



युवा कार्यक्रम  
एवं खेल मंत्रालय  
MINISTRY OF  
YOUTH AFFAIRS  
AND SPORTS  
सत्यमेव जयते



# Welcome to



# MERA YUVA BHARAT



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# How to set MY Bharat Organisations

# Navigate to Login Page



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Government of India

English | Toll Free : 18002122729

NYPF 2024 Experiential Learning Volunteer for Bharat Mega Events [Login](#) [Get Started](#)

Exploring, posting and verifying opportunities made easy with **MY Bharat**

Register as Youth Register as Partner Register as Verifier

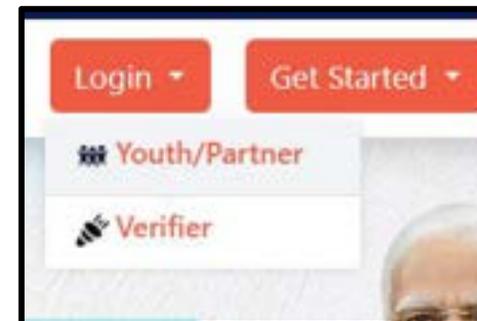
समर्थ युवा सशक्त भारत

युवाओं को व्यावहारिक ज्ञान और राष्ट्र निर्माण का अवसर

2047 तक विकसित भारत बनाना है

मेरा युवा भारत युवा शक्ति के लिए युवा नेटवर्क

1. Click on “Login” From the Main Menu
2. Select Partner From Dropdown



# Step 1 Enter Mobile Number



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- Enter your registered **Mobile Number**
- Check the box **“Terms of use”**
- Click **“Sign In”**

### Sign In to your account

 #  
 I consent to [terms of use](#).  
Sign In  
[Return to MY Bharat](#)

## Step 2 Enter the OTP & Login



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- Enter the OTP
- Click “**Sign In**” again

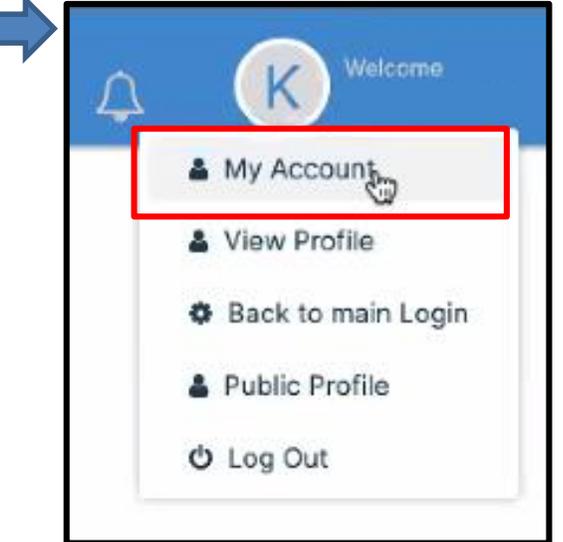
### Verify OTP

An OTP is sent to your registered mobile (xxxxxx5811).  
OTP will be valid for 10 Minutes.

Resend OTP in 00:58

**Sign In**

# Step 3 Access to My Account



- Click on name logo, select 'MY Account' from dropdown

# Step 4 My Account - About Organization



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Dashboard

Experiential Learning

Organizational Settings

Organization Users

Add Sub User

Partner Gallery Verification

Youth Photo Moderation

Volunteer for Bharat

Volunteer Admin

## My Account

About Organization

Organization Summary

Address

State\*

District\*

Pincode\*

Save

Account Name: XXXX

Member Since: XXXX

Account Status: Approved

- In My Account, can see **About Organization** details:
  - Enter Organization Summary

