AIU ALL INDIA INTER UNIVERSITY ARCHERY CHAMPIONSHIP 2026-2027

Guidelines for Participating Universities

User manual for registering your team on the portal

For university representatives: manager registration, players, payment, accommodation, journey and meals.
Includes an explanation of every check code (S-01 to S-30).

Contents

1 About this manual 3

2 Signing in 4

3 Your dashboard 5

4 Manager 6

5 Coaches 7

6 Events 8

7 Players 9

8 Photographs: the crop tool 12

9 Payment 13

10 Accommodation 15

11 Review and submit 17

12 After you submit 19

13 Journey plan 20

14 Changing something after you submit 21

15 Meals 22

16 At the venue 23

17 The check codes (S-xx) explained 24

18 Frequently asked questions 26

1 About this manual

This manual is for the person who registers a university's team for the **All India Inter University Archery (Men/Women) Championship 2026-2027**: usually the sports officer or physical-education representative. It follows the portal screen by screen, in the order most people complete them, and explains every check message (the **S-xx** codes) in section 17.

What you need before you start

- Your sign-in email address and temporary password, sent to you by the organizers.
- Details of the **manager** and the **coaches**: full name, gender, mobile number, email address.
- For every **player**: full name exactly as it should appear on the ID card, gender, date of birth, year of study, programme and the player's **AIU Sports ID**.
- A recent passport-style **photograph** of every person (a phone photograph is fine).
- The ability to pay the registration fee by bank transfer or UPI, and a screenshot or receipt of the payment.
- The number of men and women of your team who will need **accommodation** (optional).

Fields marked with a red *

On every entry screen, a field with a * after its name is **compulsory**. Fields without a red * are optional. Each entry form shows this reminder at the top. Compulsory fields that are left empty stop the form from being saved.

> **The big picture.** You fill in Manager, Coaches, Events, Players and Payment in any order, check everything on Review and submit, and submit once. After submitting, your registration is locked; you can then plan your Journey, choose Meals and answer the Accommodation question. The organizers verify your payment and issue the ID cards.

2 Signing in

Open the portal address given by the organizers. Enter the email address and password you were given and select **Sign in**. The first time you sign in with a temporary password, you are asked to choose your own password (at least 10 characters, with letters and digits).

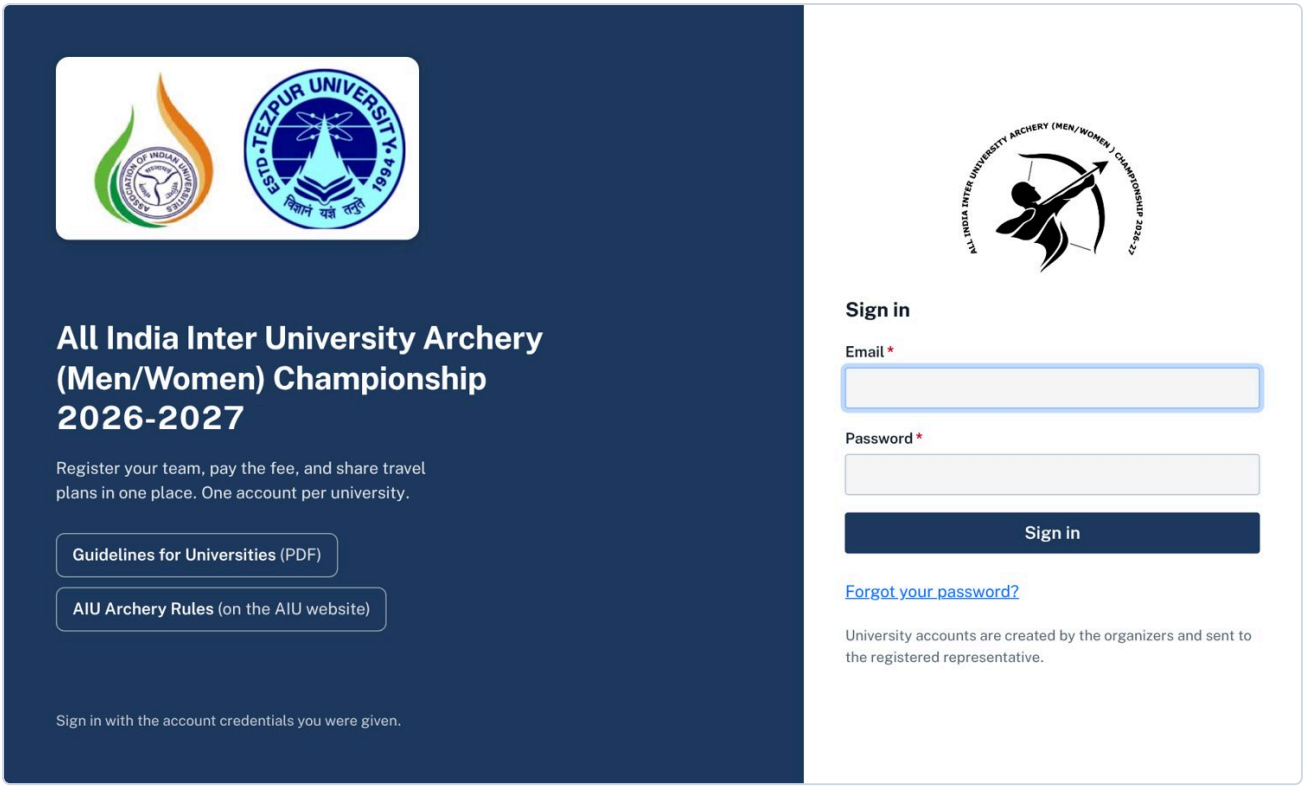


Figure 1. The sign-in page. The Guidelines link on this page opens this manual.

Forgotten password

Select **Forgot your password?**, enter your email address and follow the one-hour link sent to it. The page shows the same message whether or not the address is registered, so it cannot be used to find out who has an account. To change your password at any time, select **Password** at the top right.

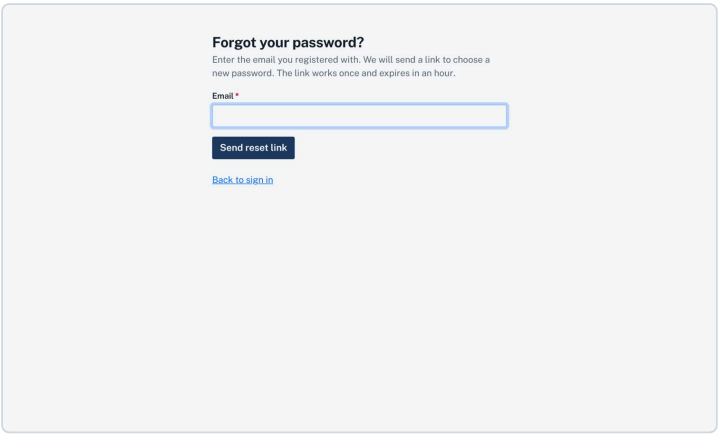


Figure 2. Forgot your password.

3 Your dashboard

After signing in you reach the dashboard. The menu on the left lists the sections: **Manager, Coaches, Events, Players, Payment** and **Review and submit**, then (after submission) **Journey plan, Meals** and **Accommodation**. A green dot means a section is complete; a red number shows how many items still need attention in it. The target rings show your progress: outer ring Manager, inner ring Payment; blue means complete, gold means it needs attention.

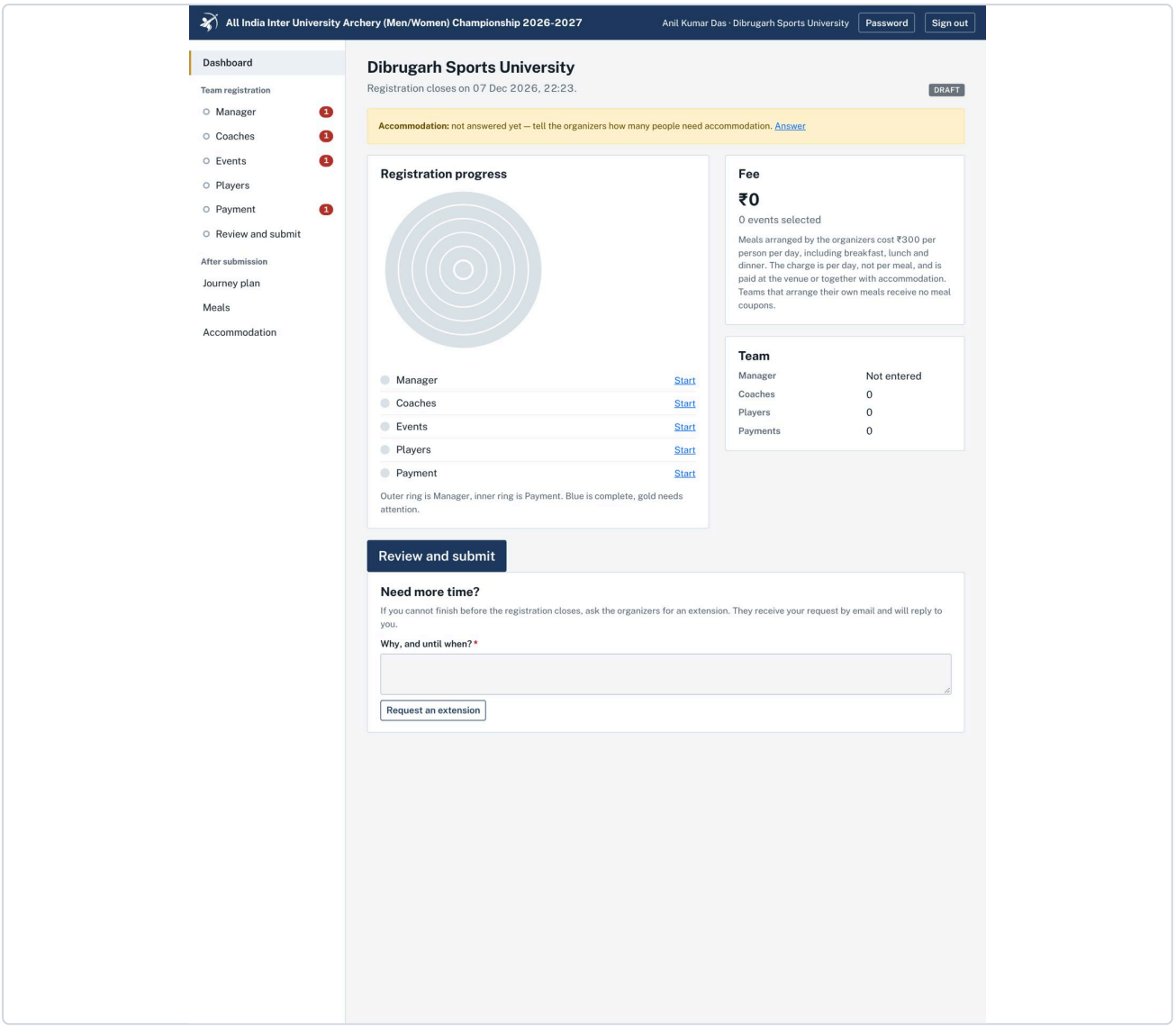


Figure 3. The dashboard of a registration that has not been started.

