

World Space Week 2021

Space Education Research Lab

National Center of GIS and Space Applications

Institute of Space Technology, Islamabad

e-Portal User Guide

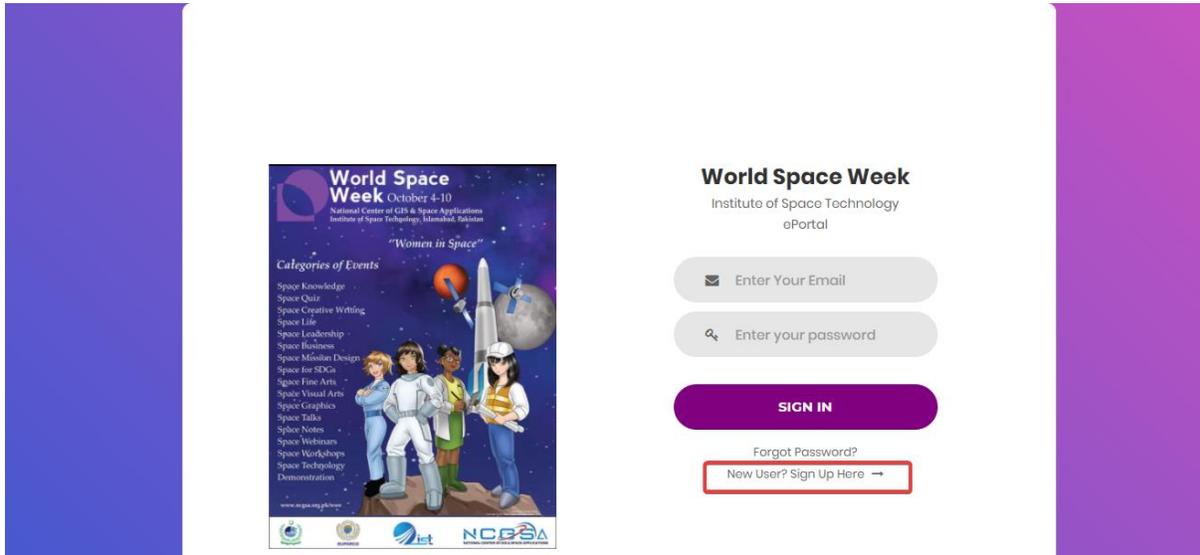
This is a step-by-step guide on registering for World Space Week 2021 at Institute of Space Technology, Islamabad.

General Guidelines:

1. World Space Week 2021 at IST will be held **online** from **October 4-10, 2021**.
2. The Theme of WSW 2021 is “**Women in Space**.”
3. Schools, Colleges, and Universities can register their Participants using our online Web Portal available at www.ncgsa.org.pk/wsw
4. There are **17 Categories** and **190 Modules** in WSW 2021. The detailed information about each Module is available on our website and the e-portal.
5. There are a limited number of Participants in each Category, and it is subject to the availability of Participants in each Module. Therefore, Registration will be entertained on a **first-come, first-serve basis**.
6. Registration Fee is 3000/- per Institution.
7. It is recommended that each Institute nominates a faculty member as a space ambassador for WSW 2021. These ambassadors shall register all their participants in the relevant modules.
8. All official communications will be communicated through these Ambassadors.
9. Every Institute can nominate one student in each Module of WSW 2021 except “**Technology Demonstration**,” where two Participants are allowed to join as a Team from each Institute.
10. In the categories of **Space Webinars, Space Notes, and Space Workshops**, ten students are allowed to join from each Institute.

Steps to register your participants for World Space Week 2021.

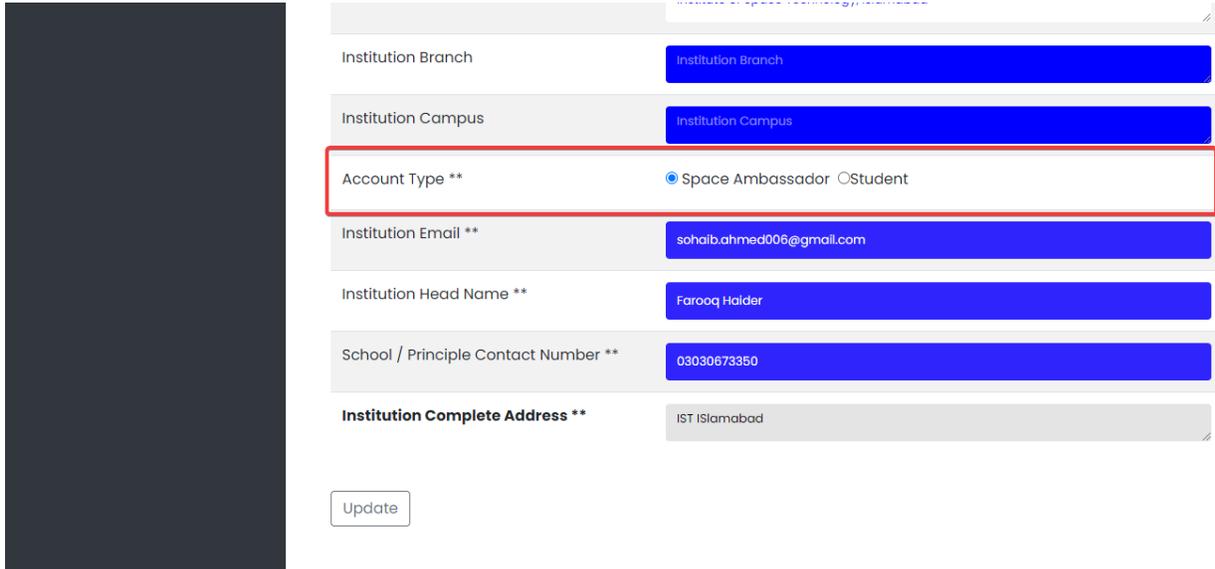
1. [Log in](#) to your World Space Week 2021 account.
2. If you are a new user, click “**Sign Up**” or go to signupwsw.ncgsa.org.pk



