VIT®
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

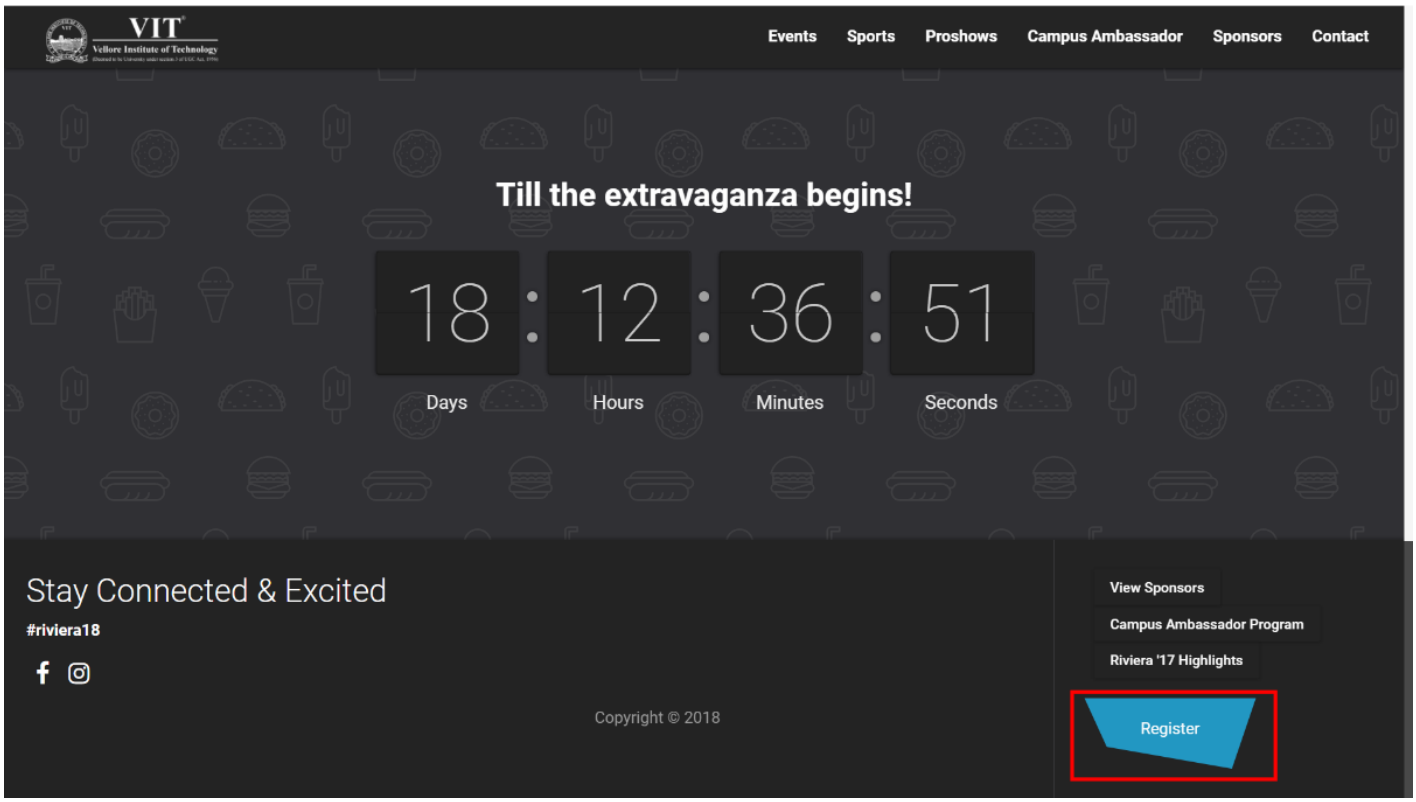
Riviera™ 2018

EXTERNAL REGISTRATION HELP MANUAL

External Registration Portal

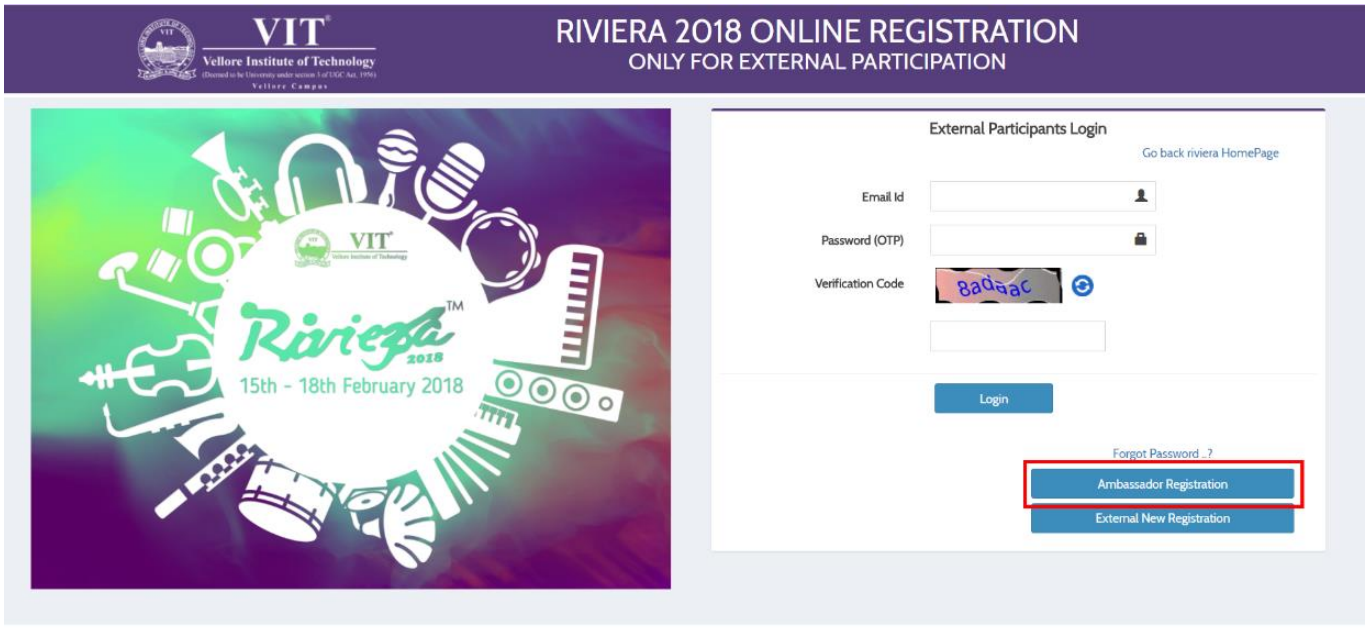
1. Visit official Riviera'18 website at www.vitriviera.com and scroll down to find the 'REGISTER' tab.

