

USER MANUAL



PAU Kisan Mela Booking Portal

STEP 1

1. Open the link www.stallbooking.pau.edu for user registration

PAU Kisan Mela Stall Booking Portal

Home About Kisan Mela Downloads Login Register Mela Map Contact Us

ਪੀਏਯੂ ਵੱਲੋਂ ਕਰਵਾਏ ਜਾਣ ਵਾਲੇ
ਕਿਸਾਨ ਮੇਲੇ
14-15 ਮਾਰਚ 2024 ਪੀਏਯੂ ਕੈਂਪਸ

5 ਮਾਰਚ 2024	ਨਗਰਕਲਾਂ ਜ਼ੋਨ (ਐਮਰਿਟਸਰ)	ਬੱਠੇਲ ਸੋਢੀ	7 ਮਾਰਚ 2024
12 ਮਾਰਚ 2024	ਬਠਿੰਡਾ	ਫਰੀਦਕੋਟ	18 ਮਾਰਚ 2024
20 ਮਾਰਚ 2024	ਕੁਰਦਾਸਪੁਰ	ਪਟਿਆਲਾ	22 ਮਾਰਚ 2024

Login

E-Mail Address

Password

Remember Me

[Login](#) [Register](#) [Forgot Your Password?](#)

About Kisan Mela

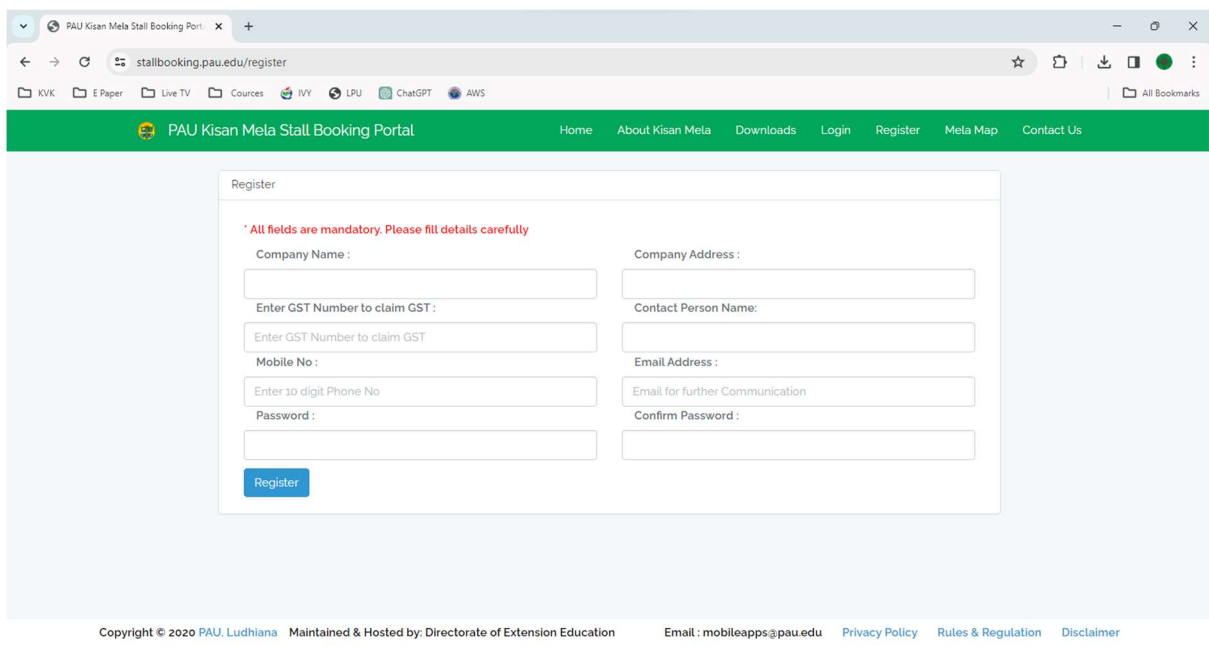
Punjab Agricultural University, Ludhiana is the first agricultural institute in the country to initiate the concept of Kisan melas. This activity was started in 1967. These Melas are regularly held twice a year at Ludhiana in March and September. On this occasion, besides field demonstrations, exhibitions, sale of improved variety seeds and an agro-industrial exhibition is also put up and farm produce competitions are held. Now regional fairs are also held twice a year before the sowing of Rabi and Kharif crops. This is done to cater to the needs of the farmers of the sub-mountain zone (at Nag Kala (Amritsar), Gurdaspur), rainfed zone (At Ballowal Saunkhri, Distt. Shaheed Bhagat Singh Nagar), south-western zone (at Faridkot and Bathinda) and central plain zone (at Patiala). Kisan Melas at PAU campus attract around 0.1 million farmers every session. At the March Kisan Melas, two Chief Minister's Awards are given to the progressive farmers, one each in horticulture and agriculture. Each Award carries a cash prize of Rs. 25,000.

