

Government of India Ministry of Ayush











Ayurveda Everyday, Ayurveda Everywhere

Standard Operating Procedure (SOP) for Submit Your Activity In

The Ayurveda day Microsite

Step 1: Please open the Ayurveday day Microsite : <u>http://ayurvedaday.in</u>

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Step 2: Click on "Submit Your Activity" Button :

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Step 3: For "New Registration" Please click on Add New User (If You Have User Id & Password then Login as mentioned in Step 5)

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Use	ername*						
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L	OGIN	BACK					Remember r
Lost y	our pass	word?					

Step 4: Fill all the details given in Form and Save it :

Note:

- Fill Email Id in Username Field.
- Password must be contains min 8 character (Alphanumerica & symbols) are mandatory.

HOME ABOUT OBJECTIVE AYURVEDA DAY 2	22 ACTIVITIES BY CENTRAL MINISTRIES	UPCOMING EVENT	DOWNLOADS	E SUBMIT YOUR ACTIVITY				
Add New User User Name *	Email *		Password *					
testuser@testmail.com	testuser@testmail.com		Test@123					
Phone Number *	Institute Name *			K				
SAVE								

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Standard Operating Procedure (SOP) for submit your activity in "The Ayurveda Day Microsite."								
Step	5: Login Page (If You Have User Id & Password)							
	HOME ABOUT OBJECTIVE AYURVEDA DAY 2022 ACTIVITIES BY CENTRAL MINISTRIES UPCOMING EVENT DOWNLOADS	SUBMIT YOUR ACTIVITY						
	Login Now							
7	Username* Password*							
	LOGIN BACK Lost your password?	C Remember me						
		ADD NEW USER						

Step 6: After Login, Fill all the details given in Form and Save it, for activity submission :

HOME ABOUT OBJECTIVE AYURVEDA DA	Y 2022 ACTIVITIES BY CENTRAL MINISTRI	ES UPCOMING EVENT	DOWNLOADS	
ADD NEW USER				
Submit Activity Details				
Activity Title *	Activity Date *		Activity Theme '	
test title	09/15/2022		test theme	
Activity Youtube Video Url (Optional)	Activity Type *		People Participa	ted *
https://www.youtube.com/test	test		10	
Activity Summary				
test summary				
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Activity Images (Optional) * Image should be jpg. jpeg and png format only. Images 1	Images 2		Images 3	Images 4
Choose File test1y (2).PNG	Choose F	ile test1 (3).PNG	Choose File test1 - Copy.PNG	Choose File test1 (3).PNG
Organization *		Name Of Organization *	Addres	S *
Other	~	test	test	
Country *		Town / City *	State *	
Test		test	test	
District *		Pincode *		
test		999999		K
		SA	VE	

Activity Title	Mention the name of your activity.
Activity Date	Mention the date when your acitvity perform.
Activity Theme	Describe the purpose of your Activity
Activity Youtube Video URL	If you create any video regarding this activity then upload in youtube and after copy your youtube video link and upload it here.
Activity Type	Mention the tpye ex: any quiz, game, dance etc
People Participated	No. of people who participate in this activity.
Activity Summary	Descibe the whole process of your activity.
Activity Images	Activity related images upload here.
Organization	Select the Organization like (Central, state etc) by dropdown.
Name of Organization	Name of the organization who organize this activity.
Address	Mention the complete address where activity perform
Country	Mention the Country's Name
Town/City	Mention the Town/City
State	Mention the State
District	Mention the District
Pincode	Mention the Pincode

Step 7: After Save, You can check your submitted activity under Save Button.

$\left(\right)$	SAVE												
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	ID ^{†↓}	Title $\hat{\mathbf{T}}$	Theme î↓	Youtube video Url î↓	Type ^{↑↓}	People Participated îl	Summary Î	Org Name ↑↓	Org Type î↓	Address î↓	State î↓	City 1	District
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5	Showin	howing 0 to 0 of 0 entries											

Thank You