

# User Guide

## User Registration

For registering as a user on site follow the below listed points.

- (1) Open the site and on home page click on the 'Register' menu link on bottom region.
- (2) On user register page select the user type (Artist or Organization) for which type u want to create account.
- (3) Enter your name, email and mobile number on their respected fields.
- (4) Enter the CAPTCHA character on Captcha field and press save button.

After above process you receive a message 'A welcome message with further instructions has been sent to your e-mail address.'

Check your email for your Username and Password.

## User Login

For login into the site as a registered user follow the below listed points.

- (1) Open the site and on home page click on the 'Login' menu link on bottom region.
- (2) Enter your username in Login ID filed and password on Password field.
- (3) Enter the CAPTCHA character on Captcha field and press LOG IN button.

After above process you will be logged in and access the permitted user type functions.

## Download and Upload Data

For uploading the artist data first you have to download the form Download Form menu link.

### Download Form:-

When you click on the Download Form menu an excel file will be saved and you have to edit the information there.

The excel file will have following fields to be filled up:-

- (1) Name of Art Form/Cultural Practice
- (2) Category
- (3) Sub Category
- (4) Sub-Sub-Category
- (5) Sub-Sub-Sub-Category
- (6) Others(Type Here)

- (7) Art Form (Endangered/Practicing/Surviving)
- (8) If Practicing(Few Lines on Method of Transmission)
- (9) Artist Name
- (10)Father's Name
- (11)Date of Birth
- (12)Address-1
- (13)Address-2
- (14)State
- (15)District
- (16)Pin Code
- (17)Mobile No.
- (18)Telephone No.
- (19)Email – ID
- (20)Adhar No. (Optional)
- (21)Bank Ac/No.
- (22)IFSC code

Fields Category, Sub-Category, Sub-Sub-Category, Sub-Sub-Sub-Category, State, District are select dropdown list and should be filled up by the available options only.

After filling the data save file on your system.

**Upload Form:-**

To upload the filled form click on Upload Form menu, data import page will open.

From Upload Artist Form field browse your excel file and upload it.

On this page other fields are also available to upload the details like:-

- (1) Upload Artist Photo
- (2) Youtube Video URL
- (3) Upload Video
- (4) Upload Documents

You can fill the fields and submit the data.