E Week Online Registration Process & FAQ

Following are the steps to login for E Week for institutes –

Log on to www. Eweekindia.org

Click on 'Register for E Week Awards'

- For **FIRST TIME** users
  1. First time users need to create a new account and for that users need to click on an option "**CLICK HERE TO CREATE A NEW ACCOUNT**".
  2. By clicking on this option users will be able to create a new account on E week portal.
  3. After choosing the option user have to register for E Week.
  4. User needs to ensure that he/she is answering all the mandatory questions correctly and at the end do not forgot to click on button "**SUBMIT**". Once the registration is complete the email ID and the password will be sent to the id of user from which one has created the account on E WEEK.

Once the user is logged in to the E Week portal, certain options will appear on dashboard such as

- Profile
- Reset Password
- Enter Competition Data
- Logout

In option Enter Competition Data, there is drop down menu in which there are several option, user need to choose and upload the data according to competition.

For option 1,

- Entrepreneur Data Upload
  In this there are two options in drop down menu,
  1. Entrepreneurs created by the institute from April 2013 to Jan 31st 2016.
  2. Details of community entrepreneurs supported by institute.

User need to choose the one and upload the data according to that only. If the institute has created or supported more than one or two entrepreneur or entrepreneur's community, click

- **GREEN** color button

- **ADD MORE FOUNDERS FOR THIS VENTURE** to add more information and
- click on the button **ADD**
- data will be added to the list which will appear on the right and
- If in any case users wants to **EDIT, DELETE** and **MARK AS COMPLETE** will appear under every details of the competition.

In case the institute has large numbers to report, csv file template may be downloaded, information to be filled and uploaded

For option 2,

- Year Round Information- Programmes
  In this user need to upload the details of programs conducted during the year.
    1. Choose the options form drop down menu
    2. Upload the details of the programs/activities that institute had conducted.

==*Please upload only those programme names that are appearing in the drop down menu. For any programmes who titles do not appear in drop down menu, institute needs to shortlist top 3 from them and upload under – top 3 programmes of institutes.==

For option 3,

- E Week Plan
  In this institute need to choose from the drop down menu, fill the details of the activities which are planned to be conducted during E Week from 20 – 27 Feb.
    1. Activities conducted on campus
    2. Activities conducted outside campus
    3. Large public events
    4. Panel discussion and webinars
    5. Advanced courses and workshops for students
    6. Launch of new student venture mentoring units
    7. Community entrepreneur's support events

For option 3,

- Innovation Award for Academic Institutes

In this, institute needs to conduce an innovation competition on its campus and submit top 2 ideas/product. Institute also needs to fill in all participant details in the CSV file and upload it.

For understanding the CSV file format Institute can download the templates

For option 4,

- School Innovation Award
    1. To compete for this award, academic institutes need to reach out to different schools and conduct innovation competitions. The academic institute needs to shortlist top 2 ideas/products from these and submit to NEN.

2. Participants students in the age group 12– 15; 1 project facilitator – details to be provided

For option 5,

- Campus Company Award
  For this award institute need to fill all the details according to option given and share social media link too. If the company does not have any social link then institute have to be create one and provide the link needed.

FREQUENTLY ASKED QUESTIONS

1. Which Award is most suitable for our Institute?
   Institutes need to study all criteria carefully and then decide what the best award to apply for.

2. What does Debut awards mean and how does an institute apply for it?
   Institutes that have taken NEN Membership for the financial year 15-16 ie post 1st April 2015, can apply for these awards. Same criteria as special awards are applicable
3. Can we upload Scanned documents in the details?
   You can upload where it is asked for. In all place if a format has been specified, the documents and report have to come in that format only

4. Can an institute apply for multiple awards?
   Yes

5. Under year round activity, are 'top 3 events' most important and highest rated?
   No, all categories in drop down menu have specific marks allocated. Please ensure that you have those specific programmes running on your campus, you need to add them under their topic only. In case there are some programmes that you have run during the year, and they do not all under any of the listed categories, then the institute must shortlist top 3 and enter those details under 'top 3 programmes