खेल मंडल

राजस्थान विश्वविद्यालय, जयपुर

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No. USB/2026/७६४ **Date: 01.10.2026**

प्राचार्य / शारीरिक शिक्षा शिक्षक
समस्त सम्बन्धित महाविद्यालय,
राजस्थान विश्वविद्यालय, जयपुर।

विषय :– खेल सत्र 2026–27 हेतु अन्तर महाविद्यालय प्रतियोगिता में भाग लेने के लिए छात्र–छात्राओं का पंजीयन भारतीय विश्वविद्यालय संघ (AIU) की वेबसाईट पर कराने बावत्।

महोदय,

उपरोक्त विषयान्तर्गत लेख है कि खेल सत्र 2026 – 2027 अन्तर महाविद्यालय प्रतियोगिता सत्र 2026–27 में भाग लेने के लिए छात्र–छात्राओं का पंजीयन भारतीय विश्वविद्यालय संघ (AIU) की वेबसाईट पर किया जाना है।
उक्त पंजीयन की प्रक्रिया का प्रारूप पत्र के साथ संलग्न है। कृपया उसका अवलोकन कर जो भी छात्र विश्वविद्यालय की अन्तर महाविद्यालय प्रतियोगिताओं में भाग लेना चाहते हैं, उनका पंजीयन अनिवार्य रूप से करवालें। विश्वविद्यालय की प्रतियोगिता में भाग लेने के लिये उक्त पंजीयन अनिवार्य है।

भवदीया,

(डॉ. प्रतिभा सिंह रतनू)
सचिव, खेल मंडल

No. USB/2026/७६५ **Date: 01.10.2026**

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:–

1. निदेशक, इंफोनेट सेन्टर, राजस्थान विश्वविद्यालय, जयपुर से अनुरोध है कि उक्त प्रपत्र को विश्वविद्यालय की वेबसाइट पर प्रदर्शित करवाने का श्रम करें।

(डॉ. प्रतिभा सिंह रतनू)
सचिव

Secretary
University Sports Board
University of Rajasthan
Jaipur-04

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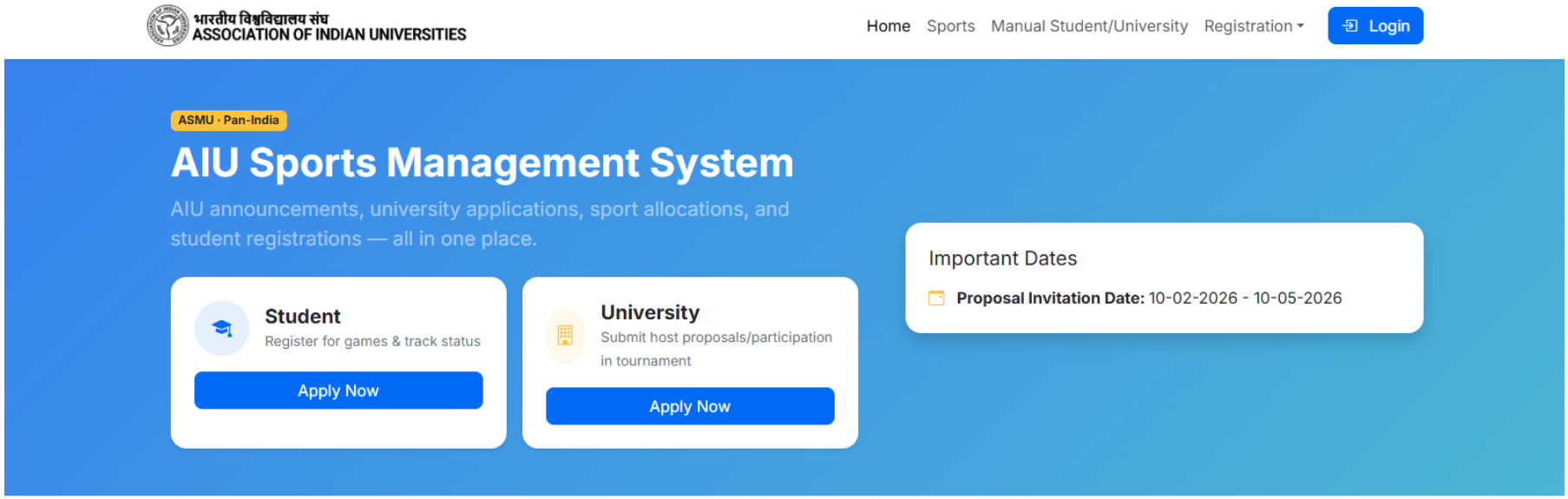
Manual of Process of AIU Athlete Registration