The dashboard also shows the registration closing date and time. The portal enforces it: after it, nothing can be saved unless the organizers grant an extension.

4 Manager

One manager is responsible for the team, travels with it and receives all notices. Open **Manager**, fill in full name, gender, designation, mobile number (10 digits, or international format with country code) and email address, add the photograph (section 9) and select **Save manager**.

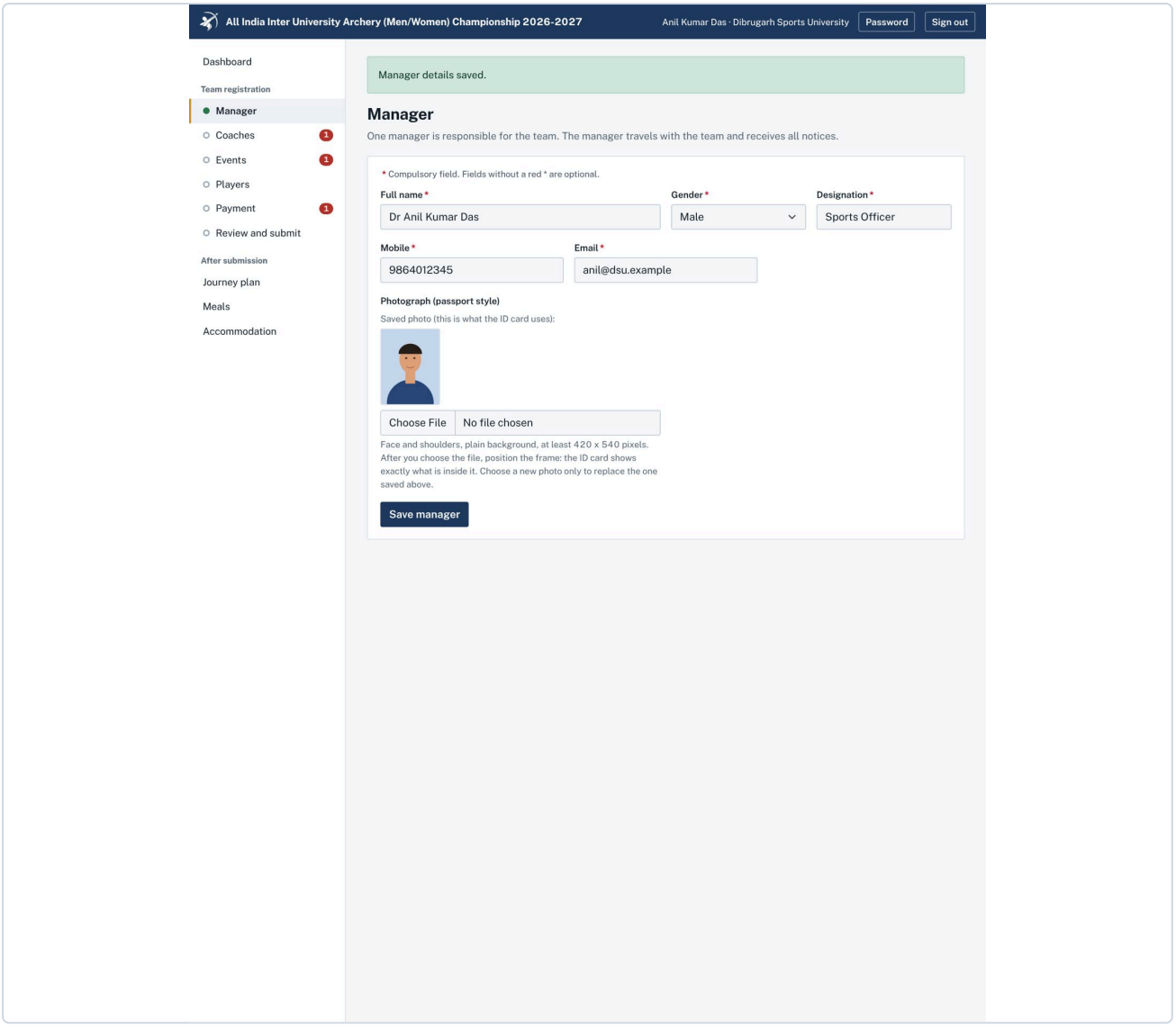


Figure 4. The Manager screen. Every field with a red * is compulsory.

5 Coaches

You need at least one coach (the maximum number allowed is shown on the page). Enter name, gender, mobile and email (qualification is optional), tick the event(s) the coach is responsible for, add the photograph and select **Save coach**. Select your events first, or come back to tick the events afterwards. Every event needs at least one coach (check S-07). Remove a coach with **Remove** while the registration is still a draft.

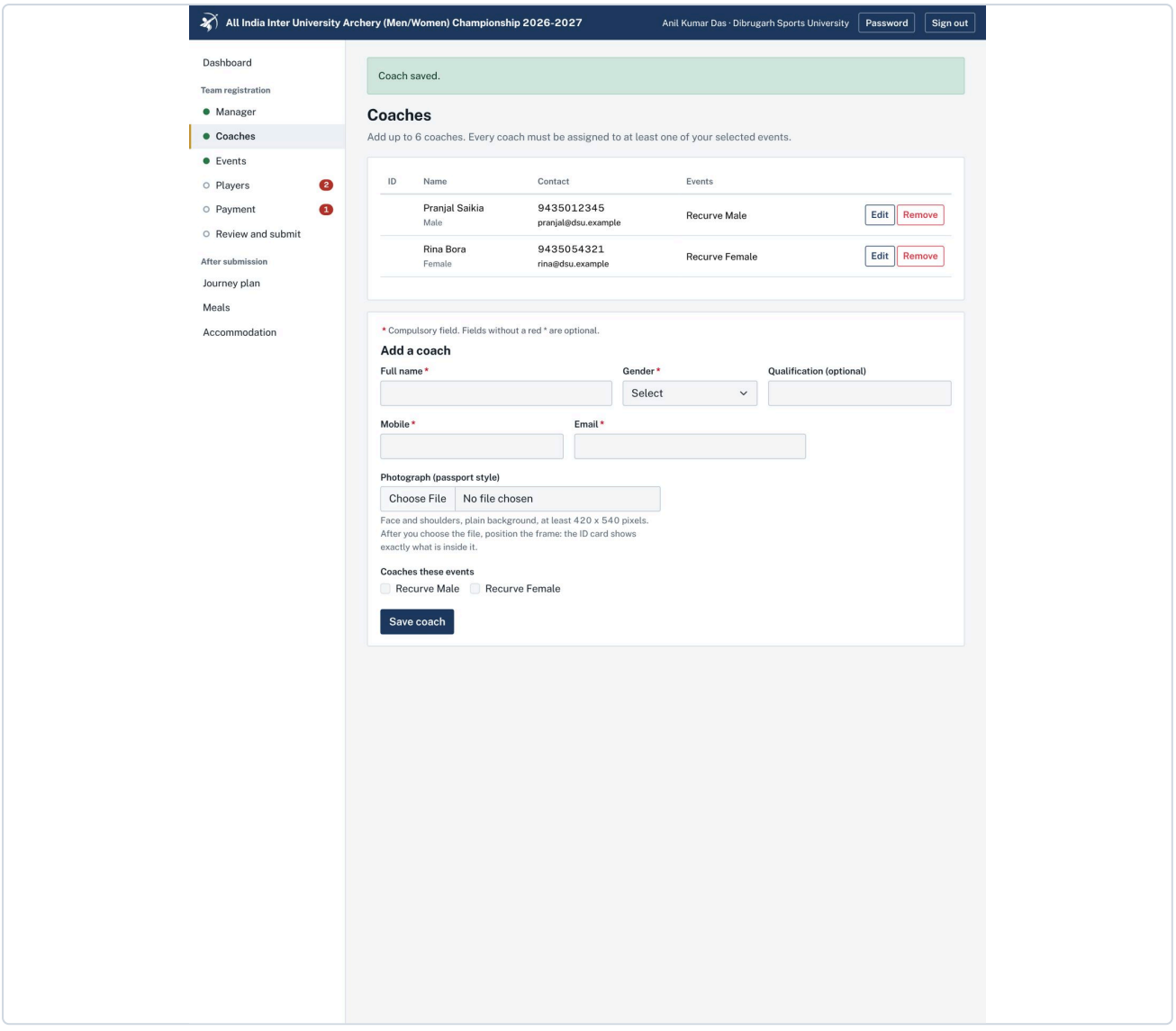


Figure 5. The Coaches screen after two coaches were added.

6 Events

Open **Events** and tick every event your university is entering: Recurve, Compound and Traditional, each for Men and Women. The fee is charged **per event entered**, not per player, and the fee due updates as soon as you save.

