

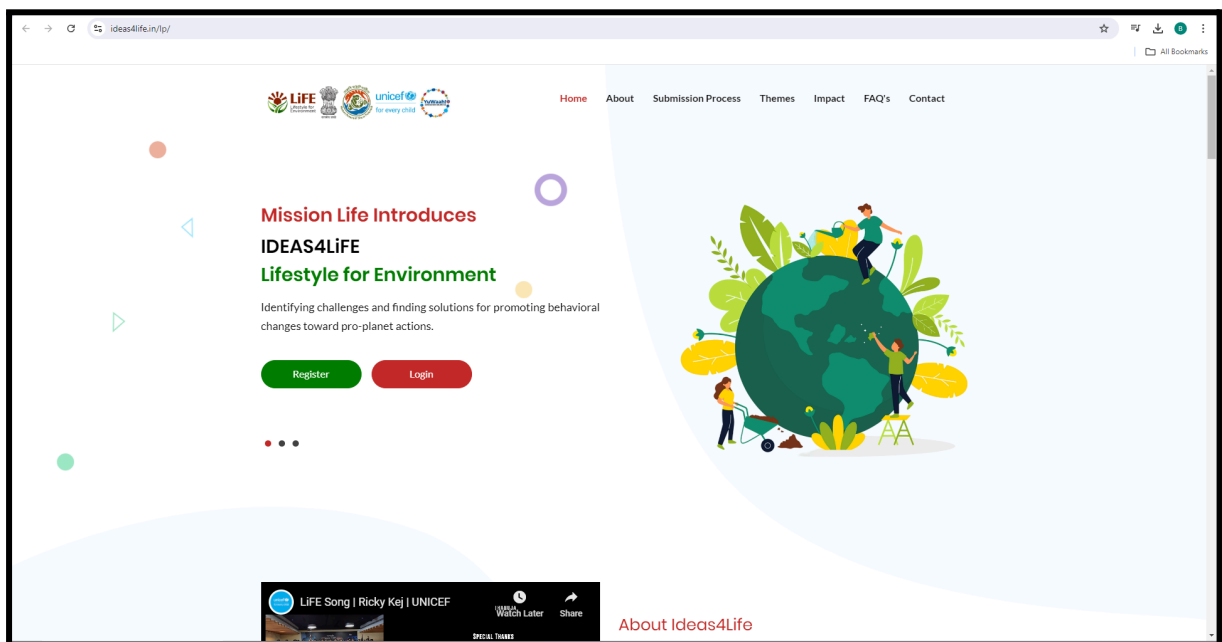
## Standard Operating Procedure (SOP) for Applicant Registration on Ideas4Life platform

**Purpose:** This SoP provides a step-by-step guide for registering applicants on the Ideas4Life platform to submit their ideas as an individual or as a team related to single or multiple themes of Mission LiFE.

### Procedure:

#### 1. Access the Registration Page

- Open your web browser and navigate to [Ideas4Life Registration Landing Page](#).



- On the landing page, locate and click the “Register” button. This action will redirect you to the “Applicant Registration Form.”

A screenshot of the Applicant Registration Form. The form is titled "APPLICANT REGISTRATION FORM" and features the LIFE logo. It contains several input fields and dropdown menus for registration details. On the left side of the form, there is a circular diagram titled "LiFE Themes" with eight categories: Reduce Waste, Reduce E-waste, Adopt Healthy Lifestyles, Adopt Sustainable Food Systems, Say No to Single Use Plastic, Save Water, Save Energy, and Reduce Water. A cartoon character is also present next to the themes diagram. The form fields include: Applicant Category (dropdown), Applicant Name (text), Email Address (text), Mobile Number (text), Date of Birth (dd-mm-yyyy), Age (text), Gender (dropdown), State/UT (dropdown), District (dropdown), City Name (text), Institution Name (dropdown), Institution Type (dropdown), and Reg. Number (as per ID Card) (text). There are also links for "Watch Later", "Share", and "Already have an account? Login".

## 2. Complete the Registration Form

- **Applicant Category:** Select your category from the dropdown menu.
- **Applicant Name:** Enter your full name.
- **Mobile Number:** Input your valid mobile number.
- **Email Address:** Provide a current email address.
- **Date of Birth:** Enter your date of birth in the format specified.
- **Age:** Input your current age.
- **Gender:** Select your gender from the available options.
- **State/UT:** Choose your state or Union Territory from the dropdown menu.
- **District:** Enter your district name.
- **City Name:** Provide the name of your city.
- **Institution Name:** Select your institution from the dropdown menu.
- **Institution Type:** Choose the type of institution from the dropdown menu.
- **Registration Number:** Enter your registration number as per your ID Card.
- After completing all required fields, click on the 'Proceed' button to finalise the registration process.

