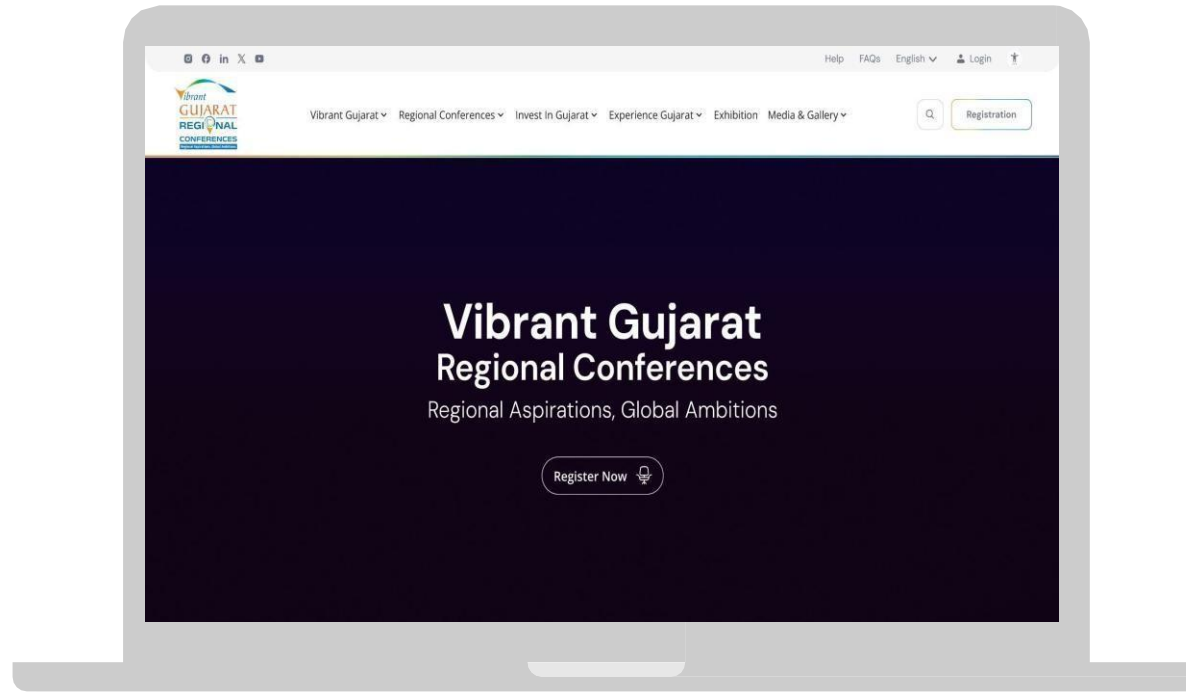




## User Manual – International Delegate Registration



### Disclaimer

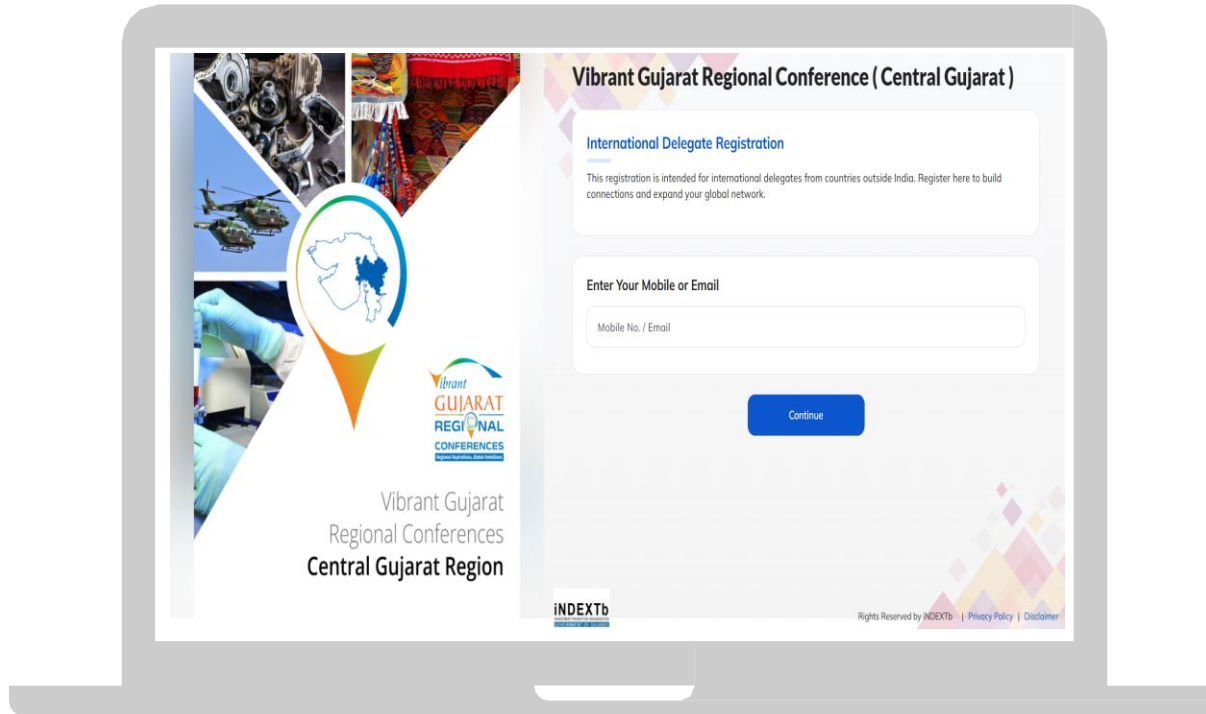
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## Content

