



Concours d'orthographe

Easy Step by Step Process to Register Your School Online

Step 1:

Visit www.frenchspellbee.org and on the home page find the “Free Online Registration” tab in the middle of the homepage in Red as shown in the screenshot below. Click the same to go to the second step.

Step 2 :

In the second step you will reach the following screenshot where you will click on the “Register Yourself” in Green on the right hand side of the page. This will take you to the 3rd step of online registration....

3rd Step :

In this step you will reach a page where you will have to fill up an online form which will ask for details of your school and the Teacher responsible for the French Spell Bee (It could be one of the French Teacher). It will ask for your school e-mail ID, address telephone number and a password for your online account which you should keep handy with you. It will also ask for principal E-mail ID & Phone number and in case you do not have it is not mandatory to fillup the details of the Principal. Only the fields with a red star are mandatory to be filled. Click the “Submit” tab after filling up the form and it will take you to step 4 of the online registration process.

4th Step :

The step 4 will take you to a page showing registration success and that you should check your E-mail ID (of the school) to confirm the registration process. The email id with which you registered will act as your user id for future log in. Please keep a printout of this e-mail or save it in your mailbox. Also please find following two critical items in the received mail :

1. Your unique six digit “Activation Code”
2. A link to activate your account.

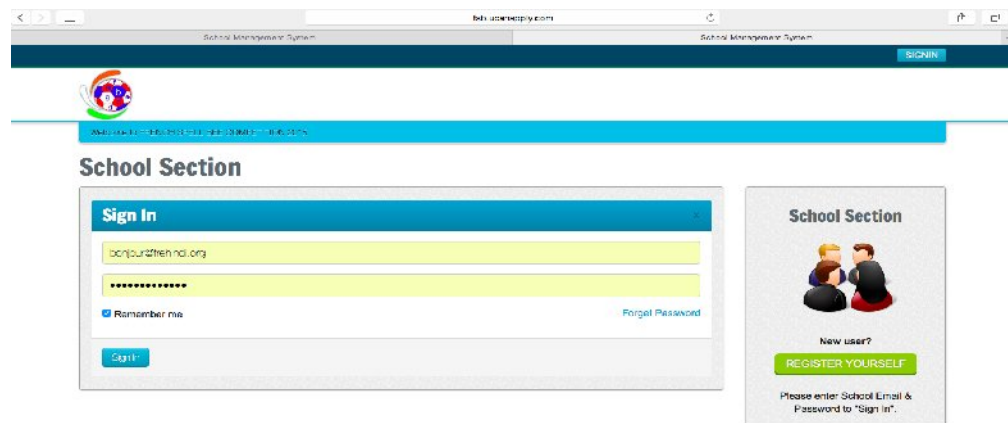
Click on the link to activate your account which will take you to the following screenshot :

Put your Activation code in the field above after clicking the link in your e-mail and your account will be activated and your school will be registered. You will get the following message as shown in the screenshot declaring that your ‘Activation is complete’. It will also give you a link in “Orange” at the end of the message to log into your account. Click on this Login Link to go to the 5th Step of Online registration where you will register your school students.

5th Step :

In the 5th Step after you click on the “Login” tab (The same may be done from the homepage after clicking the red color “Login Registration” tab).

Once you login it will take you to the same page (screenshot 1) shown at the start of this process and here you have to Sign in the area at the middle of the page by using your e-mail ID (SCHOOLS) & Password. Remember to tick the “Remember me” at the end so that next time it is easy for you to login. Once you login in it will take you to the 6th Step in the online registration process.

