

Online Registration Guide for contest



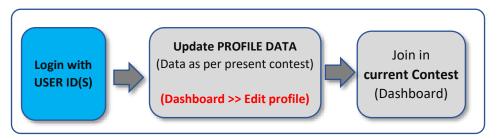
#### 1. IMPORTANT TO KNOW BEFORE REGISTERING THE CONTEST:

- "Email ID" can be used in "Username", only if email ID is linked to single username.
- For multiple usernames linked to single username, individual username(s) to be used.
- Use Email id in "Lost password" to get the single/multiple USERNAME(S) associated with the email (usernames will be sent to email).
- One "username" is valid for single publication title of a print site only. Multiple titles from same print site (city) or from different site (city) to be separate under different username.
- Use "username" instead of email ID to reset password.
- Existing user must update all the profile as per preset contest participation (circulation, title, category)

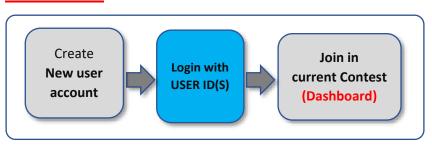
## 2. <u>REGISTER FOR CONTEST - 3 STEP:</u>

- 1. Visit "https://cqc.wan-ifra.org/Login
- 2. Register contest by, **Dashboard** >> **Join in current contest**

## **Existing user**



#### **New user**





## 3. FORGOT USER ID(S) / FORGOT PASSWORD?:

## **HOW TO LOGIN / REGISTER** Forgot username or An Email id may have password? multiple user ID'S associated Know your Not sure of Forgot User ID's? UserID's? password? Know pass word Visit Forgot Password Input Email ID to get all the User ID(s) linked to your Email Now Input individual **USERID** to get reset password link at Email Login with USER ID(S)



### 4. WHAT NEXT? - AFTER REGISTRATION

- 1. Receive registration confirmation email
- 2. "**DOWNLOAD**" instructions & read through to familiarize targets procedures, and strictly adhere the timeline and terms.
- 3. Adhere timelines: The print schedule and shipping.
- 4. Communication emails will be sent on the actions and updates.
  - Reference cuboid & Cuboid availability
  - Pre-checks timeline
  - Print schedule reminders
  - Shipping timeline
  - Reports & membership
  - Post contest procedures (winner book, event, etc.)
  - Invoice & payments

(A regular email communication will be sent to registered email)

#### 5. WATCH VIDEOS ON PROCEDURES?



How to self-check



# CONTEST FLOW AFTER REGISTRATION FOR CONTEST