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STEP 2

User Registration

1. Click on Register tab to register as new user
2. **Company Name:** Enter Complete Name of the Company mandatory for registration
3. **Company Address:** Enter Company Address
4. **GST No.:** Please enter valid GST No. of the company
5. **Contact Person:** Enter the Name of the Contact Person
6. **Mobile No.:** Enter valid Mobile No. of contact person
7. **Email Address:** For login to User Panel and receiving message upon completing the stall booking process
8. **Password:** Please enter the valid password of 8 alphanumeric characters



The screenshot shows a web browser window with the URL `stallbooking.pau.edu/register`. The page features a green navigation bar with the following links: Home, About Kisan Mela, Downloads, Login, Register, Mela Map, and Contact Us. The main content area contains a registration form titled "Register" with the following fields and labels:

- Company Name :** [Text Input Field]
- Company Address :** [Text Input Field]
- Enter GST Number to claim GST :** [Text Input Field]
- Contact Person Name:** [Text Input Field]
- Mobile No :** [Text Input Field]
- Email Address :** [Text Input Field]
- Enter 10 digit Phone No** [Text Input Field]
- Email for further Communication** [Text Input Field]
- Password :** [Text Input Field]
- Confirm Password :** [Text Input Field]

A blue "Register" button is located at the bottom left of the form. A red asterisk and the text "All fields are mandatory. Please fill details carefully" are positioned above the form fields. The footer of the page includes the following information: Copyright © 2020 PAU, Ludhiana; Maintained & Hosted by: Directorate of Extension Education; Email: mobileapps@pau.edu; [Privacy Policy](#); [Rules & Regulation](#); [Disclaimer](#).

STEP 3

Login to User Panel

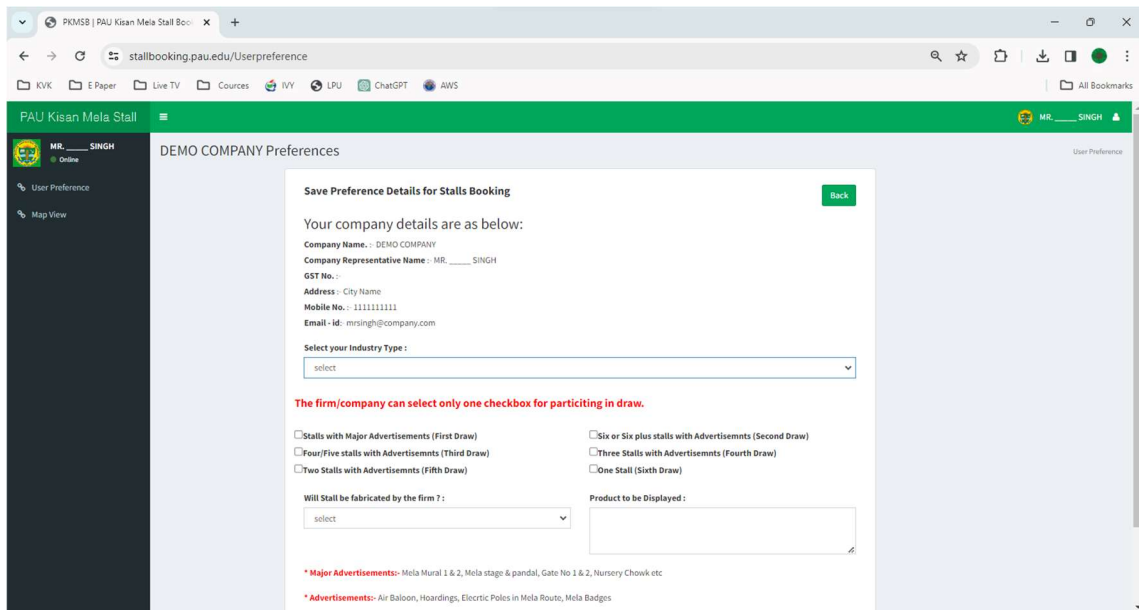
1. After the User Registration process the system will automatically Login and open the dashboard displays the company profile

