** for the year 2025-2026 by following the steps outlined below.

**All renewals, new member registrations, and activity enrolments will be processed exclusively through the ASMC web portal. Members will be redirected to the payment gateway, which offers various payment methods available on the portal.**

#### ➤ **Membership Fee Structure (2025-2026):**

- **Membership is compulsory for all.**
  - a. **Primary ASMC Membership:** ₹1000/- annually
  - b. **Secondary ASMC (dependent) Membership:** ₹500/- annually
  - c. **Non-dependent Membership:** ₹2000/- annually
- **Complimentary Benefits with Membership:**
  - a. Access to the **Athletic Track (ASC)**
  - b. Free access to **Almora Volleyball Court, Godavari Basketball Court and Western Sector Volleyball Court** (during the daytime, without lights)
  - c. Concessional charges for **booking sports activities/courts/turf** under ASMC
  - d. Concessional participation fees for ASMC members in various ASMC tournaments
  - e. Free access/concessional participation fees to **Summer/Winter/Other Camps** organized by ASMC

#### ➤ **Fee for regular Sports and Coaching activities for 2025-2026:**

- Details of fees for various **regular sports and coaching activities** are available on the **ASMC web portal** under respective activity sections.  
**For fee details:** Visit the **ASMC portal** → **Facilities** → **Sports Activities** → Select the respective activity for details.

# **Renewal Process for Existing Members for Renewing Membership, Renewing Registered Activities and Enrolment in new Activities**

## **Step 1: Update Membership Details**

- Log in to your ASMC account and update details for the primary and associate secondary/non-dependent members using the "**EDIT**" button.
- If you are unable to update any details, please email at [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Existing Member Update Request**", providing
  - **Membership Number**
  - **Registered Mobile Number**
  - **Registered Email ID**
  - **Details to be updated**

## **Step 2: Renew Membership Fee for 2025-26**

- Under **Membership Details**, renew the membership fee for primary and associate secondary/non-dependent members using the "**Renew**" button.
- If you do not wish to continue a particular membership from 2025 onwards, **do not update the fee** for that member.

## **Step 3: Transfer of Primary Membership**

- If a **primary member** does not wish to continue but wants to transfer their ASMC account to one of their **secondary members**, please email at [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Switching Primary/Secondary Membership**".
- Provide the details of the **existing primary member** and the **secondary member to be designated as the primary member from 2025-26**.

## **Step 4: Renewal of Enrolled Activities**

- Go to the "**Enrolled Activity**" tab and renew each activity for each member individually.
- After pressing "**Renew**", you will be redirected for payment with existing plan (as per your last payment).
- If you wish to change plan (**Quarterly/Half-yearly/Yearly**) for registered activities, please email at [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Changing Plans for Existing Activities**".
- Provide the following details in your email:
  - **Membership Number** (*of the enrolling member*)
  - **Registered Mobile Number** (*of the primary member*)
  - **Registered Email ID** (*of the primary member*)
  - **Activity-1 Name** (*for which plan needs to be changeds*)
  - **Plan being opted** (*Quarterly/Half-yearly/Yearly*) (*as applicable for the activity*)
- You may request for change plans for multiple activities in same email.
- The admin team will process the request based on vacancy availability or place the applicant on a waiting list. An intimation email will be sent upon successful enrolment.

## Step 5: Addition of a New Activity for Existing Members

- If an existing member wishes to enrol in a new Regular Sports/Coaching activities, please email at [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Addition of New Activity**".
- Provide the following details:
  - **Membership Number** *(of the enrolling member)*
  - **Registered Mobile Number** *(of the primary member)*
  - **Registered Email ID** *(of the primary member)*
  - **Activity Name** *(wish to add)*
  - **Plan to be opted** *(Quarterly/Half-yearly/Yearly) (as applicable for the activity)*
  - **Batch preference:** *(Please provide at least three batch preferences)*
- You may request for adding multiple activities in same email.
- The admin team will process the request based on vacancy availability or place the applicant on a waiting list. An intimation email will be sent upon successful enrolment.

