



## **USER MANUAL**

## DAKSHINI DURGOTSAV 2024

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#### **USER MANUAL**

#### **DAKSHINI DURGOTSAV 2024**

Welcome to **Dakshini's 2024 Durgotsav Event**! We cannot wait to celebrate the much-awaited event of the year with you all! So that you can easily register for the event, we have put together a user manual that will provide you with step-by-step guidance. If you have questions, please email us at communications@dakshini.org or call (310)344-1804; (858)869-3118; (916)849-4086; (949)292-5863

#### Schedule

Day 1 - Friday, October 11<sup>th</sup>: Prashmita and Deepayan Concert Day 2 - Saturday, October 12<sup>th</sup>: Richa Sharma Concert Day 3 - Sunday, October 13<sup>th</sup>: Bijoya Durgotsav celebrations

#### **Dakshini Membership:**

Consider becoming a Dakshini member to avail multiple benefits including complementary tickets to the three events mentioned above.

**Please note** that like last year, we have partnered with Vibrnz to digitally power our memberships and events. Your entire experience of becoming a member, renewing your current membership and buying your event tickets will be ONLINE without the need to manage any paperwork. *Go Green*!

## Summary of the Durga Puja registration process for members AND non-members:

- 1. **NEW MEMBERSHIP**: Fill up and submit the membership form along with your payment. Click <u>here for New Membership</u>.
- 2. RENEW EXISTING MEMBERSHIP: Enter your current member id and primary email and follow the renewal process. If you don't have your member id, you will be able to retrieve the same. Click here to RENEW Membership

**Note regarding payment towards membership**: For online payments there will be an additional service fee. To avoid service fee, you can choose the "Pay offline" option on the payment page and follow the instructions.

- Register and book your seats online for Day 1 event. Click here for Day 1 (Oct 11) event registration page.
- Register and book your seats online for Day 2 event. Click here for Day 2 (Oct 12) event registration page.
- Register online for Day 3 event. Click <u>here for Day 3 (Oct 13) event registration page.</u>





Attention Members! You need to register for each event so you can choose your concert seats and confirm your attendance. Your purchase amount will be ZERO at the event checkout (depending on your membership type and the number of tickets you purchase).

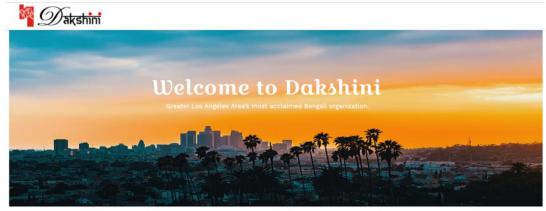
Non-members: For any reason, if you cannot become a member, just register for the events. Book your seats and pay online.

#### **STEP BY STEP GUIDE**

#### **NEW MEMBERSHIP**

#### HOW TO BECOME A DAKSHINI MEMBER: Submit the completed form and make the payment.

Click on the **MEMBERSHIP ONLINE FORM** and you will be taken to the page as below:



#### Dakshini Annual Membership

Dakshini is a non-profit, literary, social, cultural, educational, and charitable organization in Southern California ranging from the Valley to LA to OC and beyond. We serve the community and the youth through various programs like Milestone Project, Academy of Arts & Cultural Exchange, JOY, Dakshini Foundation (Philanthropy) and various cultural outreach programs. Being a member not only gives you a sense of belonging and ownership, but your support also helps us continue our services.

#### MEMBERSHIP BENEFITS

- Milestone Program for Youth
- Milestone Program for Youth
  JQY Program participation opportunity for senior members
  Dakshini Scholarship Foundation for graduates of member families every year
  AACE program and other cultural events for local talents
  Dakshini Thormom' (A small vacation arranged for Dakshini Family)
  Annual Picnic

- Annual Festivals (Mahalaya, Durga Puja, Lakshmi Puja, Saraswati Puja)
- Winter Holiday Party
   Free Advertisement in our souvenir for gold members and up
- Preferred seating in Durga Puja Concerts during overseas star event and all special events conducted by Dakshini

#### Your membership fee is Tax Deductible (EIN: 33-0313523)

We welcome all people from Southern California and beyond to be part of this growing organization and become our valued member.