The screenshot shows the PAU Kisan Mela Stall Booking Portal dashboard for a demo user, MR. SINGH. The page title is "DEMO COMPANY Dashboard". A green banner at the top says "Welcome !!!". Below it, a message reads "Dear MR. SINGH Thank you for registering with PAU Kisan Mela Agro-industrial Exhibition Portal." The user's company details are listed: GST No.:-, Address :- City Name, Mobile No.:- 1111111111, and Email - id:- mrsingh@company.com. A green button labeled "Save your preference" is visible. The footer contains copyright information for 2020 PAU, Ludhiana, and contact details for the Directorate of Extension Education.

2. Otherwise click on Login tab to login the user panel
3. For login the user panel enter the email address and password entered during the User Registration step and click the Login tab to logged in

The screenshot shows the PAU Kisan Mela Stall Booking Portal login page. The page title is "PAU Kisan Mela Stall Booking Portal". The navigation menu includes Home, About Kisan Mela, Downloads, Login, Register, Mela Map, and Contact Us. A large banner for "Kisan Mela" is displayed, featuring a calendar of events for 2024. The login form includes fields for E-Mail Address and Password, a "Remember Me" checkbox, and buttons for "Login", "Register", and "Forgot Your Password?". The footer contains copyright information for 2020 PAU, Ludhiana, and contact details for the Directorate of Extension Education.

4. After login the user panel click on "Save Your Preferences" in green tab or the user preferences tab on the side bar



- Then save the preferences details for stalls booking as **Select Industry Type:** Agriculture, Non-agriculture, Food/Soft Drink Points, Click on buttons as : Stalls with major advertisement, Six or Six plus stalls with Advertisement, Four Stalls, Three Stalls, Two Stalls and One Stall , **Whether Require University Support :** Yes or No, **Industry Type:** Agriculture and Nonagriculture and **Product to be Displayed:** Tractors, Rotavators, Pesticides, Fertilizer, Agriculture Implements, Handtools etc. and click the submit button

STEP 4

Generating and Freezing of Draw List

1. After saving the User Preferences the Draw of the registered users can be opened by the Convener, Agro-industrial Exhibition, PAU, Ludhiana on the draw date as on 2.3.2020 from 9:15 AM onwards
2. The draw process can be generated on the basis of the user number of stalls requirement and the randomization process
3. After generating the draw list the Convener, Agro-industrial Exhibition will freeze the draw list
4. Then the Committee Member will done the Pre Booking of the stalls

Draw for the Companies Registered in PAU Kisan Mela Portal. Once draw is freezed there will be no change in the list.

Draws Freez Draw PDF

All Draw List 1 to 3 Stalls 3 to 5 Stalls with Advertisement 6+ Strategic Stalls with Advertisement Stalls with Major Advertisement

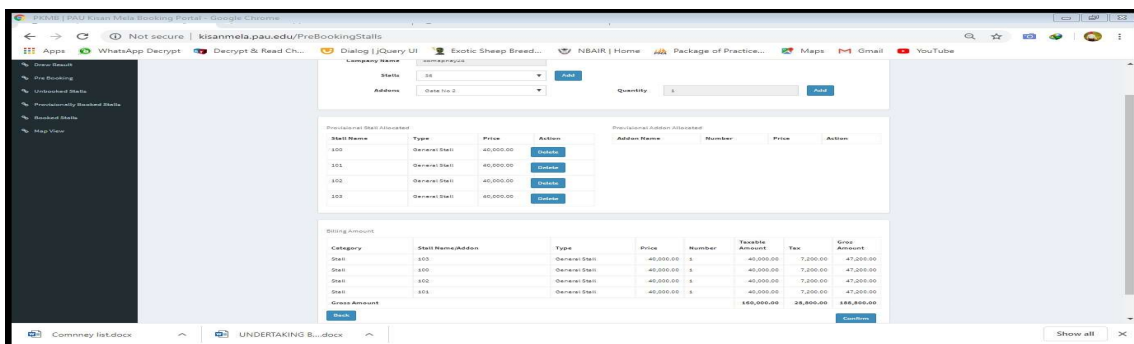
Company optngs: Stalls with Major Advertisement