2. Click on the 'REGISTER' tab to open the Riviera 2018 online registration portal.

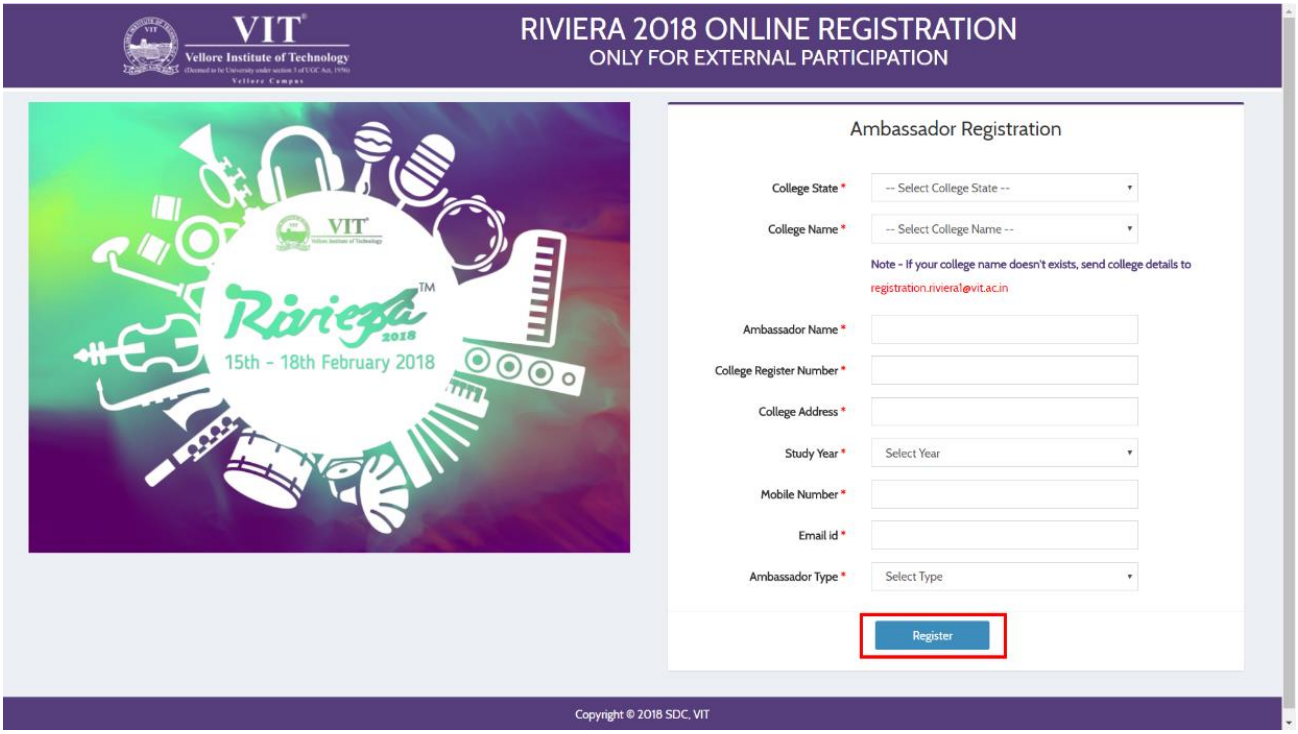


Ambassador Registration

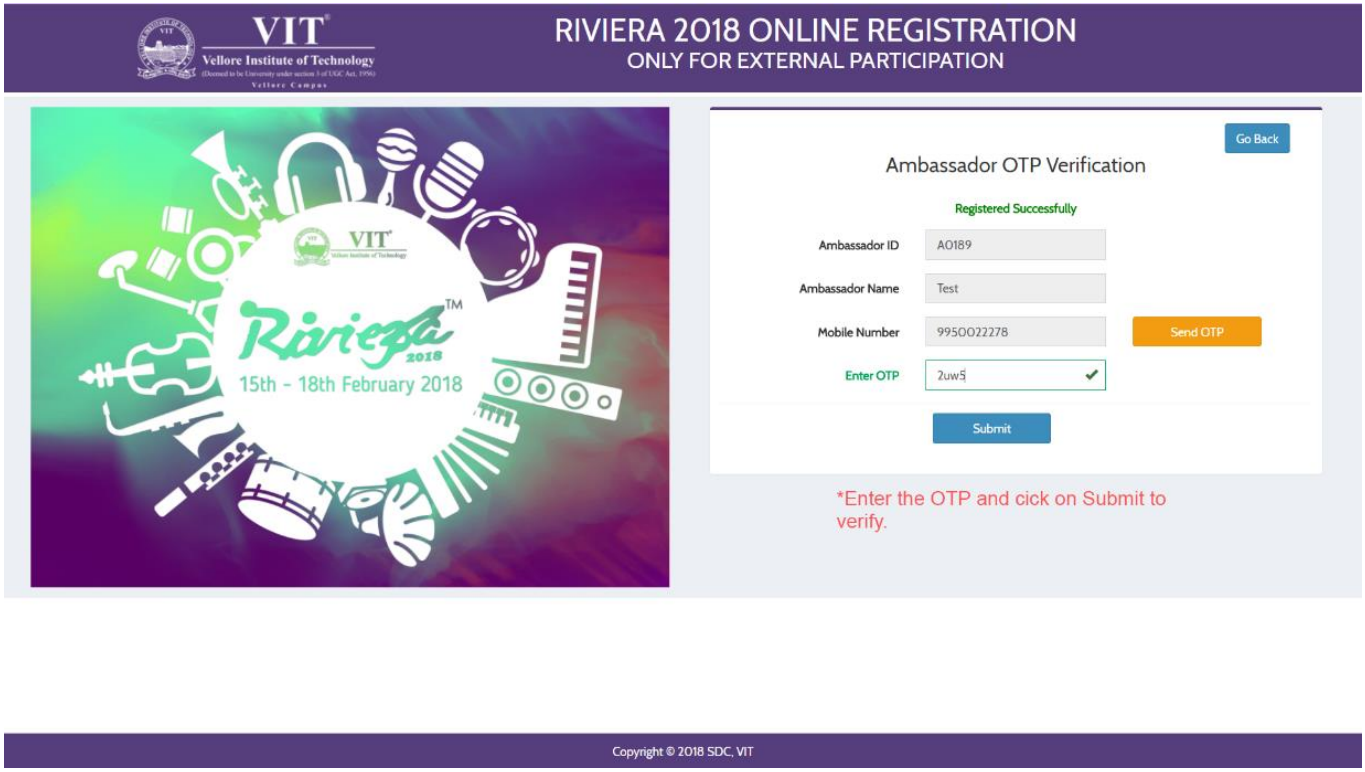
1. Click on ‘AMBASSADOR REGISTRATION’ option given below.



