

No. S.G.F.I./019/10-11

Bhopal, Dated: 18.06.2011

To,

All affiliated unit,
School Games Federation of India

Sub.: Regarding filling the official entry form of 57th National School Games 2011-12 online.

Respected Sir / Madam,

On 28th May 2011 the General Council Meeting of S.G.F.I. was held at hotel Mandovi, Panaji, Goa. In this meeting a very important decision was taken unanimously, in which it was decided that the official entry form of 57th National School Games 2011-12 shall be filled online.

The complete processes for filling official entry form online were also decided in said meeting, which is enclosed herewith for your kind reference. You are requested to personally go through the enclosed process for filling official entry form online and also inform the same to your subordinates. The directions for filling official entry form online are also made available on our website i.e. www.sgfibharat.com and very soon a video presentation for the same would also be uploaded on our website for your convenience.

We suggest you to conduct a meeting of all such officials of your state / ut/ unit who shall be engaged in filling the official entry form online and provide them the complete training, information & proper guidance so that there may be no complications while you or your officials fill the official entry form online. A 'help center' is established in the S.G.F.I. office situated at Bhopal which is dedicated for this purpose and the in-charge for this center is Mr. Prasad, mobile no.: 09993002370. If you come across any kind of problem during filling the official entry form or understanding the process for filling the official entry form you may feel free to contact Mr. Prasad at his mobile number and discuss your problem.

With the start of the process of filling official entry form online, S.G.F.I. will become the country's first such sports federation whose official entry form is filled & submitted online. The objective of this process is that the organizers may get the complete information of participants on time, so that accordingly organizer may arrange the accommodation, transport, fixtures, sports ground & equipments. By this process S.G.F.I. will be able to issue Identity Cards to all participants and will also be able to provide participation & merit certificates at the venue itself and shall upload all the information & results of tournament same day on the S.G.F.I. website for every citizen of our country.

To walk along with time, in this period of information revolution, S.G.F.I. has tried to take a positive step, in which your 100% co-operation is expected. We hope that you will co-operate with us to make this Mission of S.G.F.I. a successful mission.

Thanking you,
(Dr. Abadh Kishore Mishra)
Secretary General
School Games Federation of India

Encl: 1) Procedure & instructions for filling online official entry form.

Procedure of Filling Official Entry Form

1. Logon to S.G.F.I. website i.e. www.sgfibharat.com, the home page of S.G.F.I. website will open.
2. In home page click on top the last tab named 'Online Entry', which will open the 'Instruction Page'.
3. Carefully read the instruction for filling the official entry form in 'Instruction Page'. After reading click on 'NEXT' button, which will open the 'Login Page'.
4. In Login Page you have to enter the Login ID & Event Password which shall be provided to you in advance and tick on the checkbox declaring that you have read the instructions and will maintain the confidentiality of Login ID & event Password. At last click on 'SIGN IN' button.
5. After signing in a page will open in which EVENT CODE will be asked. Here you have to enter the event code provided to you in advance. After entering the event code click 'Next' button, which will open "EVENT SCHEDULE" page.
6. In the 'EVENT SCHEDULE' Page the complete list of tournaments to be organized will appear. In front of every discipline / event a "ENTER" button will appear. Click only on those discipline / event in which your team is participating one by one to open filling official entry form. Do not click on discipline / event in which your team is not participating.

Kindly note at a time only one discipline's official entry form will be filled and after taking the print of official entry form you shall click on "Back to Event Schedule Page" which will again bring you back to this page for filling the official entry form for other disciplines in which your team is participating. Same procedure shall apply for all the disciplines.

In the 'Event Schedule' page when you click on 'ENTER' button the official entry form of that discipline will open.