Company Representative	Company Name	Phone No.	email	Stall Preference	Draw Priority	Industry Type	Product Displayed
Rajati4	comapnay4	123221124	eramandepain@gmail.com4	Stalls with Major Advertisement	1	A	Rajat
Rajati38	comapnay38	9916523938	eramandepain@gmail.com38	Stalls with Major Advertisement	2	A	Rajat
Rajati20	comapnay20	43434420	eramandepain@gmail.com20	Stalls with Major Advertisement	3	A	Rajat
Rajati30	comapnay30	9916523930	eramandepain@gmail.com30	Stalls with Major Advertisement	4	A	Rajat
Rajati8	comapnay8	123221128	eramandepain@gmail.com8	Stalls with Major Advertisement	3	A	Rajat
Rajati24	comapnay24	9916523924	eramandepain@gmail.com24	Stalls with Major Advertisement	6	A	Rajat
Rajati12	comapnay12	12322112	eramandepain@gmail.com12	Stalls with Major Advertisement	7	A	Rajat
Rajati26	comapnay26	43434426	eramandepain@gmail.com26	Stalls with Major Advertisement	8	A	Rajat

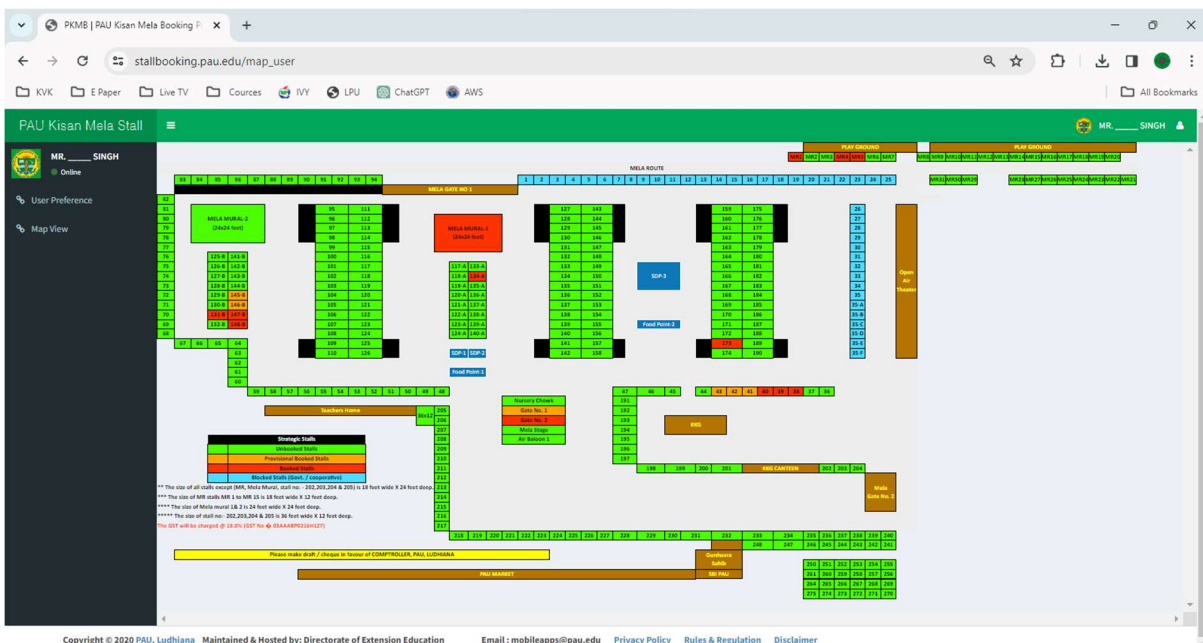
STEP 5

Booking of Stalls

1. After freezing the draw, the next step is Pre Booking that will be done by the Committee Members, Agro-industrial Exhibition
2. Click the Draw Result tab on side bar to Pre Book the stalls from the frozen draw list
3. Click Pre Book tab under Action column
4. This will transfer it to Provisional Stall Booking. Then enter the Stall Number from the dropdown menu, enter the multiple number of stalls by Add option
5. Addons option adds Gate No. 1, Gate No. 2, Nursery Chowk, Mela Mural 1, Mela Mural 2, Electric Pole in Mela Route, Hoardings, Air Balloon
6. After click on the Confirm tab this will confirm the Provisional Stall Booking



