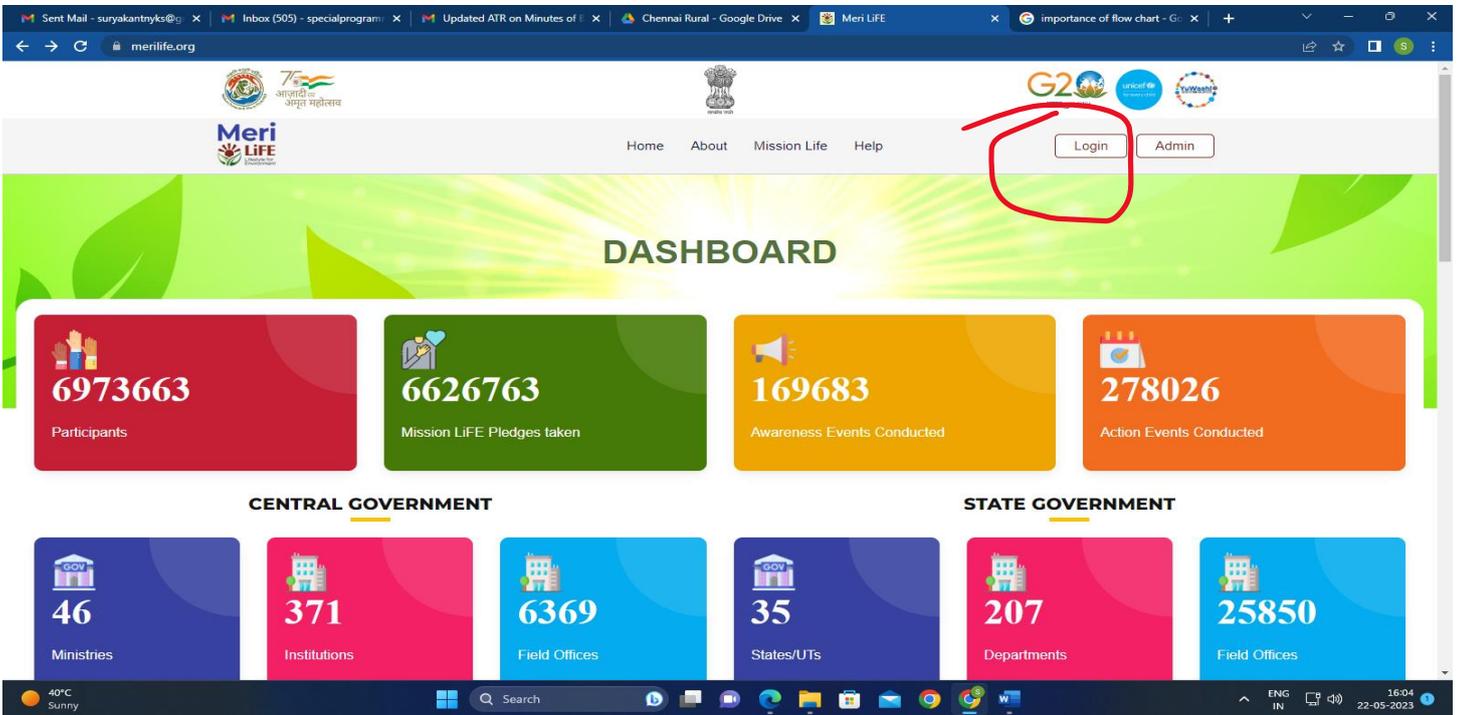


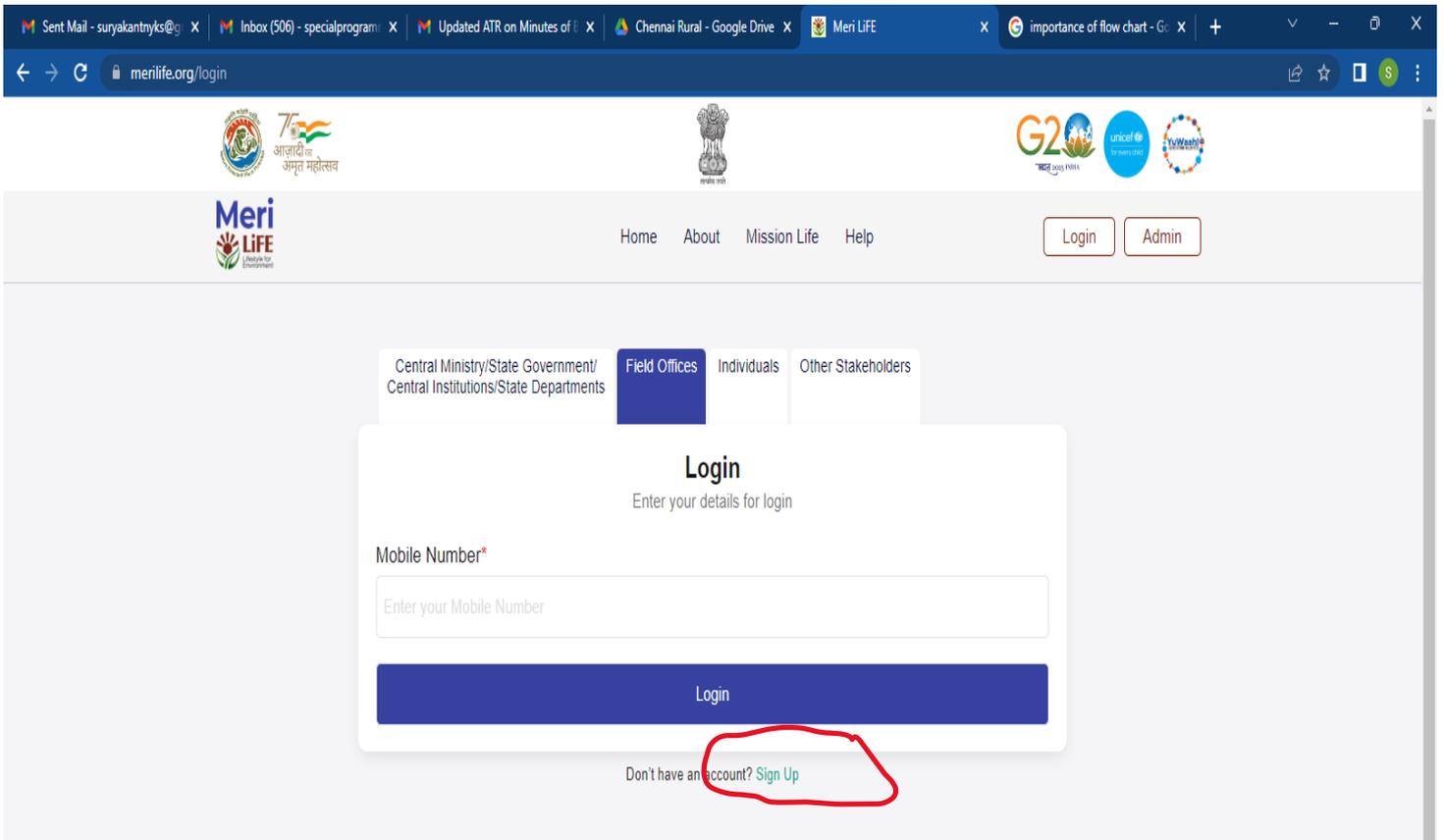
USER MANUAL FOR ONBOARDING DISTRICT FIELD OFFICES ON MERI LIFE PORTAL

1. Visit Meri LiFE portal <https://merilife.org/> and click at **Login** displayed on Home page:



The screenshot shows the Meri LiFE portal home page. The browser address bar displays merilife.org. The navigation bar includes links for Home, About, Mission Life, and Help, along with Login and Admin buttons. The Login button is circled in red. The main content area features a dashboard with four key metrics: Participants (6973663), Mission LiFE Pledges taken (6626763), Awareness Events Conducted (169683), and Action Events Conducted (278026). Below the dashboard, there are two sections: Central Government (46 Ministries, 371 Institutions, 6369 Field Offices) and State Government (35 States/UTs, 207 Departments, 25850 Field Offices).

