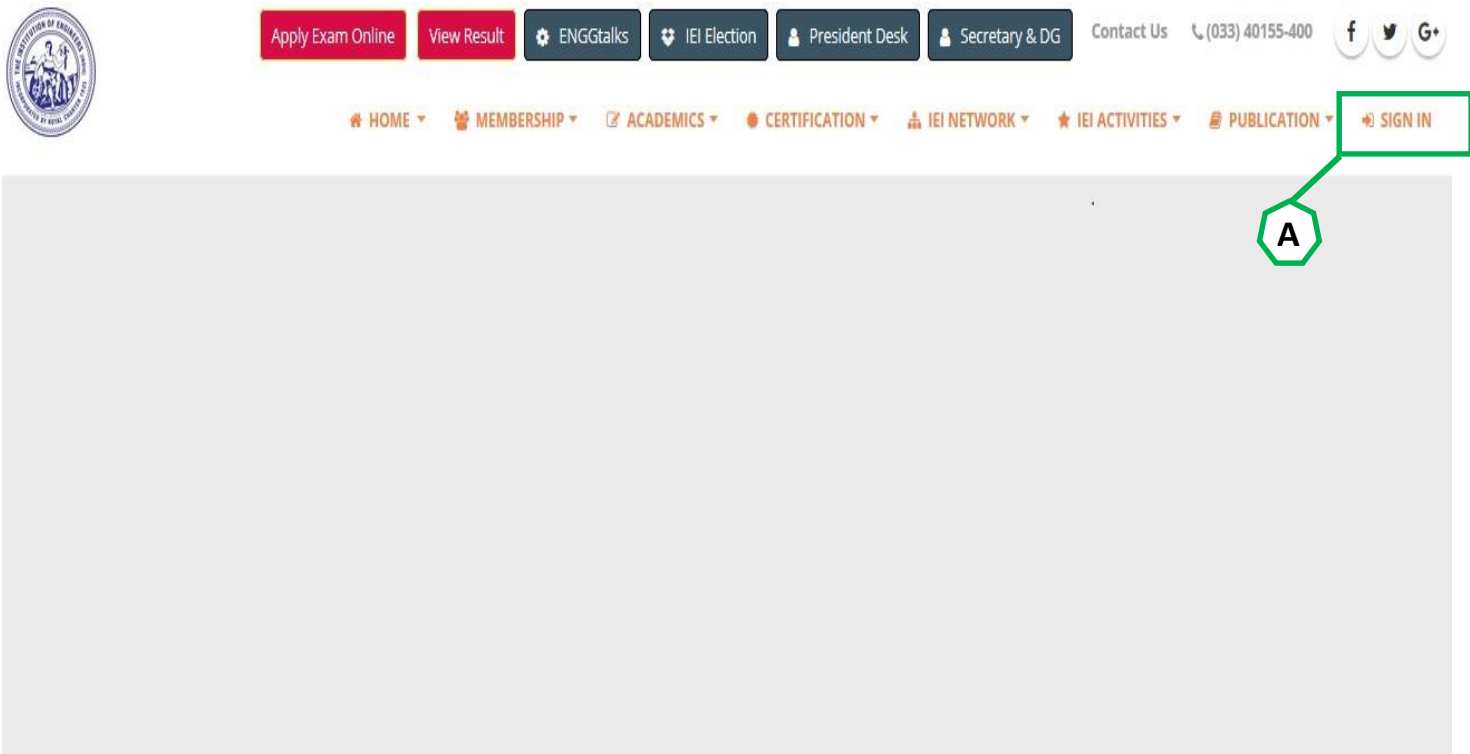# Website Home Page :

Use any web browser to open IEI Website (www.ieindia.org)

A. Click on **Sign in** button.

View of Login Page :

