

Litterateur & Artist User Guide

User Registration

For registering as a Litterateur & Artist 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 Litterateur & Artist user register page select the user type (Litterateur & Artist) 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 field 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 litterateur or 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 if fill the information there.

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

- (1) Name of Literate or Art Form
- (2) Category
- (3) Sub Category
- (4) Other (Type Here)
- (5) Literate or Art Form (Endangered/Practicing/Surviving)
- (6) If Practicing (Few Lines on Method of Transmission)

- (7) Litterateur/Artist Name
- (8) Father's Name
- (9) Date of Birth
- (10) Address-1
- (11) Address-2
- (12) State
- (13) District
- (14) Pin Code
- (15) Mobile No.
- (16) Telephone No.
- (17) Email. ID
- (18) Adhar No. (Optional)
- (19) Bank Ac/No.
- (20) IFSC code

Fields Category, 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 Litterateur & 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.

Name of skills	Submitted By