3. Enter your required details and sign up.
4. Once you have signed up, you will be directed to the sign-in page. Enter your credentials to log in.
5. Once you have logged into your account, click on “**Ambassador’s Profile**” from the left-hand side menu bar.



6. Please note that if you are a university student and want to participate in WSW 2021, you must select “**Student**” as “**Account Type.**” If you are applying as a student, you still need to pay the full registration fee, i.e., Rs 3000/-. So, it is recommended that you make a group of your fellow students and nominate one person as an ambassador.

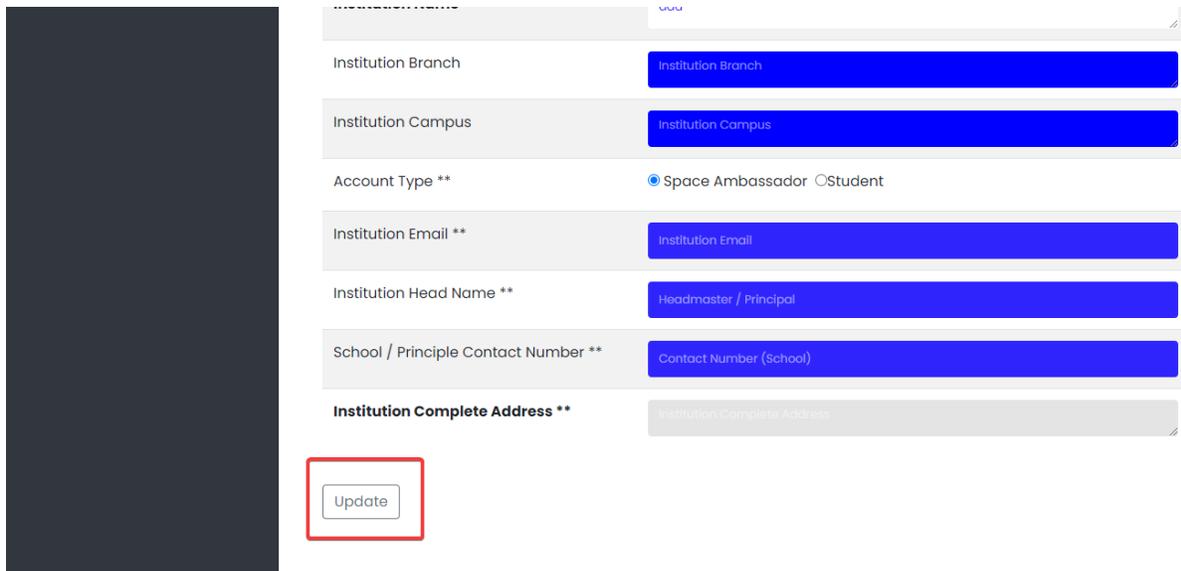


The screenshot shows a registration form with the following fields:

- Institution Branch: Institution Branch
- Institution Campus: Institution Campus
- Account Type **: Space Ambassador Student
- Institution Email **: sohaib.ahmed006@gmail.com
- Institution Head Name **: Farooq Halder
- School / Principle Contact Number **: 03030673350
- Institution Complete Address **: IST Islamabad

An "Update" button is located at the bottom of the form.

7. Enter all the required information and hit “**Update**” at the bottom of the page.



The screenshot shows the same registration form as above, but with the "Update" button highlighted by a red box.

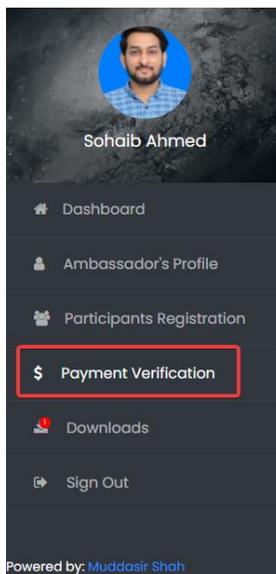
8. Upon completing the ambassador’s form, you will receive your “**WSW Registration ID**” Share this ID with your students only. This ID will help us distinguish you from other schools, colleges & universities, so make sure this ID isn’t in the wrong hands.