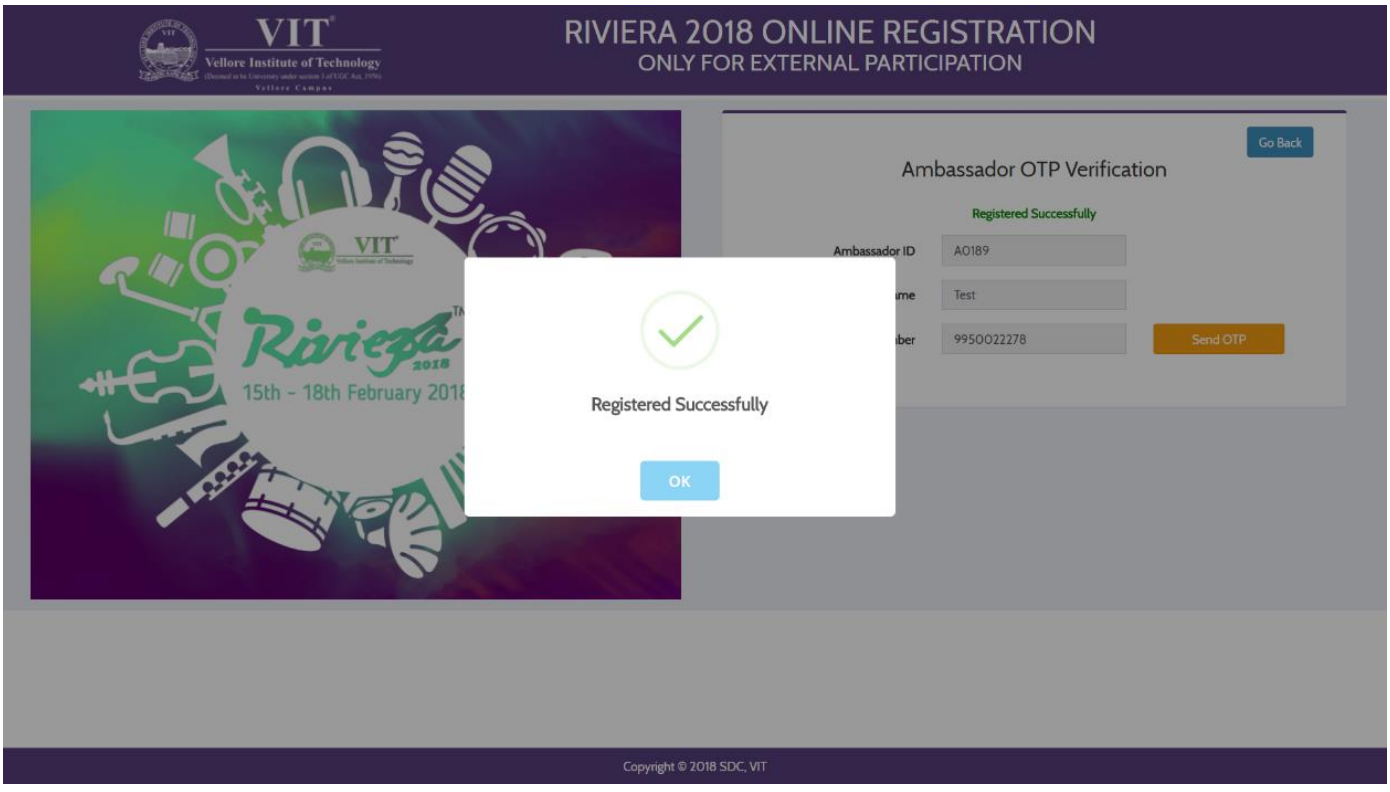
2. Fill up all the required details and click on the ‘REGISTER’ option. ‘AMBASSADOR OTP VERIFICATION’ page will show up.



3. Click on Send OTP. Enter the OTP you received on your registered phone number and click on Submit.



4. On successful verification, your ambassador registration will be completed.



External Participant Registration

1. New users click on the ‘EXTERNAL NEW REGISTRATION’ option given below. If you have already registered you need not register again.

2. Fill up all the required details and click on the ‘REGISTER’ option to visit ‘EXTERNAL OTP VERIFICATION PAGE’.
   NOTE: Same Mobile Number and e-mail ID cannot be used for multiple registrations.

3. Enter your registered mobile number and click ‘SEND OTP’ to receive OTP. Enter the OTP received via text and click ‘SUBMIT’. Same OTP will be used every time for login. After successful verification, click ‘GO BACK’ option at the top right corner, you will be redirected to the ‘RIVIERA 2018 ONLINE REGISTRATION’ page.

