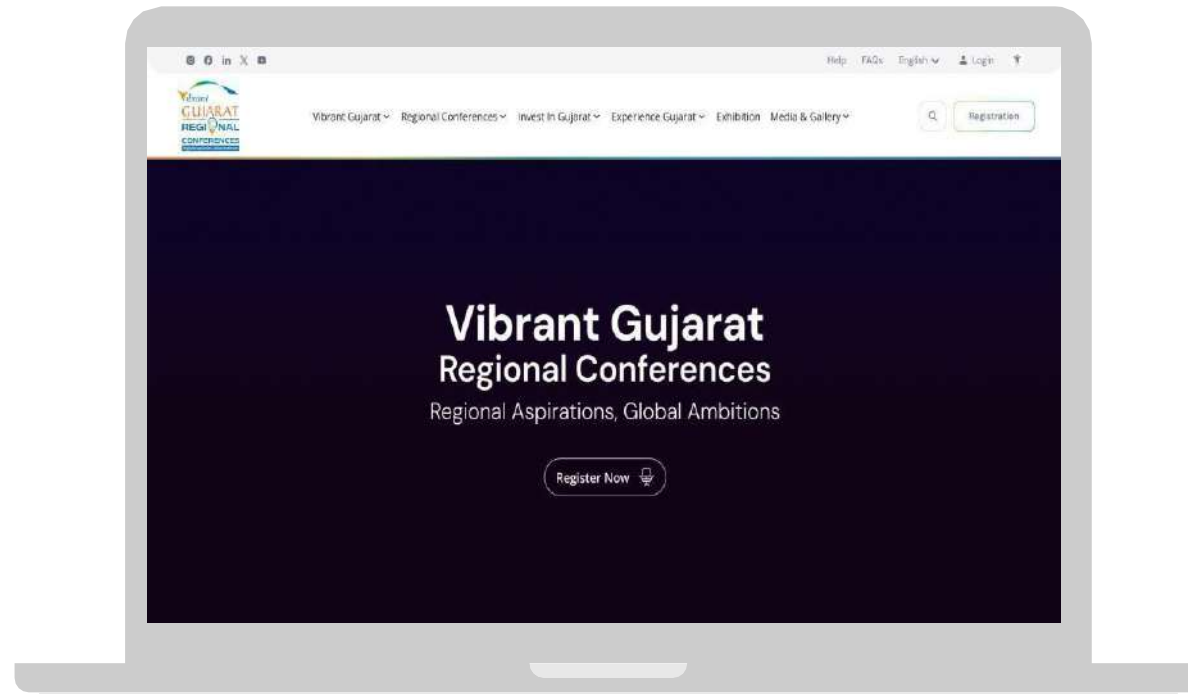




## User Manual – Company Registration



### Disclaimer

- This user manual is intended solely for the information and internal use of Vibrant Gujarat Global Summit and Vibrant Gujarat Regional Conferences, is not intended to be, and should not be used by any other person or entity. No other person or entity is entitled to rely on this user manual in any manner or for any purpose.
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2. Features of Vibrant Gujarat Regional Conferences Portal
3. Registration