1. Getting Started
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3. Registration

### 1. Getting Started

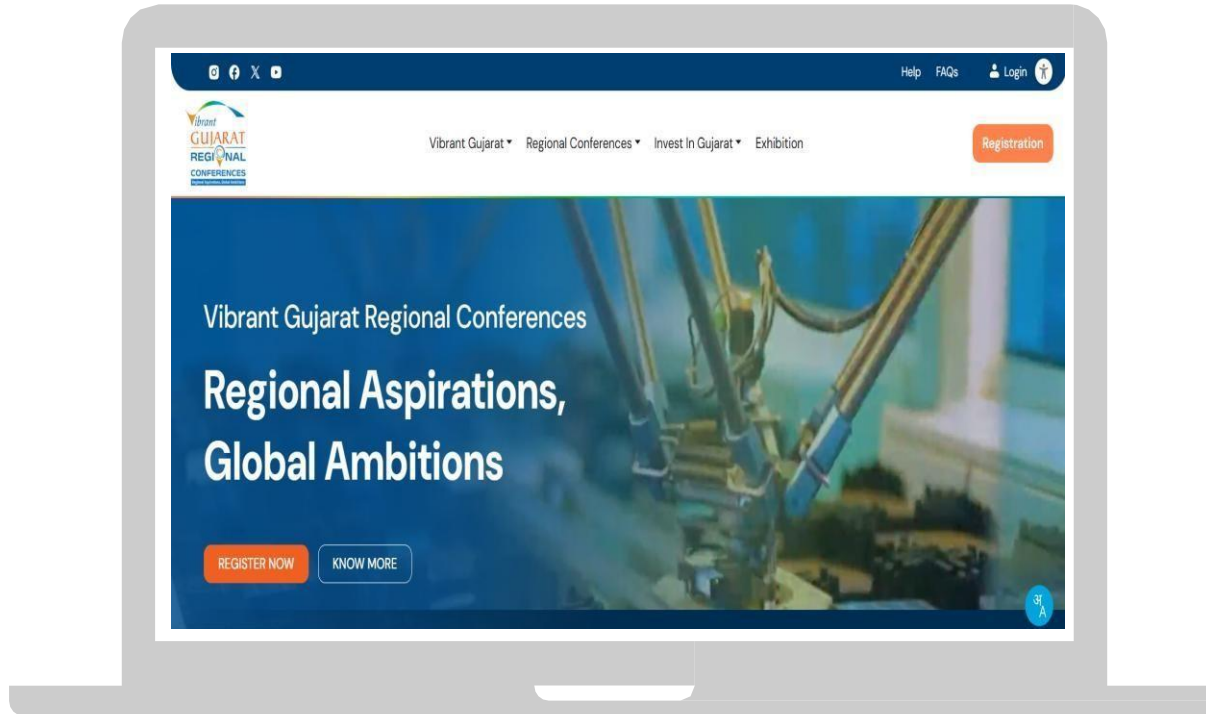
- The **International Delegate Registration** is designed for individuals participating as **international delegates**. The portal enables delegates to explore and connect with networking opportunities that align with their interests and professional objectives.
- To get started, delegates must register on the official portal at <https://www.vibrantgujarat.com/>. After registration, users can view and update their profiles anytime through the portal.