# Step 5 My Account - About (Nodal Details)



Dashboard

Experiential Learning

Organizational Settings

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Add Sub User

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Youth Photo Moderation

Volunteer for Bharat

Volunteer Admin

### My Account

About Organization

About

Full Name\*

Gender\*

Date of Birth\*

Email Id\*

Mobile Number\*

Verify your email

Save

Account Name: XXXXX

Member Since: XXXXX

Account Status: Approved

- In My Account, can verify **About (Nodal details)**

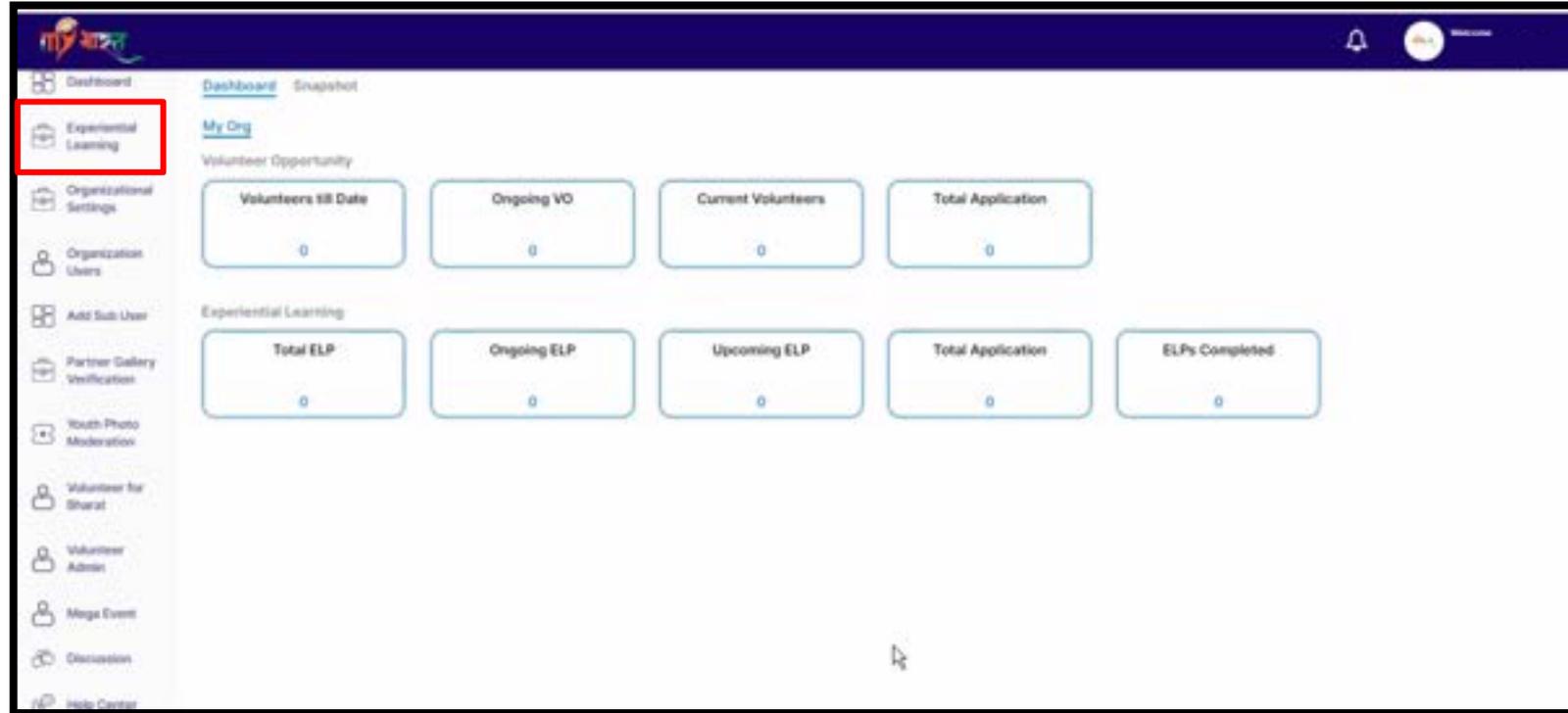


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# Experiential Learning

# Step 1 Experiential Learning



- Can view all experiential learning programs i.e. All, Live, Completed, Hold, Achieved, Assigned and Cancelled
- Also can **+Add Experiential Learning**



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# Add Volunteer Events



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## Add Volunteer Events - Standard Selection

**Please Note:** Volunteer events may be **Standard** without any category or **Component** based with defined category from your ministry

# Step 1 Filling Event Details – Standard Form



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← Add Event

Event Name\*

Event Category\*

Select Category

Event start date\*    Event start time\*    Event end date\*    Event end time\*

Select start date    --:--    Select end date    --:--

Event Time Table

Activity Date\*    Activity time\*    Activity particulars\*

Select start date    --:--    add particulars

100

+ Add

Event Partner Name\*

Enter partner name

Enter the following details

- Event Name
- Event Category i.e. Standard
- Event Date/Timing Details
- Event Time Table
  - Can add multiple activities
- Event Partner Name

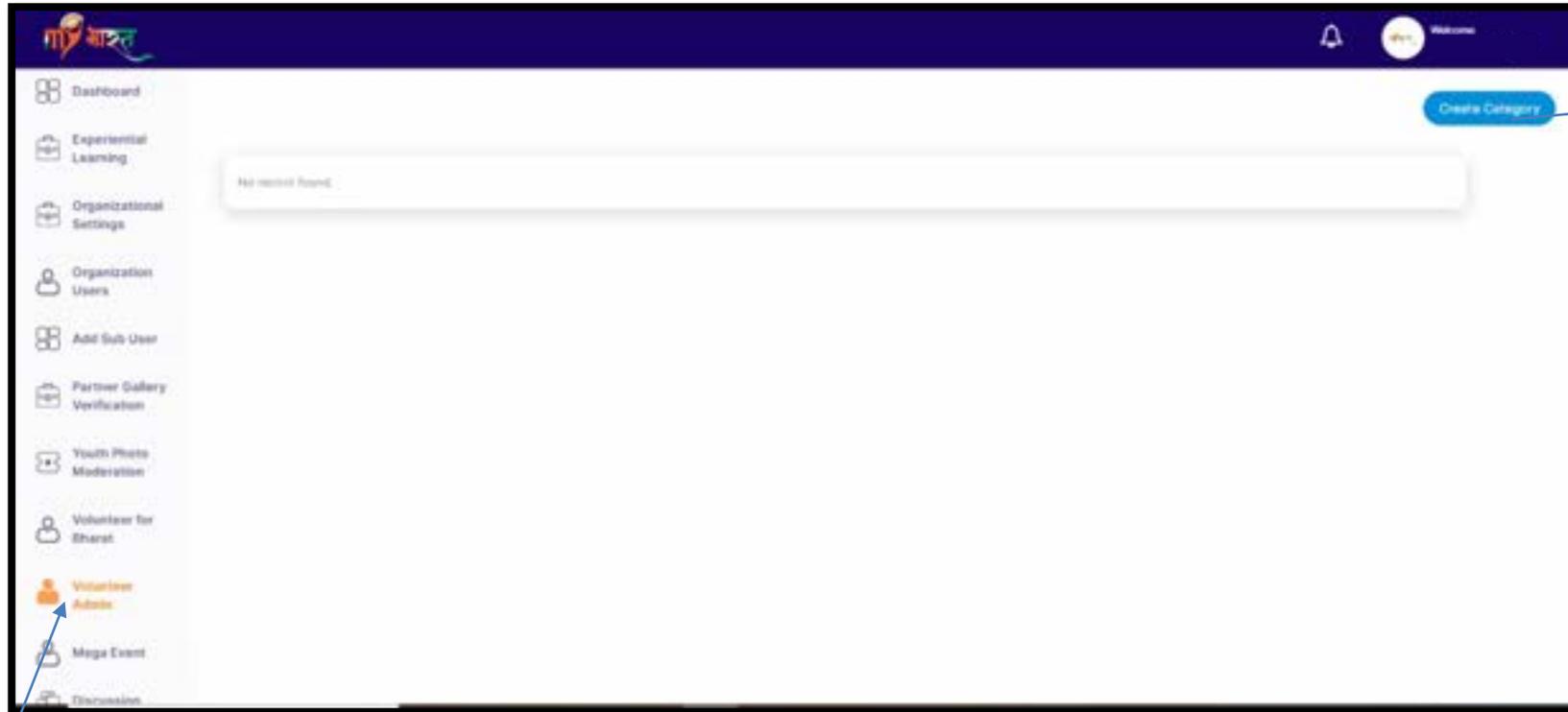
# Step 1 Filling Event Details – Standard Form



