



SPCSUSA CONVENTION USER'S MANUAL

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1. Convention

1.1 Home

User can login or register.

- If you are not registered on spcsusa.org than you have to registered.
- Click register to register on spcsusa.org, it'll redirect to registration form of spcsusa.org.
- Click login to login with convention, if you are registered on spcsusa.org.

The screenshot displays the homepage of the Washington-DC Convention 2014 website. The header features a navigation menu with links: Home, Venue, Registration, Information, Entertainment, Volunteers, Sponsors, and Gallery. A 'Menu' annotation points to this header. On the right, there are links for 'Welcome | Login | Register', with 'Register' and 'Login' annotated. Below these is a countdown timer showing 126 Days, 9 Hours, 15 Minutes, and 6 Seconds, with a 'Days' annotation. The main content area includes a large photo of a crowded convention hall. To the right, a 'Registration' section encourages early registration with a 'Register Now' button, annotated with 'Registration'. Below the photo, a 'Post' section titled 'Driving Directions to GICC' is dated 2013-10-21 16:57:15, with a 'Page' annotation. It includes social media sharing options (Facebook, Twitter, LinkedIn, Email) and a 'Social network' annotation. Below this is another post titled 'Outings Registration Deadline – June 15th' dated 2013-10-21 16:48:24, also with social media sharing options. On the right side, a 'Sponsors' section lists 'Our Sponsors' including BRANDIFY, UBS, and OPPENHEIMER, with a 'Sponsors' annotation.

- Days remain to go convention.
- Menu which is created by admin.
- Pages used in menu which are created by admin and assign to menu during create dynamic menu.
- Registration: click registration to register with convention.
- Page: pages which are created by admin.
- Click page title to view more details of page.
- User also can connect with social network shown as above figure.
- Sponsors: Sponsors which are created by admin.



1.2 Convention Registration

- Only login user can register convention forms.

1.2.1 Registration Form.

1.2.2 Event Membership Form.

1.2.3 Program Entry Form.

1.2.4 Medical Release Form.

1.2.1 Registration Form

- Click Registration Form to register convention registration form.

How to Fill Registration Form?

home Registration Guests Information Sponsors Gallery Forums

test3.capital Member Logout

Registration Form

Event Membership Form

Program Entry Form

Medical Release Form

Registration Form

Please indicate menu choice "T" or "C" for each person registered in this form below
Attendee will have a type of wrist-band and access to only his/her chosen menu for all three days of convention

Menu Choice

t-traditional Gujarati, Punjabi and South Indian menu will be served for this choice

c-contentional Italian, Mexican and Punjabi menu will be served for this choice

Age Group	Fees in US \$			
	Post Marked by 2013-09-15		After 2013-09-15	
	Member	Non-Member	Member	Non-Member
A – Kids under 6 years old	Free	Free	Free	Free
B – Kids and Young Adults 6-25 years	\$100	\$200	\$300	\$400
C – Adults 26 years and up	\$500	\$600	\$700	\$800
D – International Guests	Treated as member for fee amount			
E – Complimentary admission for sponsorship	Free - Use Age group code E for complimentary admissions received for your sponsorship (Must attach a copy of sponsorship check or receipt of payment to select code E)			



Registration Form :

SPCS Chapter: **Washington-DC** Life Member Number : L M -

Last name : **capital** First Name : **test5** Address : **asfcas**

City : **Alexandria** State : **Virginia** Zip Code :

Phone No (H) : **1234568790** (C) :

Email : **test5.capital@capitaltechnosys.com**

Emergency Contact Name(Not Listed Below) :

Phone :

*** Please list and fill all details about each person registering for Convention (Including Registrant)**
- Calculate the fee based on table above.

	Name of Attendees	Relationship	Age	Menu Choice T/C	Age Group (A-E)	Fee
<input checked="" type="checkbox"/>	test5 capital	Self	33	T	C	700
<input checked="" type="checkbox"/>	test8 capital	Son	23	T	B	300
<input checked="" type="checkbox"/>	test3 capital	Daughter	33	T	C	700
	member	Guest	30	T	C	800
	Total					2500

NOTE: If you will uncheck all then you will unregistered from(Including Program Entry Form, Medical Release Form, Event Membership Form).

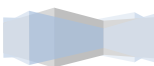
Guest (points to the 'member' row in the table)

Add (points to the '+' icon next to the 'member' row)

Remove (points to the '-' icon next to the 'member' row)

- Displaying login user and their family member with details.
- Select member who will attend convention.
- Calculate age group and fee based on above fee structure which is created by admin.
- Select T or C from Menu Choice dropdown as defined above.
- User also can register guest details to attend convention.
- During fill guest details, you have to fill age field.
- Submit Form to save details.

NOTE: If you will uncheck all then you will unregistered from (including Program Entry Form, Medical Release Form and Event Membership Form).





