OFFICIAL

Version 1.0 · Oct 2026

DOC: KM26-GUIDE

Delegate User Guidelines

Sign Up · Sign In · Event Registration · Payment — All-in-One Reference

Welcome to KOSMORENA 2026!
This guide explains, step by step, how to create your delegate account, sign in, select and register for events, and complete your payment on our official portal at **kosmorena26.kumaraguruseds.com**. Read every section before visiting the website to ensure a smooth registration experience.

TABLE OF CONTENTS

01 Overview & Portal URLs
02 Account Sign Up (New User)
03 Sign Up Field Reference Table
04 Email OTP Verification
05 Sign In (Returning User)
06 Google One-Tap Login
07 Event Selection & Registration
08 All 9 Events Reference Table
09 Team Registration Guide
10 Payment Procedure
11 Receipt & Confirmation
12 Troubleshooting & FAQs
13 Contact & Support

01 Overview & Portal URLs

PORTAL	URL	PURPOSE
Homepage	`kosmorena26.kumaraguruseds.com`	Main website — events, brochures, info
Sign Up	`/signup`	Create new delegate account
Sign In	`/signin`	Log in with existing credentials
Events Catalog	`/events/register`	Browse all 9 events and register
Dashboard	`/dashboard`	View registrations, receipts, profile
Forgot Password	`/forgot-password`	Reset password via email link

⚠ **Important:** Always use the official domain **kosmorena26.kumaraguruseds.com**. Do not enter your credentials on any unofficial site. All pages use HTTPS (secure connection).

Account Registration & Sign In

02 Account Sign Up — Step-by-Step (New User)

> Sign Up is a **4-stage wizard** at **/signup**. Complete every stage in order. Your form session auto-saves for 24 hours if you close the browser.

1 Stage 01 — Credential Setup

Visit `/signup`. Fill in: Full Name, Email Address, Phone Number (10 digits), Password, Confirm Password. Accept Terms & Conditions. Click **SEND VERIFICATION CODE**. Alternatively, click **Continue with Google** to skip to Stage 3.

2 Stage 02 — Email OTP Verification

A 6-digit OTP is sent to your email. Check inbox (and spam). Enter all 6 digits. Code expires in **10 minutes**. Click **VERIFY CODE & PROCEED**. Use Resend button if needed (available after 45 seconds).

3 Stage 03 — Profile Enrollment

Fill academic profile: Phone Number, College Name, Degree, Department, Student Roll Number, Year of Study. All fields are **mandatory** for your official KOSMORENA 2026 credential.

4 Stage 04 — Confirmation

Review submitted details. Click **CONFIRM & CREATE ACCOUNT**. You are redirected to your Dashboard. A welcome email is sent to your registered address.

03 Sign Up — Field Reference Table

FIELD	TYPE	EXAMPLE VALUE	REQUIREMENT
Full Name	Text	Manikandan N	REQUIRED
Email Address	Email	mani@gmail.com	REQUIRED — valid & reachable
Phone Number	Number	9876543210	REQUIRED — 10 digits
Password	Password	Kct@2026!	REQUIRED — 8+ chars, upper, lower, number, special

FIELD	TYPE	EXAMPLE VALUE	REQUIREMENT
Confirm Password	Password	Kct@2026!	REQUIRED — must match Password
College Name	Text	Kumaraguru College of Technology	REQUIRED
Degree	Dropdown	B.E. / B.Tech / M.Tech	REQUIRED
Department	Dropdown	Aeronautical Engineering	REQUIRED
Roll Number	Text	21BAE045	REQUIRED
Year of Study	Dropdown	2nd Year	REQUIRED

EXAMPLE — COMPLETED SIGN UP FORM (STAGE 01)

FULL NAME *
Manikandan N

PHONE NUMBER *
9876543210

EMAIL ADDRESS *
mani@gmail.com

PASSWORD *
••••••••

✓ All fields filled correctly → click **SEND VERIFICATION CODE** → check email for 6-digit OTP.