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Go to create category

Enter the following details

- Event Name
- Event Category i.e. Standard
- Event Date/Timing Details
- Event Time Table
  - Can add multiple activities
- Event Partner Name

Click on volunteer Admin

# Filling Event Details (Contd)



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**Dashboard**

- Experiential Learning
- Organizational Settings
- Organization Users
- Add Sub User
- Partner Gallery Verification
- Youth Photo Moderation
- Volunteer for Bharat
- Volunteer Admin
- Mega Event
- Discussion

### Event Organizer Details

**Organizer Name\***  100

**Phone Number\***  10

**Landline Number\***  10

**Email Address\***  150

[+ Add](#)

**Event Location**

**Address**

150

**Landmark**

150

**State**  **District**

**Town/City**  50

Urban  Rural

**Select Local Body**

**Enter Pincode**  6

**Event Description**

Enter the following details

- Event Organizer Details (who is organizing the event)
  - Can add multiple details
- Event Location
- Event Description
- Event Speakers i.e. Chief Guest
  - Can add multiple speakers

### Event Speakers

100

**Speaker Name**  100

**Speaker Type**

**Speaker Image**

[+ Add](#)

# Filling Event Details (Contd)



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**Event Resources**

**File Name\***

100

Upload file type: png, jpg

**Event Image**

Images uploaded here will be available for public view

Drag image to upload, or [Browse](#)

Supported file: png, jpg, gif, jpeg, gif, eps, eps2, eps3, eps4, eps8, eps9, eps10, eps11, eps12, eps14, eps15, eps16, eps18, eps20, eps24, eps25, eps27, eps28, eps32, eps34, eps36, eps38, eps40, eps42, eps44, eps46, eps48, eps50, eps52, eps54, eps56, eps58, eps60, eps62, eps64, eps66, eps68, eps70, eps72, eps74, eps76, eps78, eps80, eps82, eps84, eps86, eps88, eps90, eps92, eps94, eps96, eps98, eps100

Save as draft Publish

Enter the following details

- Event Resources along with file name and attachment i.e. Banners, Postures and so on - Can add multiple details
- Event related images (for public view)
- Sub user can save this event details as draft or directly Publish it.



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## Add Volunteer Events - Component Selection

**Please Note:** Volunteer events may be **Standard** without any category or **Component** based with defined category from your ministry

# Step 1 Filling Event Details – Component Form



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The screenshot shows the 'Add Event' form in the MyBharat portal. The form is titled 'Add Event' and includes the following fields:

- Event Name\***: A text input field.
- Event Category\***: A dropdown menu with 'Dance Competition' selected.
- Component Type**: A dropdown menu with 'Folk Dance' selected.
- Activity Name**: A dropdown menu with 'Solo' selected.
- Event start date\***: A date picker.
- Event start time\***: A time picker.
- Event end date\***: A date picker.
- Event end time\***: A time picker.
- Event Time Table**: A section with three sub-fields:
  - Activity Date\***: A date picker.
  - Activity time\***: A time picker.
  - Activity particulars\***: A text input field with a character count of 100.
- Event Partner Name**: A text input field.

