

World Space Week 2023
Space Education Research Lab
National Center of GIS and Space Applications
Institute of Space Technology, Islamabad

Registration Portal User Guide

This is a step-by-step guide on how to register for World Space Week 2023 at Institute of Space Technology, Islamabad.

General Guidelines:

1. World Space Week 2023 at IST will be held in two main rounds.
 - a. **Preliminary Round (Online) Oct 06-10, 2023**
 - b. **Final Round (IST) Nov 08-10, 2023**
2. The Theme of WSW 2023 is "**Space & Entrepreneurship**".
3. Schools, Colleges and Universities can register their Participants using Online Registration Portal available at www.ncgsa.org.pk/wsw
4. There are **10 Categories** and **75 Modules** for different age groups in WSW 2023. The detailed information about each module is available on our website and on the Re-portal.
5. There are a limited number of slots in each module. Therefore, Registration will be entertained on a **first-come first serve basis**.
6. Each Institute shall nominate **one** faculty member as a space ambassador for WSW 2023-IST. These ambassadors shall register all their participants in the relevant modules.
7. All official communications will be communicated through these Space Ambassadors.
8. Registration Fee is PKR 10,000/Institution. This one-time registration fee enables respective institutes to register for all the modules of WSW 2023-IST.
9. Registration form can only submitted after paying the registration fee in the following Account :
 - a. **Account Title: IST Professional Development Center**
 - b. **Account No: 0001894146 or IBAN:PK49JSBL9567000001894146**
 - c. **Bank: JS Bank, Sihala Branch Islamabad, Pakistan.**
10. Please keep a clear picture of your Bank receipt or Screenshot of your payment, as it has to be uploaded to the registration Portal.

Steps to register participants for World Space Week 2023 - IST.

1. Log-on to <https://ncgsa.org.pk/wws/> using any web browser on your PC.



2. Click on **Register Now** Button.



3. This will redirect you to the WSW 2023 Registration Portal.

World Space Week-2023 Ambassador Registration Form

① Page 1



Registration Portal World Space Week 2023

4. Please go through all the instructions carefully and then **check** the, *I have read the instructions and agree to proceed further* button.

Before filling the form, Please make sure you go through all these instructions.

1. Space Ambassadors (Faculty members of Schools/Colleges) may fill this form.
2. Only 1 faculty member from each institution can be a Space Ambassador for WSW 2023.
3. The **Registration Fee** for Each institution is PKR 10,000/-
4. You can only submit the form after paying the registration fee in the following Account :
 - **Account Title: IST Professional Development Center**
 - **Account No: 0001894146 or IBAN: PK49JSBL9567000001894146**
 - **Bank: JS Bank, Sihala Branch Islamabad, Pakistan.**
5. Please keep a clear picture of your Bank receipt or Screenshot of your payment as it has to be uploaded to the registration Portal.
6. In the first part of the form, Ambassador will provide their details and the details of Institution and Registration Fee payment Proof.
7. Please make sure you give working email addresses/ Phone & Cell numbers as you will receive a payment confirmation Email on those.
8. Once your payment is verified, you will receive an Email that contains your Ambassador ID and a link to the **Student Registration Form**. Please keep that Email safe and do not share with anyone.
9. You can visit the **Student Registration Form** link from your email anytime.

☒ I have read the instructions and agree to proceed further.

Next >

1

5. Click the Next Button to proceed. This will take you to the Ambassador Registration Form.

World Space Week-2023 Ambassador Registration Form

Page 1 Page 2

Ambassador Details

Name *

First Last

CNIC *

Gender

☒ Male ☐ Female

Please enter your CNIC in this format *****#

Phone *

Email *

Picture *

Upload or drag files here.

Only jpg, jpeg and png files allowed of maximum size 2 MB. You can reduce the size of your image from [here](#).

6. Carefully fill all the details of the Nominated Space Ambassador, as these details cannot be changed later and will be used for all official communication.
7. In the next section, Ambassadors shall enter the information of their respective institute. If your institute does not have a branch or Campus name please write nil.
8. Address of the institute shall be written in the following format.
Street Address, City/District, Province.

Institution's Information

Name of Institution *		
<input type="text"/>		
Branch	Campus	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address *		
<input type="text"/>		
Institute Phone *	Institute Email *	
<input type="text"/>	<input type="text"/>	
Principal/ Head of Institution Name *	Principal/ Head of Institution Contact Number *	
<input type="text"/>	<input type="text"/>	
Principal/ Head of Institution's Email *	Logo *	
<input type="text"/>	<div>Upload or drag files here.</div>	

Only jpg, jpeg and png files allowed of maximum size 2 MB. You can reduce the size of your image from [here](#).

9. Please upload a clear logo of your institute in png format, as it will be used in different posters and on social media.
10. In the next step, Ambassadors shall add the payment information as shown below.

Payment Details

Transaction ID *

Date of Transaction *

Bank Name *

Picture of Transaction *

Upload or drag files here.