STEP - 1

As the first step, please click on the following link

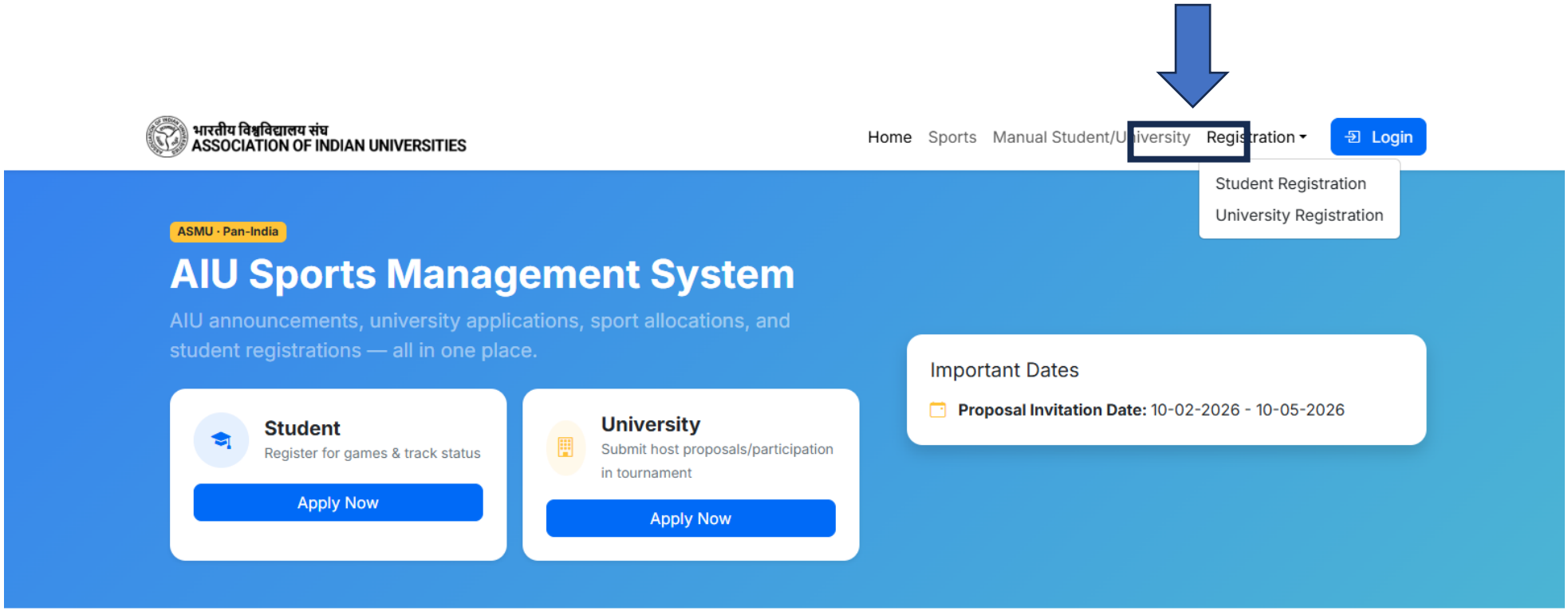
STEP - 2



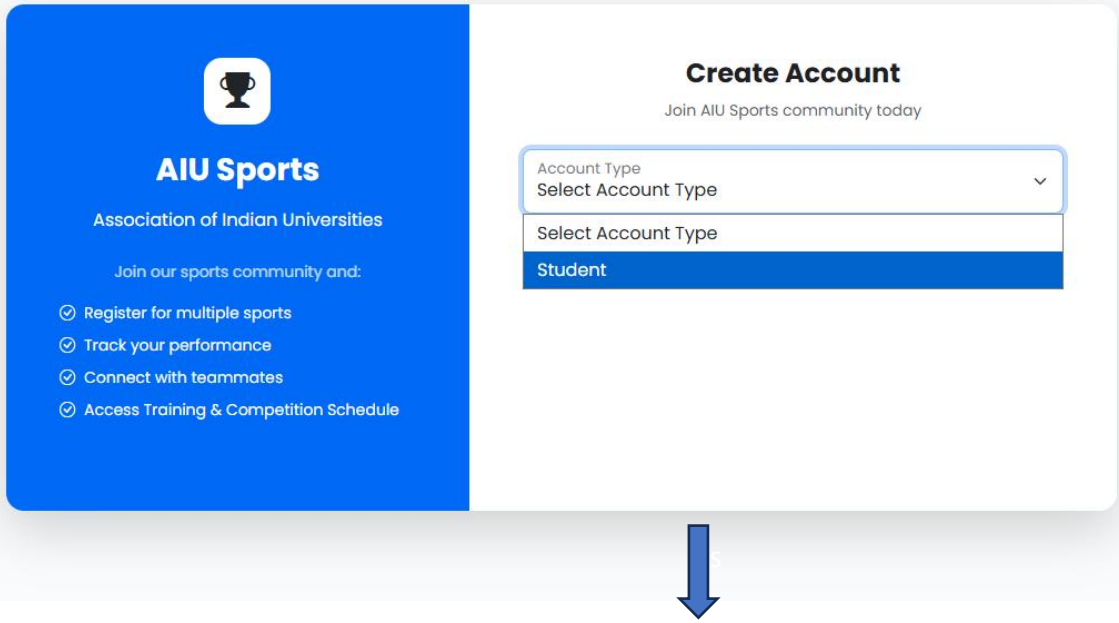
Step – 2: **Upon clicking the above-mentioned link, you will be directed to the AIU Sports Management System portal. The following interface will be displayed for athlete registration**

STEP - 3

Step – 3: **Once this interface appears on your screen, click on the “Registration” tab located in the top menu bar. From the drop-down menu that appears, select “Student Registration” to proceed with the athlete registration process.**

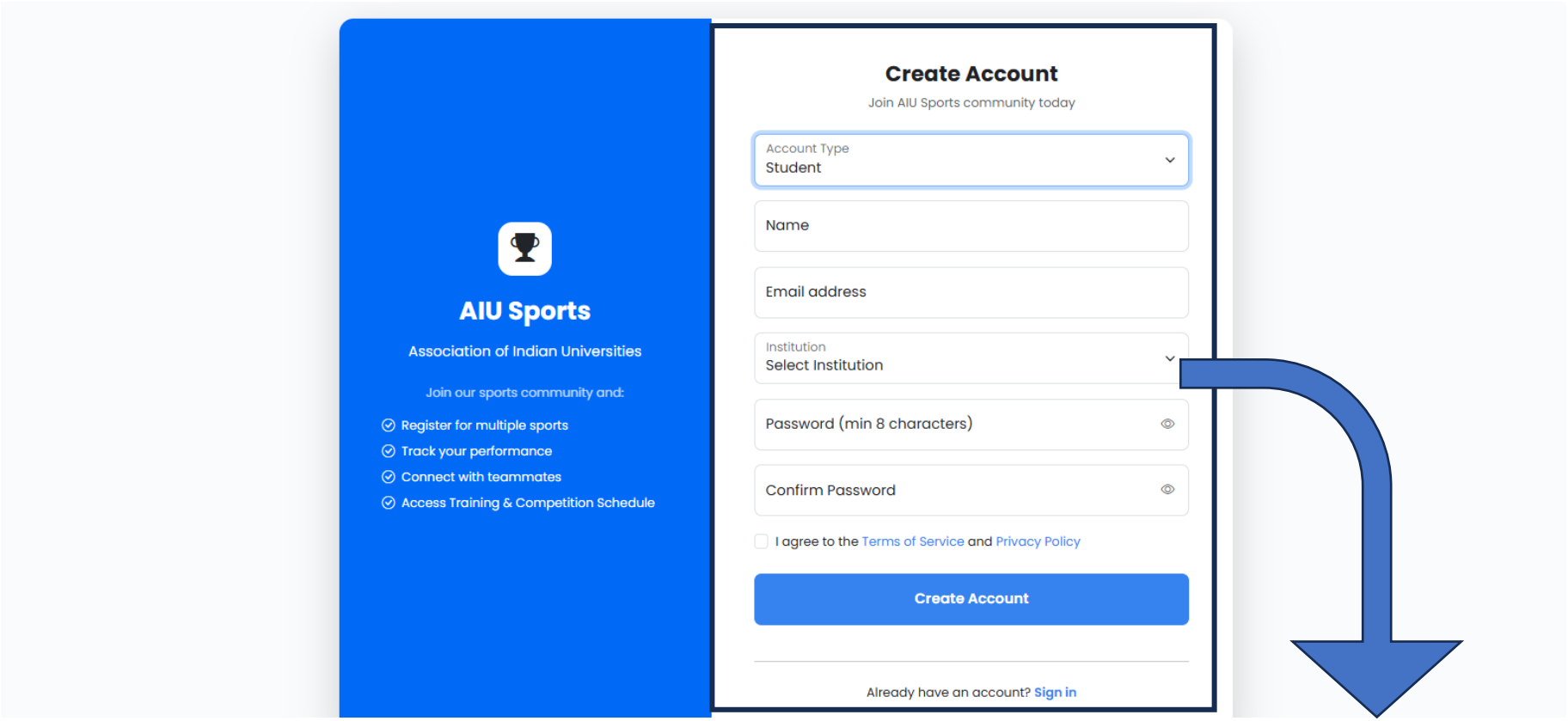


STEP - 4



Step – 4**: After completing the above step, the following interface will appear on your screen. Click on the "Select Account Type" drop-down menu and then choose "Student" from the available options to proceed with the registration process.**

STEP - 5



After selecting **"Student"** as the account type, fill in all the required details in the registration form:

