

## **STEPS FOR ONLINE ENROLMENTS: GENERAL PUBLIC**

- Go to the college website i.e. <http://www.gcyeh.edu.in>
- Then click on “**SERVICES**” option “**ONLINE ENROLMENTS**”
- After entering in the option of **online enrolments click on link available for online enrolments i.e. “CLICK HERE FOR ONLINE ENROLMENTS QUARTER (respective quarter)”**
- After reading all terms and conditions click on SignIn/Register to register on website by filling Name, Email Id, Mobile Number and Captcha, thereafter click on **Register** option
- Kindly note down the Login Id and Password for future reference
- **After successful registration, the member has to click on “GO TO LOGIN PAGE”**
- Member registered Mobile Number will be the **Login ID** and **Password** has to be noted down
- **After successful login the member has to accept all the terms & conditions and click on “CLICK HERE FOR APPLY”**
- Complete all required details and also upload the passport size scanned photograph and signature in JPEG format and save all the details.
- After saving/updating all the details, the member has to click on “**GO TO SESSION**”
- A member can apply only for one General Yoga Session (No change in the session will be allowed). After selecting the session, click on the “**SUBMIT**” button for final submission
- After submitting the enrolment form, the admin approval will be provided by the college authorities through message
- After getting the admin approval, the member has to pay the requisite fee (through **ONLINE OR OFFLINE** mode)
- If any registered member has NOT received any message, then they are required to check/visit the website after 24 hrs. of successful submission of their enrolment form through their login credentials for further updates.
- **Fee should be deposited within 24 hrs. of getting the admin approval message, failing which the seat will be automatically cancelled.**
- After successful payment, the member will get the receipt through their login credentials
- **The print out of the enrolment receipt is mandatory**