Only jpg, jpeg and png files allowed of maximum size 2 MB. You can reduce the size of your image from [here](#).

[< Back](#) [Submit](#)

Please do not submit passwords through Cognito Forms.

2

11. In the Transaction ID, you can write the Receipt ID in case of online payment or S.No. if you pay through a Bank Deposit Slip.
12. Please make sure that the picture of the payment proof is clear so that all details can be verified.
13. Read all the information again and click on Submit.
14. After submitting the form, you will receive an email regarding submission of your form.
15. Your payment proof will be verified in 3-4 hours. Once your payment is verified you will get a confirmation Email as shown below.

GSERL-NCGSA

World Space Week-2023 Ambassador Registration Form

Dear Sir:

Your registration for World Space Week-2022 as an **Space Ambassador** has been approved.
Your details are as below:

Name: SAAD ALTAF

Ambassador ID: 1,049

Institute: SAAD ALTAF, sakjmokdma, aks klamkamd, Rawalpindi

Please note down the ambassador ID. You will use this in fulfilling the next stage of registration of participants for World Space Week-2022. The link to register participants is [here](#).

16. You will be assigned an Ambassador ID, and a link to register participants.
Please keep this email safe.

17. For registering Students, Click on the link at the end of the email.
It will redirect you to the Students Registration Form that looks like this.

World Space Week Participant Registration Form

<p>Ambassador ID *</p>	<p>Name</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">First</td> <td style="width: 50%;">Last</td> </tr> </table>	First	Last
First	Last		
<p>Email</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><small>Please enter your valid Email</small></p>	<p>Name of Institution</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		

Participation Details

Modules Categories

- | | |
|--|---|
| <input checked="" type="checkbox"/> A-Space Recitation | <input checked="" type="checkbox"/> G-Space Models & Collectables |
| <input checked="" type="checkbox"/> B-Space Quiz | <input checked="" type="checkbox"/> H-Space Fine Arts |
| <input checked="" type="checkbox"/> C-Space Creative Writing | <input checked="" type="checkbox"/> I-Space Performing Arts |
| <input checked="" type="checkbox"/> D-Space Applications | <input checked="" type="checkbox"/> J-Space Life |
| <input checked="" type="checkbox"/> E-Space Innovation | <input checked="" type="checkbox"/> K-Space Entrepernuers |
| <input checked="" type="checkbox"/> F-Space Technology Demonstration | |

Please check all the module categories you want to register your participants in.

<div style="background-color: #e67e22; color: white; padding: 5px 10px; border-radius: 3px;">Next ></div>	<div style="border: 1px solid #e67e22; padding: 5px 10px; border-radius: 3px;">Save</div>
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1

18. Your Ambassador ID, name, Email and institution name will be filled by Default here.
19. Click on the category in which you wish to participate. A list of Modules is available on our website [here](#). After clicking on the category click **Next**. A new window will be opened.

World Space Week Participant Registration Form

A-Space Recitation

1-Space In Quran: Explanation of Universe (Male)

Participant Details: Max 01 Participant | Class 06-08 (Male)

Submission Details: Video Submission (2-3 minutes) | Online Google Forms

Description: Each participant is required to submit a 2-3 minutes recorded video while reciting the verses from Holy Quran related to Space Science & Technology. The video is to be recorded with a suitable camera to ensure video quality. The video should clearly show the face and expressions of the participant along with clearly audible voice.

20. Enter the Name of the Participant and their respective Grade for Each Module. After entering the name you will get a prompt on how many slots are available in that particular Module.

Name of the Participant

Saad

Grade

Class 06

Slots Available

39

These are total number of slots available in this module.

21. After you finish entering all the names in this category click on Save at the end of the page.
22. Please make sure that the name Spellings and Grades of the Students are correct, as they will be used later for certificates and souvenirs.
23. Next click on another category and repeat the process until you enter student names in all the Modules you wish to participate.
24. Each Module has a number of maximum participants that depicts the number of students that can participate from your institute.
25. You can register either one student or multiple depending on the slots available in Modules which allow more than one participants or leave a Module empty if you do not wish to participate in that Module.
26. You can get back to your form by clicking the link that you receive on your email at any time.

GSERL-NCGSA

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Your details are as below:

Name: SAAD ALTAF

Ambassador ID: 1,049

Institute: SAAD ALTAF, sakjmkmdma, aks klamkamd, Rawalpindi

Please note down the ambassador ID. You will use this in fulfilling the next stage of registration of participants for World Space Week-2022. The link to register participants is [here](#).

27. Once your student registration is complete. Click on the **Submit Button**. Your entries will be recorded and you will receive a confirmation email.

In case of any queries regarding the registration process, please feel free to contact:

Mr. Aqib Khan – Space Education Research Lab
Phone: 051-907-5864, 5863
Cell: 0311-5457523
worldspaceweekist@gmail.com