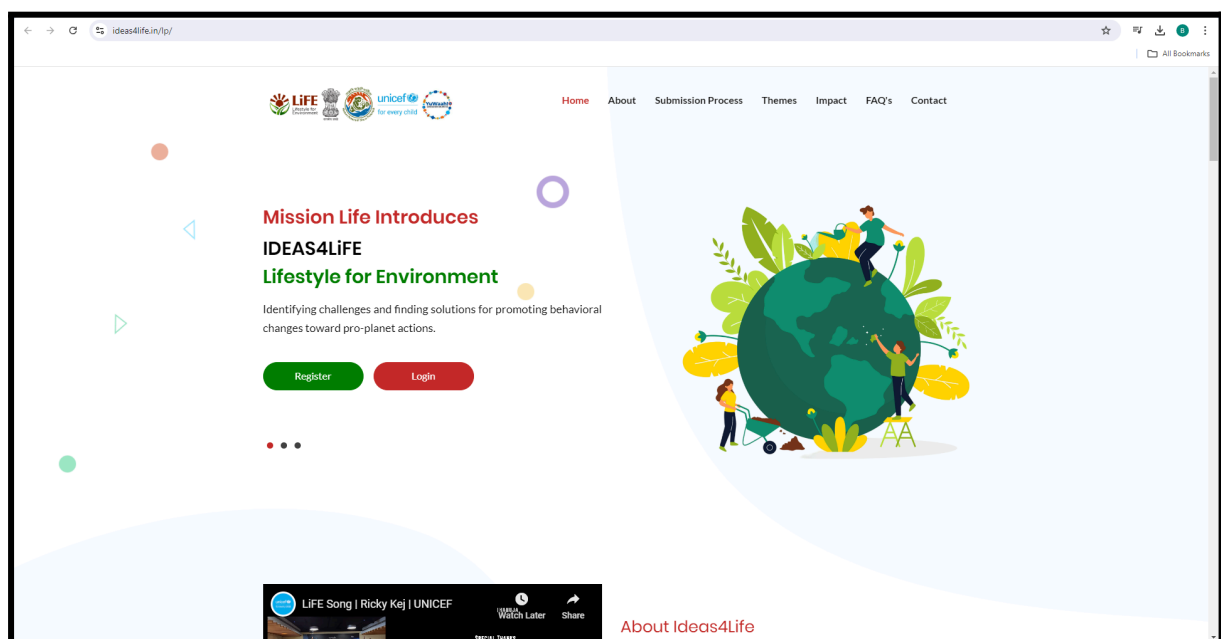
## Standard Operating Procedure (SOP) for Logging in to the Ideas4Life platform to submit an Idea

**Purpose:** This SOP provides a step-by-step guide for registered applicants to log in and submit an idea on the Ideas4Life platform

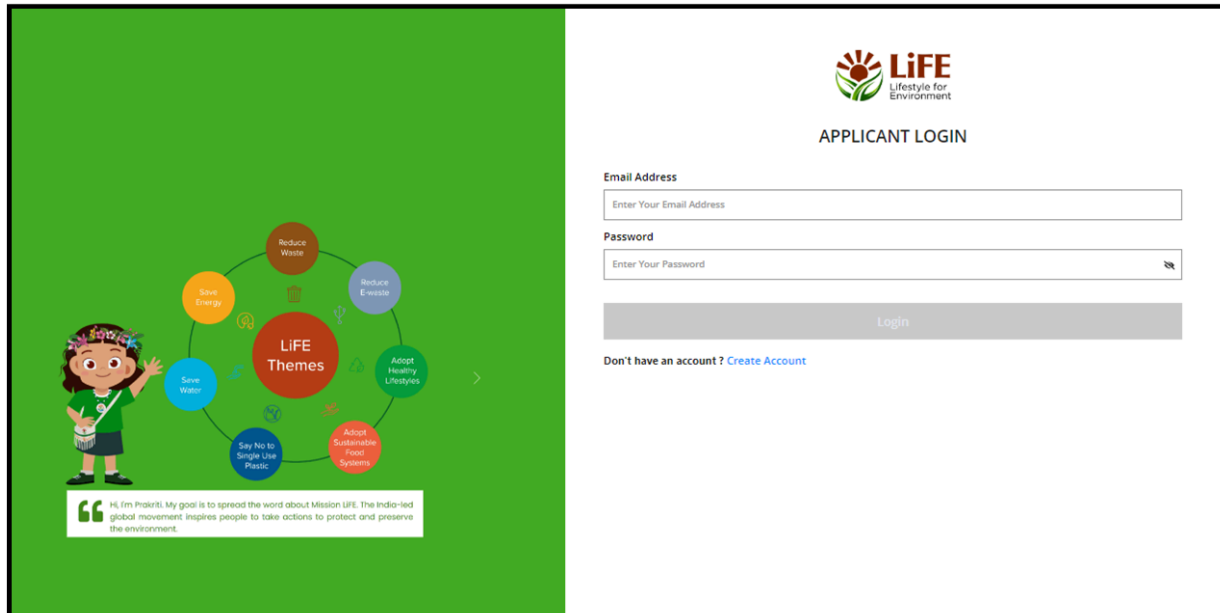
### Procedure:

#### 1. Access the Log-In Page

- Open your web browser and navigate to [Ideas4Life Registration Landing Page](#).



- On the landing page, locate and click the “Log - In” button. This action will redirect you to the “Applicant Log-in Page.” Log In using your registered Email ID. Your Mobile Number is your password.

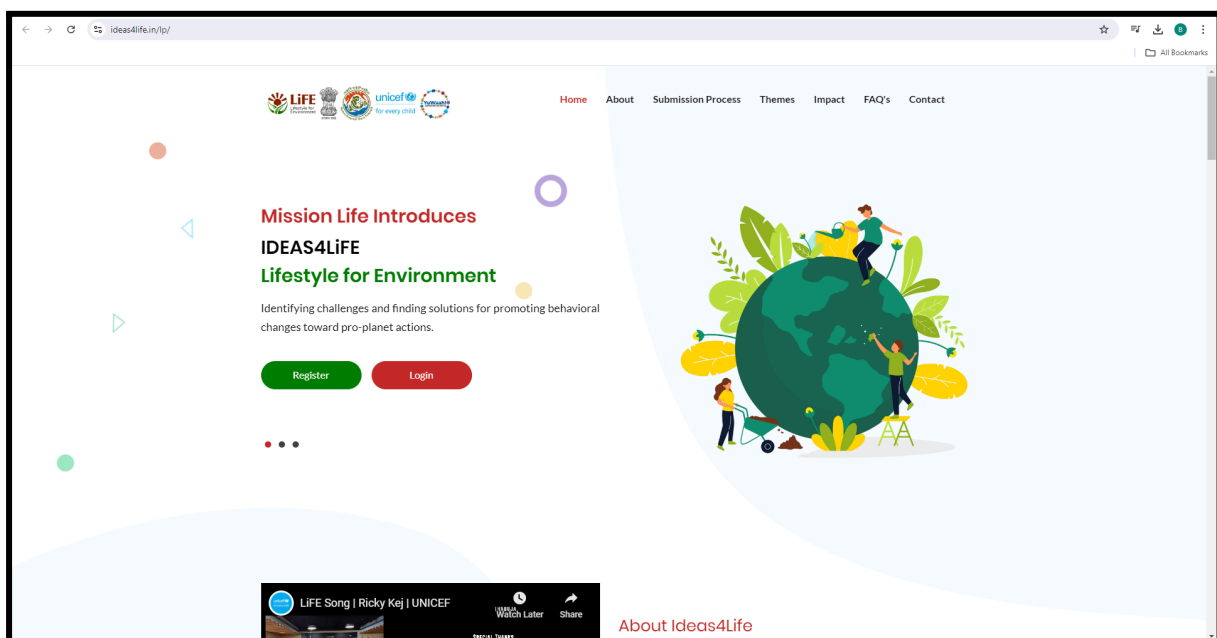