Institute of Space Technology, Islamabad

WSW Registration ID	1000	School / Institution Address	IST Islamabad
Space Ambassador	Sohaib Ahmed	Space Ambassador Contact #	03030673350
Email	sohaib.ahmed006@gmail.com	Space Ambassador Contact 2	03030673350
Institution Head Name	Farooq Halder	Institution Email	sohaib.ahmed006@gmail.com
Principle Contact #	03030673350	Payment Status #	Not Paid

9. Once you have completed your ambassador’s form, kindly pay the fee by any means feasible for you, after that, move on to payment verification by clicking on “**Payment Verification**” from the left-hand side menu bar.



Deposit Confirmation Form
Payment Date&Time :

Please deposit amount of PKR 3000 in the following account. Remember to attach receipt scan in the [Upload Challan](#) Section to ensure registration.

Habib Bank Limited (HBL) Account Number : 25137000098101 | Account Title : IST Bic
IBAN : PK 27 HABIB 0025 137000098101

Transaction Number:

Trx ID / Deposit or Sequential Number

Amount Paid:

Amount Paid PKR

Date Paid:

Bank & Branch Code:

Bank & Branch Code

10. Upload your payment proof, i.e., transaction receipt, enter the required information and hit “**Confirm Deposit.**” Please note that a first-come, first-serve basis depends on the deposit date & time of your payment.

11. Once you have completed your Payment verification, move on to your participant registration by clicking on “**Participants Registration**” from the left-hand side menu bar.

Space Knowledge	Space Quiz
Space Creative Writing	Space Mission Design
Space Applications	Space Technology Demonstrations
Space Fine Arts	Space Visual Arts
Space Graphics	Space Talks

12. Make sure to read the instructions before filling out the forms.

WSW 2021 Categories

Proceed to Payment

Welcome Sohaib Ahmed

Thank you for participating in World Space Week 2021. Kindly make sure you enter the correct information of all the participants to avoid any inconvenience. Please note that you can update/change the information.

1. Make sure to fill all the required fields (participant name & grade) while filling out the participation form. In case you missed any field the registration would not be confirmed.
2. Filling out participant information does not guarantee his/her registration. Registration is subjected to availability of slot in each module. Registrations will be entertained on first come first serve basis.
3. Kindly go through the **schedule** and make sure one participant taking part in 2 modules is not having any clash in terms of timing.
4. To fill the form First type Participant's Name, then from the Adjacent Dropdown Select his/her Grade. Module descriptions and file submission links are provided next to class dropdown.

Space Knowledge	Space Quiz
Space Creative Writing	Space Mission Design
Space Applications	Space Technology Demonstrations
Space Fine Arts	Space Visual Arts
Space Graphics	Space Talks

13. Click on your first Category, “**Space Knowledge.**”

14. Please only fill out your required field and leave other fields blank. The schools/colleges will only fill out information from Grade 5 to 12, whereas the university students only need to fill out their information.

15. The “**Upload Submission**” button will be accessible from October 2021 until the submission deadline, so make sure you upload your files before the deadline. Submissions will not be entertained after the deadline is over.

Participants Registration / Space Knowledge

Space Knowledge

Upload your files here before the submission deadline of your respective module(s)

Select the Grade from the dropdown menu

Enter the Participant Name here

Check module description/RFPs here

Space In Quran: Explanation of Uni

Abecedarian (Class 5-8)

Abecedarian - Student Full Name [Grade Dropdown] [Description] [Upload Submissions]

Virtuoso (Class 9-12)

Virtuoso - Student Full Name [Grade Dropdown] [Description] [Upload Submissions]

(UGrad)

U Grad - Student Full Name [Grade Dropdown] [Description] [Upload Submissions]

16. Once you have completed your first Category, make sure you hit the **“Save/Update”** button, and then you can click on the **“Next Category”** button to move on to the next one.

U Grad - Student Full Name [Description] [Upload Submissions]

(UGrad) - English

U Grad - Student Full Name [Description] [Upload Submissions]

Story Telling: Space Tales

Abecedarian (Class 5-8) - Urdu

Abecedarian - Student Full Name [Description] [Upload Submissions]

Abecedarian (Class 5-8) - English [Description] [Upload Submissions]

Abecedarian - Student Full Name [Description] [Upload Submissions]

Home button will take you back to Category page

Save/Update Button Previous Module Button

Please Press The Save / Update Button After Making Changes In The Form

Next Module Button

17. Please note you can change/update your Participant’s information until the registration deadline, i.e., September 27, 2021.

18. Once your payment has been verified, click on **“Downloads”** from the left-hand side menu bar to download your **“Participation Card”** and other resources.

19. Resources include the Schedule for the event, event module list with description, knowledge database, RFPs for respective events & other useful data.

Sohaib Ahmed

- Dashboard
- Ambassador's Profile
- Participants Registration
- Payment Verification
- Downloads**
- Sign Out

Powered by: Muddasir Shah