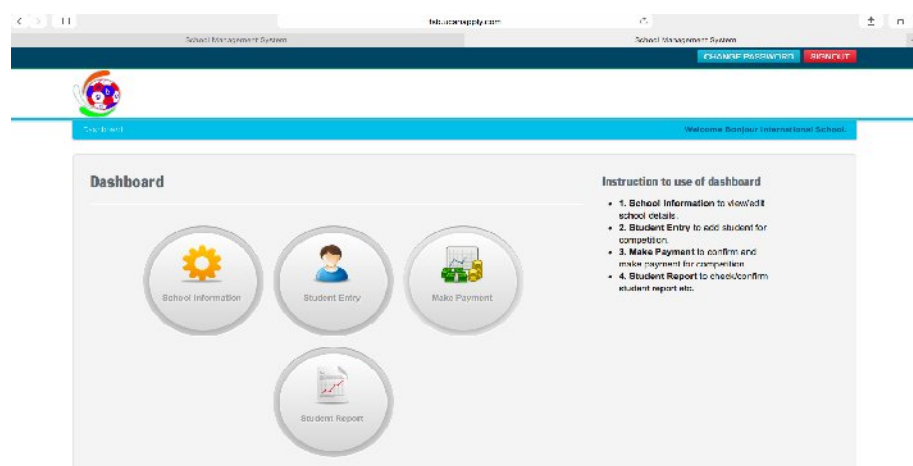


6th Step :

After Logging in you will land on the “Dashboard” where you will see four circles depicting 4 important parts of the registration process for the paid students (Paid users). To start you will 1st go to the middle circle namely “Students Entry”. Here you will register your paid students who have paid you the registration fees of Rs.350/- (Three hundred & Fifty only).

The 1st circle is for changing the school details if required. The 3rd circle is for making online or offline payments to complete the registration process.

The 4th Circle is to review the complete registered student’s details so that you are sure of its accuracy. This final list will be the base for us to assign the user ID & Passwords to your students and to proceed further in the competition. Please make sure you thoroughly check the details entered so that there are no issues at the later stages in the competition. By clicking the “Student Entry” you will go to the 7th Step in the registration Process.



7th Step :

In this step you start filling up the names of your paid students and the details of the teacher responsible for Teaching French. As soon as you fillup the details and submit, the details will be saved automatically. you will be able to move to the “Make Payment” Circle only when you have listed minimum of 50 students.

This particular process may take some time depending on the number of students who are paid users but trust us this is an one time effort which saves a lot of time for the rest of the

competition. One easy way to fill up the repeated entries like French Teacher's name, e-mail & mobile number is to use the autofill option that shows the full name, e-mail, mobile automatically once you type the 1st letter which will speed up the process of entries.

General Instructions:

- No. of students will not be increased/decreased after confirmation of the student list.
- Number of students must not be less than 50 (fifty) in the school.

Class of Student: French Teacher Name:

Student Name: French Teacher Email:

Level: French Teacher Mobile:

No.	Class	Level	Name	French Teacher's Name	French Teacher's Email Id.	French Teacher's Mobile	Edit
1	VII	Intermediate	Shruti Gupta	Rodhika Kumar	rodhika@gmail.com	9810129231	<input type="button" value="Edit"/>

The rest of the pages after entries will look like the following :

No.	Class	Level	Name	French Teacher's Name	French Teacher's Email Id.	French Teacher's Mobile	Edit
01	IX	Advanced	Mangal Mishra	Dipti Sharma	dipti@gmail.com	8448444444	<input type="button" value="Edit"/>
02	X	Advanced	Rishi Gupta	Dipti Sharma	dipti@gmail.com	8448444444	<input type="button" value="Edit"/>
03	X	Advanced	Nikhil Gupta	Nisha Denson	nisha@gmail.com	867086012	<input type="button" value="Edit"/>
04	IX	Advanced	Rishi Gupta	Nisha Denson	nisha@gmail.com	867086012	<input type="button" value="Edit"/>
05	XI	Advanced	Aruna Sharma	Dipti Sharma	dipti@gmail.com	8448444444	<input type="button" value="Edit"/>
06	XI	Advanced	Trishika	Rodhika Kumar	rodhika@gmail.com	9810129231	<input type="button" value="Edit"/>
07	IX	Advanced	Nisha Mishra	Nisha Denson	nisha@gmail.com	867086012	<input type="button" value="Edit"/>
08	IX	Advanced	Pranav Arora	Nisha Denson	nisha@gmail.com	867086012	<input type="button" value="Edit"/>
09	XII	Advanced	Jiya Khosla	Rodhika Kumar	rodhika@gmail.com	9810129231	<input type="button" value="Edit"/>
10	X	Advanced	Daksh Shukla	dipti Sharma	dipti@gmail.com	8448444444	<input type="button" value="Edit"/>

For Demo sake let us assume that 52 students registered from this Demo School. Now the last page will look something like the following page with a "Confirm & Submit" tab at the end and an option to check the box which says "No Changes can be made once the above students are submitted". Submit the details and this will take you to the 8th Step in Registration.

