

Quick Guide for WeddingJT portal

Purpose of this website to reduce hassle of collecting and managing your travel. You may share the documents copy on this portal along with demographic details.

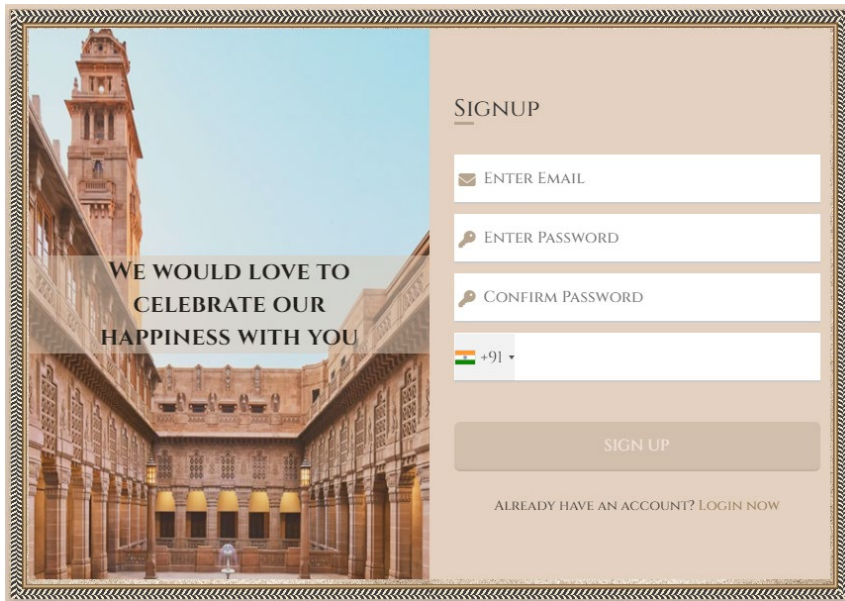
To begin with, you have to register on registration page. To simplify, we are going to maintain one login for family, your email as user name and communication. You may please click on "Signup Now" and fill the required fields.

However, whenever you open the web portal, it shall land you on a login page. The pages may appear slightly different on different devices.

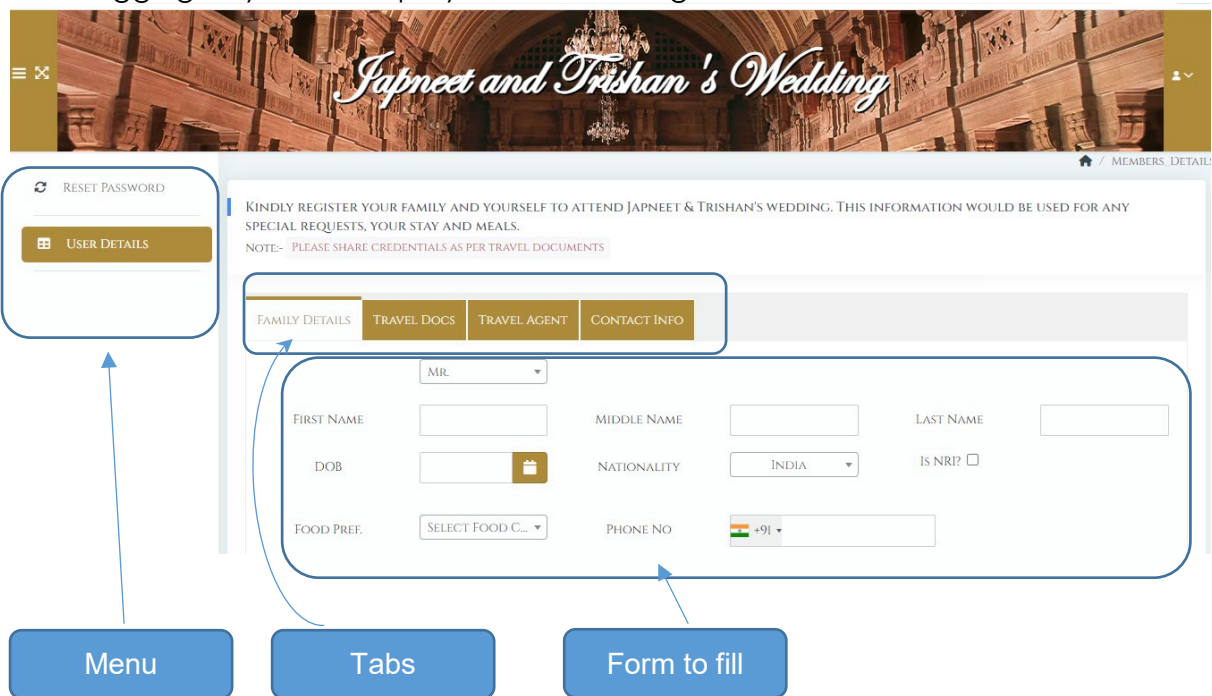
Login Page:

WELCOME TO THE
WEDDING CELEBRATIONS OF
Japneet and Trishan

1. "Signup Now"



After logging in, you are displayed the following:



Different tabs provide different details to be filled.

- Family Details: This is divided into two parts:
 - Gather basic details like names, date of Birth, nationality, etc.
 - Displays information previously filled in tabular form.
 - Gives option to edit details or remove member from this list.
- Travel Docs: It gives users to upload their document images. Images should be legible. You may fill in the document number also.

- Travel Agent: Fill here if you want to make some special requests arrangement etc.
- Contact Info: If you feel someone specific should coordinate your travel, feel free to chose from members or create a new contact. Our team shall then co-ordinate with assigned person.

- Family Details
-
- Travel Docs:

SNO	SELECT	LASTNAME	ACTION
1	MR. FIRSTNAMEIST MIDDLENAMEIST LASTNAMEIST	LASTNAMEIST	
2	MRS. KKK MMM LLL	LLL	

- It gives options to select members who were already added in "Family Details"
- Depending on nationality selected (Family Details), it shall ask you to upload the documents as per below criteria. Please keep them handy. Ensure that scans are legible.
 - For Indian: PAN is mandatory, and anyone from Passport (1st & last page) or Aadhar (Front & Back) or Driving License (Front) or Voter's Id card (Front) are required.
 - For NRI: Passport's first page and OCI card are required.
 - For any other country: Passport and VISA are required.
- Travel Agent
 - Basically our assigned hospitality team, who shall be manage and co-ordinate between you cabs, hotels and many other services etc.
 - Once hospitality manager is assigned, he/she will be your single point of contact.

SELECT	AGENT NAME	AGENT PHONE
<input checked="" type="checkbox"/>	TRAVEL AGENT-H (DELHI)	+91 1234567890 ;+91 123456

REMARKS

- Enter remarks.
- Contact Info: A person who you assign to communicate with our hospitality team.

Important Contacts:

info@weddingjt.com: For any miscellaneous query.

Best response time: 9:30am to 5:30pm IST (Indian Standard Time), M-F.