## Standard Operating Procedure (SOP) for adding a team member

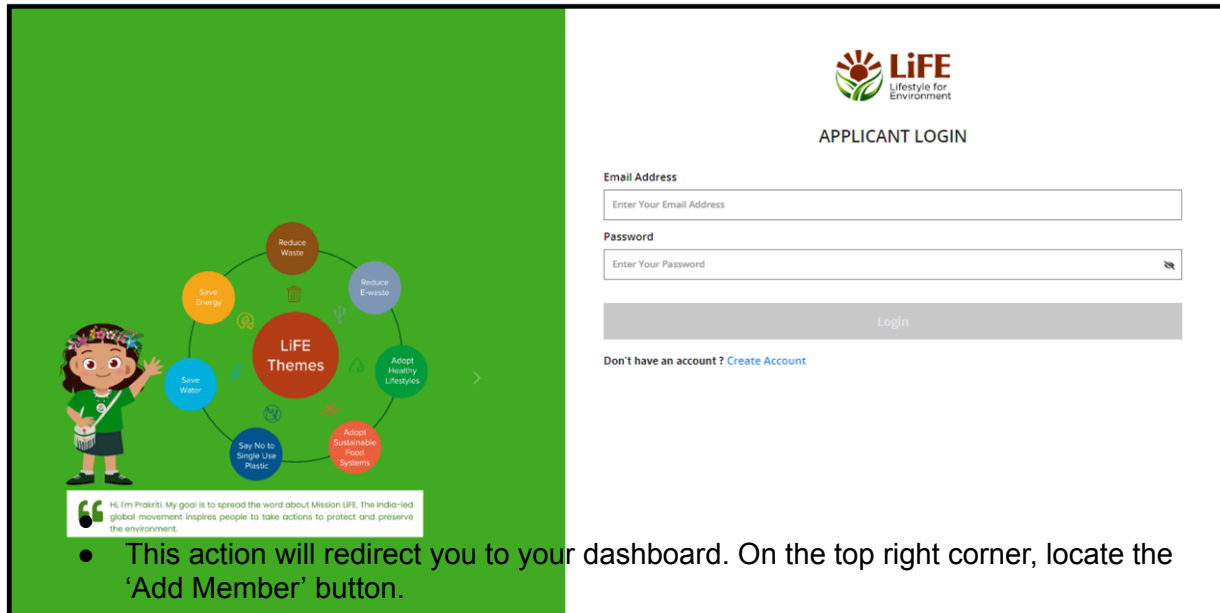
**Purpose:** This SOP provides a step-by-step guide for registered applicants to log in and add a team member

### Procedure:

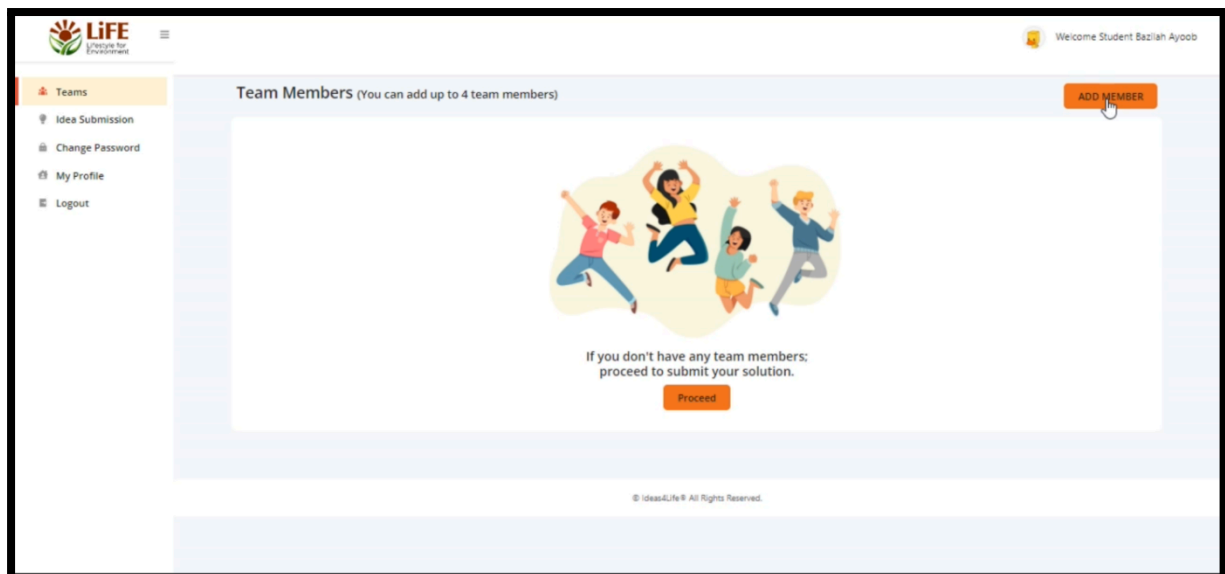
- Open your web browser and navigate to [Ideas4Life Registration Landing Page](https://ideas4life.in/p/).



