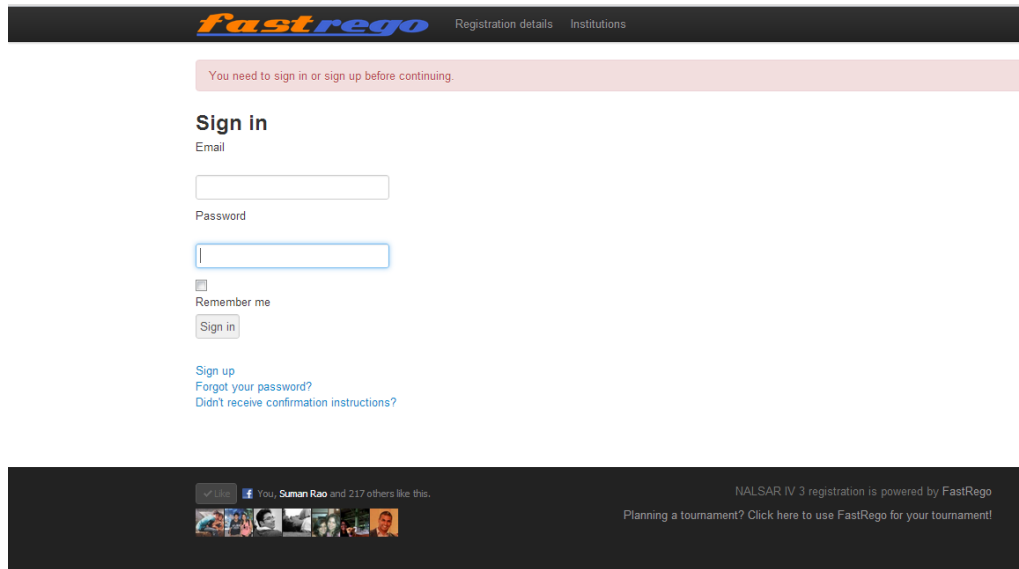


HOW TO UPDATE CONTINGENT DETAILS ON FASTREGO

STEP 1:

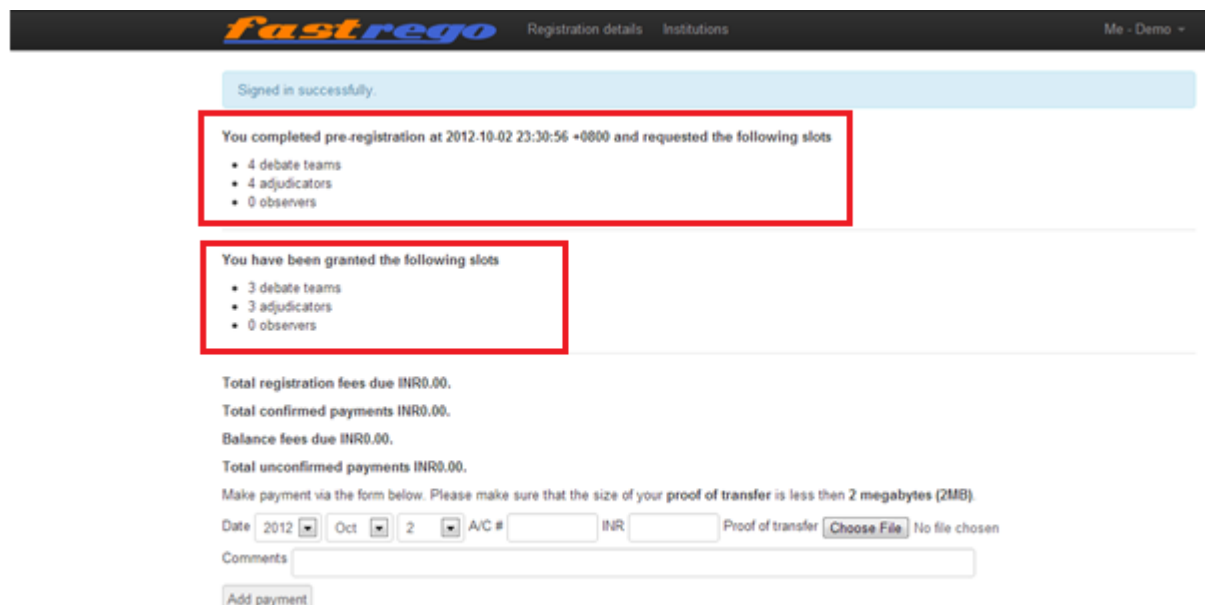
Log in using as the Team Manager using the email id you provided at the time of registration and the password that was emailed to you.



