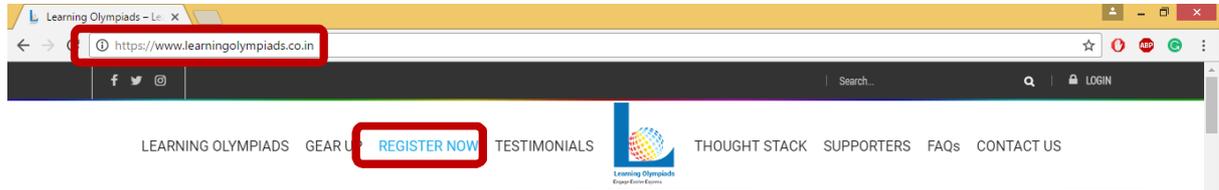


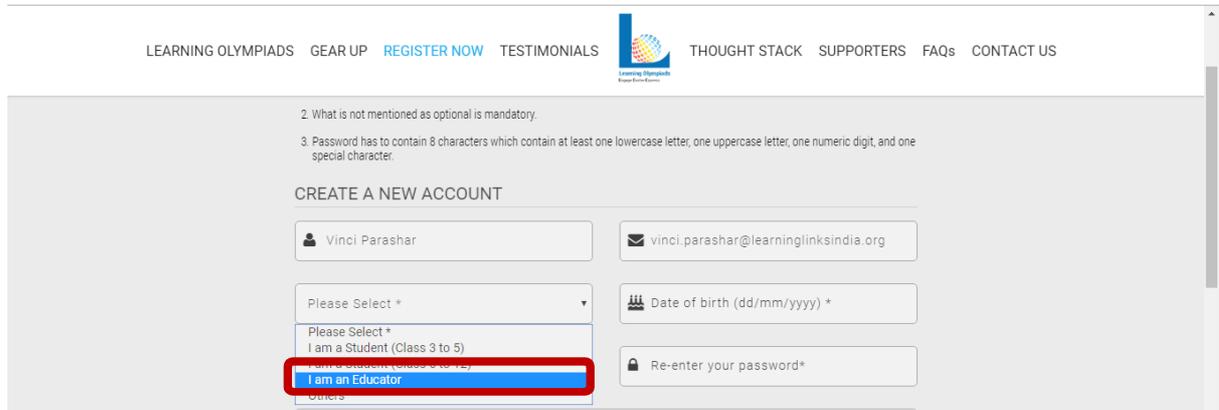
# Guide to upload CSV file for Bulk Registration

## 1. Registration

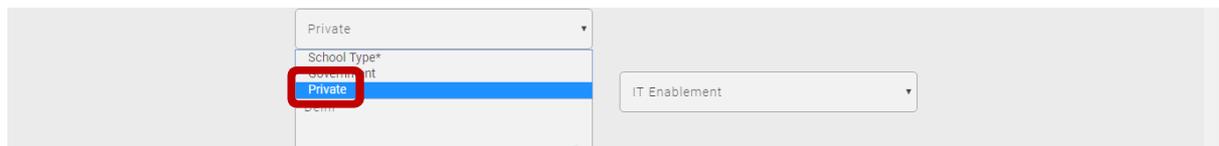
1. Open **internet browser**. Enter [www.learningolympiads.co.in](https://www.learningolympiads.co.in) in the **address bar**. Click **REGISTER NOW**.