A. Put centre's **email id** and **password**, provided by IEI HQ.

B. Click on **I'm not a robot** and follow the steps to complete it.

C. Click **Next** button to proceed.

View of Dashboard Page :
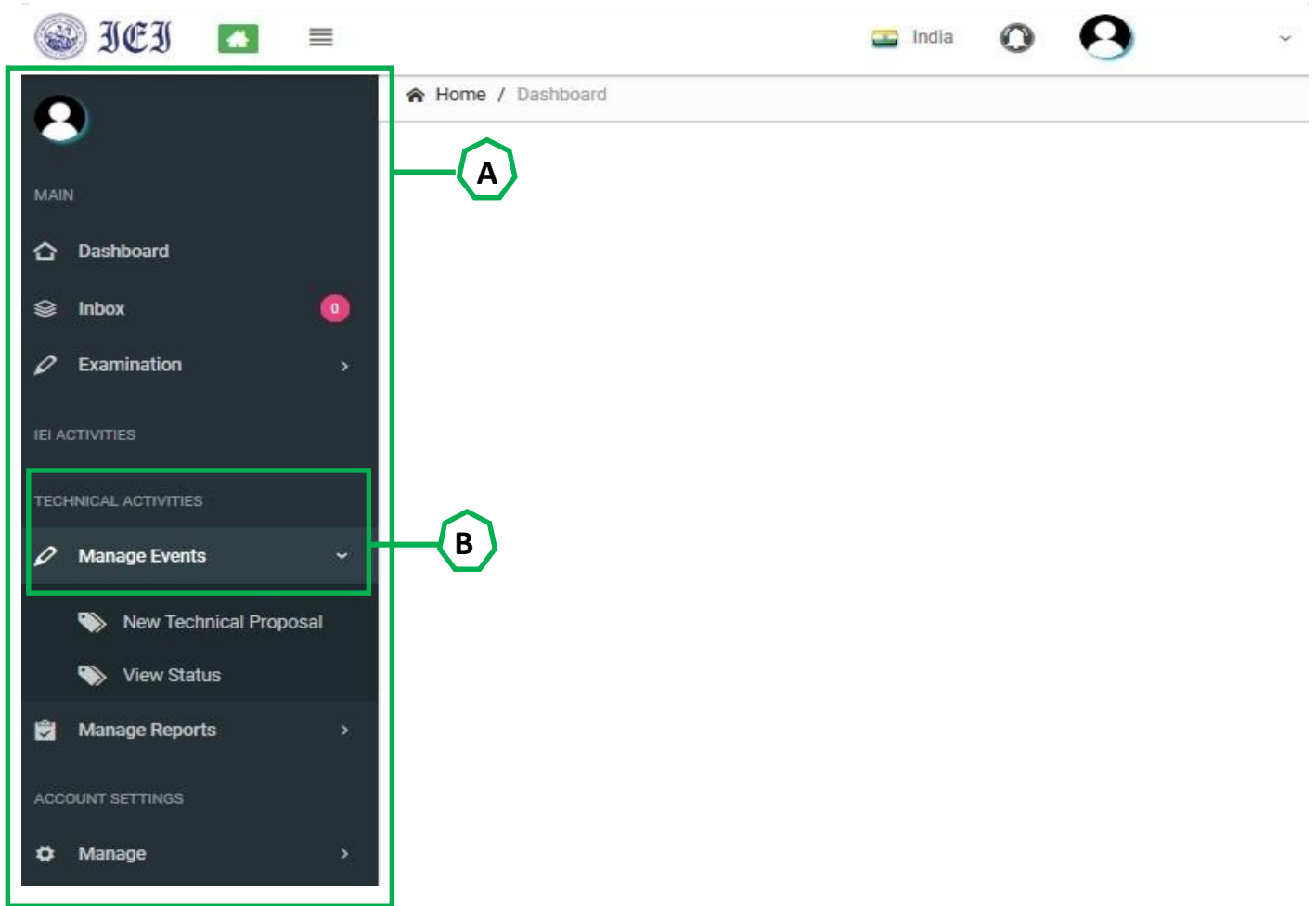
A. After successful login, this **menu** appears in left side of screen.

B. Click on **Technical Activities**.

C. Click on **Manage Events**.

View of TAMS (Technical Activity Management System) Page :