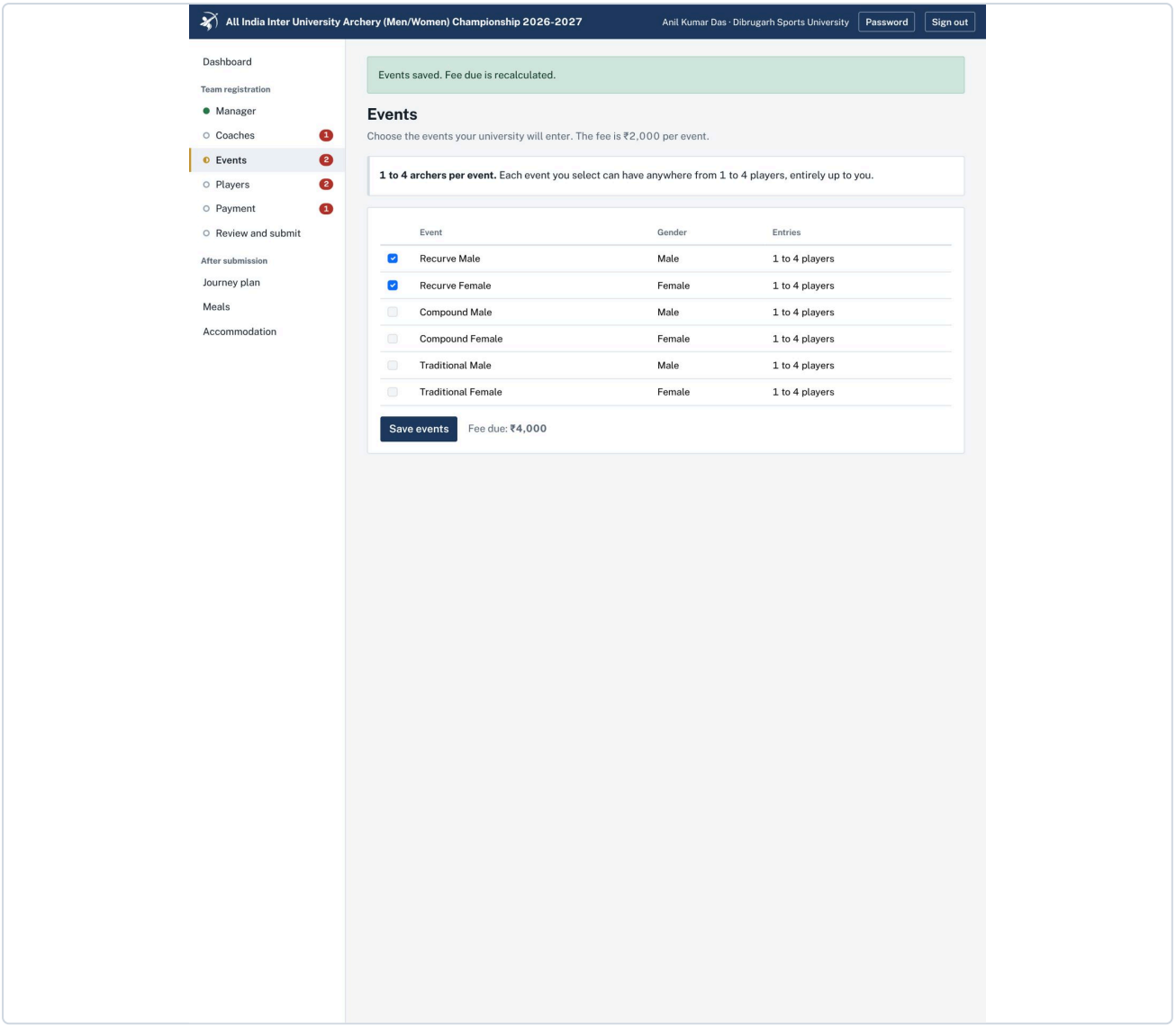


Figure 6. Choosing events.

> If you remove an event after assigning players or coaches to it, those assignments are removed too. Check the Players and Coaches screens again.

7 Players

Each event takes **1 to 4 players**. Open **Players**, and for each player enter the details below, tick the event the player enters (normally one) and select **Save player**.

Field	Rule
Full name *	Exactly as it should be printed on the ID card. Latin letters only, no digits.
Gender *	Must match the event: a player can enter only a Men event if male, or a Women event if female.
Date of birth *	The portal refuses a date earlier than the age-limit date set by AIU (check S-08).
Year of study *, Programme *	For example 2nd and B.Sc Physics.
AIU Sports ID *	Letters, digits and hyphens only, 4 to 20 characters, e.g. AIU-2026-012345. Capital letters are applied automatically.
Mobile, Email	Optional for players.
Photograph *	Compulsory when the organizers require it (see section 9).

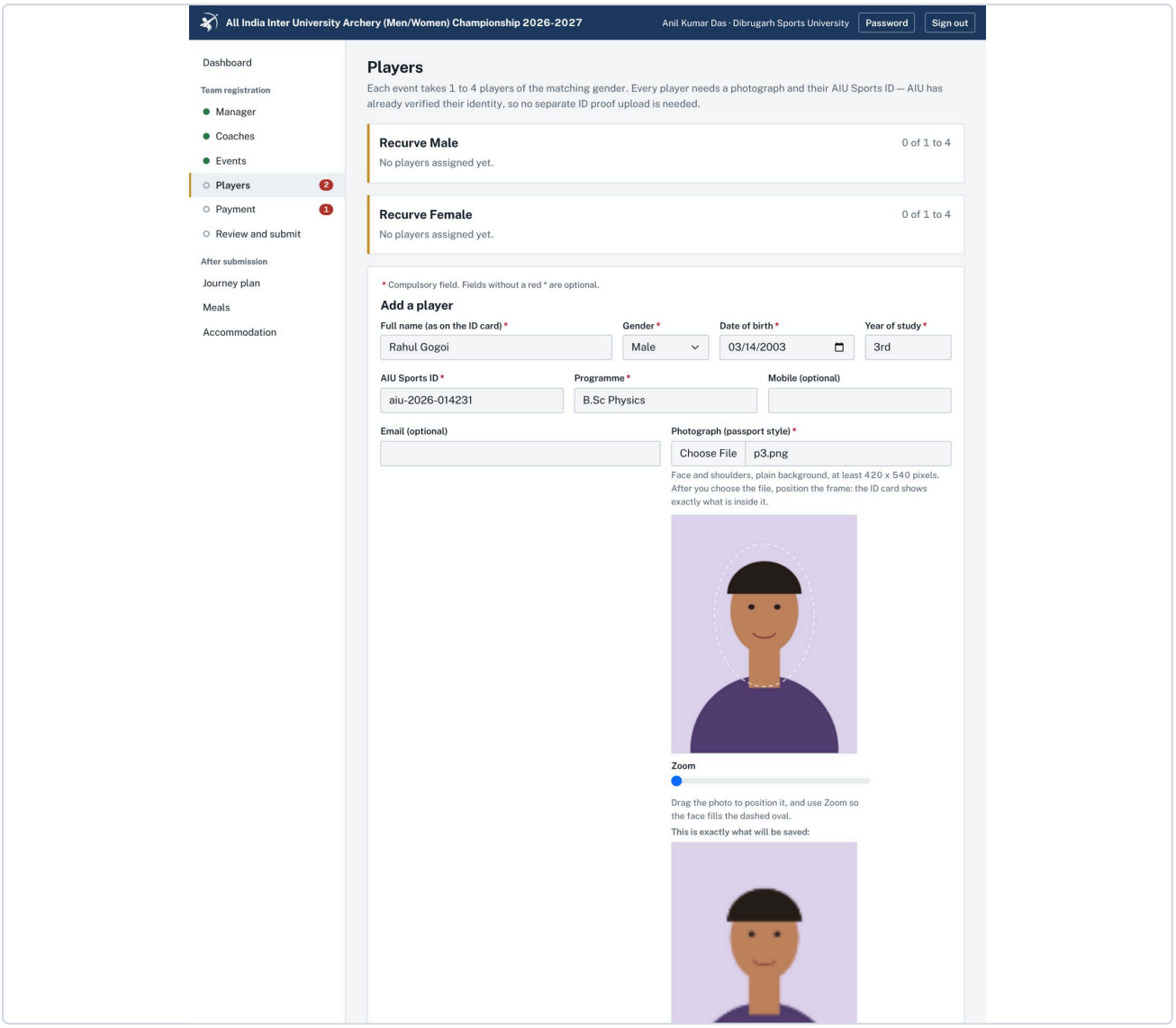


Figure 7. The Add a player form.

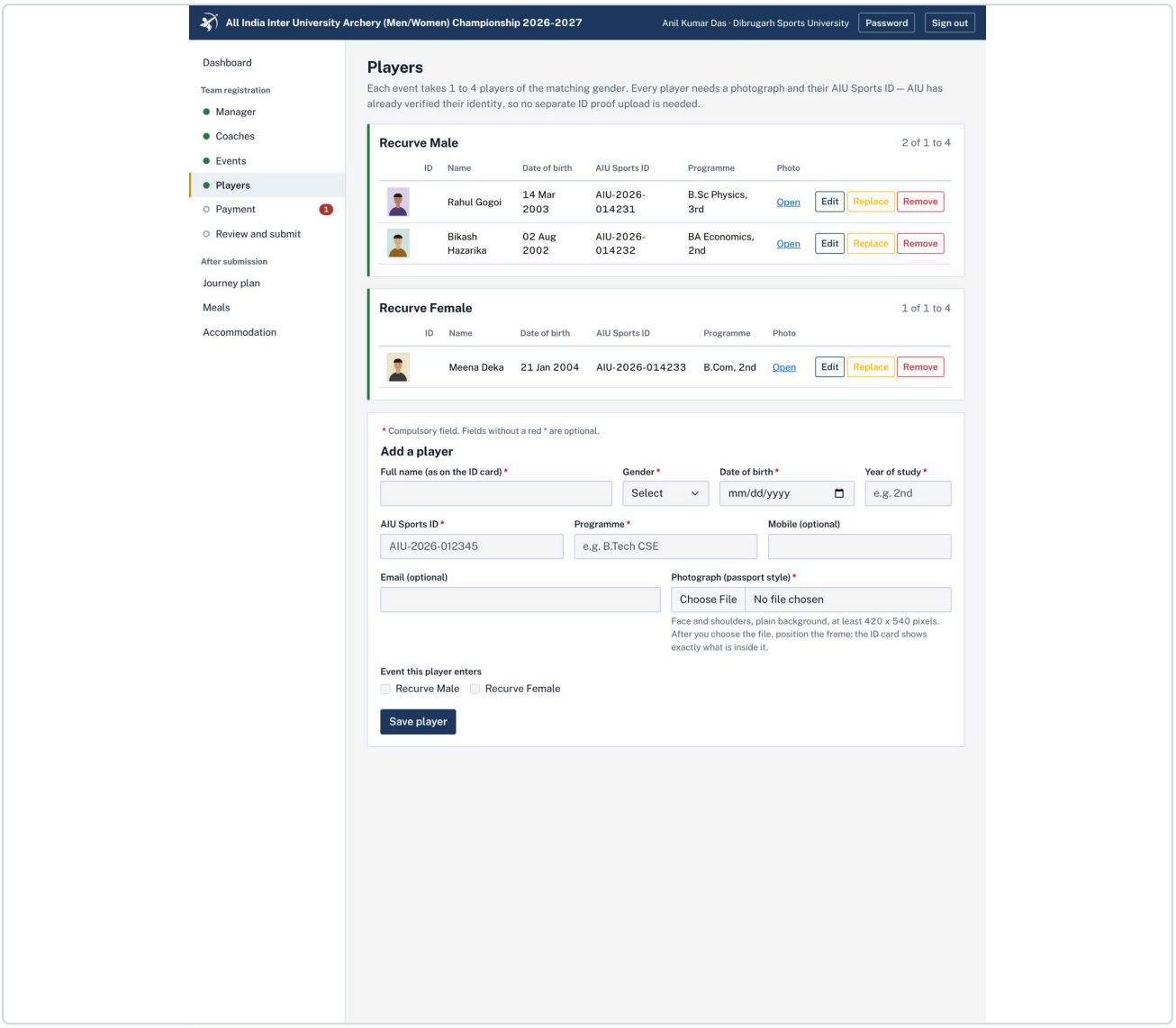


Figure 8. The Players screen, grouped by event, with a photo thumbnail for each player.