VIT
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)
Vellore Campus

RIVIERA 2018 ONLINE REGISTRATION
ONLY FOR EXTERNAL PARTICIPATION

Go Back

External OTP Verification

Mobile Number 9999999999 ✔ Send OTP

Enter OTP Qbsf ✔

Submit

*enter the OTP and click submit

Copyright © 2018 SDC, VIT

VIT
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)
Vellore Campus

RIVIERA 2018 ONLINE REGISTRATION
ONLY FOR EXTERNAL PARTICIPATION

Go Back

External OTP Verification

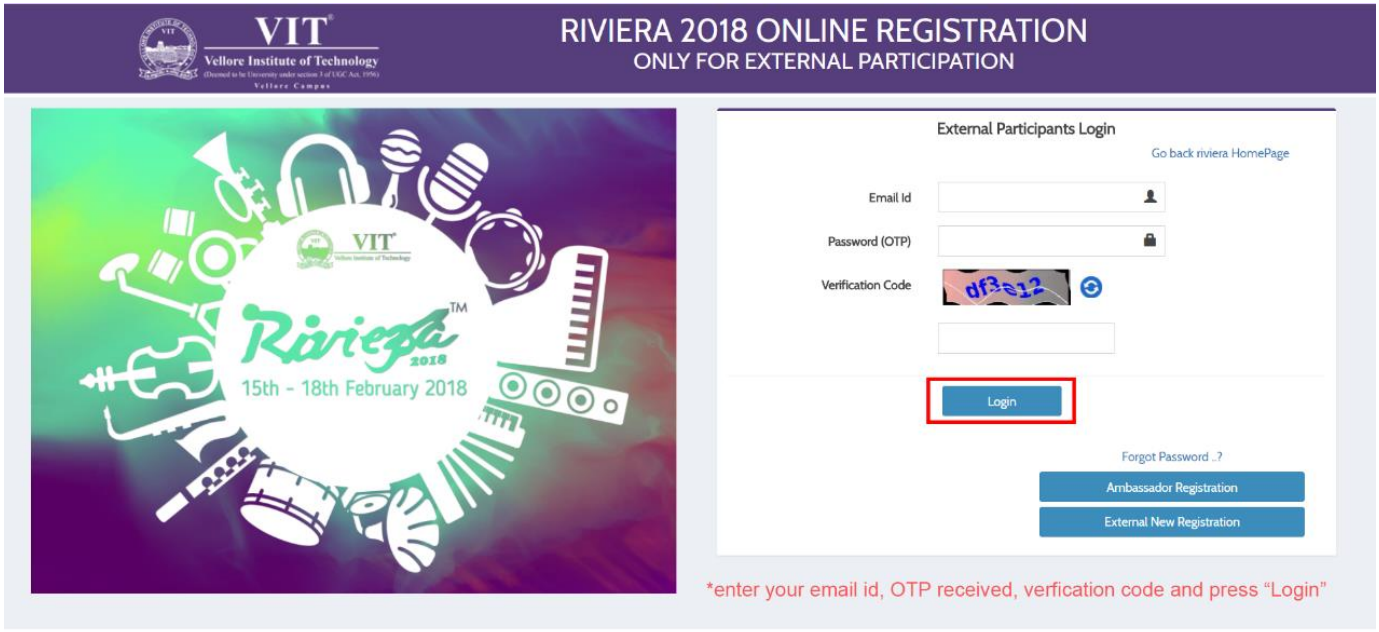
Verified Successfully

Mobile Number 9943745752 Send OTP