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

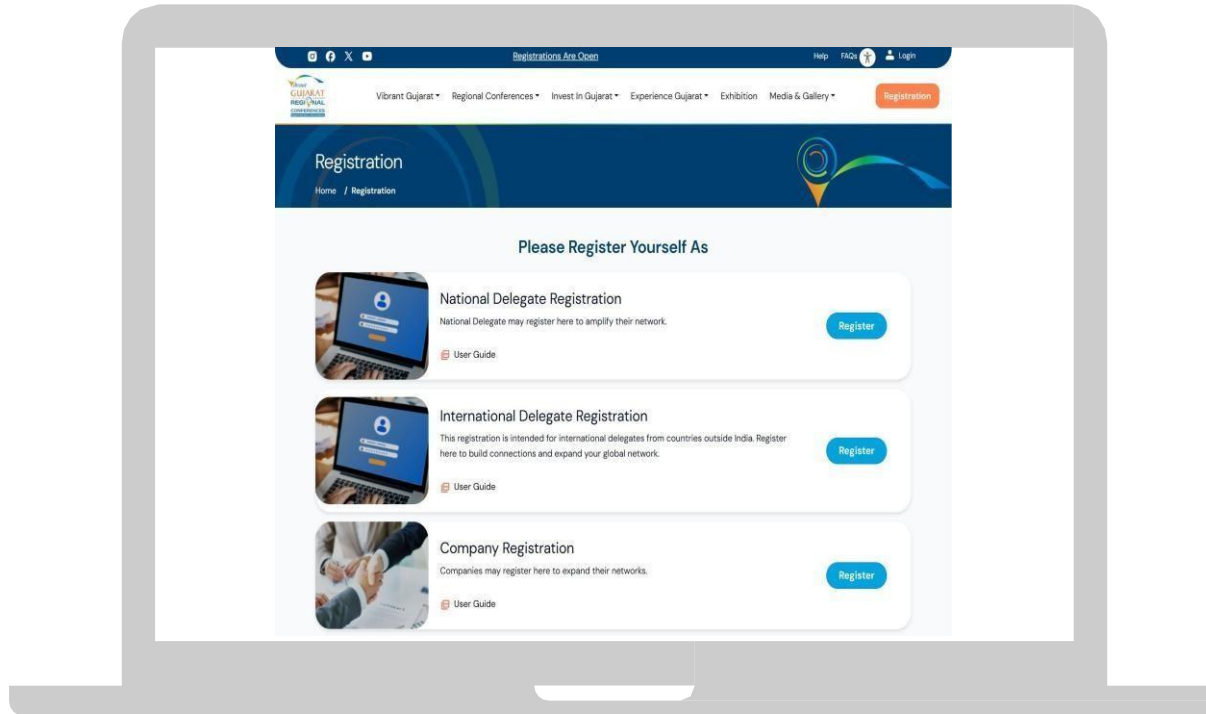
The International Delegate module covers the following to access the portal:

- Register as International Delegate
- 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.