Edit or remove a player with the buttons next to the name while the registration is a draft. After submission, a player can be replaced only inside a substitution window opened by the organizers (section 14).

8 Photographs: the crop tool

Every photograph (manager, coach or player) goes through the same tool, because the ID card needs a consistent passport shape.

1. Choose the photo file (JPG or PNG, at least 420 × 540 pixels).
2. A crop frame appears. Drag the picture to position it, or use the arrow keys; use **Zoom** to make the face larger or smaller.
3. The small preview shows exactly what will be saved.
4. Save the form. The cropped photo is uploaded at that moment.

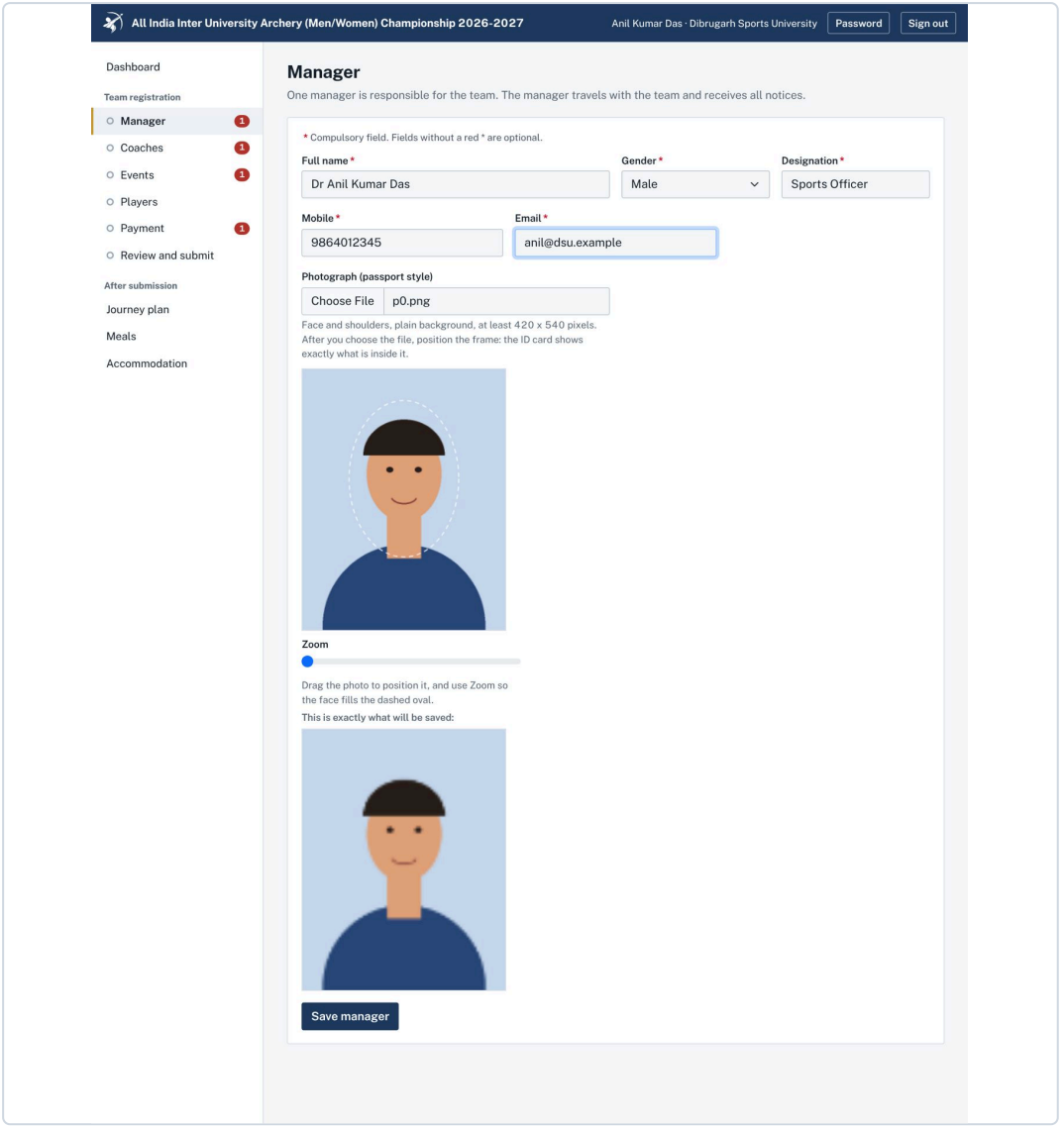


Figure 9. The crop tool, with the preview of what will be saved.

Good photographs: face and shoulders, looking at the camera, plain light background, even lighting, no sunglasses or cap. A sideways phone photo is turned upright automatically. After saving, the form shows the stored photo, and the Players and Review pages show thumbnails so you can check every photo at a glance.

9 Payment

Open **Payment**. The fee due is calculated from the events you selected. Pay the exact fee by **bank transfer or UPI** to the account shown under *Pay to*; use the Copy buttons to copy details accurately, and follow any instruction shown (for example to write your university code in the remarks). If the organizers enabled it, a UPI QR code is shown: check that the name displayed matches the account holder before paying.

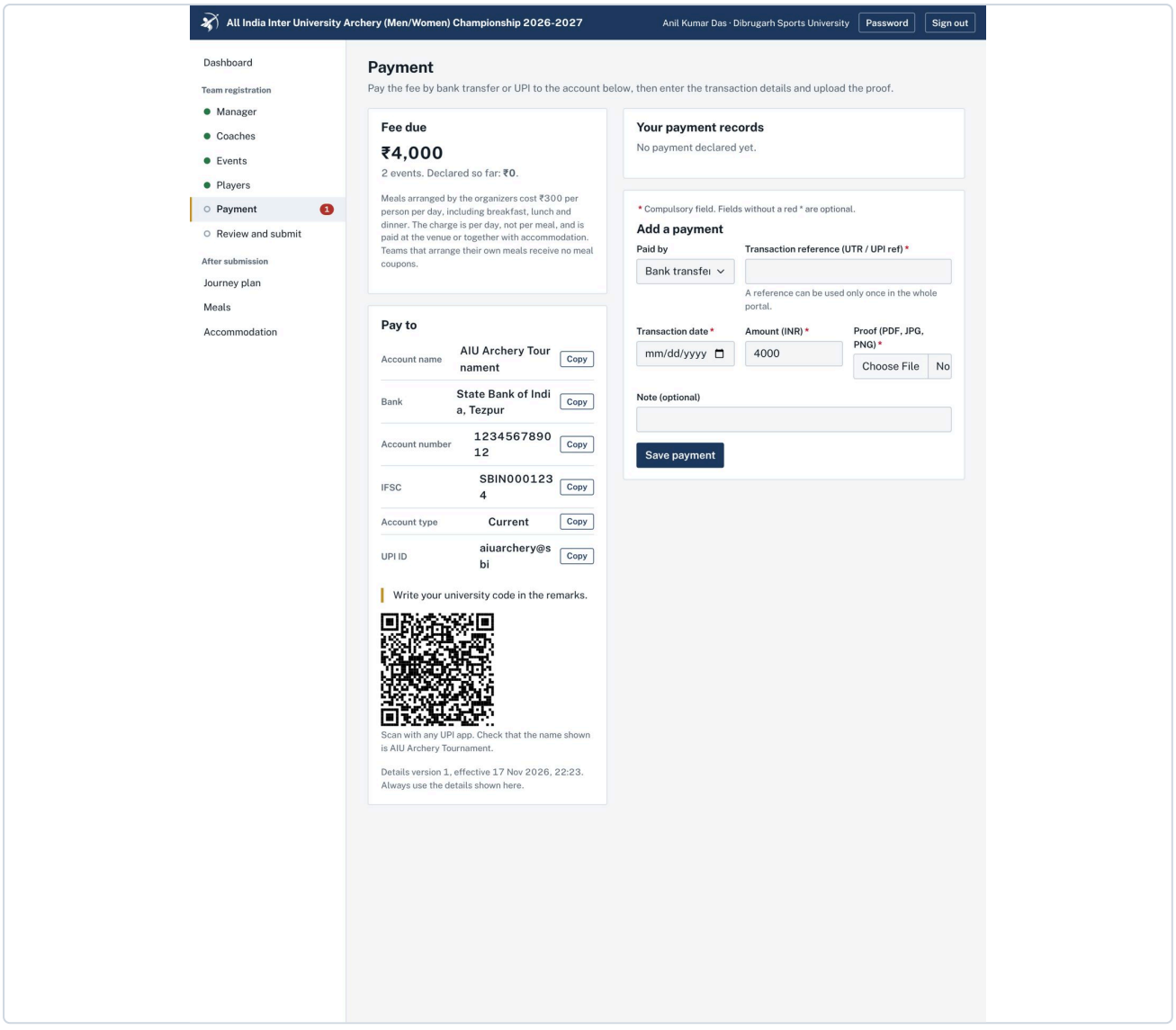


Figure 10. The Payment screen: the account to pay and the fee due.