A. **Submission of proposal for Technical Activity** window appear.

B. On right side for the window click on **Create New TA Proposal**.
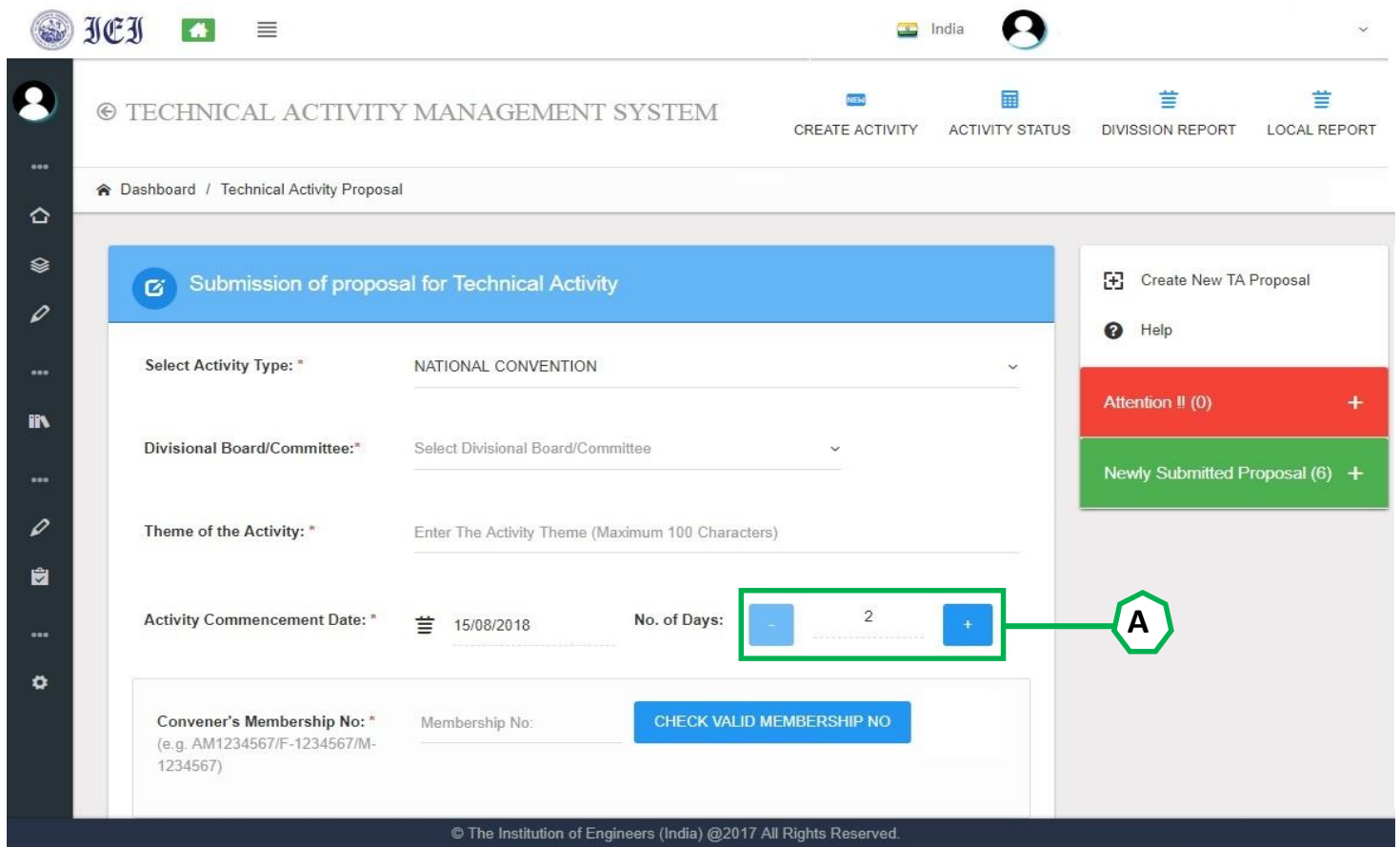
View of TA Proposal Submission Page (Activity Type) :

A. Select **Activity Type** from drop down list.

View of TA Proposal Submission Page (No. of Days) :

A. As per the selected Activity, the default minimum **No. of days** required for the program is displayed here. If required it can be increased.

View of TA Proposal Submission Page (Division Board/Committee) :

A. Select **Division Board / Committee** under which the Activity is to be conducted.
B. Mention **Theme of the Activity** within 100 characters.

View of TA Proposal Submission Page (Activity Date) :

A. Select **Activity Commencement Date** from the date wizard.

B. First select **Year, navigate using < > symbol.**

C. Secondly select **Month**.

D. Thirdly select **Day**.

View of TA Proposal Submission Page (Convener's Membership No.) :

A. Put **Convener's Membership No**.

B. Click on **Check Valid Membership No**, to display the details of the given membership no. to ascertain its validity.

C. Details of Membership no. is displayed like Convener's **Name**, **Division Board** and **Attached Centre** name.

View of TA Proposal Submission Page (Invitees / Participants / Delegates / Papers) :

A. Put approx no. of **Invitees**, expected to attain the event.

B. Approx no. of **Participants**, expected to attain the event.

C. Approx no. of **Delegates** expected to attain the event, respectively for Corporate & Non-Corporate Members.

D. Approx no. of **Papers** expected to be presented in the event.

   (Using **+** and **-** nos. Can be increased or decreased)

View of TA Proposal Submission Page (Type of Proceedings / Host Centre / Venue) :

A. Mention **Type of Proceedings** by putting tick mark (✓) either on **Soft Copy** of **Hard Copy** or in both.

B. Put **Host Centre Name** where the event is to be conducted.

C. Put **Venue Name** along with City or Town name.

View of TA Proposal Submission Page (Associate Organization) :

A. Associated Organization details like Associate Name, Address, Contact Number and Contact Person. It is mandatory for International Event. One than one Associate's can be added by clicking on **Add Another Associate** button. if required can also be deleted using red delete button.

View of TA Proposal Submission Page (Abstract & Sub-themes of the Programme) :

A. Write, **Write-up of the Theme** of the Program without using special characters like ! @ #...

B. Write, **Sub-Theme** of the Program without using special characters like ! @ #...

View of TA Proposal Submission Page (Submit) :

A. After filling the TA Proposal form click **on submit** button to save proposal.