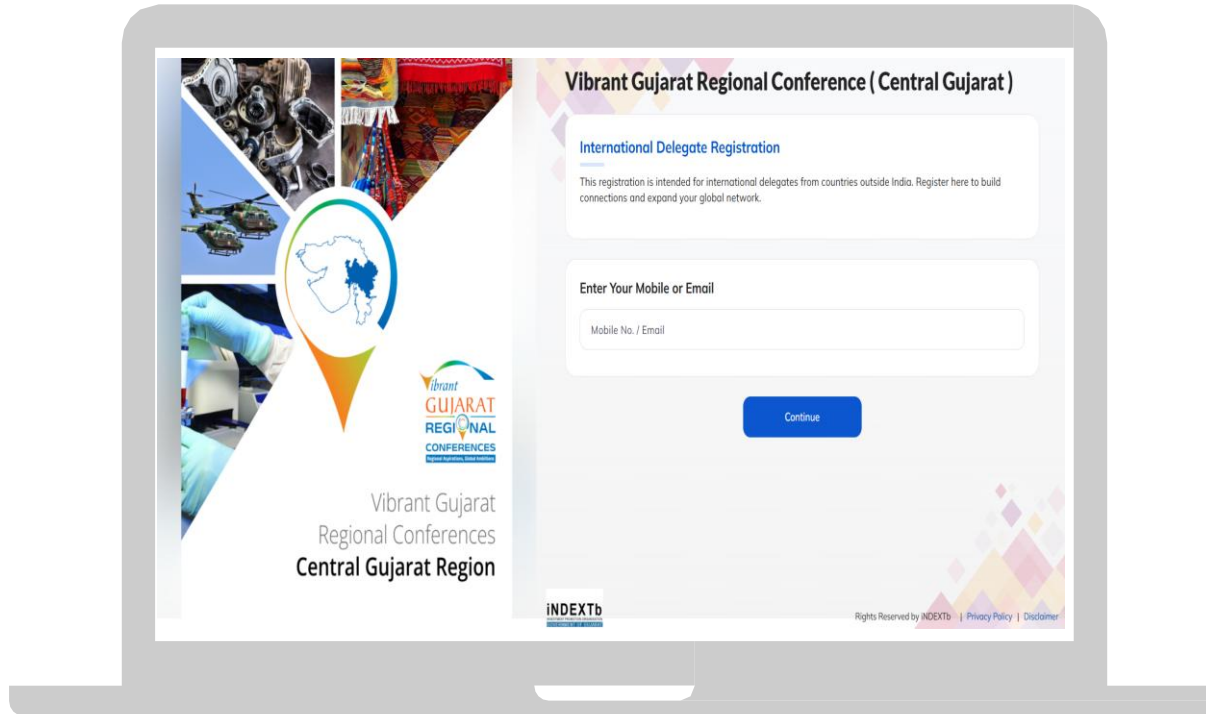


### 3. Registration

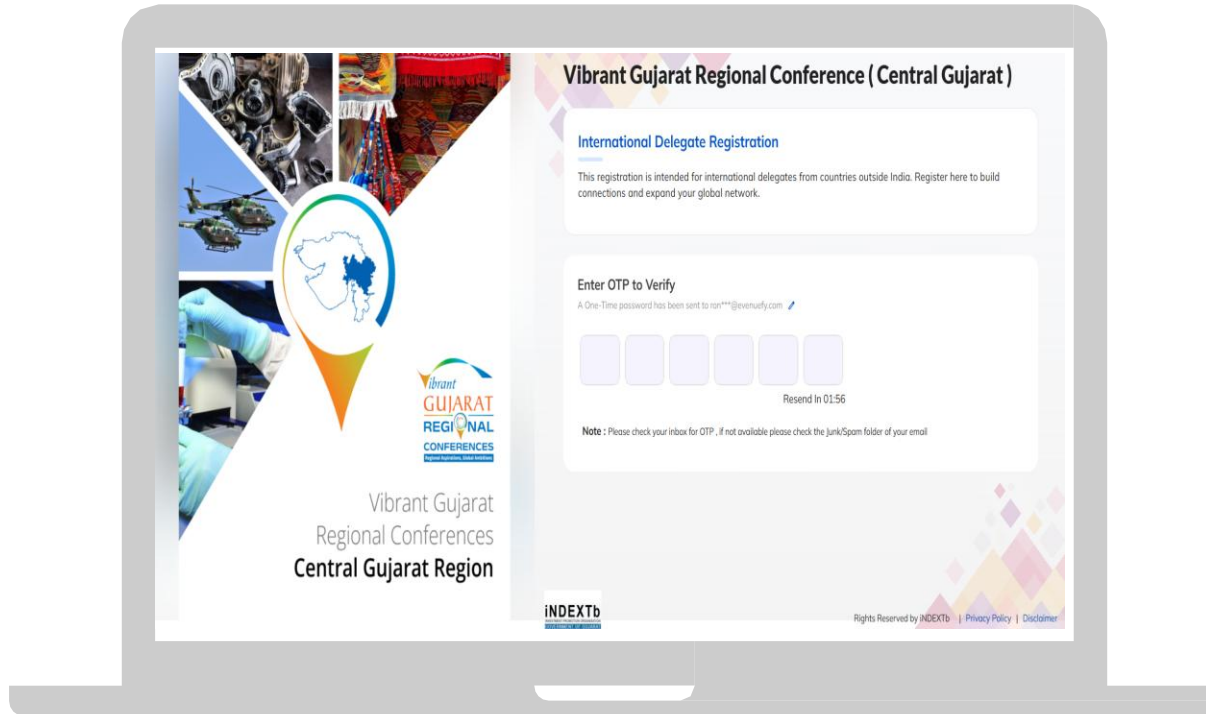
- As an **International Delegate**, you are required to register on the portal before accessing the various facilities and services available.
- Click on the “**Registration**” link located in the header (top-right corner) of the portal’s Home Page to start the registration process. Once your registration is approved, please remember your **registered email ID** as these will be required for all future logins.
- Your login credentials will also provide access to the **Networking Portal**, allowing you to explore opportunities and connect with other delegates from around the world.