No change in the number of students is permitted once this student list has been confirmed.

No.	Class	Level	Name	French Teacher's Name	French Teacher's Email Id.	French Teacher's Mobile	Edit
G1	XII	Advanced	Nupur Rathi	nisha Denson	nisha@gmail.com	867086012	<input type="button" value="Edit"/>
G2	XII	Advanced	Isha Bangari	dipti Sharma	dipti@gmail.com	8448444444	<input type="button" value="Edit"/>

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8th Step:

This step will open up a page which will give you option of “Online” or “Offline” mode of payment. It will also summarize the payments for you after taking all the paid students into consideration.



Payment Page

Payment has to be made in favor of 'Franchise Education Pvt. Ltd.' or the school can deposit the cheque/DD in the ICICI Bank Account No. 6809500087 in favor of 'Franchise Education Pvt. Ltd.'

No. Of Student

Elementary	Intermediate	Advanced	Total
10	10	10	30

TOTAL NO OF STUDENT: 30 PAY GUARANTY: TOTAL AMOUNT:

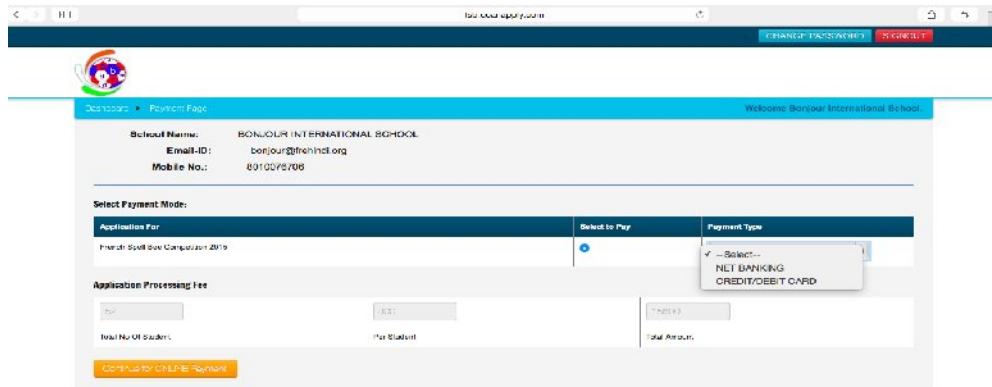
DECLARATION

I, as hereby declare hereby school/ a family to participate in the 1st NATIONAL FRENCH SPELLING BEE COMPETITION. I have read & agree to the terms as listed in the proposal of the contest. The stated DD/DDC cheque/transfer amount towards the web competition.

Click on 'Online Payments' or 'Offline Payments'.

If you click on Online Payments:

The following page will be directed which will give you option to pay via Netbanking or Credit Cards/ Debit Cards.



Payment Page

Select Payment Mode:

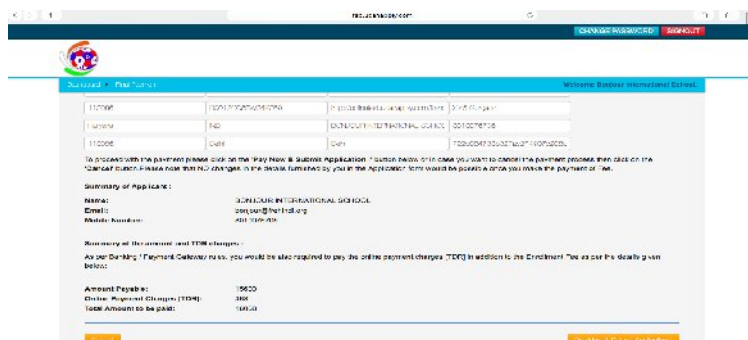
Application For	Select to Pay	Payment Type
French Spelling Competition 2019	+	<input checked="" type="checkbox"/> -- Select -- NET BANKING CREDIT/DEBIT CARD

Application Processing Fee

Total No Of Student	Per Student	Total Amount

Click on 'Continue to Online Payment'.