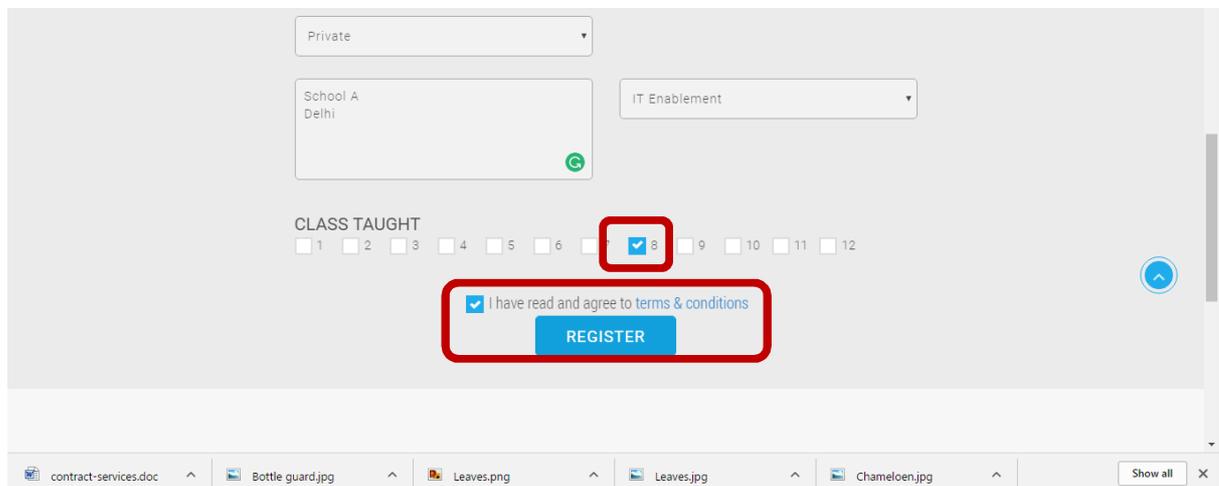
2. Enter the **credentials** to create account.  
**NOTE:** Select **I am an Educator** from the drop down.



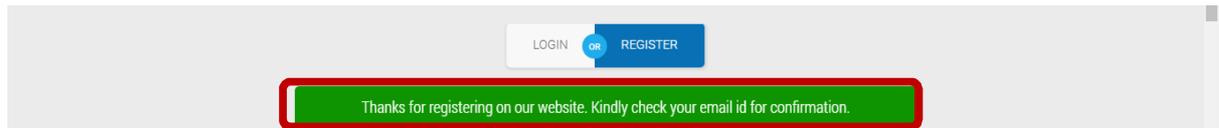
3. Enter the credentials including the **school type (Private or Government)**.



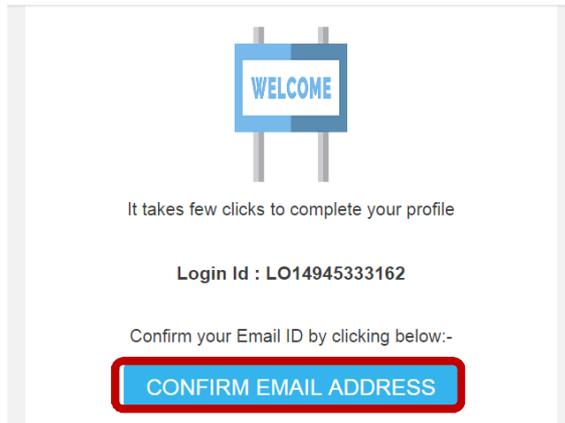
4. Enter **CLASS TAUGHT**. Enable the checkbox **I have read and agree to terms & conditions**. Click the button **REGISTER**.



5. Once the form is submitted, a **message** is shown.



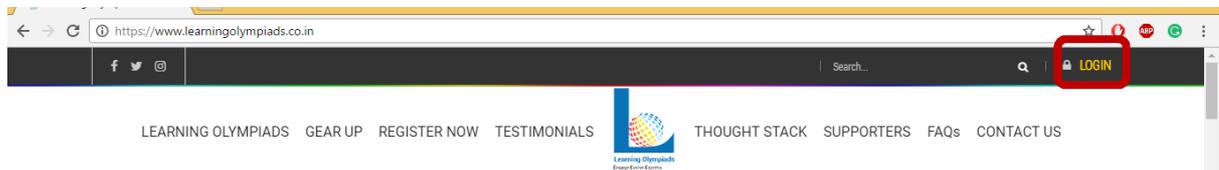
6. An **email** is sent to your registered email ID. Click **CONFIRM EMAIL ADDRESS** to confirm your email address.