2. If you are New User Click on **Field Offices** and complete the Sign-up process



The screenshot shows the Meri LiFE portal login page. The browser address bar displays merilife.org/login. The navigation bar includes links for Home, About, Mission Life, and Help, along with Login and Admin buttons. The main content area features a navigation bar with tabs for Central Ministry/State Government/Central Institutions/State Departments, Field Offices, Individuals, and Other Stakeholders. The Field Offices tab is selected. A 'Login' modal is displayed, showing a 'Mobile Number*' input field and a 'Login' button. The 'Sign Up' link at the bottom of the modal is circled in red.

3. Fill the required details (* marked) and complete the Sign-up process to login on the portal

The screenshot shows a web browser window with the URL `merilife.org/ministry/signup`. The page title is "Field Offices SignUp" with the subtitle "Enter Field Officer Details". The form contains the following fields and options:

- Type Of Field Offices***: Radio buttons for "Central Government Affiliated" (selected) and "State Government Affiliated".
- Select Ministry***: A dropdown menu showing "Department of Youth Affairs, Ministry of Sports and Youth Affairs".
- Select Institutions***: A dropdown menu showing "Nehru Yuva Kendra Sangathan".
- Name Of Field Office***: A text input field containing "Mention name of District NYK".
- Name***: A text input field with the placeholder "Enter your full name". A red error message "This field is required." is displayed below it.
- Designation***: A text input field with the placeholder "Enter your designation".
- Email***: A text input field with the placeholder "Enter your email".
- Mobile No.***: A text input field with the placeholder "Enter your mobile number".

A blue "Sign Up" button is located at the bottom of the form. The browser's taskbar at the bottom shows the system tray with the date "22-05-2023" and time "16:19".

4. Once Sign-up is complete, do login using mobile no. used at the time of Singing-up

The screenshot shows the Meri LIFE login page in a web browser. The URL is `merilife.org/login`. The page features the Meri LIFE logo and navigation links: "Home", "About", "Mission Life", and "Help". There are "Login" and "Admin" buttons in the top right. A navigation menu includes "Central Ministry/State Government/ Central Institutions/State Departments", "Field Offices" (highlighted), "Individuals", and "Other Stakeholders".

The "Login" modal is displayed with the following details:

- Mobile Number***: A text input field with the placeholder "Enter your Mobile Number".
- Login**: A blue button at the bottom of the modal.

- After login click on **New Action Report** and fill the Action Report with comprehensive details of the event undertaken.
 - Please remember to enter the **captions** for photos and videos submitted
 - Select date activities/event as Start date

life.org/ministry/report-form

Action Report Form Dashboard

Brief Description Of Event (Not More Than 50 Words)*

Max 50 words

State / UT* District*

Select State Select District

Type Of Event* Number Of Events* Number Of Participants*

Select Event Type Enter Number of Events (Eg: 5) Enter Number of Participants (Eg: 5)

Select Event Type

- Action
- Awareness
- Action & Awareness both

Select Start Date*

2023-05-22 

Upload Geotagged Photos Photo Caption*

Select Image Enter Photo Caption

Not more than 5 photos (.jpg, .jpeg, .png) and max. 1 mb for each photo

Upload Video Clips Video Caption*

Select Video Enter Video Caption

not more than 3 videos and each video not more than 45 seconds (.mp4, .mkv) and max. 5 mb for each video

Have All Participants Attending Event Taken The Pledge?*

Yes No