

USER MANUAL

PROCESS OF “USER REGISTRATION & EVENT SUBSCRIPTION”

Pre-requisites for User Registration:

- Valid Email ID
- Valid Mobile Number
- Soft copy of user’s photograph (in JPG/PNG format, not exceeding 2 MB size)
- ID Proof (Passport/National ID) Number

Step1: Open the “Event Management System (EMS)” Software using URL:
<https://hcidhaka.gov.in/eventmanagement/>

Step2: If user doesn’t have login credentials (user name and password) to register for EMS, click on “New User” link for one time registration.

Step3: Fill the registration form with genuine details, upload photograph and click on submit button – user will be notified with an auto generated “registration confirmation email” after successful form submission.

- User should keep username and password provided in the registration form for EMS login and future use.
- Fields marked with [*] are mandatory fields.

Step4: If the user is already registered and forgot the password, click on “forgot password” link to retrieve password on registered email ID

Step5: After successful registration, user can view/subscribe events
<https://hcidhaka.gov.in/eventmanagement/login> in his/her login page.

Step6: Event subscription requests will be reviewed, approved/disapproved by competent authority. User will be informed through email accordingly.

Step7: Visitor pass will be issued to the users (whose subscription requests are approved) through email

Step8: Once event subscription is approved, user can attend event with a printout of visitor pass along with a valid ID proof (Passport/National ID).