7. In the 'Official Entry Form' page in sequence you have to fill the following information:

- Name of Candidate
- Father's Name
- Date of birth
- Class
- School Name
- Scholar / Admission Number

After filling this information you have to click the 'Save & Next' button. When you click the 'Save & Next' button the data of that candidate will appear below in the same page. Same way you have to enter all candidates' information one by one. The provision for entering the number of candidates in one discipline is according to the maximum participation in that particular discipline. After filling the maximum participation of a discipline when you click 'Save & Next' button a message will appear asking you to go to the photo upload page. Click OK, which will open the photo upload page.

If your team participation is less than the maximum participation in any discipline then click on 'Skip' button to go to photo upload page.

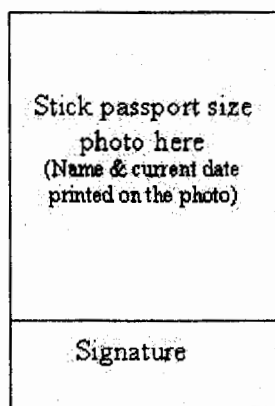
8. In the Photo Upload Page the list of candidates will appear. In front of each candidate a 'Browse' button will be there. Click on browse button to upload the photo of that candidate, which you have already scanned and saved in your computer. After uploading the photographs of all the candidates then in the same page you have to enter the Name of Coach & Manager and then click 'Save Photos' button, then a message will appear asking 'do you want to print'. Click 'OK' which will open the print preview page of official entry form.

9. In the print preview page of official entry from click on Print button to print the official entry form and after taking the print out click on 'Back to Event Schedule page' which will open the Even Schedule Page in which you can again click on 'enter' in front of your desired discipline and enter the details of your team.
10. Take the signature of Competent Authority, Coach and Manager on the print out of official entry form and send the same with chief-de-mission and submit at the control room at the venue of tournament.

- **Mark Sheet of Previous year Examination:** the copy of previous year final exam mark sheet shall be attested by the Gazetted officer.
- **Photograph & Signature of Player:** passport size photographs collected from the players should have the player's name & date on which the photograph was taken, printed on the photograph. The printed photo with name & date along with Signature of the players should be scanned together as per specimen shown below and kept ready before filling the official entry form. These photographs along with signature of players as one image should be uploaded while filling the official entry form online with the player's details at proper place.

The specimen of photograph & signature for your help:

For Example:

