



Important Notes:

- The MSP India Team usually reviews activities once in 2 weeks, but there may be times (especially in Jan & Feb 2011) when activities may remain in "Pending Approval" state for up to 4 weeks.
- Activities conducted from 1st Oct 2010 till date will be accepted until 13th Feb 2011. During this time, activities submitted by new MSPs will be typically processed on priority (due to probation period) compared to activities submitted by old MSPs.
- After 13th Feb 2011, the usual rhythm of monthly activity submission & processing will resume.
- Local activities for MSPs in India are listed here:

<https://www.microsoftstudentpartners.com/SitePages/Activities/ActivitiesBrowse.aspx>

Browse Activities by Category

India

Tech Talks

Online Referrals

Imagine Cup Participation

Microsoft Certifications

Contribution to Special Activities

Top Activities

Most Recent

Most Points

IC 2011 Online Referrals 400 pts

40 points per blocks of 40 up to a max of 400 points •Your referred candidates have to provide y...

Signed Up: 54

WebApp Downloads 400 pts

40 points per blocks of 40 downloads up to a max of 400 points •http://www.microsoft.com/web/gall...

Signed Up: 42

- Click on any of the activities to see further details like proof required etc.

» IC 2011 Online Referrals 400 pts

Goal:
Encourage more students to work on socially relevant projects as part of Imagine Cup 2011 during the period 15th Nov 2010 - 15th April 2011.

Description:
40 points per blocks of 40 up to a max of 400 points •Your referred candidates have to provide your referral code in the "Referral Code" field •Referrals will be tracked by MSP India Team and reports will be published monthly, starting from December 2010 until April 2011.

Deadline/Time Limit:

Submitted By:
ADE INDIA



Activity submission is now a 2 step-process:

Step 1: Sign up for an activity

To submit an activity for approval, you have to “sign up” for it first.

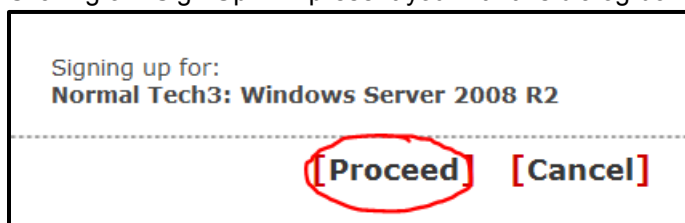
- Sign in to www.microsoftstudentpartners.com with your BPOS account. Remember to remove “@msptechrep.com” from the UserName.
- After signing in, you will be taken to the MSP Dashboard (the homepage).
- From the top navigation bar, click on “Activities”



- You will be taken to the Activities page, with a listing of all local activities for MSPs in India. Click on the activity you conducted and want to submit for approval. Suppose you conducted “Normal Tech 3” and want to submit it for approval. Select it from the list of activities by clicking on it. You will be directed to another page which will have complete details of the activity.
- On the right side, you will see “Sign Up” under My Tasks.



- Clicking on “Sign Up” will present you with this dialog box. Click “Proceed” to continue.





- g. You will then see this activity “In Progress” under the “My Activities” section.

My Activities

» IN PROGRESS

Normal Tech3: Windows Server 2008 R2 40 pts
MSP: | Signed Up: Jan 24,2011

Priority Tech2: Windows Phone 7 (Silverlight, XNA) 60 pts
MSP: Ritesh Ganatra | Signed Up: Jan 20,2011

IC 2011 Online Referrals 400 pts
MSP: Ritesh Ganatra | Signed Up: Jan 6,2011

MSP "PDC10 EVENTS ON-DEMAND" COMPETITION! (Optional: Please consult your ADE before signing up) 0 pts
MSP: Ritesh Ganatra | Signed Up: Dec 16,2010

Step 2: Edit activity progress and submit for approval

After signing up & conducting an activity, you then need to submit it for approval (with relevant proof), so that it can be evaluated.

