



जिल्हा क्रीडा अधिकारी कार्यालय पुणे

www.dsopune.com

User Manual - School
Online School Registration



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STEP - 1

How Do I Register My School?

- Every U-DISE No. shall be registered separately

Mumbai Division Sports

Not secure | app.mumbaidivsports.com

Pune Division Sports

Use U-DISE as Username

Your 1st time Password is U-DISE

Login

Username or email

Password

Login

[Forgot Password ?](#) [Register U-DISE](#)

- **Username** : U-DISE No. of the School / College
- **Password** : U-DISE No. for 1st registration



STEP - 2

School Registration Form - Guidelines

IMPORTANT GUIDELINES

- All information in the school registration form is Compulsory
- **District** : If school is situated in Municipal Corporation limit then select the Municipal Corporation as District otherwise select appropriate District
- **Taluka** : After selection of District, Taluka field can be seen only if your school is located outside Municipal Corporation Limits. Then select the Taluka as per your school location
- **Class To – From** : Select the class (standard) as approved by Education Department for your school's U-DISE no.
- **Principal's Email ID and Mobile No. is compulsory. Do Not fill Staff email and mobile no. in the field of Principal's Details**

Mumbai Division Sports | mumbaidivsports.com | Demo School U-DISE No. | New Tab

app.mumbaidivsports.com/school/register

Pune Division Sports

School / College Registration Details

UDias Number : 9998877701

English अनुवादित

Principal Name Translate

Principal Email

Principal Mobile

Principal Address Translate

District

Taluka

Class (From - To)

School / College Name Translate

School / College Mobile

School / College Landline

School / College Address Translate

School / College Pin Code

Cancel Submit



How Do I Fill The School Registration Form

1. Fill the Form In English

Pune Division Sports

School / College Registration Details

UDIA Number: 99988877701

Principal Name: Sundaram Raghavendra

Principal Email: mundiv55@gmail.com

Principal Mobile: 5555555555

Principal Address: Trichanapalli

District: ठाणे जिल्हा

Taluka: ठाणे कोठी

Class (From - To): 1 - 12

School / College Name: Bhakti Seva Vidyapeeth High School

School / College Email: mundiv55@gmail.com

School / College Mobile: 5555555555

School / College Landline:

School / College Address: Kopri, Thane

School / College Pin Code: 400601

Cancel Submit

2. Translate Fields In Marathi

Press Translate Button

Pune Division Sports

School / College Registration Details

UDIA Number: 99988877701

Principal Name: Sundaram Raghavendra

Principal Email: mundiv55@gmail.com

Principal Mobile: 5555555555

Principal Address: Trichanapalli

District: ठाणे जिल्हा

Taluka: ठाणे कोठी

Class (From - To): 1 - 12

School / College Name: Bhakti Seva Vidyapeeth High School

School / College Email: mundiv55@gmail.com

School / College Mobile: 5555555555

School / College Landline:

School / College Address: Kopri, Thane

School / College Pin Code: 400601

Cancel Submit

3. Submit Form After filling all mandatory fields and translation in Marathi



Set Password Of U-DISE Login

Mumbai Division Sports x mumbaidivsports.com/a x Gmail x

Not secure | app.mumbaidivsports.com/school/register/change_password

Pune Division Sports

1. Registration Message

School Details Updated Successfully. Please Reset Your Password

School / College Set Password

UDISE Number : 99988877701

2. Check Your U-DISE

3. Set Your New Password

Enter Your New Password

Confirm Password

4. Press Submit After New Password is Set

Cancel Submit

Address Desktop 39 17:35



U-DISE Login View – For School Principal Only

Pune Division Sports

- Dashboard
- Manage Users
- Subroto Cup

भक्ति सेवा विद्यापीठ हाई स्कूल

Check Your School Name Translation

रा सुंदरम राघवेंद्र

Check Your School Principal's Name

Details	Start Date	End Date
Subroto Mukherjee Cup Football Participation	July-6-2017 7:00 am	July-7-2017 9:00 pm
Subroto Mukherjee Cup Football Player List Upload	July-7-2017 7:00 am	July-7-2017 9:00 pm

U-DISE Login Must Be Used By School's Principal



How Do I Edit School Profile / Logout

Mumbai Division Sports

app.mumbaidivsports.com/school/dashboard

भक्ति सेवा विद्यापीठ हाई स्कूल

1. Press Button

Select Function

Details	Start Date	End Date
Subroto Mukherjee Cup Football Participation	July-6-2017 7:00 am	July-7-2017 9:00 pm
Subroto Mukherjee Cup Football Player List Upload	July-7-2017 7:00 am	July-7-2017 9:00 pm

Account

- Change Password
- School Profile
- Logout

Address Desktop 17:38



STEP - 3

How To Create School Staff Login?