1.2.2 Event Membership Form

- Click Event Membership Form to register Event Membership form.

How to Fill Event Membership Form?



Events

Age Group	Activity	Description	Cost
6-10	6 to 10 year olds	Read more	\$15
11-13	11 to 13 year olds	Read more	\$25
14-17	14 to 17 year olds	Read more	\$25
18-30	18 to 30 year olds	 <p>Young adults between the ages of 18 and 30 will have an opportunity... Read more</p>	\$40
30-50	Seniors	 <p>Located on 3,200 acres of natural beauty, Stone Mountain Park features a wide... Read more</p>	\$50

Age Group	Activity	Number of Participant	Amount
6-10	6 to 10 year olds	5 x \$15	75
11-13	11 to 13 year olds	6 x \$25	150
14-17	14 to 17 year olds	x \$25	0
18-30	18 to 30 year olds	x \$40	0
30-50	Seniors	x \$50	0
Total :			225

[Home](#)
[Venue](#)
[Registration](#)
[Information](#)
[Entertainment](#)
[Volunteers](#)
[Sponsors](#)
[Gallery](#)

[test capital](#)
[Log out](#)



- Displaying all events which are created by admin.
- Fill Number of participant to attend particular event.
- Calculate fee based on above event fee structure.
- Submit form to save details.

1.2.3 Program Entry Form

- Click Program Entry Form to register Program Entry Form.

How to Fill Program Entry Form?

Type	Member Name	Participant Name(age)	Choreographer Name	Choreographer Email	Choreographer Phone
fgfg	test5 capital	dfvdfv(21), dfgdgb(22), fgbfgb(23), trgrtg(24)	dfgdgbd	dfdg@gmail.com	45645645765

[Logout](#)

🌟 Program Entry Form

Type Length

Enter Program Type

Enter Program Length

Description(1st Choice)

B **I** **U** **☰** **☷** **☶** **☵** **☲** **☱** **☴** **☳** **☹** **☺** **☻** **☼** **☽** **☿** **♈** **♉** **♊** **♋** **♌** **♍** **♎** **♏** **♐** **♑** **♒** **♓**
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Font Famih ▾
Font Forma ▾

Description(2nd Choice)

B **I** **U** **☰** **☷** **☶** **☵** **☲** **☱** **☴** **☳** **☹** **☺** **☻** **☼** **☽** **☿** **♈** **♉** **♊** **♋** **♌** **♍** **♎** **♏** **♐** **♑** **♒** **♓**
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Choreographer Name

Enter Choreographer Name

Choreographer Email

Enter Choreographer Email

Choreographer Phone

Enter Choreographer Phone

Participant

Name of Participant	Age
Enter Participant Name	Age
Enter Participant Name	Age
Enter Participant Name	Age
Enter Participant Name	Age

☹☹
☹☹
☹☹
☹☹

Submit

registered Program




- Displaying registered program details which are registered by you.
- All fields are required.
- Minimum four participants are required.
- Click Add icon to add participant.
- Click Remove icon to remove participant.



1.2.4 Medical Release Form

- Click Medical Release Form to register Medical Release Form for your members.

How to Fill Medical Release Form?

 **Medical Release Form**

Name

Address

State

Please Select

▼

Zip

Birth Month

Select

▼

Birth Year

Gender

Male

▼

Home Phone

Cell Phone

City

Select City

▼

IN CASE OF EMERGENCY, CONTACT

Name

Address

State

Please Select

▼

Zip

Relationship

Select

▼

Home Phone

Cell Phone

City

Select City

▼



IF EMERGENCY CONTACT IS NOT AVAILABLE, CONTACT

Name

Enter Name

Relationship

Select ▼

Address

Enter Address

Home Phone

Enter home phone

Cell Phone

Enter cell phone

State

Please Select ▼

City

Select City ▼

Zip

Enter Zip Code

PERSONAL DOCTOR

Name

Enter Name

Address

Enter Address

Phone

Enter home phone

State

Please Select ▼

City

Select City ▼

Zip

Enter Zip Code

Are there any limitations in physical activities? ☒ yes ☐ No

Are you allergic to any food or medications? ☒ yes ☐ No

Are you currently taking any medication? ☒ yes ☐ No

Is there any other medical information that should be disclosed in case of emergency? ☒ yes ☐ No

Name of Health Insurance Company & Policy Number

Company Name

Enter Company Name

Policy Number

Enter policy number

Submit



- All fields are required.
- First fill member details.
- After that, fill IN CASE OF EMERGENCY, CONTACT details.
- IF EMERGENCY CONTACT IS NOT AVAILABLE,
CONTACT: fill details to contact if emergency contact is not available.
- PERSONAL DOCTOR: Fill details to contact personal doctor.
- Submit form to save details.



1.3 Sponsors

- User can see sponsors with details which are created by admin.

