ONLINE ADMISSION USER MANUAL

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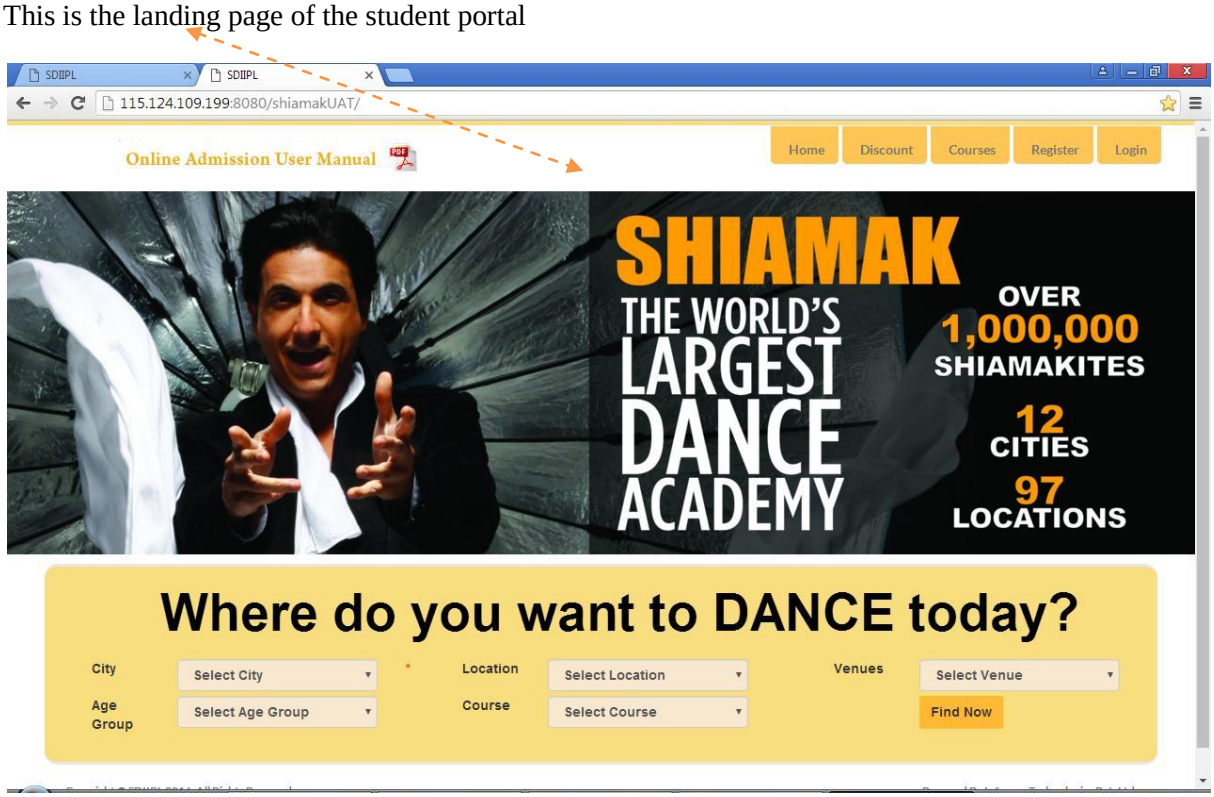
INTRODUCTION

Welcome to SDIIPL- Online Admission User Manual. This is a step by step guide to assist you in registrations. Enroll yourself and be a part of the world's largest dance academy.

The online site is best viewed on Google Chrome.

Type the link www.shiamakindiaonline.com and get started.

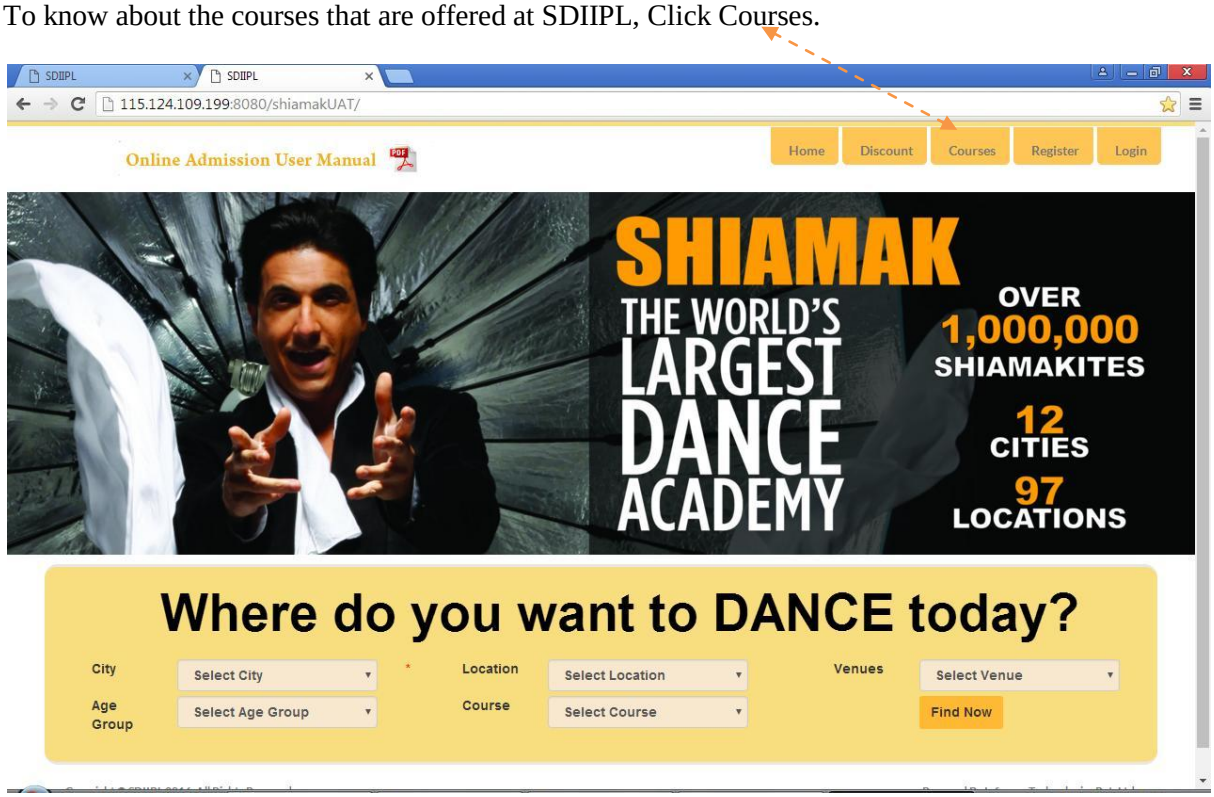
This is the landing page of the student portal



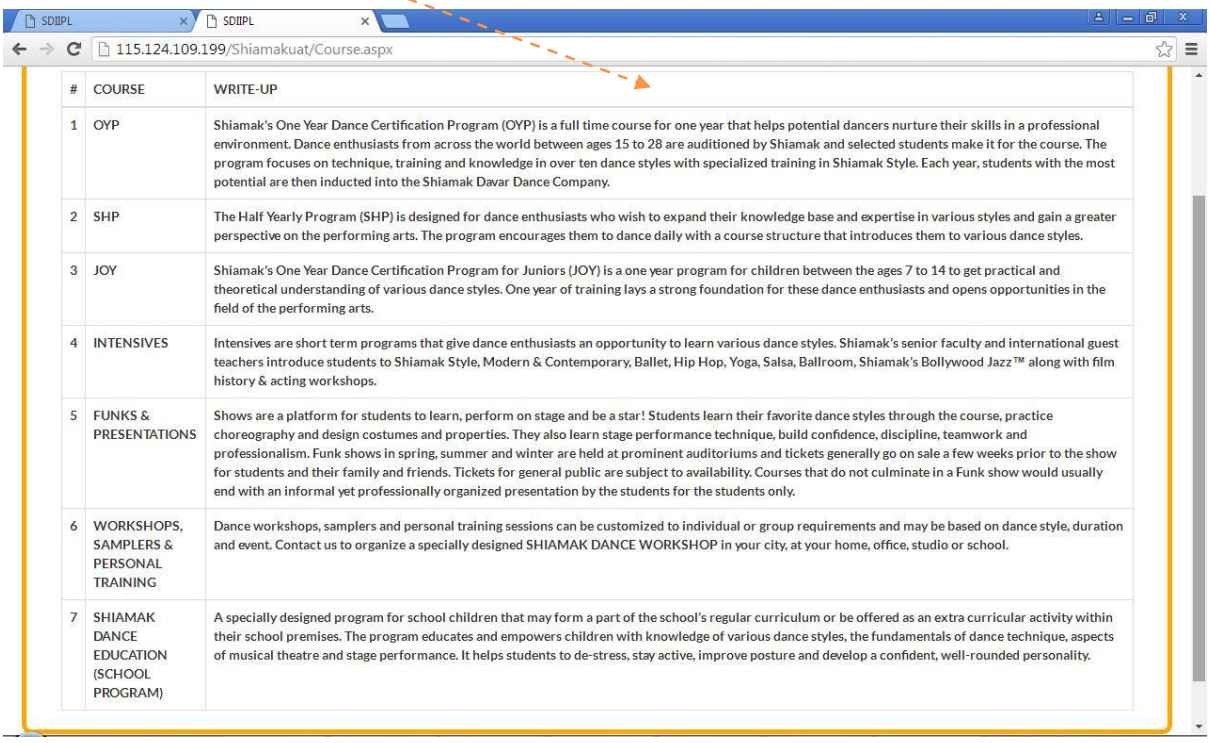
ONLINE ADMISSION USER MANUAL

IMPORTANT GUIDE

To know about the courses that are offered at SDIIPL, Click Courses.



Here you can see detail information about the courses that happen throughout the year.

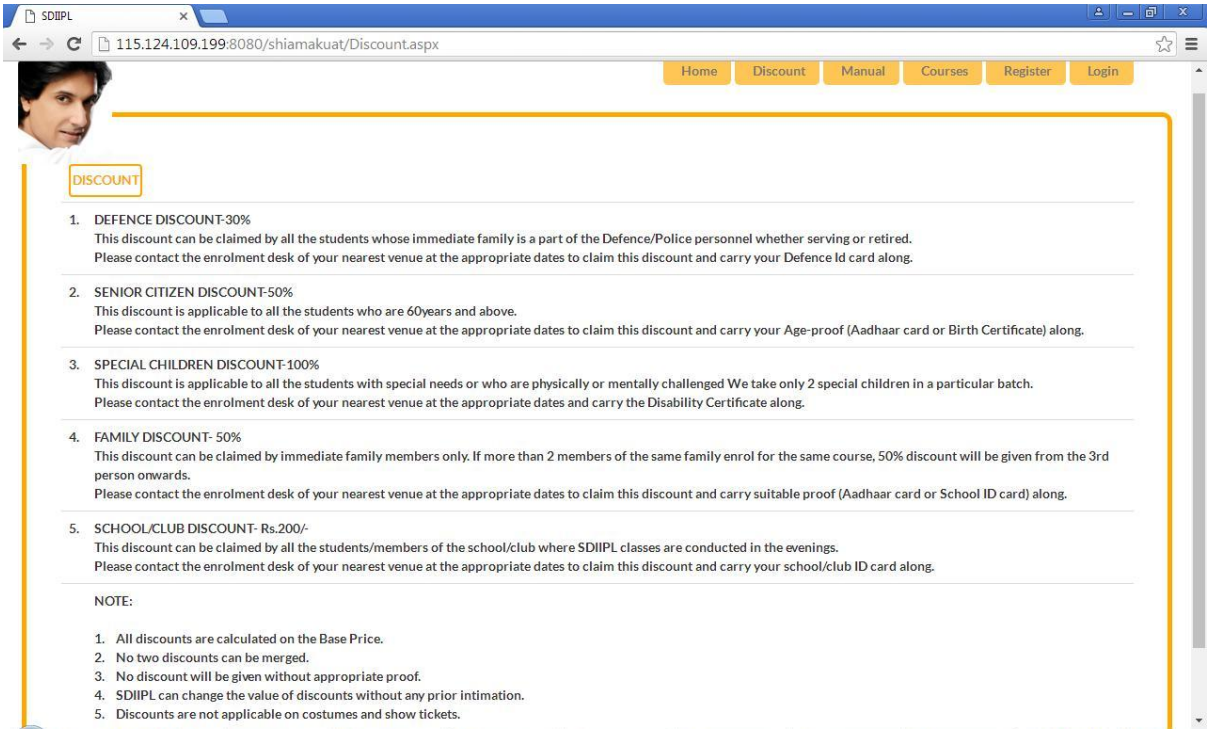


#	COURSE	WRITE-UP
1	OYP	Shiamak's One Year Dance Certification Program (OYP) is a full time course for one year that helps potential dancers nurture their skills in a professional environment. Dance enthusiasts from across the world between ages 15 to 28 are auditioned by Shiamak and selected students make it for the course. The program focuses on technique, training and knowledge in over ten dance styles with specialized training in Shiamak Style. Each year, students with the most potential are then inducted into the Shiamak Davar Dance Company.
2	SHP	The Half Yearly Program (SHP) is designed for dance enthusiasts who wish to expand their knowledge base and expertise in various styles and gain a greater perspective on the performing arts. The program encourages them to dance daily with a course structure that introduces them to various dance styles.
3	JOY	Shiamak's One Year Dance Certification Program for Juniors (JOY) is a one year program for children between the ages 7 to 14 to get practical and theoretical understanding of various dance styles. One year of training lays a strong foundation for these dance enthusiasts and opens opportunities in the field of the performing arts.
4	INTENSIVES	Intensives are short term programs that give dance enthusiasts an opportunity to learn various dance styles. Shiamak's senior faculty and international guest teachers introduce students to Shiamak Style, Modern & Contemporary, Ballet, Hip Hop, Yoga, Salsa, Ballroom, Shiamak's Bollywood Jazz™ along with film history & acting workshops.
5	FUNKS & PRESENTATIONS	Shows are a platform for students to learn, perform on stage and be a star! Students learn their favorite dance styles through the course, practice choreography and design costumes and properties. They also learn stage performance technique, build confidence, discipline, teamwork and professionalism. Funk shows in spring, summer and winter are held at prominent auditoriums and tickets generally go on sale a few weeks prior to the show for students and their family and friends. Tickets for general public are subject to availability. Courses that do not culminate in a Funk show would usually end with an informal yet professionally organized presentation by the students for the students only.
6	WORKSHOPS, SAMPLERS & PERSONAL TRAINING	Dance workshops, samplers and personal training sessions can be customized to individual or group requirements and may be based on dance style, duration and event. Contact us to organize a specially designed SHIAMAK DANCE WORKSHOP in your city, at your home, office, studio or school.
7	SHIAMAK DANCE EDUCATION (SCHOOL PROGRAM)	A specially designed program for school children that may form a part of the school's regular curriculum or be offered as an extra curricular activity within their school premises. The program educates and empowers children with knowledge of various dance styles, the fundamentals of dance technique, aspects of musical theatre and stage performance. It helps students to de-stress, stay active, improve posture and develop a confident, well-rounded personality.

Click on Discount to know the various schemes that are offered at SDIIPL.



All of these discounts are only available at the enrolment desk. Please contact the office before going to the venue.



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HOW TO DO A NEW REGISTRATION.

This is the landing page when you insert the URL www.shiamakindiaonline.com

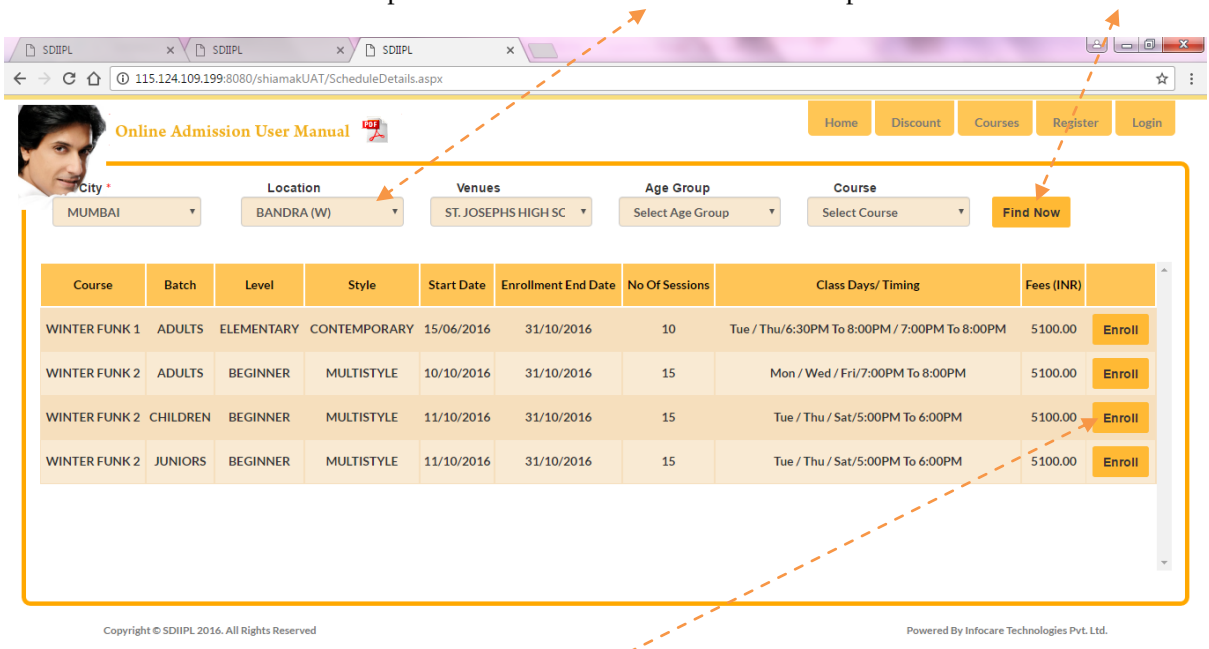


Select your City, Location, Venue and Click Find Now to see the schedule of all the courses going on at that particular Venue.

This page will show you all the courses happening in Mumbai or the city you select.

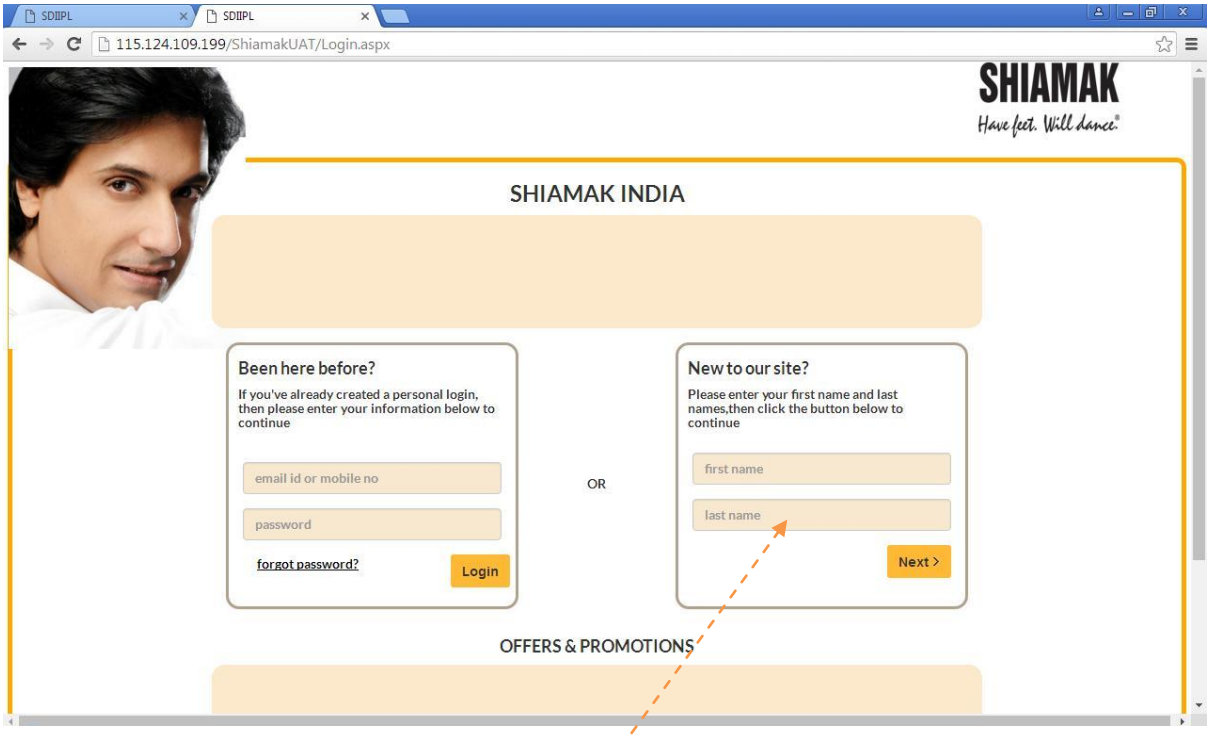


To make the selection more compact select the Location and Venue dropdowns and Click Find Now.

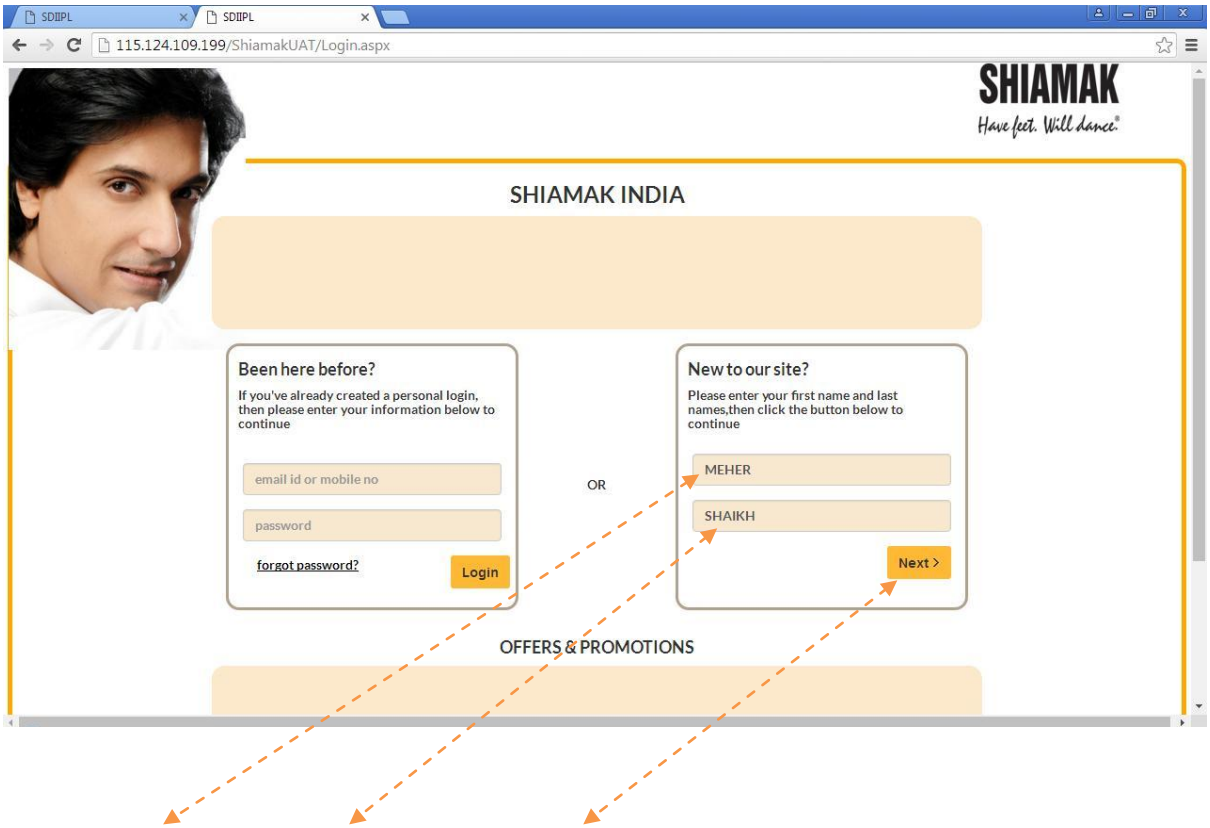


The result will be the above screen. Click on Enroll against the course you wish to register.

The next screen will show you the registration or login page.

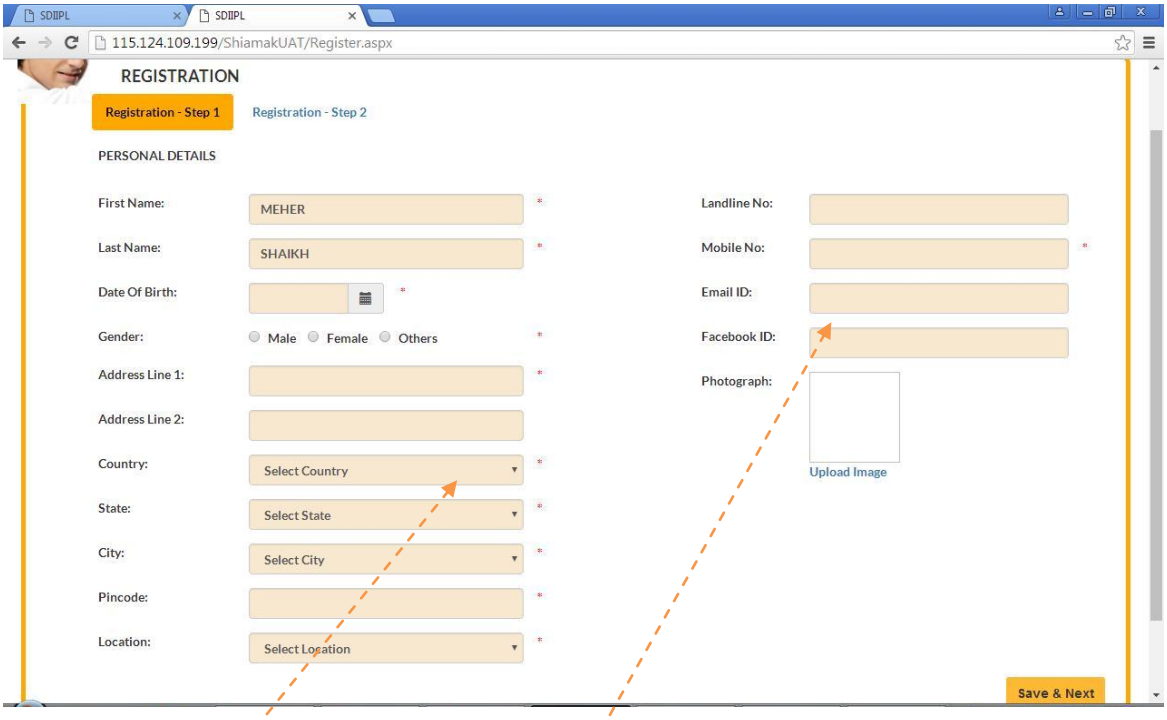


Since you are a new student, you will have to register.

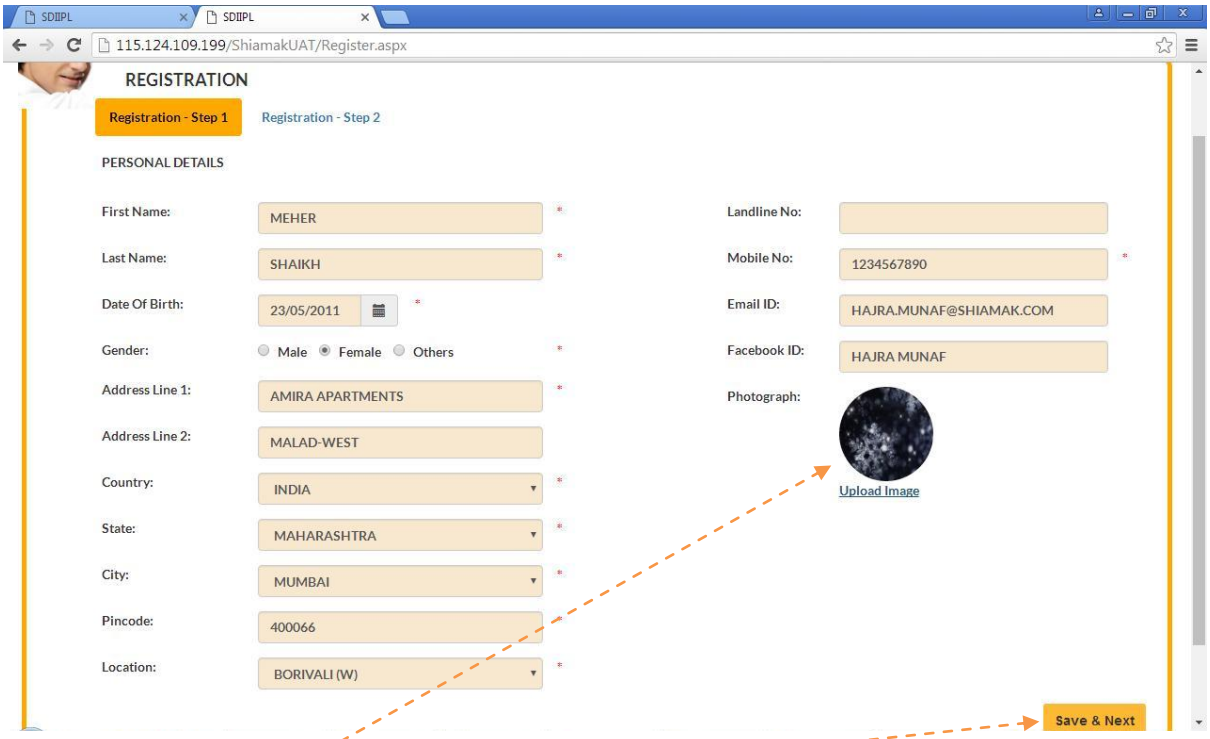


Enter your first name and last name and Click Next.

This is the Registration page 1.

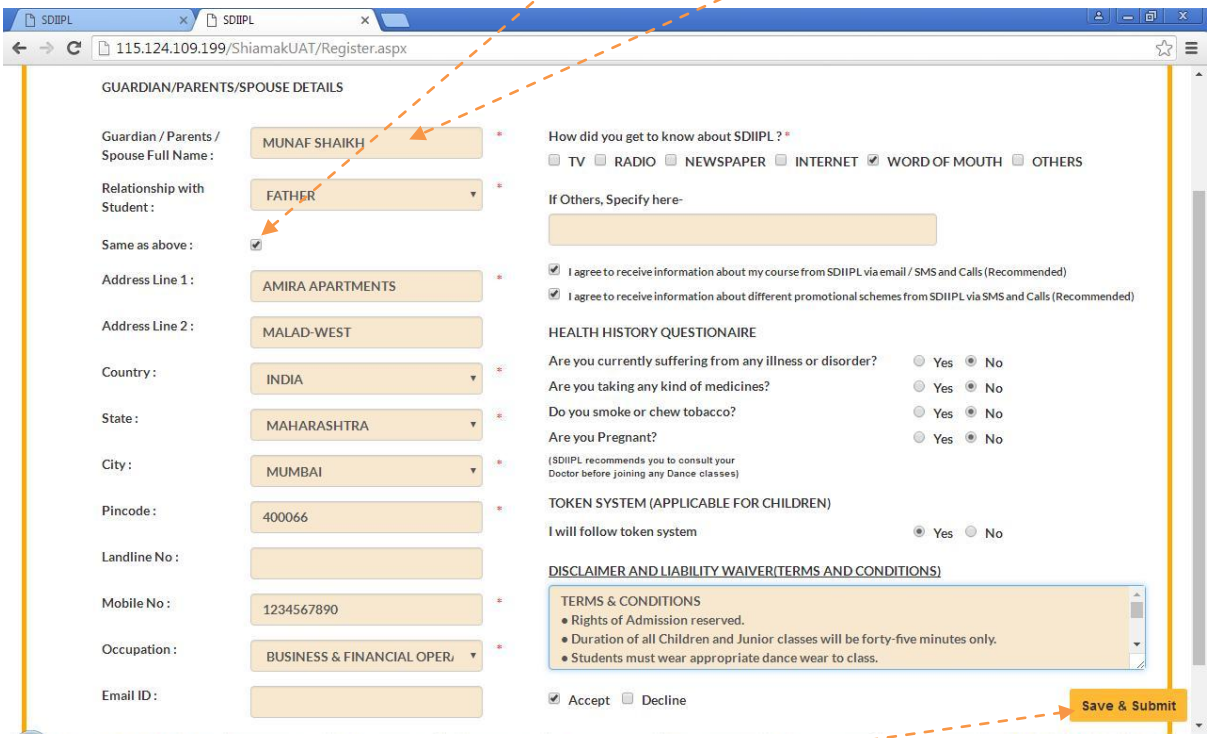


Enter all the details as they are mandatory. Email-id is a must as all the communications will be electronic.

