**Suncity School**

**1. Registration Page**

**Registration Form:**

The registration form will include the following fields:

1. **User Type:**
   * Option to register as a **Parent** (Other options could be added if necessary).
2. **Personal Details:**
   * **Name** (Full Name)
   * **Email** (Email Address)
   * **Mobile Number** (Contact Number)
3. **Verification:**
   * **OTP Verification (Email):**
     + A one-time password (OTP) will be sent to the provided email address.
     + User will input the OTP in the designated field.
   * **OTP Verification (Mobile):**
     + A one-time password (OTP) will be sent to the provided mobile number.
     + User will input the OTP in the designated field.
4. **Password Creation:**
   * A field to create a **password** for future login.

**2. Registration Confirmation and Redirection to Panel**

* **Successful Registration:**
  + After successful registration and verification, the user will be redirected to their personal panel/dashboard.

**3. User Panel**

Once logged in, the user will see a dashboard where they can fill out the necessary information in multiple steps. These steps will be displayed clearly on the user’s panel to indicate progress.

**Steps in the User Panel (Form Process)**

The process is broken down into five steps:

1. **Step 1: Basic Details**
   * Information such as:
     + **Full Name**
     + **Date of Birth**
     + **Address**
     + **Contact Details (if different from registration)**
2. **Step 2: Student Details**
   * Information related to the student such as:
     + **Student’s Name**
     + **Date of Birth**
     + **Grade/Class**
     + **School Name**
     + **Guardian Information** (if needed)
3. **Step 3: Parent Details**
   * Parent-related information:
     + **Father’s/Guardian’s Name**
     + **Mother’s Name**
     + **Occupation**
     + **Address (if different from the student's)**
4. **Step 4: Document Upload**
   * The user will be prompted to upload necessary documents such as:
     + **Proof of Identity (e.g., Aadhar Card, Passport)**
     + **Proof of Address**
     + **Student Documents (e.g., Report Cards, Certificates)**
5. **Step 5: Payment**
   * The user will be directed to make a **payment** for registration.
   * Multiple payment options will be available, such as credit/debit card, net banking, or any relevant payment gateways.

**4. Progress Tracker**

* A **progress tracker** will be displayed at the top of the panel.
  + It will show the steps the user has completed and the steps left to complete.
  + Each step will be marked as **Incomplete**, **In Progress**, or **Complete**.

**5. Email Notifications**

* **Automatic Email Notifications** will be triggered in the following scenarios:
  + If the user leaves any step incomplete, they will receive an email reminder with a message like:
    - "You’ve left the step [Step Name] incomplete. Please log in to your panel and continue."
  + **Progress Reminders** will be sent periodically (e.g., daily or weekly) if the user has not completed a step.
  + If the user completes all the steps, they will receive a confirmation email, e.g.:
    - "Congratulations! You have completed your registration process. You can now stay updated by logging into your panel."

**6. User Panel After Completing All Steps**

Once all the steps are completed:

* **Dashboard Update:**
  + A confirmation screen will appear displaying a message like: "Registration Complete."
  + The user will also be able to access:
    - **Applied Forms** - A section displaying all forms that have been completed and applied.
    - **Further News** - Information, updates, and news that officials may provide.
    - **Stay Updated** - The user will be encouraged to stay updated by logging in frequently to their panel for any new notifications.

**7. Login and Session Management**

* The user will be able to log in at any time using the registered email and password.
* If the user has any incomplete steps, the system will display those steps upon login and remind them to complete the pending fields.
* The user will be able to resume their registration from where they left off.