7. After the Provisional Booking of the Stalls the Map View indicates as Orange colour as the Provisionally Booked Stalls



STEP 6

Payment Confirmation

1. Then Cashier confirms the payments by clicking on Confirm Payment tab on sidebar
2. The provisional booked stalls list will be generated and click Confirm Payment tab for the confirmation
3. Then select Cheque/DD/Cash option, Enter Cheque/DD No., Enter Date of Cheque/DD, Enter the Total Amount and click Add Payment tab to confirm the payment

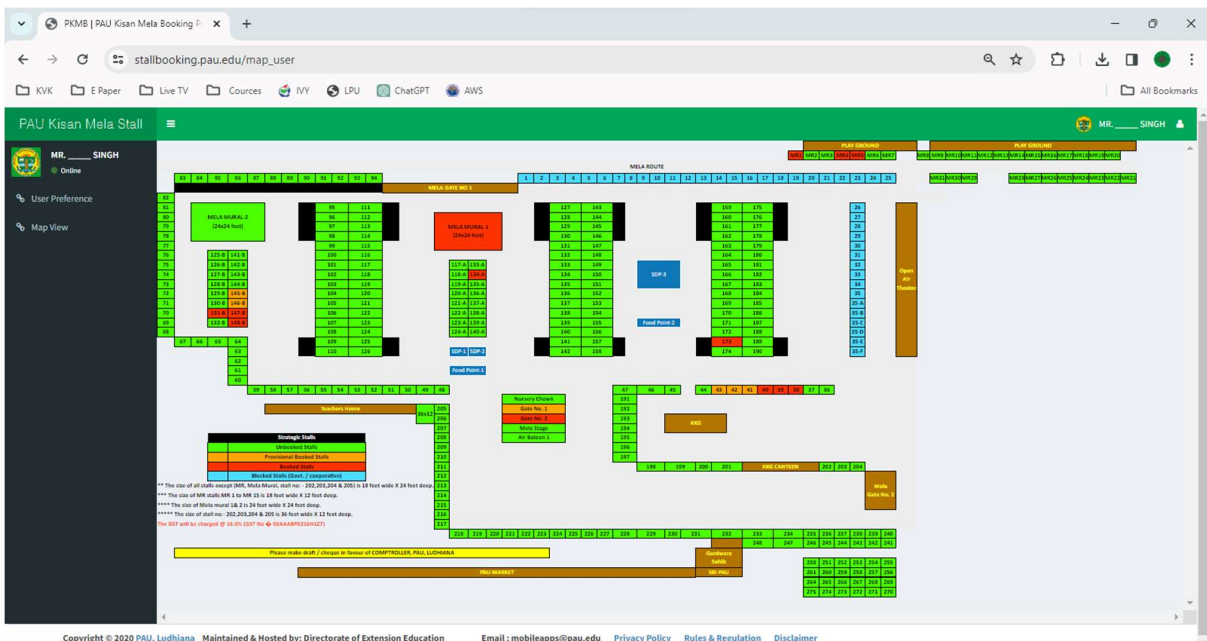
The screenshot shows a web browser window with the URL `kisanmela.pau.edu/Payments/27/edit`. The page displays a payment confirmation form for user Rajat31. The form includes a table for Billing Amount and a Payment Detail section.