#### Note: 10% early bird discount from July 4th - August 4th on all membership of to pay via Zelle and avoid service fees.

	Select memb	pership type	
○ <b>Super Grand Plus</b> Term: 1 Year (s) Member limit: 6	US\$ 9,000.00	○ <b>Gold 4</b> Term: 1 Year (s) Member limit: 4	US\$ 720.00
View details		View details	





#### Section 1: Choose Membership type.

There are 14 membership types. Member limit shows the maximum number of members you can add to a particular membership type. First is the Primary member and then there are additional or secondary members. For e.g., as a family of 4 with a father, mother and 2 children, and you choose Diamond, if you are the primary member, you can add 3 additional members (that includes spouse, child 1 and child 2). Note that each member (primary and secondary) will be issued a membership id.

Click on "View details" (in red) to view membership benefits.

	Select mem	bership type	
O <b>Super Grand Plus</b> Term: 1 Year (s) Member limit: 6 <mark>View details</mark>	US\$ 9,000.00	○ <b>Gold 4</b> Term: 1 Year (s) Member limit: 4 View details	US\$ 720.00
<b>Super Grand</b> Term: 1 Year (s) Member limit: 6 View details	US\$ 6,750.00	○ <b>Grand</b> Term: 1 Year (s) Member limit: 4 View details	US\$ 4,500.00
○ Gold 3 Term: 1 Year (s) Member limit: 3 View details	US\$ 630.00	○ <b>Gold 2</b> Term: 1 Year (s) Member limit: 2 View details	US\$ 495.00
○ Gold 1 Term: 1 Year (s) Member limit: 1 View details	US\$ 338.00	O <b>Platinum Plus</b> Term: 1 Year (s) Member limit: 4 View details	US\$ 3,150.00
O <b>Platinum</b> Term: 1 Year (s) Member limit: 4 View details	US\$ 2,250.00	O Diamond Term: 1 Year (s) Member limit: 4 View details	US\$ 1,350.00
O <b>Silver 4</b> Term: 1 Year (s) Member limit: 4 View details	US\$ 585.00	○ <b>Silver 3</b> Term: 1 Year (s) Member limit: 3 View details	US\$ 495.00
O <b>Silver 2</b> Term: 1 Year (s) Member limit: 2 View details	US\$ 383.00	○ <b>Silver 1</b> Term: 1 Year (s) Member limit: 1 View details	US\$ 248.00





#### Section 2: Fill in basic Primary member details.

Note: All mandatory fields are marked by an Asterisk \*

The basic details include first name, last name, email, and phone number. (Avoid using space)

imary member details		
First name *	Last name *	
Enter first name	Enter last name	
Email *	Phone number (xxx-xxx-xxxx) *	
Enter email		
Address	Landmark	
Address	Landmark	

#### Section 3: Secondary/Additional member details

#### If your membership type has a member limit greater than 1, you will need to fill in this section.

Click on the **"Add member"** button and fill up the fields in the pop-up form. Add the first name, last name and choose the relationship with the primary member. If the email and phone number are the same as the primary member, no need to make any changes.

Additional member details	
	No member added
	Add member Click on the button above to enter details of additional members
First name •	Add member ×
Email • mrinalbiz@gmail.com Address	Relation with the Primary member     Email       Spouse          mrinalbiz@gmail.com        Phone number
Address Additional member details	513-504-4425
	No member added Add member Click on the button above to enter details of additional members





#### **Section 4: Additional details**

#### To understand your preferences, we need additional details from you.

Please note that the total of primary member and additional members should match the total:

- 1. Count of adults and kids entered in the two fields.
- 2. Count of Non-Veg and Veg in the household.

**Company matching**: If your company will match the membership amount, as stated below please use the "Pay offline" option on the checkout page.

Do you have Company Mat O Yes O No	ching ? (if Yes, please use Offline Payment mode - Check, Zelle, Paypal - for your own contribution in the payment checkout page) #
Company Name (* If the se	ection in the previous question is No, please write N/A)
Number of Adults (18+) in	your household (include yourself and all adults in the Add Member section above) 🔹
\$	
Number of Kids in your hou	sehold (include all kids in the Add Member section above) *
\$	
Number of Non-Veg in you	· household *
\$	
Number of Veg in your hou	sehold *
\$	

#### Section 5: Important information (Please read)

As stated, please read the information provided. **Check the box to confirm** that you have read the information and click on the "**Proceed**" button. This will take you to the checkout/payment page.