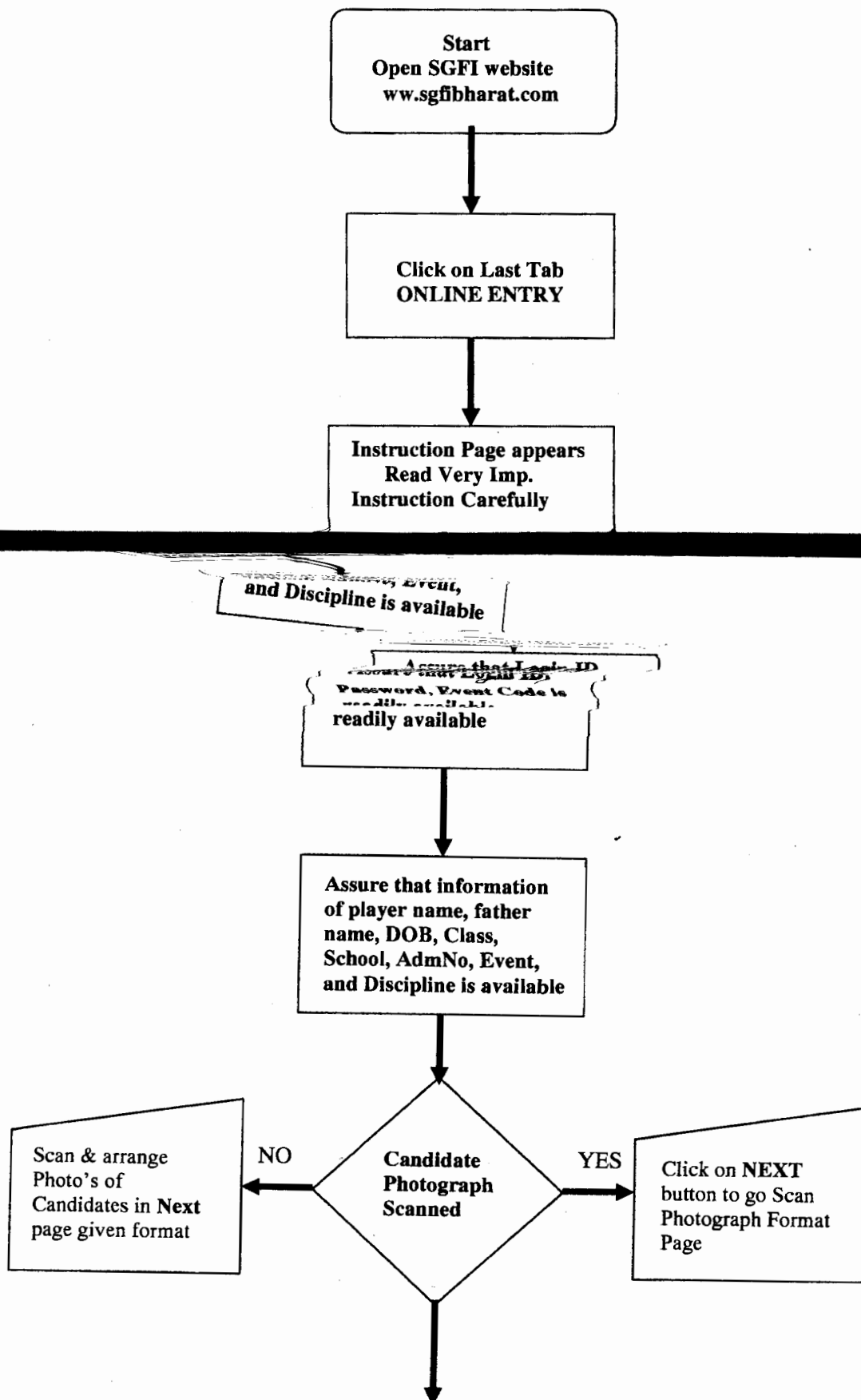


[C] it is advised to fill the official entry form very carefully since once the form is 'confirmed & PRINTED' by user, no changes can be made to filled form. On the basis the information filled in the official entry form, the ID of players, merit certificate and participation certificate shall be issued.

[D] After completing the form & confirmation, take the print-out of official entry form. The Competent authority of participating state/UT/units, manager & coach shall sign in appropriate box given in the form. The signed official entry form shall be submitted in the control room at the venue of National School Games with along following documents :

1. **Covering letter:** Signed by the competent authority whose specimen signature was sent to S.G.F.I. office by the competent authority at the time of annual recognition.
2. **Eligibility certificate:** Separate eligibility certificates of each & every player of the team issued by the school in which the player is studying and should have the signature of Principle / Head Master of school and further countersigned by the competent authority of the unit.
3. **Birth certificate:** Separate Birth certificates of each & every player of the team attested by Gazetted officer. Only the certificate issued by the Statistic Department of state/UT Govt. /Central Govt. or Municipal Corporation shall be acceptable.
4. **Previous year final exam mark sheet:** Separate Mark sheet of each & every player of the team, attested by the Gazetted officer.
5. **Registration + certificate + ID card fees:** @ Rs. 60/- per player.

**FLOW CHART
REPRESENTATION FOR FILLING ONLINE OFFICIAL ENTRY FORM**



VERY IMPORTANT INSTRUCTIONS FOR FILLING ONLINE OFFICIAL ENTRY FORM

11. A Login ID & as per the National School Games calendar 2011-12 time to time a Password & Event Code will be provided to the official email ID of affiliated unit's competent authority. The competent authority shall process and maintain the confidentiality of the secret code under his own supervision.
12. By using the secret code the competent authority will be able to login into the official website of S.G.F.I. and open the Official Entry Form. After opening the official entry form page, the competent authority shall enter the details of his team and upload the photographs of the players online. After confirmation by the website, a printout shall be taken and countersigned by the competent authority, coach, manager and same shall be sent to organizer with the participating team.