After paying, fill in **Add a payment**: choose Bank transfer or UPI, enter the **transaction reference** (the UTR of a bank transfer, or your UPI reference; each reference can be used only once in the whole tournament), the transaction date and the amount, upload the proof (screenshot or PDF receipt) and select **Save payment**. You may declare several payments if you pay in parts; together they must equal the fee due.

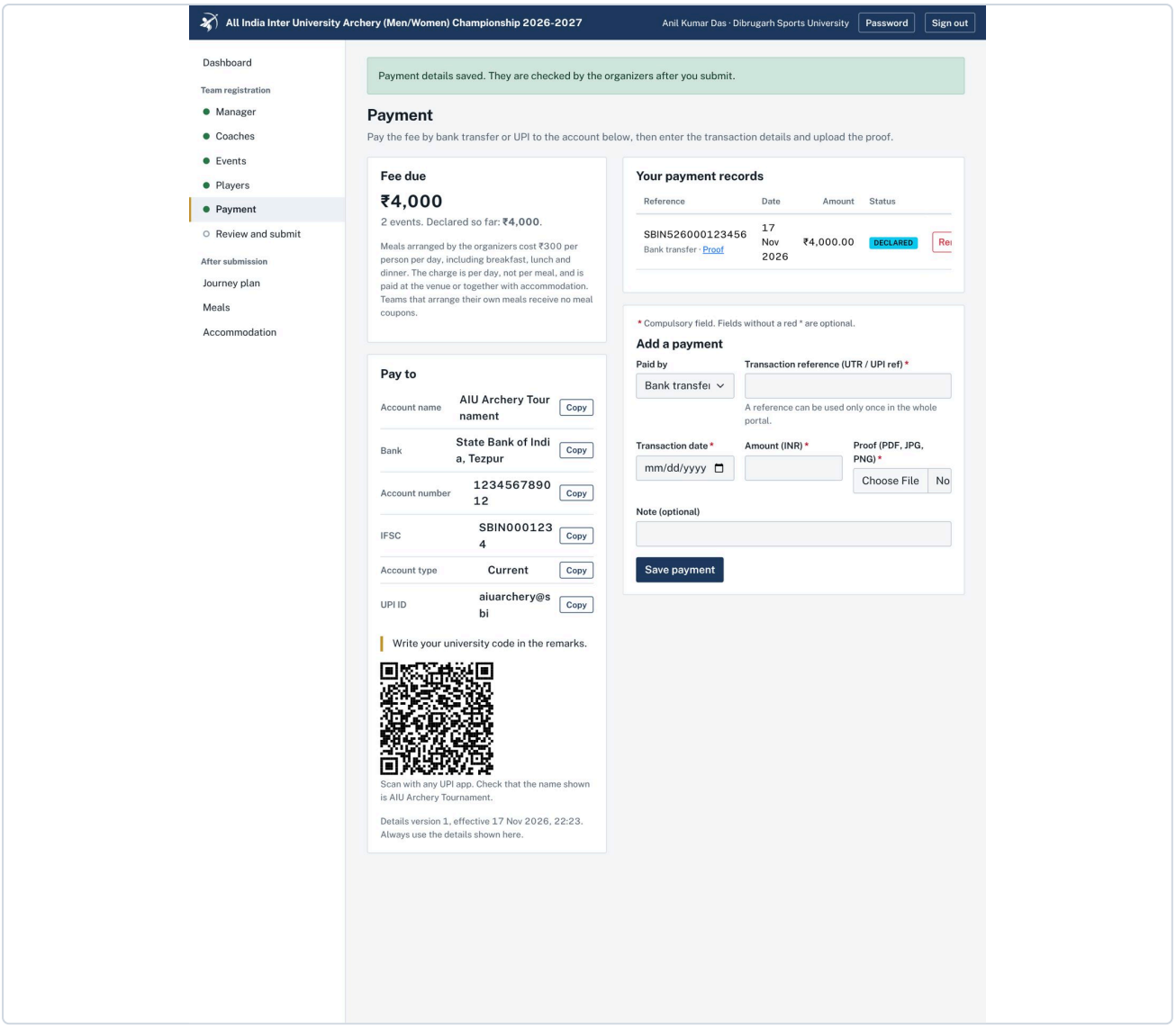


Figure 11. A declared payment.

The organizers' finance team compares your declaration with the bank statement and marks it **Verified**, or **Rejected** with a reason. If it is rejected, a payment correction window opens for you to enter the correct details (section 14).

10 Accommodation

The organizers arrange accommodation and need to know how many beds to prepare. Open **Accommodation** (menu or dashboard) at any time before registration closes.

- Choose **Yes** and enter the **number of men** and the **number of women**, or choose **No** if you will arrange your own accommodation.
- The page shows how many men and women your team has registered (manager, coaches and players). The numbers you enter **cannot be higher** than these. Add your team members first if they are 0.
- At least one person must be entered if you choose Yes.
- Accommodation is arranged at **Rs 150 per person per day**, collected by the organizers at the time of checkout. It is **not charged through the portal** and no amount is calculated for you.

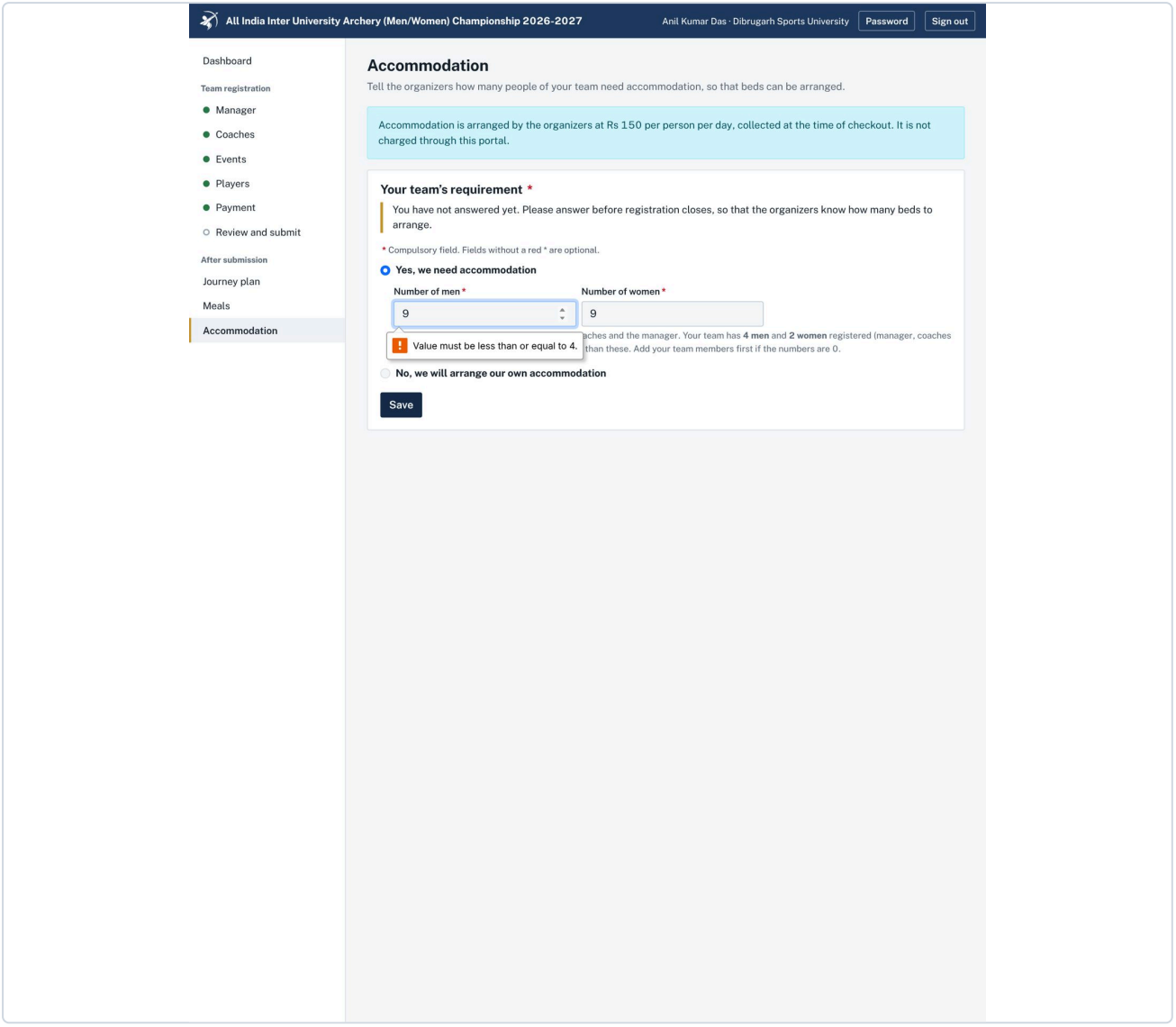


Figure 12. The Accommodation screen. Numbers above the team size are refused.