IMPORTANT INFORMATION (Please read carefully):
<ul> <li>After your membership is paid, you will still have to COMPLETE THE EVENT REGISTRATION WITH YOUR HOUSEHOLD VIBRNZ MEMBERSHIP ID (to select your seats for Concerts during Durgotsav) by booking tickets for each of the three (3) Events this year (Friday, Saturday and Sunday).</li> </ul>
All Durgotsav Events and other Annual events will be included in your Membership Benefits as mentioned in the benefits package.
<ul> <li>The Membership payment will be processed on the next page and you will receive a confirmation email with VIbrnz Membership ID. If you are paying by Offline Payment mode (checks, Zelle and Paypal), you will receive an email for your interest in Membership and further instructions to send the payment. Once the payment has been verified you will receive your confirmation email along with VIbrnz Membership ID.</li> </ul>
Please confirm that you have read the above Information before proceeding to the payment step. *
Yes I have read the above Information and ready to Proceed to the next step.
Disclaimer - Dakshini Bengali Association of California
CONTACT US:
For questions or assistance with Membership please contact us at
(310)977-3156; (949)292-5863; (310)344-1804;
communications@dakshini.org
Mandatory fields
Proceed





#### **RENEW EXISTING MEMBERSHIP**

You can renew the Dakshini membership that you purchased in 2023. All Dakshini memberships expired on April 30<sup>th</sup>, 2024. The new 2024-2025 membership term is 1 year and starts on May 1, 2024. You can renew your membership anytime by going to the <u>Dakshini Member Status Page</u>.

#### Follow the steps as under to renew:

- 1. Enter your member id and registered primary email (Forgot email? Contact Dakshini)
- 2. Click on Get status/Renew button

#### Step 1: Enter member id, primary email and click on Gert status/Renew button

	Dakshini Annual Membership er your member id, registered primary email, and click on "Get status" button. To edit membership details, you will be equired to login with your primary email. To purchase a new membership click here.
Membership id Please enter your primary membership id Click here to get your membership id	Registered email id     Get status / Renew       Please enter your registered email id     Login to Edit profile
Click to retrieve your member id from 2023	Get your member id on your mail       ×         Enter your email id       Im not a robot         Im not a robot       Im not a robot         Search & send       Search & send

Can't find your member id? No problem! Just click on the link as shown above to retrieve your member id. Enter your registered email and follow the instructions.

Once you enter the member id and your primary email, click on Get status/Renew Button. You go to the next page that allows you to review your current membership details and renew.

Next page.....





### Step 2: Click on the Renew button (whichever applicable)

**To renew your current membership WITHOUT changing the membership type**: Click on the 'Renew current membership" button, review the summary on the next page, and click on Pay now to make the payment.

Member ABCD79AE5 Click here to get yo	427C101	Registered email id mini.a@vibmz.com		et status / Renew gin to Edit profile	
Name: Mini A Email: mini.a@vibrnz.con	,	Membership details	Mer	nbership id: ABCD79AE542 Membership type: Total no of mer Status:	Gold 1 nbers: 1
Purchase date	Activation date	Expiry date	Туре	Amount	
July 6, 2023	July 6, 2023	30 Apr 24 EDT	Gold 1	US\$375.00	
		Renew current membership			

**To change membership type BEFORE renewing your membership:** Click on the "Change membership and renew" button. The next page allows you to choose a new membership type.