*after successful verification, go back to the previous screen

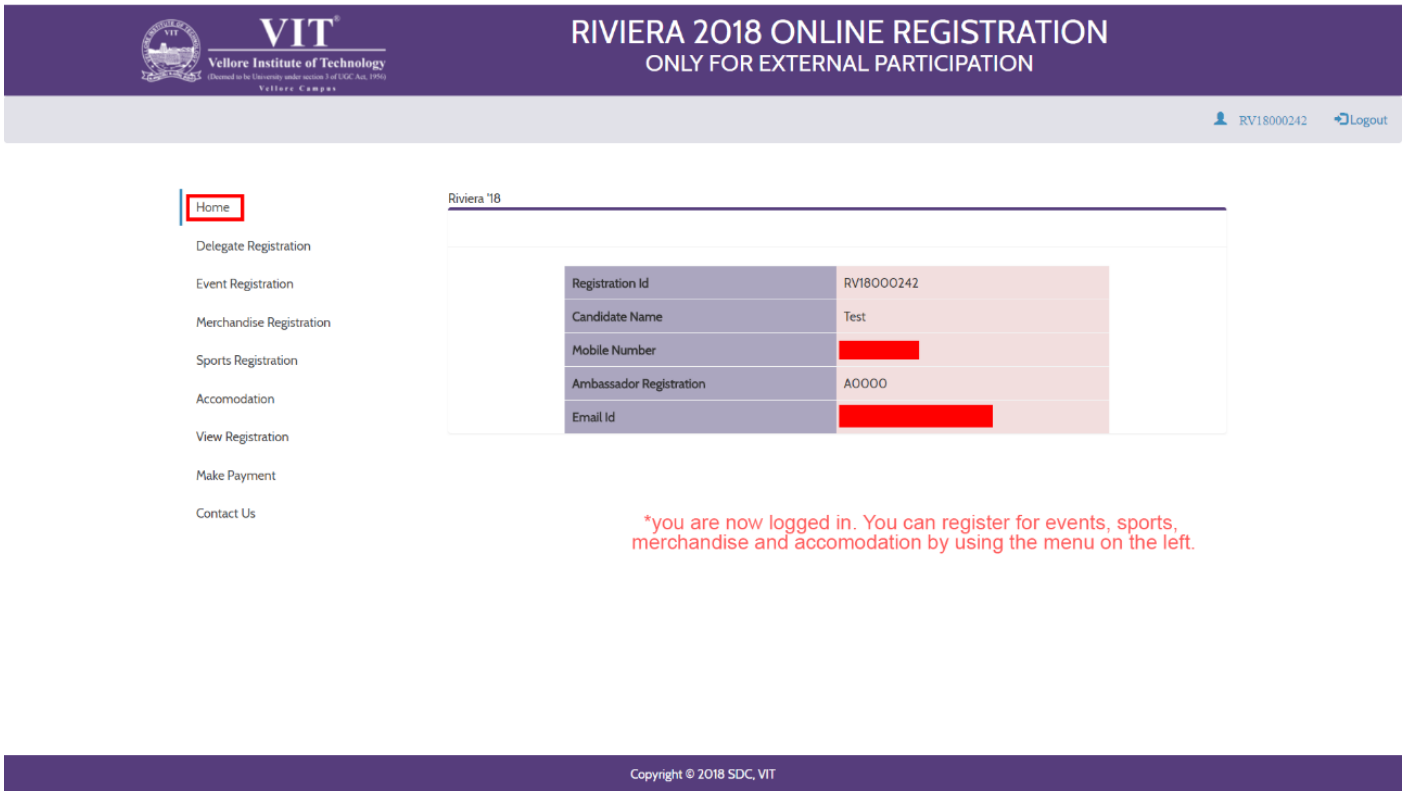
Copyright © 2018 SDC, VIT

4. Fill up your registered email id, OTP, captcha to login. You will be redirected to the home page.



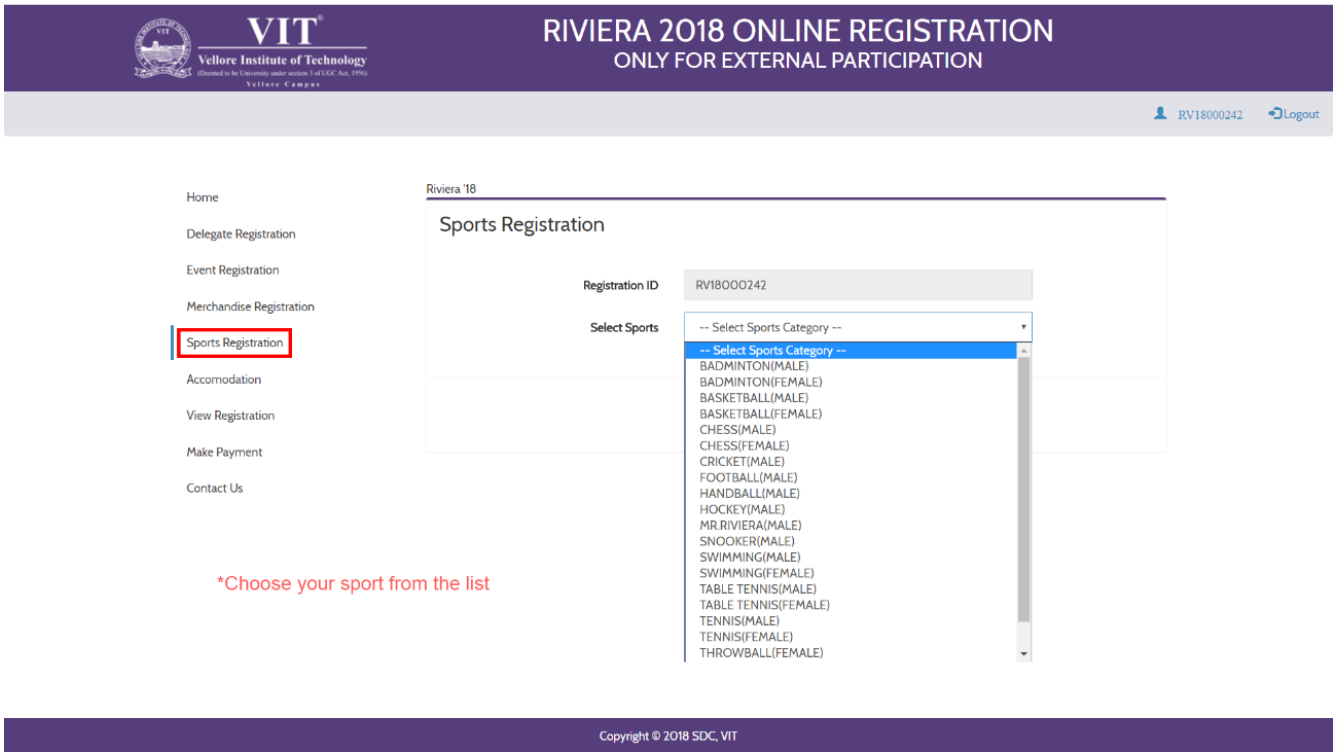
Sports Registration

1. You are now logged in now you can register for events, sports, merchandise and accommodation.

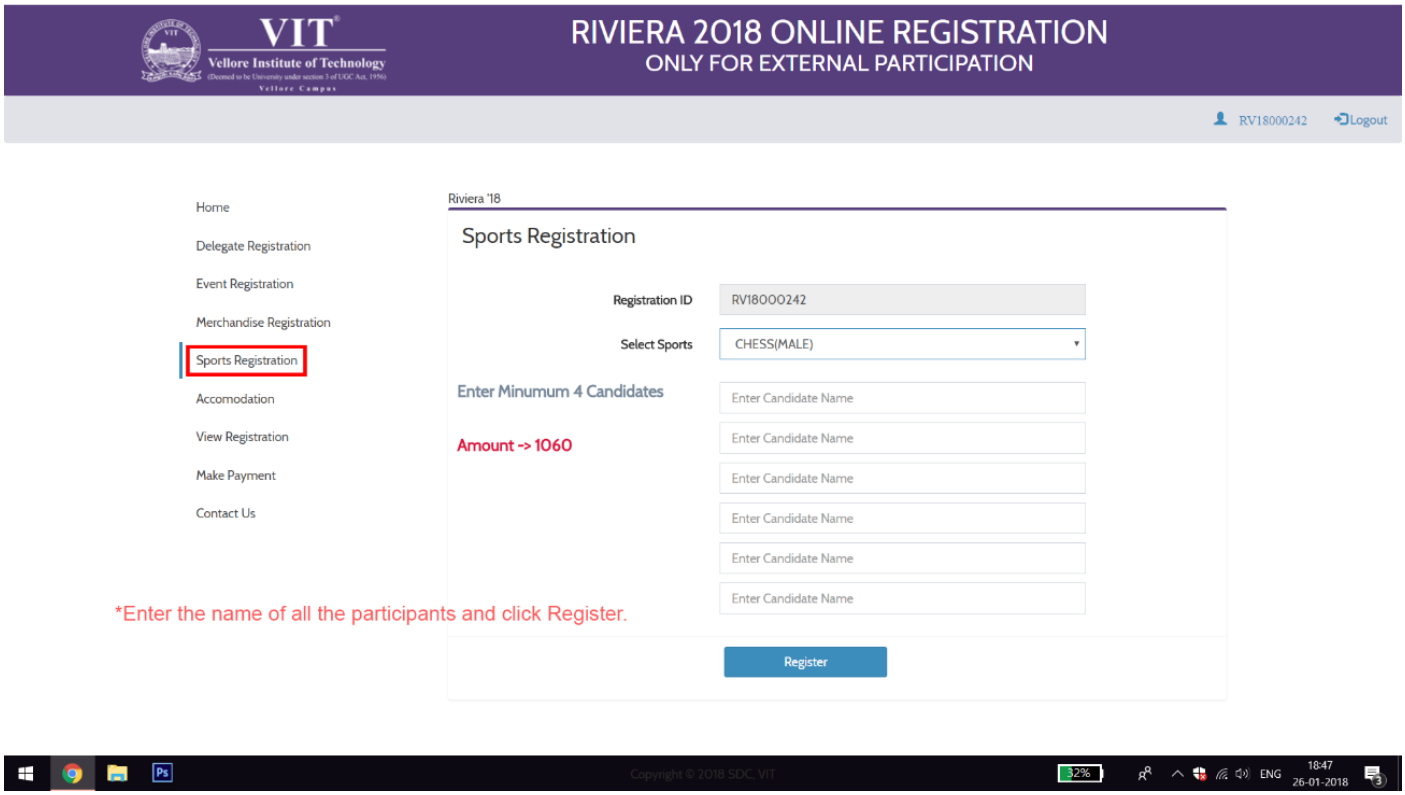


2. If you want to register for sports you are requested to click directly on '**Sports registration**' (You are not required to pay delegation fees for sports events)