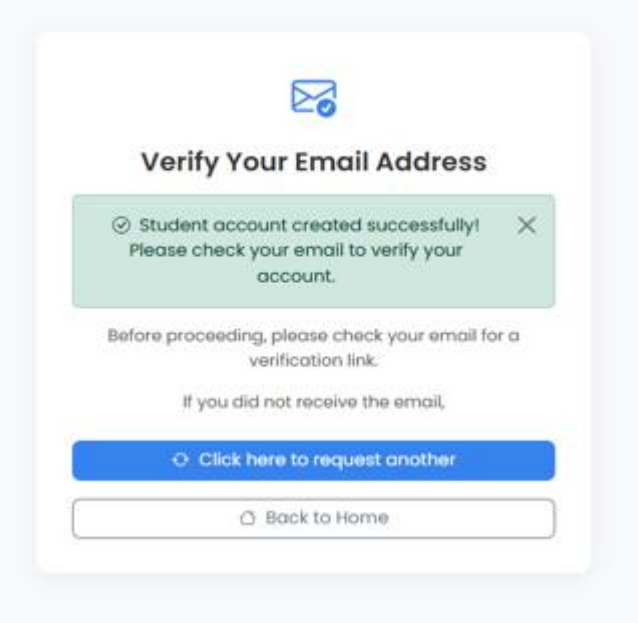
- **Name:** Enter your full name as per official records.
- **Email Address:** Enter a valid and active email address.
- **Institution:** Select your university/institution from the drop-down list.
- **Password:** Create a password containing at least 8 characters.
- **Confirm Password:** Re-enter the same password for verification.

- Read the **Terms of Service** and **Privacy Policy**, then tick the checkbox **"I agree to the Terms of Service and Privacy Policy."**
- Once all the details have been entered correctly, click on the **"Create Account"** button to complete the registration process.

(Insert Screenshot Here)

Note: Please ensure that the email address entered is valid, as it may be required for account verification and future communication.

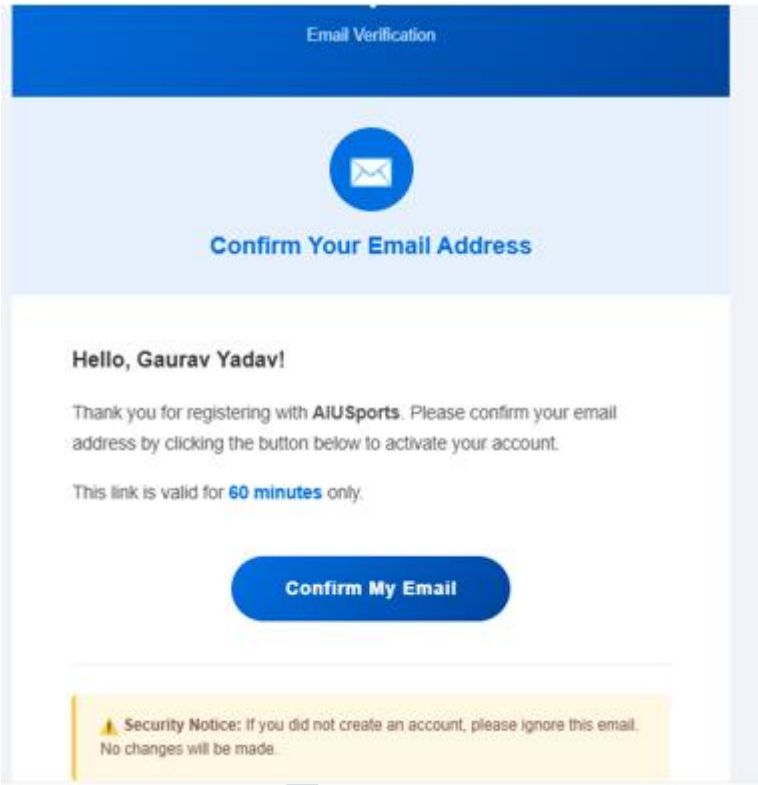
STEP - 6



- After clicking on **"Create Account,"** a confirmation message will appear indicating that your student account has been created successfully.
- Open the email inbox associated with the email address used during registration and look for the **AIU Sports Management System verification email**.
- Click on the **verification link** provided in the email to verify and activate your account.
- Once your email address has been verified, you can log in to the AIU Sports Management System using your registered email address and password.

Note: If you do not receive the verification email, click on **"Click here to request another"** to have a new verification email sent to your registered email address. Be sure to check your **Spam/Junk** folder as well.

STEP - 7



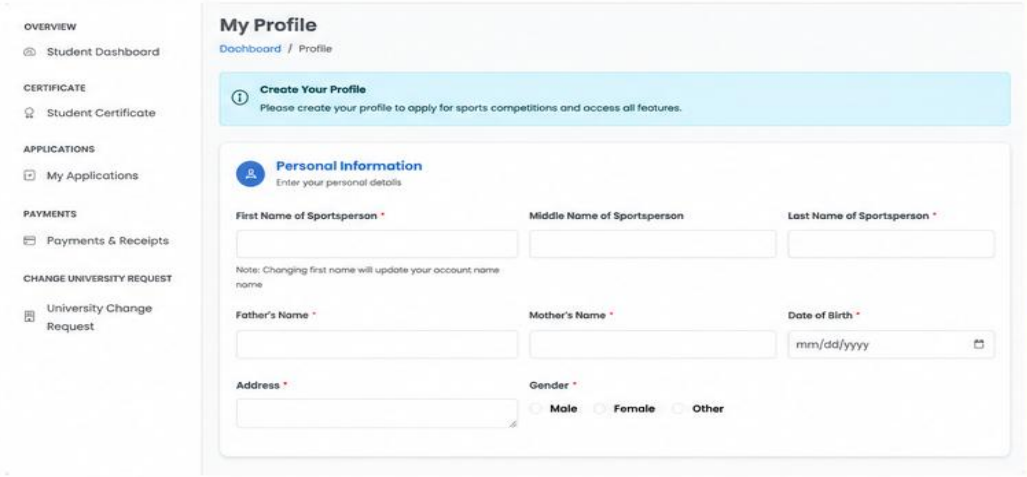
- Open the verification email sent by the **AIU Sports Management System** to your registered email address.
- Review the email and click on the **"Confirm My Email"** button to verify your email address and activate your account.
- Once the verification is successful, your account will be activated, and you will be able to log in to the AIU Sports Management System using your registered credentials.

Note: The verification link is valid for **60 minutes only**. If the link expires, you may request a new verification email from the registration portal. If you did not create the account yourself, you may safely ignore the email.