Current membership			
Type: Gold 1			
Term: 1 Year (s)			
Member limit: 1			
Expiry date : 30 Apr 24 EDT			
Primary member detail			
Mini A			
Mini.a@vibrnz.com			
Membership id: ABCD79AE5427C10-1			
Choose membership from drop	down		
Choose membership from drop Gold 2	down	~	Get details
Gold 2	down	~	Get details
	down	~	Get details
Gold 2 Membership details after renewal	down	~	Get details
Gold 2 Membership details after renewal Gold 2 Term Start date: - 01 May 24 EDT Term Expiry date: - 01 May 25 EDT	down	~	Get details
Gold 2 Membership details after renewal Gold 2 Term Start date: - 01 May 24 EDT Term Expiry date: - 01 May 25 EDT Member limit: 2	down	~	Get details
Gold 2 Membership details after renewal Gold 2 Term Start date: - 01 May 24 EDT Term Expiry date: - 01 May 25 EDT	down Pay now	~	Get details





#### Step 3: Click on "Pay now" button, and go to the Payment page.

#### Payment/Checkout Page (both for new or existing members):

The payment page will show a summary of all the details you filled in on the form. If you are not satisfied with the details you entered, click on "**Start over**". Note that this will erase all that you input in the form. You will need to RESTART by filling in all the details again.

	Demo - Annual Membership		
tart over	Demo - Annual Membership		
		Order e	
Silver 2 Term: 11 Jun 23 - 10 Jun 24 Transaction no: VMMF0C81737		Order su	
Primary member detail		Membership fee	US\$ 425.00 US\$ 425.00
Mini Ayachit mrinalbiz@gmail.com		Total	033 423.0
Additional members			
Krishna Kamaraju			
udditional details			
Do you have Company Matching : No Number of Veg in your household : 0 Number of Non-Veg in your household : 2			
Number of Veg in your household : 0			
Number of Veg in your household : 0 Number of Non-Veg in your household : 2 Number of Kids in your household (include all kids in the Number of Adults (18+) in your household (include yours	elf and all adults in the Add Member section		
Aumber of Veg in your household : 0 Aumber of Non-Veg in your household : 2 Aumber of Kids in your household (include all kids in the Aumber of Adults (18+) in your household (include yours bove) : 2 y online Pay offline Pay with card ayment amount: US\$ 425.00	elf and all adults in the Add Member section		
Aumber of Veg in your household : 0 Aumber of Non-Veg in your household : 2 Aumber of Kids in your household (include all kids in the Aumber of Adults (18+) in your household (include yours bove) : 2 yonline Pay offline Pay with card	elf and all adults in the Add Member section		
Aumber of Veg in your household : 0 Aumber of Non-Veg in your household : 2 Aumber of Kids in your household (include all kids in the Aumber of Adults (18+) in your household (include yours bove) : 2 y online Pay offline Pay with card ayment amount: US\$ 425.00 Cardholder name	Remaining time: 08:47		
Aumber of Veg in your household : 0 Aumber of Non-Veg in your household : 2 Aumber of Kids in your household (include all kids in the Aumber of Adults (18+) in your household (include yours bove) : 2 yonline Pay offline Pay with card ayment amount: US\$ 425.00 Cardholder name Card number	Remaining time: 08:47 MM / YY CVC MMs are processed through Stripe.		





#### Payment options: Pay online OR Pay offline.

**Pay online:** This is the default option. This option allows you to pay for your membership dues via your credit card. Just ensure that the payment amount is correct. Enter the full name on your credit card, the credit card number, month/year and CVC in the fields.

	Pay online Pay offline Pay with c	ard	
Full name of the cardholder	Payment amount: US\$ 425.00 Cardholder name	Remaining time: 08:47	7
lit card number	Card number Your credit card information is NOT stored on Vibrnz servers. Pa By clicking on "Pay Now", you are accepting the Terms And Cond Vibrnz may share your information with the organizer. Vibrnz will add you to the mainling list. You have the oution to un	l <mark>itions</mark> , and have read the <b>Privacy Policy</b> . You agree that	
	Violinz Violando you to the maning list. You have the option to un Vibrnz	Pay Now -	Click on this button once you have

**Note**: **Vibrnz** DOES NOT store any of your credit card details. Payment processing is done by **STRIPE** – a globally accepted payment platform.

**Email confirmation**: Once you complete the payment, you will receive a welcome message from Dakshini with all your membership details including the membership id, and the amount paid. *Please retain and save this email for your future reference*.

Note: Check your spam or junk folder if you don't see the welcome email in your Inbox.

