

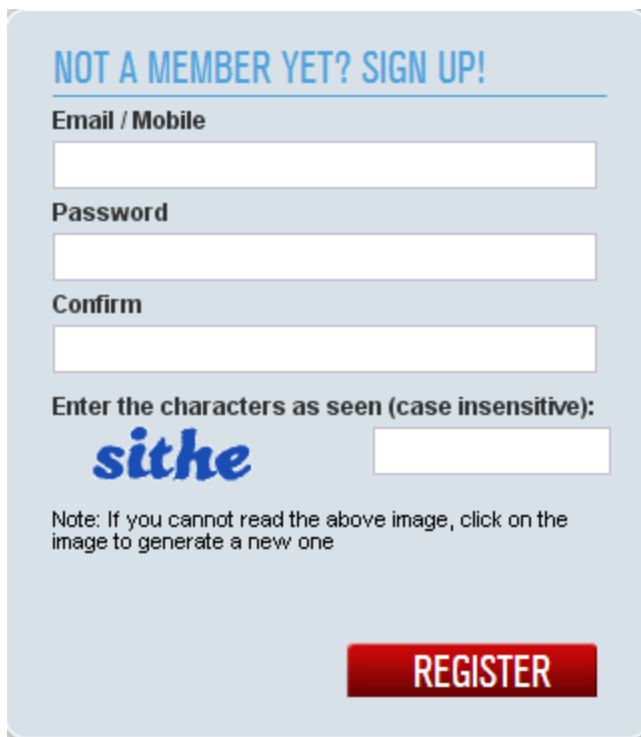
## STEPS TO REGISTER YOUR PROFILE AND BOOK THE COUPON

### 1. Registering with Sabarimala Virtual Q Portal

A user can register into the site after a few easy steps. A user needs to register with the site to be able to get coupons.

#### Steps for User Registration:

1. Click on the **Register** button at the top right corner of the website.
2. A Page with '*Sign Up*' form will be opened, enter a valid Email ID/Mobile number, type a password and confirm the same password. After filling the fields, click on the **Register** button.



NOT A MEMBER YET? SIGN UP!

Email / Mobile

Password

Confirm

Enter the characters as seen (case insensitive):

**sithe**

Note: If you cannot read the above image, click on the image to generate a new one

**REGISTER**

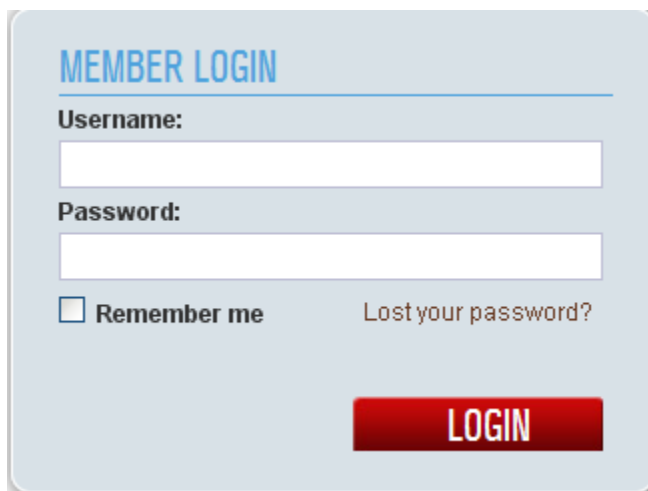
3. If Email ID is used, an activation link will be sent to that email ID immediately. Check your Email account and Click on the activation link to complete the sign up process. In case, the activation link is not working, click on the link provided for inputting the activation code, and enter the Activation code given on the email.
4. If registered with Mobile Number, a 6 letter activation code will be sent as SMS.
5. The 6 letter code is to be typed on the box below the Code and Click 'Activate' button.
6. Once the verification is confirmed, you can log-in to the portal using the username(Email/Mobile Number registered) and password set by you.

## 2. User Login

A user can login into the site using the email ID/Mobile Number given while Sign up.