STEP - 8

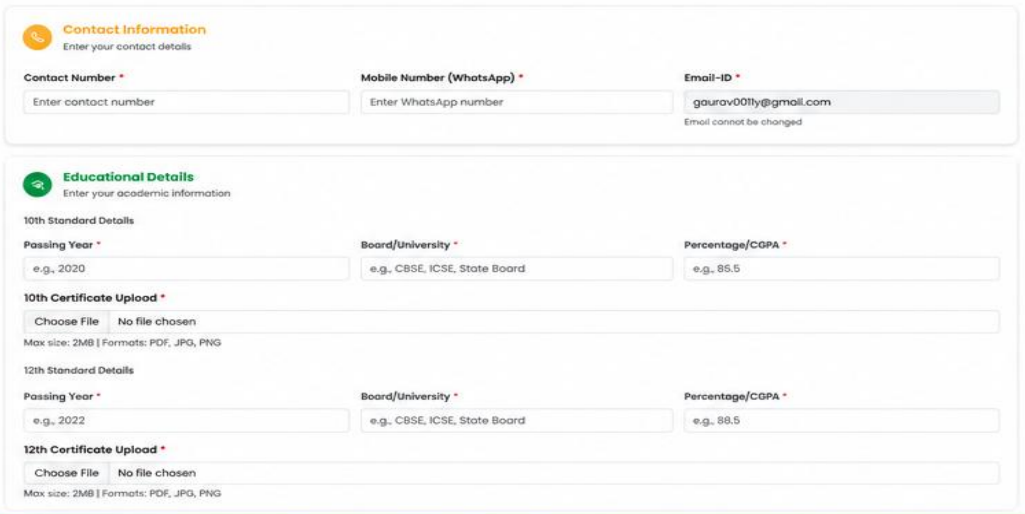
1 Step 1: Personal Information

Enter your personal details including name, parent's name, date of birth, address and gender.



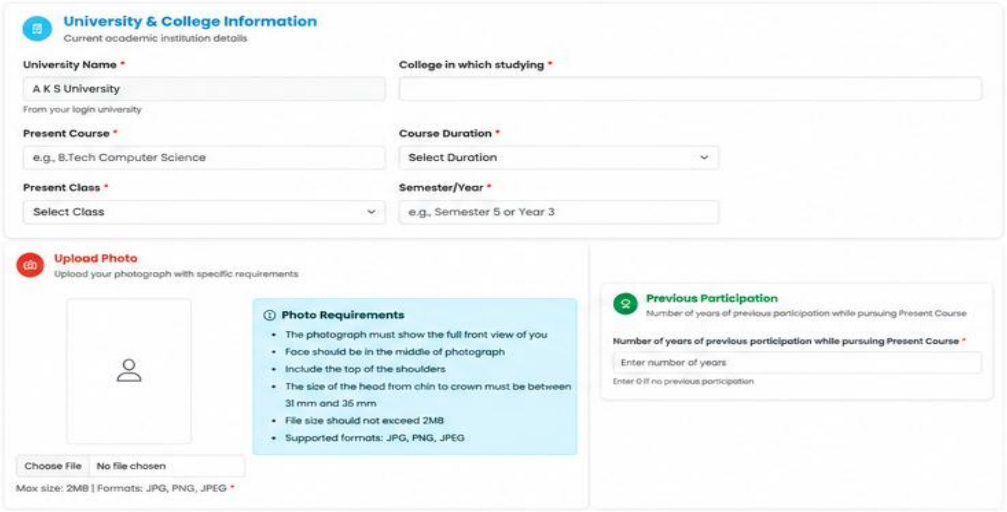
2 Step 2: Contact & Educational Details

Enter contact details and academic information of 10th and 12th standard.



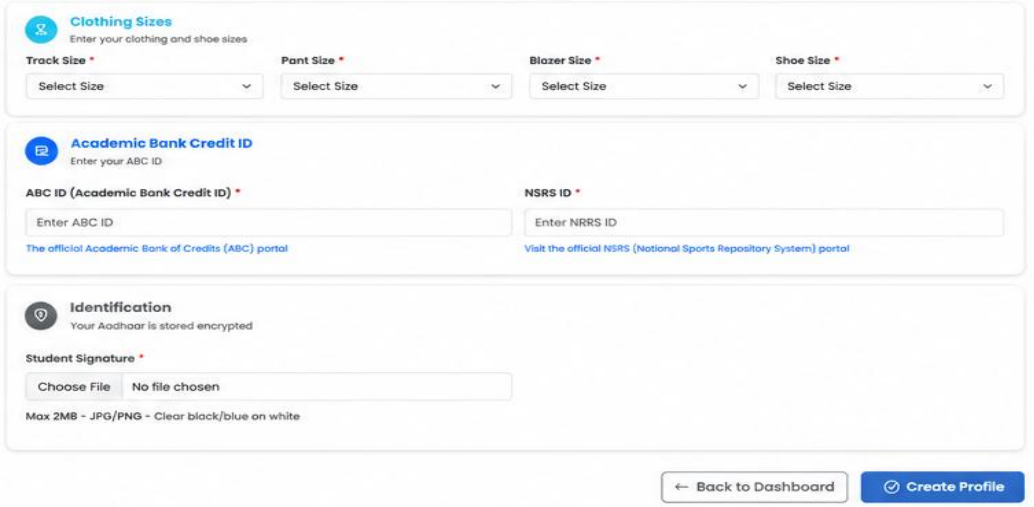
3 Step 3: University, Photo & Previous Participation

Provide your university details, upload photo as per requirements and mention previous participation.



4 Step 4: More Details, ID's & Identification

Select clothing sizes, enter ABC ID & NSRS ID and upload your signature.



STEP - 9

A. Personal Information

Enter the following details:

- First Name of Sportsperson
- Middle Name (if applicable)
- Last Name of Sportsperson
- Father's Name
- Mother's Name
- Date of Birth
- Gender
- Residential Address

B. Contact Information

Provide your contact details:

- Contact Number
- WhatsApp Number
- Email ID (auto-filled and cannot be changed)

C. Educational Details

Enter your academic information:

10th Standard Details

- Passing Year
- Board/University
- Percentage/CGPA
- Upload 10th Certificate (PDF/JPG/PNG, maximum 2 MB)

12th Standard Details

- Passing Year
- Board/University
- Percentage/CGPA
- Upload 12th Certificate (PDF/JPG/PNG, maximum 2 MB)

D. University & College Information

Provide your current academic details:

- University Name (auto-filled from your registered institution)
- College Name
- Present Course
- Course Duration
- Present Class
- Semester/Year

E. Upload Photograph

Upload a recent passport-size photograph as per the following specifications:

- Full front-facing view
- Face should be centered
- Top of shoulders should be visible
- File size should not exceed 2 MB
- Supported formats: JPG, JPEG, PNG

F. Previous Participation

Enter the number of years you have previously participated in sports competitions while pursuing your current course.

- If you have no previous participation, enter **0**.

