

## Guidelines For Creating Eligibility Certificate.

1. Enter in to the university of Kerala, Department of Physical Education website by typing – [pe.keralauniversity.ac.in](http://pe.keralauniversity.ac.in)
2. After entering the site, click the **COLLEGE LOGIN**
3. Select **ZONE**
4. Select **College**
5. Enter Pass word **-2018@pe**
6. After entering change the password by clicking **change password** option in the right top corner. *Remember the **new password** to enter the site next time.*
7. *Enter the Staff Details on the Right side by clicking **ADD** button (Please enter the details of all the staff members in your Department.)*
8. Click the **View Notification** button for the notifications from DPE.
9. Click the **Add Participation** button to inform DPE, to confirm whether your college team is participating in a particular event or not. (*This is useful for the drawing of fixture*).
10. You can enter the status of participation of your college by clicking **Yes** or **No** button and then **Apply** button
11. If you want to change status of participation click the **View participation** icon on the right top near to the Dash Board button.
12. Here you can change the status by clicking the **Change** button.
13. Click on the **DashBoard** button on the right top.
14. Click the **Add Participant** button ( Here you can enter all players details in your college by entering the **Candidate Code** and subject. For First year students enter the **Application Number**.)
15. Click on the **View Participants** to see all the players you entered. ( Here you can delete any player if the entered details are wrong)
16. Click on the **Complete Profile** to see the details of any player you entered by clicking the **view profile** button near the name of the player.
17. Then Click on the **Add Manager** button and enter all the details of the manager who is coming with the concerned game. ( This is important because if you did not enter here , the details will not automatically come in the eligibility certificate.)
18. Clicking on the Detail Entry, you can see the details of participation on each sub event. (*If you want to change any player before submitting the **Detail Entry** form please click on the **View Participation Details** and make necessary changes )*

### Only after completing the above steps follow the instructions below.

19. Click on the **Eligibility Certificate** to view the eligibility certificate automatically generated *other than team games*. For **creating eligibility of team games** please select the names of the players by clicking the down arrow button on the **Participant ID column**. You can see that the details is filled automatically.
20. After entering necessary players click on the **Create** button below and if you want to **Edit** the eligibility you made, please click on the **Edit** button and after editing please don't forget to **Click the Update** button below.
21. If everything is entered properly Click the **Submit** button.
22. Save a copy in your computer and take a **Print out** of the eligibility certificate and bring that in the tournament venue **duly signed by the Principal** as usual.  
**NB:- Eligibilities other than the computer generated one will not be allowed during Intercollegiate tournaments.**

**Director**