Enter the following details

- Event Name
- Event Category  
i.e. Component
- Based on category selection, select 'Volunteer/ Attend/ Participate' check box (for youth)
- Select component type and Activity name
- Event Date/Timing Details
- Event Time Table  
- Can add multiple activities
- Event Partner Name

# Filling Event Details (Contd)



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**Dashboard**

- Experiential Learning
- Organizational Settings
- Organization Users
- Add Sub User
- Partner Gallery Verification
- Youth Photo Moderation
- Volunteer for Bharat
- Volunteer Admin
- Mega Event
- Discussion

### Event Organizer Details

**Organizer Name\***  100

**Phone Number\***  10

**Landline Number\***  10

**Email Address\***  150

[+ Add](#)

**Event Location**

**Address**

150

**Landmark**

150

**State**  **District**

**Town/City**  50

Urban  Rural

**Select Local Body**

**Enter Pincode**  6

**Event Description**

Enter the following details

- Event Organizer Details (who is organizing the event)
  - Can add multiple details
- Event Location
- Event Description
- Event Speakers i.e. Chief Guest
  - Can add multiple speakers

### Event Speakers

100

**Speaker Name**  100

**Speaker Type**

**Speaker Image**

[+ Add](#)

# Filling Event Details (Contd)



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The screenshot shows a web interface for adding event resources. On the left, there is a sidebar with navigation options: 'User Management', 'Youth Photo Moderation', and 'Volunteer'. The main content area is titled 'Event Resources'. It contains a 'File Name\*' field with a character count of 100 and an 'Upload' button. Below this is an 'Event Image' section with a note: 'Images uploaded here will be available for public view'. There is a large dashed box for image upload with a 'Browse' button. At the bottom right of the form, there are two buttons: 'Save as draft' and 'Publish'. A 'Digital India' logo is visible in the bottom right corner of the page.

Enter the following details

- Event Resources along with file name and attachment i.e. Banners, Postures and so on - Can add multiple details
- Event related images (for public view)
- Sub user can save this event details as draft or directly Publish it.



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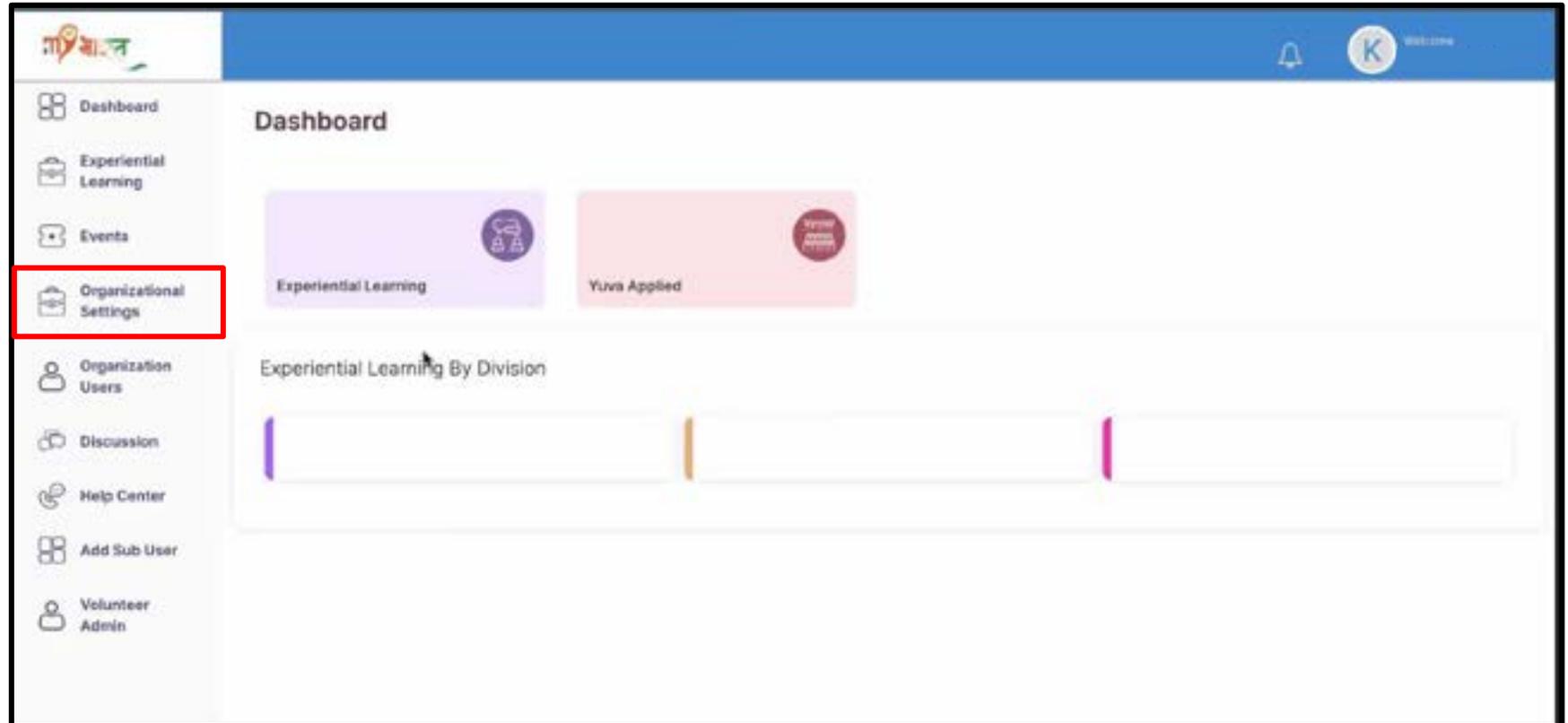


# Orgnizational Settings

# Step 6 Go to “Organizational Settings”



On the left panel of Dashboard click on “Organizational Settings”.



# Step 7 Define the Hierarchy Levels



**← Organizational Settings**

Defining the structure of the Organization by categories, roles and responsibilities

**Organization Name\***

**Add Organizational Hierarchy**

Hierarchy can go up minimum 2 levels and maximim 3 levels

**Hierarchy Level 1 \***

**Hierarchy Level 2 \***

**Hierarchy Level 3**

**Save**

Fill in the details in the form shown in the image.