G. Clothing Sizes

Select the appropriate sizes for:

- Track Suit
- Pant
- Blazer
- Shoes

H. Academic Bank Credit (ABC) & NSRS Details

Provide:

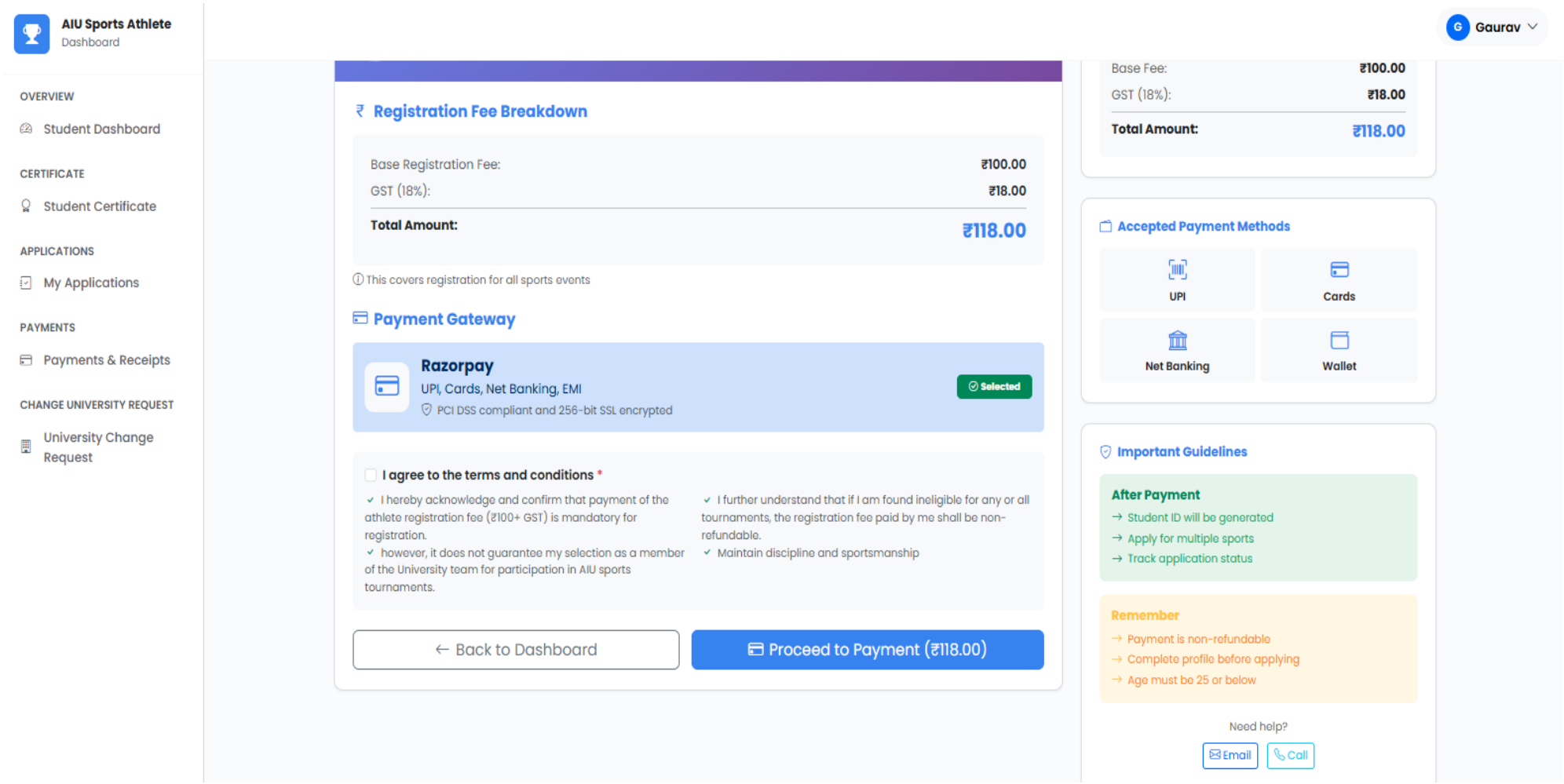
- Academic Bank Credit (ABC) ID
- National Sports Repository System (NSRS) ID

I. Identification

Upload your **Student Signature**:

- Maximum file size: 2 MB
- Supported formats: JPG, JPEG, PNG
- Signature should be clearly visible in black or blue ink on a white background.

STEP - 10


AIU Sports Athlete
Dashboard
OVERVIEW
Student Dashboard
CERTIFICATE
Student Certificate
APPLICATIONS
My Applications
PAYMENTS
Payments & Receipts
CHANGE UNIVERSITY REQUEST
University Change Request
Gaurav
Registration Fee Breakdown
Base Registration Fee: ₹100.00
GST (18%): ₹18.00
Total Amount: ₹118.00
This covers registration for all sports events
Payment Gateway
Razorpay
UPI, Cards, Net Banking, EMI
PCI DSS compliant and 256-bit SSL encrypted
Selected
I agree to the terms and conditions *
I hereby acknowledge and confirm that payment of the athlete registration fee (₹100+ GST) is mandatory for registration.
however, it does not guarantee my selection as a member of the University team for participation in AIU sports tournaments.
I further understand that if I am found ineligible for any or all tournaments, the registration fee paid by me shall be non-refundable.
Maintain discipline and sportsmanship
← Back to Dashboard
Proceed to Payment (₹118.00)
Base Fee: ₹100.00
GST (18%): ₹18.00
Total Amount: ₹118.00
Accepted Payment Methods
UPI
Cards
Net Banking
Wallet
Important Guidelines
After Payment
→ Student ID will be generated
→ Apply for multiple sports
→ Track application status
Remember
→ Payment is non-refundable
→ Complete profile before applying
→ Age must be 25 or below
Need help?
Email
Call

Complete the Registration Fee Payment

After successfully creating your profile, you will be redirected to the **Registration Fee Payment** page.

A. Review the Fee Details

Verify the registration fee displayed on the screen:

- **Base Registration Fee:** ₹100.00
- **GST (18%):** ₹18.00
- **Total Amount Payable:** ₹118.00

B. Select the Payment Method

The payment gateway (**Razorpay**) will be selected by default. You may choose your preferred payment option, including:

- UPI
- Debit/Credit Card
- Net Banking
- Wallet

C. Accept the Terms and Conditions

Carefully read the terms and conditions and tick the checkbox **"I agree to the terms and conditions"** to proceed.

D. Make the Payment

Click on the **"Proceed to Payment (₹118.00)"** button and complete the payment using your preferred payment method.