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



- All International Delegates can register into the portal by using below: “**Email-ID.**” is mandatory for registration.



2. Click “**Continue**” to receive the OTP on the valid email-id.
3. Enter the OTP verification code that you receive on your registered email ID.
4. You will be redirected to the registration form.

The screenshot shows a registration form titled "Please Introduce Yourself" for the "Vibrant Gujarat Regional Conference (Kutch & Saurashtra Region)". The form includes a progress indicator with two steps: "Please Introduce Yourself" (current) and "Your Profession". The main form area contains the following fields and options:

- Upload Photo:** A circular button with a camera icon and the text "Upload Photo" and "Photo". Below it, a note says: "Please upload a clear photo it will appear on the app, networking platforms, and your badge."
- First Name\*:** A text input field with "Mital" entered.
- Last Name\*:** A text input field with "Jogani" entered.
- Designation\*:** A dropdown menu.
- Organization Name\*:** A text input field with "Organization Name" entered.
- Contact No\*:** A text input field with "+918347431755" entered.
- About\*:** A text area with "About" entered.
- Gender\*:** Radio buttons for "Male", "Female", and "Other".

A blue "Continue" button is located at the bottom right of the form.

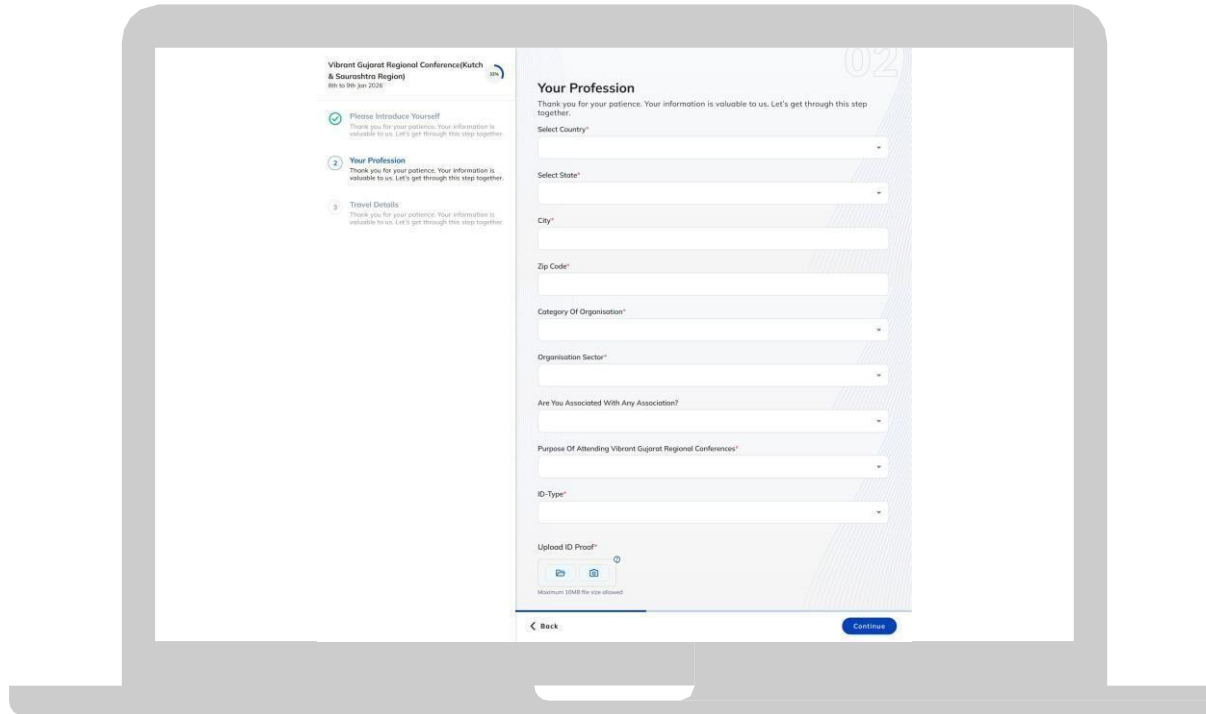
## 5. Part – A: The Delegates is required to fill out the “**Please Introduce Yourself**”