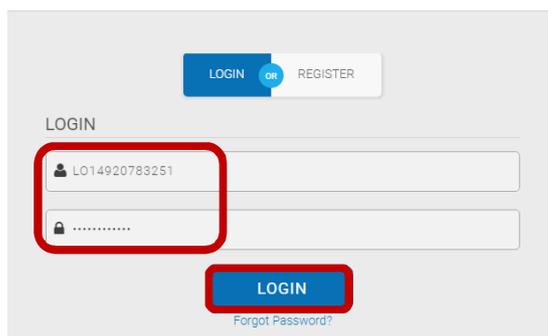
## 2. Login

1. Click **Login**.

**NOTE:** You can login only if you are already registered on the website.



2. Enter the **Login ID** and **Password**. Click the button **LOGIN**.

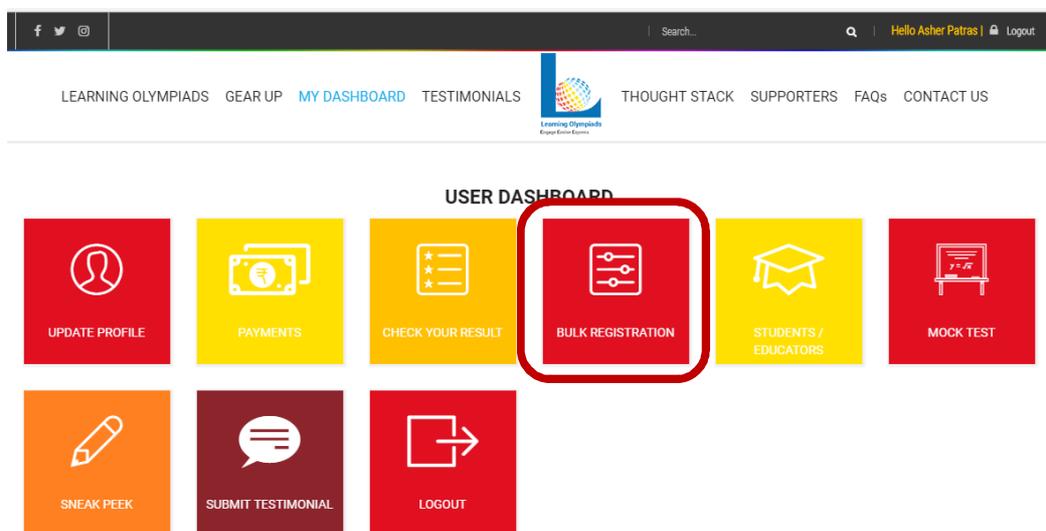


3. Once the user logs in, he/she is taken to the individual's **dashboard**. Individual DASHBOARD will display following tabs:
  - a. **UPDATE PROFILE:** The user can update his/her profile.
  - b. **PAYMENTS:** The user can make the payment after which he/she will be able to access the learning material and take the final Olympiad test.

**NOTE:** Once the payment is made, following two additional tabs will appear

    - ◆ **ACCESS LEARNING MATERIAL:** The user can access the learning material to prepare for the test.

- ◆ **TAKE TEST:** The user will be able to take the final test.
- c. **CHECK YOUR RESULT:** The user can view the results of all the tests he/she has taken, which includes both mock test and final test
- d. **BULK REGISTRATION:** The educator can do bulk registration of the students/educators of his/her school.
- e. **STUDENTS/EDUCATORS:** It lists all the users whom the educator has registered using the functionality BULK UPLOAD.
- f. **MOCK TEST:** The user can take the mock test to prepare for the final test.
- g. **SNEAK PEEK:** It contains sneak peek of the content. The entire content is available to the user only after making the payment.
- h. **SUBMIT TESTIMONIAL:** The user can submit his/her testimonial which will get displayed on the website only after the approval of the administrator.
- i. **LOGOUT:** It is used to logout from the system.