- On the landing page, locate and click the “Log - In” button. This action will redirect you to the “Applicant Log-in Page.” Log In using your registered Email ID. Your Mobile Number is your password.



- This action will redirect you to your dashboard. On the top right corner, locate the ‘Add Member’ button.



- After clicking on it, you will be redirected to the ‘Create Member’ page where you can fill in the team member details. Complete all the fields to proceed. Once completed, click on 'Submit Details'.

**Life**  
Lifestyle for Environment

Welcome Student Baziliah Ayoob

Teams  
Idea Submission  
Change Password  
My Profile  
Logout

**Create Member**

Team Member Category \*  
Team Member Category

Team Member Name \*  
Please Enter Full Name

Gender \*  
Select Gender

Date of Birth \*  
dd-mm-yyyy

Age \*  
age

Institution Name \*  
Institution Name

Discard Submit details

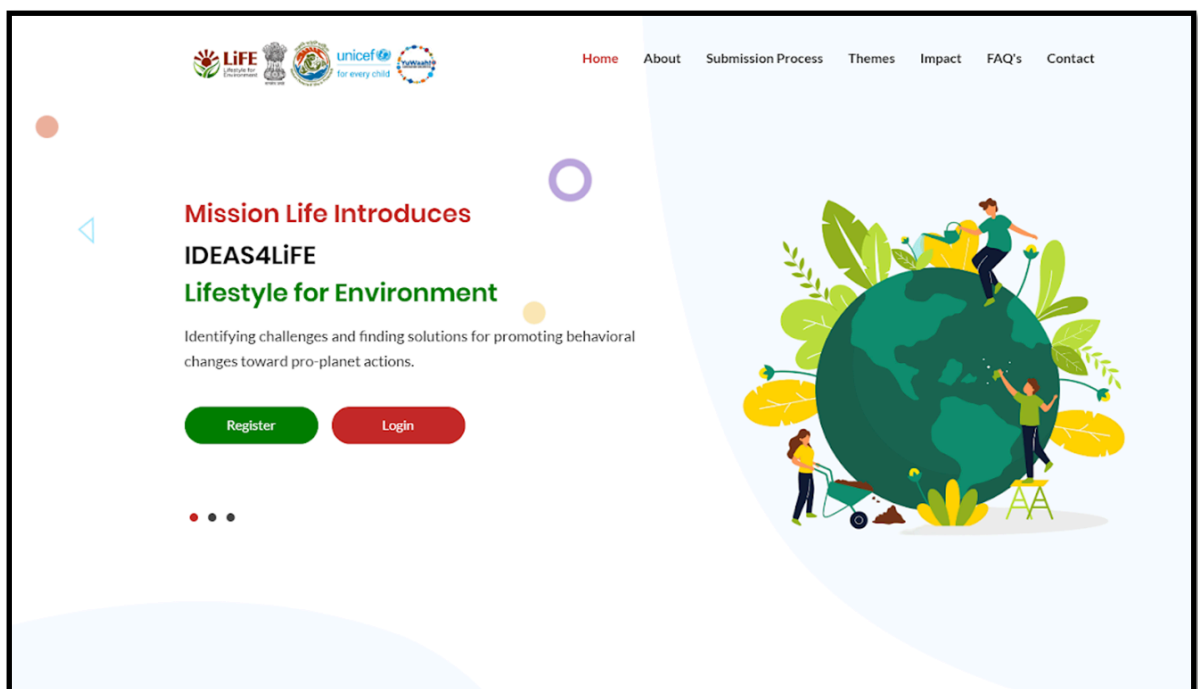
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## Standard Operating Procedure (SoP) for Idea Submission on Ideas4Life platform

