

S A R G O T S A V - 2 0 1 8

(MACEAA KEF Inter Alumni Children's Arts Fest)

INSTRUCTIONS FOR ONLINE REGISTRATION

1. Links to Registration Form

a. KEF Homepage | Events | [Sargotsav 2018](#) | [Register Online](#)

b. Direct Link to Registration form: <http://kefkuwait.org/events/prepare/107/1>

2. You'll be prompted to login, Enter **KEF Username & Password** (if you have issues with login, kindly contact the KEF Data Management Committee Member from the respective Alumni)
3. Once you login, a list of eligible children (as per the age limits set for Sargotsav 2018) of the member will be listed with an option to modify the Date of Birth through a date picker and a field to enter **the Civil ID number**. Please ensure that the correct DOB and Civil ID is entered.
4. Please check and update the contact details. If you edit the contact details, you will have to access the Online Registration Page again to continue with the registration process.
5. Once you have updated the DOB, CID and Contact Information, click on "**Participate**" and the individual items that the child is eligible to participate will be displayed.
6. Click on the check boxes against all the events, that the child intends to participate.
7. Click on "Save Participation" to and confirm the registration by clicking "OK" at the prompt.
8. **Repeat the steps 5, 6 & 7** for the rest of the child/children of the member.
9. After completing the registration for all the children please logout.

If you face any issues with the registration, kindly **contact your respective alumni representative** or **send an email to:**

Prince U. Cheria | Convener Registration Email: sargotsav.register@gmail.com

Sargotsav 2018 | List of Alumni Representatives

| Alumni | Name of Representative | Mobile | Email |
|--------|------------------------|-----------------------|------------------------------|
| AECK | SHANI NIZAM | 6703 4399 | shanihanu123@gmail.com |
| | KIRAN S. KUMAR | 6705 0914 | Skumarkiran296@gmail.com |
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| | ANUSMITHA JAMES | 2489 3048 | anusmitha_77@yahoo.com |
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| | ARUN PRASSAD | 6679 3495 | arun_prsd@yahoo.com |
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