3. In sports registration you are required to select the sport you want to register.



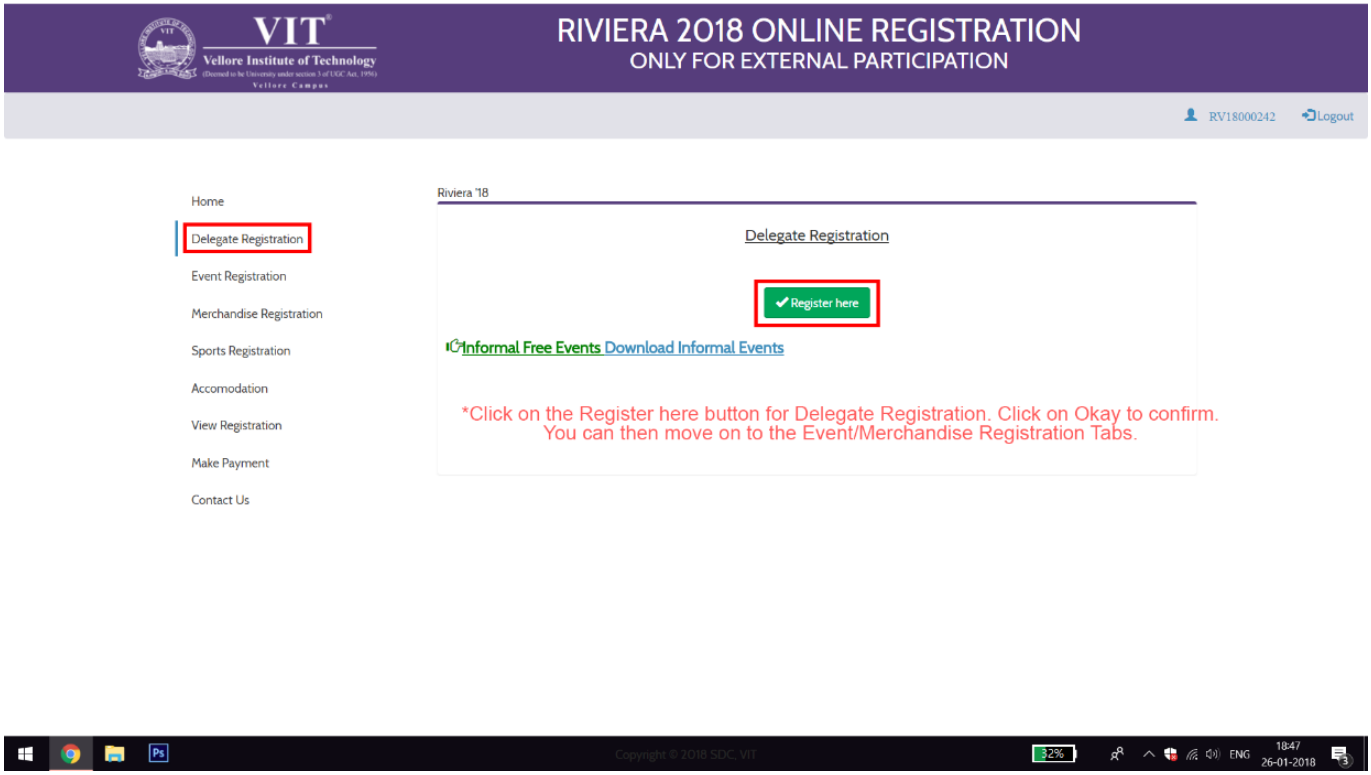
4. Once the sport is selected you are required to enter the names of all the players in team. Press the register button once the previous step is completed.



