**Instructions for Bulk Registrations**

**Dear User,**

**Please ensure to follow these steps for bulk registration:**

**Step 1: Ensure that all columns are filled out completely as it is mandatory.**

**Step 2: Verify that each Email Id should be unique.**

**Step 3: Make sure the field labeled 'IsUsername' only has digit 1 entry for each registration (As mentioned in sample** [**excel sheet**](https://m.fairgaze.com/Document/BulkRegistration/NewbulkregistrationFormat.xls)**).**

**Step 4: Verify that only JPG, PNG, and JPEG file extensions are allowed, and ensure that every document name is unique.**

**Step 5: Verify that only dox, doc, and pdf file extensions are allowed, and ensure that every document name is unique.**

**Note:** Ensure that all images and documents are arranged in a folder in the same name as per sample excel sheet and shared with our team by email Id.

**Thank you for your cooperation.**