**Guideline for NJA 2020-21**

**Steps to fill the application form**

* Click the Login tab
* Click the Signup link
* Under Sign up, choose among ‘Member’, ‘Non-member’, ‘Student’, ‘Designer’   
  **For ‘Member’ Login – GJC membership is required**
* Fill the registration form, check the Terms & Conditions box and submit
* The page will be re-directed to Login page. Fill email id\*, password and submit   
  **\*For Member Login – GJC membership number can also be filled instead of email id**
* Under Awards segment, select the category you want to apply
* Click the sub-category you want to apply and click on Apply
* Fill the application form and submit it
* It is mandatory to upload 1 image and max 10 images can be uploaded in jpg, png, gif, bmp, jpeg format. In student category, pdf image can also be uploaded for CV
* It is mandatory to submit a write-up
* In Excellence awards category, it is mandatory to submit the link of the video
* Once submitted, click on Proceed to Pay for payment or if you want to add new entries then click on Add New Entries

**Steps to check the status of applications**

* Click on Login, enter login details and submit
* Click on My Account
* In the list, select Status and check the status of the applications

**Steps to update the “disapproved” application**

* Click on Login, enter login details and submit
* Click on My Account
* In the list, select My Entries
* An auto generated “Update” tab will be generated infront of the disapproved application
* Click on the Update tab and modify the application and submit