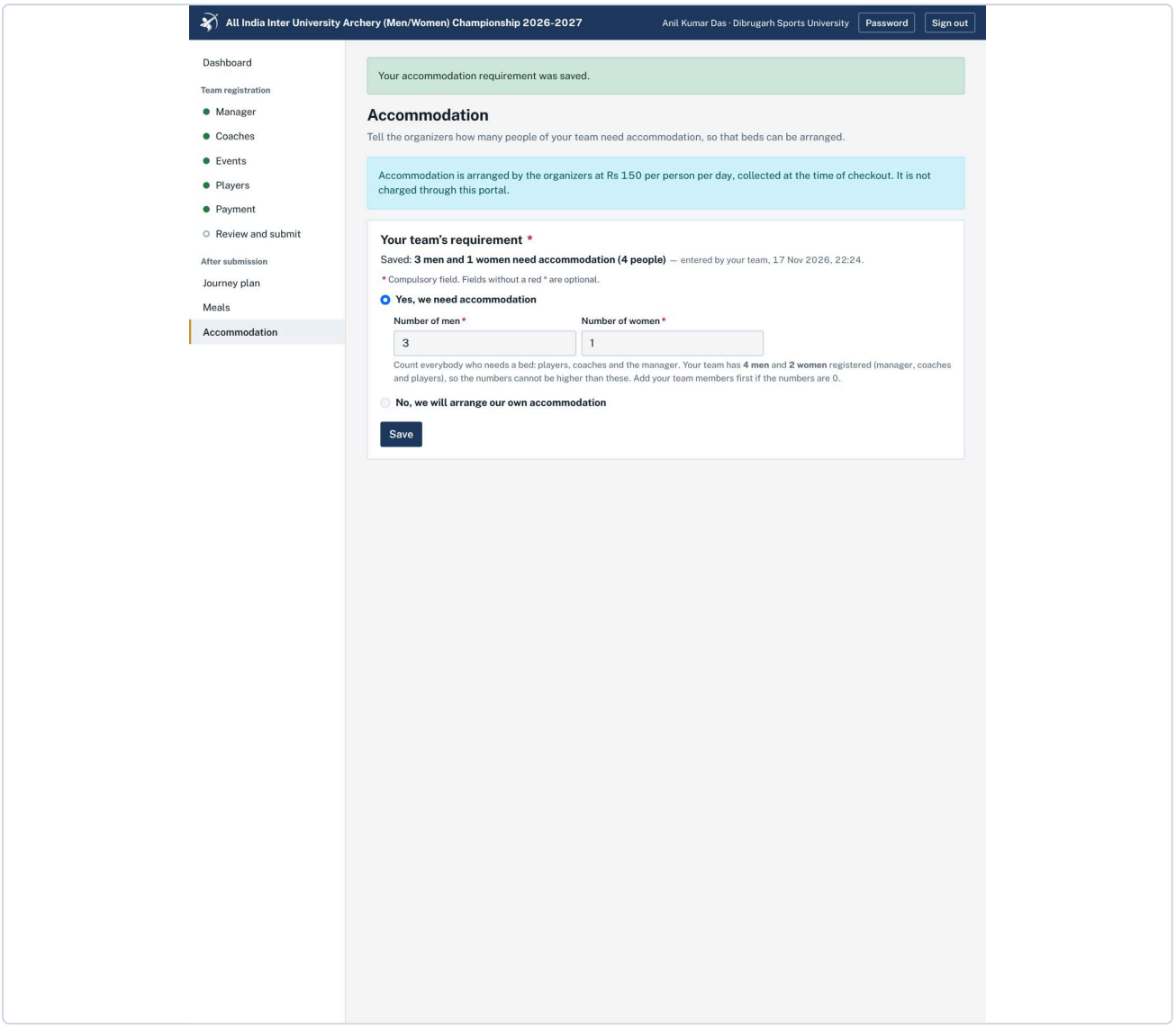


Figure 13. The saved answer, also shown on the dashboard.

If you remove people from your team after answering, the review page raises check S-30 until the numbers fit. After the registration closes, only the organizers can change the numbers.

11 Review and submit

Open **Review and submit** when everything is complete. The page lists, in a **Checklist**, everything that still needs attention. Each line begins with a code such as **S-06**, states the problem and has a **Fix** link that opens the right screen. The Submit button stays disabled until the list is empty. Section 17 explains every code.

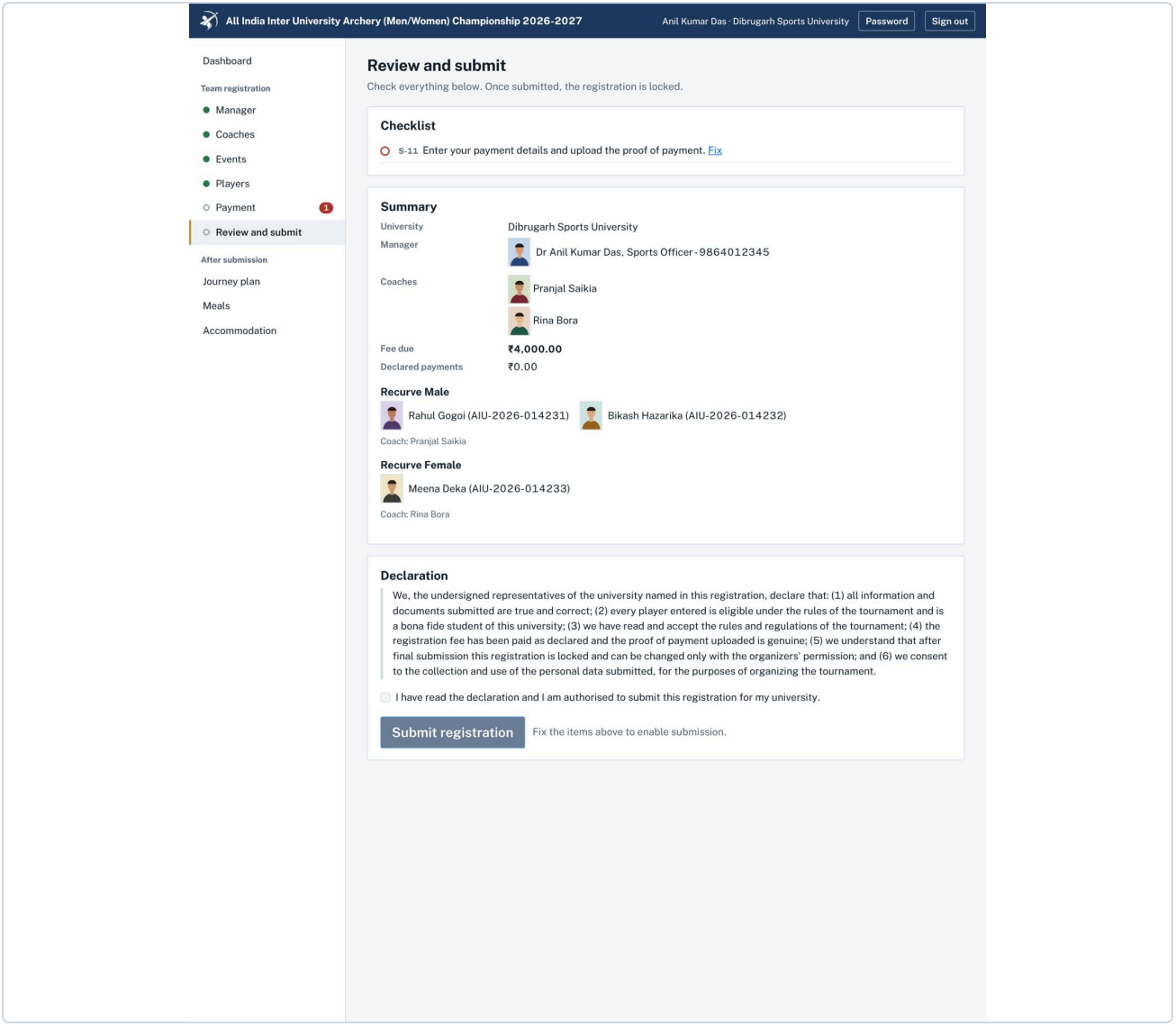


Figure 14. The checklist of an incomplete registration. Each line has a code, a message and a Fix link.

Below the checklist, the **Summary** shows the manager, coaches, fee due, declared payments and the players of every event with photo thumbnails. Read the **Declaration**, tick the box and select **Submit registration**.

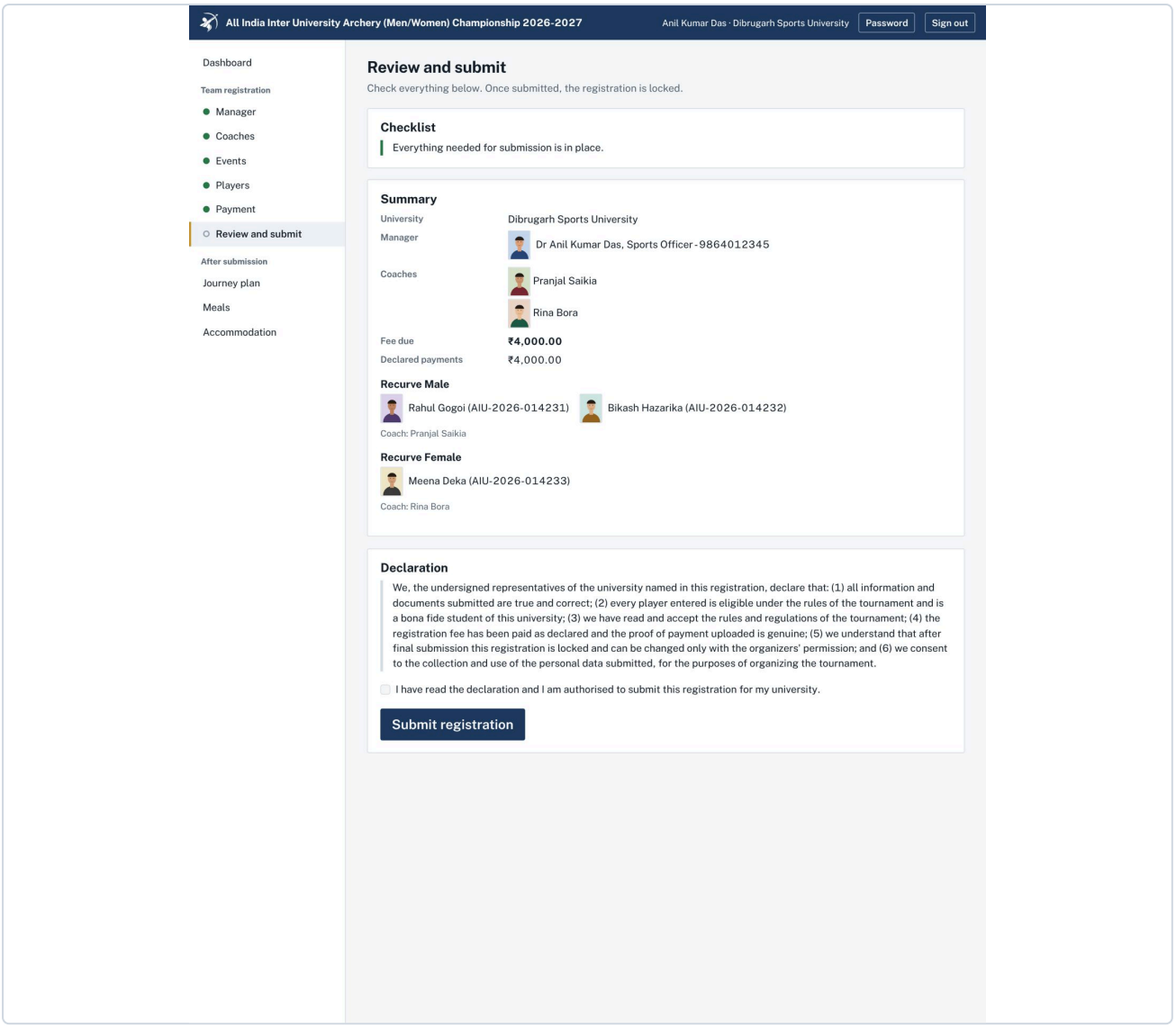


Figure 15. A complete registration: the checklist is empty and Submit is enabled.