# Step 8 Mapping the Districts



## Organizational Settings

Defining the structure of the Organization by categories, roles and responsibilities

[View Org Hierarchy](#) [Edit Org Hierarchy](#)

S.No.	Division	Designation	Action
1	XXXX	XXXX	<a href="#">Add/Edit Level</a>
2	XXXX	XXXX	<a href="#">Add/Edit Level</a>

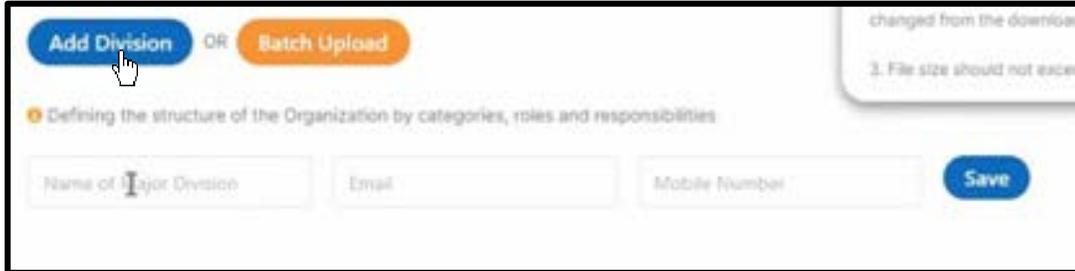
To Map the districts click on “Add/Edit Level” Button under the Action Column.  
And proceed to the next step.

# Step 9 Adding Division



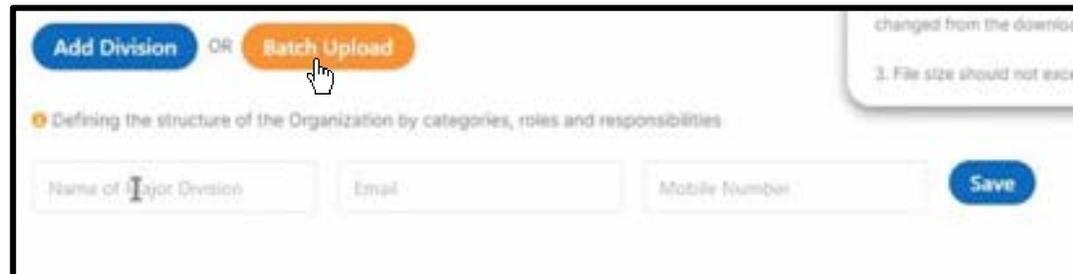
You can add division by two methods:

1. by manually adding the divisions as shown below-

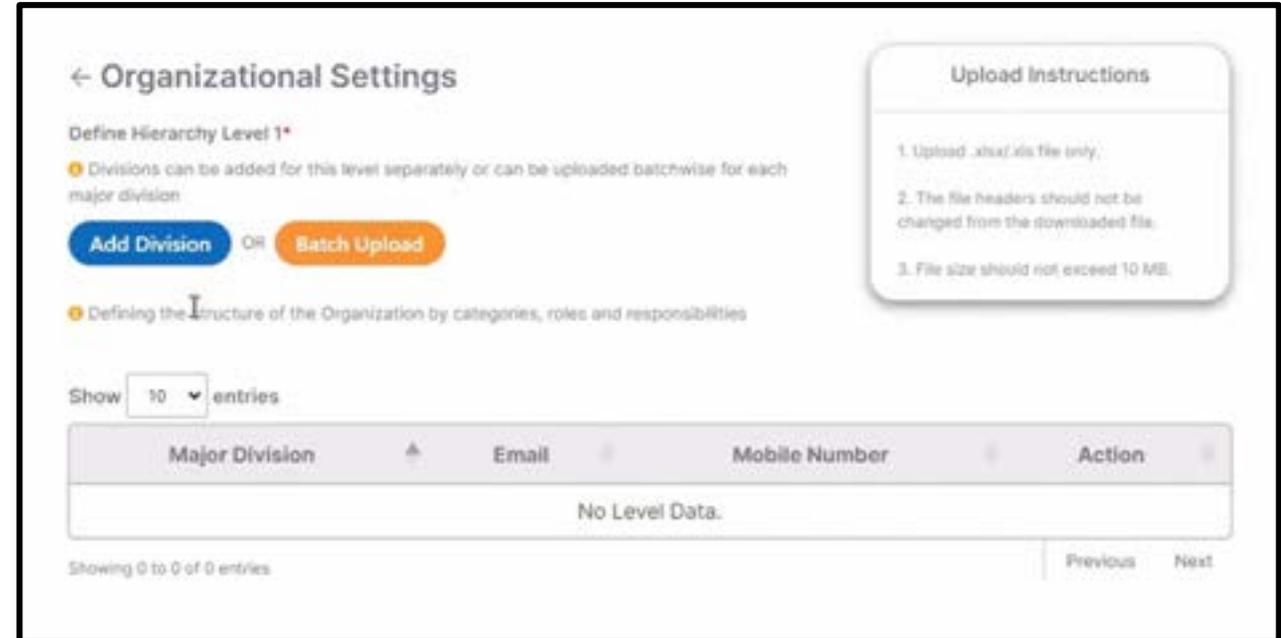


This screenshot shows the 'Add Division' form. At the top, there are two buttons: 'Add Division' (highlighted with a mouse cursor) and 'Batch Upload'. Below the buttons, there is a heading 'Defining the structure of the Organization by categories, roles and responsibilities'. The form contains three input fields: 'Name of Major Division', 'Email', and 'Mobile Number', followed by a 'Save' button. A small tooltip is visible on the right side of the form.