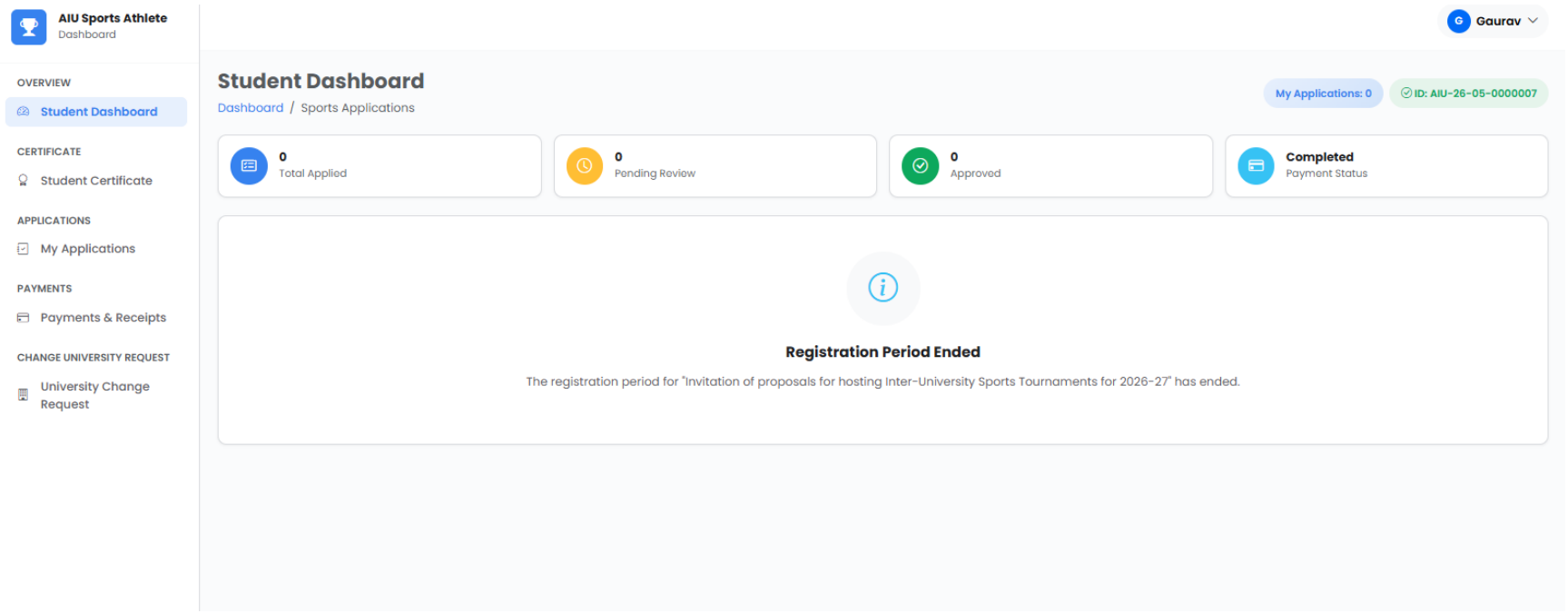
E. After Successful Payment

Once the payment is completed successfully:

- Your **Student ID** will be generated.
- You will be eligible to apply for multiple sports events.
- You can track your application status through the dashboard.

Note: The registration fee is **non-refundable**. Please ensure that all profile details have been completed accurately before proceeding with the payment.

STEP - 11



Step 19: Access Your Student Dashboard

After the successful completion of profile creation and payment, you will be redirected to the **Student Dashboard**.

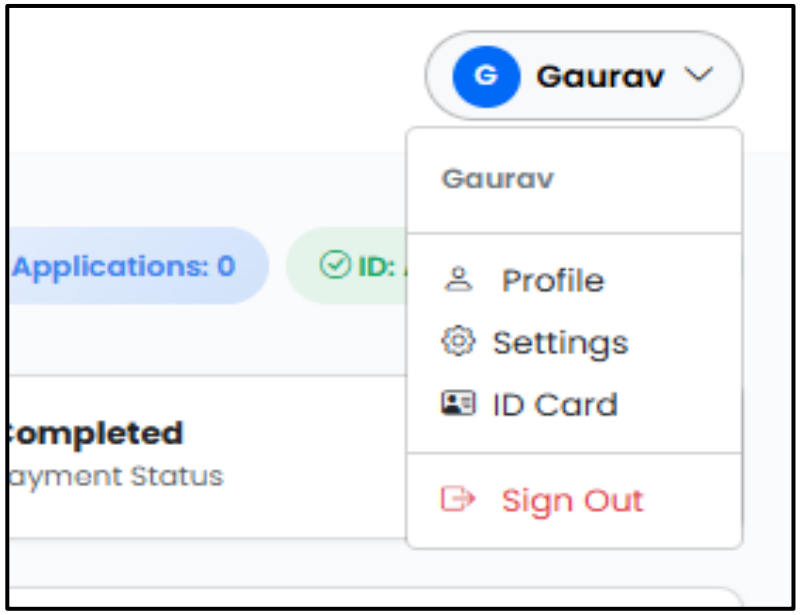
The dashboard allows you to:

- View the total number of sports applications submitted.
- Track the status of your applications (Pending Review, Approved, etc.).
- Access and download your Student Certificate.
- View payment receipts and transaction history.
- Submit and monitor sports participation applications.
- Request a university change, if applicable.

The dashboard will also display your **Student ID** in the top-right corner, which should be used for all future correspondence and sports-related activities.

Note: If the registration or application period has ended, a notification message such as **"Registration Period Ended"** will be displayed on the dashboard. In such cases, you will need to wait until the next registration/application window opens to submit sports applications.

STEP - 12

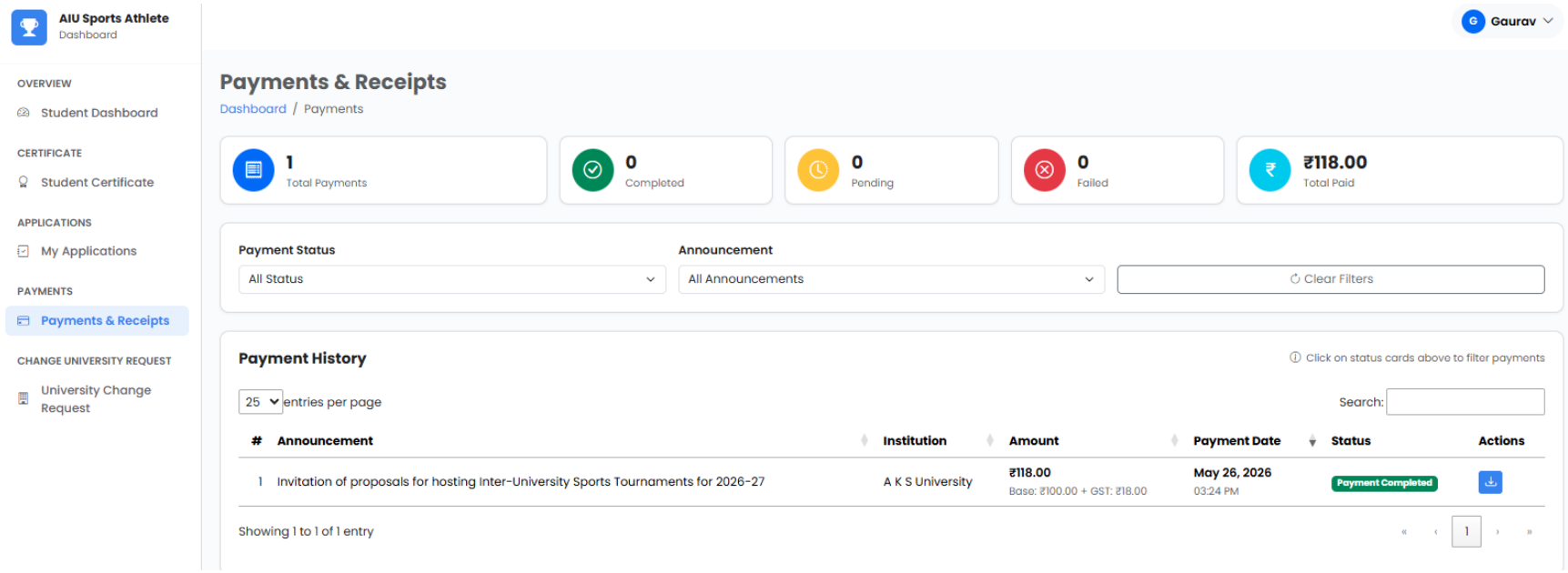


Step 20: Access Your Profile and Student ID Card

After logging in to the AIU Sports Management System, click on your profile icon/name located in the top-right corner of the dashboard. A drop-down menu will appear with the following options:

- Profile – View and update your personal information and profile details.
- Settings – Manage your account settings and preferences.
- ID Card – View and download your AIU Sports Student ID Card.
- Sign Out – Securely log out of your account.