	EIN: 33-0313523	
Dear Mini Ayachit,		
Thank you for your me association.	embership and support. We look forward to o	our
Membership Dakshi	ini Annual Membership	
Type : Gold 4		
Amount paid : US\$ 50	00.00	
Term : 10 Jun 23 - 09	Jun 24	
Membership id: TT02	406075994A-1	
Transaction id: VMM5	546D6D46	
Additional member d	letails:	
Name: Krishna Kama	araju	
Email: minksp2014@g	g <u>mail.com</u>	
Membership id: TT02	4060759944-2	





**Pay offline:** You can pay your membership dues to Dakshini offline, through multiple methods as provided under "Message from the Organizer". You can use this payment option when there is a company match, or the amount you want to pay is different from the membership.

	Message from the Organizer
Ye	ou can send donations to Dakshini thru the following methods:
с	heck Payment:
	or offline payments please send checks to Dakshini's mailing address as below:
	bakshini Bengali Association of California
	O. Box #14385
I	orrance, CA 90503 USA
z	Zelle Payment:
P	ay directly from your Bank Account. You can Pay your Membership fees to our email address
"F	pay@dakshini.org".
c	Company Matching Donation:
lf	your company pays matching donation for Non-Profit Organizations, please check with your
	ompany's payment policy. Payment may be sent to the address below:
	Dakshini Bengali Association of California 20. Box #14385
1	O. BOX #14385 Forrance, CA 90503 USA
ľ	
	Submit

**Email confirmation**: Once you click on "Submit", you will receive an email from Dakshini regarding your interest in membership. At this point your membership is still PENDING. Ensure that you complete the payment to Dakshini through one of the methods shared by Dakshini. Once Dakshini receives your payment, they will confirm your membership and you will receive a welcome message.

## EDIT MEMBER PROFILE

To edit your member profile, go to <u>Member status page</u>, click on "Login to edit profile" button and login. If you are logging in for the first time, setup password as below and return to login page to continue. Once members log in, they can edit various fields, add or edit secondary members. **Note**: Secondary members CANNOT be deleted, they can be ONLY deactivated by the member.

Welcome to Dakshini Grater Las Aggés Areas wast accletives for gol aggestation.	Member login
- Idiate - Amile	Member email
	Primary Member email
	Password
Dakshini Annual Membership	Password
To nenew current membership, enter your member id, registered primary email, and click on "Get status" button. To edit membership details, you will be required to login with your primary email. To purchase a new membership click here.	Submit Use this link to setup password
Membership id Registered email id Cet status (Reege Click here to get your membership id Login to Edit profile	Click here to create or reset pass word
Click here to login and edit profile	Click here to check your Membership status





#### EVENT REGISTRATION AND RESERVING YOUR SEATS FOR THE CONCERTS

Dakshini Durgotsav 2024 is a 3-day celebration. Following are the events on each day. Click on each event title below to go to the event webpage to book your seats:

Day 1 - Friday, October 11<sup>th</sup>: Prashmita and Deepayan Concert Day 2 - Saturday, October 12<sup>th</sup>: Richa Sharma Concert Day 3 - Sunday, October 13<sup>th</sup>: Bijoya Durgotsav celebrations

**Members:** You need to register for each event so you can choose your concert seats and confirm your attendance. **Your purchase amount will be ZERO at the event checkout** (*depending on your membership type and the number of tickets you purchase*).

**Non-members:** For any reason, if you cannot become a member, just register for the events. Book your seats and pay online.

#### Why do you need to register for each event?

Because for Day 1 and Day 2, you need to reserve your seats for each concert separately. For Day 3, we need to know in advance how many people are attending so that we can make the necessary arrangements and get adequate supplies so you all can have a great time!

#### Steps to register for an event and book your seats.

**Note**: For Day 3 event, you DO NOT need to reserve any seats. Just register and purchase your tickets.

Continue to the next page.....





#### REGISTRATION FOR Day 1 - Friday, October 11th: Prashmita and Deepayan Concert

Once you click on the Day 1 Event Page URL, you will be directed to the webpage as shown below.



#### Once you click on the BOOK button, you will be directed to the seat map. Follow the next steps.

#### Non-members:

- 1. Choose your seats from the seat map. You can use the Zoom icon to enlarge the image.
- 2. And then follow steps 4, 5 and 6 as shown below.