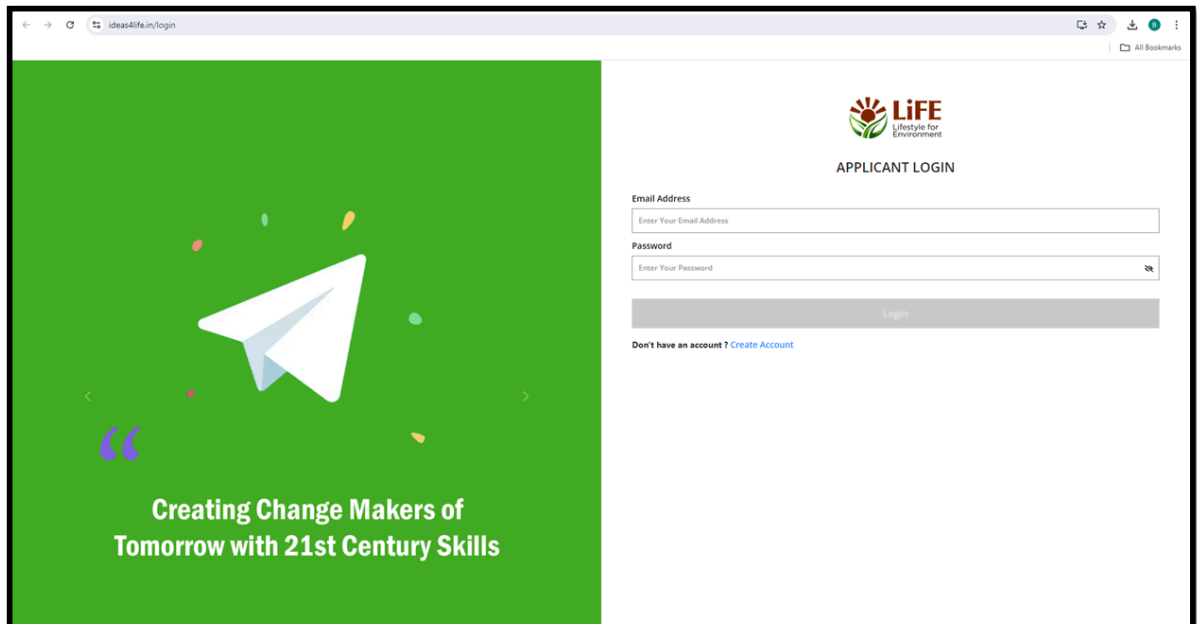
**Purpose:** This SoP provides a step-by-step guide for applicants to submit their ideas as an individual or as a team on Ideas4Life platform.

### Procedure:

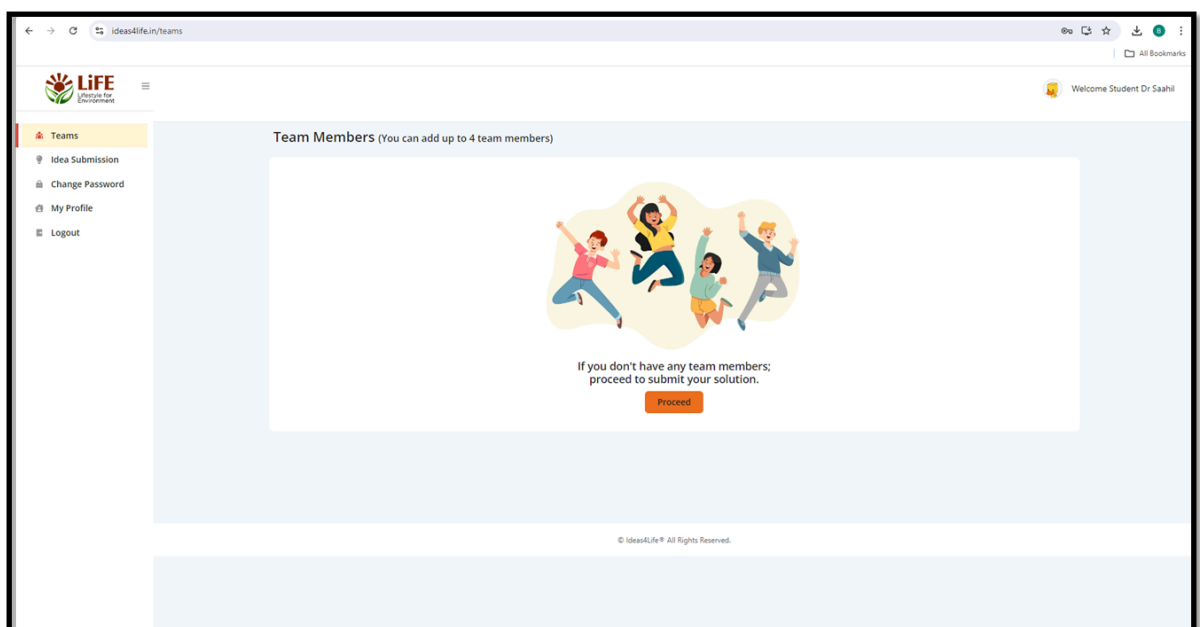
- Open your web browser and navigate to Ideas4Life Login Landing Page.  
(<https://ideas4life.in/login>)