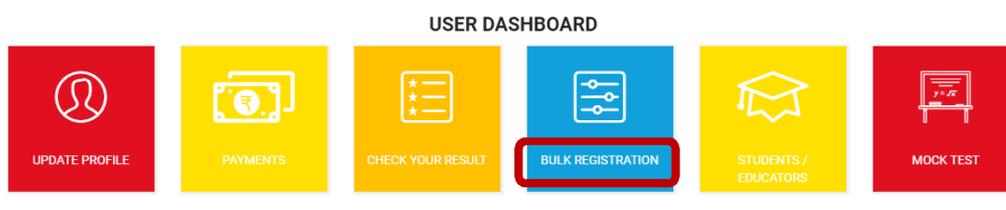


An educator can register a group of students through BULK REGISTRATION – *This is a preferred mode as group of students can be registered in one go.*

### 3. Bulk Registration

1. Click **BULK REGISTRATION** on the dashboard.

**NOTE:** BULK REGISTRATION tab will be visible only if you are logged in as an educator.



2. Select **Class** for which the CSV file needs to be uploaded. The CSV file contains the information of the students/educators who are to be registered on the website. **Please Note: Independent CSV file needs to be uploaded for each category.**

## IMPORT CSV

[← Back To Dashboard](#)

For Private Schools

Select Class  
Select Class  
**Student ( Class 6 - 12 )**

Choose File No file chosen

Demand Draft Amount\*

3. Click **Download CSV** to download sample CSV and enter the information of the students/educators of your school.

**Please NOTE: DO NOT CHANGE** CSV file structure/format and do not leave any field blank. This is important as in case you try to upload formatted CSV file format then this CSV will not get uploaded. The system will not accept any other CSV file format other than the one available on the website.

## IMPORT CSV

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Download Sample CSV : **Download CSV**  
Mobile Number of : parent / own  
Parent Title : mr / mrs  
Date of birth : dd/mm/yyyy  
Full Name, Name of School, Email ID are mandatory.

For Private Schools

Student ( Class 6 - 12 )