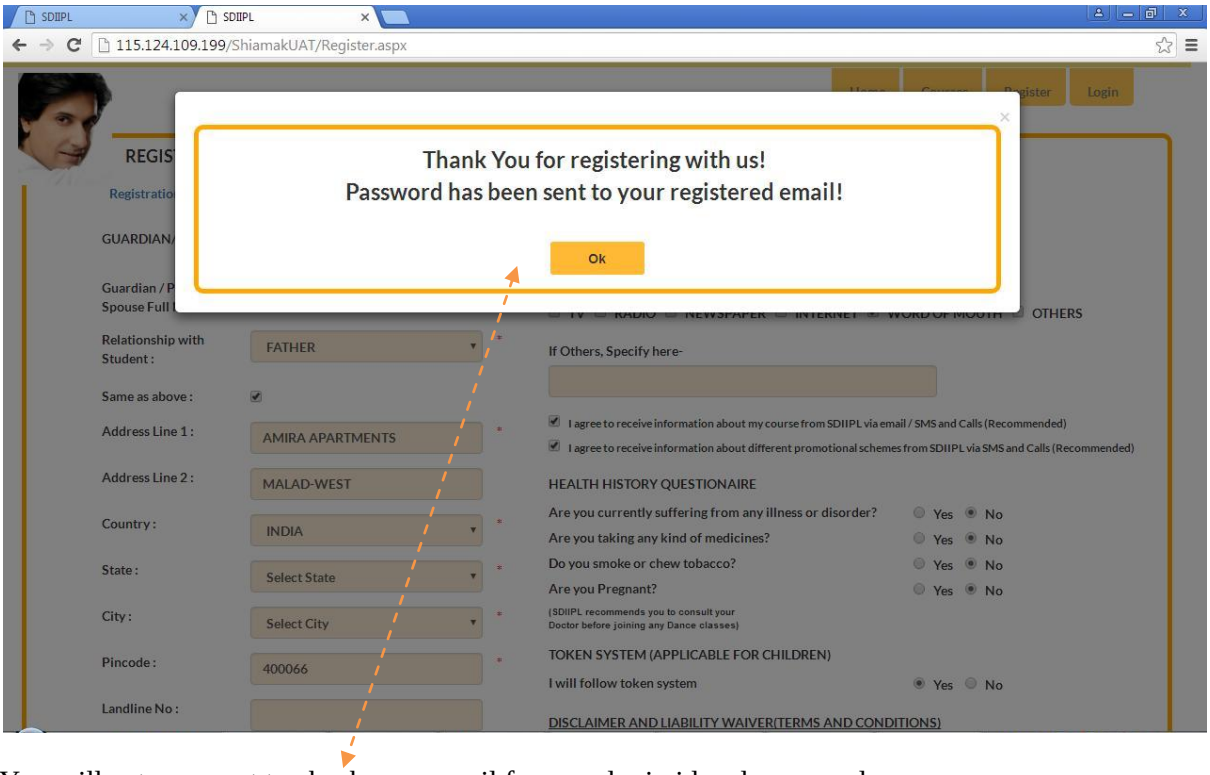


Please upload your picture as it will be reflected on your ID card as well. Review your details and Click Save & Next.

This is Registration page 2. Fill all the details related to your Guardian/Parent/Spouse. If the address is same as entered before simply click on Same as above and the address will be filled automatically.

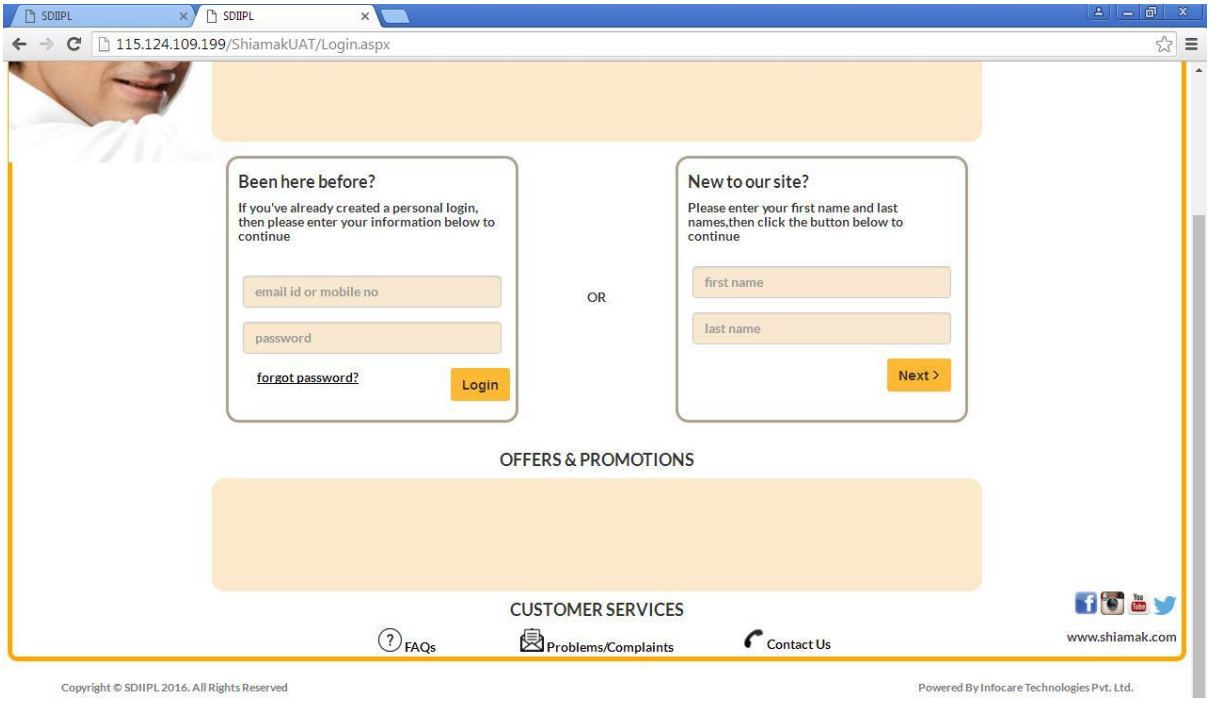


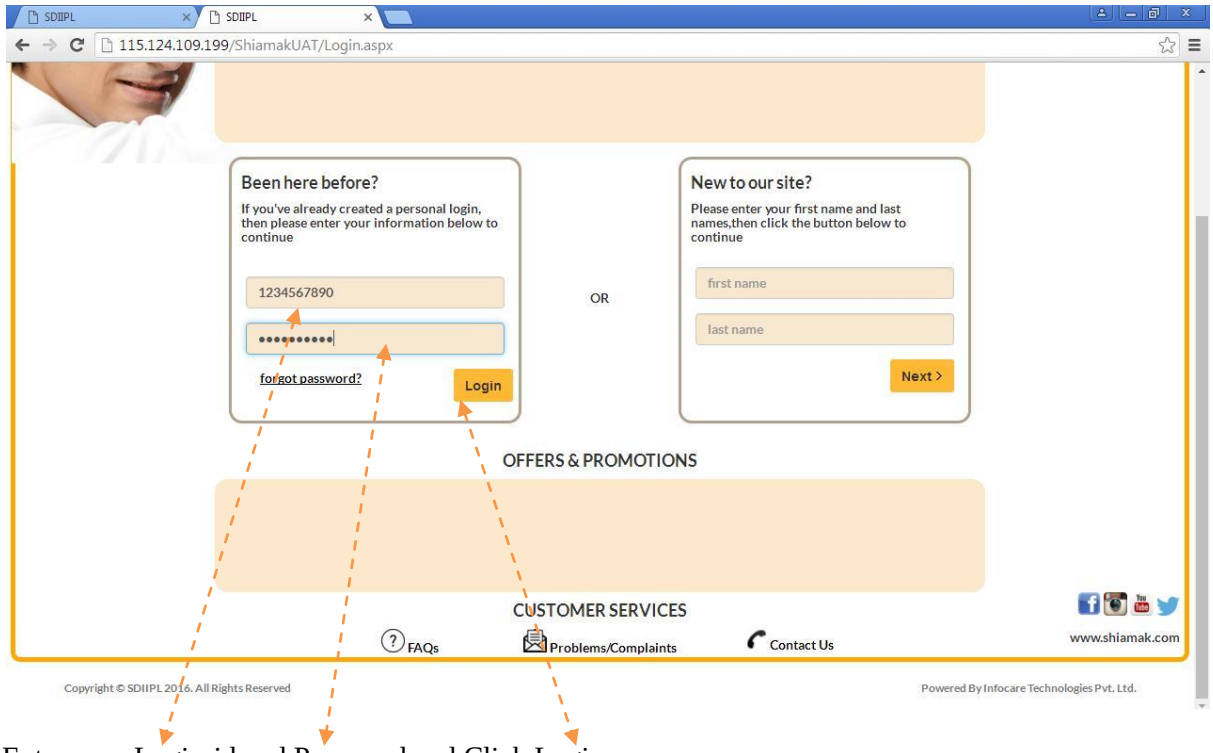
Once all the information is entered Click Save & Submit.



You will get a prompt to check your email for your login id and password.

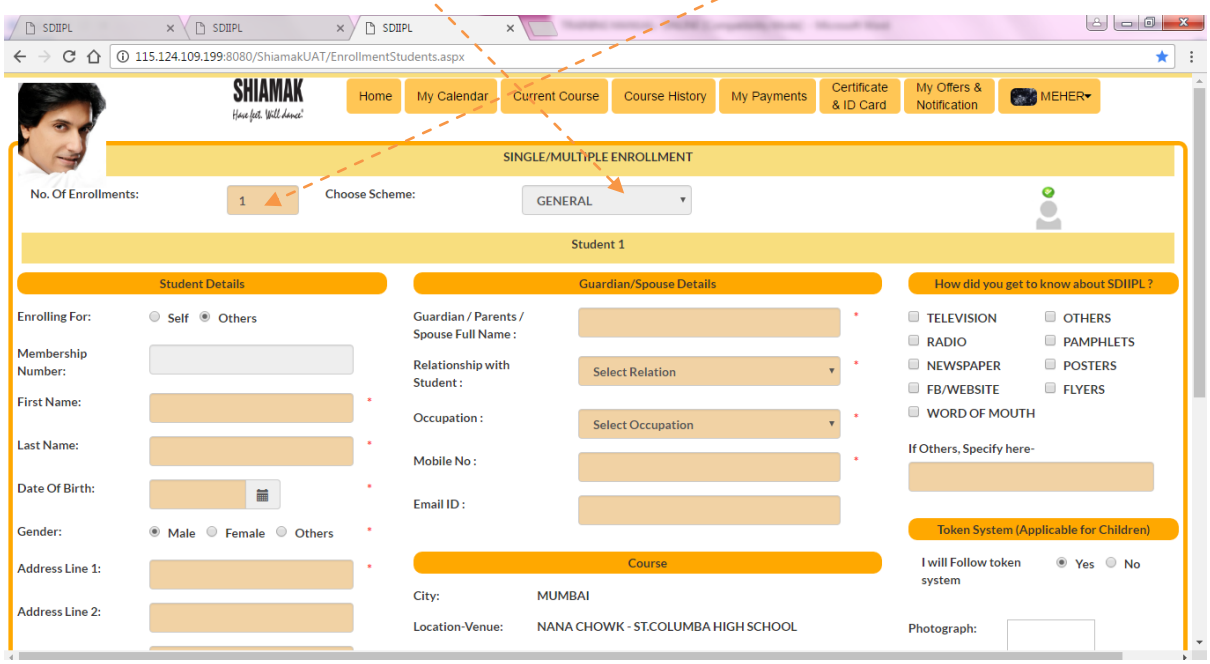
After this, the page will be redirected to the Login page.



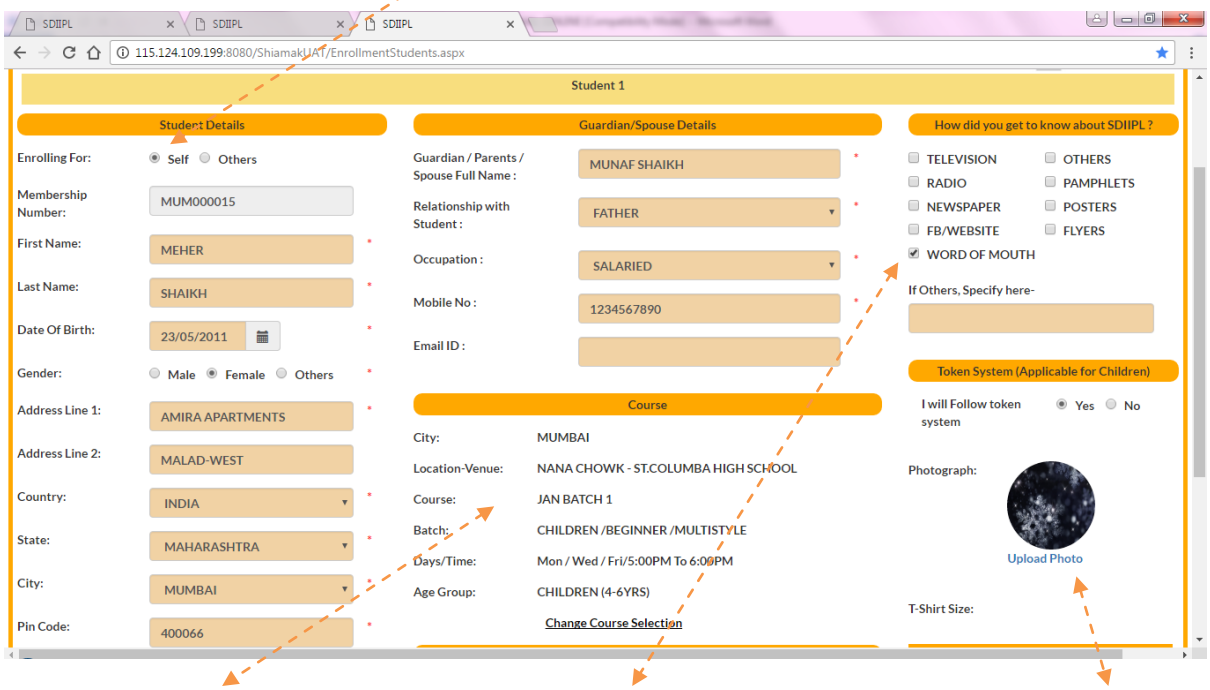


Enter your Login-id and Password and Click Login.

Now you have entered your portal. This page is for enrollments. Enter the No. of Enrollments as 1. You cannot choose any scheme or discounts as they are available only at the enrolment desk. To know more about what type of discounts are available please read the discounts tab on the landing page.

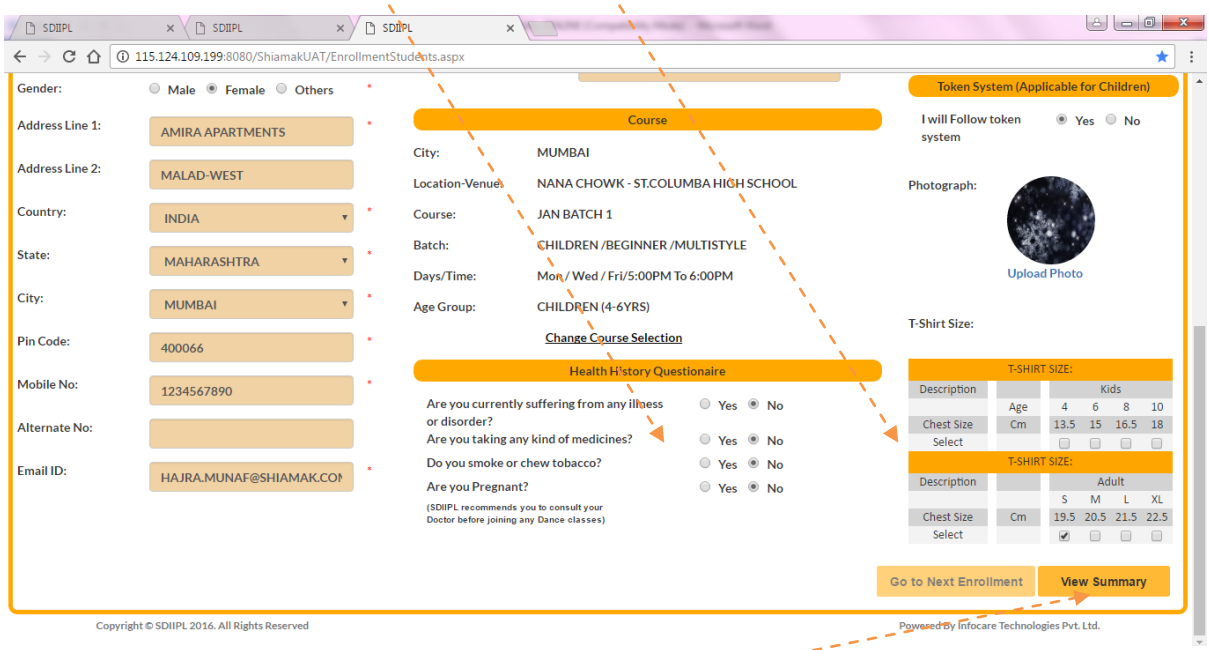


If you wish to enroll yourself then Click Self and the details will be filled automatically but if you wish to enroll someone else then Click Others and fill the details manually.



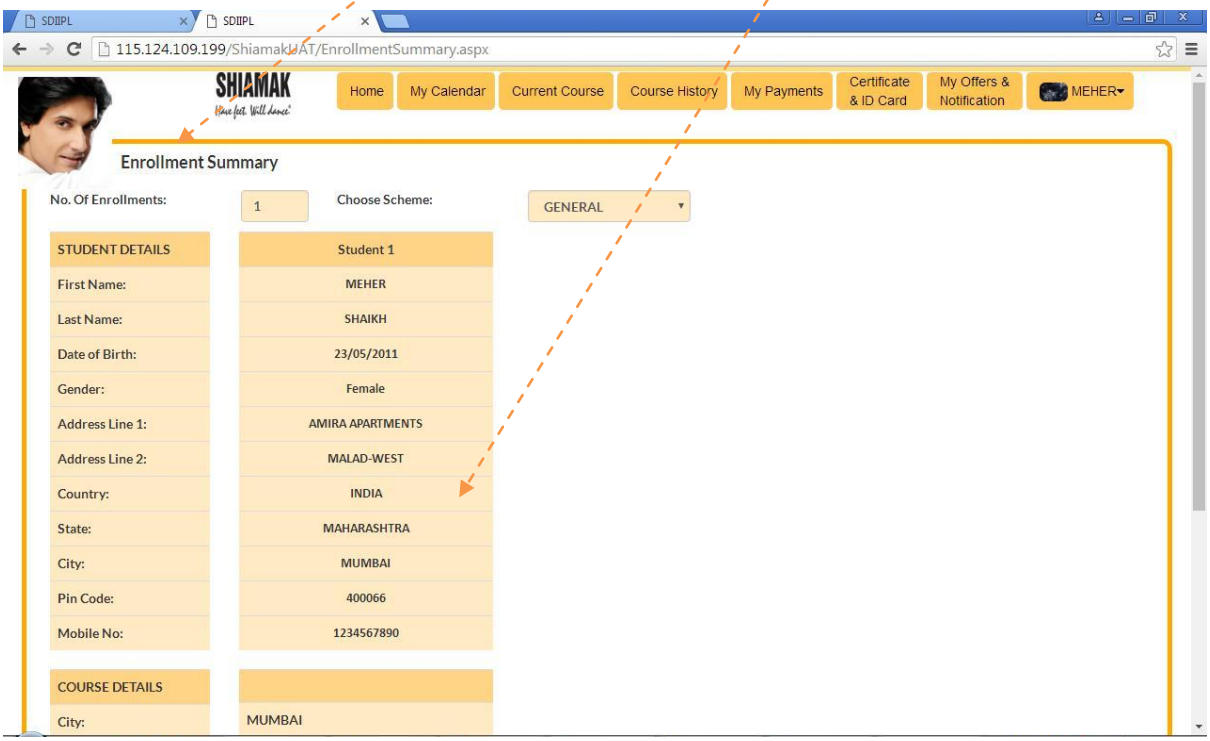
Here are your Course and Batch details. Tick on how you get to know about SDIIPL. Your image will be uploaded. If you wish to change it you can do so.

Scroll down to enter your Health History and T-shirt size.

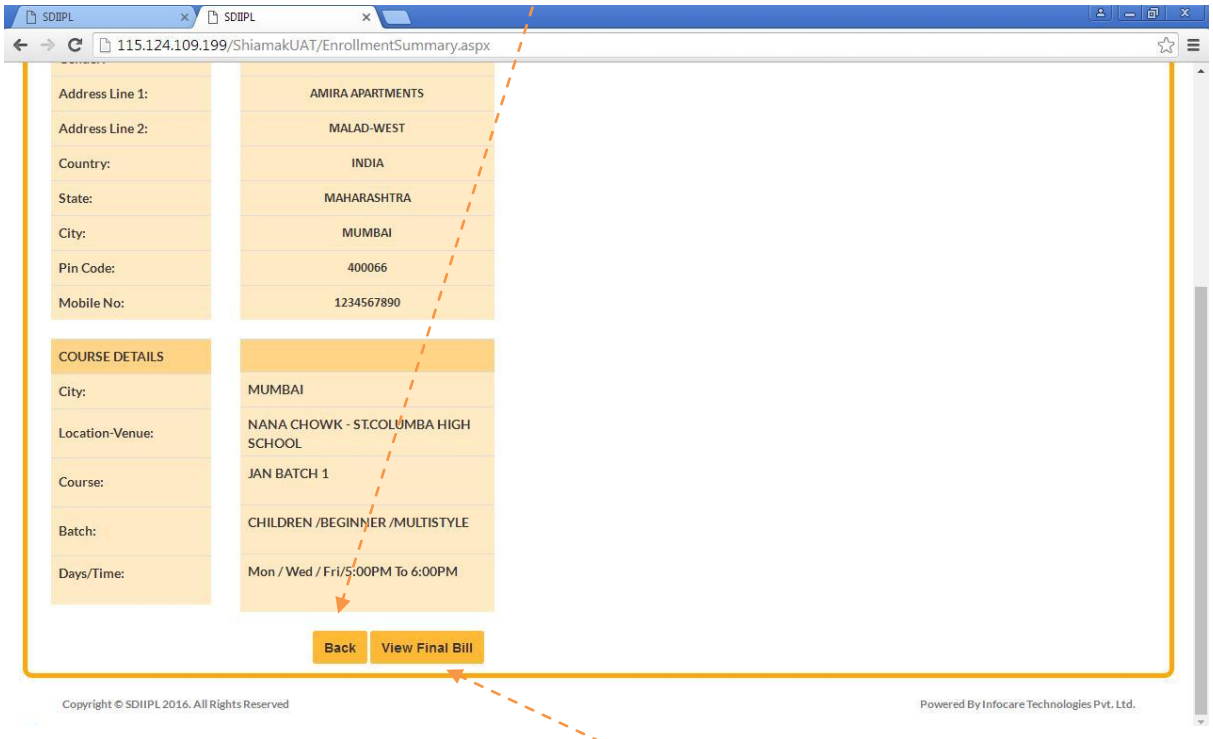


After all the details are filled Click View Summary.

This page is called enrolment summary. It lets you review the details entered.

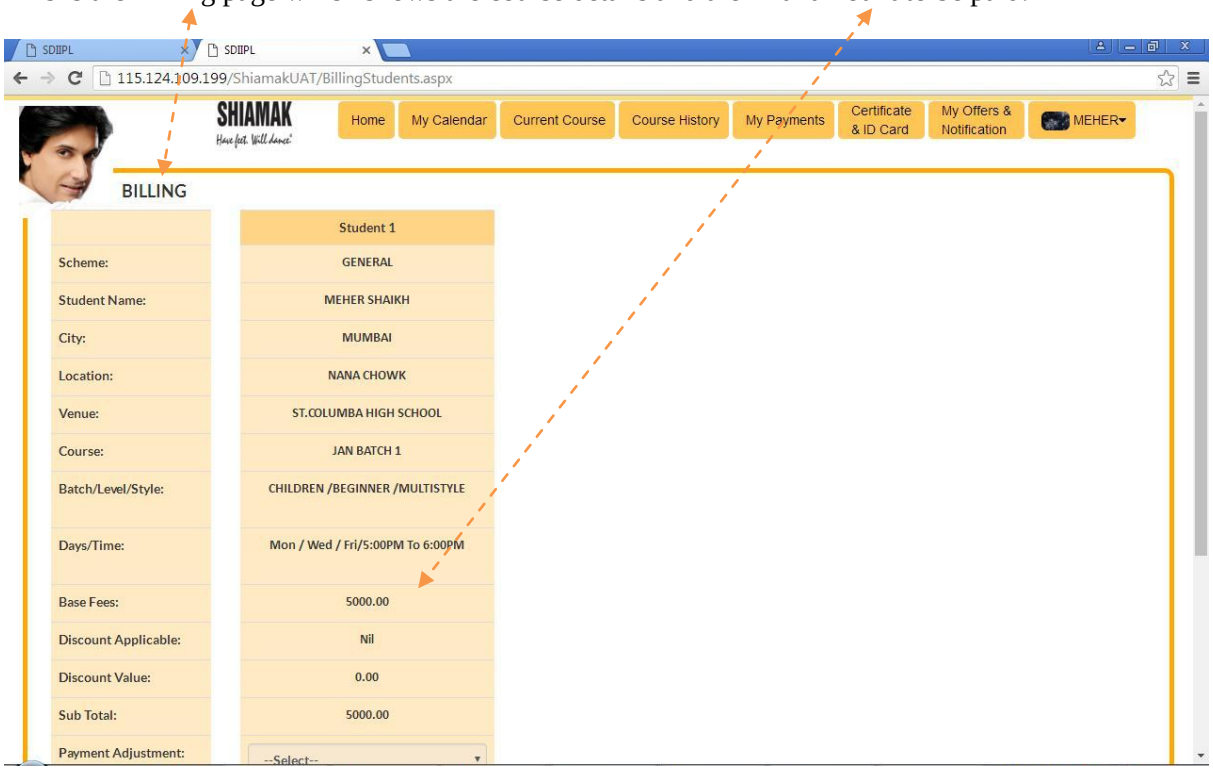


If there are any changes required then click Back and make the change.



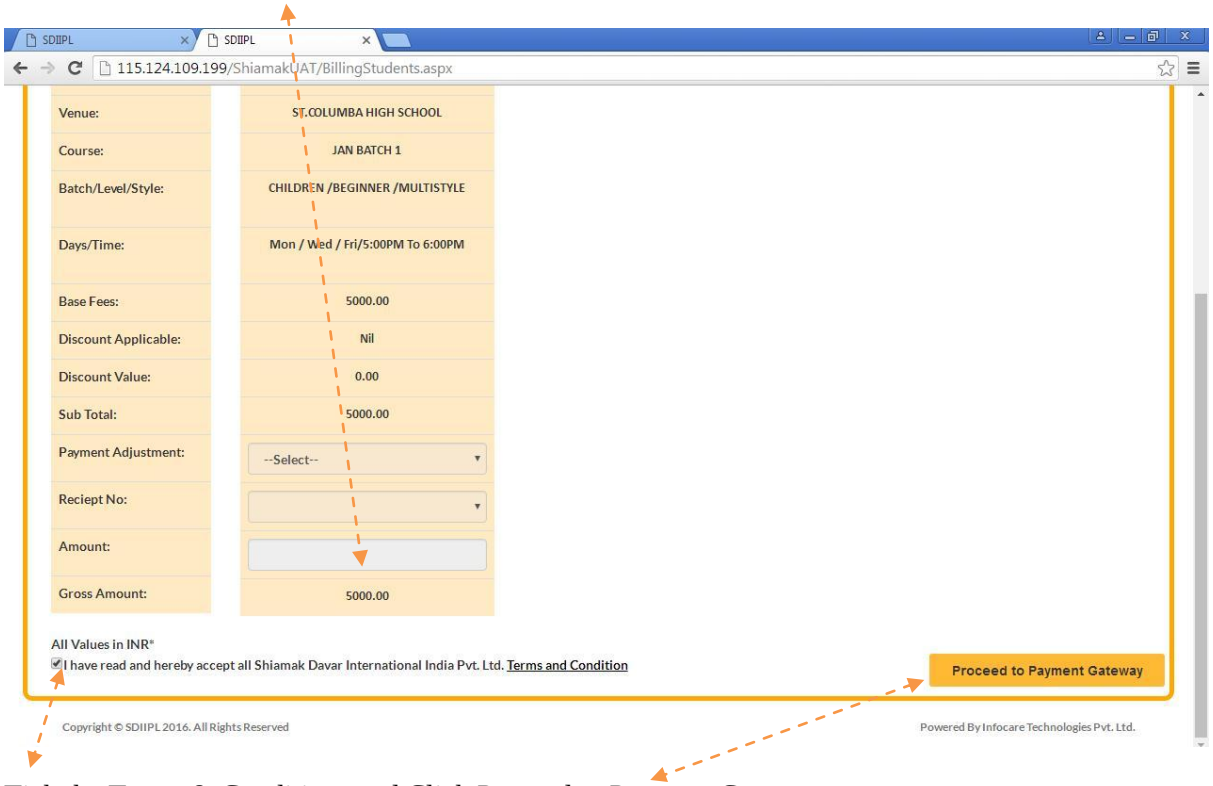
If the details entered are correct then Click View Final Bill.

This is the Billing page which shows the course details and the final amount to be paid.



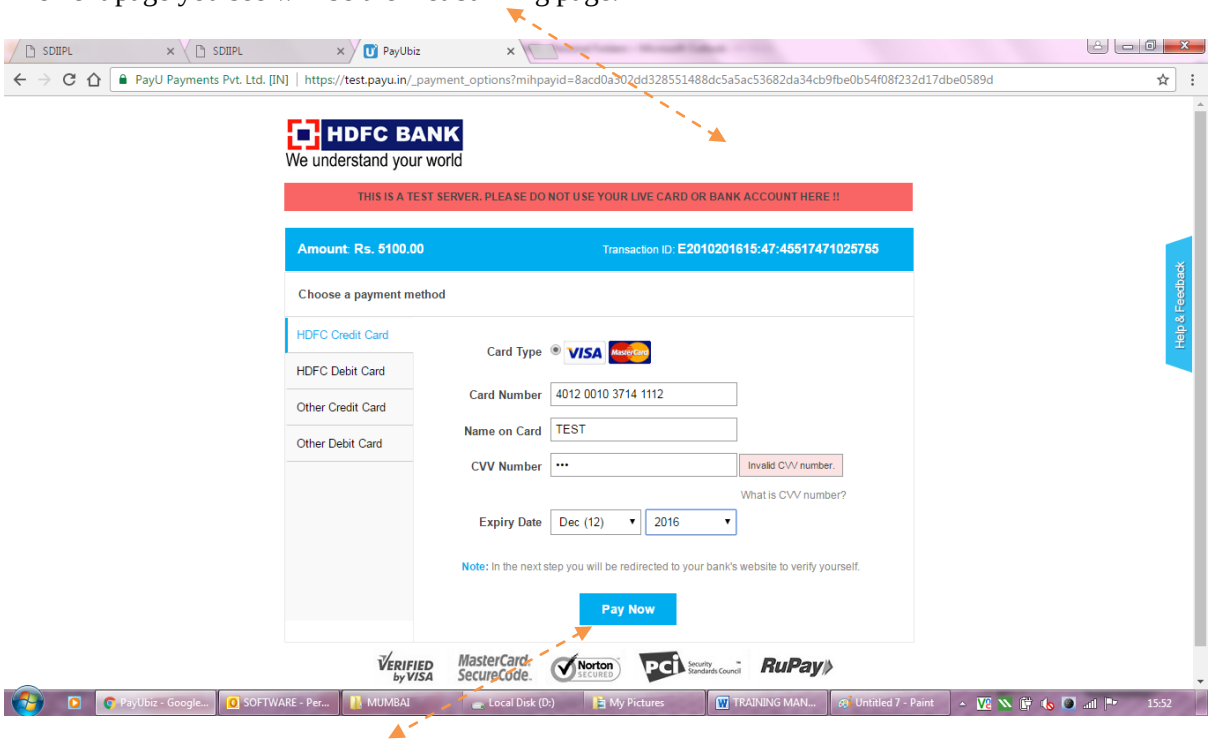
If you enroll during the time of Early Bird discount you will get the same.

Scroll down to see the final bill.