Category	Stall Name/Addon	Type	Price	Number	Taxable Amount	Tax	Gros Amount
Addons	Mela Stage & Pandal	-	120,000.00	1	120,000.00	21,600.00	141,600.00
Stall	101	Behind KKG	30,000.00	1	30,000.00	5,400.00	35,400.00
Addons	Mela Stage & Pandal	-	120,000.00	1	120,000.00	21,600.00	141,600.00
Gross Amount					270,000.00	48,600.00	318,600.00

Payment Detail

Cheque/DD/Cash	Cheque/DD Number	Cheque/DD Date	Amount	Action
Cheque	324567	02/25/2020	318600	Add Payment

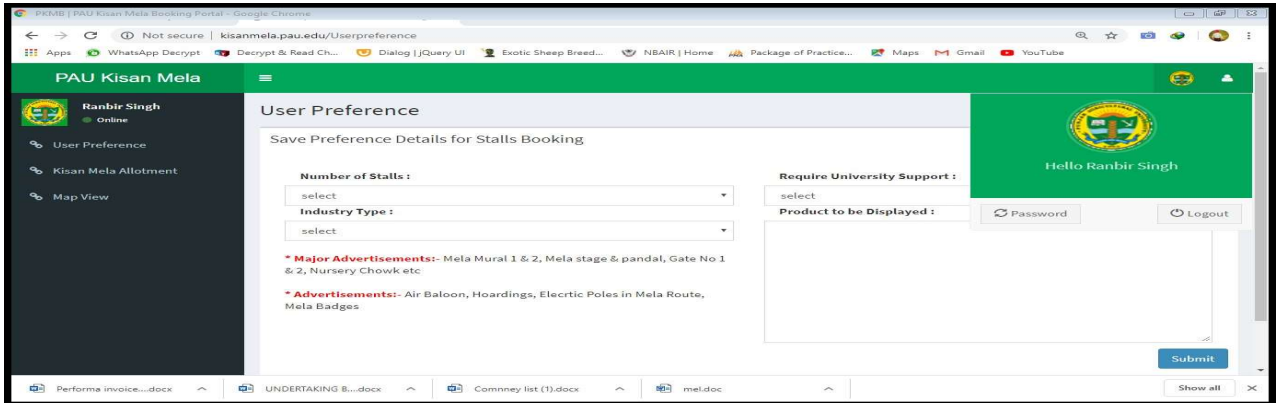
4. After adding the payment details the Map View turns from Orange to Red as Booked Stalls



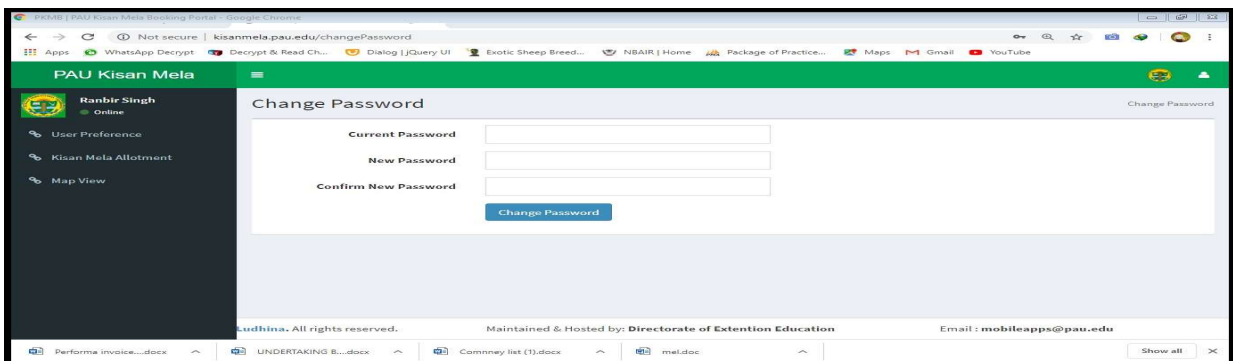
5. Drag mouse over the booked stalls shows the Company Name

Changing Password

1. For changing the User, Administrator, Committee Member and Cashier password click on top left hand side Login bar. Click on password option to change the password