## 1. Getting Started

### 1. Features of the Vibrant Gujarat Regional Conferences Portal

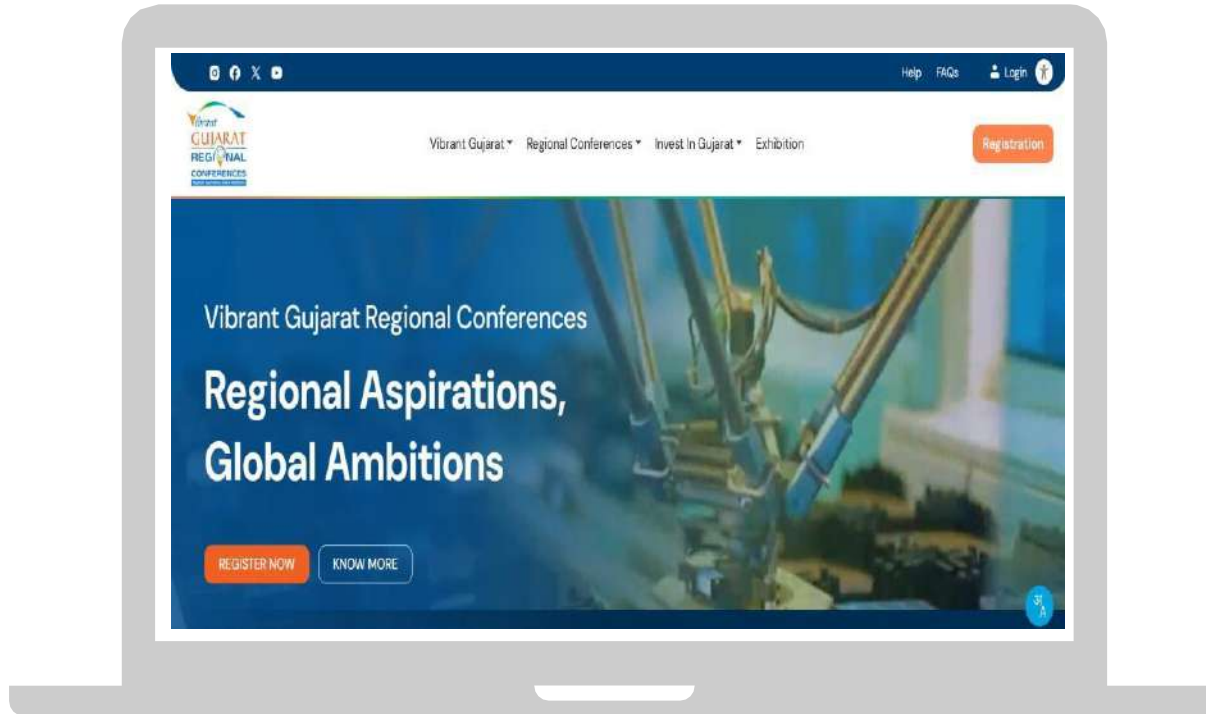
Company registration is for all companies who can use this platform to network with other companies and attendees. You can also view and update your profile on the portal after registration. To do so the company has to register them on the portal (<https://www.vibrantgujarat.com/>). You can also view and update your profile on the portal after registration.



## 1. Getting Started

**Features:** The module covers the following to access the portal:

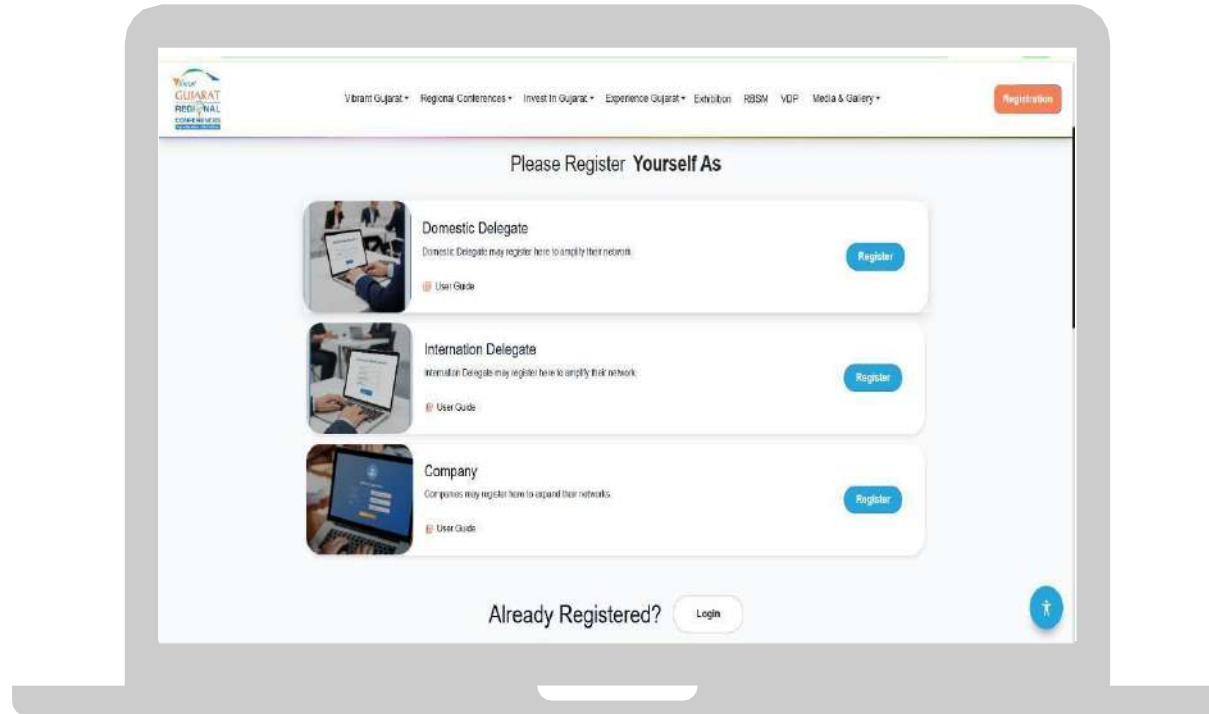
- Register as Company
- Login to the Portal (i.e., after profile approval)
- Networking Opportunities
  - B2B Opportunities
  - B2G Opportunities
  - Chat
- Schedule / Itinerary Management
- View and participate in an event sessions.