- i. Upload Photo
- ii. Name of the person applying
  - a. First Name
  - b. Last Name
- iii. Designation
- iv. Organization Name
- v. Contact No.
- vi. About
- vii. Gender

The user is required to click “**Continue**”

## 6. Part-B: The delegates is required to fill out the “**Your Profession**”: What do you do?

- i. Select Country (The country dropdown will exclude **India**)
- ii. Select State
- iii. City
- iv. Zip Code
- v. Category of Organisation
- vi. Organisation Sector
- vii. Are You Associated With Any Association?
- viii. Purpose of attending Vibrant Gujarat Regional Conferences.
- ix. Id Type
- x. Upload ID Proof



The screenshot shows a laptop displaying a registration form for the 'Vibrant Gujarat Regional Conference (Kutch & Saurashtra Region)'. The form is titled 'Your Profession' and includes the following fields and sections:

- Progress Indicator:** A vertical list of three steps: 1. Please Introduce Yourself (completed), 2. Your Profession (current step), and 3. Travel Details.
- Form Fields:**
  - Select Country\*
  - Select State\*
  - City\*
  - Zip Code\*
  - Category Of Organisation\*
  - Organisation Sector\*
  - Are You Associated With Any Association?\*
  - Purpose Of Attending Vibrant Gujarat Regional Conferences\*
  - ID-Type\*
- Upload ID Proof\*:** A section with a camera icon and a file upload icon, with a note 'Maximum 10MB file size allowed'.
- Navigation:** A '< Back' button on the left and a 'Continue' button on the right.

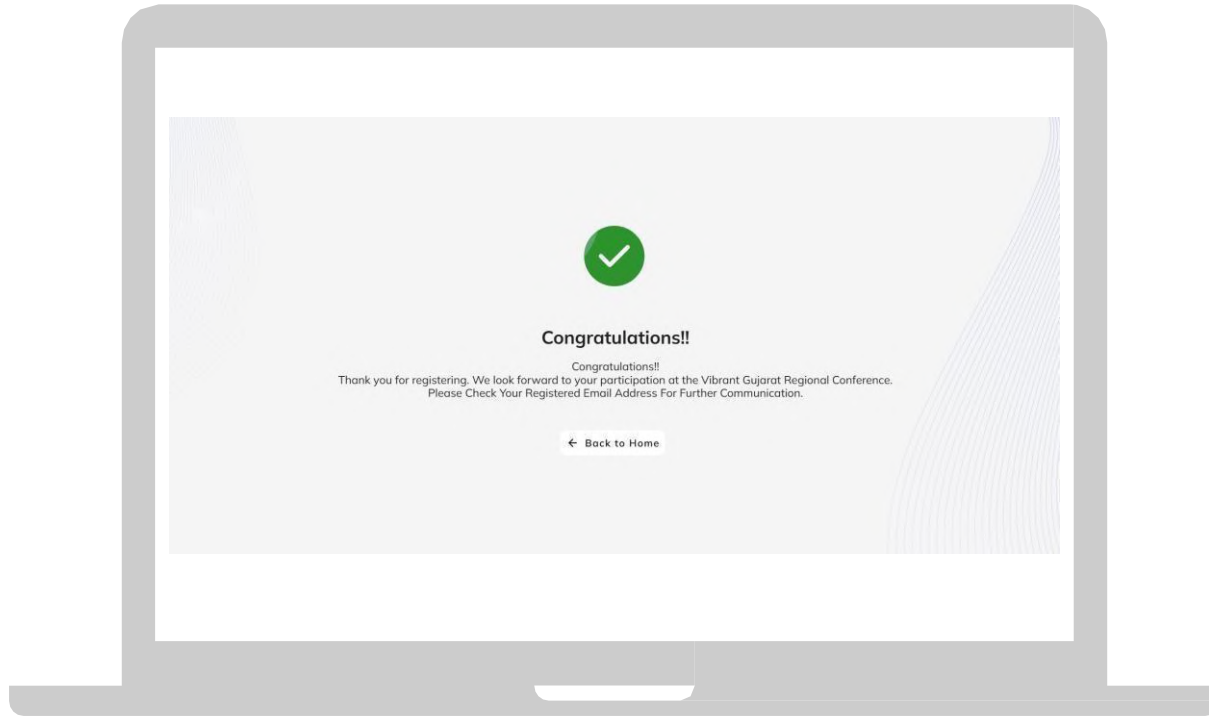
The user is required to click “**Continue**”