2. By Uploading a batch in form of excel file as shown in the adjacent figure -



This screenshot shows the 'Batch Upload' form. At the top, there are two buttons: 'Add Division' and 'Batch Upload' (highlighted with a mouse cursor). Below the buttons, there is a heading 'Defining the structure of the Organization by categories, roles and responsibilities'. The form contains three input fields: 'Name of Major Division', 'Email', and 'Mobile Number', followed by a 'Save' button. A small tooltip is visible on the right side of the form.



This screenshot shows the 'Organizational Settings' page. At the top, there is a heading 'Organizational Settings' and a sub-heading 'Define Hierarchy Level 1\*'. Below this, there are two buttons: 'Add Division' and 'Batch Upload'. A heading 'Defining the structure of the Organization by categories, roles and responsibilities' is followed by a 'Show 10 entries' dropdown. Below this is a table with columns 'Major Division', 'Email', 'Mobile Number', and 'Action'. The table content is 'No Level Data.'. At the bottom, there is a 'Showing 0 to 0 of 0 entries' message and 'Previous' and 'Next' navigation buttons. On the right side, there is a box titled 'Upload Instructions' with three points: 1. Upload .xlsx/.xls file only, 2. The file headers should not be changed from the downloaded file, 3. File size should not exceed 10 MB.

# Organizational Levels Defined



← Organizational Levels

● Defining the structure of the Organization by categories, roles, and responsibilities

Hierarchy Level 1\*

S.No.	Major Division	Email	Mobile Number
1	XXXX		
2	XXXX		
3	XXXX		
4	XXXX		
5	XXXX		
6	XXXX		
7	XXXX		
8	XXXX		
9	XXXX		

Hierarchy Level 2\*

S.No.	Micro Division	Major Division	Email	Mobile Number
1	XXXX	XXXX		
2	XXXX	XXXX		
3	XXXX	XXXX		
4	XXXX	XXXX		
5	XXXX	XXXX		
6	XXXX	XXXX		