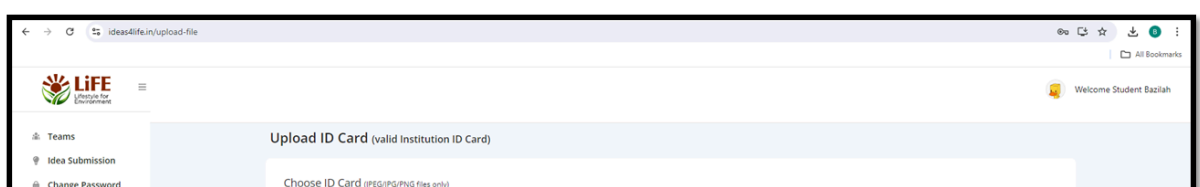
- On the landing page, locate and click the “Login” button. This action will redirect you to the “Applicant Login Page.”



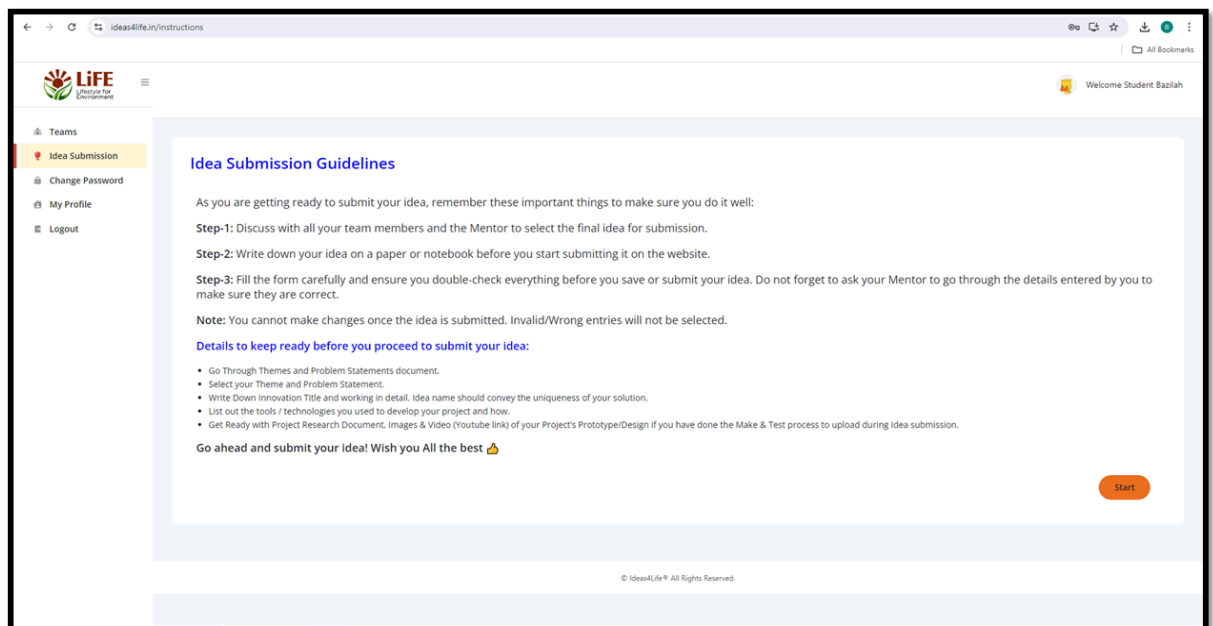
- Enter your e-mail ID and password to proceed. Please note that your registered mobile no. is your password.
- Once you login, you will be redirected to your dashboard.