The screenshot shows a web browser window with the URL `app.mumbaidivsports.com/school/staff/staff_list`. The page title is "भक्ति सेवा विद्यापीठ हाई स्कूल" (Bhakti Seva Vidyalaya High School). The left sidebar contains the "Pune Division Sports" logo and a menu with "Dashboard", "Manage Users", and "Subroto Cup". The "Manage Users" option is highlighted with an orange box and labeled "1. Select 'Manage Users'". The main content area has a green "Add staff" button highlighted with an orange box and labeled "2. Click On 'Add Staff'". Below the button is a table with columns: No., Name, Email, Mobile, and Action. The table is currently empty, displaying "No Record Found".

1. Select "Manage Users"

2. Click On "Add Staff"

No.	Name	Email	Mobile	Action
No Record Found				



How To Fill School Staff Login Form?

Mumbai Division Sports x mumbaidivsports.com/a x M Inbox (1) - mumdiv14@ x

app.mumbaidivsports.com/school/staff/add_staff

Pune Division Sports

भक्ति सेवा विद्यापीठ हाई स्कूल

स सुंदरम राघवेंद्र

1. Fill the Form In English

2. Translate Fields In Marathi

Staff Details

	English	अनुवादित
Staff Name (*Mandatory Field)	M G K Krishnan	एम जी के कृष्णन
Staff Address (*Mandatory Field)	Thiruvananthapuram	थिरुवनन्तापुरम
Staff Email (*Mandatory Field)	mumdiv14@gmail.com	
Staff Mobile (*Mandatory Field)	7777777777	

Cancel Submit

3. Submit after filling and translation in Marathi



Staff Addition Confirmation?

Mumbai Division Sports x mumbaidivsports.com/s... x Inbox (2) - mumdiv14@... x

app.mumbaidivsports.com/school/staff/staff_list

Pune Division Sports

- Dashboard
- Manage Users
- Subroto Cup

भक्ति सेवा विद्यापीठ हाई स्कूल

स सुंदरम राघवेंद्र

Staff Added Successfully and a mail update has been sent to the user.

Add staff

No.	Name	Email	Mobile	Action
1	एम जी के कुण्णन	mumdiv14@gmail.com	7777777777	Edit

Staff Login Password Will Be Mailed On This Email ID

“Add Staff” Function Can Be Operated Only Through U-DISE Login

Address Desktop 17:54



Where Will Staff Password Link Sent?

Check in Staff Email

Open Email Sent By Mumbai Division Sport To Activate Staff Password

Mumbai Division Sports x mumbaidivsports.com x Inbox (2) - mumdiv14@g x

Secure | https://mail.google.com/mail/inbox

Google

Gmail

COMPOSE

Inbox (2)

Starred

Sent Mail

Drafts

More

pravin

Primary Social Promotions

info Your Account Created. Set Password Link (Division of Sports) - Your account has been successfully created. Please click below I 5:54 pm

Andy from Google pravin, get more out of your new Google Account - Hi pravin, I'm so glad you decided to try out Gmail. Here are a few tips to get y 5:51 pm

10% Setup progress

Account Created

Choose a theme

Learn how to use Gmail

Import contacts and mail

Get Gmail for mobile

Change profile image

0 GB (0%) of 15 GB used Manage

Terms - Privacy

No recent chats Start a new one

Address Desktop 17:54



How Will Staff Set Password?

Mumbai Division Sports x mumbaidivsports.com/s... x Your Account Created. Set Password Link (Division of Sports) x

Secure | https://mail.google.com/mail/#inbox/15d17db64c9d3e11

Google

Gmail

COMPOSE

Inbox (1)

Starred

Sent Mail

Drafts

More

p pravin +

Your Account Created. Set Password Link (Division of Sports) Inbox x

info@mumbaidivsports.com to me 5:52 PM (2 minutes ago) ☆

Your account has been successfully created.

Please click below link to set your account password and login.

[Click Here To Proceed](#)

Click here to [Reply](#) or [Forward](#)

0 GB (0%) of 15 GB used [Manage](#) [Terms](#) - [Privacy](#)

Click On This Link To Set Staff Password

No recent chats
[Start a new one](#)

Address Desktop 17:55



Initiate Staff Login?

Reset Password Link (Div) x Mumbai Division Sports x

Not secure | app.mumbaidivsports.com/auth/reset_password/eyJ1c2VybmFtZSI6IjE5OTg4ODc3NzAxdiwicmVzZXRwYXNzd29yZCI6IjFGOEEdneiJ9

Pune Division Sports

School / College Set Password

UDISE Number : 99988877701

Enter Your New Password

Confirm Password

Cancel Submit

1. Staff To Check Your School U-DISE

2. Staff To Set New Password

3. Press Submit After New Password is Set

Only Approved Staff By Principal's U-DISE Login Shall Get The Password Link In His Personal Email ID