On the base of said online entry and data available prior to the tournament, S.G.F.I. will provide Identity Cards to the players at the venue of tournament and also announce the match fixtures. The organizer will also be able to arrange facilities like lodging, boarding & transport etc. related to the tournament on time.

13. After the completion of tournament on the base of online data available the participation & merit certificates shall be issued. All the records of tournament and details of merit certificates, participation, etc will also be uploaded on the official website of S.G.F.I. By said online process of S.G.F.I., it will help in maintaining transparency, the RTI act related issues will be resolved immediately, manpower & time will be saved and the provisions of NSCI 2011 of GOI, MYAS will also be implemented.

[A] Instruction to competent authority for online process:

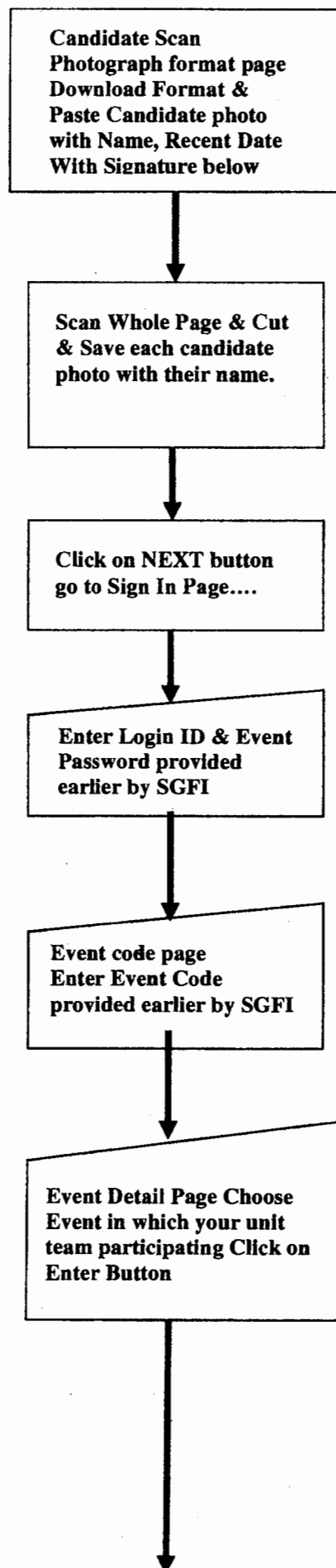
- That only the Competent Authority of affiliated units of S.G.F.I. is eligible to fill the online official entry form.
- That it is expected to fill the complete official entry form at one sitting. Even though maximum of 2 or 3 sitting facility is provided to the user to fill the complete official entry form (only in case the entries are saved at every sitting) before taking the final print.
- That once the entries are 'confirmed' by the users, further the competent authority will not be able to make any changes online on his level in the official entry form. Hence before proceeding the competent authority is suggested to thoroughly examine the documents and only after getting assured shall enter the information in the official entry form and click 'Confirmed'.

[B] 1. Kindly ensure the following information are readily available before proceeding further:

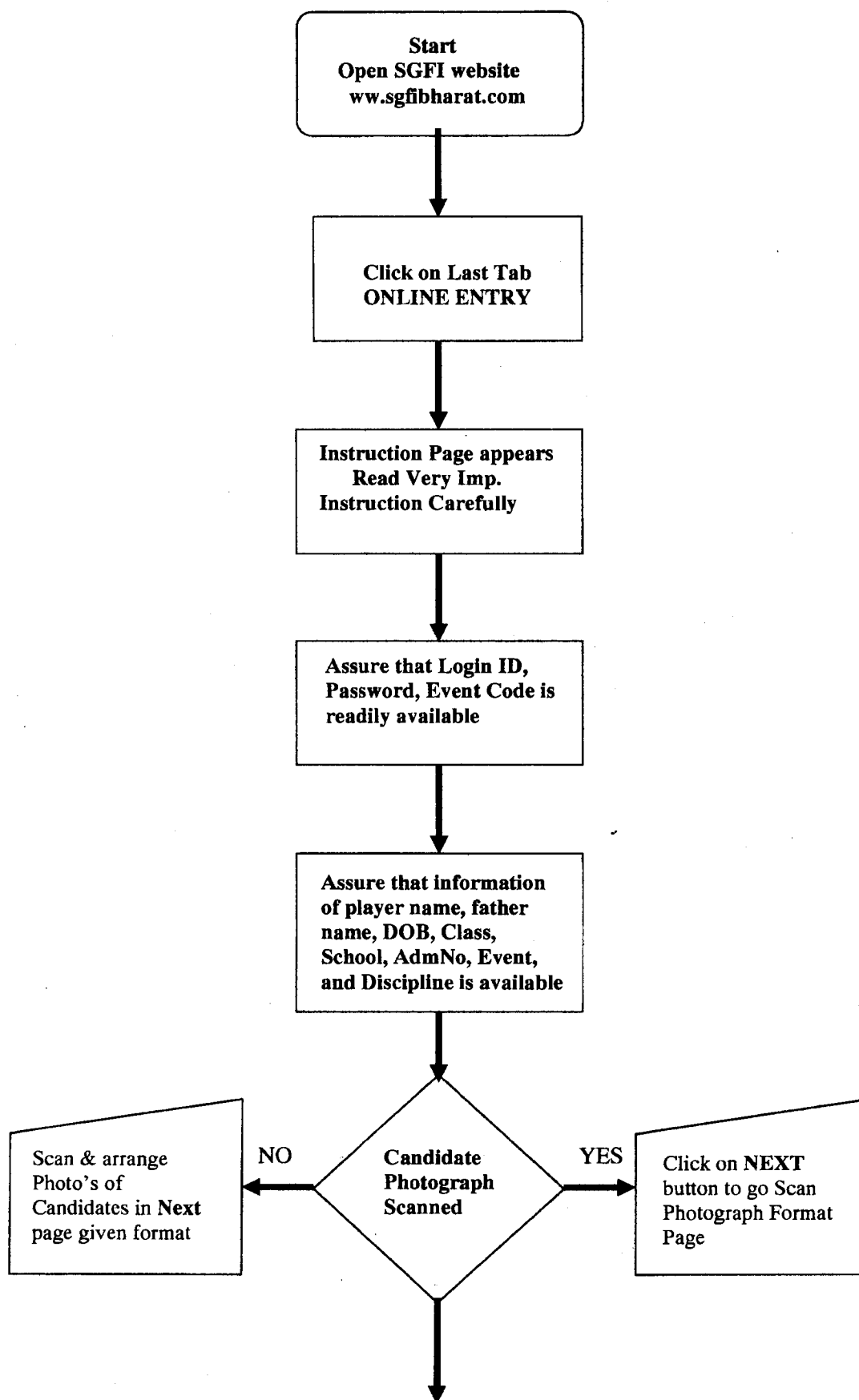
1. The permanent '**Login ID**' issued by S.G.F.I. office to your affiliated unit.
2. The '**password**' which is provided by S.G.F.I. to fill the official entry form for the tournament / championship in which your state/UT/unit team is participating.
3. The '**Event Code**' which is provided by S.G.F.I. for the tournament / championship in which your state/UT/unit team is participating.
4. Information of players readily available with you, like Name, Father's Name, Date of Birth, Class, School Name and Scholar no. / admission no., event, discipline & age group in which participating, weight category (if applicable).

a. Kindly ensure the following documents are readily available before proceeding further:

- **Eligibility Certificate:** issued by the school in which the player is studying and should have the signature of Principle / Head Master of school and further countersigned by the competent authority of the unit.
- **Birth Certificate:** the photocopy of birth certificate shall be attested by Gazetted officer. Only the certificate issued by the Statistic Department of state/UT Govt. /Central Govt. or Municipal Corporation shall be acceptable.