5. If you choose to take up accommodation you are required to go to '**Accommodation**'.

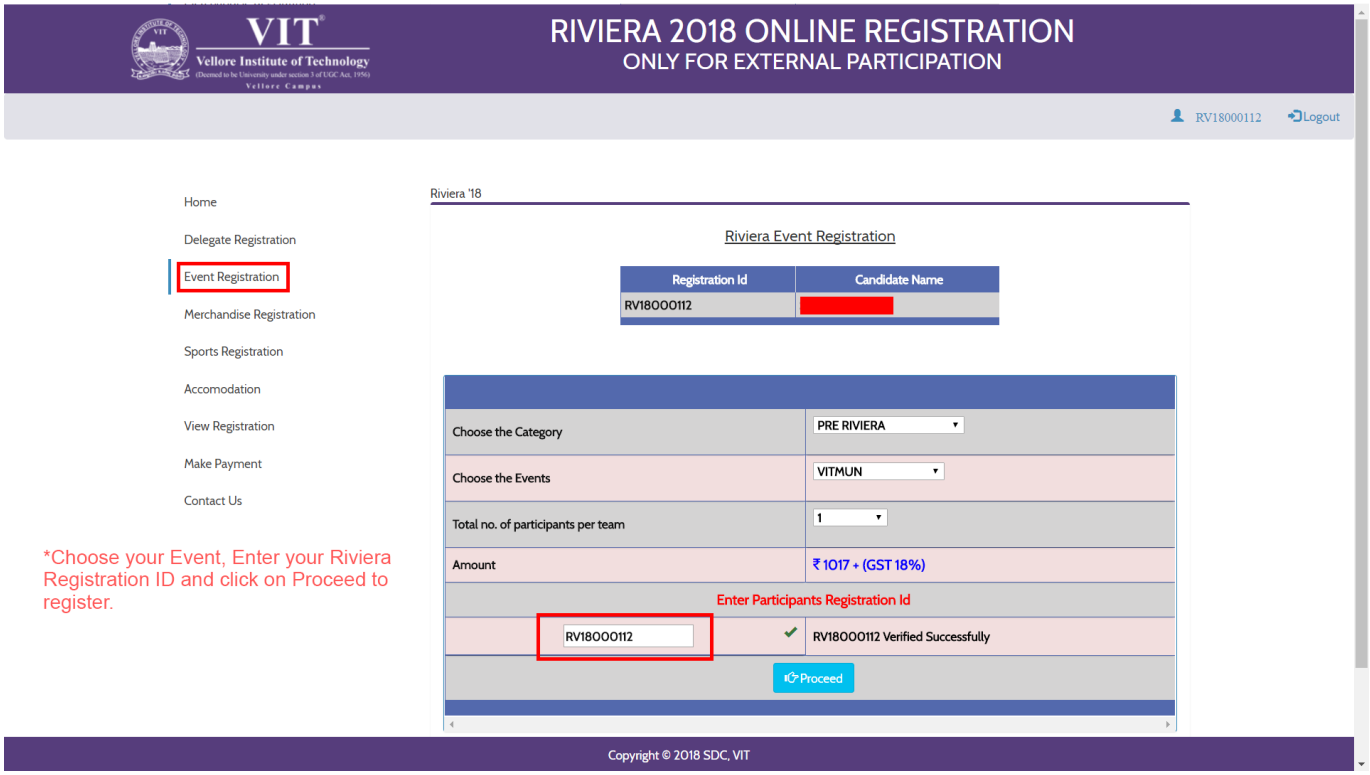
Events/Merchandise Registration

1. If you want to register for Events or Merchandise, you must first pay a Delegate Registration Fee of Rs. 200 under the '**Delegate Registration'** tab. It is mandatory for you to pay Rs. 200.



2. After Delegate Registration, you can go to the '**Events Registration**' tab to register for events and '**Merchandise Registration**' to register for Merchandise.

3. Please make sure you fill all the details correctly, after selection of the events you're supposed to enter the Rivera Registration ID for verification.



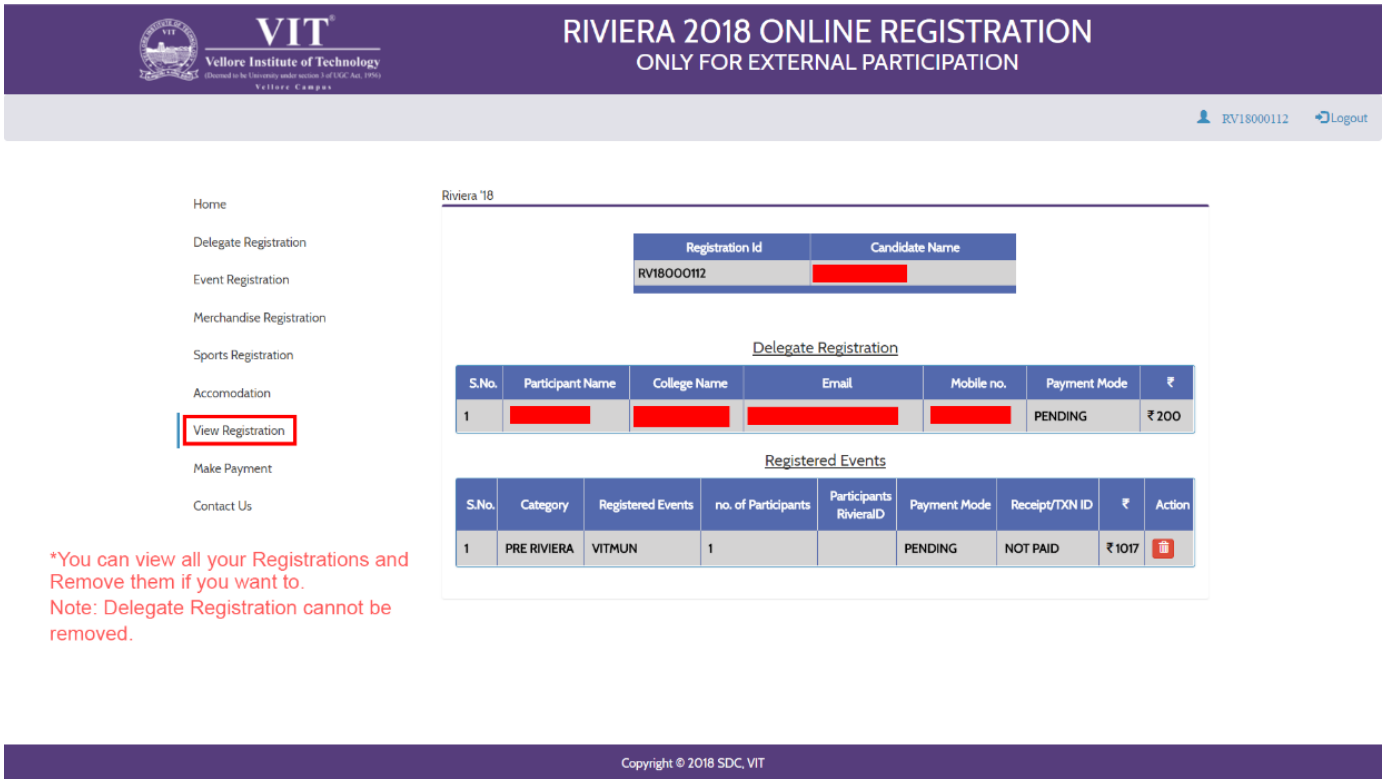
*Choose your Event, Enter your Riviera Registration ID and click on Proceed to register.

*Choose your Proshow/Merchandise combo and click on Proceed to Register.