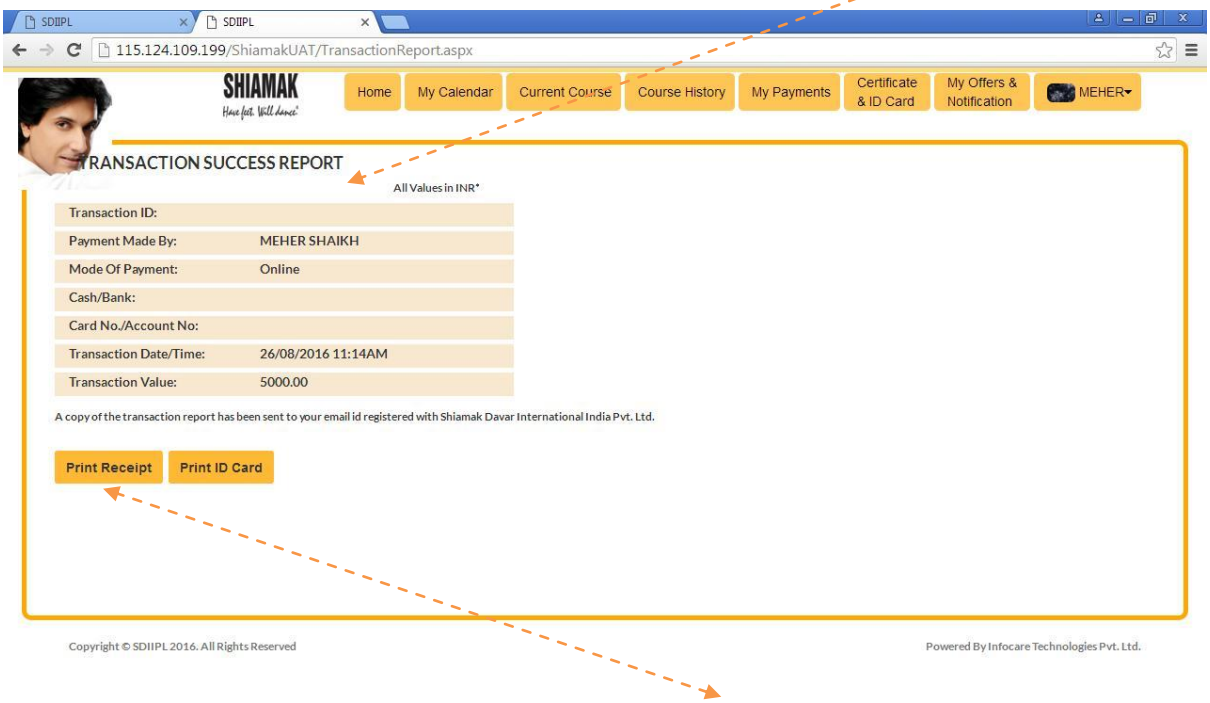
Tick the Terms & Conditions and Click Proceed to Payment Gateway.

The next page you see will be the Net banking page.



Enter your card details and Click Pay Now.

After your successful transaction, you will be redirected to your portal to see the Transaction Success Report.



This means your registration is complete and Click on Print Receipt to generate your receipt.



SHIAMAK DAVAR INTERNATIONAL(INDIA) PRIVATE LIMITED

SHIAMAK
Have feet. Will dance.

Regd. Off.: Davar's College of Commerce> Secretarial Studies & Services, 3rd Counter 3rd Floor, Mulla House, 51 M.G. Road, Fort Mumbai - 400 001.
Admin Off.: 5 Arches, Dr. E. Moses Road, below Mahalaxmi Bridge, Mahalaxmi (W), Mumbai - 400 034. Tel No. 022- 61543000, Website : www.shiamak.com
CIN : U80221MH2011PTC217942

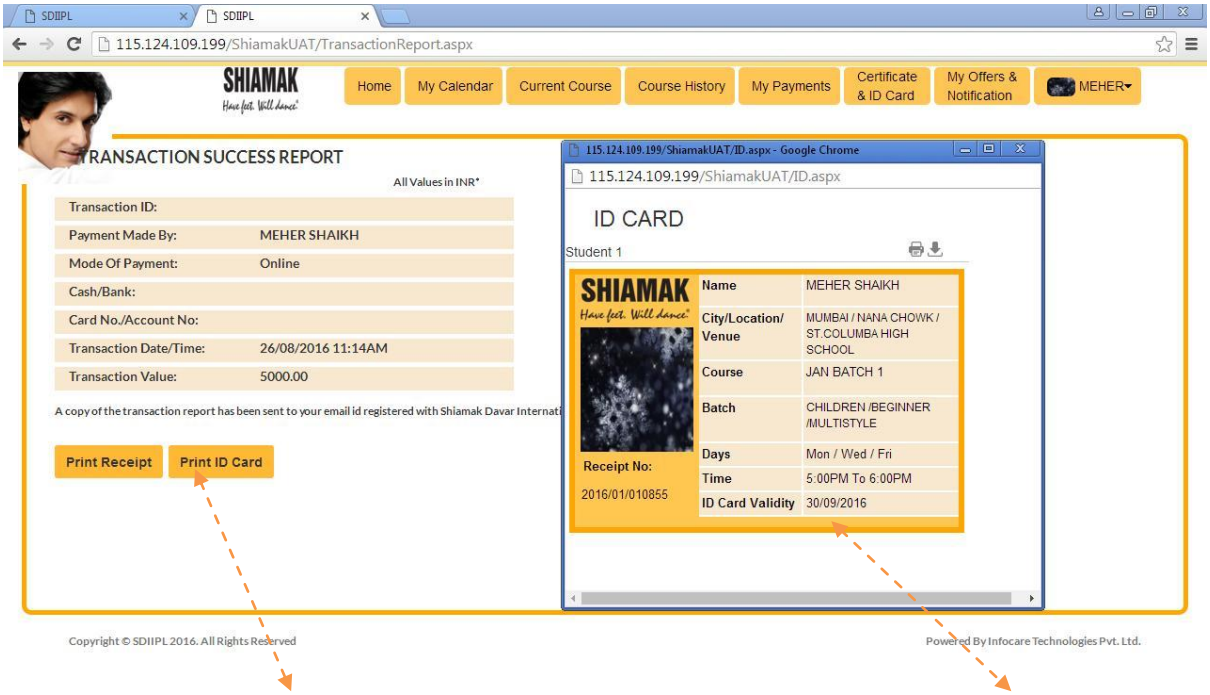
Student 1

Scheme :	GENERAL
Student Name :	MEHER SHAIKH
Country :	INDIA
City :	MUMBAI
Location/Venue :	NANA CHOWK / ST.COLUMBA HIGH SCHOOL
Course :	JAN BATCH 1
Batch/Level/Style :	CHILDREN /BEGINNER /MULTISTYLE
Date/Time :	Mon / Wed / Fri / 5:00PM To 6:00PM
Base Fees :	₹ 5,000.00
Discount Applicable :	Nil
Discount Value :	₹ 0.00
Sub Total :	₹ 5,000.00
Payment Adjustment Amount :	₹ 0.00
Gross Amount :	₹ 5,000.00
Adjustments :	₹ 0.00
Remark:	
Net Amount :	₹ 5,000.00
Paid Amount :	₹ 5,000.00
Balance Amount:	₹ 0.00
	Rupees five thousand only
Transaction ID :	
Payment Made By :	MEHER SHAIKH
Mode Of Payment :	Online
Card/Bank :	
Card No./ Account No :	
Transaction Date/Time :	26/08/2016 11:14AM
Transaction Value :	₹ 5,000.00

NO REFUNDS : Other rights of action reserved.Terms and Conditions Apply

Computer generated receipt no signature required

This is how the receipt will look. You can simply download the same and keep it on your phone. There will be no need to take a hard copy of the same.

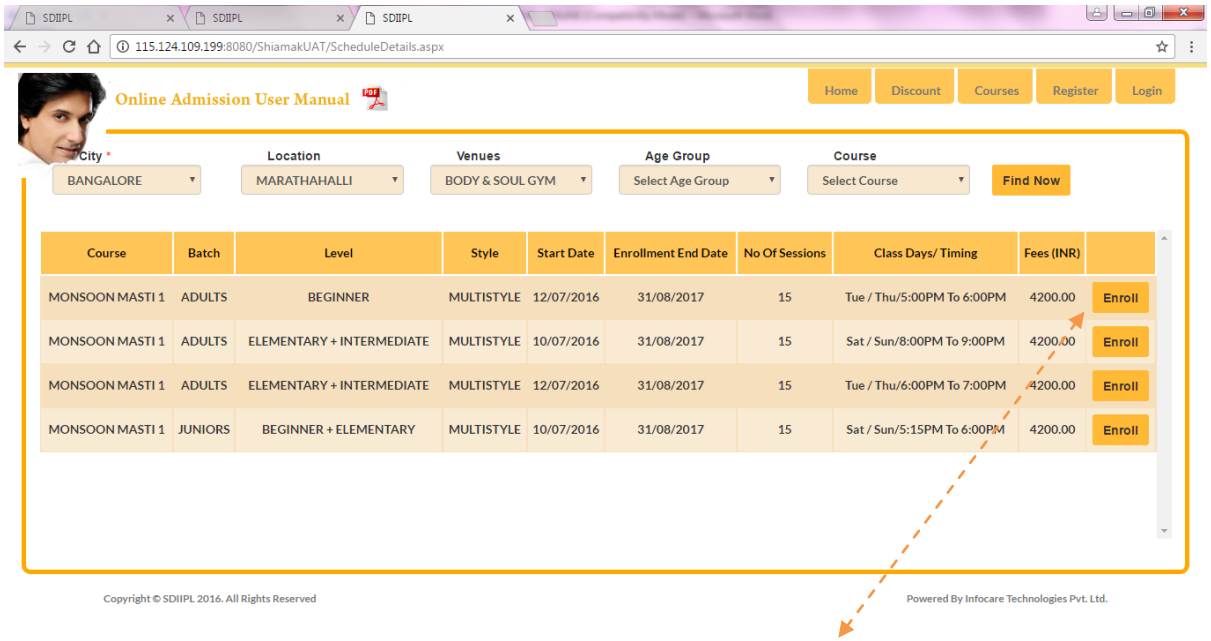


Similarly Click on Print ID card to download the same. The ID card will be batch specific so there will be no need to take a hard copy of the same. Just show the soft copy on your phone and you can enter the class.

HOW TO ENROLL IF YOU ARE AN EXISTING STUDENT

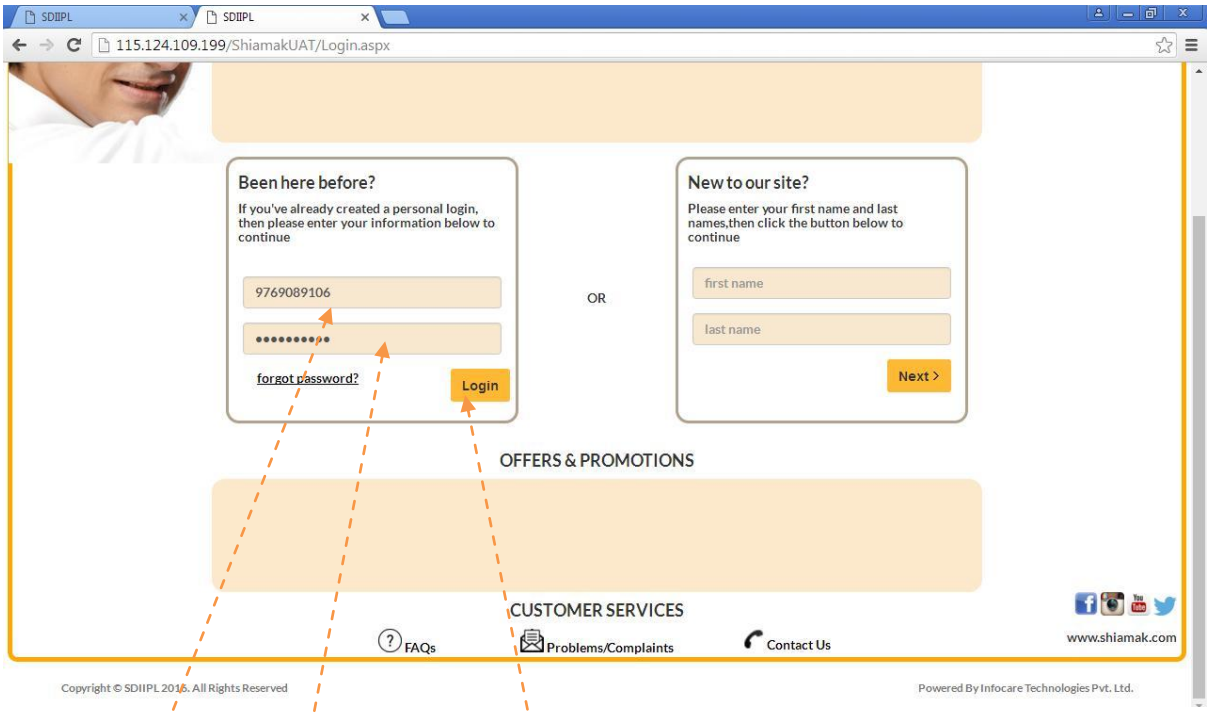


Select the dropdowns as per your requirement and Click Find Now.

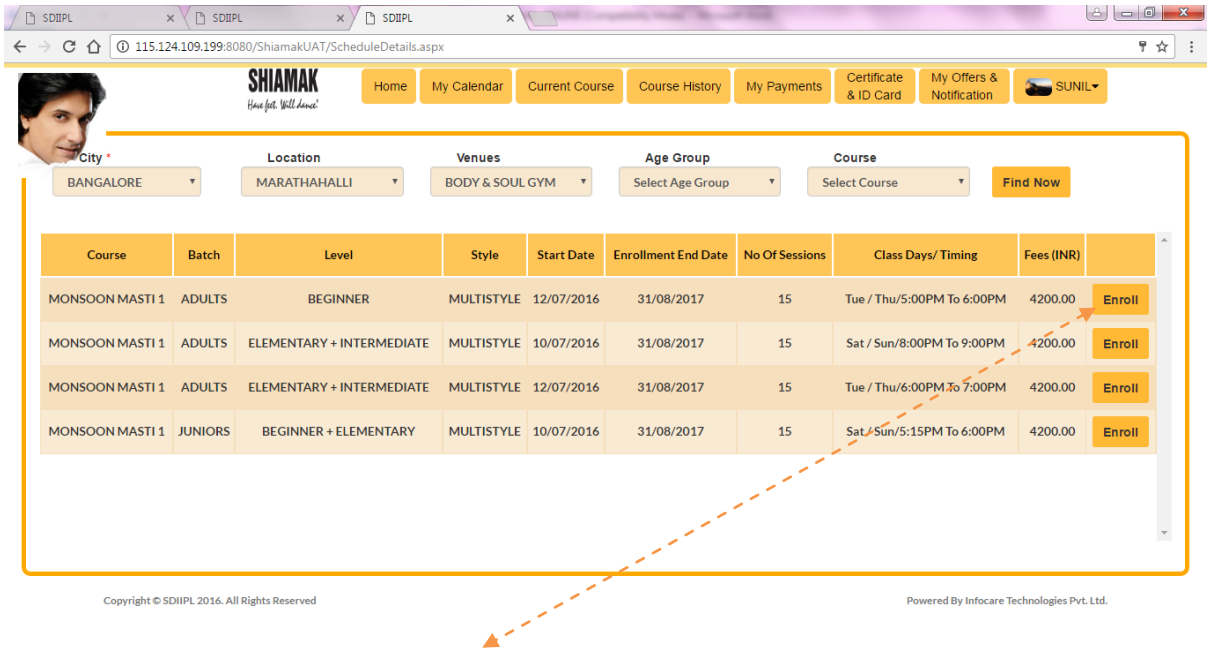


You will see the courses running in that particular venue. Click on Enroll against the batch you wish to do.

You will be asked to login.

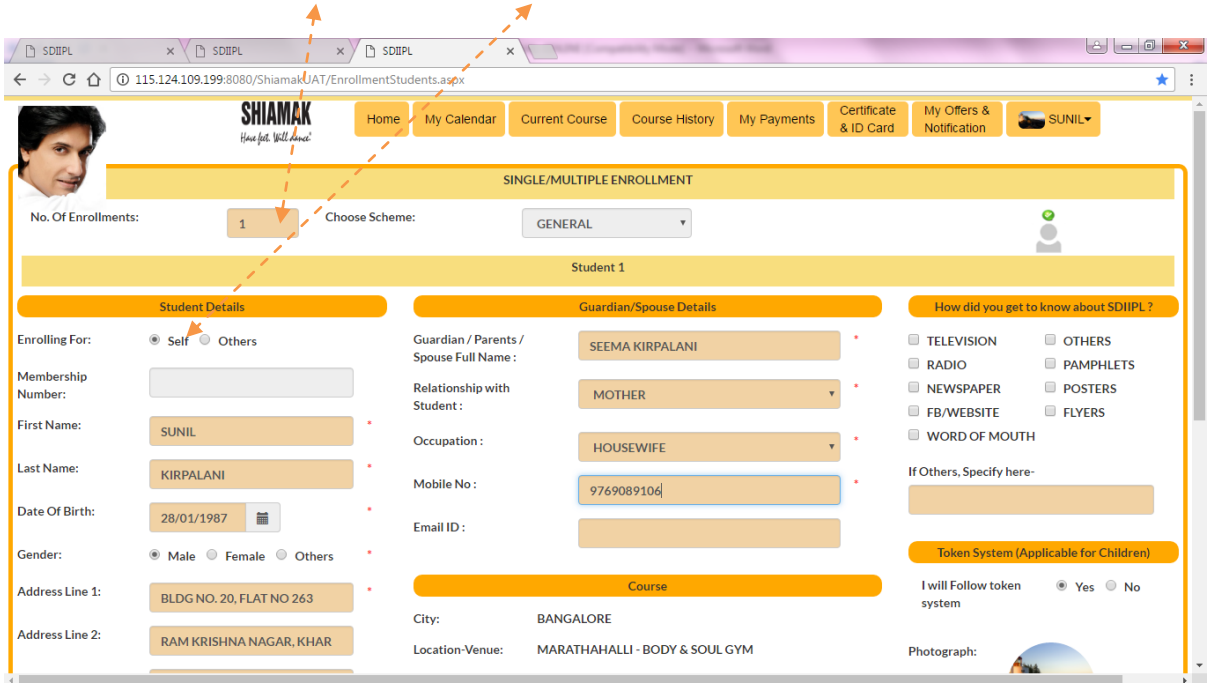


Enter your login id and password that has been sent on your registered email-id and Click Login.

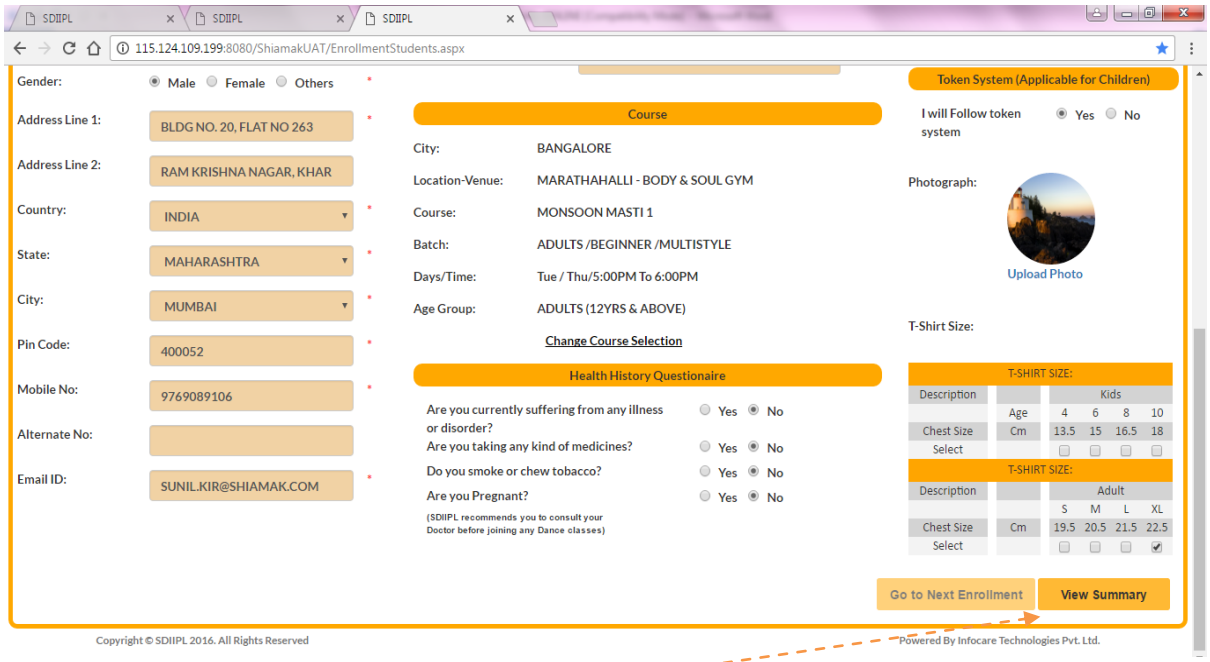


Once you enter your portal Click on Enroll against the batch you wish to do.

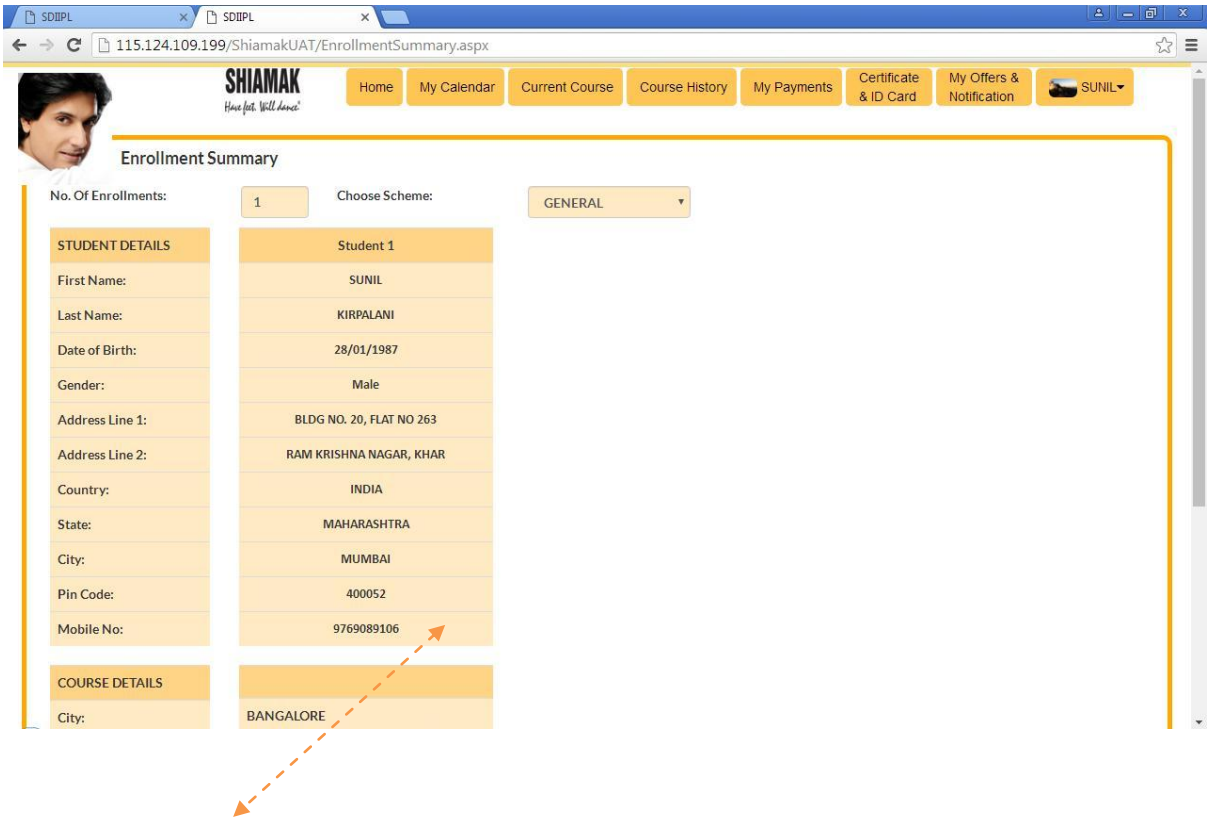
Enter the No. of enrolments and Click on Self.



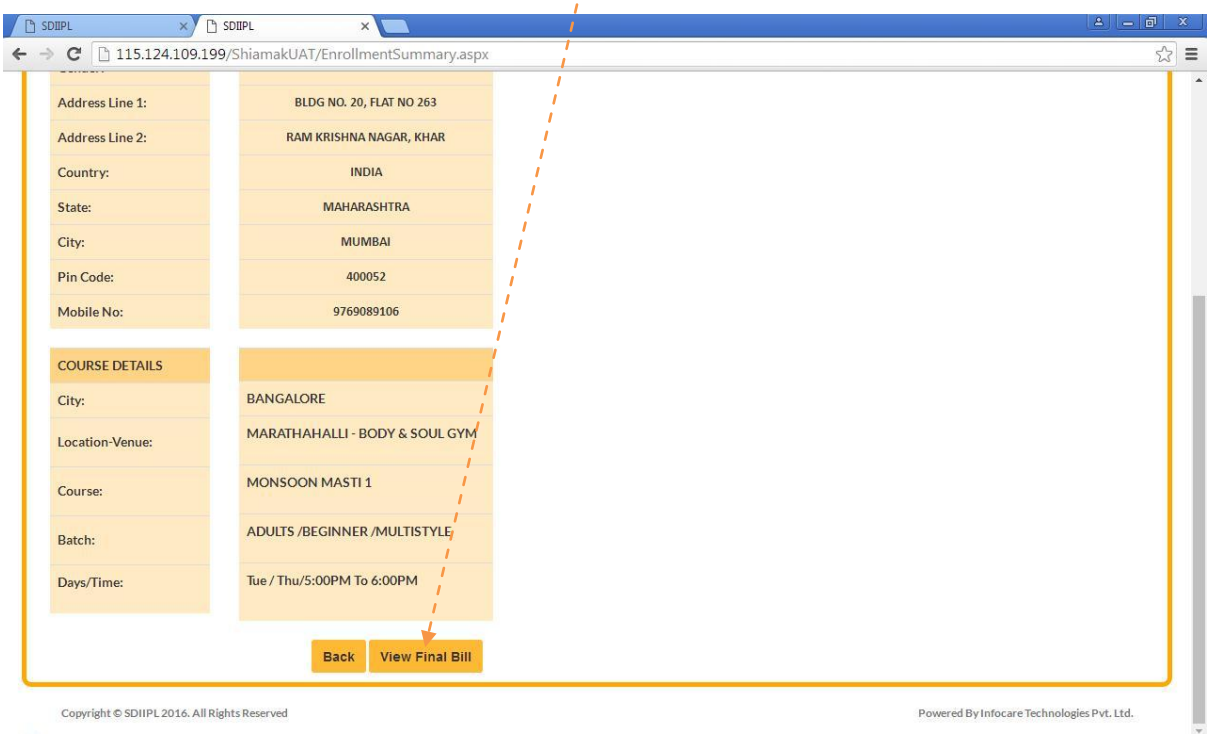
Your details will be filled by the system, if there are any changes you can do the same.



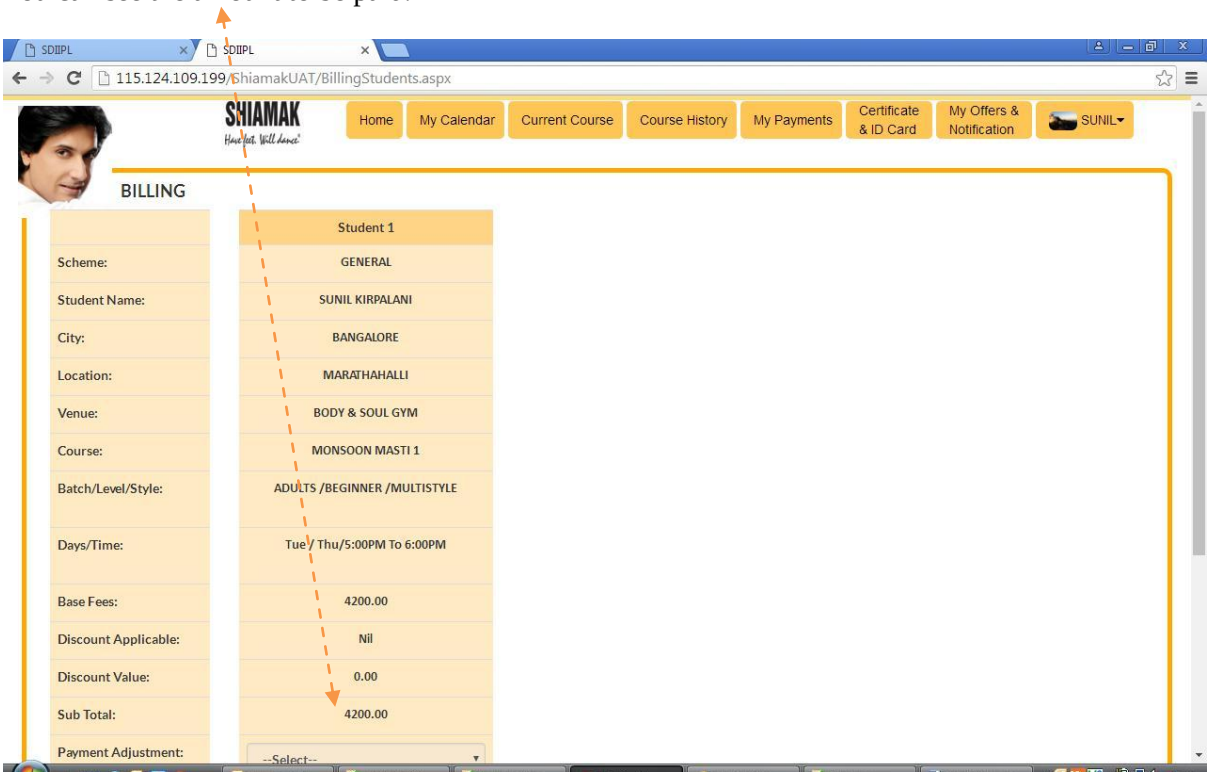
Once all the details are updated, Click View Summary.



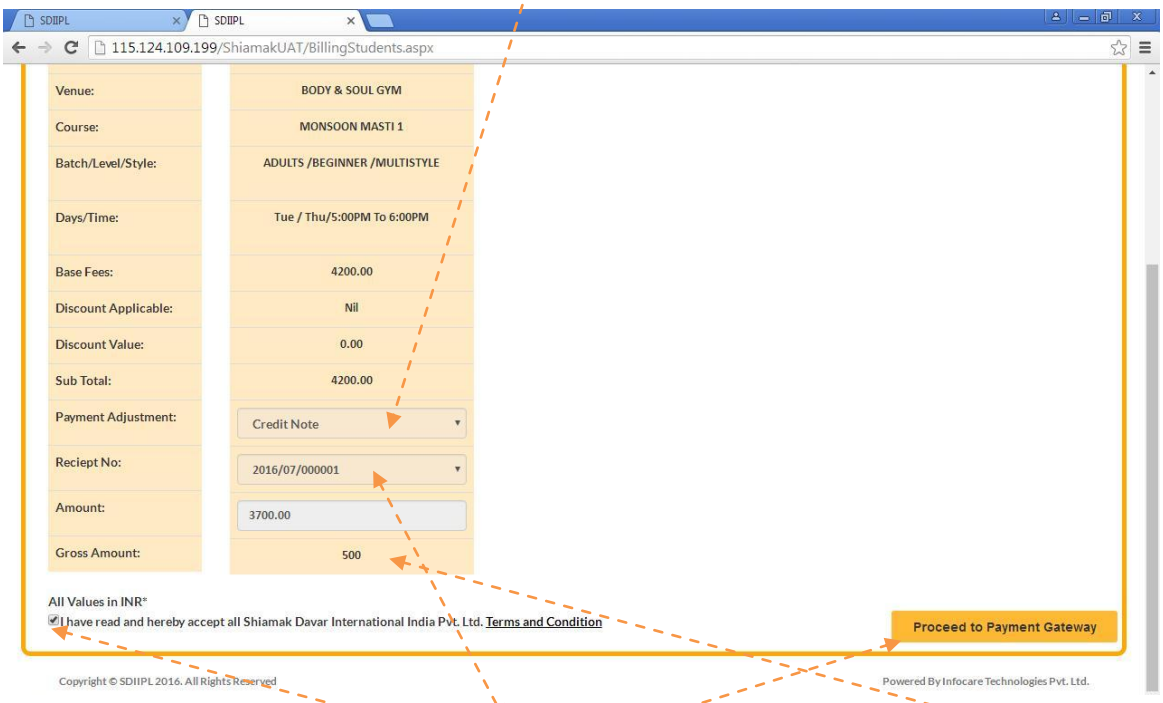
Review all the details here and Click View Final Bill.



You can see the amount to be paid.