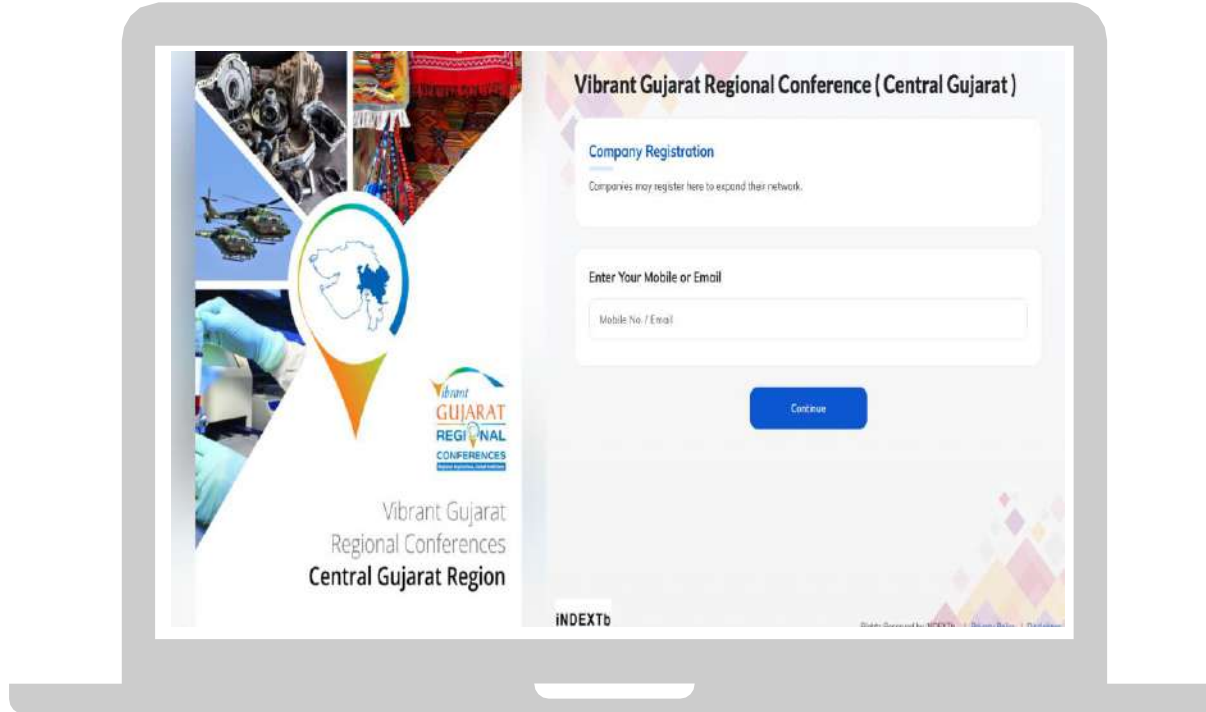
### 1.2 Registration

As an Company, you need to register yourself on the portal before you can avail the facilities provided by the portal.

The “**Registration**” link on the header (top-right) section of the portal’s Home page allows you to initiate the registration process. As per the registration process, after your approval, you need to remember your registered email ID for all your future logins. Your login credentials also enable you to make use of the “**Networking Portal**”.