04 Email OTP Verification

DETAIL	INFORMATION
OTP Length	6 digits
OTP Validity	10 minutes from time of dispatch
Resend Cooldown	45 seconds between resend attempts
Max Attempts	5 incorrect attempts — account locked for 30 minutes
Sender Email	noreply@kumaraguruseds.com

Did not receive the OTP? Check your **Spam / Junk** folder. Add **noreply@kumaraguruseds.com** to contacts. Click **Resend OTP** after 45 seconds if needed.

05 Sign In — Returning User

1 **Go to /signin**

Enter your registered Email and Password. Optionally tick *"Keep me signed in"* to stay logged in for 30 days on trusted devices.

2 **Click Sign In ↑**

You are redirected to your

Dashboard

at `/dashboard` where you can view registrations and download receipts.

3 **Forgot Password?**

Click

Forgot Password?

→ enter registered email → click the reset link in email (valid 30 min) → set new password → sign in again.

06 Google One-Tap Login

> **Fastest Way to Sign In or Sign Up:** A Google One-Tap prompt appears in the top-right corner. Click your Google account to instantly sign in or create an account. No password needed.

Event Registration & Payment Guide

07 Event Selection & Registration — Step-by-Step

> You must be **signed in** before registering. If not signed in, the system auto-redirects you to the Sign In page.

1 Go to Events Portal

Visit `/events/register` or click **Register Now** from any event page. All 9 events are listed with fees, team sizes, and deadlines.

2 Select Your Event

Click **REGISTER** next to your chosen event. A guidelines modal appears — read all transaction procedures, tick the acknowledgement checkbox, click **PROCEED TO REGISTRATION** .

3 Fill the Registration Form

Enter all required details. For team events: provide Team Name and all member details (name, email, roll number). All team members must have existing accounts.

4 Review & Submit

Double-check name, event, team members, and fee. Click **CONFIRM REGISTRATION** . For paid events, you are redirected to the Cashfree payment gateway.

5 Complete Payment (Paid Events Only)

Pay via UPI, Debit/Credit Card, or Net Banking. Do NOT close or refresh the browser during payment. Wait for the success/failure page.

6 Confirmation & Receipt

A confirmation email with your **Registration ID** and PDF receipt is sent automatically. Download your receipt anytime from Dashboard.

08 Events Reference Table — All 9 Events

#	EVENT NAME	REGISTRATION FEE	TYPE	TEAM SIZE
01	**Space Innovation Ideathon**	₹400 / TEAM	Team	2 – 4 Members
02	**Water Rocket**	₹300 / TEAM	Team	2 – 4 Members

#	EVENT NAME	REGISTRATION FEE	TYPE	TEAM SIZE
03	**AstroCAD Assembly Challenge**	₹300 / TEAM	Team	2 – 4 Members
04	**Alien Signal**	FREE	Walk-in	Individual
05	**Space Detective**	FREE	Walk-in	Individual
06	**CubeSat Workshop**	₹150 INDIV. / ₹450 TEAM	Individual or Team	1 – 5 Members
07	**Student Project Expo**	FREE	Walk-in	Individual
08	**Mobile Planetarium**	FREE	Open for delegates	Individual
09	**Telescope Parade**	FREE	Open observation	Individual

⚠ **Note on FREE Events (Walk-in Only):** Alien Signal, Space Detective, Student Project Expo, Mobile Planetarium, and Telescope Parade do **not require online registration**. Simply attend on the event day with your delegate ID.

