

MITRA Upakram

www.mitrapakram.net

The Registration Process :

- 1) Click on '**New Registration**' tab on Home Page.
- 2) After opening registration page, filled the Personal Details about user – **Compulsory fields to be filled are Name, Address, District, email-Id and phone No.**
 - **User Id is your email id, so please fill it correctly.**
- 3) In the Please define field, select the field that you are choosing to serve in MITRA
- 4) If you have done 10 day course with S.N.Goenka or any of his assistant teachers, then select Yes otherwise No.
- 5) After completed this process click on submit button.
- 6) In the next process Fill in the Activity Details.
 - In that select the activity which your are interest in .
 - Username is same as your email id.
- 7) After you have completed the registration process, You will get and e-mail form MITRA Upakram. Then you can login on www.mitrapakram.net.

For Creating Events

(You can create event after your registration process)

- 1) Select the Event Type form drop down menu
- 2) Then choose your event date and time.
- 3) Fill in the Location of the event which could be school name where you will be doing a workshop.
- 4) Select the District.
- 5) Compulsory filled – Contact person name, phone, email and Agenda and Name of Participant.**
- 6) Then Click on 'Submit' Button.
- 7) You can see created event in 'Event History'.
- 8) You can Upload photo's from Event History.
- 9) Only If you create the event then you can upload photo otherwise no.