1.3.1 Corporate Sponsors.

1.3.2 Individual Sponsors.

Home Venue Registration Information Entertainment Volunteers Sponsors Gallery

test5.capital Member Logout

Registration

Register Early & Save Money.
Register now for USA's largest
kathiaiwadi convention in
Washington-DC America,
Convention 2014

Register Now

Our Sponsors

UBS

OPPENHEIMER

BRANDIFY
ONLINE APPEARANCES MATTER.

Our Sponsors

UBS

OPPENHEIMER

BRANDIFY
ONLINE APPEARANCES MATTER.

Our Sponsors

GRAND SPONSORS

Sponsors not found in this category

GOLD SPONSORS

BRANDIFY
ONLINE APPEARANCES MATTER.

UBS

SILVER SPONSORS

OPPENHEIMER

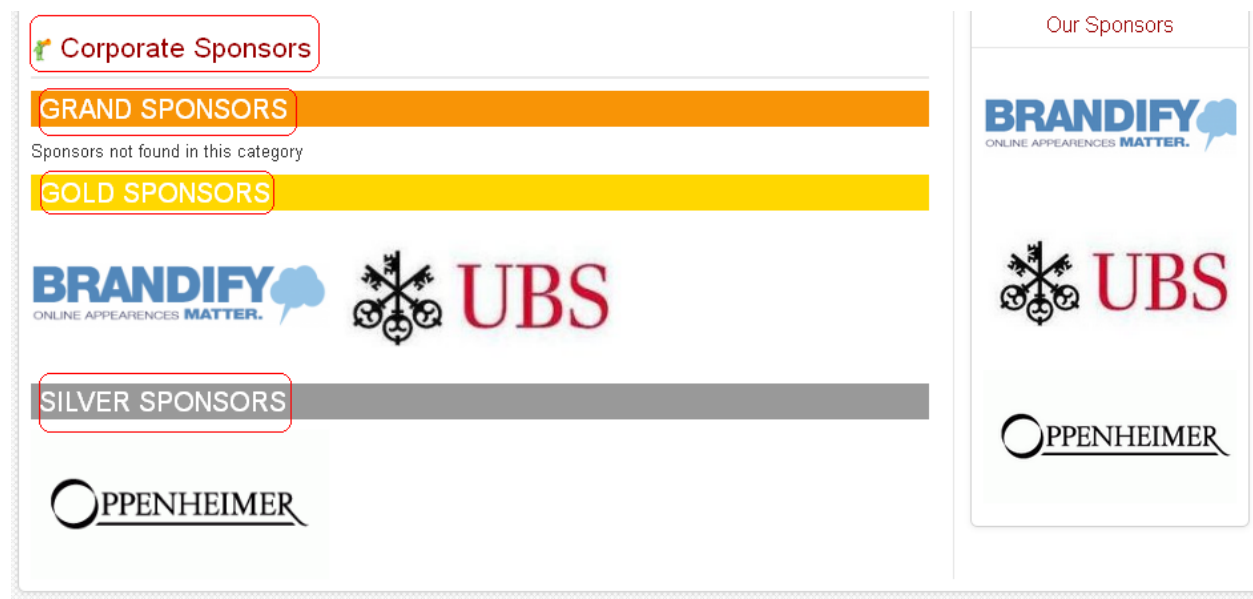
GENERAL SPONSORS

Sponsors not found in this category



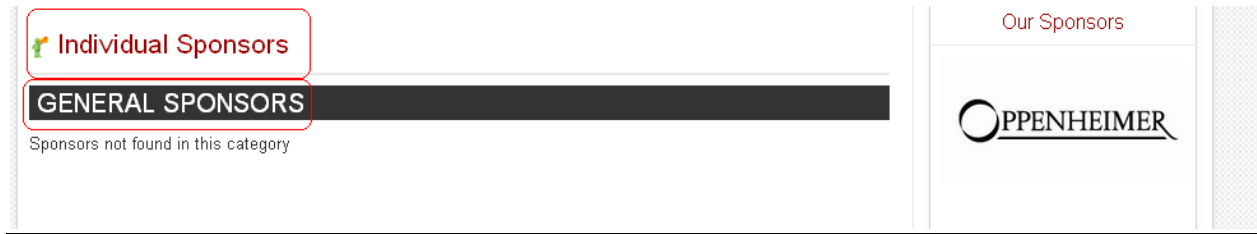
1.3.1 Corporate Sponsors

- Corporate Sponsors divide in three categories.
 1. Grand Sponsors.
 2. Gold Sponsors.
 3. Silver Sponsors.
- Categories selected from admin during create Sponsor.



1.3.2 Individual Sponsors

- Individual Sponsors has one category.
 1. General Sponsors.
- Categories selected from admin during create Sponsor.



1.4 Gallery

- User can see convention Gallery which is created by admin.
- Album Name also created by admin.

