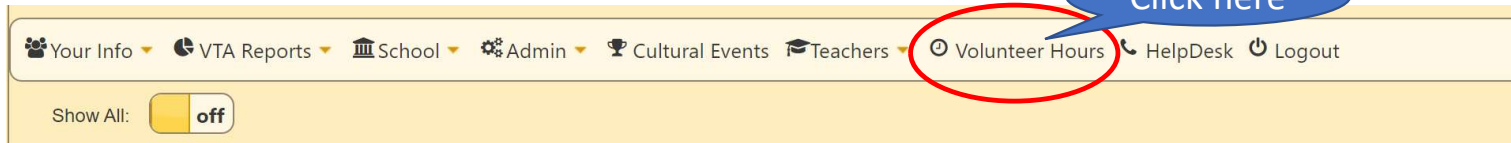


## GROUP REGISTRATION INSTRUCTIONS

STEP 1



STEP 2

Step 2A: Select ADZAP competition in New Registration tab

Step 2B: Select ADZAP competition in New Registration tab (Radio button – only one topic can be selected)

Step 2C : Click on “ENROLL” button.

Steps 1, 2 and 3 to be followed by all enrolling members including group coordinator and their kid's enrollment.

## கலை போட்டி பதிவு / Cultural Event Registration

Select a student

Adrbfe Dviizhxfss ( Age 6 as of 09/30/2021 )

New Registration

Current Registration

Step 3A: Under "Current Registration", Adzap Group registration will show up as shown below.

STEP 3

Filter Activities

Date Registered	Student Name	Event Name	Title Name	Event Date	Group Event	
12-13-2021	Adrbfe Dviizhxfss	சித்திரம்	என் கனவு உலகம்	2022-01-29	NO	
02-07-2022	Adrbfe Dviizhxfss	ஆத்திச்சூடி	போட்டிக்கான விதிமுறைகளின் படி சொல்லவும்	2022-03-12	NO	
03-07-2022	Adrbfe Dviizhxfss	விளம்பரவேளை	முக்காபுலா முகக்கவசம்	2022-04-16	YES Group not assigned.	Add to Group

Your registration not completed until you add your child to any available group. Please make sure you contact team primary coordinator.

Close

This pop-up window will show up indicating you need to assign your kid to your primary coordinators group

Step 3B:

- If you are the GROUP coordinator, proceed to STEP 4.
- If you are not the GROUP coordinator, proceed to STEP 5.

## GROUP COORDINATOR STEPS –

**Important Info : Only any one enrolling parent can be a GROUP COORDINATOR. Non VTA members cannot be GROUP COORDINATORS.**

### STEP 4: ONLY FOR GROUP COORDINATORS

### Cultural Group list

☐ TestR  
☐ Test-S  
☐ aasdfasdf

Group Name:  
Test-Adzap

Create Group

Add To Group

Cancel

Step 4B:

- Create a new group for your student team by giving a GROUP NAME. Keep it as unique as possible.
- Specify Name of Coordinator in group name for easy identification.

MANDATORY

Step 4C:

Click on "Create Group" button.

Step 4A: Click on "Add to Group"

Date Registered	Filter Activities	Date Registered	Group Event
12-13-2021		NO	
02-07-2022	Adrbfe Dviizhxfss ஆத்திச்சூடி	2022-03-12	NO
03-07-2022	Adrbfe Dviizhxfss விளம்பரவேளை முக்காபுலா முக்கவசம்	2022-04-16	YES Group not assigned.

This step is only for group coordinator

OTHER ENROLLING STUDENT PARENTS (NOT FOR GROUP COORDINATOR)–  
**Important Info : Each of the enrolling student parent MUST enroll their kid. Group coordinator cannot add all students in the group.**

STEP 5 : ONLY FOR ENROLLING

PARENTS

கலை

Select a student

Adrbfe Dvi

New Register

Filter Activities

Date Registered

12-13-2021

02-07-2022

03-07-2022

Cultural Group list

☐ TestR

☒ Test-S

☐ aasdfasdf

Group Name:

Create Group

Add To Group

Cancel

Step 5B:

Select your primary coordinator's group from the list shown. **MANDATORY**

Your primary coordinator needs to create group FIRST.

Step 5C:

Click on "Add To Group" button.

Adrbfe Dvi

ஆத்திச்சூடி

வாதுமுறைகளான

படி சொல்லவும்

2022-03-12

NO

Adrbfe Dvi

விளம்பரவேளை

முக்காபுலா

முகக்கவசம்

2022-04-16

YES

Group not assigned.

YES

Test-S

Step 5A: Click on "Add to Group"

Step 5D:

Under the GROUP EVENT, once you save you will see the Group name show up in your registration.