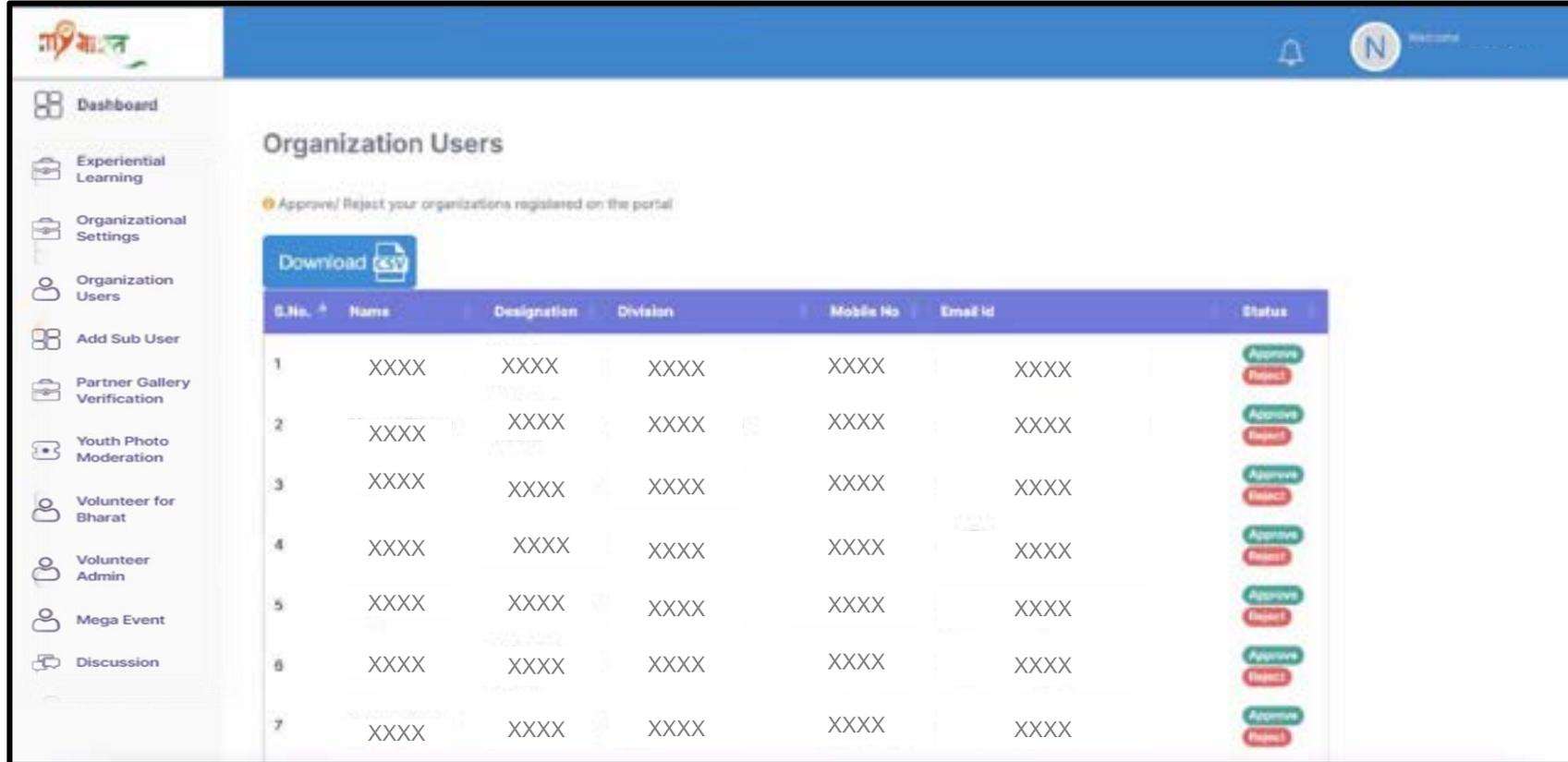


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# Organization Users

# Step 1 Organization Users



**Organization Users**

Approve/Reject your organizations registered on the portal

Download

S.No.	Name	Designation	Division	Mobile No	Email Id	Status
1	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject
2	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject
3	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject
4	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject
5	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject
6	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject
7	XXXX	XXXX	XXXX	XXXX	XXXX	Approve Reject



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# Add Sub User

# Step 1 Add Sub User



**Add Sub User**

Enter user mobile number\*  
Mobile Number

Enter Full Name\*  
Full Name

Get User Details from DigiLocker

S.NO	NAME	EMAIL	GENDER	MOBILE NO.	CREATED ON
Data not found.					

Enter user mobile number, full name and Get user details from DigiLocker



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# Volunteer Admin

# Step 1 Volunteer Admin



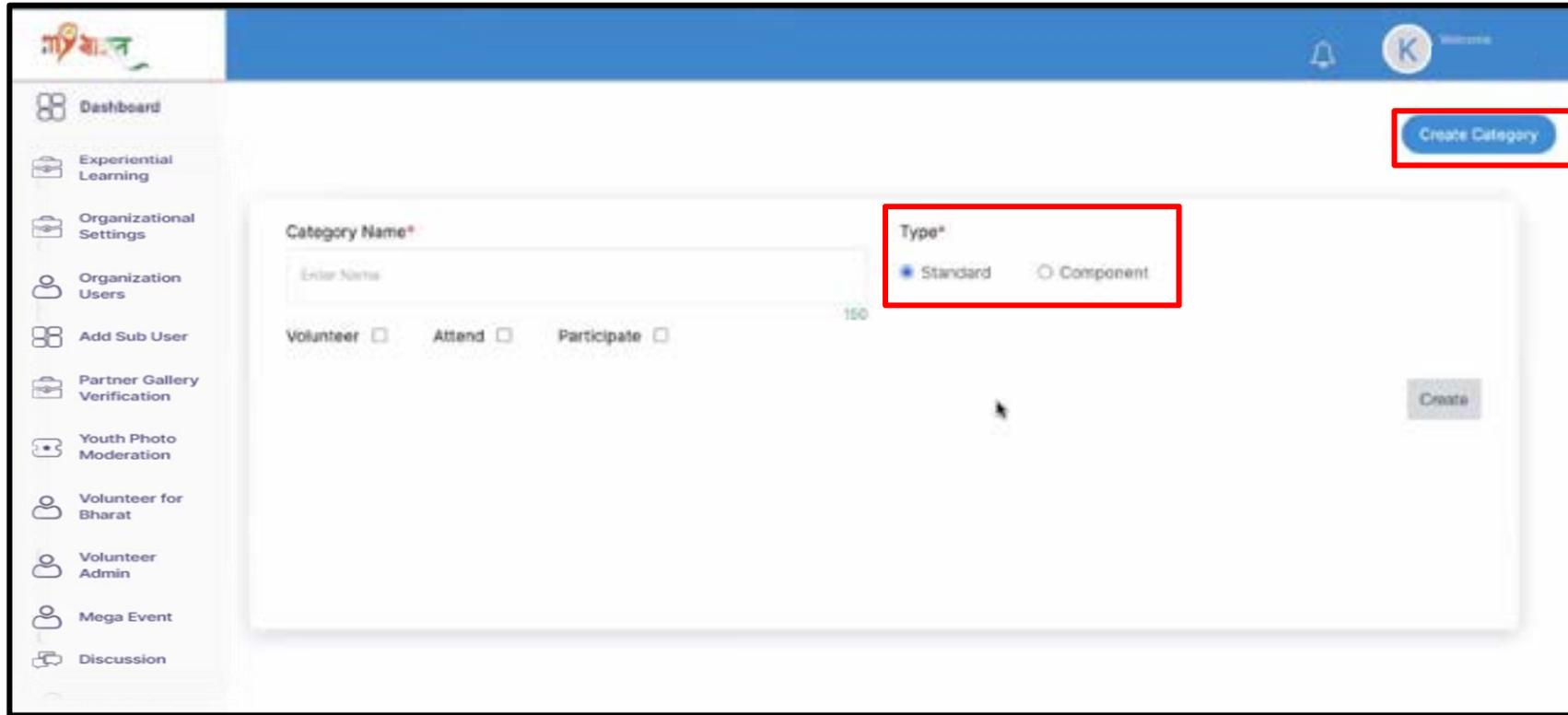
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The screenshot displays the MyBharat Volunteer Admin dashboard. On the left, a navigation sidebar lists various options, with 'Volunteer for Bharat' selected and highlighted by a red box. The main area features a card for 'General Volunteering', indicating it was created on 30 Dec 2023 and is of the 'Standard' type. In the top right corner of the dashboard, a 'Create Category' button is highlighted with a red box.