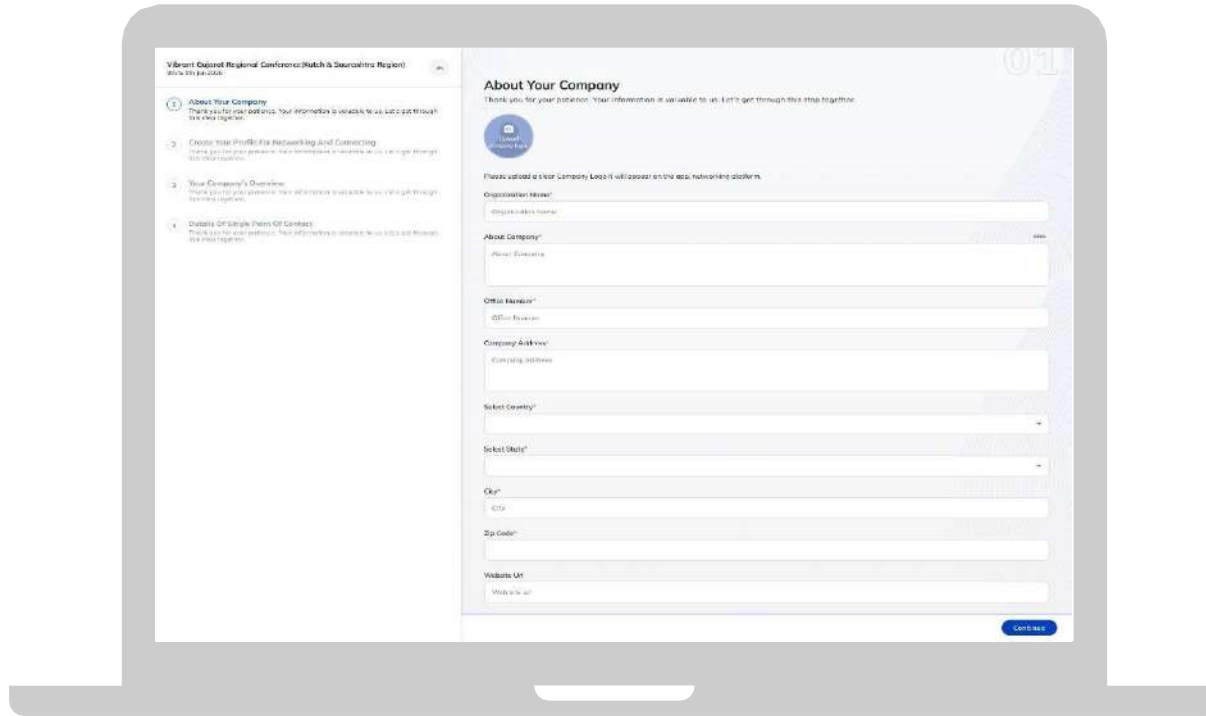
1. Once you click the “**Registration**” button, the below page will appear, and the user has to select the option “**Company**” from the registration page.



- All companies can register on the portal by providing the required details below. Please note that a valid company **Email ID or Contact No** is mandatory for registration.