Choose File No file chosen

Demand Draft Number\*

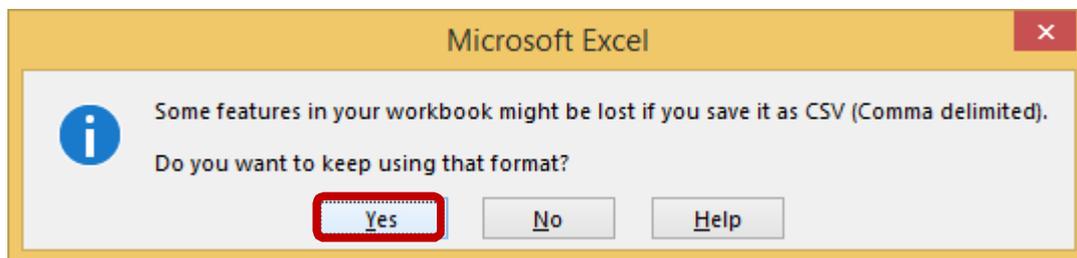
Demand Draft Amount\*

Upload Private School File

4. Enter **records** in the file and **save** the file.

| Sl. No. | Full Name | Class | Name of School | Ad         | Em         | City  | State | Email ID   | Mobile N | Mobile Number | Date of Birth | Address for communication | Parent Tit | Parent Name      | Parent Em | Parent Ph |
|---------|-----------|-------|----------------|------------|------------|-------|-------|------------|----------|---------------|---------------|---------------------------|------------|------------------|-----------|-----------|
| 1       | Ashima Si | 6     | Test Scho      | Rajendra i | info@llf.c | Delhi | Delhi | vinci_pers | Own      | 9999999999    | 13-06-1979    | Model Town                | Mr.        | Sarvesh Parashar | stuti@gm  | 6.67E+09  |
| 2       | Gourav Ve | 8     | Test Scho      | Rajendra i | info@llf.c | Delhi | Delhi | vinci_back | Own      | 9999999999    | 25-07-1985    | Model Town                | Mrs.       | Neeta Sharma     | gaurav@g  | 4.44E+09  |
| 4       | Sidhant B | 9     | Test Scho      | Rajendra i | info@llf.c | Delhi | Delhi | vinci_pers | Own      | 9876543210    | 13-06-1979    | Model Town                | Mr.        | Subhash Dwivedi  | subhash@  | 8.89E+09  |

5. Click **Yes**.



6. **Close** the file.

Microsoft Excel interface showing a CSV file named 'CORRECT\_CSV.csv'. The spreadsheet contains the following data:

| Sl. No. | Full Name  | Class | Name of School | Ad School Em | City       | State | Email ID   | Mobile N | Mobile Number | Date of Birth | Address for communication | Parent Tit | Parent Name      | Parent Em | Parent Ph |
|---------|------------|-------|----------------|--------------|------------|-------|------------|----------|---------------|---------------|---------------------------|------------|------------------|-----------|-----------|
| 1       | Ashima Si  | 6     | Test Scho      | Rajendra i   | info@llf.c | Delhi | vinci_pers | Own      | 9999999999    | 13-06-1979    | Model Town                | Mr.        | Sarvesh Parashar | stuti@gm  | 6.67E+09  |
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| 3       | Sidhant Be | 9     | Test Scho      | Rajendra i   | info@llf.c | Delhi | vinci_pers | Own      | 9876543210    | 13-06-1979    | Model Town                | Mr.        | Subhash Dwivedi  | subhash@  | 8.89E+09  |

7. Go to the website and click **Choose File**.

[← Back To Dashboard](#)

### IMPORT CSV

Download Sample CSV : [Download CSV](#)  
 Mobile Number of : parent / own  
 Parent Title : mr / mrs  
 Date of birth : dd/mm/yyyy  
 Full Name, Name of School, Email ID are mandatory.

For Private Schools

Student ( Class 6 - 12 )