Steps for Login:

1. Click on the **Login** button at the top right corner of the website.
2. In the '*Login*' form opened, at the *Username* field, enter the Email id/Mobile number
3. Enter the password provided while registering.
4. Click Login button



The image shows a 'MEMBER LOGIN' form. It has a light blue header with the text 'MEMBER LOGIN' in blue. Below the header, there are two input fields: 'Username:' and 'Password:'. To the left of the 'Remember me' checkbox is the text 'Remember me', and to the right of the checkbox is the text 'Lost your password?'. At the bottom of the form is a red button with the text 'LOGIN' in white.

## 3. Password Reset

If a user forgets the password, there is an option to reset and get a new password.

**Steps for Password Reset:**

1. In the '*Login*' form, click on the **Lost your Password** link.
2. In the page opened, enter the Email/Mobile and click **Verify** button.
3. Email will be sent to the given Email ID with a link to password reset page. Click on the Link.
4. In the '*Change your password*' page opened, enter new password and confirm the same.
5. Click on **Apply the Change** button
6. If registered with Mobile Number, enter the number you have registered with, a password reset code will be sent to the mobile. Enter code in the portal page displayed, Click 'Verify' Button.

## CHANGE YOUR PASSWORD

### Fill out the form below to change your password.

To change your account password, fill out the form below and then press the submit button

**Password**

**Confirm**

Apply the Change

#### 4. Searching for Slot Availability

Slots are opened for booking for a period, the booking for entire period will not be opened initially. You will be able to book the slots approximately 30 days in advance. Available slots for a particular day can be searched using the Search options in the portal.

##### Steps to search for Slot availability:

1. Available slots can be searched using the 'Search Availability' option in the home page.
2. Enter the number of devotees and Month planning to visit. (Only the Months for which slots are opened will be displayed here).
3. Select from two 'time slot preference' options –*Any Time* and *Specific*. If 'specific' was selected, select the time options from the list. Click on **Search** button. '*Any Time*' will show you all slots available for the month.
4. A calendar page will open displaying the slot availability details. The Green Boxes shows the dates for which slots are available. Click on the dates in the green box to see the slots available for that day. Right side panel displays the slots available for the number you have searched for. If the Slots are available, you can proceed to Book the slot

## SEARCH AVAILABILITY

No of Devotees

3

Month Like to visit

Nov 2012



Time Slot Preference



Any time



Specific

Morning - 3:00 am



SEARCH

## 5. Slot Booking

Steps to Slot Booking:

1. In the Calendar page displaying the slot availability, select the desired date from the 'green' highlighted dates. The available time slots will be displayed at the right side of the page.
2. Select a time slot and click on the '**Book Now**' button.
3. A confirmation page will be displayed to confirm the details selected. After confirming them, click on the **Proceed** button.
4. In the next page, enter the details of the devotee. Select a photo ID type and enter the number of the ID. Upload a photo of the person. Click on the **Book the Slots** button.
5. A '*Booking Completed*' page will be displayed. Click on the **Print Coupon** button. An email will also be sent to your email ID.

NOVEMBER 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TIME SLOTS

Time of Darshan	Action
From 4 am to 5 am	<a href="#">Book Now</a>
From 5 am to 6 am	<a href="#">Book Now</a>
From 6 am to 7 am	<a href="#">Book Now</a>
From 7 am to 8 am	<a href="#">Book Now</a>
From 8 am to 9 am	<a href="#">Book Now</a>

## 6. Add a new Devotee and assign to a Group

Steps to Add Devotee:

1. In the User Profile page, click on the 'Devotee profiles' menu.
2. Click on the 'Add Devotee' link
3. Enter Devotee details and click on the **Save Devotee Details** button.
4. The created Devotees will be listed in the "Devotee profiles" page.

### **Steps to Add Devotee to a Group:**

1. In the 'Devotee Profile' page, select a Devotee and click on the **Add to Group** button
2. In the 'Add to Group' button, enter new Group name or select a group from the list.
3. Click **Add button**.

## **7. Group Booking**

Steps for Group Booking:

1. In the User Profile page, click on the 'My Groups' menu. The created groups will be listed in the page.
2. Select a Group and click on the **Group Booking** button.
3. Enter details in the 'Search for Availability' window opened. Click **Search** button and continue with the slot booking steps.
4. Click on the 'Add Devotee' link