The image shows the FastRego login page. At the top, there is a navigation bar with the FastRego logo and links for "Registration details" and "Institutions". Below the navigation bar, a message states: "You need to sign in or sign up before continuing." The main section is titled "Sign in" and includes a form with fields for "Email" and "Password". There is a "Remember me" checkbox and a "Sign in" button. Below the form, there are links for "Sign up", "Forgot your password?", and "Didn't receive confirmation instructions?". At the bottom of the page, there is a social media section showing a Facebook-like interface with a profile picture and a name "You, Sunan Rao and 217 others like this." To the right, it says "NALSAR IV 3 registration is powered by FastRego" and "Planning a tournament? Click here to use FastRego for your tournament!"

STEP 2:

This screen will tell you how many slots you applied for and how many you have been granted.



The image shows the FastRego registration details page. At the top, there is a navigation bar with the FastRego logo and links for "Registration details" and "Institutions". On the right side of the navigation bar, there is a user profile icon and the text "Me - Demo". Below the navigation bar, a message states: "Signed in successfully." The main section is titled "You completed pre-registration at 2012-10-02 23:30:56 +0800 and requested the following slots". It lists the requested slots: 4 debate teams, 4 adjudicators, and 0 observers. Below this, there is a section titled "You have been granted the following slots" which lists the granted slots: 3 debate teams, 3 adjudicators, and 0 observers. At the bottom, there is a section for payment details. It shows "Total registration fees due INR0.00.", "Total confirmed payments INR0.00.", "Balance fees due INR0.00.", and "Total unconfirmed payments INR0.00.". It also says "Make payment via the form below. Please make sure that the size of your proof of transfer is less than 2 megabytes (2MB).". There is a form with fields for "Date" (2012), "Month" (Oct), "Day" (2), "A/C #", "INR", and "Proof of transfer" (Choose File). There is also a "Comments" field and an "Add payment" button.

In this present case, the person applied for 4 slots each but was granted only 3.

STEP 3:

As you scroll down, you will be told how many slots have been confirmed for you.

The screenshot shows the FastRego registration interface. At the top, the 'fastrego' logo is on the left, and 'Registration details' and 'Institutions' are in the center. On the right, there is a 'Me - Demo' dropdown menu. Below the header, the text 'You have been granted the following slots' is followed by a list: 3 debate teams, 3 adjudicators, and 0 observers. Below this, financial details are listed: 'Total registration fees due INR0.00.', 'Total confirmed payments INR0.00.', 'Balance fees due INR0.00.', and 'Total unconfirmed payments INR0.00.'. A note states: 'Make payment via the form below. Please make sure that the size of your proof of transfer is less than 2 megabytes (2MB)'. The payment form includes fields for Date (2012, Oct, 2), A/C #, INR, and Proof of transfer (with a 'Choose File' button and 'No file chosen' text). There is also a 'Comments' text area and an 'Add payment' button. Below the payment section, a red-bordered box contains the text: 'You have been confirmed the following slots. Please click on the links to populate the relevant participant details.' followed by a list: 3 debate teams with a link 'Add debate team details', 3 adjudicators with a link 'Add adjudicator details', and 0 observers. At the bottom of the page, there is a social media section showing a Facebook 'Like' button and a list of users who liked the page, and a footer with the text 'NALSAR IV 3 registration is powered by FastRego' and a link 'Planning a tournament? Click here to use FastRego for your tournament!'.

In the present case, 3 slots each have been confirmed.

NOTE:

Please note that all payments must be made in cash on the day you arrive at NALSAR.

STEP 4:

Click on the link “Add debate team details” to update speaker details.

Click on the link “Add adjudicator details” to update team adjudicator details.

Your teams on the form that appears will be called “<Institution name> 1”. For example, in the present case, the name of the institution was NALSAR and so the 3 teams were called NALSAR 1, NALSAR 2 and NALSAR 3.

STEP 5:

Have fun at NALSAR IV 3!