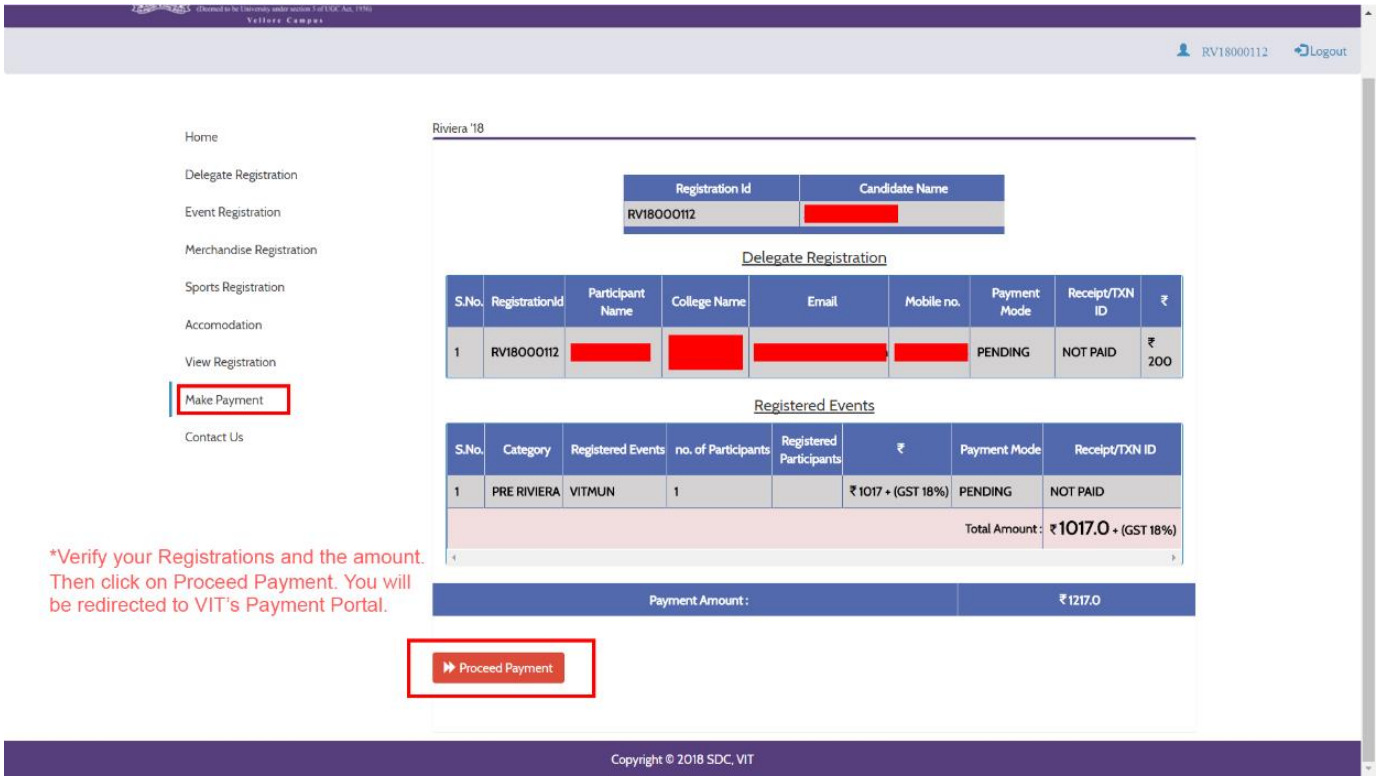
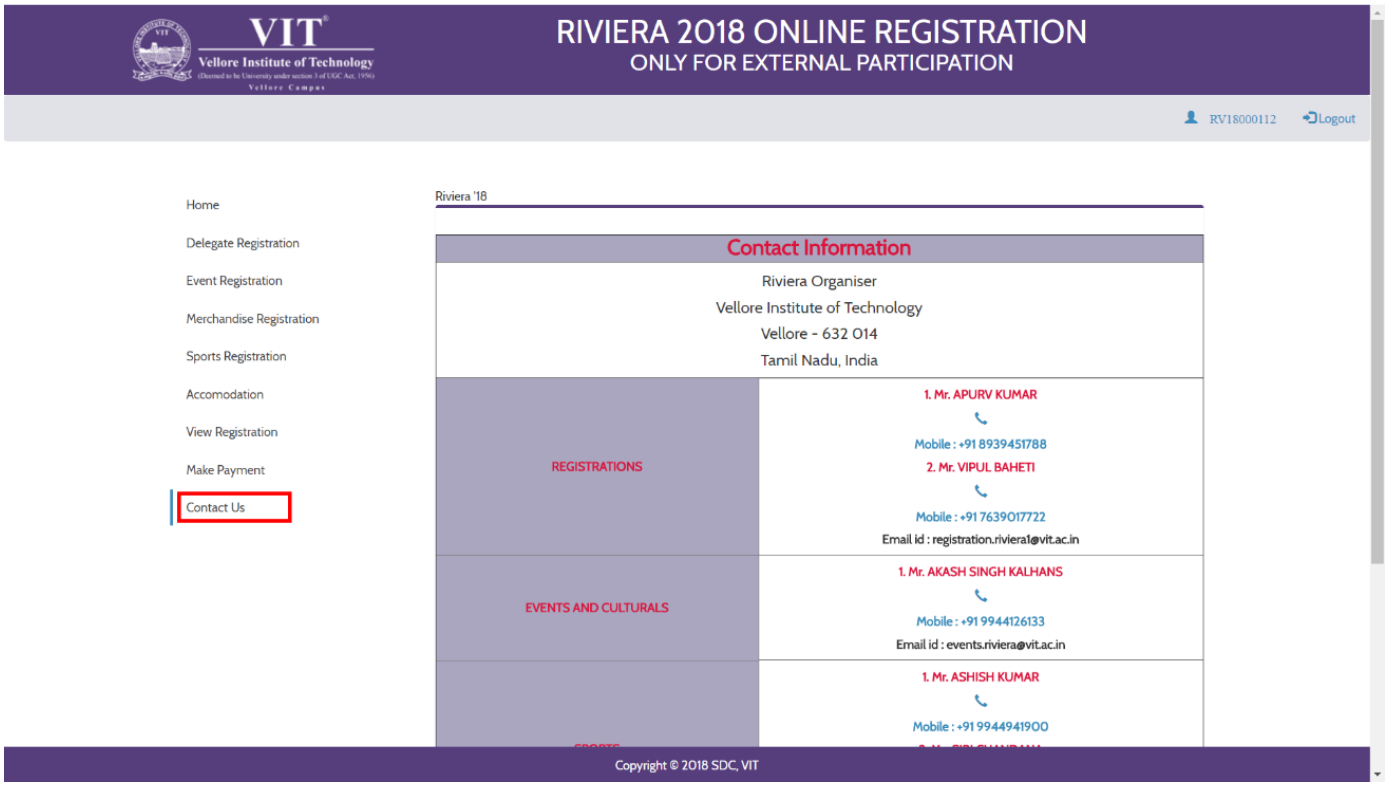
4. Once the Event or Merchandise is finalised, click on the Register Button. Repeat the previous step if you would like to register for a different event.
5. If you choose to take up accommodation you are required to go to '**Accommodation**'.

Payments

1. You can view your total amount and registered sport, event or merchandise in '**View Registration**' (You also have an option to delete any sport/event/merchandise/accommodation you registered in View Registration option)
   Note: Delegate Registration cannot be deleted.



2. If you are satisfied with your registration you are requested to proceed to '**Make Registration**' and proceed towards '**Proceed payment**'.



In case of any doubts, feel free to contact us at any time.