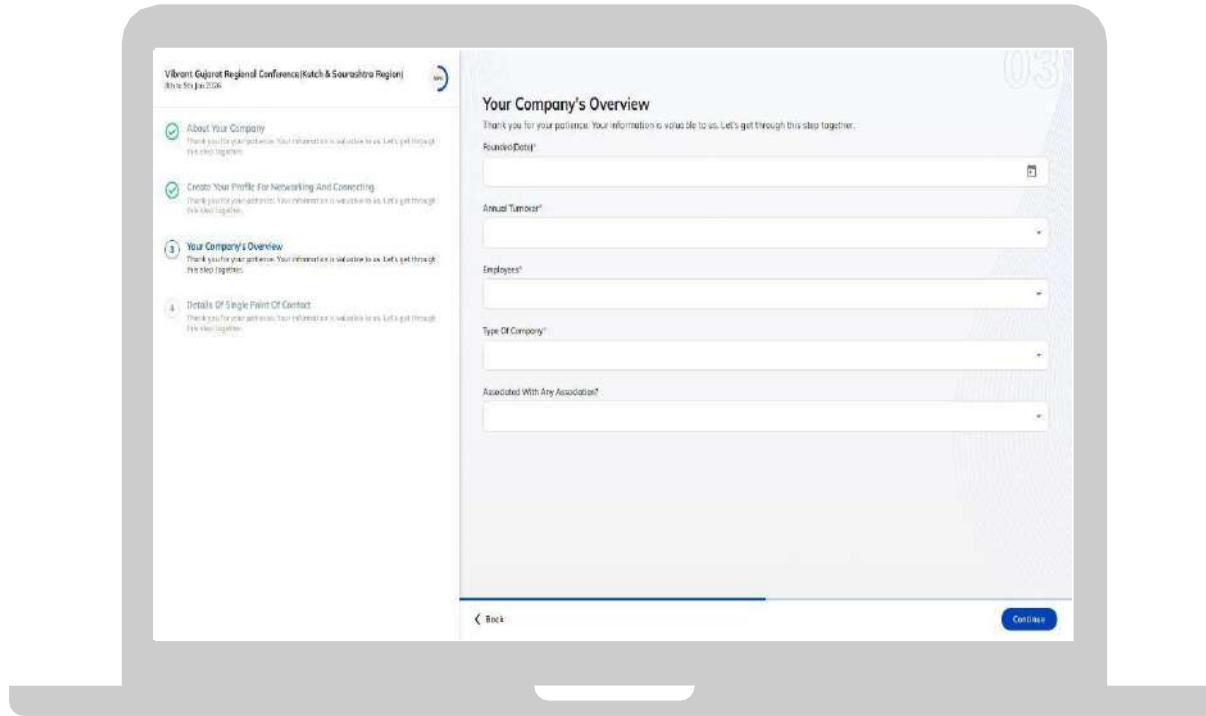
3. Click “**Continue**” to receive the OTP on the valid email-id or Contact No.
4. Enter the OTP verification code that you receive on your registered email ID.
5. You will be redirected to the registration form.



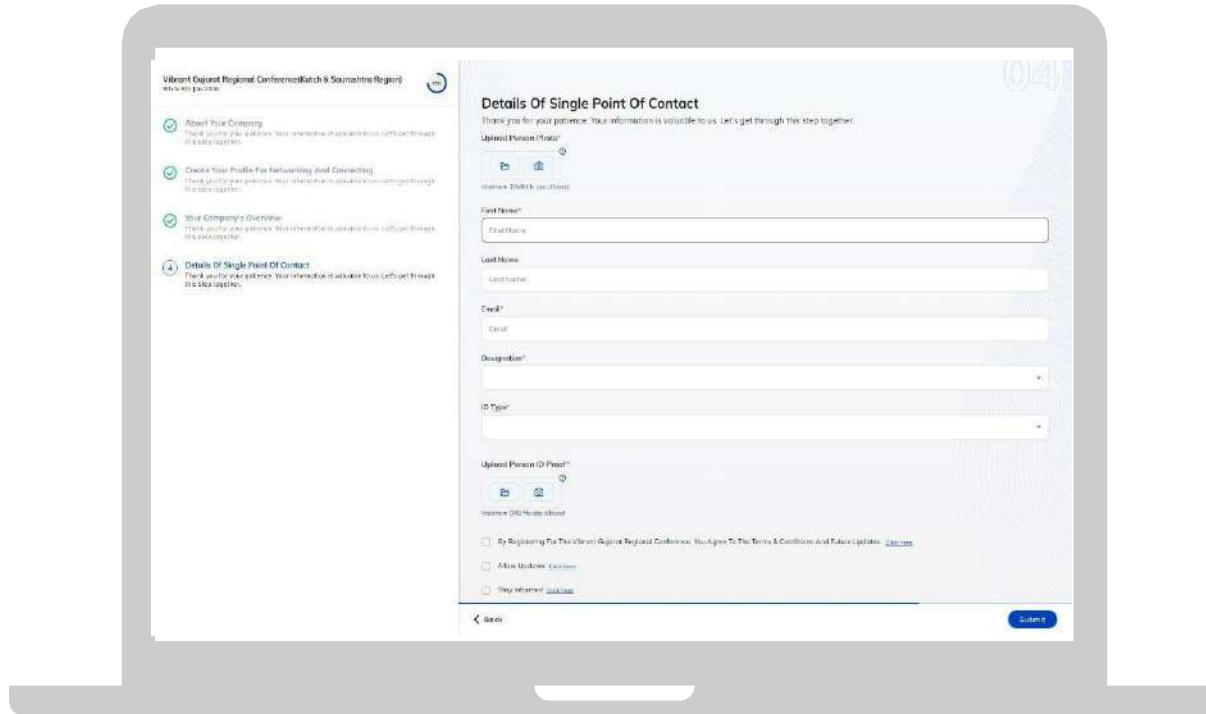
6. 6. Part – Part-A: The user is required to fill in the “**About Your Company**”, such as:
- a. Upload logo
  - b. Company Name
  - c. About Company
  - d. Office Number
  - e. Company Address
  - f. Select Country
  - g. Select State
  - h. City
  - i. Zip Code
  - j. Website Url
- The user is required to click “**Continue**”