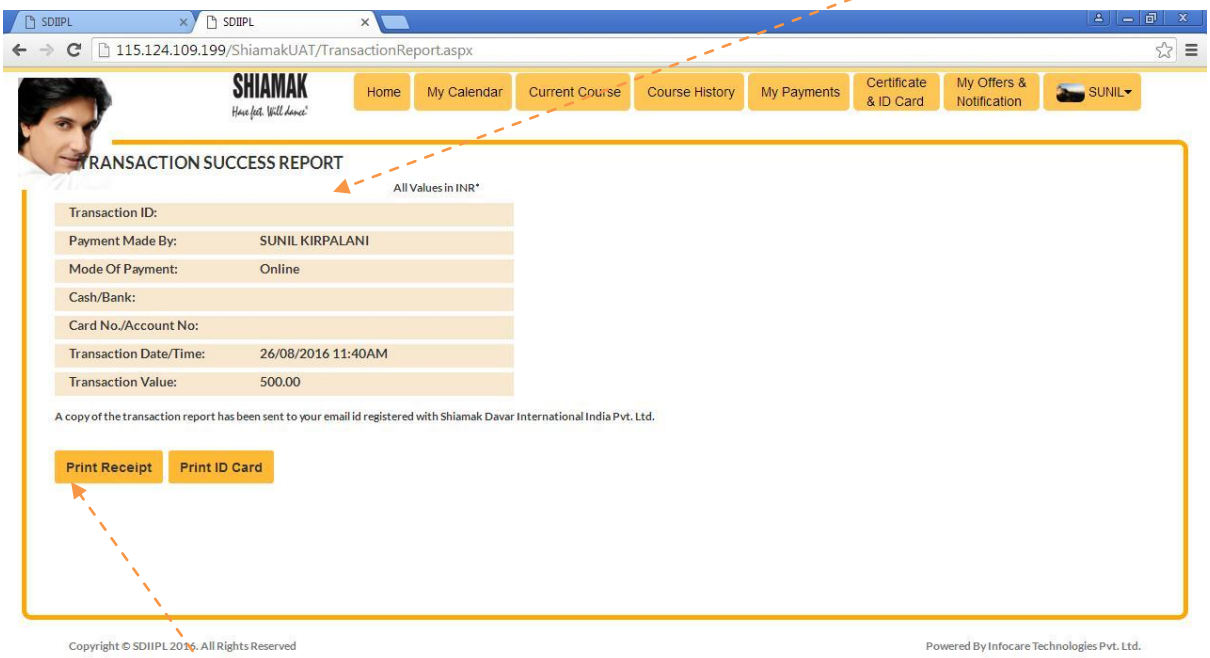
This line here can be used if you have a Credit note pending from any previous batch. If you wish to use the same Click on Payment Adjustment and select credit note.



You will be asked to select the receipt number of the credit note for verification. If there is a credit note in your name it will reflect here. Select the same and the amount will appear. The Gross amount will be deducted by the credit note value. Tick on the Terms & Conditions and Click on Proceed to Payment Gateway

The next page you see will be the Net banking page.

After your successful transaction, you will be redirected to your portal to see the Transaction Success Report.

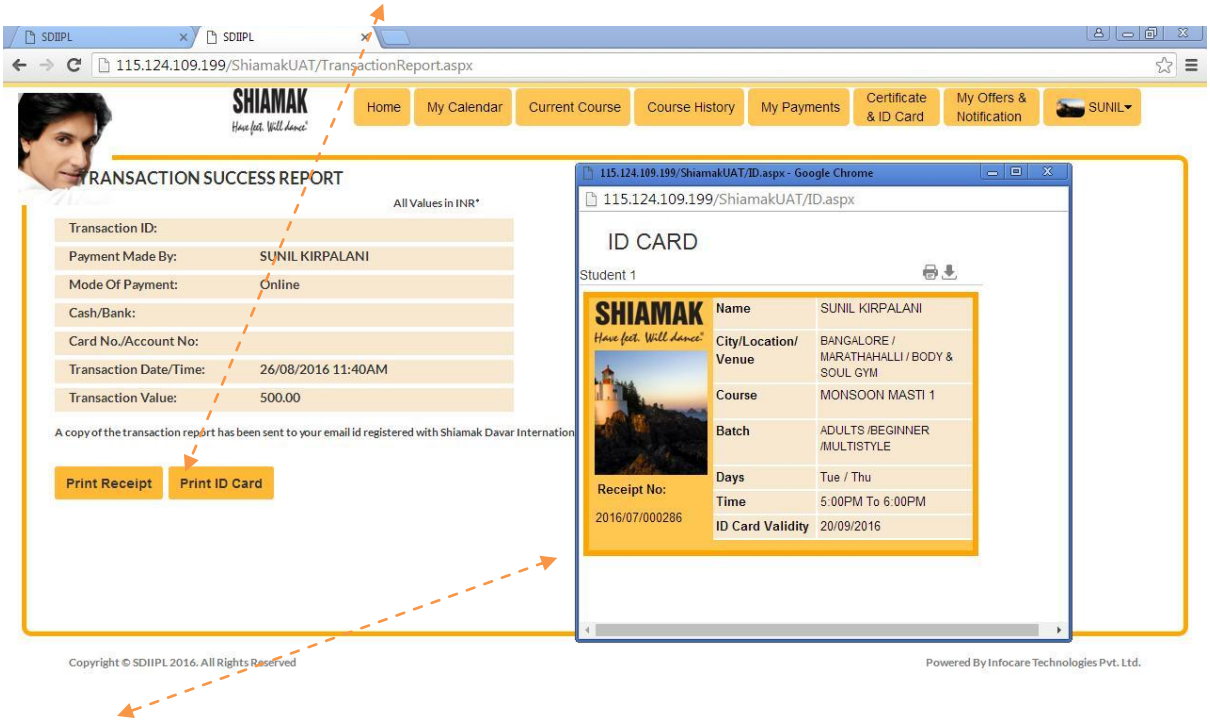


Click on Print Receipt to generate the same.



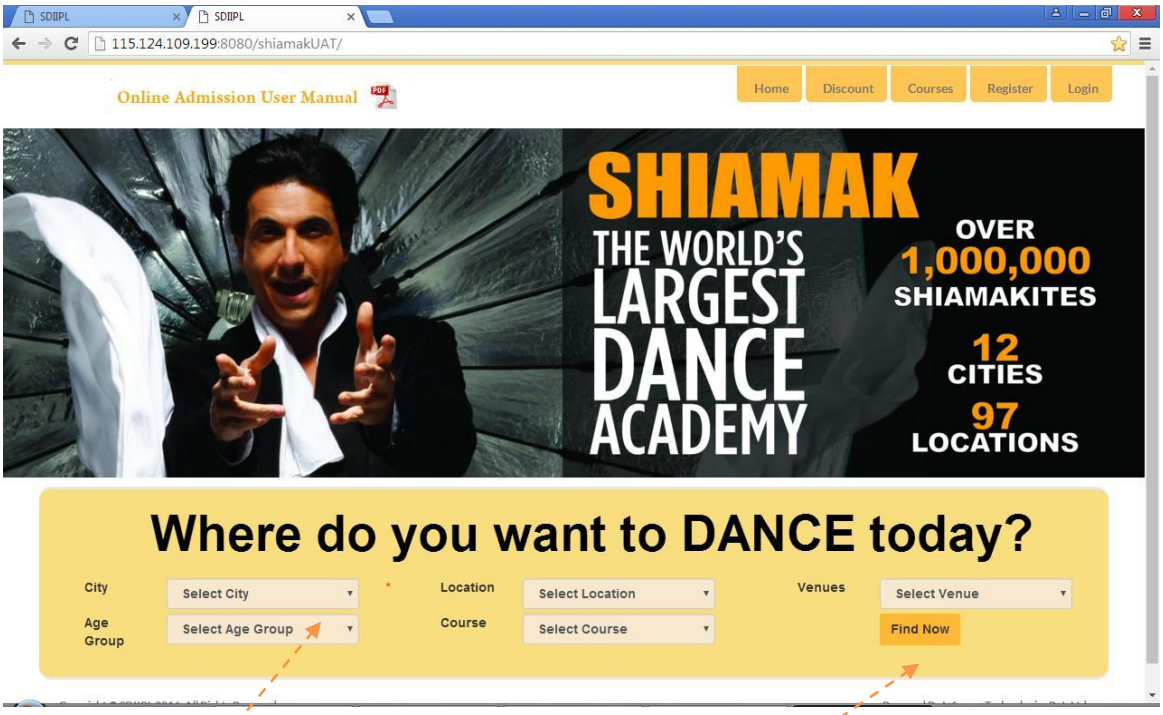
Download the receipt and save it on your phone for further use.

For the ID card, Click on Print ID card.



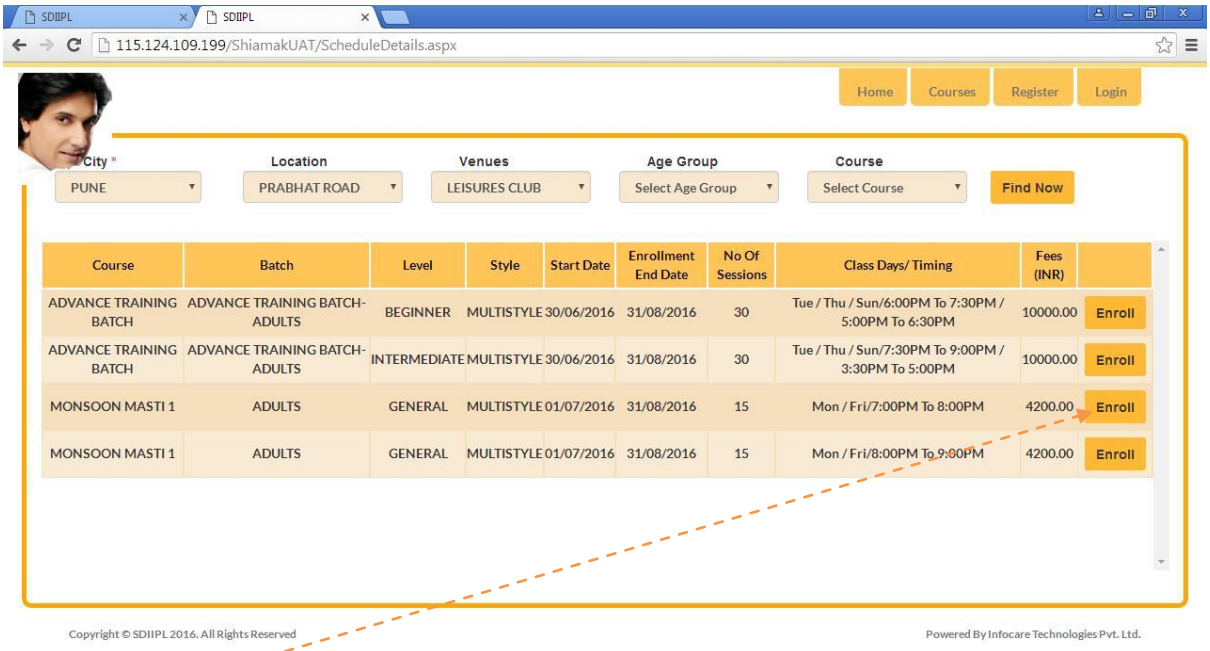
Download the ID card and save it on your phone for further use.

HOW TO ENROLL IN 2 BATCHES SIMULTANEOUSLY.



Select the dropdowns as per your requirement and Click Find Now.

It will show all the batches that are running at the venue.



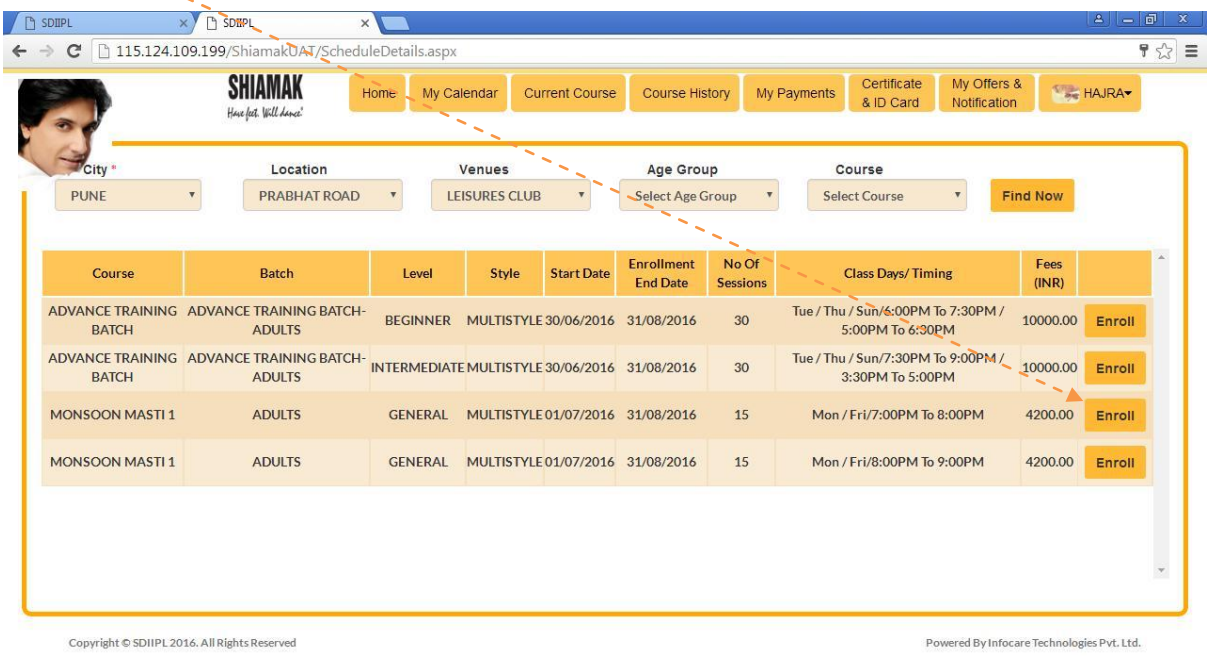
Click on Enroll against the batch you wish to enroll.

You will be directed to the login page.

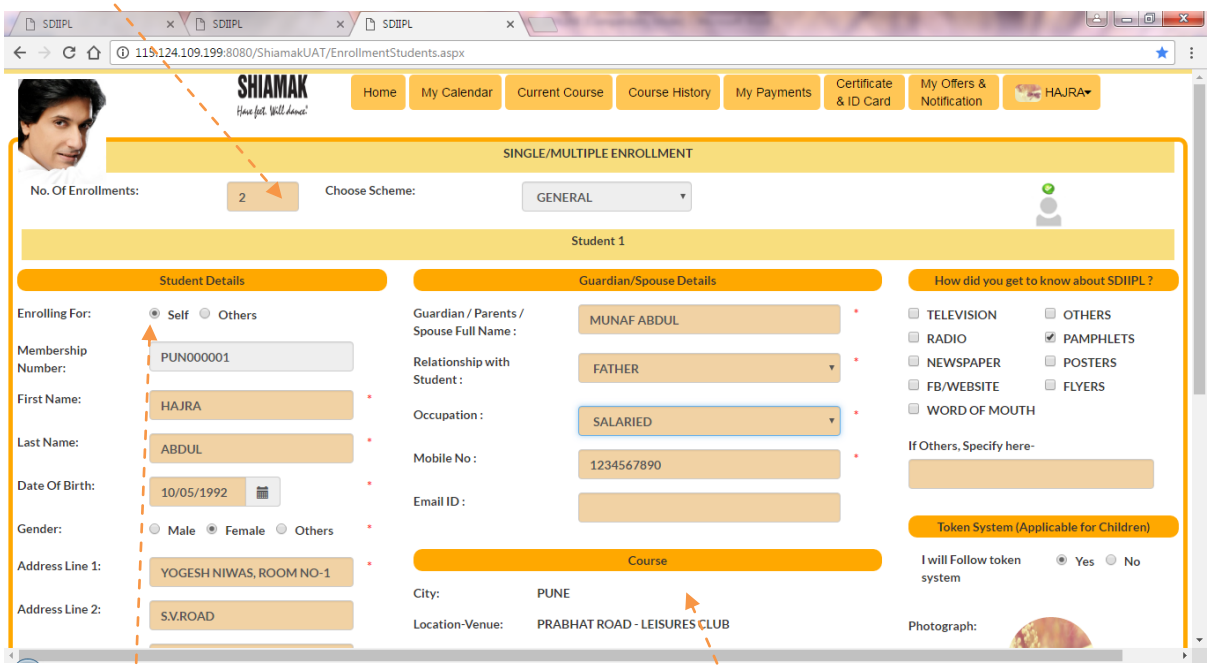


Enter your login id and password and Click Login.

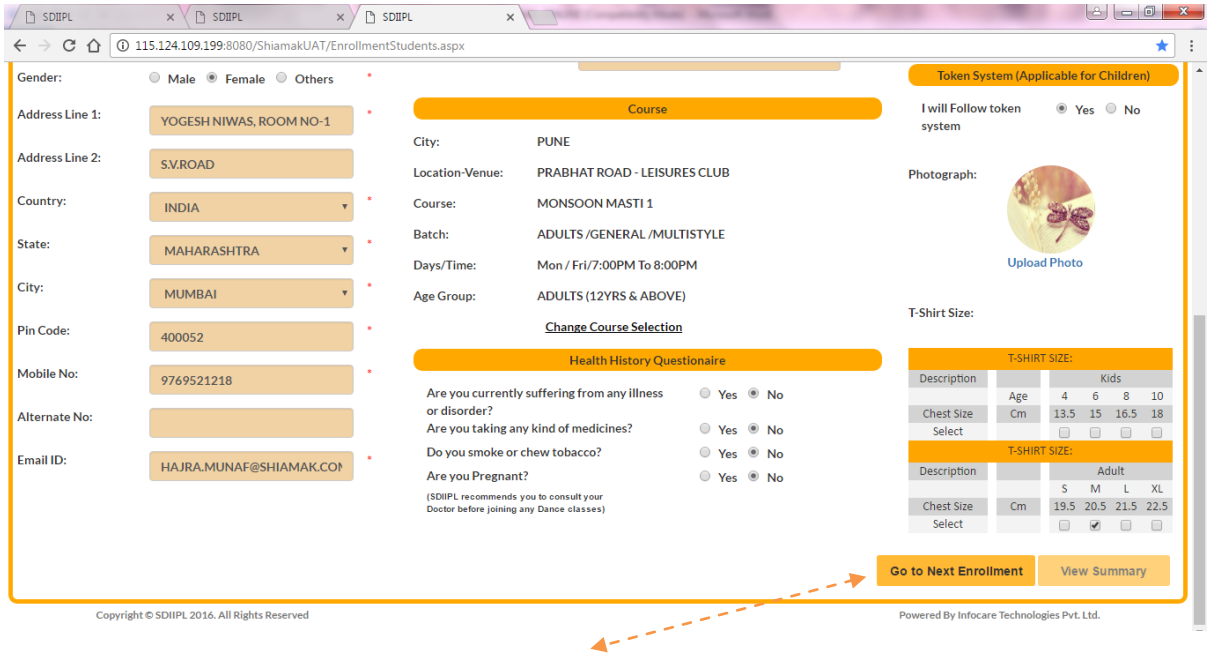
Click on Enroll against the batch you wish to join.



You will see the Enrollment page. Since you wish to enroll for 2 batches simultaneously enter the No. of Enrollments as 2.

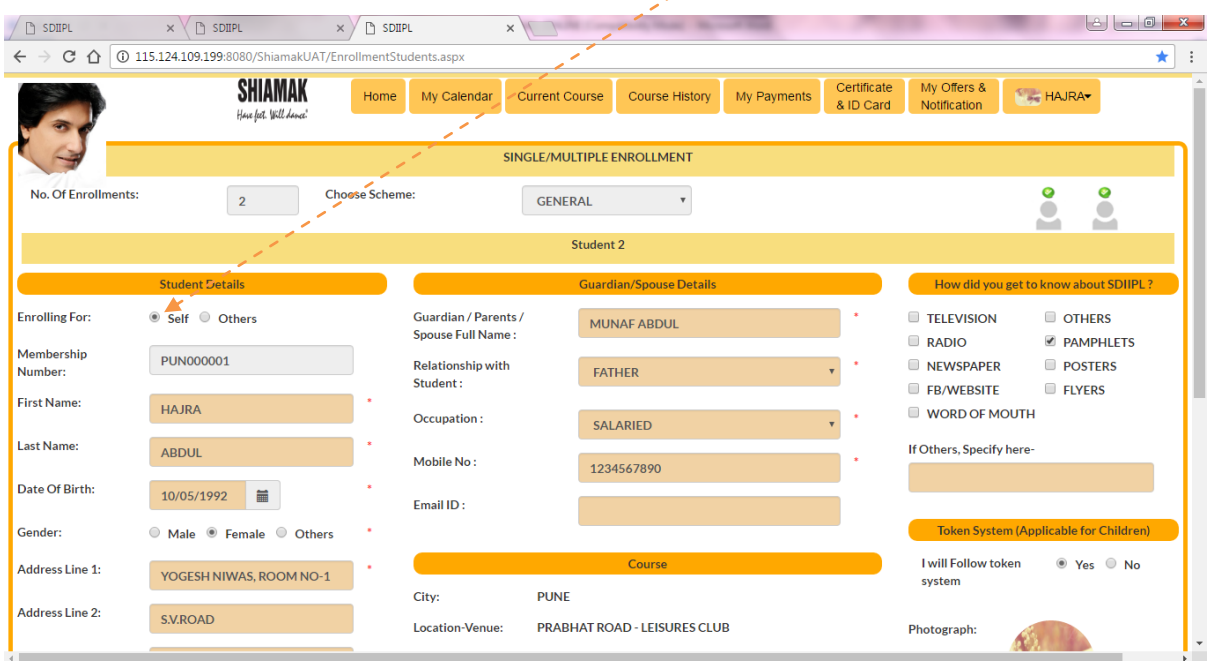


Click on Self and the details will be entered. This is the 1st batch that you will enroll in.



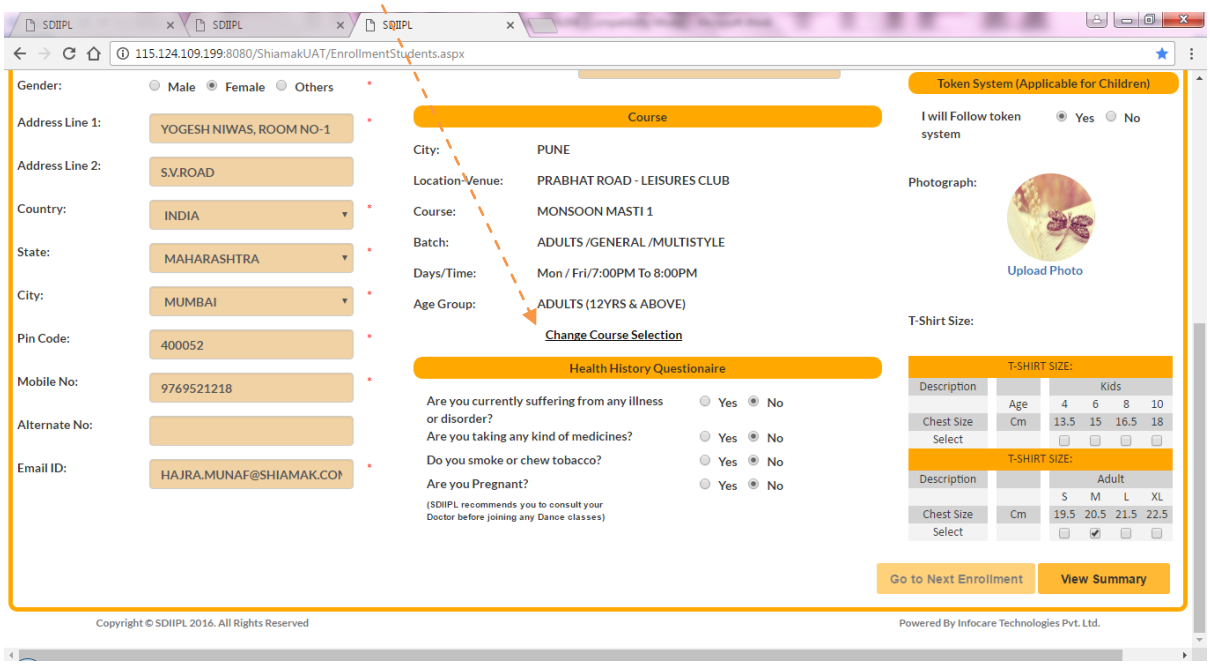
Once all the details are entered Click on Go to Next Enrollment.

The next page is for the 2nd enrollment. **Once again Click on Self** as it is same person enrolling 2 times. Your details will be entered by the system.

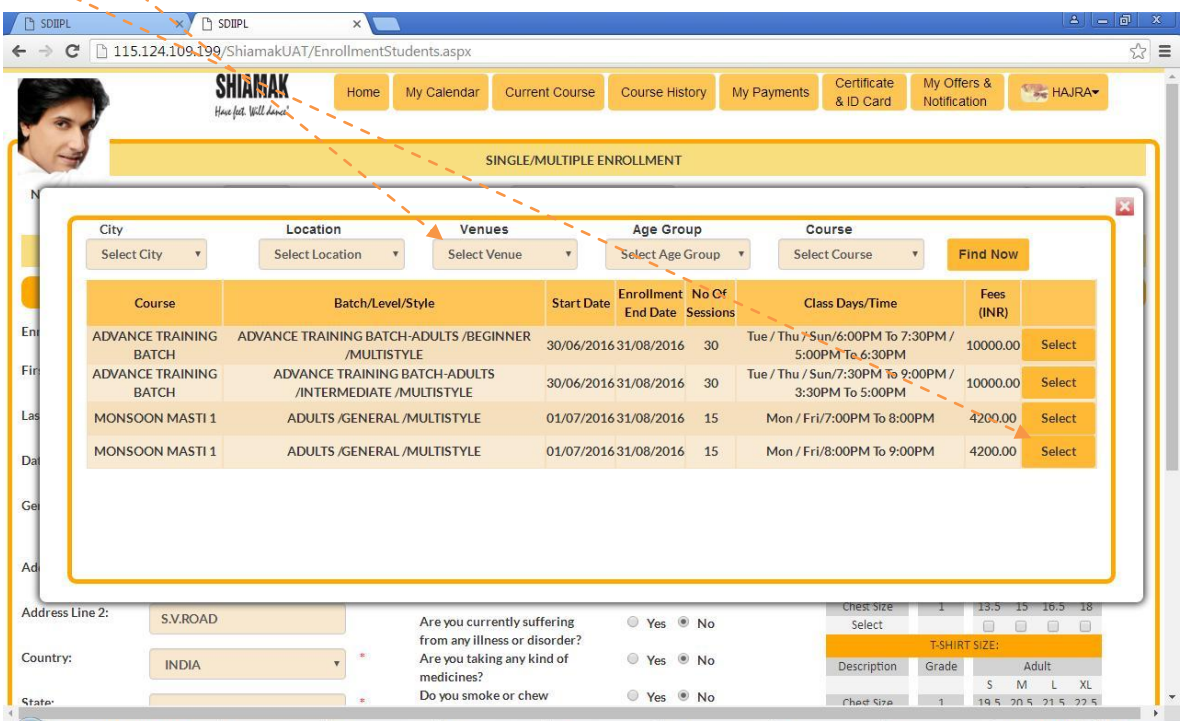


Now the most important step is to change the batch selection as you cannot enroll in the same batch twice.

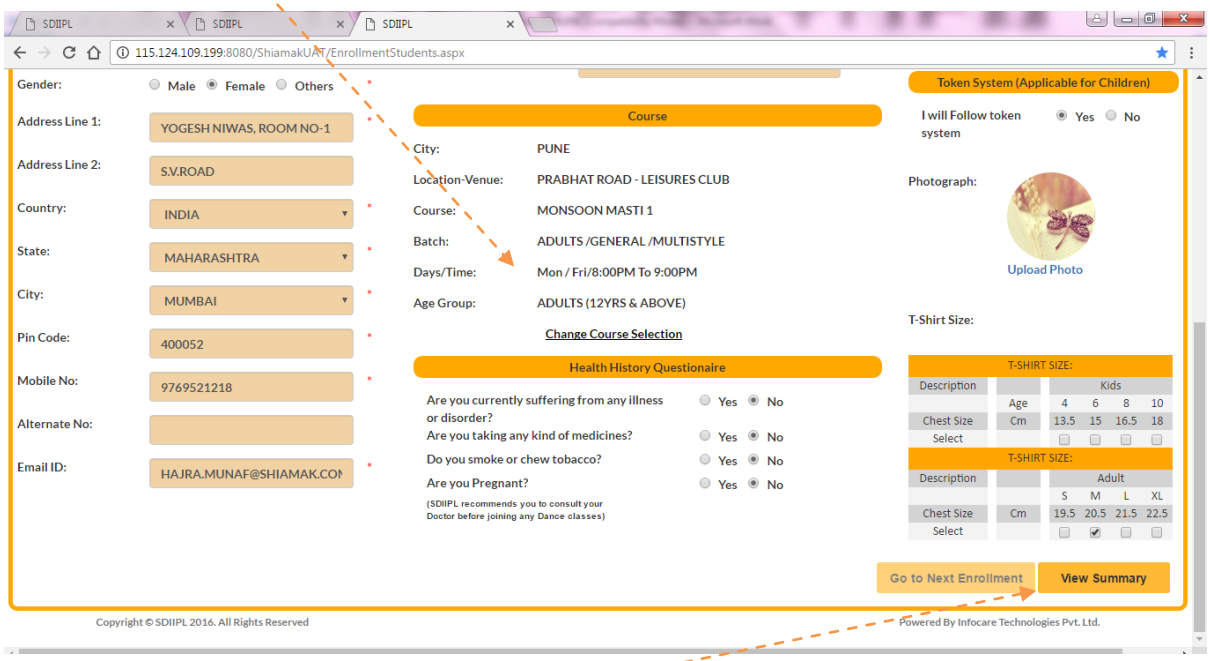
For that Click on Change Course Selection link.



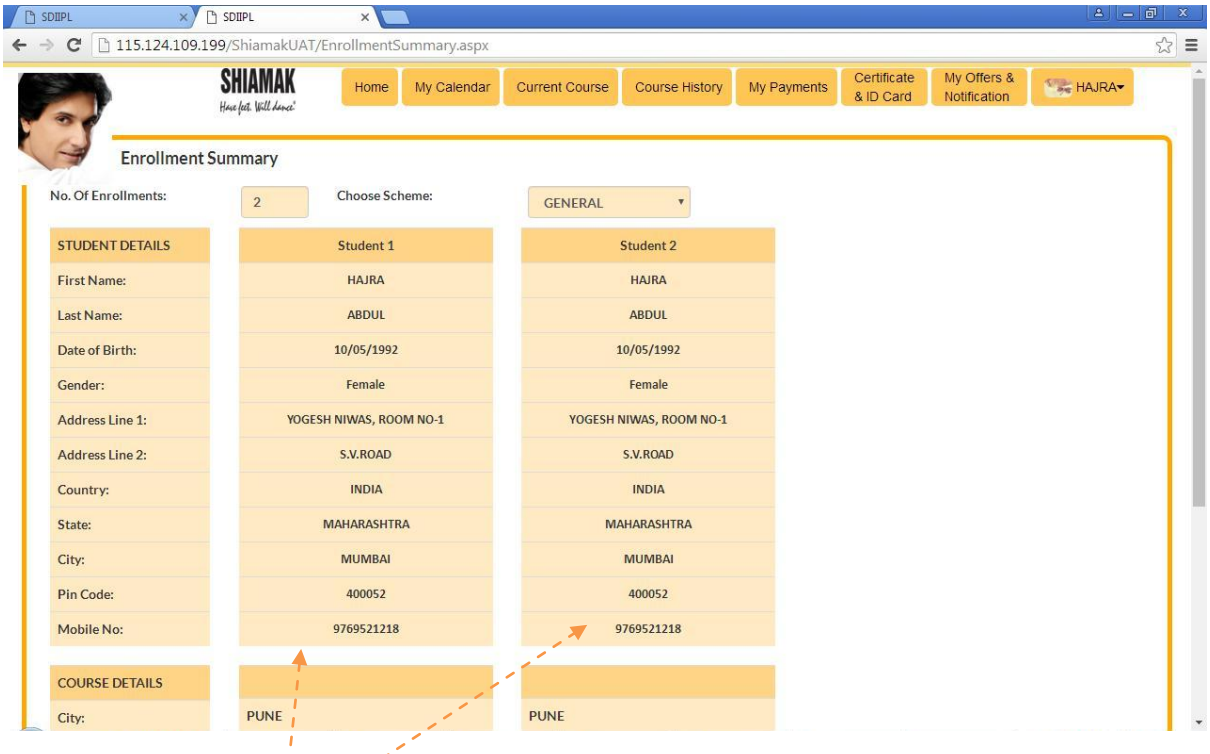
You will get the same courses that are running at the venue. If you wish to do the 2nd batch at any other venue you can do so by changing the filters. If not then select the 2nd batch by Clicking on Select against the required batch.