## Registration Process for New Members for Registration for Membership and Enrolment to New Activities

### Step 1: New Membership Enrolment

- If you were **not a member in 2024-25** and wish to register, please email at [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Registering for New Memberships**".
- Provide the following details:
  - **Primary Member Name**
  - **Email ID** *(for notifications and login details)*
  - **Mobile Number** *(for OTP verification)*
  - **CHSS Number** *(or other supporting documents)*
  - **Date of Birth**
  - **Attach CHSS Card Copy** *(or other supporting document)*
  - **Attach Fitness Certificate** *(if opting for swimming)*
  - **For Secondary Members**, include all details as listed above for the primary member.
- The admin team will process the request based on vacancy availability or place the applicant on a waiting list. An intimation email will be sent upon successful enrolment.

### Step 2: Enrolment in Regular Sports/Coaching Activities for New Members

- Once membership enrolment is complete, new members can register for activities by emailing at [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Enrolling in New Activities**".
- Provide the following details:
  - **Membership Number**
  - **Registered Mobile Number**
  - **Registered Email ID**
  - **Activity Name**
  - **Plan (Quarterly/Half-yearly/Yearly) (as applicable for the activity)**
- The admin team will process the request based on vacancy availability or place the applicant on a waiting list. An intimation email will be sent upon successful enrolment.

## Important Dates and Deadlines:

1. **Web Portal Activation for Renewals:** The ASMC web portal will be live for payment renewals from **March 18, 2025** onwards.
2. **Renewal Deadline:** Existing members must complete their renewals by **March 31, 2025**.
3. **New Membership Registrations:** Registrations for new memberships will commence on March 18, 2025, and will continue without a specified end date. Only the yearly membership option is available for new members.
4. **Early Submission of Requests:** Members wishing to switch primary/secondary memberships, change plans for existing activities, register for new memberships, or enroll in new activities may send their requests immediately via email. Please use the appropriate subject lines as specified on pages 2 and 3 of this notice for each type of request. These requests will be processed at the back end, even though the ASMC web portal will be activated for renewals starting March 18, 2025.

## Important Notes:

1. **Renewals via ASMC Web Portal:** All renewals and new registrations (membership as well as activities) must be completed exclusively through the ASMC web portal.
2. **Processing of New Memberships and Activity Enrolments:** The ASMC office will handle requests for new membership and activity enrolments through the ASMC web portal. Applicants will receive an auto-generated email upon successful processing.
3. **Guidelines for Updates and Changes:** Members should adhere to the provided instructions for updating details, changing plans for registered activities, registering new memberships, and enrolling in new activities.
4. **Issue Resolution:** For concerns not addressed in the provided guidelines, please contact [asmc.dae@gmail.com](mailto:asmc.dae@gmail.com) with the subject "**Other Issue**" clearly stating the issue and providing necessary details for prompt resolution.
5. **No In-Person Visits Required:** There is no need to visit the ASMC office in person for admissions, renewals, or enrolments in new activities.
6. **Processing of New Membership Requests:** New membership requests will be processed promptly after verification of the required data by the ASMC office at back end.
7. **Enrolment in New Activities:** Requests for enrolment in new activities will be processed and assigned based on availability. Members should clearly state their batch preferences to facilitate timely assignment. For certain activities, newcomers may be assigned to specific batches as determined by the managing committee, which will review for promotions to higher batches at the earliest.
8. **Handling Waiting List:** For activities with a waiting list, member requests will be recorded, and assignments will be made as vacancies arise.
9. **Missed Renewal Deadline:** Existing members who do not renew their fees by the deadline for their current activities or sports coaching will have their non-renewal activity deactivated on the web portal. Vacancies resulting from non-renewal will be offered to members on the waiting list. Members who miss the renewal deadline will need to reapply through the standard waiting list process.
10. **Frequently Asked Questions (FAQ):** A dedicated FAQ section will be available on the ASMC web portal to address common questions or concerns.

  
**Dr. Paramjeet Singh**  
**Member Secretary, ASMC**