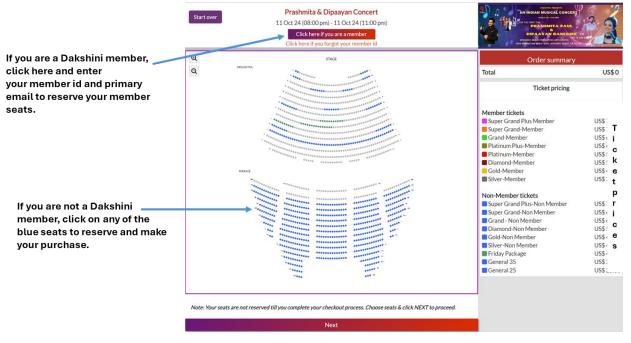
#### Dakshini members:



- 1. Click on the red button (under the event title and date) as shown below.
- 2. In the pop up enter your membership id and membership email in the fields provided. (You can open your new membership welcome email to get your member id. Make sure there is NO space when you copy paste the id)
- 3. Once your membership is verified, you will be able to view and choose the seats reserved by Dakshini for your membership type.
- 4. As you choose the seats, they get added under the order summary. Review your seat selection and click on the NEXT button at the bottom of the page.
- 5. Click on the confirm button and you are done!
- 6. Once confirmed, you will receive a confirmation email with the event details and the QR code.

**Note about Complementary tickets**: Based on your membership type, you are allowed a certain number of complementary tickets/seats. For e.g. A **Silver 2 member** will be able to purchase and book **2 COMPLEMENTARY Silver Member** tickets. The member will need to pay the regular price for any ticket over the limit of 2.

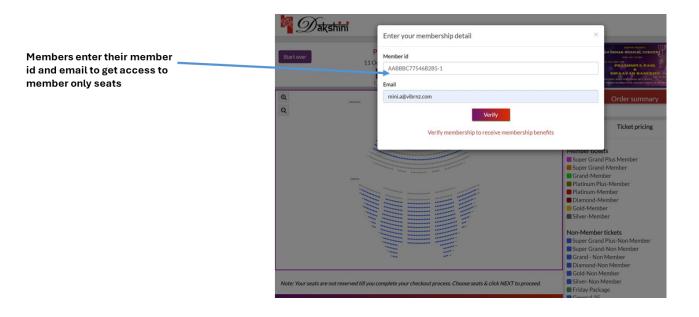
# Step 1: Click on BOOK and review this seating page