STEP - 13



View and Download Payment Receipt

To view your payment details and download the payment receipt, navigate to **"Payments & Receipts"** from the left-side menu.

On this page, you can:

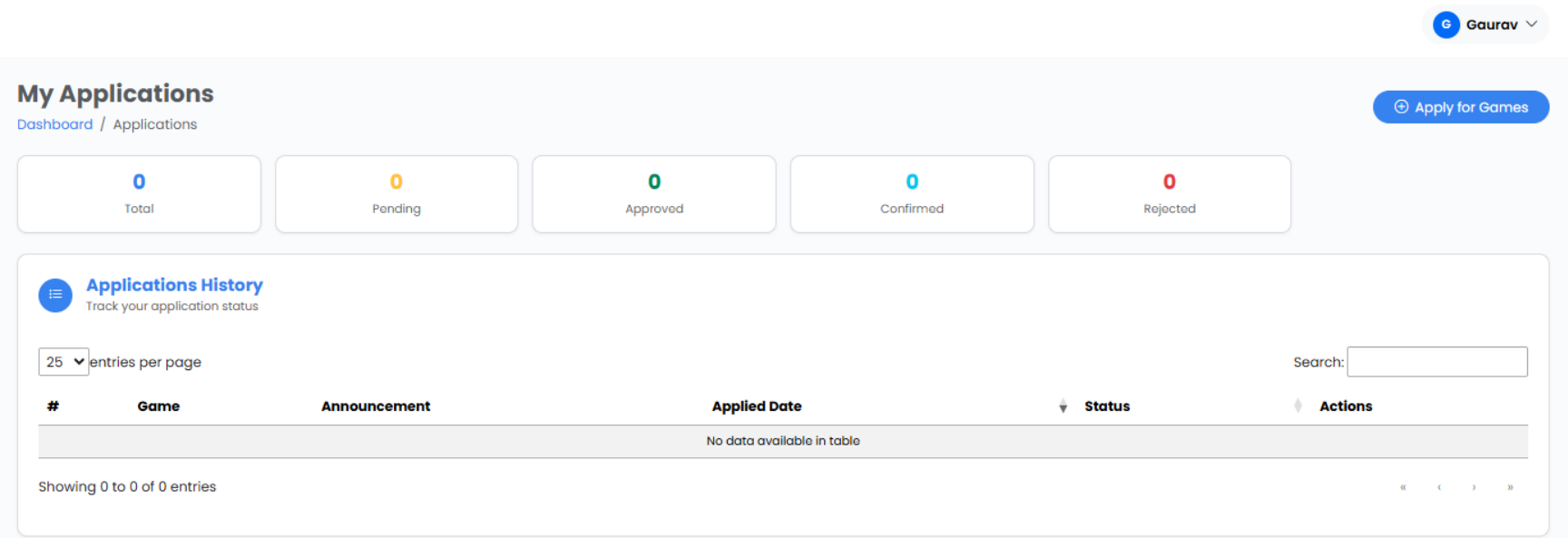
- View the total number of payments made.
- Check the total amount paid.
- Monitor the payment status (Completed, Pending, or Failed).
- Review your payment history, including announcement details, institution name, payment amount, and payment date.

To download your payment receipt, click on the **Download** icon available under the **"Actions"** column corresponding to the completed payment record.

(Insert Screenshot Here)

Note: It is recommended to download and keep a copy of the payment receipt for future reference, verification, and record-keeping purposes

STEP - 14



Apply for Sports Events

To apply for a sports event, navigate to **"My Applications"** from the left-side menu. This page allows you to track and manage all your sports applications.

To submit a new application:

1. Click on the **"Apply for Games"** button located in the top-right corner of the page.
2. Select the sports event/game for which you wish to apply.
3. Review the eligibility criteria and event details carefully.
4. Complete any additional information required and submit your application.

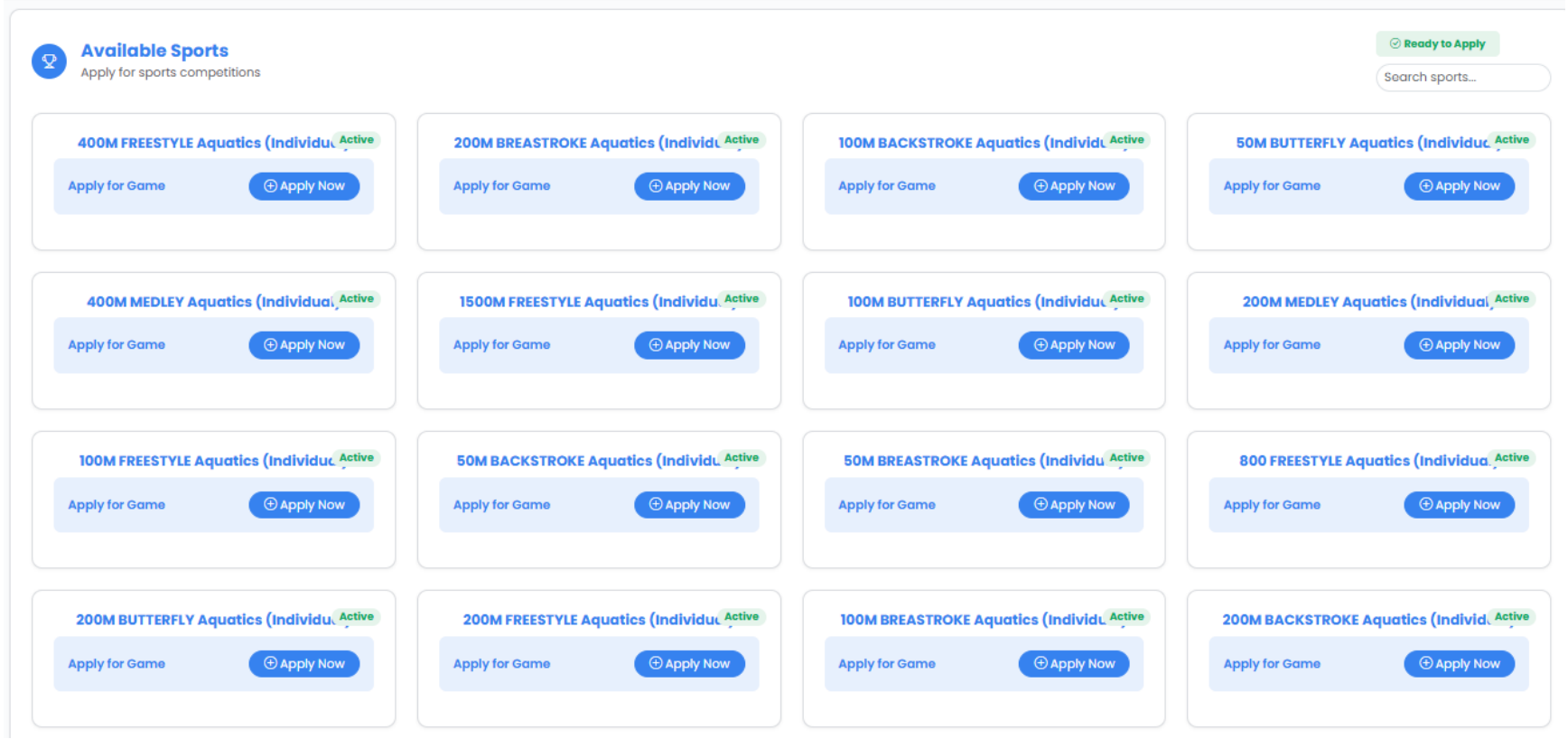
Once submitted, your application will be displayed in the **Applications History** section, where you can track its status, including:

- **Pending** – Application submitted and under review.
- **Approved** – Application approved by the concerned authority.
- **Confirmed** – Participation confirmed.
- **Rejected** – Application not approved.