**FLOW CHART
REPRESENTATION FOR FILLING ONLINE OFFICIAL ENTRY FORM**



**Candidate Scan
Photograph format page
Download Format &
Paste Candidate photo
with Name, Recent Date
With Signature below**

**Scan Whole Page & Cut
& Save each candidate
photo with their name.**

**Click on NEXT button
go to Sign In Page....**

**Enter Login ID & Event
Password provided
earlier by SGFI**

**Event code page
Enter Event Code
provided earlier by SGFI**

**Event Detail Page Choose
Event in which your unit
team participating Click on
Enter Button**



**Online Official Entry Form
Page Enter Candidate
Detail Name, Father Name,
DOB-Class, School, Adm
No.**

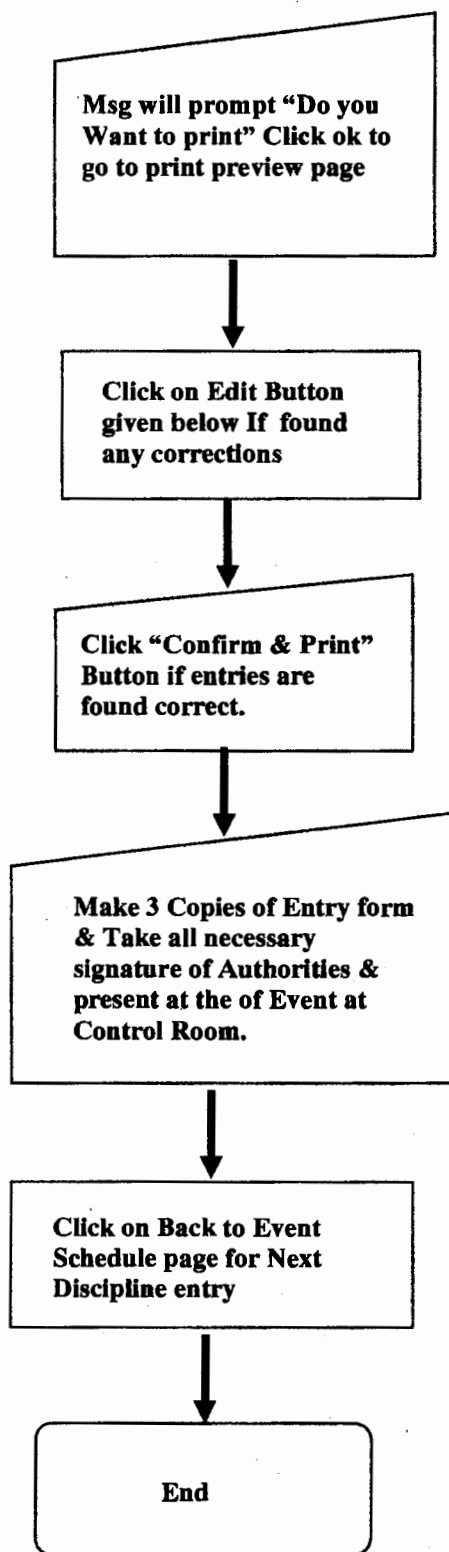
**Click on Save & Next
Button to Save each
candidate detail & fill for
next candidate.. Record of
each cand. Shown below**

**Msg will prompt if maximum
participant over..Click OK to
go to Photo upload page if
your unit is having less
participant Click on SKIP
button to go to photo upload
page**

**Candidate Photo Upload Page all
entered record display now its
time to upload candidate photo
which you have already scanned**

**Click on Browse & Select
each candidate Photo &
Select photo & click on Open
to upload in candidate
textbox follow steps for each
candidate**

**Enter Coach Name &
Manager Name given
below & then Click on
Save Photo button**



**S.G.F.I. HELP CENTER
FOR ONLINE OFFICIAL ENTRY TECHNICAL SUPPORT
CONTACT MR. PRASAD
ON - 09993002370**