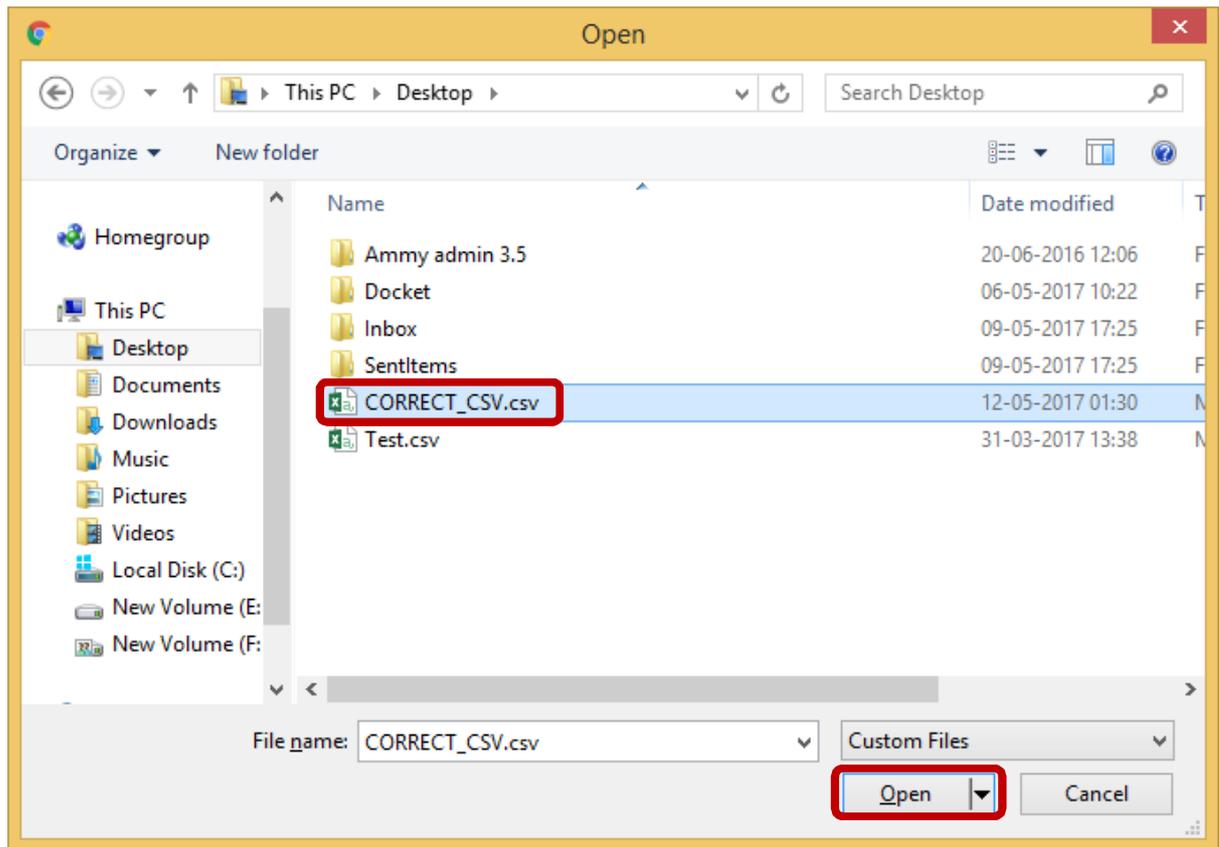
Demand Draft Number\*

Choose File No file chosen

Demand Draft Amount\*

[Upload Private School File](#)

8. Browse the location where your file is kept. Select the **file** and click **Open**.



9. Enter the **Demand Draft/cheque Number** and **Demand Draft/cheque Amount**. Click the button **Upload Private School File**. Please Note: Independent Demand Draft/cheque needs to be uploaded for each CSV file uploaded. For e.g. An educator uploads 3 CSV files (one for each category i.e., BASIC, ADVANCE & EDUCATOR) then 3 separate demand draft numbers/cheque need to be entered for each CSV file).

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### IMPORT CSV

For Private Schools

10. All records entered in the CSV file will be displayed. Also, **message** will be displayed that CSV has been uploaded successfully. An educator will receive the list of login IDs and Passwords for all students whose details were entered in the CSV file.

Csv uploaded successfully.

| S.NO | ID | NAME         | EMAIL                        | LOGIN ID       | PASSWORD   |
|------|----|--------------|------------------------------|----------------|------------|
| 1    | 1  | Ashima Singh | vinci_personal13@outlook.com | LO114945329932 | Lo_1234567 |
| 2    | 2  | Gourav Verma | vinci_backup10em@outlook.com | LO214945329933 | Lo_1234567 |
| 3    | 3  | Sidhant Behl | vinci_personal@outlook.com   | LO314945329943 | Lo_1234567 |

**IMPORT CSV** [← Back To Dashboard](#)

For Private Schools

Select Class   No file chosen

Demand Draft Number\*  Demand Draft Amount\*

11. Educator can share the LOGIN IDs and PASSWORDS with students for them to login. Students will be able to access the learning material and take FINAL OLYMPIAD TEST only after the cheque/demand draft is cleared. Once the demand draft/cheque is cleared 'USER DASHBOARD' of each participant will be fully active. Participant can access his/her DASHBOARD by using his/her User ID & password.
- Please Note: Once the payment is cleared, DASHBOARD of all participants will be active (Expect 2-3 working days for the activation process).

***For further query on CSV upload, please feel free to write to us @ [contactus@learningolympiads.co.in](mailto:contactus@learningolympiads.co.in)***