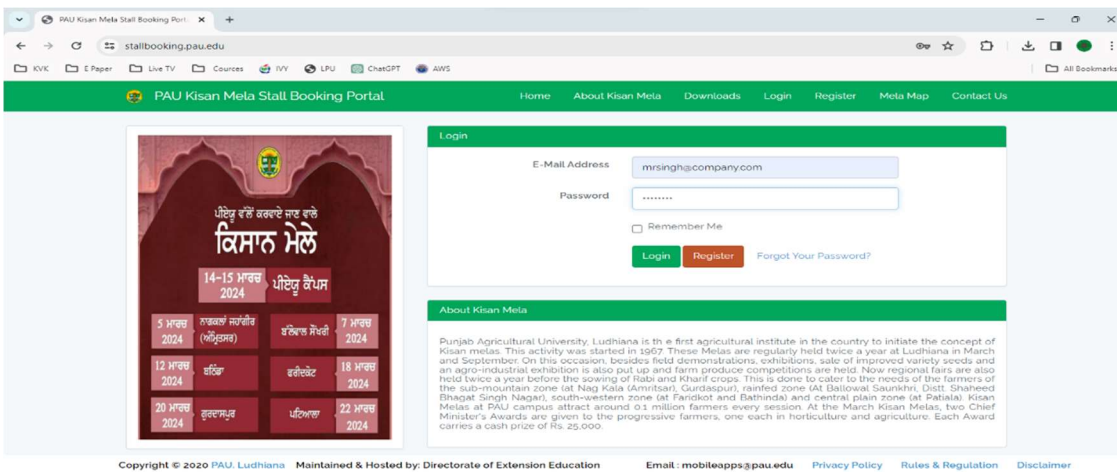


2. To change the password, firstly enter the Current Password then enter the New Password of alphanumeric format and enter Confirm New Password and click on Change Password tab.

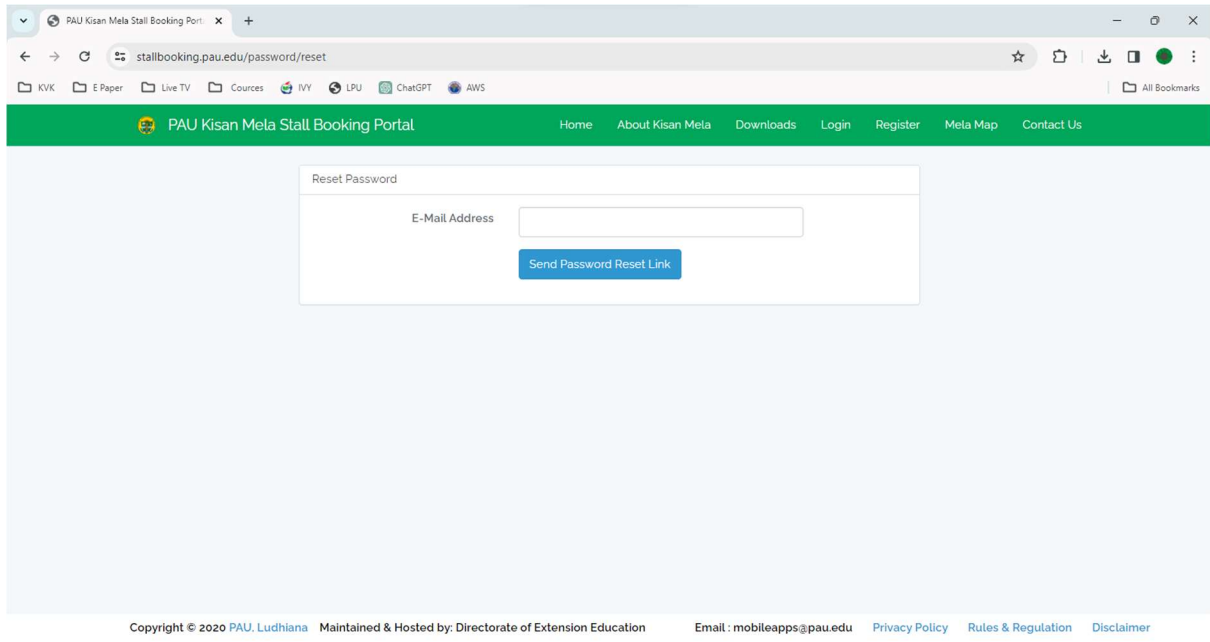


Forget Password

1. If anyone forget password then on Login page click Forget Your Password tab to reset your password



2. Enter your registered Email. Then system will automatically Send Password Reset Link to your registered Email ID



The screenshot shows a web browser window with the URL `stallbooking.pau.edu/password/reset`. The page features a green navigation bar with the following links: Home, About Kisan Mela, Downloads, Login, Register, Mela Map, and Contact Us. The main content area is titled "Reset Password" and contains a form with the following elements:

- A label "E-Mail Address" followed by a text input field.
- A blue button labeled "Send Password Reset Link" positioned below the input field.

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