> Submitting is final. The registration is locked so that what the organizers see cannot change unexpectedly. Changes afterwards need the organizers' permission (section 14). Click Submit only once.

12 After you submit

You receive your **registration ID** (for example AIIUAC-2026-0002). The dashboard now offers **Download registration PDF**, a complete record of what you submitted with a QR code anyone can scan to verify it, and the Journey plan, Meals and Accommodation screens.

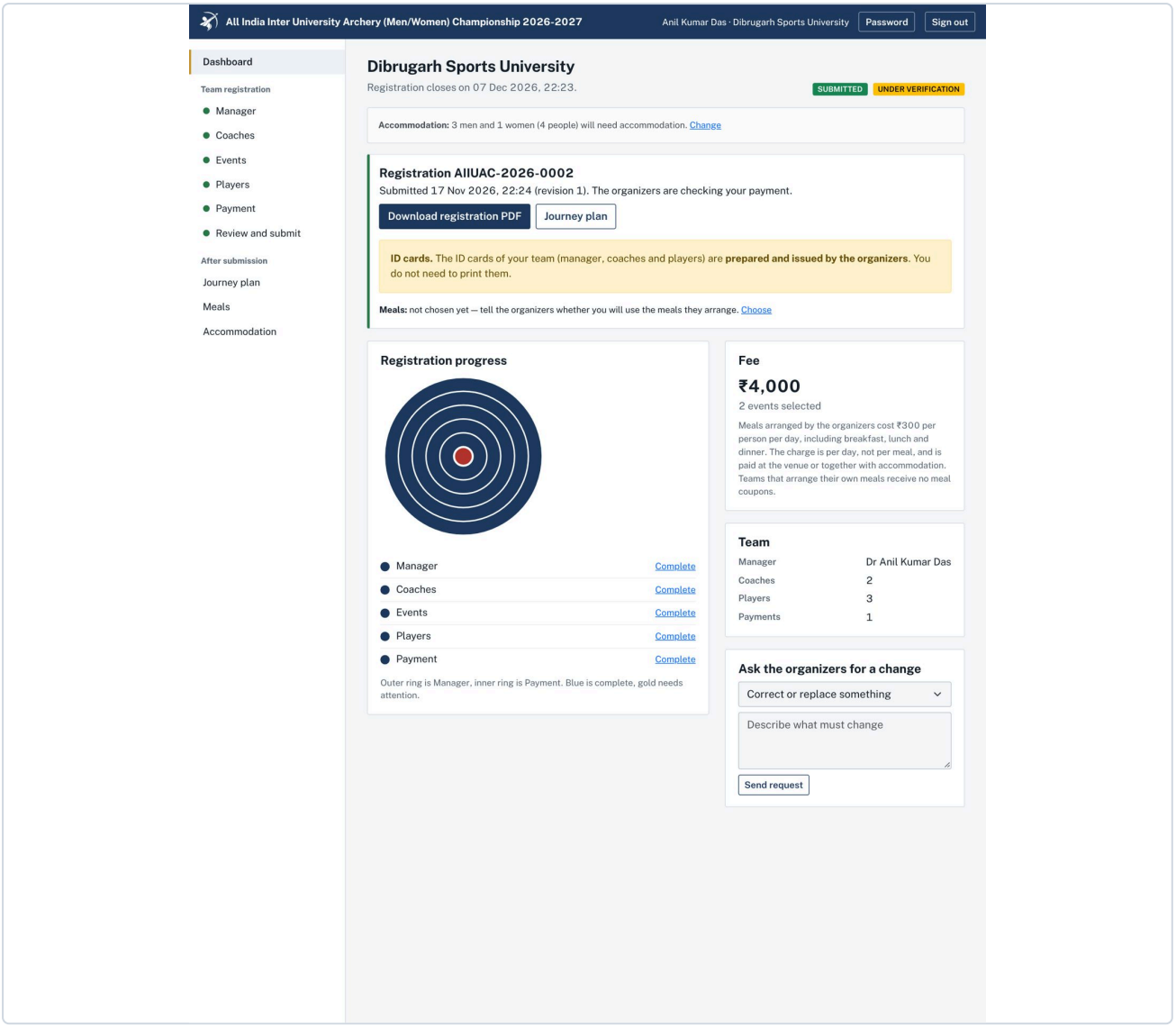


Figure 16. The dashboard after submission.

ID cards. The ID cards of your manager, coaches and players are **prepared and issued by the organizers**, from your submitted registration. You do not print or laminate them, and the portal has no ID-card download for universities. This is why every photograph and spelling must be checked before you submit. Collect the cards from the organizers on arrival, and keep them with you throughout the tournament.

13 Journey plan

After submitting, open **Journey plan** and tell the organizers how your team travels, so that pickups can be arranged. The page shows the plan deadline and the arrival and departure windows.

1. Add an **Arrival** and a **Departure leg** for every group that travels together on one train, flight or bus: mode, train/flight number, from/to place, the arrival or departure point (from the list the organizers configured) and the date and time (inside the windows shown).
2. Say whether an organizer pickup or drop is needed, give a leader's name and mobile number, and tick everyone travelling on that leg.
3. Every manager, coach and player must appear on **exactly one arrival and one departure leg**, or be marked **Local / not travelling** with a reason.
4. Select **Submit journey plan**. You can edit and submit again until the deadline.

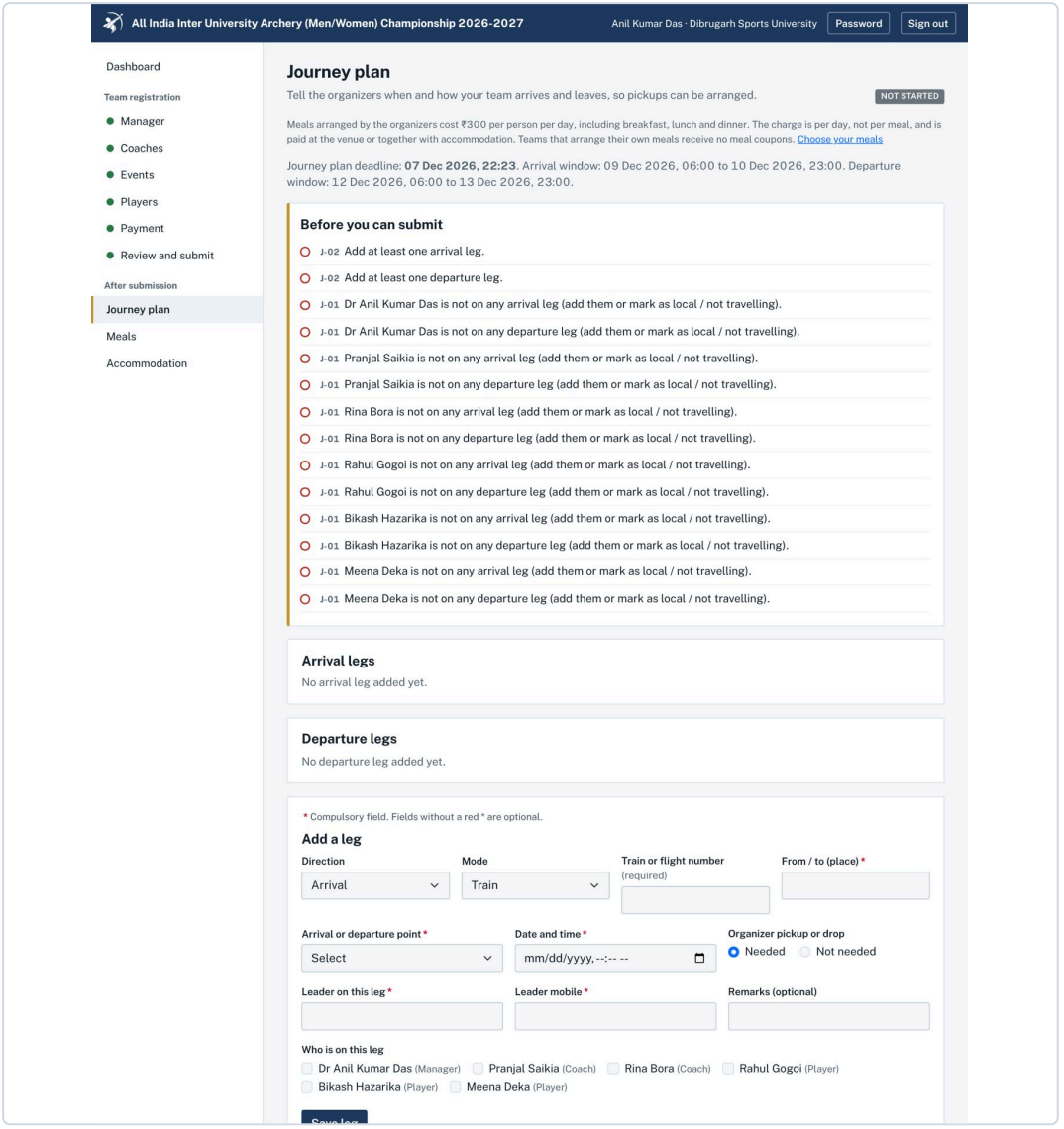


Figure 17. The Journey plan screen.

For a change after the deadline or a sudden delay, use the *Urgent travel change* box at the bottom of the page. If a traveller is replaced, open the affected leg and save it again to confirm the details.

14 Changing something after you submit

On the dashboard, use **Ask the organizers for a change**: choose a correction, a cancellation or an extension, describe what is needed and send it. The organizers answer, usually by opening a **correction window** for your team. The dashboard then shows what you may change (a spelling correction, a player substitution, the payment details or the journey plan) and when the window closes. Make only that change and go to **Review and submit** to submit again. The previous version is kept; nothing is lost.

- **Rejected payment:** a payment correction window opens automatically. Enter the correct payment and submit again.
- **Replacing a player** (for example injury): when the organizers open a substitution window, a *Replace* link appears next to the player. The new player takes over the same event; the old player's ID is never reused.
- If a window closes before you submit again, the changes you made are not applied (check S-17).

