

Registration Portal User Guide

This is a step-by-step guide on how to register for World Space Week 2024 at Institute of Space Technology, Islamabad.

General Guidelines:


1. World Space Week 2024 at IST will be held on October 8-10, 2024 at Institute of Space Technology, Islamabad.
2. The Theme of WSW 2024 is "**Space & Climate Change**".
3. Schools, Colleges and Universities can register their Participants using Online Registration Portal available at www.ncgsa.org.pk/wsw-2024
4. There are **10 Categories** and **70 Modules** for different age groups in WSW 2024. 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 2024-IST. These ambassadors shall register all their participants in the relevant modules.
7. All official communications will be communicated through these Space AmbassadorsID

Steps to register Space Ambassador for World Space Week 2024 - IST.

1. Log-on to <https://ncgsa.org.pk/wsw-2024/> using any web browser on your PC.
2. Click on **Ambassadors' Registration** Button on our webpage
3. This will redirect you to the WSW 2024 Registration Portal.

World Space Week 2024: Space Ambassador Registration Form

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World Space Week 2024 - Registration Portal

Event Dates: October 8-10, 2024
Venue: Institute of Space Technology (IST), Islamabad

Important Tip:
To avoid any issues with form submission, please complete this registration form using a laptop or desktop computer. Mobile devices may not display all form elements correctly.

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

5. **Proof of Payment:** You are required to upload a clear image or screenshot of your bank receipt or payment confirmation in the form.

6. **Ambassador Information:** In the first section, you will provide your personal details, institution information, and proof of payment. Ensure that names, email addresses, phone numbers, and school details are correctly entered as they will be used for further communication.

7. **Confirmation:** Once your payment is verified, you will receive an email with your Ambassador ID and a link to the **Student Registration Form**.

- Keep this email safe and do not share it with anyone.

8. **Student Registration:** Using the link provided in the email, the Space Ambassador will register students in various categories and modules for World Space Week 2024.

- You can access the Student Registration Form anytime through the link in the email.

I have read the instructions and agree to proceed further.

[Next >](#)

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

Ambassador Details

Name *

First Last

CNIC *

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

Gender

Male Female

Phone *

Please enter the phone number in this format: 0334 2949667

Email *

On this email you will receive the confirmation email and student registration form link

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 *

Branch Campus City *

Address *

Institute Phone * Institute Email *
Please enter the phone number in this format: 051 9075864

Principal/ Head of Institution Name * Principal/ Head of Institution Contact Number *
Please enter the phone number in this format: 051 9075864

Principal/ Head of Institution's Email * Logo *

9. Read all the information again and click on Submit.
10. After submitting the form, you will receive an email regarding submission of your form.
11. You will be assigned an Ambassador ID, and a link to register participants. Please keep this email safe.

In case of any queries:

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