Once you have chosen your mode of payment, the system will take you to a secured payment gateway for payment and submission of the final application as depicted below in the screenshot. After the payment has been done you will get a confirmation on the website and also via an e-mail for your transaction and successful registration.



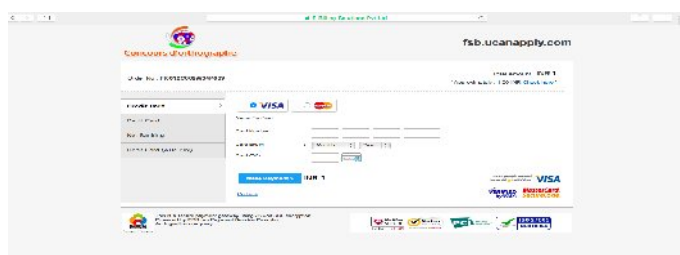
Final Transaction

Summary of Application:

SCHOOL NAME: BONJOUR INTERNATIONAL SCHOOL
Email: bonjour@franchi.org
Mobile No.: 8910075708

Amount Payable: 1500
Amount Payable by Student: 300
Total Amount to be Paid: 1500

Click on 'Go to Payment Gateway'.



Payment Gateway

Total Amount to be Paid: 1500.00

Click on 'Pay Now'.

If you click on Offline Payments:

In case you want to go for the offline mode of payment (i.e. you want to pay via cheque / DD / Payorder) then it is mandatroy for you to complete the registration by providing on the site the credential of the instrument of payment like cheque/DD/ Pay order number as depicted below.

The screenshot shows a web browser window with the URL 'fbt.uca2sody.com'. The page header includes 'CHANGE PASSWORD' and 'SIGNOUT' buttons. Below the header, there is a navigation bar with 'Dashboard' and 'Payment Offline' links. The main content area is titled 'Make Payment Offline' and contains the following form fields:

- DD/Cheque Number:
- DD/Cheque Date:
- Amount (Rs.):
- Bank Name:
- Branch:

A blue 'Submit' button is positioned below the 'Amount (Rs.)' field.

Once you submit the details of payments the following confirmation will be shown on the screen and a message of successful registration will be sent to you via mail.

The screenshot shows a confirmation page with the following table:

No Of Student		
DEBIT	<input type="text" value="10"/>	
CREDIT	<input type="text" value="10"/>	
TOTAL	<input type="text" value="10"/>	

Below the table, there is a 'DECLARATION' section with a checkbox and a 'Submit' button.

Note : Please note that all offline registrations are valid only when we receive the payments by courier/ Speed Post latest by 30th Septemebr 2016 at the following address which is also provided on the contact us page at www.frenchspellbee.org and as explained in the FAQ's of the contest.

The National French Spell Bee Competition - 2016
C/O Frehindi Education Pvt. Ltd
331- Vardhman Bahnhof Plaza, Plot No.10, Pocket-7, Sector-12, Dwarka-110078
Landline: 011-45537037 Mobile: 09810129231 / 9811237067 / 69 / 64

For Any Clarification / Problems / Queries on the Registration Process Please feel Free to call at 09811237067/09810129231 / Landline: 011-45537037.

Please do not forget to download the following from the home page:

1. French Spell Bee 2015 Guide for Reference (New 2016 physical copy of booklet will be given to the school post registration)
2. Proposal letter for your school
3. Terms & Rules of contest
4. FAQ's
5. Draft Consent letter for Parents
6. Mock Tests after Free Registration as a Teacher
7. Many other material after Free Registration

.....**End**.....