The screenshot shows a web browser interface for the 'Vibrant Gujarat Regional Conference (Kutch & Saurashtra Region)'. The page title is 'Create Your Profile For Networking And Connecting'. A progress bar on the left indicates four steps: 1. About Your Company (completed), 2. Create Your Profile For Networking And Connecting (current step), 3. Your Company's Overview, and 4. Details Of Single Point Of Contact. The main form area contains the following fields: 'Product/Services' (text input), 'Purpose Of Attending Vibrant Gujarat Regional Conference' (dropdown menu), 'Upload Any Document That Best Describe Your Organization' (file upload area with a 'Maximum 2MB Allowed' note), and 'Sector' (dropdown menu). At the bottom of the form, there are 'Back' and 'Continue' buttons.

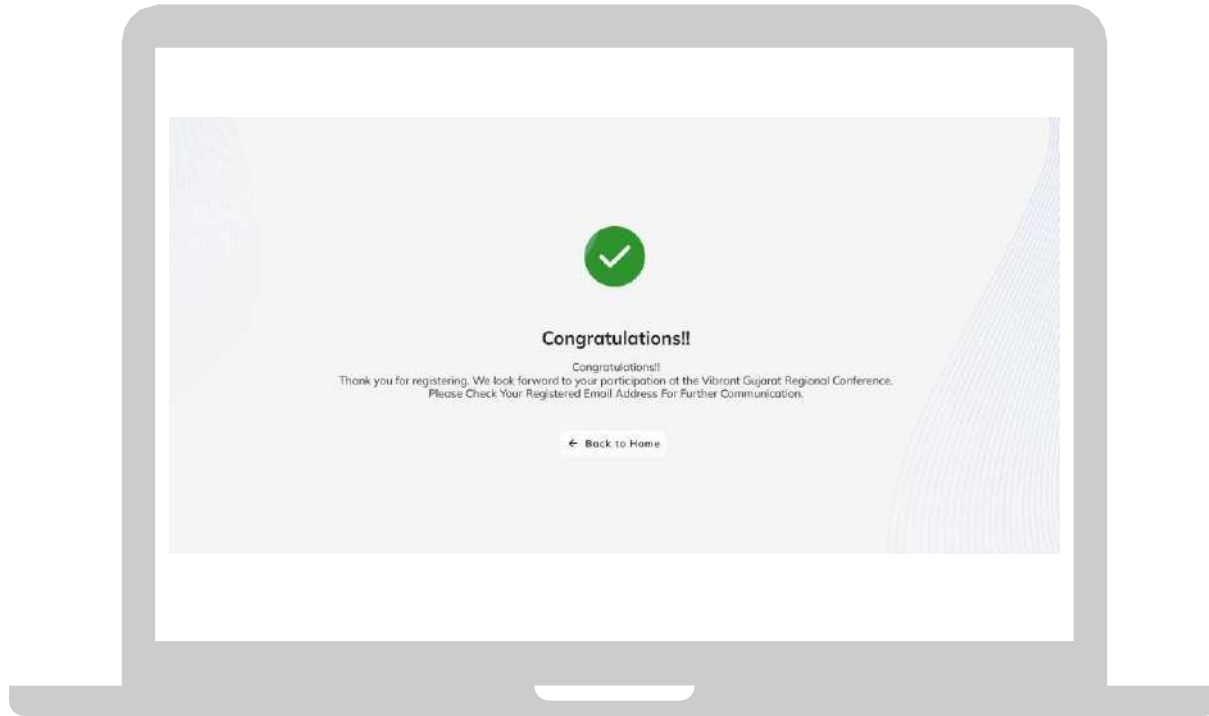
- Part-B: The user is required to fill in the “**Create Your Profile For Networking And Connecting**” and provide the details required for the B2B networking platform. It is an Online Community platform that helps you chat with and request meetings with attendees. such as:
  - i. Products/Services
  - ii. Purpose of attending the summit
  - iii. Upload any document that best describes your company
  - iv. Sector
- The user is required to click “**Continue**”.