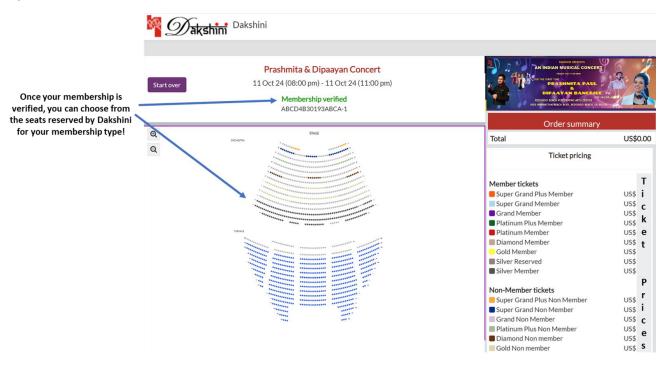




#### Step 2 : Enter member credentials to get access to member seats



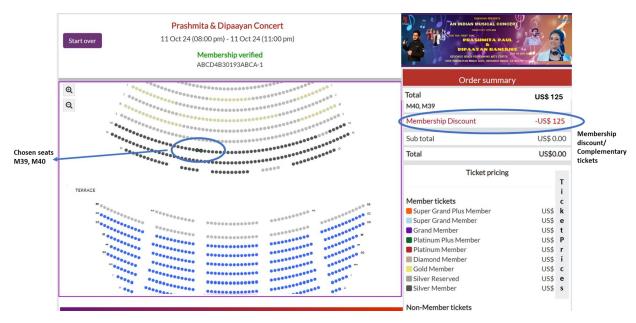
#### Step 3







#### Step 4: Member discount



#### Step 5: Payment



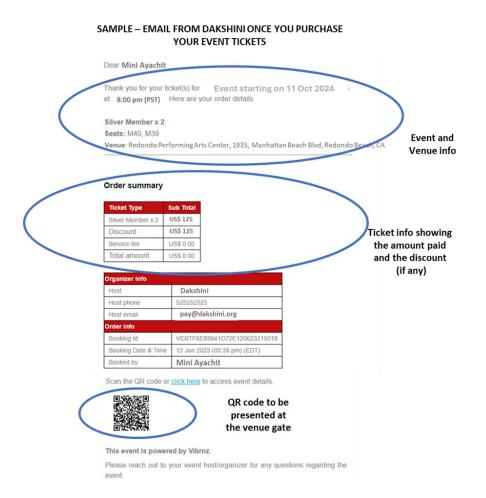




#### Final confirmation page. This will trigger a confirmation email with the event details and QR code.

**Confirmation Email:** Once your booking is complete, you will receive a confirmation email. The email will have all the event details and the QR code. Please save this email with the QR code. You will need to show it at the venue gate on the day of the event.

Note: Check your spam/junk folders if you do not see the confirmation email in your inbox.







**Confirmation SMS:** You will also have the option to receive an SMS confirmation if you allow the organizer to send you SMS message by checking on the box as above. The SMS will contain a link to your ticket and your QR code.

	Prashmita & Dipaayan Concert				
Back	11 Oct 24 (08:00 pm) - 11 Oct 24 (11:00 pm)				
Your	contact details				
	Name: testmini test				
	Email: mini.a@vibrnz.com				
	Thank you. You will receive an email confirmation with the event details.				
	Allow SMS messaging for ticket confirmation and reminders.				
	Enter your phone number				
	Booking Confirmed				
	Click for event details				

An Indian Musica Law Strength		
Order summary		
Total M40, M39	US\$0.00	
Membership Discount	-US\$ 125	
Sub total	US\$ 0.00	
Total	US\$0.00	

## Sample of confirmation SMS:

Your ticket for PRASHMITA & DIPAAYAN.. on 11 OCTOBER AT 8:00 PM Details at <u>http://vibrnz.com/s/</u> <u>1718206229d31332</u>

#### Forgot your member id while buying your tickets? No problem. Follow the steps below:

- 1. On checkout page, click on "Click here if you forgot your member id"
- 2. Enter your primary member email in the pop up box
- 3. Click on Submit
- 4. Check your email inbox (or SPAM)
- 5. You can copy your member id from your email OR
- 6. You can go anytime to your registered member email inbox and search for "Welcome message" email from Dakshini. This email will have all your membership details.





	<b>8</b> Da	<b>Kshini</b> Dakshini		
Incase you cannot find your member id, click here.	Start over	Prashmita & Dipaayan Concert 11 Oct 24 (08:00 pm) - 11 Oct 24 (11:00 pm) Click here if you are a member → Click here if you forgot your member id		2
	Q	Find your membership details	Order summary Total US\$0	
	d	Find your membership details	Ticket pricing	US\$0.00
Enter your primary member email. You will receive an email		Membership: Test Membership Mini May 22 Enter your email id	ber tickets ver Grand Plus Member ver Grand Member	US\$ US\$ T
with your member id.		I'm not a robot	ind Member tinum Plus Member tinum Member mond Member d Member er Reserved er Member	US\$ i US\$ C US\$ k US\$ e US\$ t US\$ t
		Submit	Member tickets ver Grand Plus Non Member er Grand Non Member er Grand Non Member Platinum Plus Non Member Diamond Non member Gold Non member	r US\$ i US\$ i US\$ C US\$ C US\$ e US\$

#### **REGISTRATION FOR DAY 2 AND DAY 3**

## Day 2 - Saturday, October 12<sup>th</sup>: Richa Sharma Concert: Same process as Day 1



Day 3 - Sunday, October 13<sup>th</sup>: Bijoya Durgotsav celebrations: Bijoya Durgotsav celebrations on Sunday October 13<sup>th</sup>: This event does not have any seating. Non-members just choose the tickets, checkout and pay online. Members enter their member id and can purchase these tickets for free.



*If you have questions, please email us at communications@dakshini.org or call (310)344-1804; (858)869-3118; (916)849-4086; (949)292-586*