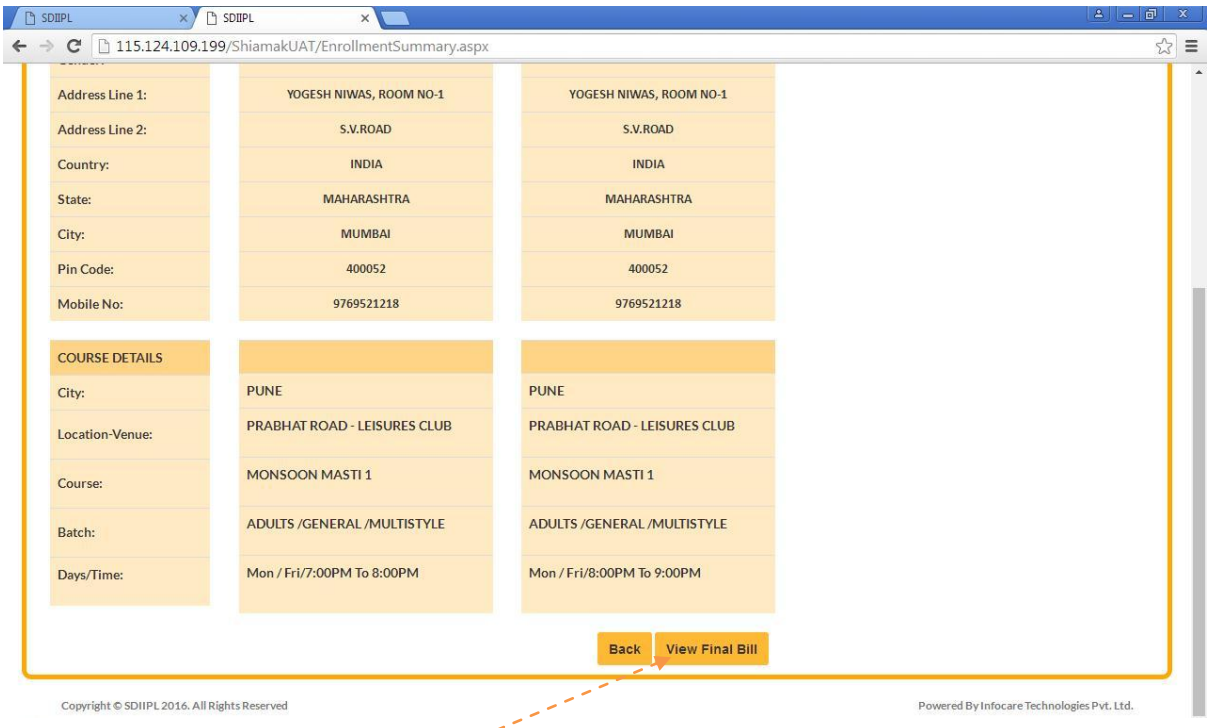
As you can see the batch details have changed here.



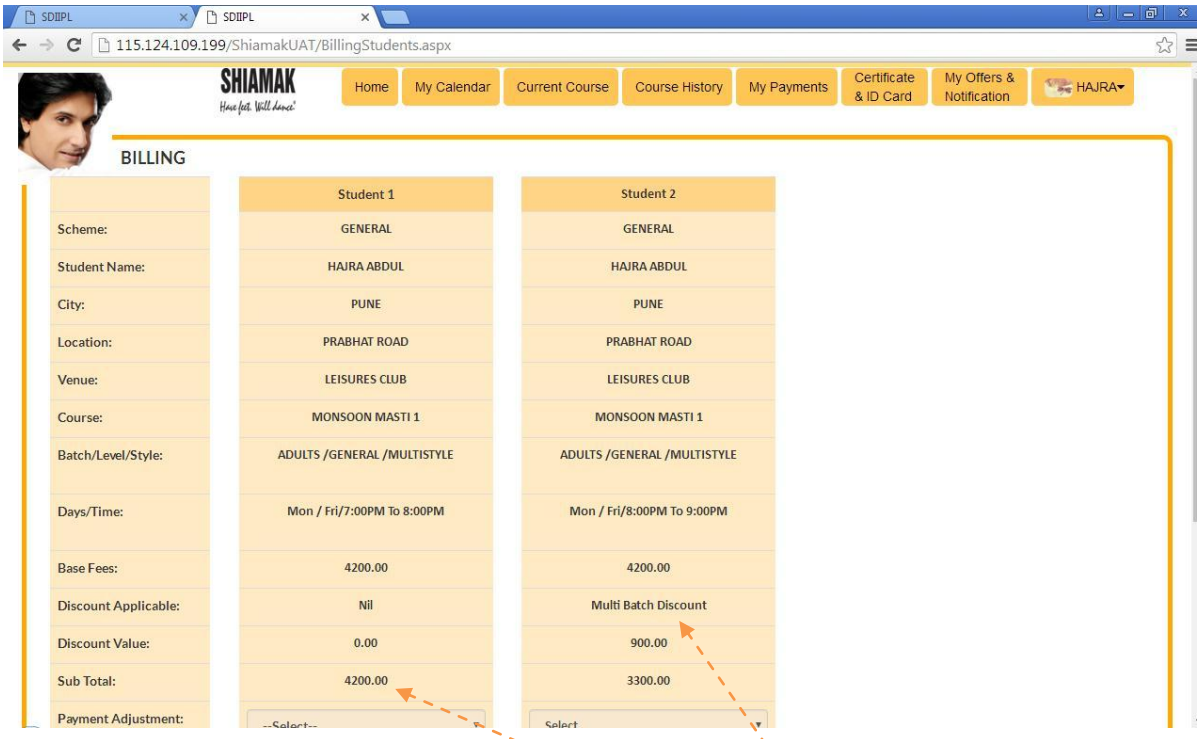
Review the data and Click View Summary.



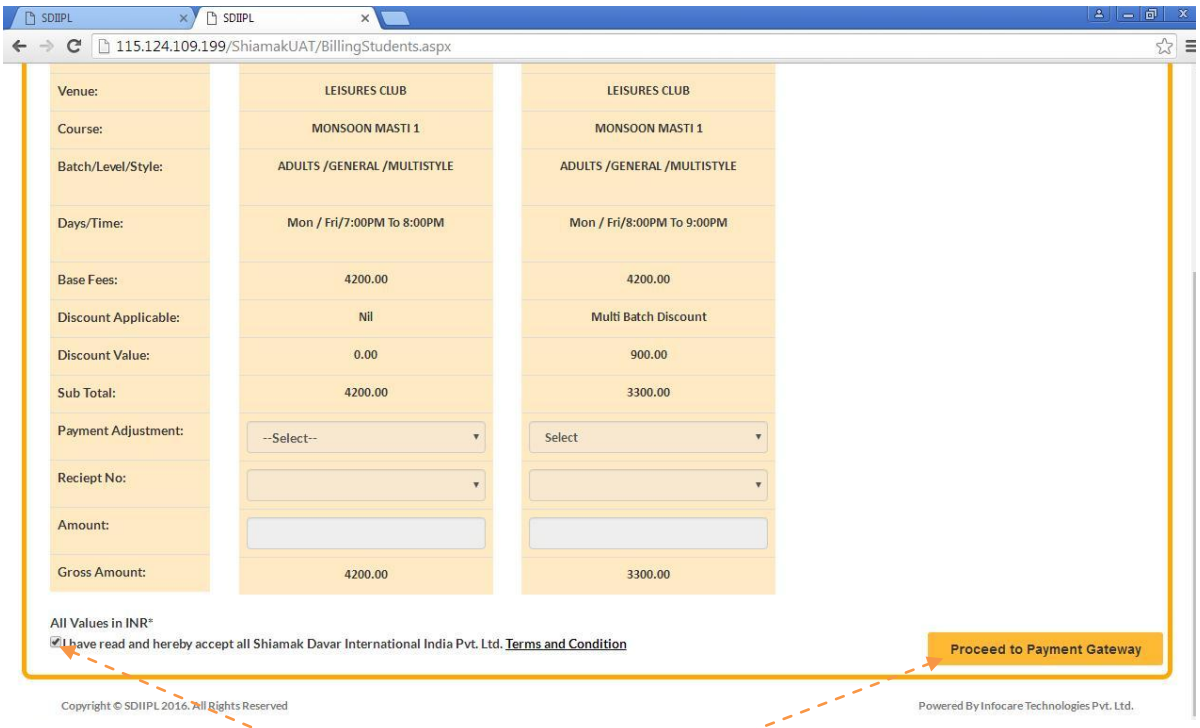
You will see 2 enrollment summaries as you are enrolling for 2 batches.



Review the details and Click View Final Bill.



Here is the Billing page. 1st batch has the fee amount of Rs.4200/- with no discount whereas the 2nd batch has the fee amount of Rs.4200/- and a Multi Batch Discount of Rs.900/-

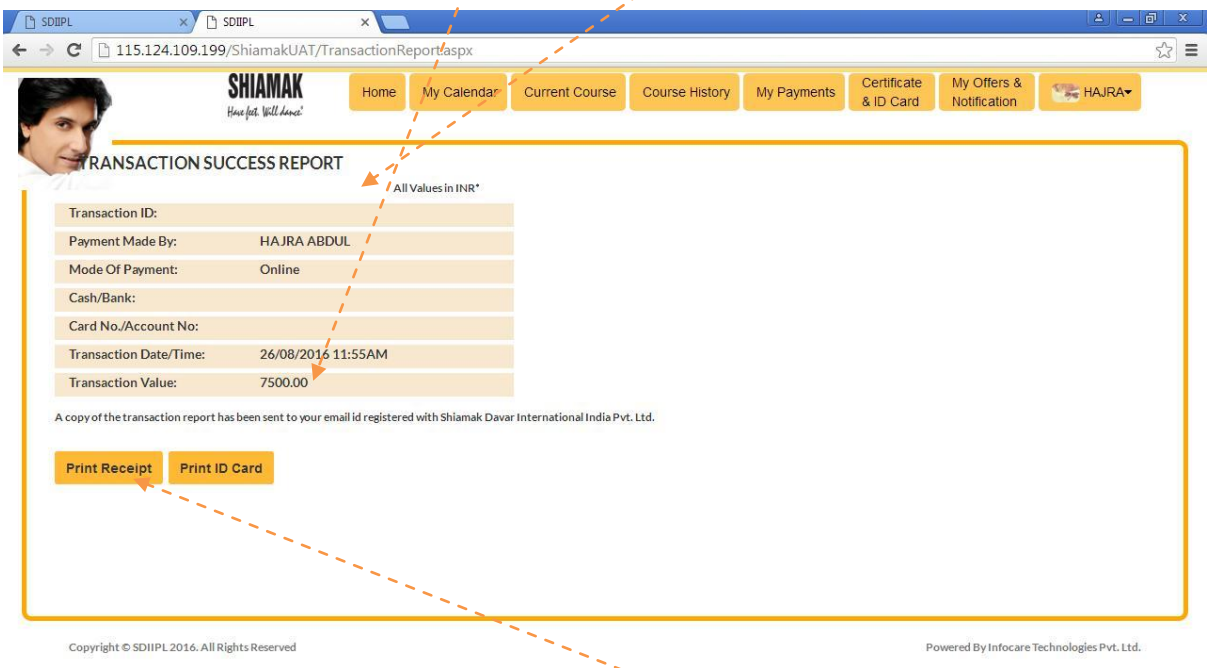


Tick on the Terms & Conditions and Click Proceed to Payment Gateway.

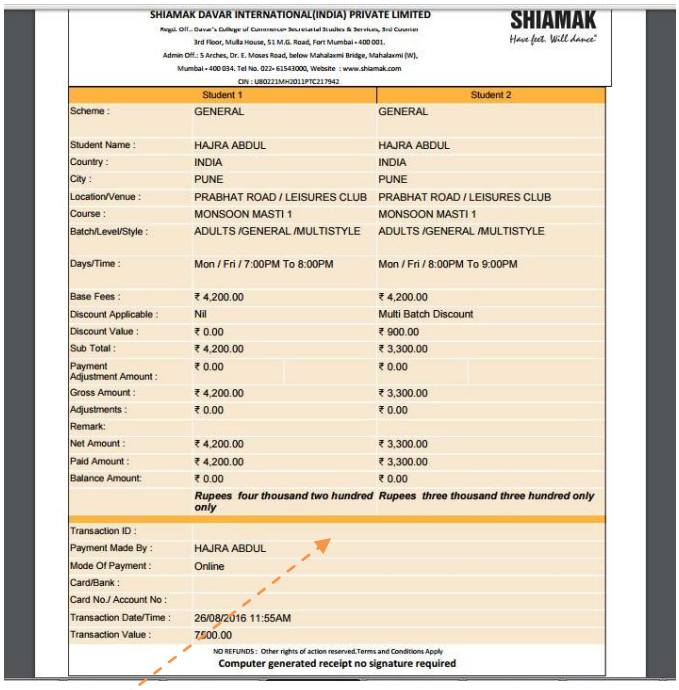
The next page will be the Net banking page.

After that you will redirected to your portal to view the Transaction Success Report.

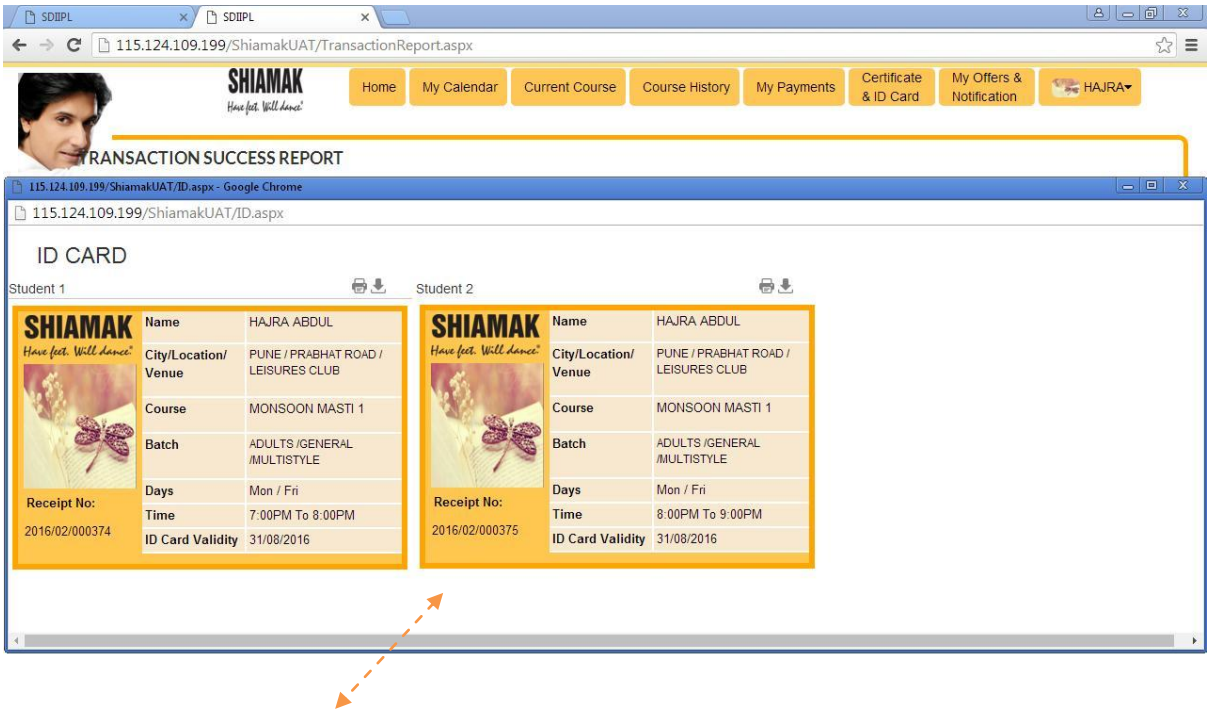
It has the consolidated amount of Rs.7500/-



This means your transaction is complete. Click on Print Receipt and Print ID card to download the same.



You will have a combined receipt for both the batches. Download and save the same on your phone for further use.



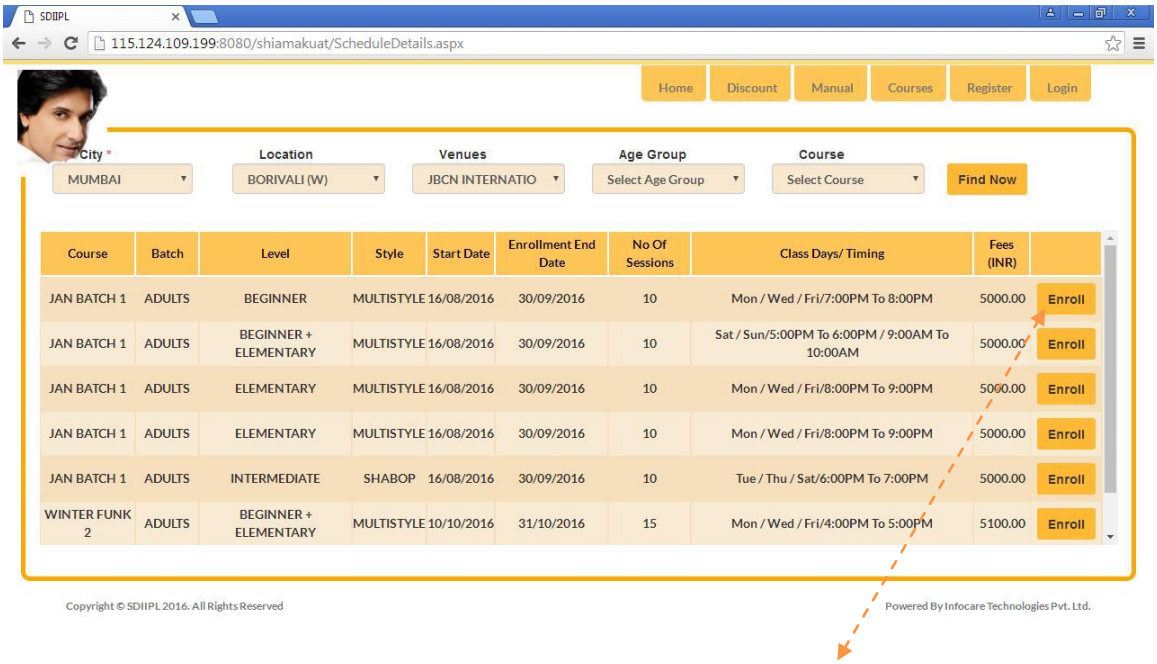
Similarly you will have 2 separate ID cards for the batches. Download and save the same on your phone for further use.

HOW TO ENROLL OTHERS THROUGH YOUR PORTAL.

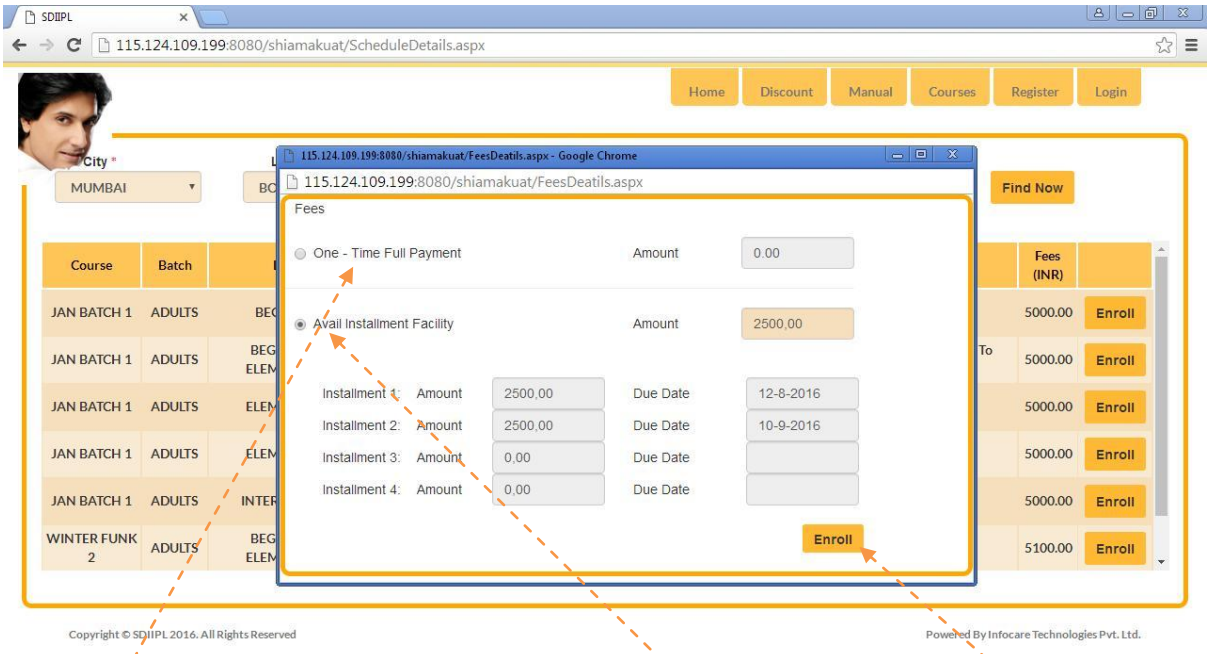
Since children will not have their personal mobile number and email id to register, this process can be used by parents to enroll them.



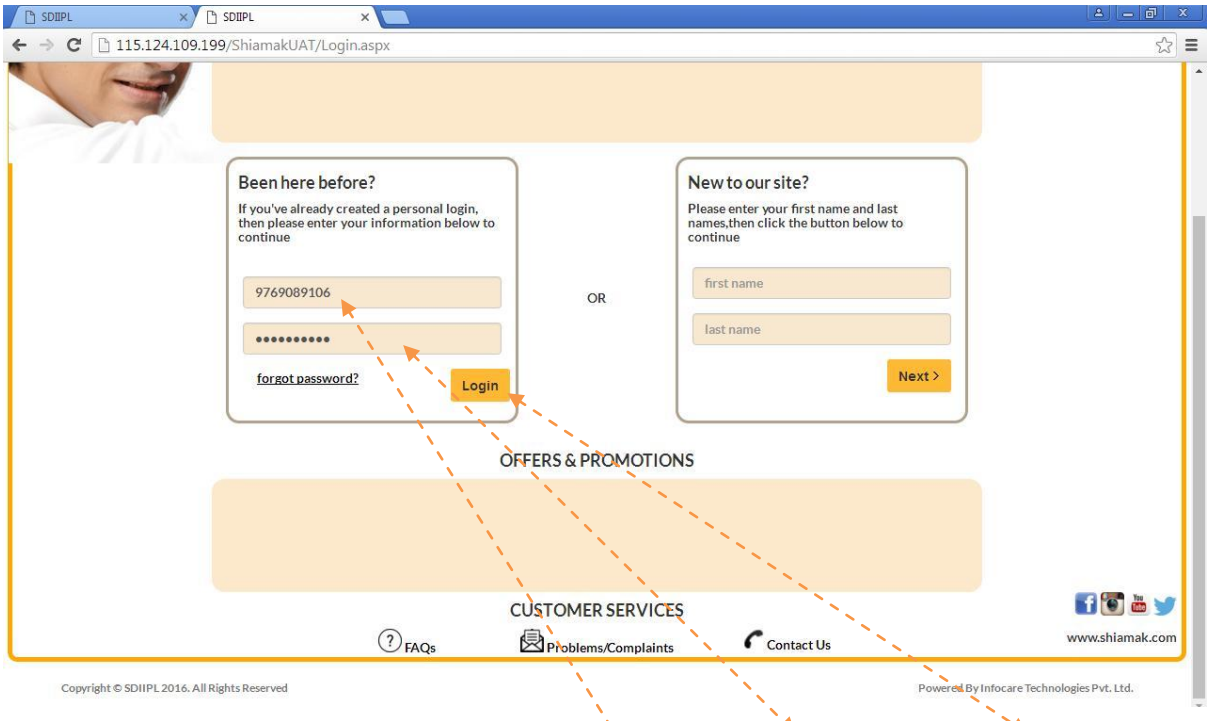
Select the dropdowns and Click Find Now.



You will see all the batches running at that particular venue. Click on Enroll against the batch you wish to do.

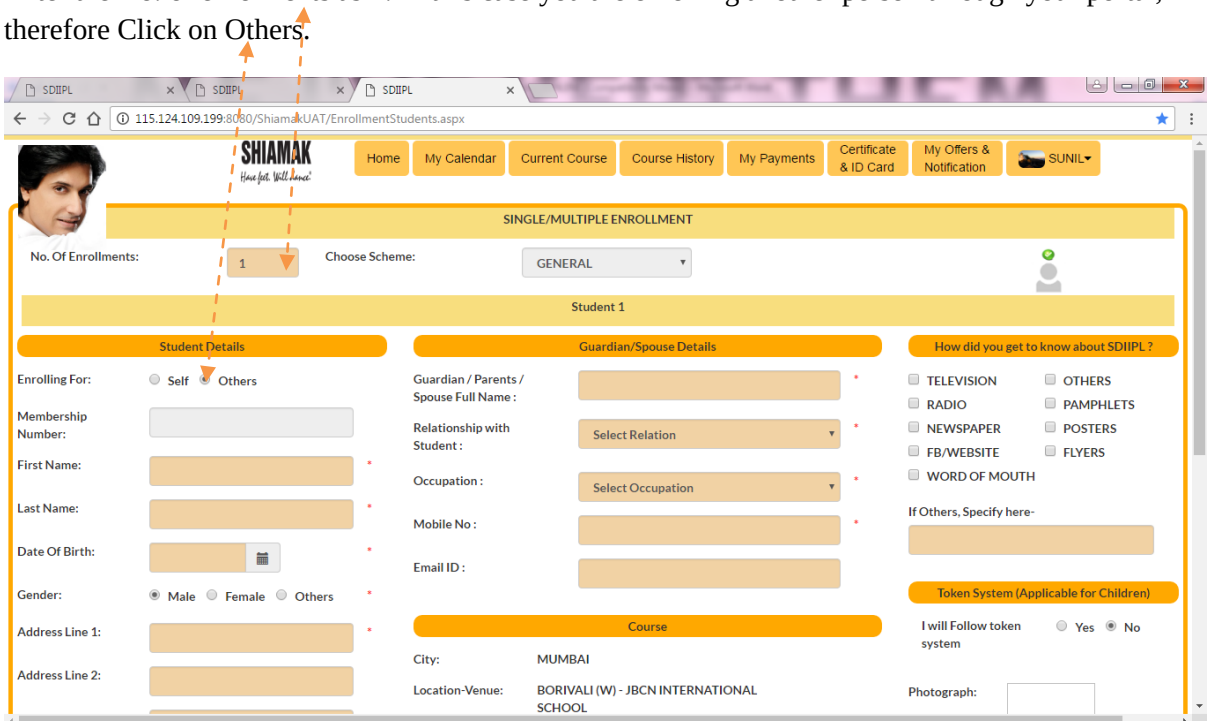


If that batch has an instalment facility you will get this prompt. You have a choice to either make onetime payment or avail instalment facility. Select Avail Instalment Facility and Click Enroll.

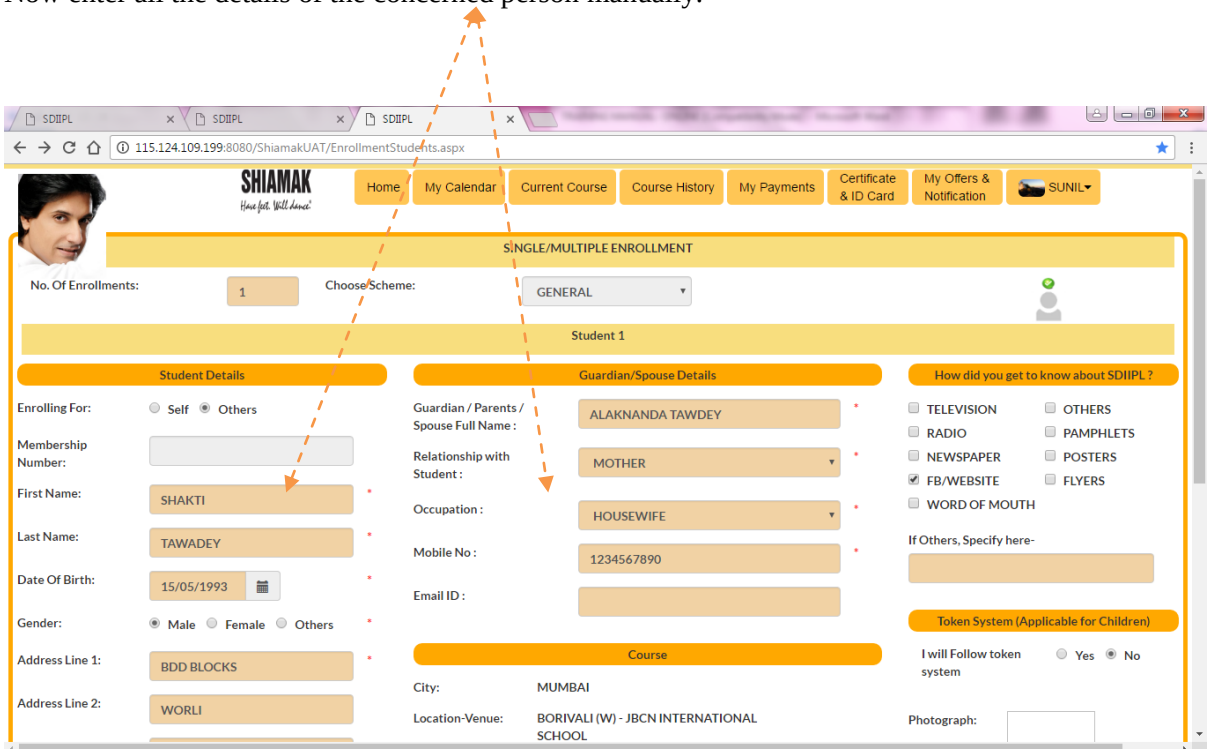


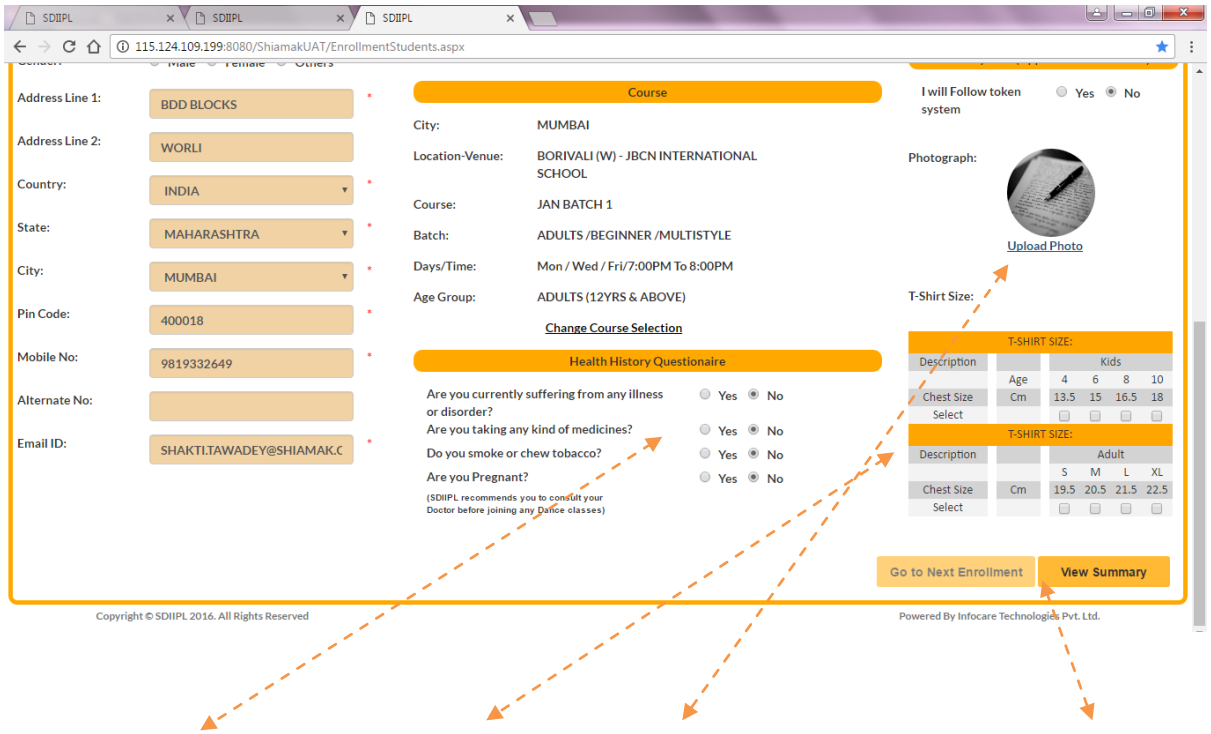
You will be directed to the login page. Enter your login id and password and Click Login.

Enter the No. of enrolments as 1. In this case you are enrolling another person through your portal, therefore Click on Others.