7. Part-B: The delegates is required to fill out the “**Travel Details**”: What do you do?

- i. Arrival Date
- ii. Arrival Details
- iii. Arrival Type
- iv. Arrival Attachment
- v. Departure Date
- vi. Departure Details
- vii. Departure Type
- viii. Departure Attachment
- ix. Terms & Conditions

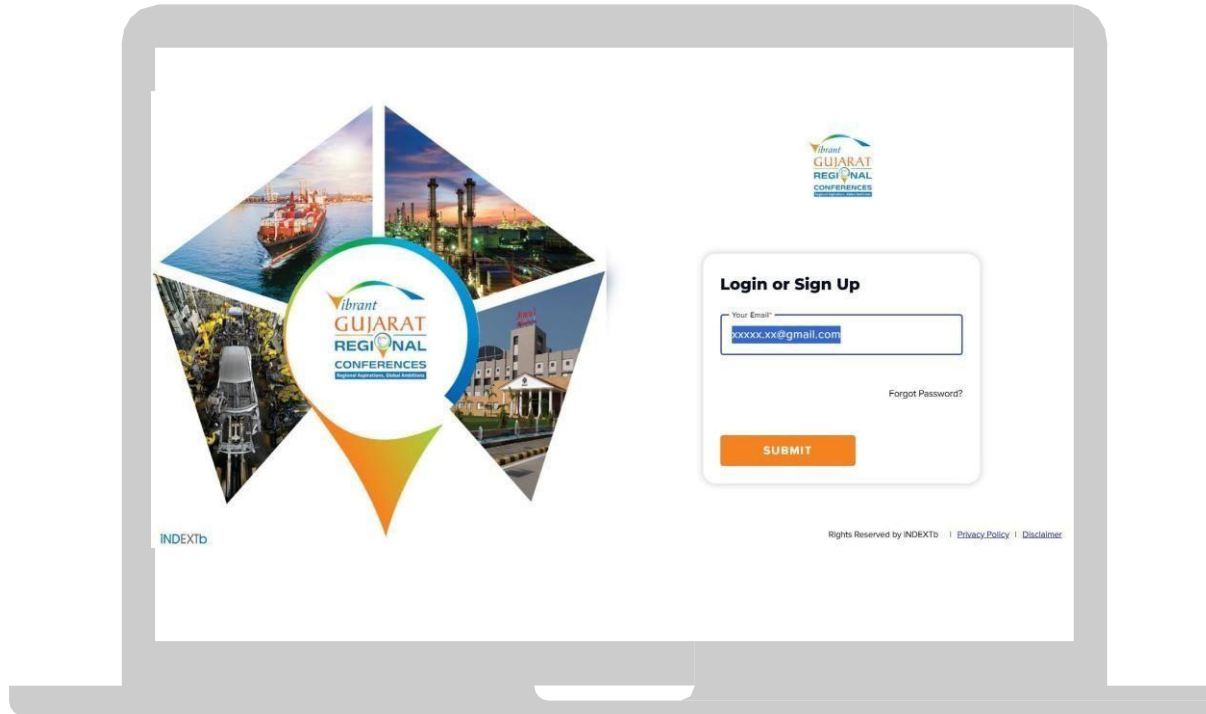
The screenshot shows a web form titled "Travel Details" for the "Vibrant Gujarat Regional Conference (Kutch & Saurashtra Region)". The form is divided into two main sections: "Arrival Details" and "Departure Details". Each section contains a date field, a text area for details, and a dropdown menu for "Arrival Type" and "Departure Type". There are also attachment fields for "Arrival Attachment" and "Departure Attachment". At the bottom of the form, there are three checkboxes: "By Registering For The Vibrant Gujarat Regional Conference, You Agree To The Terms & Conditions And Future Updates", "Allow Updates", and "Stay Informed". A "Submit" button is located at the bottom right of the form area.

The user is required to click “**Submit**”



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

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



9. 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.