09 Team Registration Guide

STEP	WHAT TO DO	WHO DOES IT
1	Team Leader creates account and initiates registration	Team Leader
2	Enter Team Name and Team Leader's details	Team Leader
3	All team members must already have signed up on the portal	All Members
4	Add each member's registered email in the team form	Team Leader
5	Team Leader pays the full team registration fee	Team Leader
6	All members receive individual confirmation emails	System (Auto)

10 Payment Procedure

GATEWAY Cashfree Payments — India's leading payment gateway (PCI DSS Level 1 certified)

PAYMENT METHOD	SUPPORTED?	NOTES
UPI (GPay, PhonePe, Paytm)	✓ Yes	Fastest — scan QR or enter UPI ID
Debit Card	✓ Yes	Visa, Mastercard, RuPay
Credit Card	✓ Yes	Visa, Mastercard, Amex
Net Banking	✓ Yes	All major Indian banks
Cash / Offline	✗ No	Online payment only

⚠ **Do NOT close or refresh the browser during payment.** If payment is debited but registration failed, email **seds@kct.ac.in** with your Order ID and UPI reference number within 24 hours.

11 Receipt & Confirmation

✓ **Instant Email Confirmation**

A confirmation email with your Registration ID, event details, and PDF receipt is automatically sent after successful payment.

✓ **Dashboard Receipts**

Sign In → Dashboard →
My Registrations
→ click
Download Receipt
next to any event to get a PDF at any time.

✓ **Bring Your Registration ID on Event Day**

Show your digital or printed Receipt / Registration ID at the event check-in gate. Details verified against our live database.

Troubleshooting, FAQs & Contact

12 Troubleshooting & Frequently Asked Questions

Q1. I did not receive the OTP email after Sign Up. What do I do?

Check your Spam/Junk folder. Wait up to 2 minutes. Click **Resend OTP** (available after 45 seconds). Ensure your email address was typed correctly. If still not received, email seds@kct.ac.in.

Q2. Payment was debited but my registration shows as failed.

Note your **Order ID** from the error page and your UPI/bank transaction reference. Email seds@kct.ac.in with both IDs. Our team manually verifies and confirms registration within 24 hours.

Q3. Can I register for multiple events?

Yes. You can register for as many events as you wish. Each registration is independent. Repeat the event registration flow for each event.

Q4. I made a mistake in my profile details. Can I edit?

Sign in → Dashboard → **Profile** section → Edit Profile. You can update college, department, roll number, and year. Email fields cannot be changed after verification.

Q5. Can a team member pay their share separately?

No. The **Team Leader** must pay the full team fee in one transaction. Individual members cannot pay separately.

Q6. I forgot my password and cannot access my email.

Email seds@kct.ac.in with proof of identity (student ID photo). Our team will assist with manual account recovery.

Q7. Can I get a refund after cancellation?

Refer to our **Refund & Cancellation Policy** at `/refund-policy`. Refunds are subject to the cancellation timeline and policy terms.

Q8. Which browsers are supported?

Google Chrome (recommended), Mozilla Firefox, Microsoft Edge, Safari (iOS 15+). Internet Explorer is not supported. Ensure your browser is up to date.

! Common Error Messages & Solutions

ERROR MESSAGE	CAUSE	SOLUTION
"Email already registered"	Account exists with this email	Go to Sign In. Use Forgot Password if needed.
"Invalid OTP"	Incorrect or expired code	Re-enter carefully. Resend OTP if expired.
"Password too weak"	Missing uppercase, number, or special char	Add uppercase + number + special char (e.g. Kct@2026!)
"Registration closed"	Event capacity reached or deadline passed	Contact organiser. Walk-in may still be possible.

ERROR MESSAGE	CAUSE	SOLUTION
"Payment failed"	Insufficient balance or bank timeout	Retry with sufficient balance. Check bank app for debit status.
"Team member not found"	Member has not signed up yet	All members must create their own accounts before team registration.

13 Contact & Support

CHANNEL	CONTACT	RESPONSE TIME
Email (Primary)	`seds@kct.ac.in`	Within 24 hours
Website Contact Page	`kosmorena26.kumaraguruseds.com/contact`	Within 48 hours
Instagram	`@kumaraguruseds`	1–2 business days
On-Campus	M-Gate, Kumaraguru College of Technology, Coimbatore — 641049	Event Day: Immediate

Ready to register? Visit **kosmorena26.kumaraguruseds.com** now. New user? Start at **/signup**. Returning user? Go to **/signin** then **/events/register**.