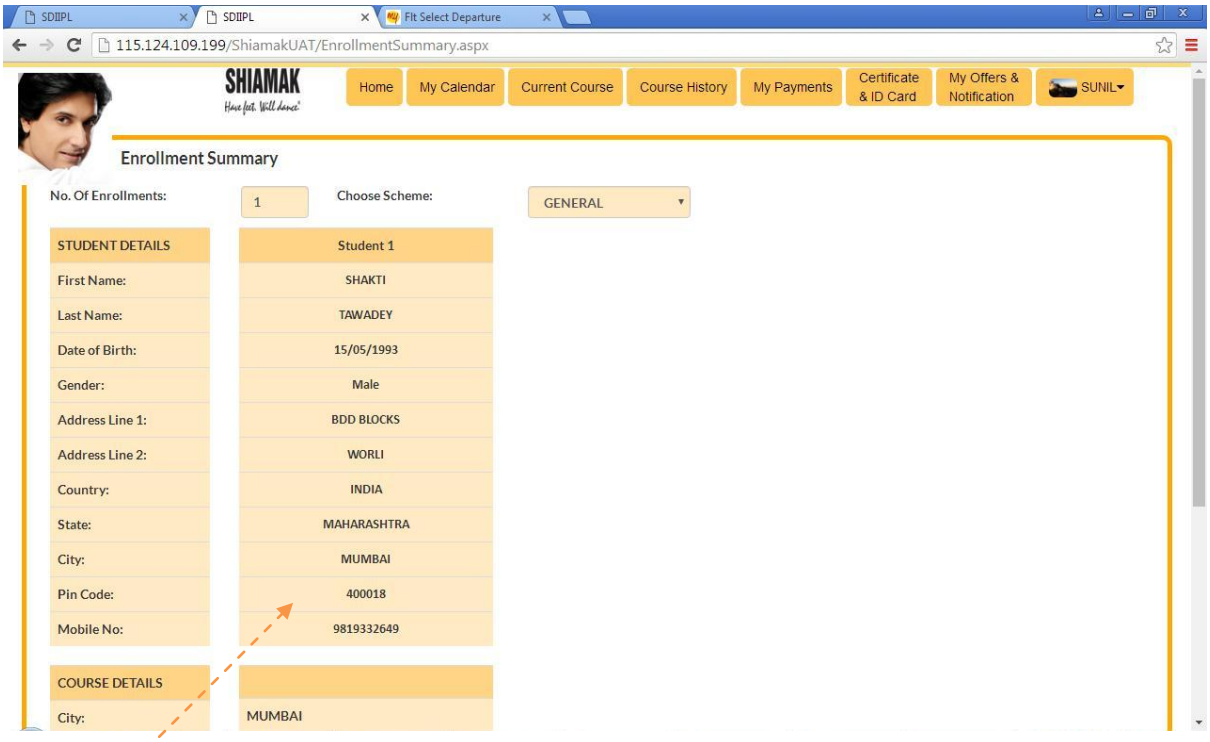


Now enter all the details of the concerned person manually.

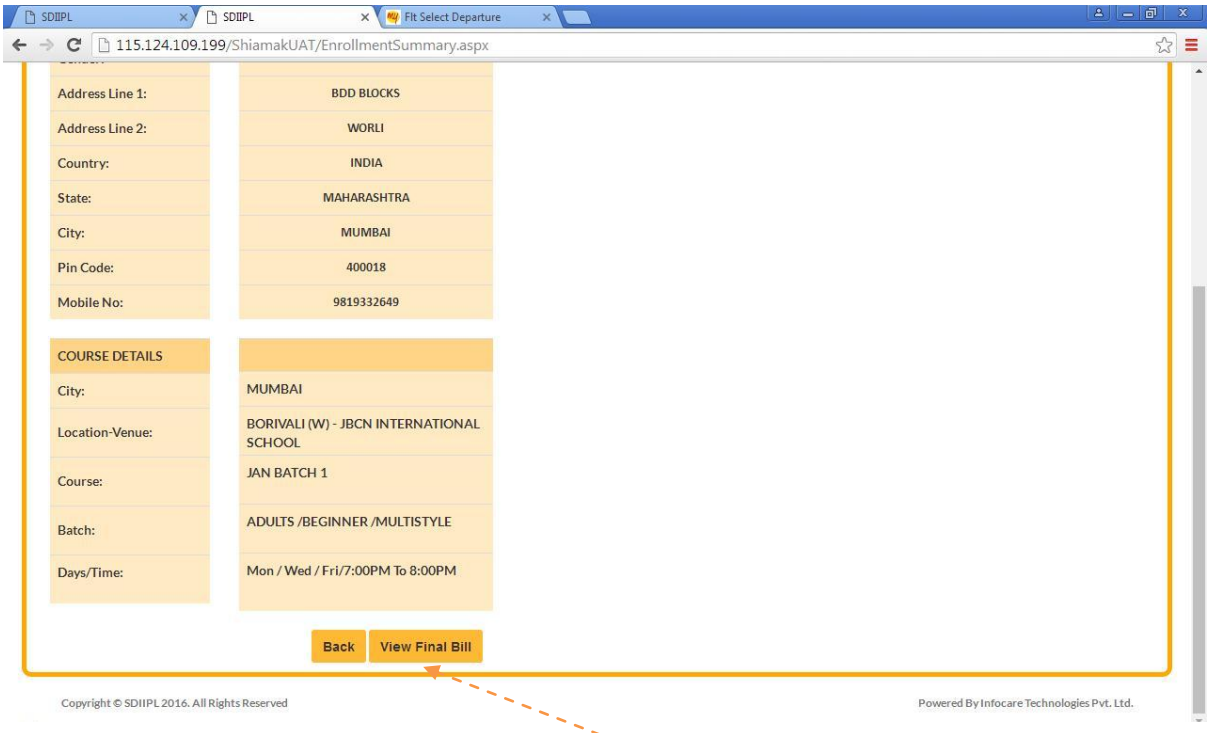




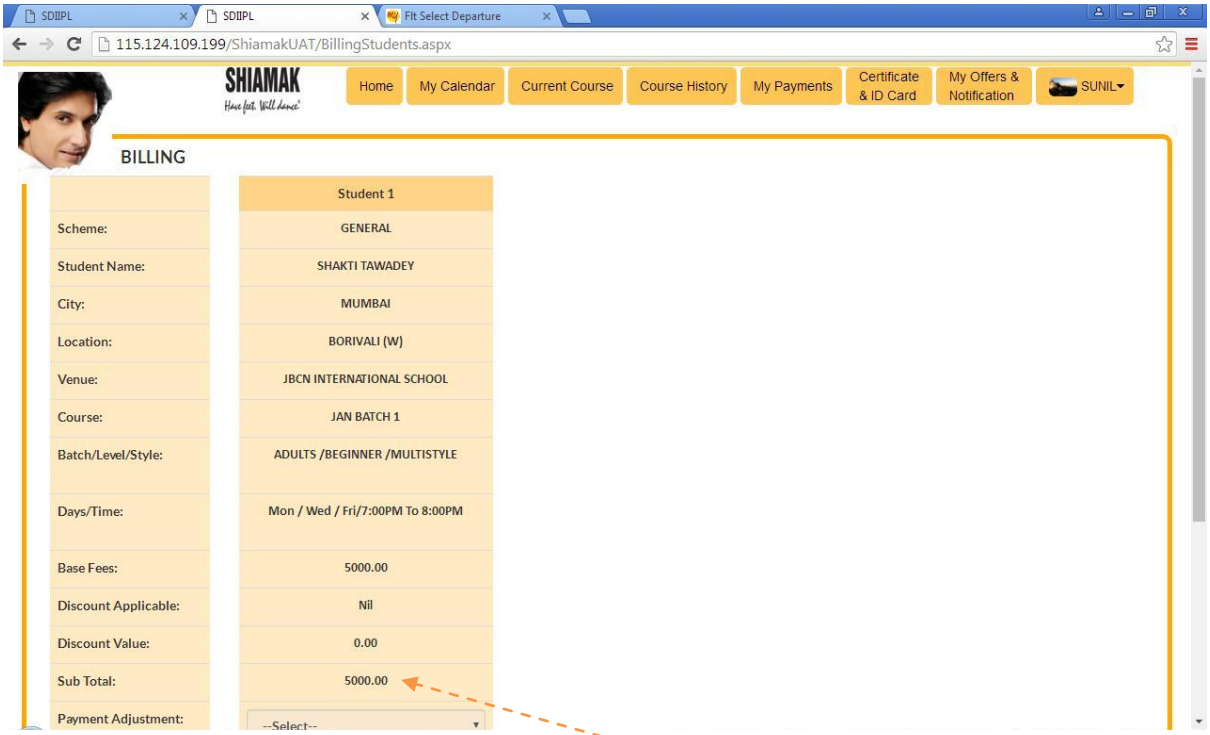
Fill up the Health Questionnaire and T-shirt size. Upload you image. Finally Click View Summary.



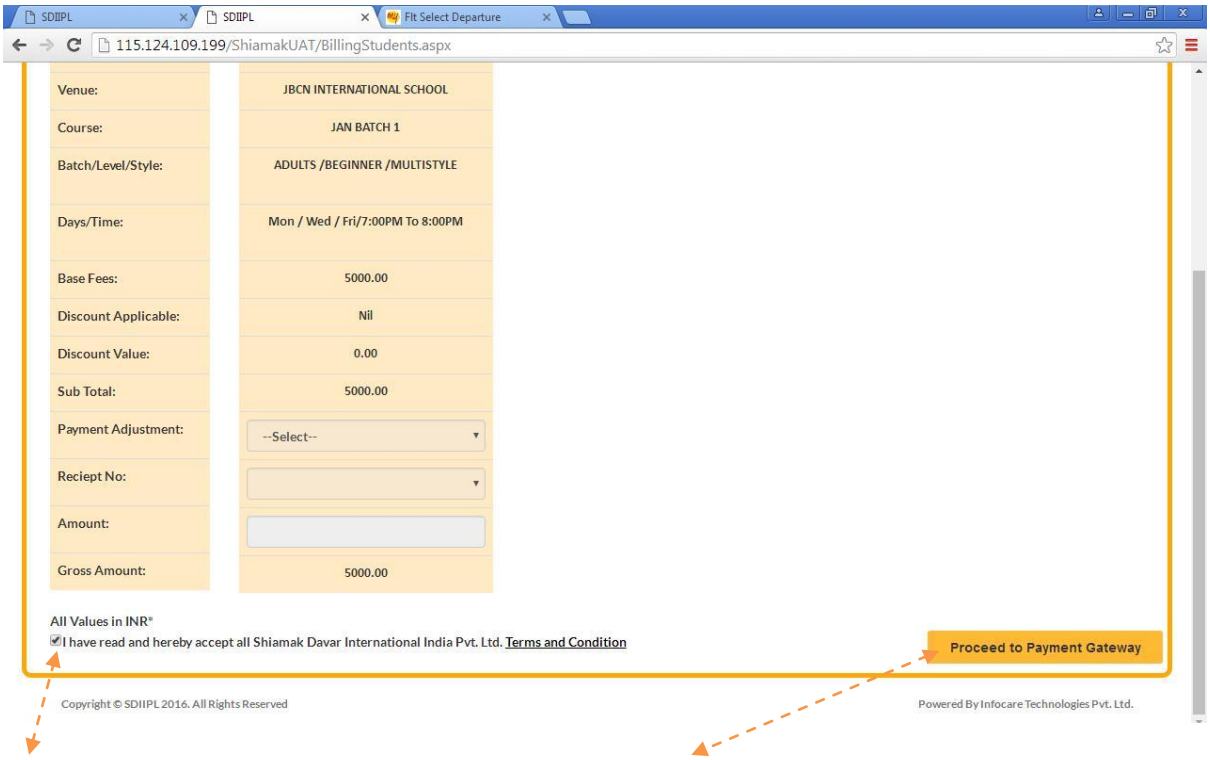
Review all the details here.



If all the details entered are correct then Click View Final Bill.



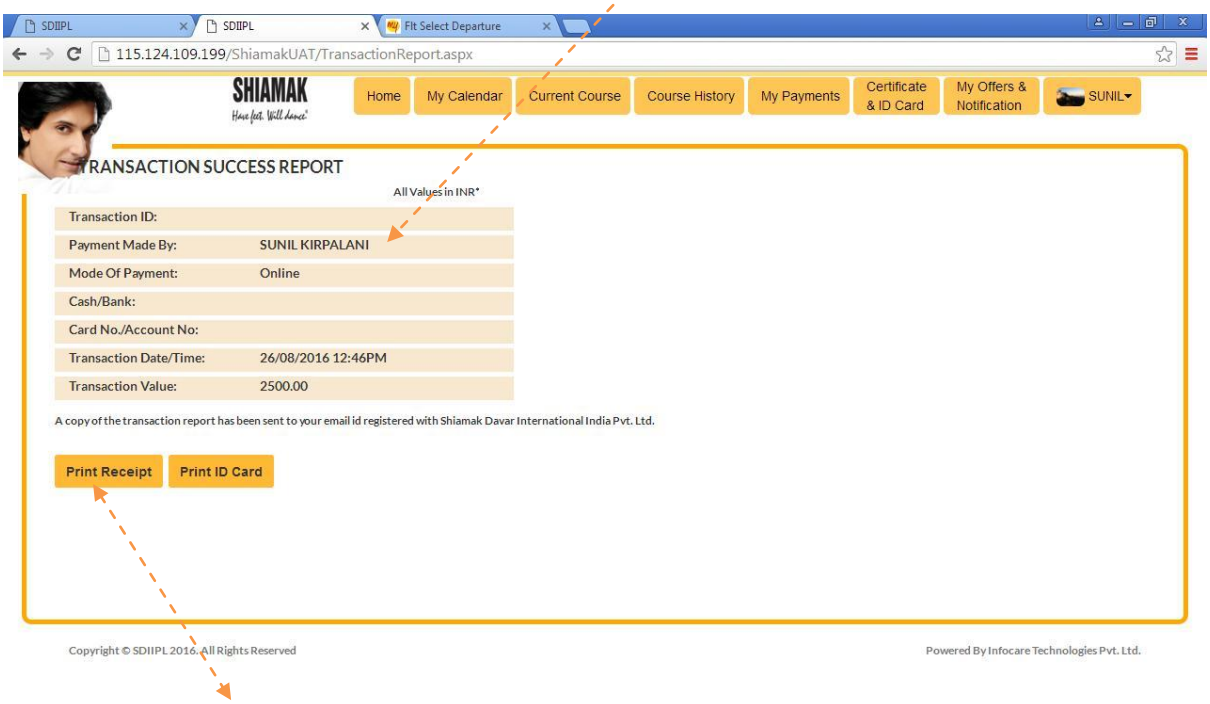
View the details of the course and amount on the Billing page. You will be billed for the entire course amount but made will be done as per the instalment.



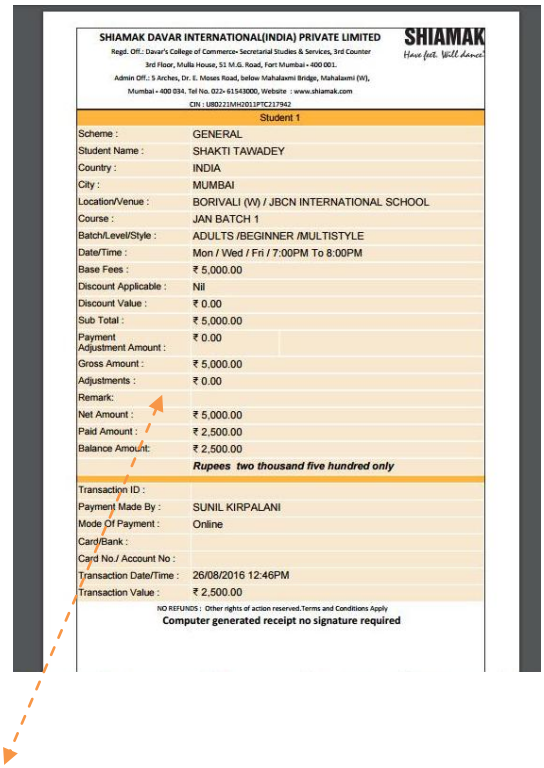
Tick on the Terms & Conditions and Click on Proceed to Payment Gateway.

The next page will be for Net banking.

After the payment is done you will be directed back to your portal where you can view the transaction success report. Payment made by will be in the name of the person whose portal is being used.



Click on Print Receipt to download the same.



SHIAMAK DAVAR INTERNATIONAL(INDIA) PRIVATE LIMITED

SHIAMAK
Have feet. Will dance.

Regd. Off.: Davar's College of Commerce- Secretarial Studies & Services, 3rd Counter
3rd Floor, Mulla House, 51 M.G. Road, Fort Mumbai - 400 001.
Admin Off.: 5 Arches, Dr. E. Moses Road, below Mahalaxmi Bridge, Mahalaxmi (W),
Mumbai - 400 034. Tel No. 022- 61543000, Website : www.shiamak.com
CIN : U80221MH2011PTC217942

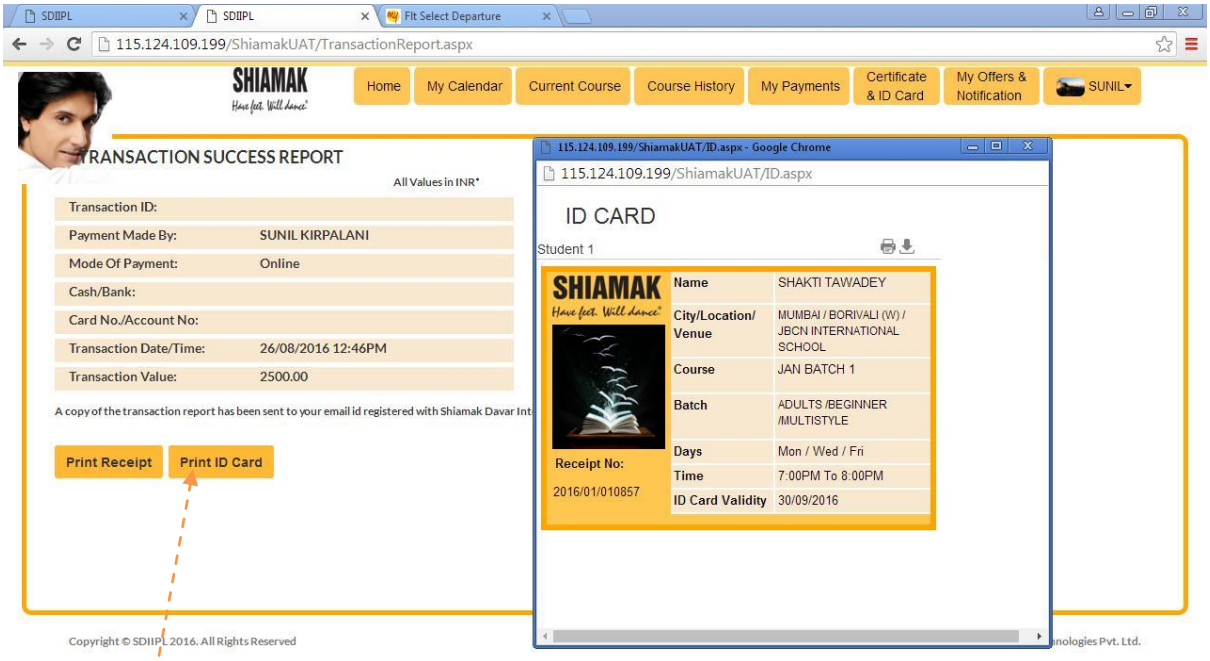
Student 1

Scheme :	GENERAL
Student Name :	SHAKTI TAWADEY
Country :	INDIA
City :	MUMBAI
Location/Venue :	BORIVALI (W) / JBCN INTERNATIONAL SCHOOL
Course :	JAN BATCH 1
Batch/Level/Style :	ADULTS /BEGINNER /MULTISTYLE
Date/Time :	Mon / Wed / Fri / 7:00PM To 8:00PM
Base Fees :	₹ 5,000.00
Discount Applicable :	Nil
Discount Value :	₹ 0.00
Sub Total :	₹ 5,000.00
Payment Adjustment Amount :	₹ 0.00
Gross Amount :	₹ 5,000.00
Adjustments :	₹ 0.00
Remark:	
Net Amount :	₹ 5,000.00
Paid Amount :	₹ 2,500.00
Balance Amount:	₹ 2,500.00
	Rupees two thousand five hundred only
Transaction ID :	
Payment Made By :	SUNIL KIRPALANI
Mode Of Payment :	Online
Card/Bank :	
Card No./ Account No :	
Transaction Date/Time :	26/08/2016 12:46PM
Transaction Value :	₹ 2,500.00

NO REFUNDS : Other rights of action reserved.Terms and Conditions Apply

Computer generated receipt no signature required

Receipt shows the entire summary of the fees, billing amount, paid amount and the balance amount. Download and save the same for further use.

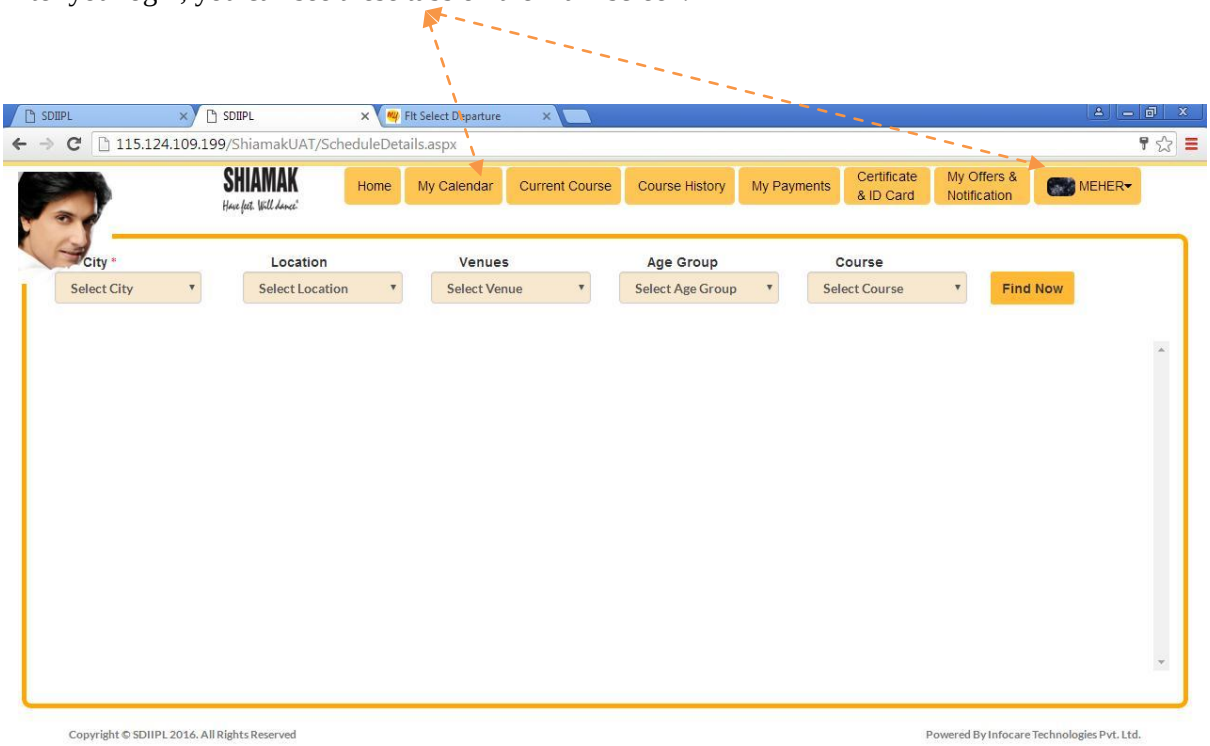


Click on Print ID card to download and save the same for further use.

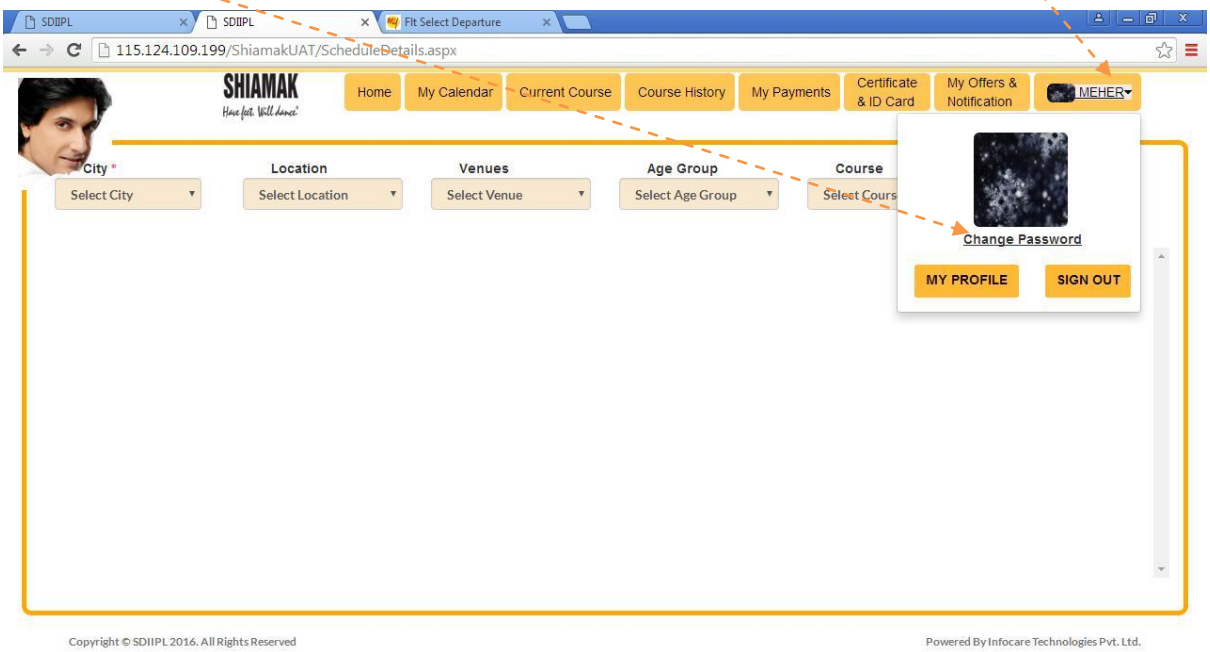
STUDENT PORTAL-TABS.

Once you are a registered student you can view your portal any time and get updated information on the go.

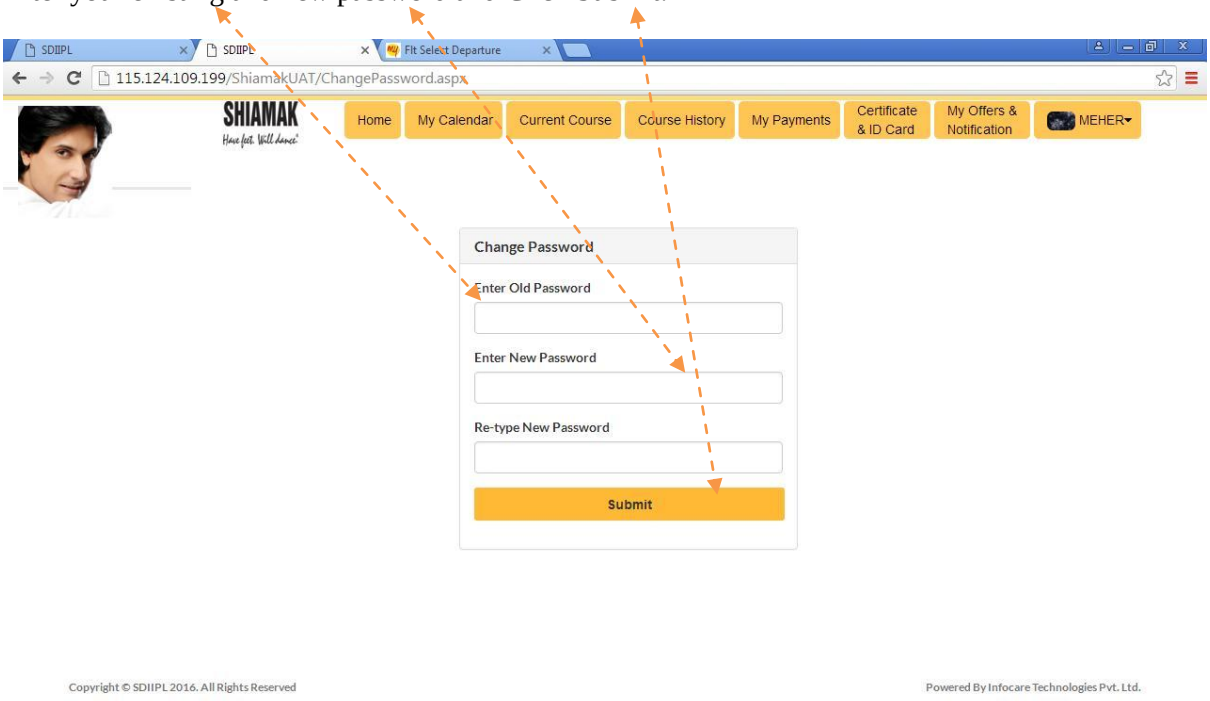
After you login, you can see these tabs on the main screen.



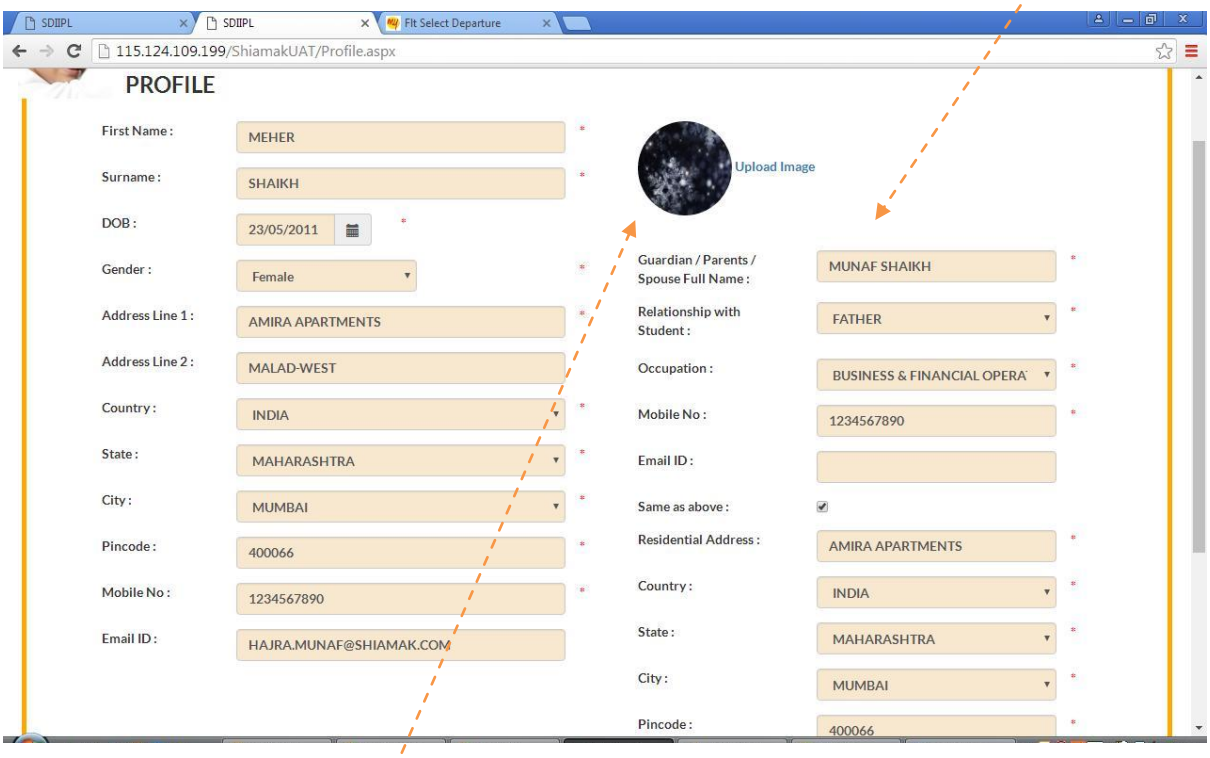
Most important step is to change your password for security reasons. Click on your name and then Click Change Password.



Enter your existing and new password and Click Submit.

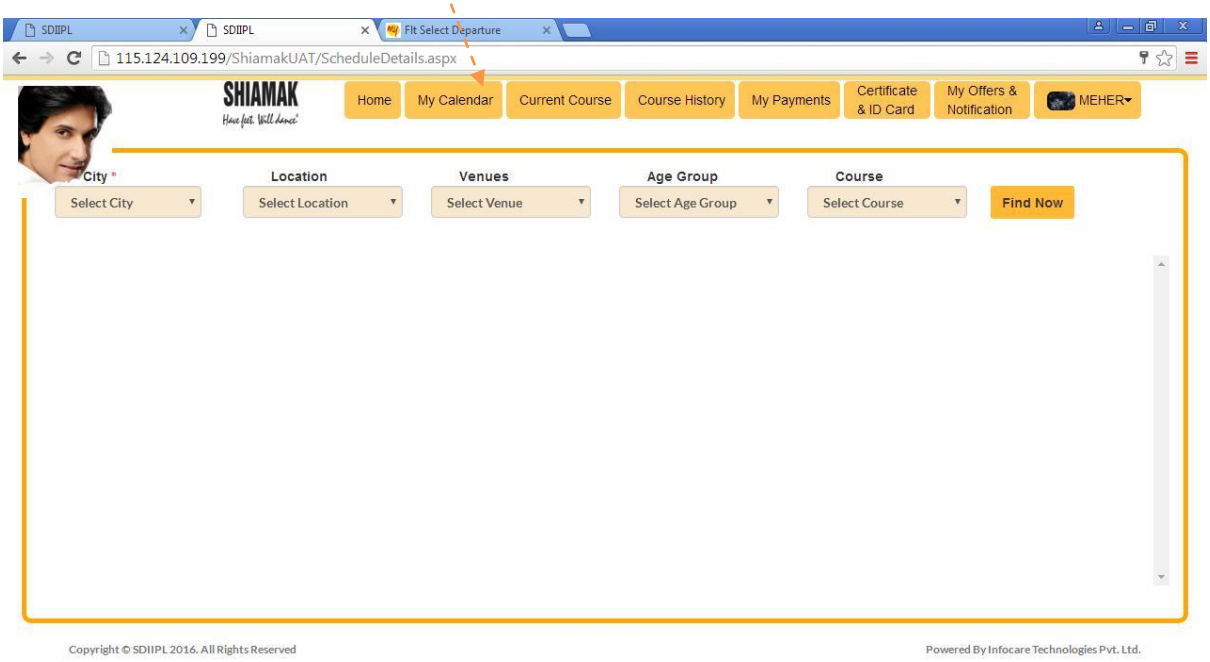


To change your profile information, Click on My Profile and edit the details. Once you update the data here it will get updated at the head office database.