Click on 'Create Category'

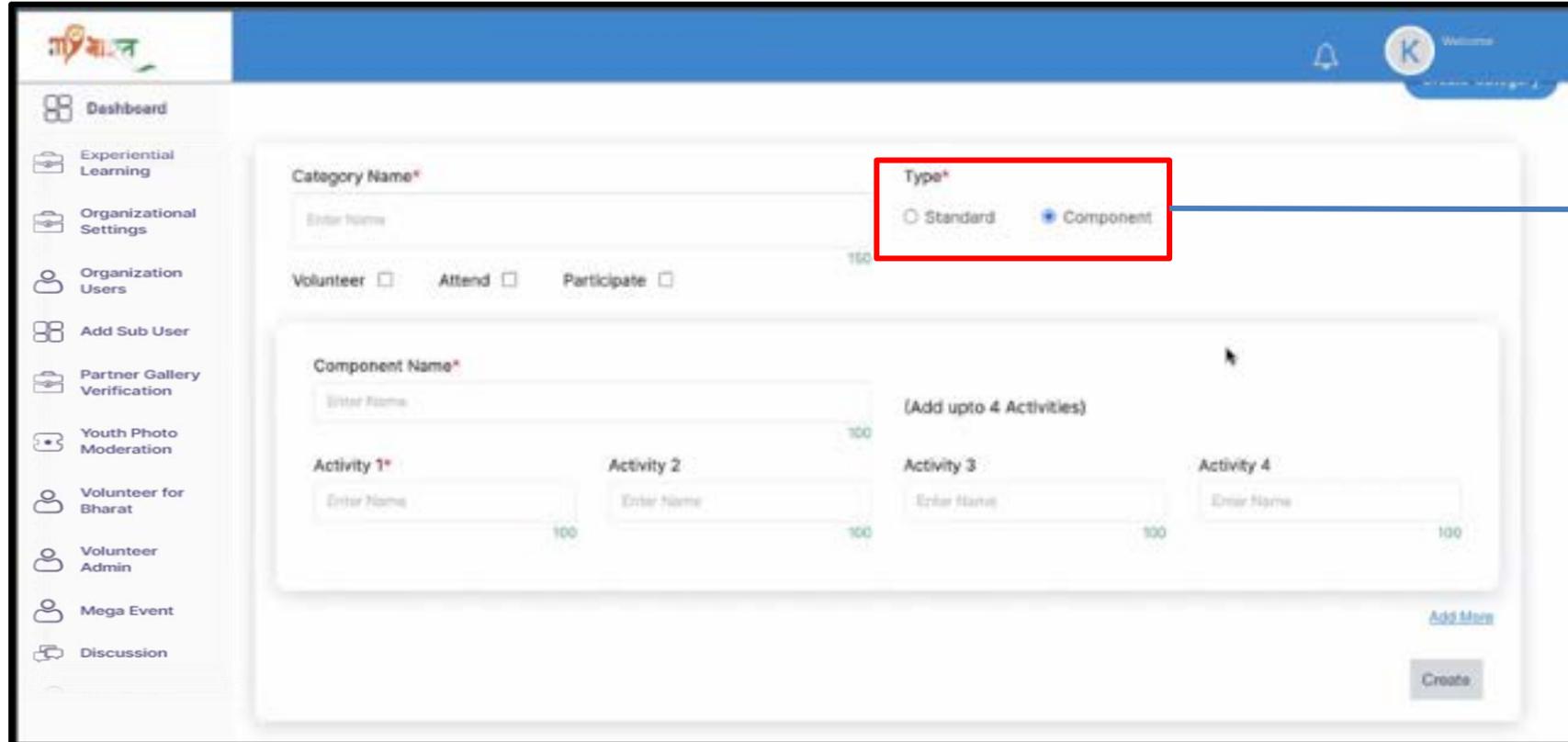
## Step 2 Create Category - Standard



Select **Standard**

- Tick the Volunteer/Attend/Participate check box for end user
- Click on **Create**

# Step 3 Create Category - Component



The screenshot shows a web form for creating a category component. The form is titled 'Create Category - Component'. It has a sidebar on the left with various navigation options. The main form area contains the following elements:

- Category Name\***: A text input field with a placeholder 'Enter Name' and a character count of 100.
- Type\***: A section with two radio buttons: 'Standard' and 'Component'. The 'Component' radio button is selected. This section is highlighted with a red box, and a blue arrow points to it from the text 'Select Component'.
- Volunteer**, **Attend**, and **Participate**: Three checkboxes, all currently unchecked.
- Component Name\***: A text input field with a placeholder 'Enter Name' and a character count of 100.
- (Add upto 4 Activities)**: A section with four activity input fields labeled 'Activity 1\*', 'Activity 2', 'Activity 3', and 'Activity 4'. Each field has a placeholder 'Enter Name' and a character count of 100.
- Add More**: A blue link at the bottom right of the activity section.
- Create**: A grey button at the bottom right of the form.

Select  
Component

- Tick the Volunteer/Attend/Participate check box for end user
- Enter Component Name
- Add Activity (can add upto 4)
- Click on **Create**

**Thank You**