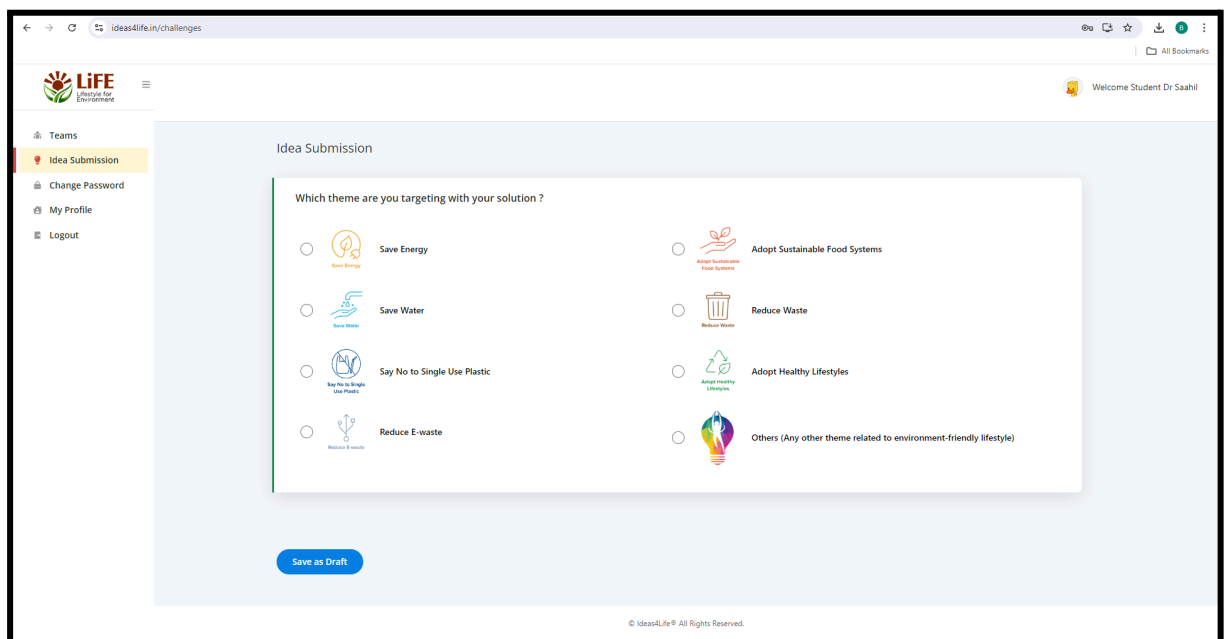
- On the top left corner, locate the ‘Idea Submission’ tab
- Now, upload a picture of your college ID Card. Please ensure the ID card you are uploading has the same registration no. as mentioned during registration. Once uploaded, click on ‘Submit.’



- Now, read the 'Idea Submission Guidelines' and the details to keep ready before you submit your idea.



- Click on 'Start' to proceed.
- Choose the specific theme under Mission LiFE or any other theme relevant to your idea or solution.



- Next, click on either "Technological Innovations" or "Non-Technological Innovations" based on the category of your idea.
- Enter a detailed description of the problem you aim to solve and your proposed solution.

The screenshot shows the 'Idea Submission' page on the 'ideas4life.in' website. The left sidebar contains links for Teams, Idea Submission (highlighted), Change Password, My Profile, and Logout. The main content area has three sections:

- Idea Category:** Two radio button options:
  - ☐ Technological Innovations: (Any innovation involving coding, such as IoT, internet applications, or other digital technologies.)
  - ☐ Non-Technological Innovations: (Initiatives without coding or digital tech, including community actions, traditional methods, communication strategies, and advocacy campaigns.)
- Enter your problem statement:** A text input field with 'test' entered and 'Characters Remaining :137'.
- Enter your detailed solution:** A larger text input field with 'test' entered and 'Characters Remaining :4945'.

- Next, indicate whether you already have a prototype built by clicking "Yes" or "No."
- Specify if the idea has been submitted by you or your team members in any other forums, programs, or publications to date by clicking "Yes" or "No."
- Confirm that the idea submitted by you is original and not copied or plagiarised.

This screenshot shows the bottom portion of the 'Idea Submission' form. It includes three more sections:

- If you already have a prototype built? (Prototype is not mandatory):** Two radio button options:
  - ☐ YES
  - ☒ NO
- Is this idea submitted by you or your team members in any other Forum or Programs or Publications as on date?** Two radio button options:
  - ☐ YES
  - ☒ NO
- Confirmation:** A checkbox labeled 'I confirm that the Idea Submitted now submitted is not copied or plagiarized version', which is checked.

At the bottom right, there are two buttons: 'Edit Idea Submission' (blue) and 'Submit' (orange). The footer of the page reads '© Ideas4Life® All Rights Reserved.'

- Now, save it as a draft to proceed.
- In case you want to make any changes, click on the 'Edit Submissions' button. If not, proceed to submit your idea.



- Your idea has been submitted!