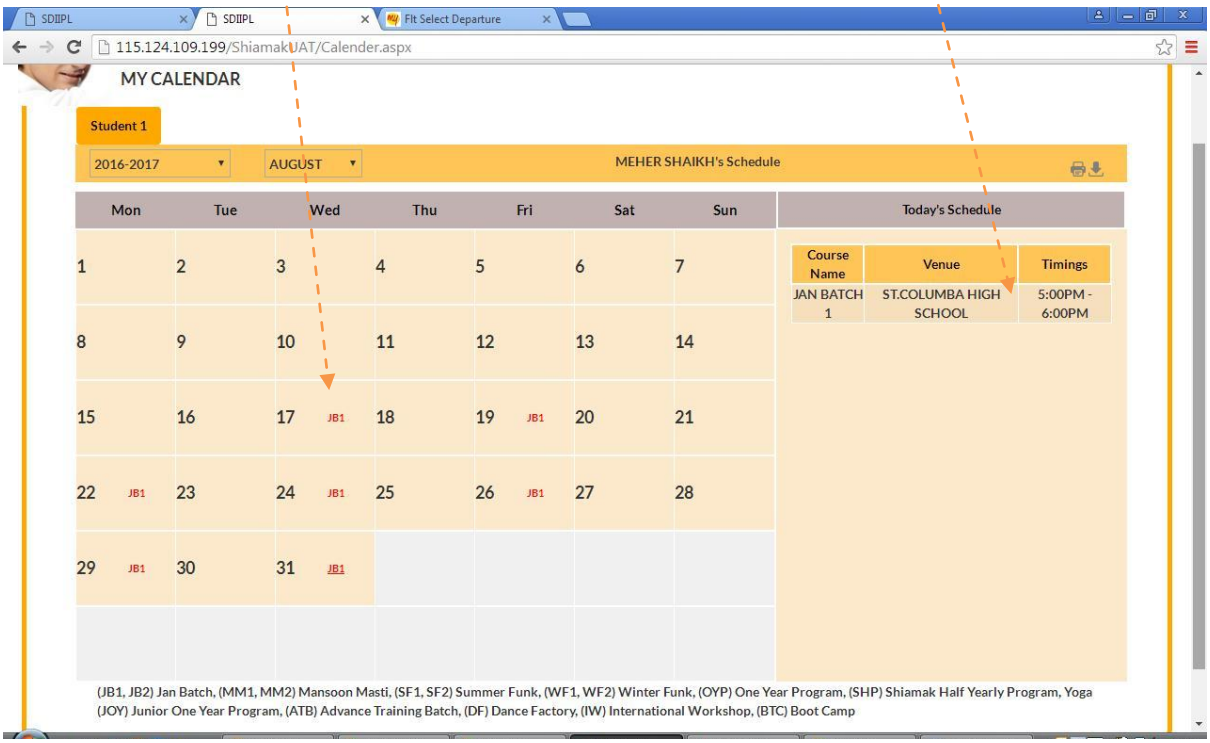


You can even change your image at any point of time.

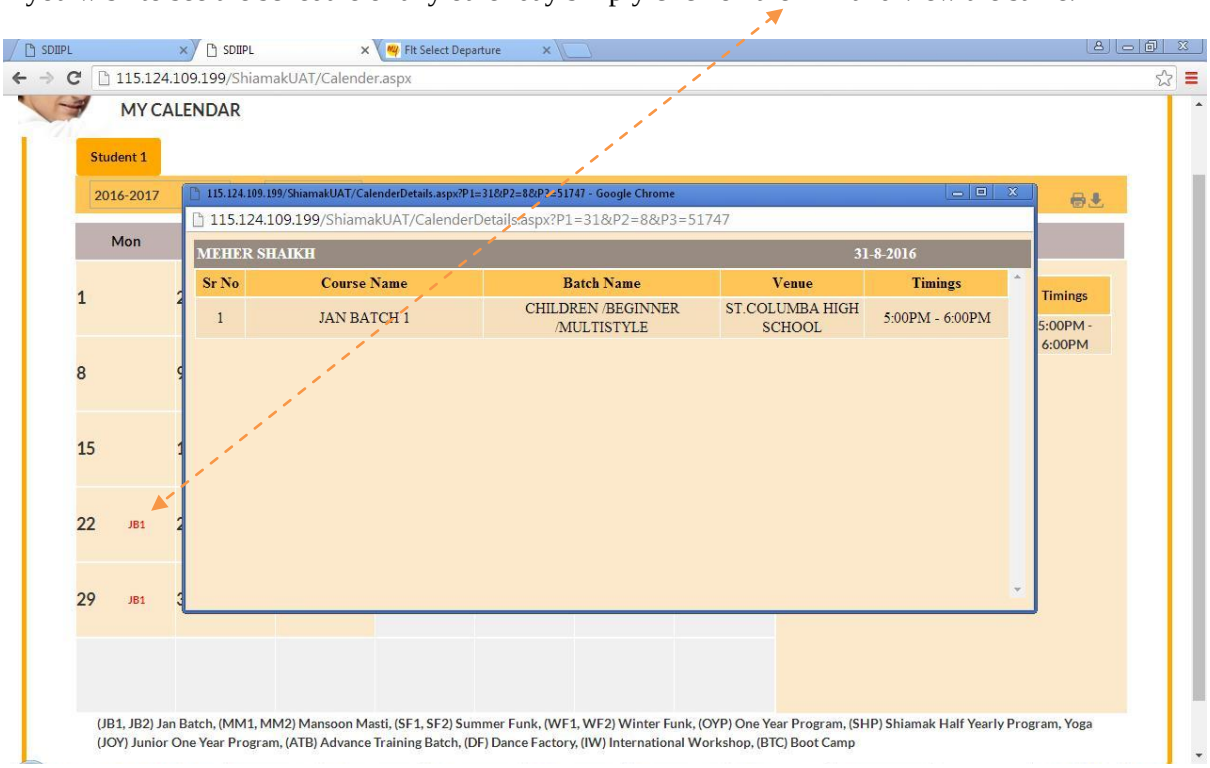
To view your Calendar, Click My Calendar.



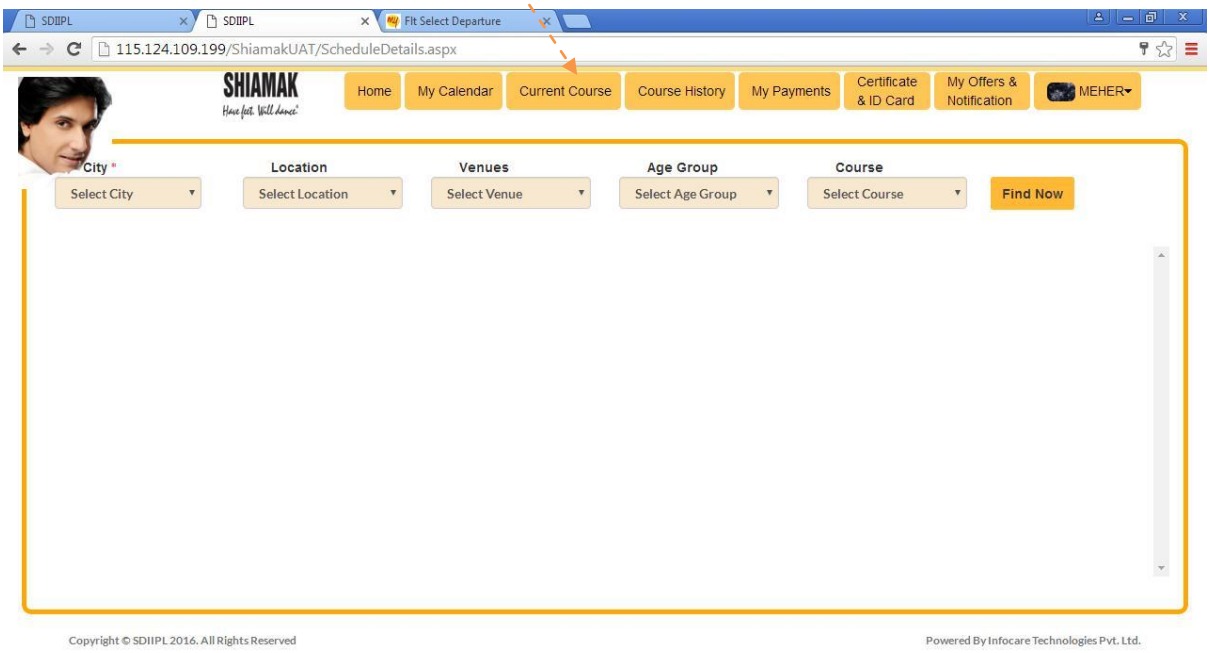
Here you can see the spread of your batch duration. If you have class on any particular day, it will reflected here.



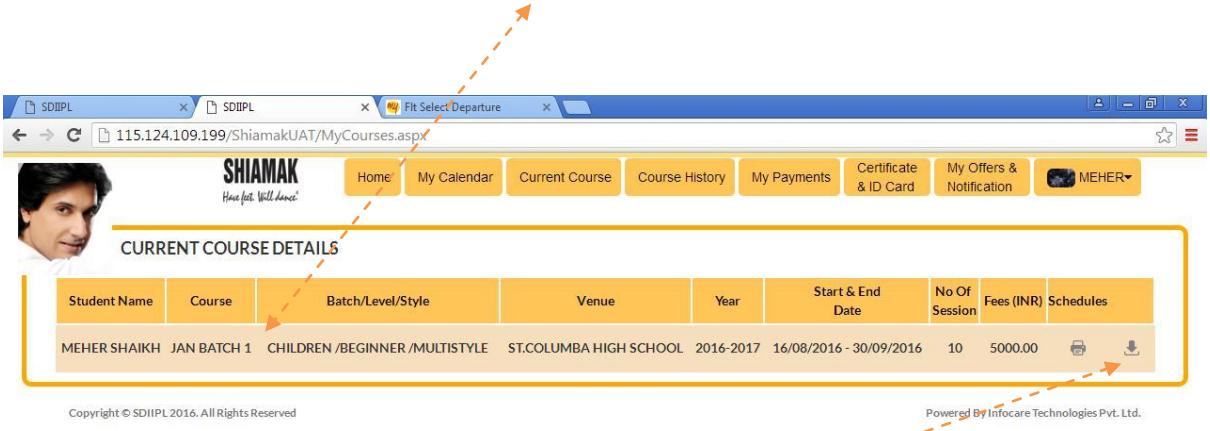
If you wish to see the schedule of any other day simply click on the link and view the same.



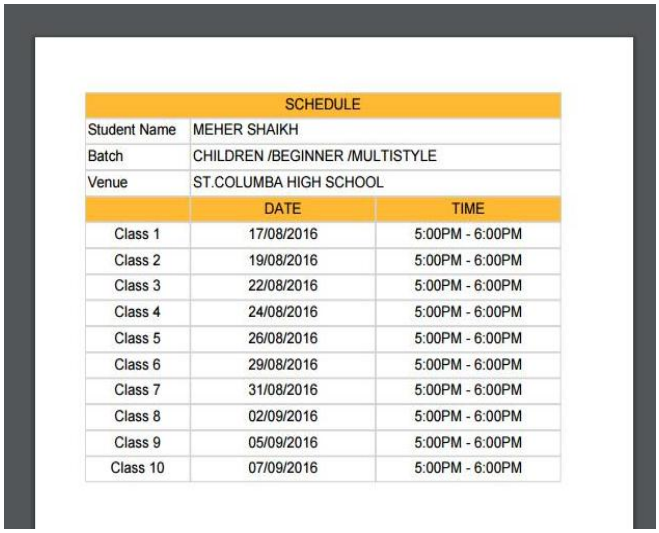
To view your course details, Click Current Course.



Here you can see details of the ongoing course in which you have enrolled.

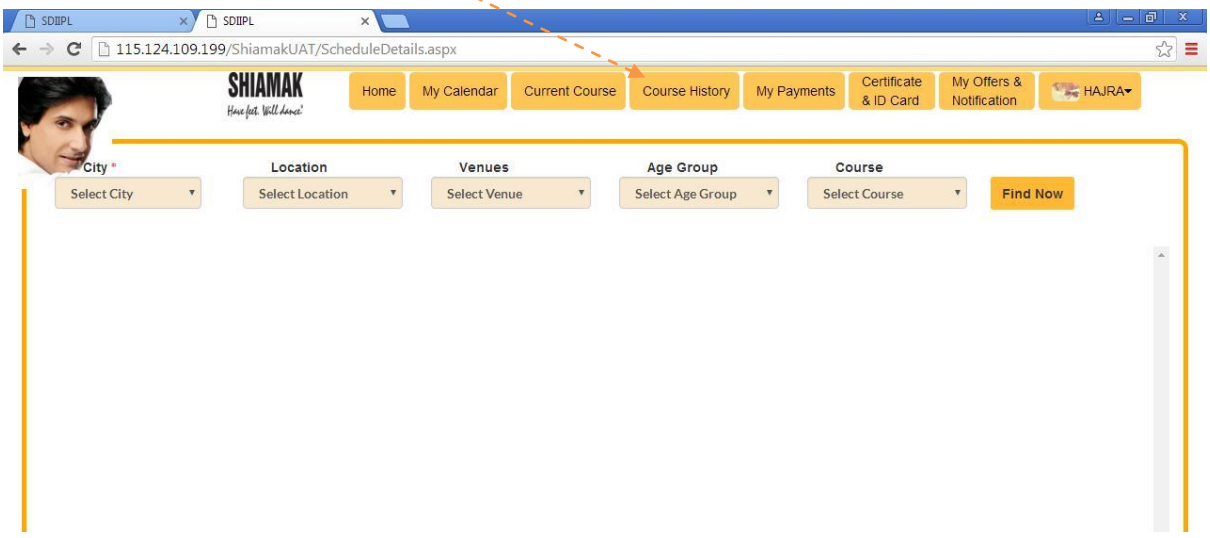


If you wish to see the complete schedule of your course, Click here and download the same.



SCHEDULE		
Student Name	MEHER SHAIKH	
Batch	CHILDREN /BEGINNER /MULTISTYLE	
Venue	ST.COLUMBA HIGH SCHOOL	
	DATE	TIME
Class 1	17/08/2016	5:00PM - 6:00PM
Class 2	19/08/2016	5:00PM - 6:00PM
Class 3	22/08/2016	5:00PM - 6:00PM
Class 4	24/08/2016	5:00PM - 6:00PM
Class 5	26/08/2016	5:00PM - 6:00PM
Class 6	29/08/2016	5:00PM - 6:00PM
Class 7	31/08/2016	5:00PM - 6:00PM
Class 8	02/09/2016	5:00PM - 6:00PM
Class 9	05/09/2016	5:00PM - 6:00PM
Class 10	07/09/2016	5:00PM - 6:00PM

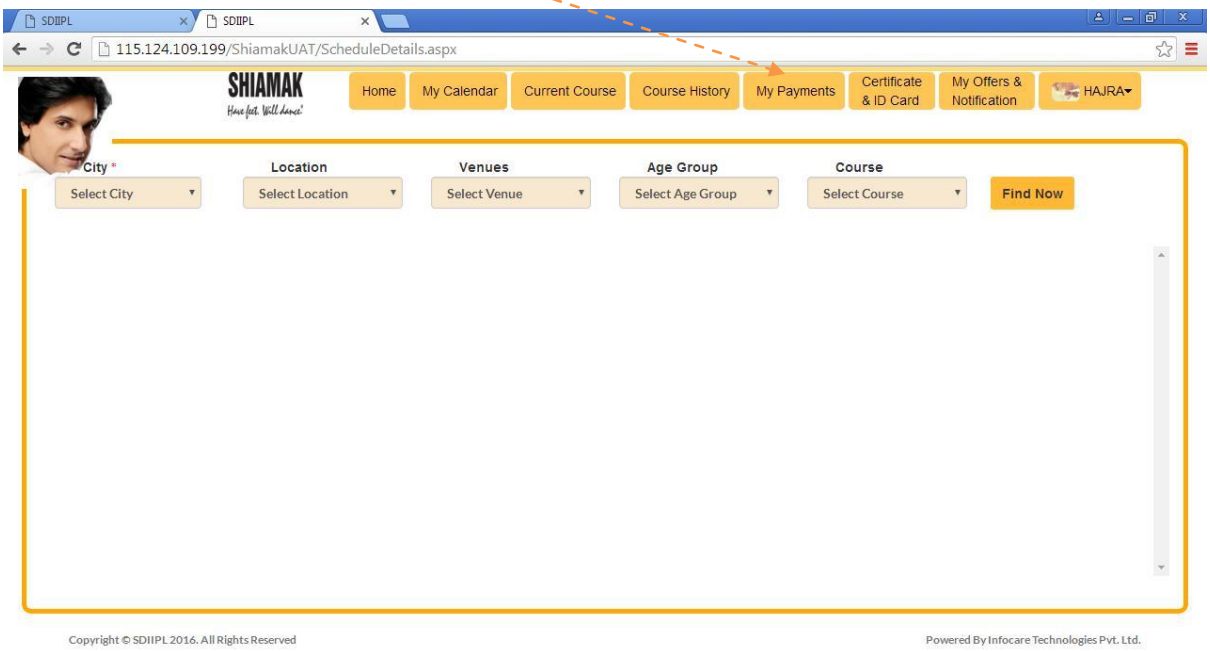
By clicking on Course History, you can view all the courses that you have done with SDIIPL so far.



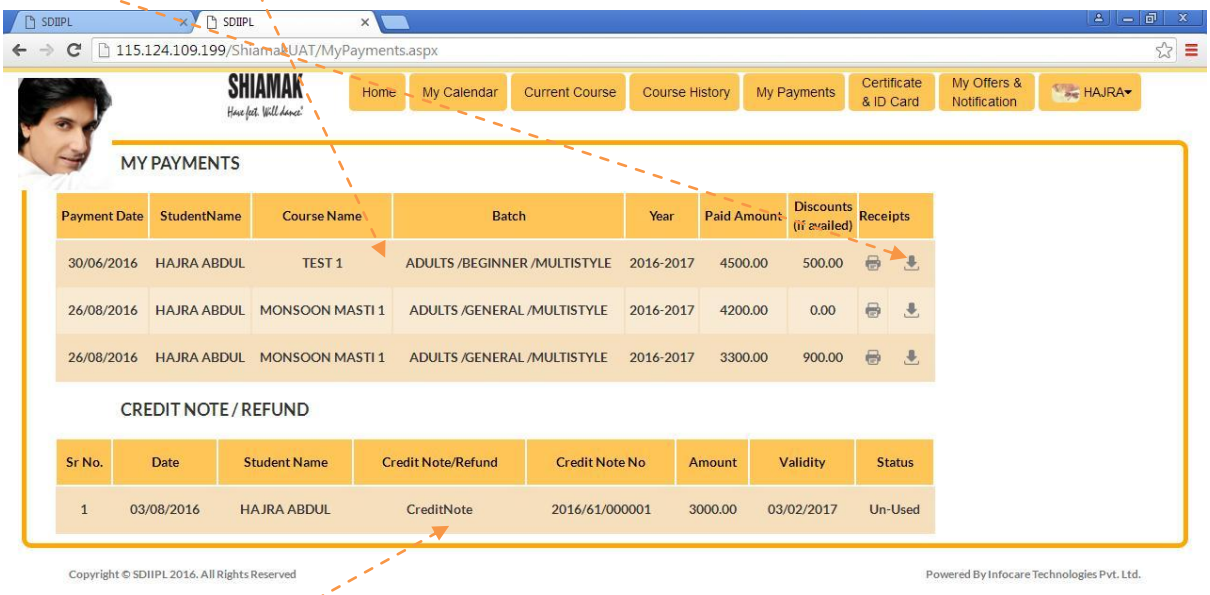
This shows all the courses you have done so far.



To view your payment details, Click My Payments.

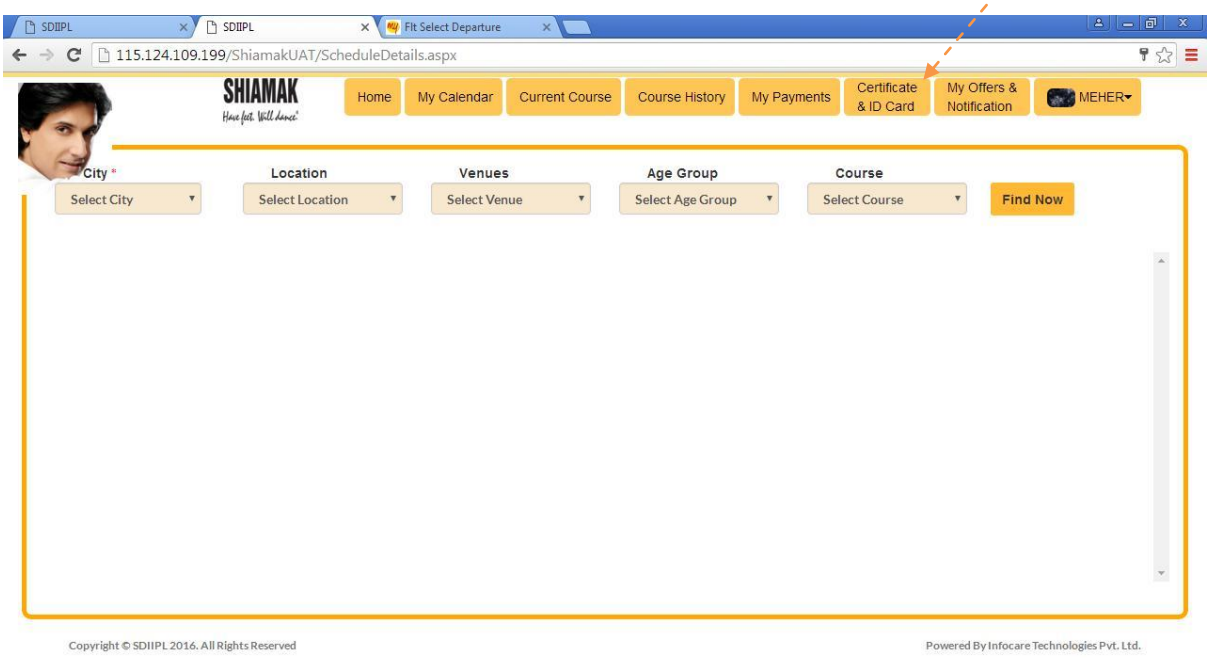


You can view all the payments done so far. If by any chance you misplace your receipt, you can download it here.

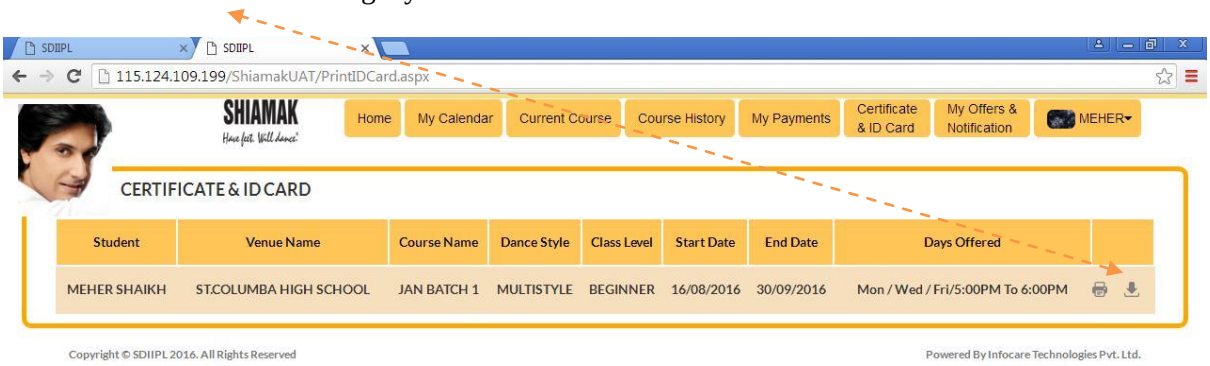


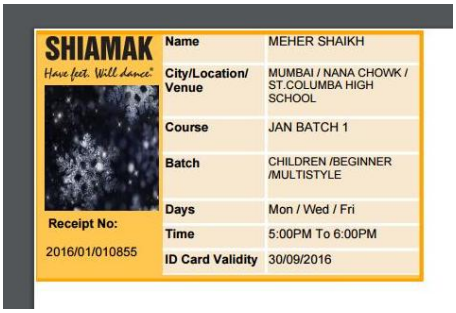
If there is any Credit Note in your name, it will be shown here. You can view the validity and status of the same.

If in case you misplace your ID card, you can download the same by Clicking Certificates & ID card. Also during Funks when certificates are given, you can download a soft copy of the same.

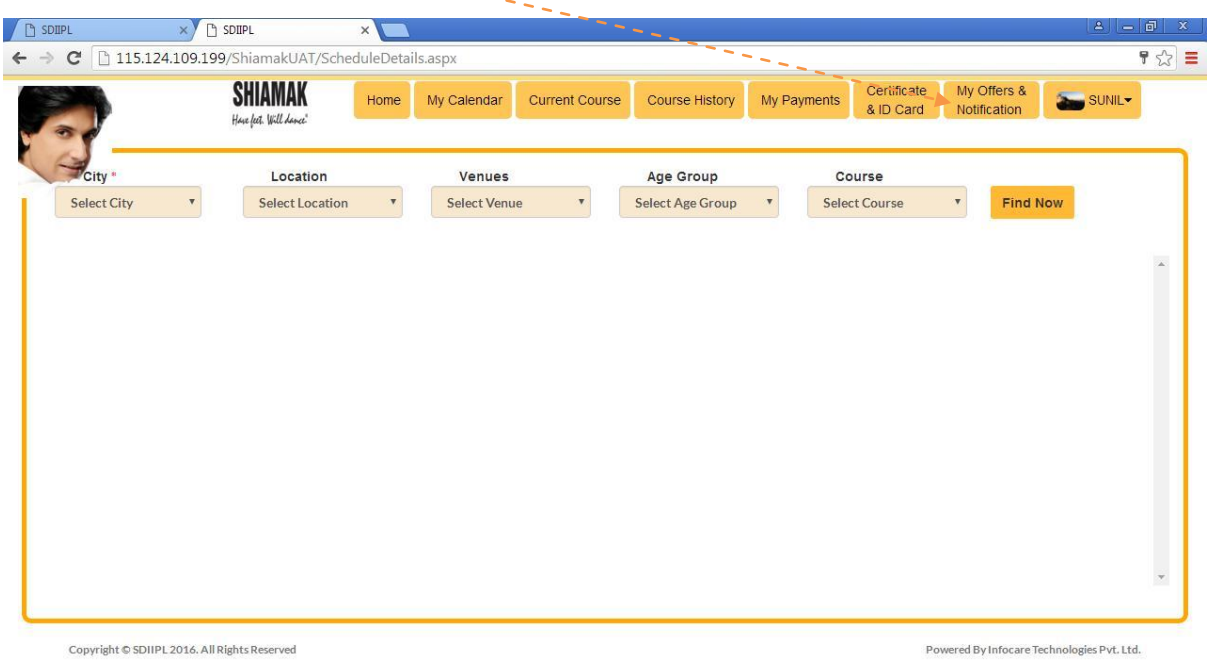


Click on the download icon to get your ID card.



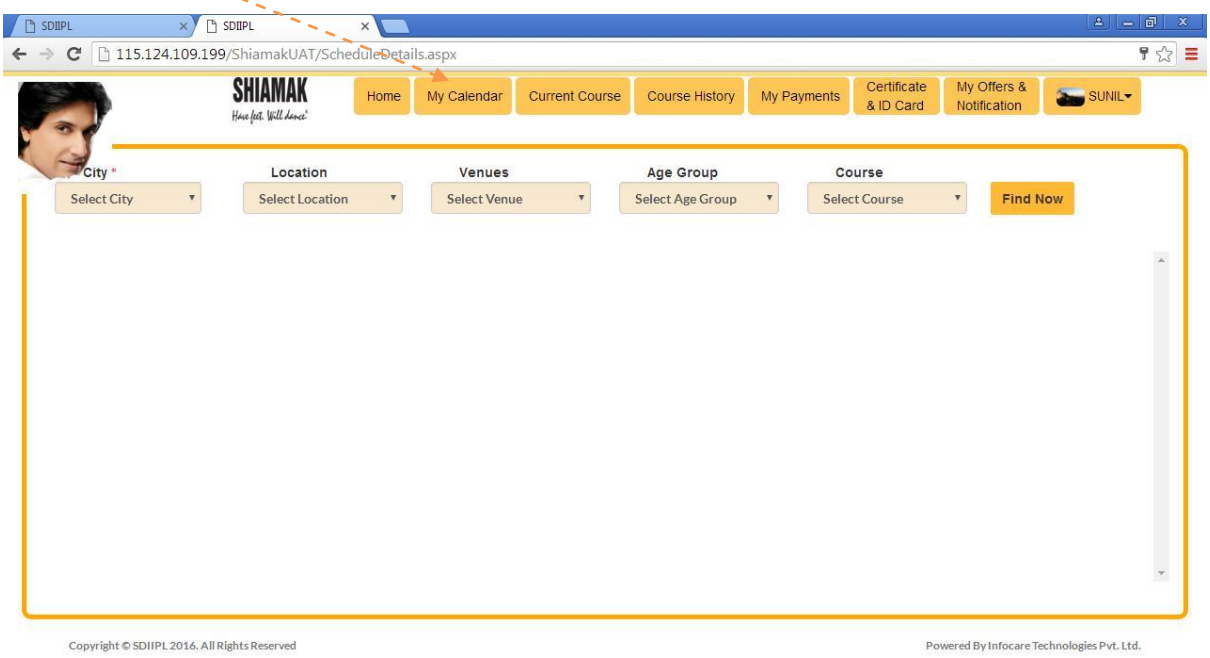


In My offers & Notifications you can view any offers/schemes or updates that are sent from the head office.

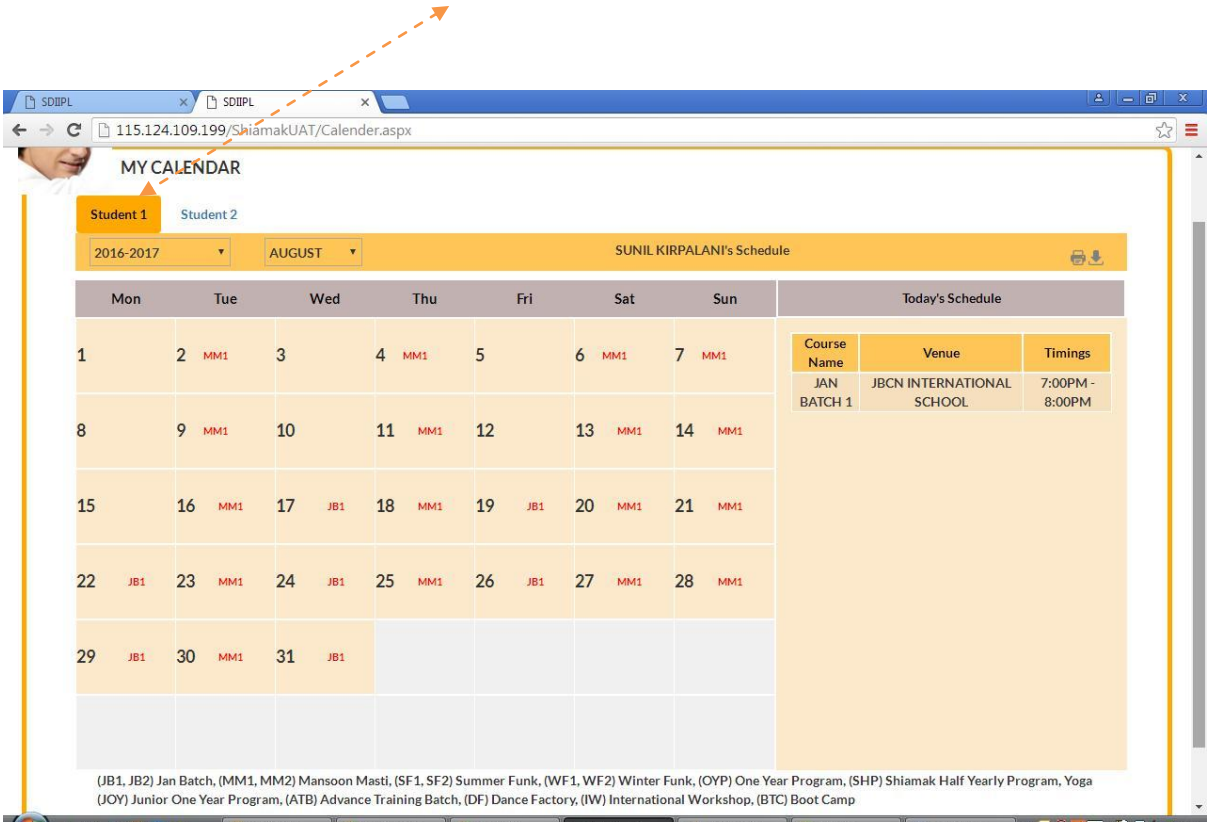


If you have enrolled someone else through your portal, you can view also their calendar.