- a. Click on the activity which is “In Progress” as shown in the screenshot above.
This will take you to the following page:

Normal Tech3: Windows Server 2008 R2

Upload Documents (circled in red)

Upload Photo

Save Progress

Submit for Approval

* Date: 1/24/2011

Duration: 0 Hour(s)

* Description:

* Role: Participant

Average Feedback Rating: 0

* Number of Attendees: 0

Documents

No Resources Available

- b. Click on “Upload Documents” on the left side to submit proofs. You will be taken to the following page.
- Select the file to upload by clicking on “Browse”.



- All proofs have to be submitted together in a single .ZIP file.
- Give it a proper name, include a short description and click “Upload”

Remember to upload proofs before filling any other fields in the activity form.

Upload Documents

*File to Upload:

s:\ \Desktop\ **Activity_Proof.zip** Browse...

*Name:

Activity Proofs

Description:

Proofs of activity- Normal Tech 3.
Proofs uploaded: 3 photos, excel of attendees,
letter from college

Activity: **Normal Tech3: Windows Server 2008 R2**

[Upload] [Cancel]

- c. After uploading proofs, you will be taken back to the activity submission page. Enter information for all fields carefully. Most important fields are:
- Date
 - Duration
 - Description
 - Role:
 - Organizer: select this if you conducted the activity. For technical sessions, you will typically need to be an organizer.
 - Participant: select this if the activity was conducted by someone else. This is relevant for activities like competing in Imagine Cup.

Number of attendees You will also be able to see the file name of the proofs you have uploaded on the right.

- d. After entering all required information, click on “Submit for Approval” on the left side.



Normal Tech3: Windows Server 2008 R2

* Date:
 Duration: Hour(s)

* Description:

* Role:
 Average Feedback Rating:
 * Number of Attendees:

Key Learnings:

» Documents
 Activity Proofs
 Downloads: 0

- e. After this, you will be taken to your activities page, where you can see your activity as “In Progress”.

» Normal Tech3: Windows Server 2008 R2 40 pts

Goal:
Learn about features of Windows Server 2008 R2 and share this knowledge with other students.

Description:
Minimum student attendees: 50 Following proof is required for all the tech sessions that you conduct: •3 photographs showing you as the presenter and the audience in the same frame. •Excel workbook of attendees containing Student name, College name, Email ID, Gender & expected year of course completion •Letter from a faculty-member with their contact information & designation stating that you have conducted the session with Topic, Date, Duration & Location. (Mandatory for all MSPs in probation. After probation and for old MSPs, 20 points will be deducted if this is not submitted)

Deadline/Time Limit:
Minimum duration: 1 Hour

» MY TASKS

- View Progress
- Search Resources
- Submit Resource
- Submit Photos
- Browse Photo Gallery

Activity In Progress !

- f. You can also view the status of this activity submission at <https://www.microsoftstudentpartners.com/SitePages/Activities/MSPActivities.aspx>



My Activities

» **IN PROGRESS**

Priority Tech2: Windows Phone 7 (Silverlight, XNA) MSP: Ritesh Ganatra Signed Up: Jan 20,2011	60 pts
IC 2011 Online Referrals MSP: Ritesh Ganatra Signed Up: Jan 6,2011	400 pts

» **PENDING APPROVAL**

Normal Tech3: Windows Server 2008 R2 MSP: Ritesh Ganatra Signed Up: Jan 24,2011	40 pts
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- g. After activity processing is completed, you will be able to see the activities on this same page as shown below in the “Completed” section:

» **PENDING APPROVAL**

Normal Tech3: Windows Server 2008 R2 MSP: Ritesh Ganatra Signed Up: Jan 24,2011	40 pts
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» **COMPLETED**

Priority Tech1: Cloud Computing (Windows Azure) MSP: Ritesh Ganatra Signed Up: Jan 19,2011	60 pts
Normal Tech3: Windows Server 2008 R2 MSP: Ritesh Ganatra Signed Up: Jan 5,2011	40 pts
S2B Online Referrals MSP: Ritesh Ganatra Signed Up: Jan 5,2011	400 pts