15 Meals

Open **Meals** after submitting. Choose one of two options.

- **We will use the organizers' meals:** enter the first and last meal date (count the day you arrive and the day you leave; the dates must be inside the published meal schedule). Breakfast, lunch and dinner are served, and a coupon is issued for each person and each meal.
- **We will arrange our own meals:** no coupons and no meal charge.

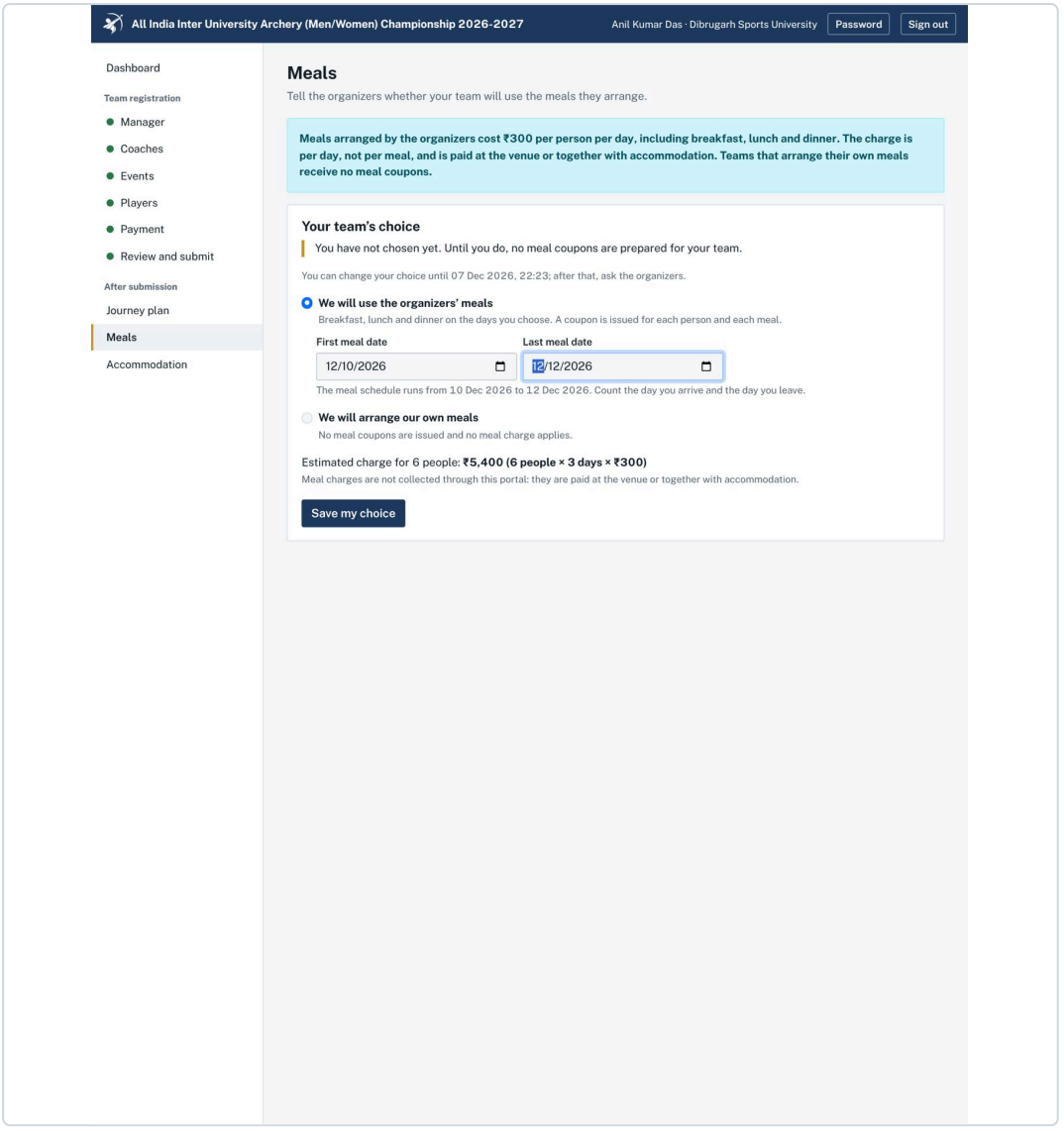


Figure 18. The Meals screen with the organizers' meals chosen.

The meal charge is per person per day at the rate shown on the page. It is **not collected through the portal**; it is paid at the venue or together with accommodation. You can change the choice until the meal-choice deadline; after that, ask the organizers. If your team leaves early or stops using the organizers' meals at the venue, the organizers stop the meals from a chosen day and meal; the Meals page then shows the stop and no more coupons are issued.

16 At the venue

- Every manager, coach and player collects the **ID card issued by the organizers** and wears it throughout the tournament. Bring a copy of the registration PDF.
- Hand in the **meal coupon** for the meal you are served: each coupon is for one person and one meal.
- Accommodation charges (Rs 150 per person per day) are paid at **checkout**.
- Report a wrong name or photograph on a card to the registration desk immediately.
- Keep the registration PDF, the payment receipts and the journey-plan PDF until the tournament ends.

17 The check codes (S-xx) explained

When you open **Review and submit**, or press Submit, every problem is listed with a code. The codes are fixed, so you can quote them to the organizers. Numbers that do not appear in the table (S-10 and S-13) are not used.

Code	What it means	What to do
S-01	The registration is already submitted or cancelled.	A submitted registration is locked. Use *Ask the organizers for a change* on the dashboard (section 14). You cannot submit it again yourself.
S-02	Manager details are missing (exactly one manager is required), or the manager has no photograph where a photograph is compulsory.	Open **Manager**, fill every field marked * and upload the photograph, then save.
S-03	No coach has been entered, or there are more coaches than the maximum allowed.	Open **Coaches**. Add at least one coach; if you have too many, remove the extra ones. The maximum is shown on the page.
S-04	A coach is not assigned to any of your selected events, or a coach has no photograph where one is compulsory.	Edit that coach, tick the event(s) the coach is responsible for, add the photograph and save. Select your events first (section 6).
S-05	No event has been selected.	Open **Events**, tick every event you are entering and save.
S-06	An event has too few or too many players. Every event needs 1 to 4 players.	Open **Players**. Add players to that event, or remove extra ones (maximum 4), or untick the event if you are not entering it.
S-07	An event has no coach assigned.	Edit a coach and tick that event, or add a coach for it.
S-08	A player cannot be accepted. The message names the player and the reason: not assigned to any event; gender does not match the event; born before the age-limit date; no photograph where one is compulsory; or an invalid AIU Sports ID.	Open **Players**, choose *Edit* for the named player and correct the item shown in the message. Section 8 explains each rule.
S-09	A player is entered in more than one event, which is not allowed.	Edit the player and keep a single event ticked.
S-11	No payment has been declared, or the declared payments do not add up to the fee due.	Open **Payment**. Declare the payment you made, with the exact total shown as the fee due. If you pay in parts, the parts must add up to it.

S-12	A declared payment has no valid proof file.	Remove that payment and declare it again with a clear screenshot or receipt (PDF, JPG or PNG, within the size limit).
S-14	A payment is dated in the future, or before registration opened.	Correct the transaction date: remove the payment and declare it again with the date printed on your receipt.
S-15	The declaration was not accepted.	On **Review and submit** read the declaration and tick the box confirming you are authorised to submit for your university.
S-16	The registration changed after you opened the Review page (for example it was edited in another window).	Reload the Review page, check everything again and submit.
S-17	The registration window, or your correction window, has closed.	You can no longer submit or resubmit. Write to the organizers through *Ask the organizers for a change* or by email.
S-18	Your university account is blocked.	Contact the organizers; they must unblock the account.
S-30	The accommodation numbers are higher than the men or women registered in your team.	Open **Accommodation** and enter numbers that do not exceed the men and women shown on that page (manager, coaches and players are counted).

Other messages you may see

Message	Meaning
Not eligible: players must be born on or after the date shown	The player is older than the age limit announced by AIU. Check the date of birth or enter another player.
This transaction reference was already used	Each payment reference can be declared once in the whole tournament. Check the reference; if you typed it correctly, contact the finance team.
Registration has not opened yet / has closed	The dashboard shows the dates. After closing, ask the organizers for an extension.
Your registration is locked	It is submitted. Use *Ask the organizers for a change* (section 14).
Too many attempts	Sign-in is rate limited. Wait a few minutes and try again, or use Forgot your password.
This person (or player) appears to be entered twice	The same player may have been entered in two universities. The organizers review such cases; no action is needed from you unless asked.

18 Frequently asked questions

Can I register with only one archer in an event?

Yes. Every event takes 1 to 4 players. Universities choose freely and independently of each other.

Who creates my account?

The organizers. There is no self-registration. Your sign-in email address and a temporary password are sent to the representative's email address; you choose your own password at first sign-in.

I did not receive the email with my password.

Look in the spam folder and add the portal's sender address to your contacts. If it is still missing, ask the organizers to send it again.

Why did the form refuse a player's AIU Sports ID?

The ID may contain only letters, digits and hyphens (4 to 20 characters), for example AIU-2026-012345. The portal turns letters into capitals and replaces slashes with hyphens for you.

A player was born before the age-limit date. Can I still enter?

No. The portal refuses a date of birth earlier than the limit announced by AIU. Check the date of birth you typed, or enter an eligible player.

I removed a player and now the review page shows S-30 or S-06.

Check the Accommodation numbers and the player count of the event. Review and submit lists every item that needs attention, each with a Fix link.

I submitted and found a mistake.

Use *Ask the organizers for a change* on the dashboard (section 14). The organizers will open a correction window for exactly that change.

Do I have to print the ID cards?

No. The organizers prepare and issue all ID cards. Collect your team's cards from the organizers on arrival. Nothing needs to be laminated by you.

When is the accommodation and meal charge paid?

Not through this portal. Accommodation is Rs 150 per person per day, and meals are charged per person per day at the rate shown on the Meals page. Both are paid at the venue (accommodation at checkout).

The photo looks wrongly cropped on the card.

Open the person's page, choose the photograph again and position the frame yourself (section 9) before saving.

I forgot my password.

Use *Forgot your password?* on the sign-in page. A one-hour link is sent to your email address.