The dashboard counters at the top of the page provide a quick summary of your application status.

(Insert Screenshot Here)

Note: You can monitor the progress of all your applications through the **My Applications** page and take any required action as notified by the system.



Select and Apply for a Sports Event

After clicking **"Apply for Games"**, the **Available Sports** page will be displayed, showing all active sports events for which applications are currently open.

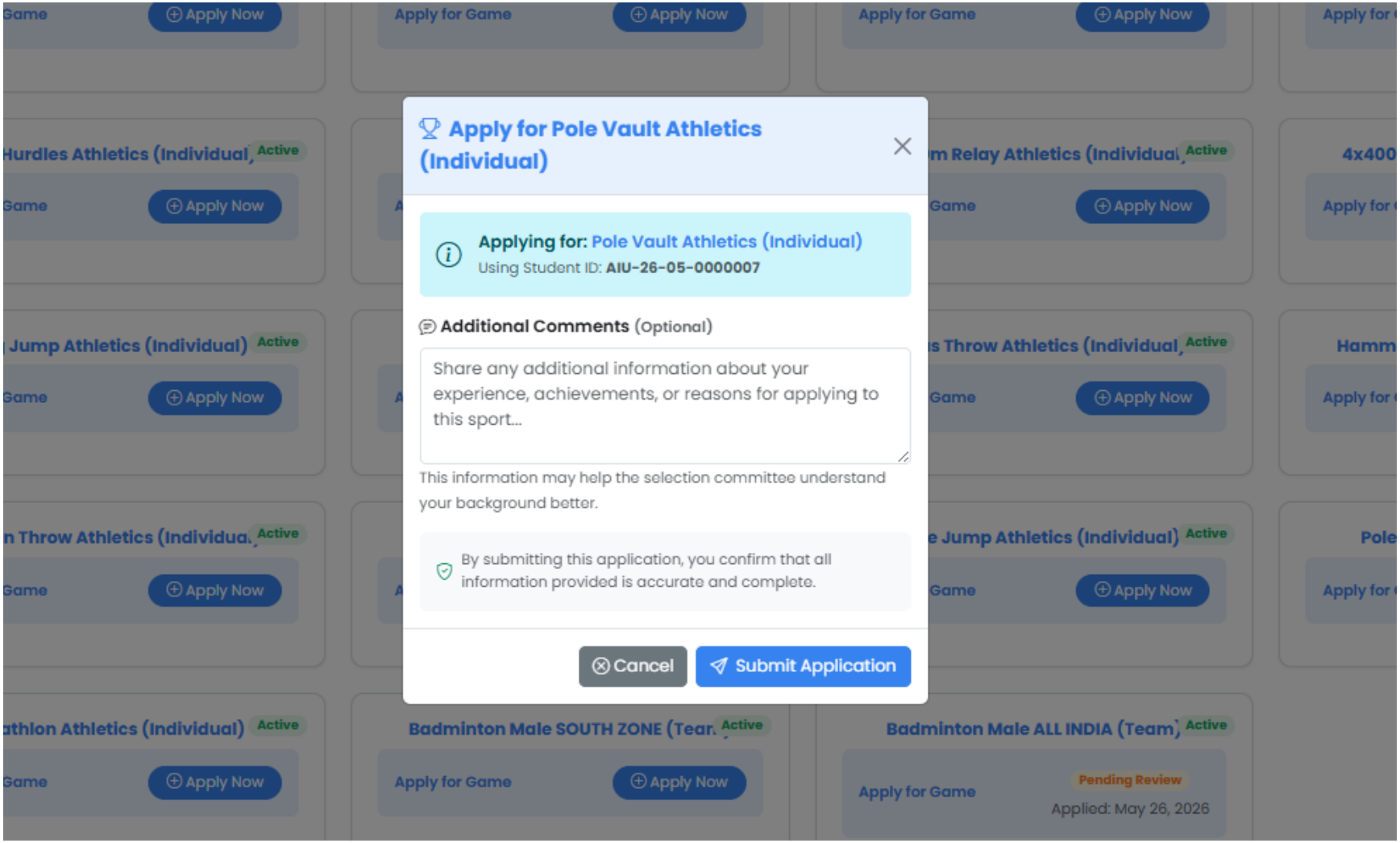
To apply for a sports event:

1. Browse through the list of available sports competitions displayed on the screen.
2. You may use the **Search Sports** box in the top-right corner to quickly find a specific sport or event.
3. Identify the sport/event you wish to participate in and verify that its status is marked as **"Active."**
4. Click on the **"Apply Now"** button corresponding to the selected sport/event. Review the event details and complete any additional information required by the system.
5. Submit your application to complete the registration for that particular sports event.

Once submitted, the application will be reflected in the **My Applications** section, where you can track its status and progress.

(Insert Screenshot Here)

Note: Students may apply only for sports events for which they meet the eligibility criteria prescribed by the University and AIU. Ensure that all information provided is accurate before submitting the application.


Apply for Pole Vault Athletics (Individual)
Applying for: Pole Vault Athletics (Individual)
Using Student ID: AIU-26-05-0000007
Additional Comments (Optional)
Share any additional information about your experience, achievements, or reasons for applying to this sport...
This information may help the selection committee understand your background better.
By submitting this application, you confirm that all information provided is accurate and complete.
Cancel
Submit Application
Apply for Game
Apply Now
Active
Pending Review
Applied: May 26, 2026

Step 24: University Verification and Approval Process

After selecting your desired sports event and submitting the application, your request will be forwarded to the **Director of Sports/Sports Authority** of your respective university for verification and approval.

The university will review your application, eligibility, academic details, and supporting documents. Based on the verification process, the Director of Sports may:

- **Approve** the application if all eligibility requirements are met.
- **Reject** the application if the applicant does not meet the prescribed criteria or if any required information/document is found to be incomplete or incorrect.

Students can monitor the status of their applications through the **My Applications** section of the AIU Sports Management System.

Application Statuses:

- **Pending** – Application is under review by the university.
- **Approved** – Application has been approved by the university.
- **Confirmed** – Participation has been confirmed.
- **Rejected** – Application has not been approved.

Note: Approval by the university is mandatory before a student can participate in the selected AIU sports event.