- **Part-C: The user is required to fill in the “Your Company’s Overview”, such as:**
  - Founded (Date)**
  - Annual turnover**
  - Employees**
  - Type of company**
  - Association**
- **The user is required to click “Continue”.**

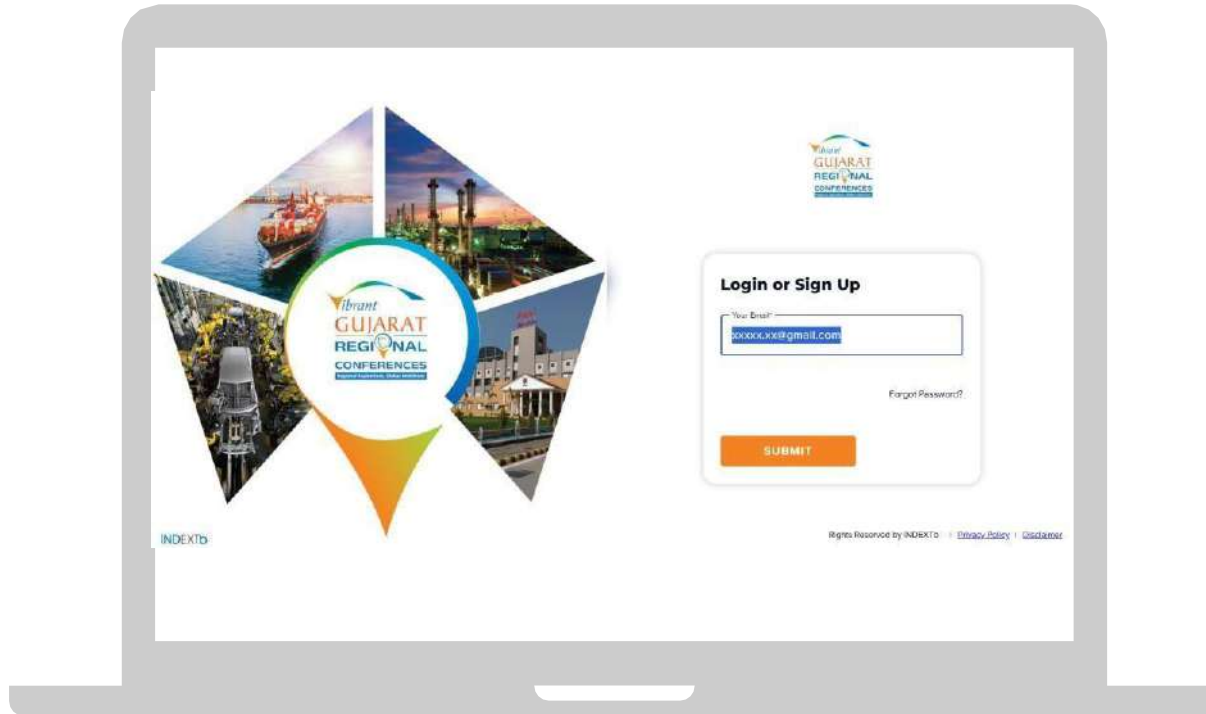


- Part-D: The user is required to fill in the “**Details Of Single Point Of Contact**” and provide the details of the Company Coordinator who is going to handle the Chat, Meeting request, and other necessary support such as:
  - i. Upload Person Photo
  - ii. First Name
  - iii. Last Name
  - iv. Email-ID
  - v. Designation
  - vi. ID Type
  - vii. Upload Person ID Proof
  - viii. Terms & Conditions
- The user is required to click “**Submit**”.



10. After “**Successful Registration**” to the Vibrant Gujarat Regional Conferences.

- Please visit your registered email for the updates on Vibrant Gujarat Regional Conferences.



11. After “ **Your Profile is Approved** ” for the Vibrant Gujarat Regional Conference you will get access to the “**Networking Portal**” and the “**VGRC Mobile App**”.

**Networking Portal:** <https://networking.vibrantgujarat.com/>

To download the “**VGRC Mobile App**” please scan the QR code below for the Play Store or App Store.

**Play Store**



**App Store**



Please visit your registered email for the updates of your approval on Vibrant Gujarat Regional Conferences.