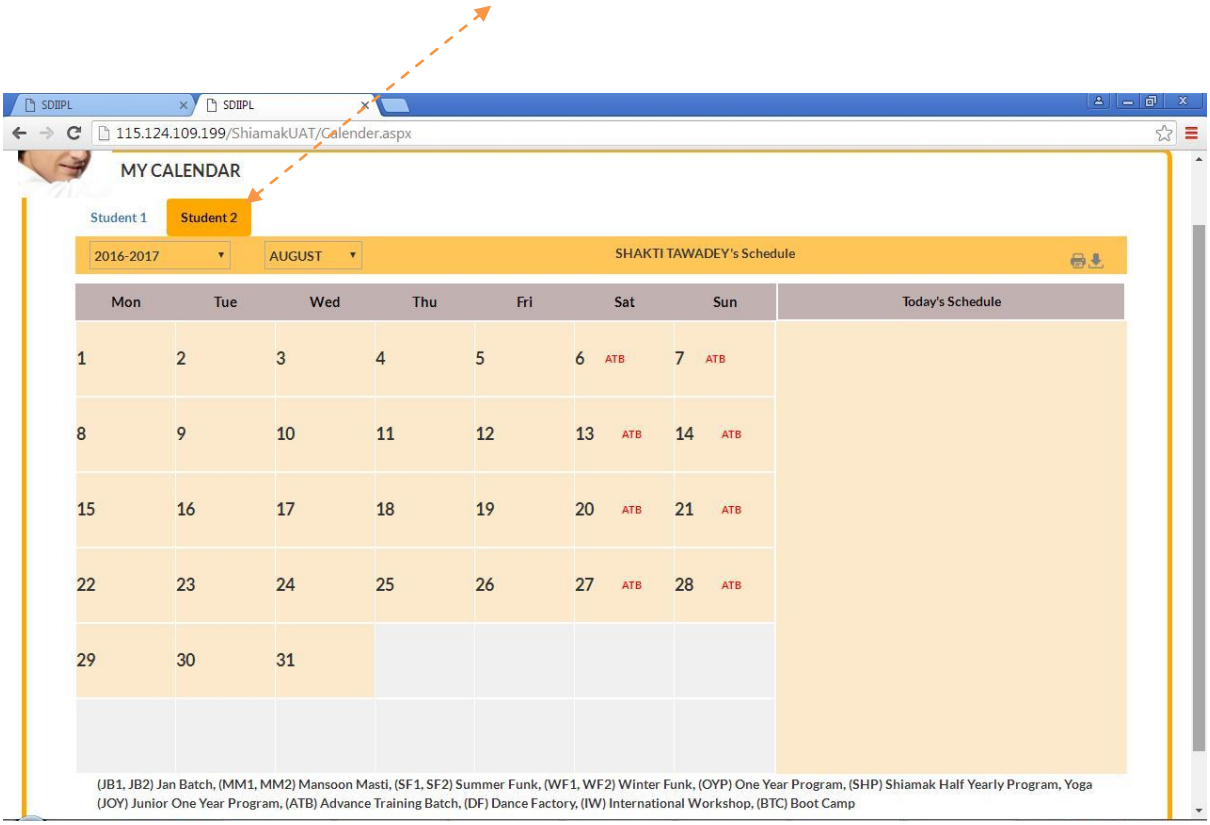
Click My Calendar.



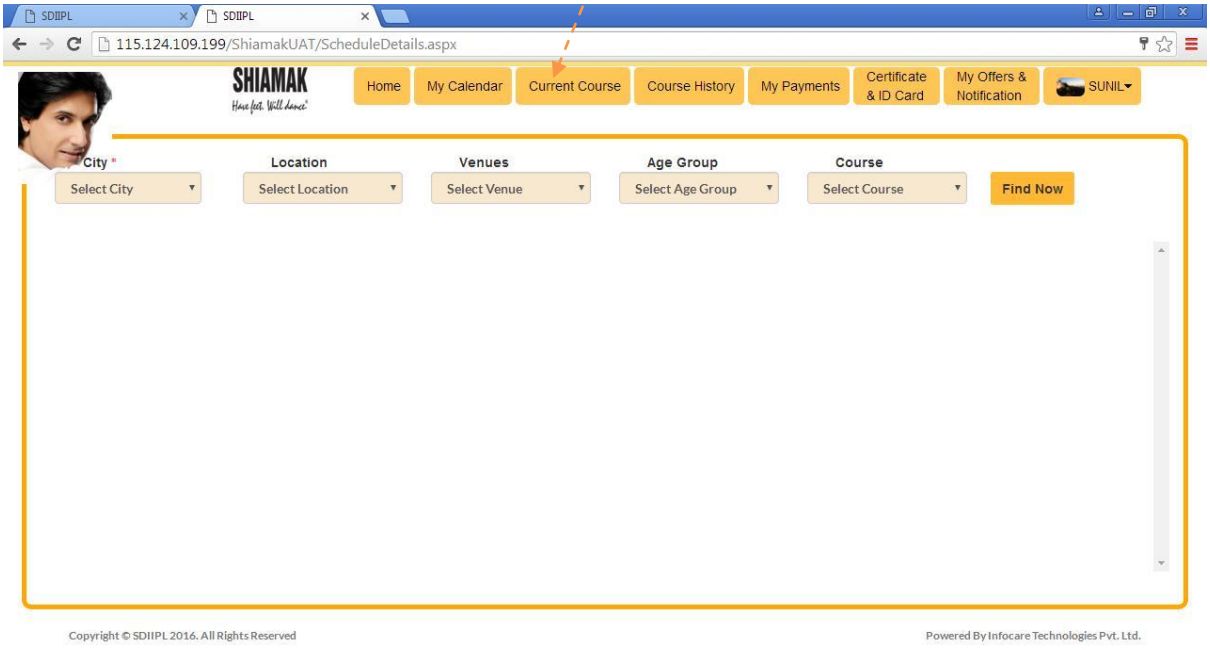
Here you can see the schedule of Student1.



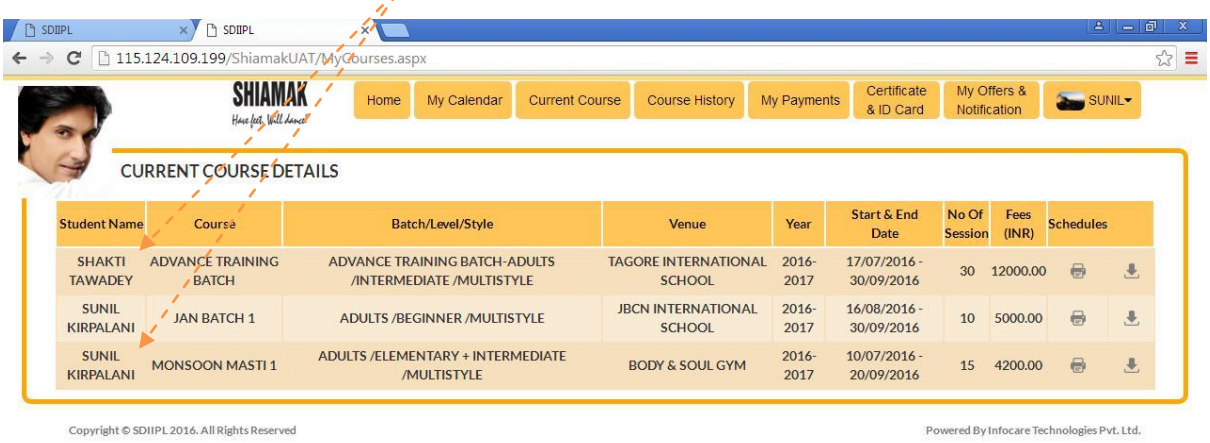
And here you can see the schedule of Student 2.



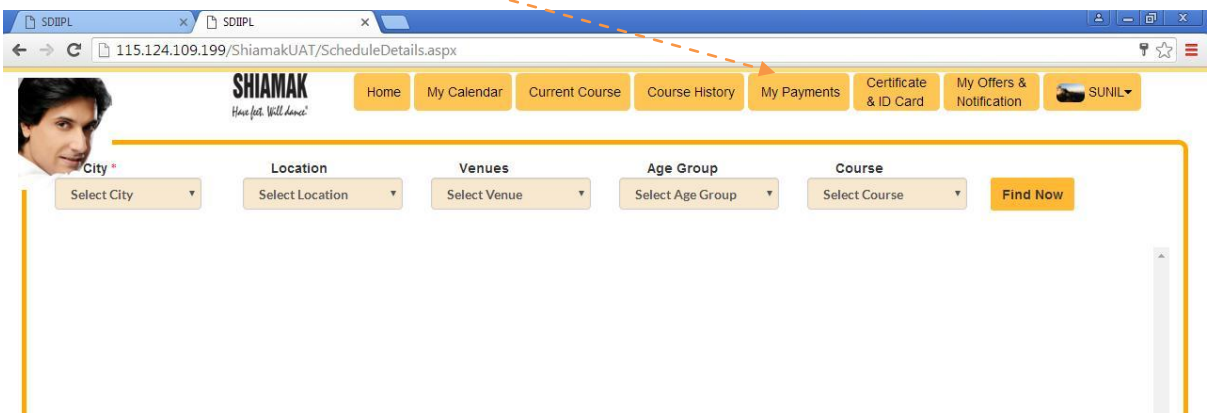
You can also view their Current Course details. Click here.



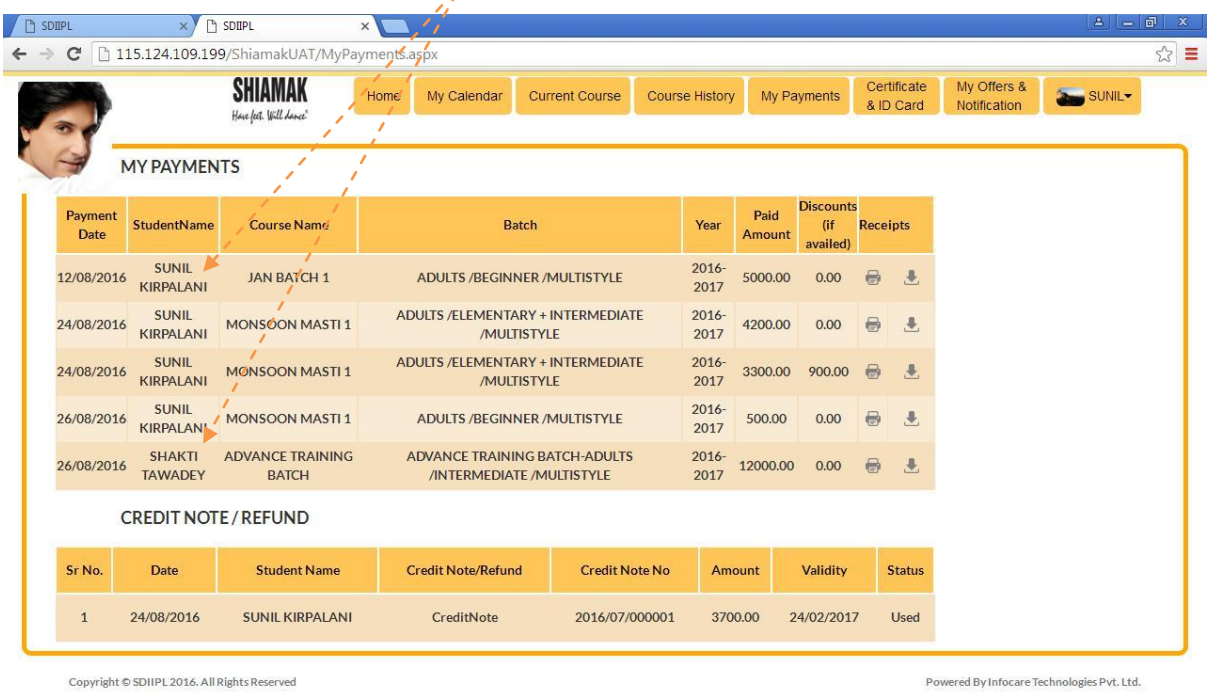
As you can see below, details of 2 students together.



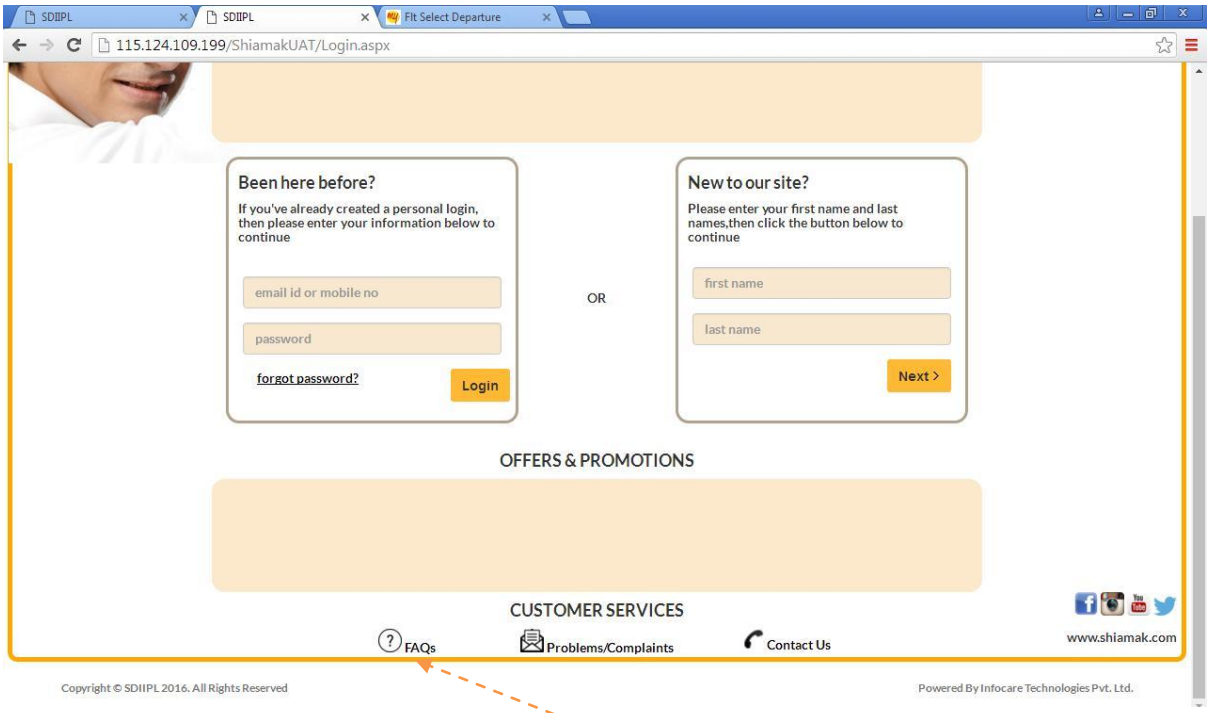
To view payments details, Click My Payments.



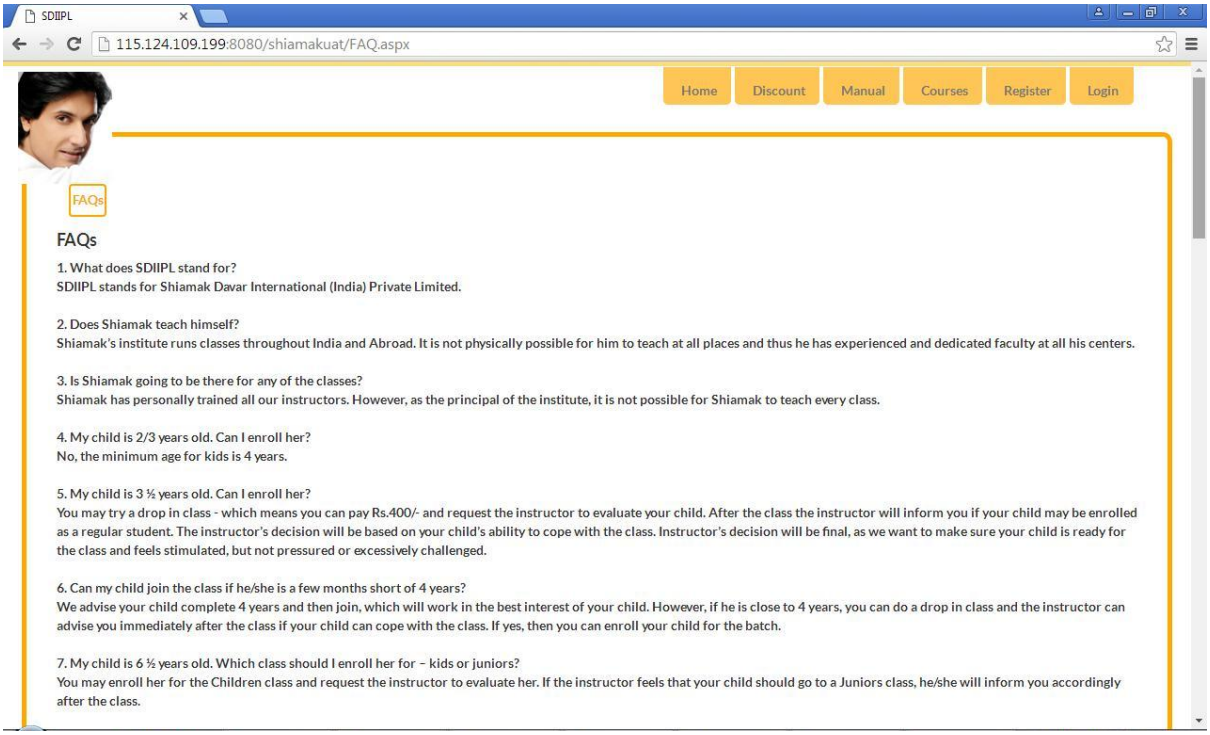
Here you can view payments details of 2 students together.



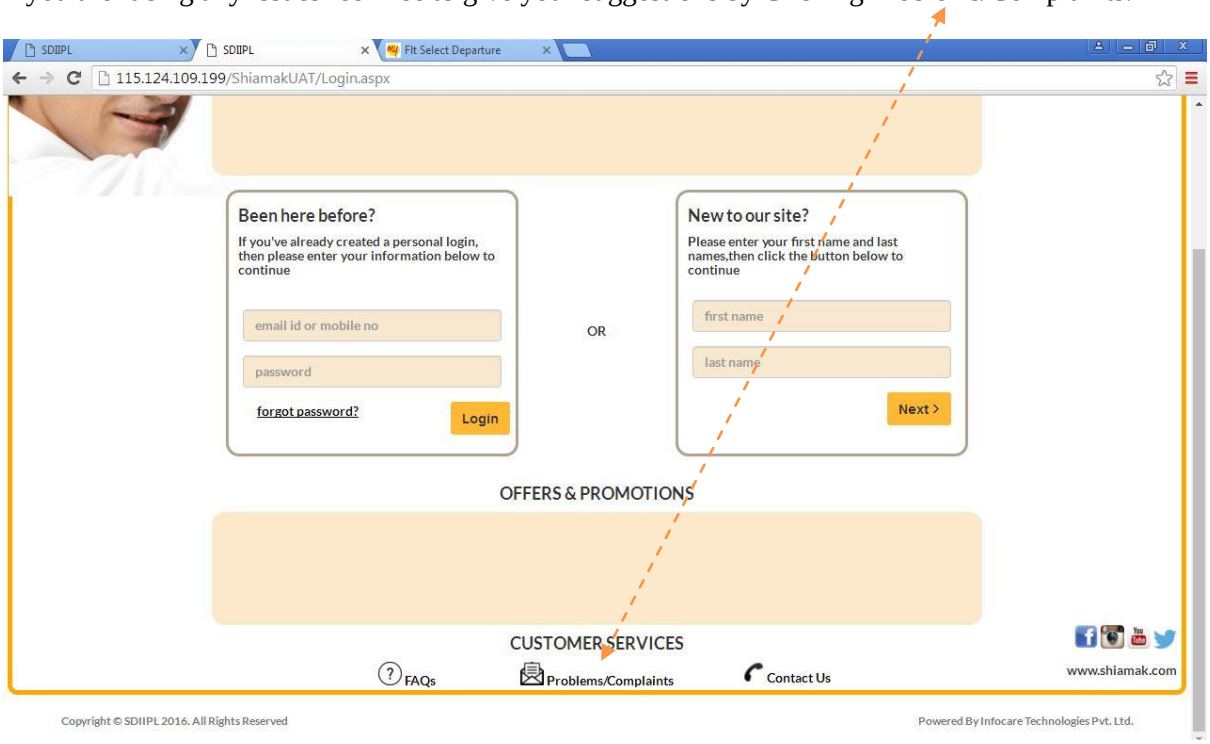
OTHER TABS

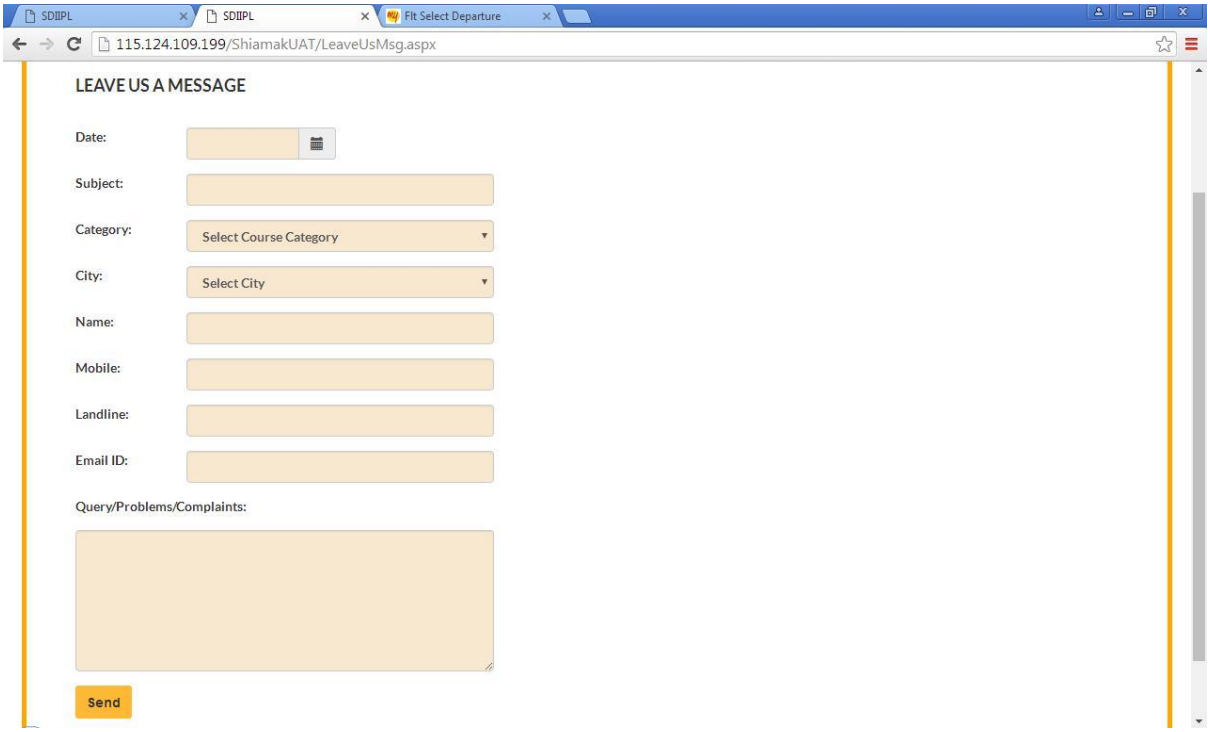


To view some frequently asked questions about SDIIPL, Click FAQ's.

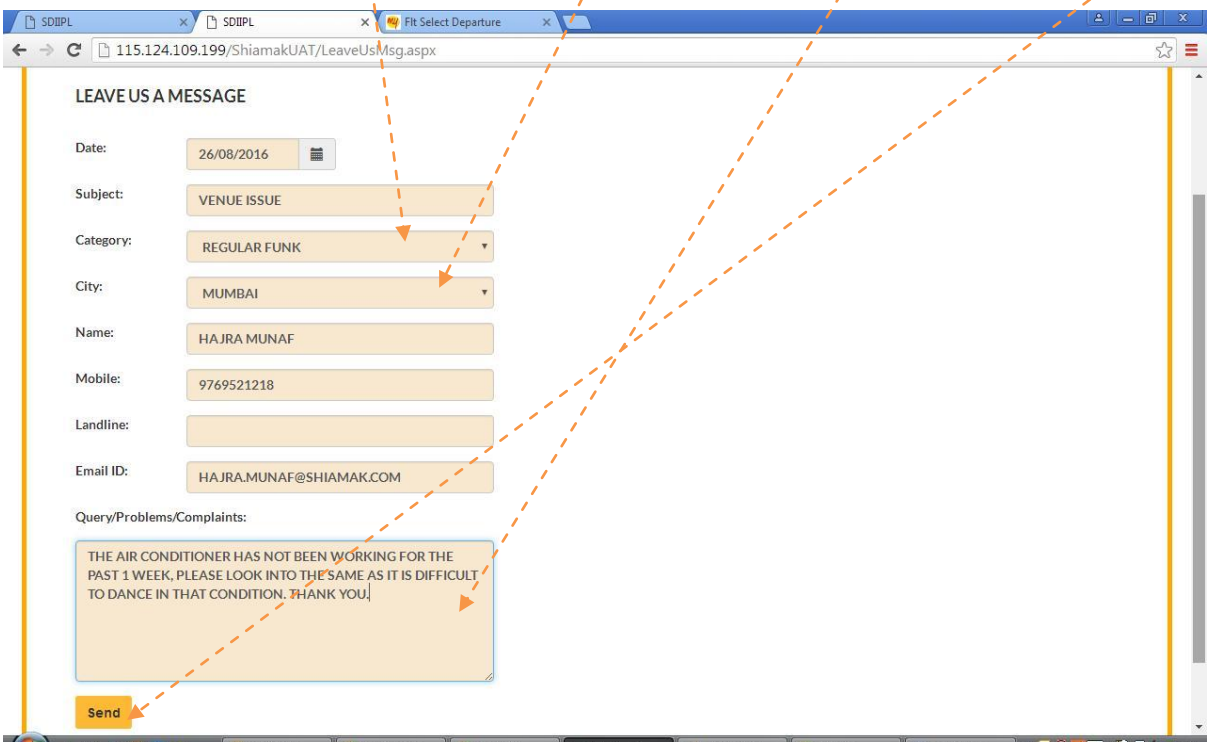


If you are facing any issues feel free to give your suggestions by Clicking Problems/Complaints.

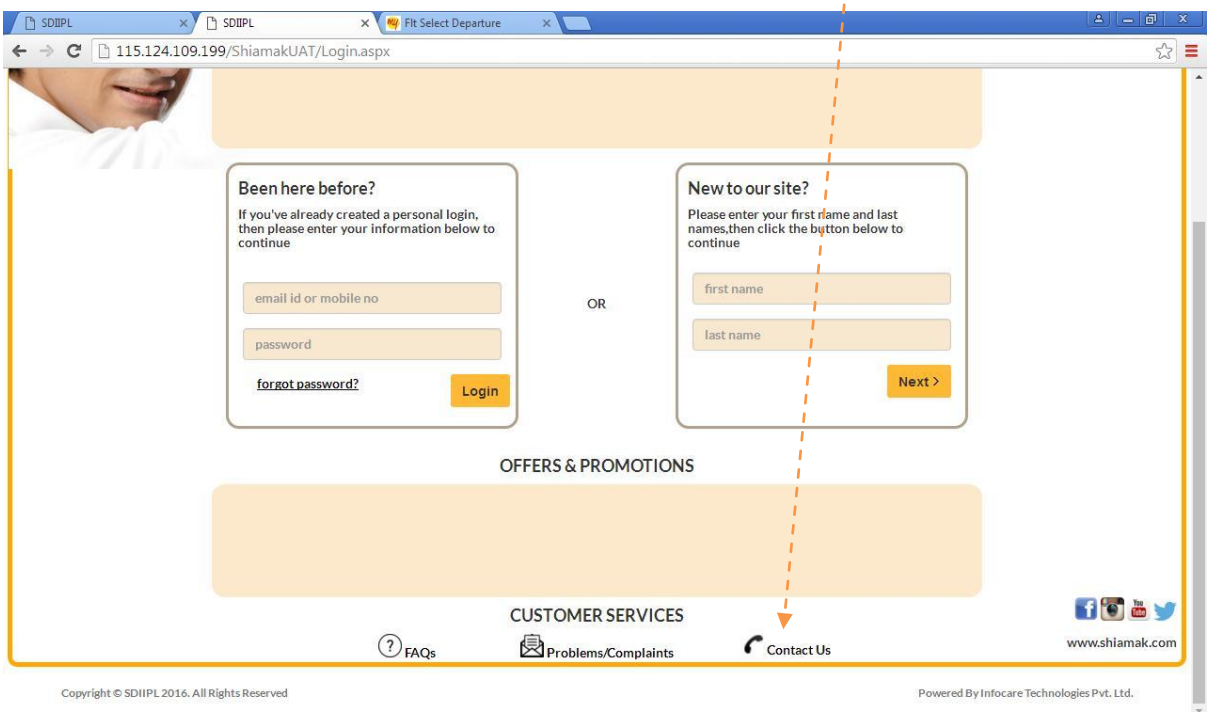


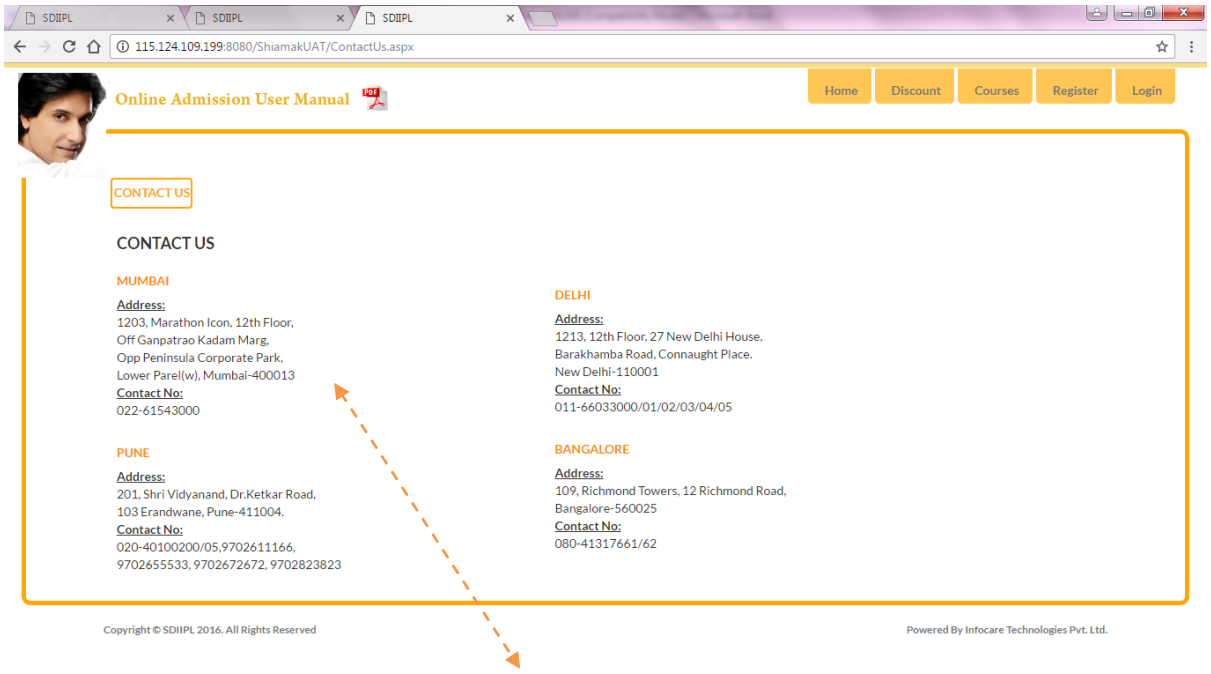


Fill in your details, select the category, select your city and mention the problem in detail. Click Send. You will soon receive a reply on the same.



In case of any doubts, you can call the helpline number by Clicking Contact Us.





This will give you addresses of all our branches and contact numbers.