KARNATAKA CHITRAKALA PARISHATH

Kumara Krupa Road, Bengaluru 560001

www.chitrakalaparishath.org.

USER GUIDE FOR REGISTERING & SUBMITTING THE APPLICATION ONLINE, THROUGH THE WEBSITE,

FOR PARTICIPATING IN CHITRASANTHE 2025

1. Log in to https://www.chitrasanthe.in
2. Click on ARTIST REGISTRATION button.
3. Enter your mobile number (10 digits). Click on SUBMIT button.
4. An OTP will come to your registered mobile number.
5. Enter the OTP received. Click on VERIFY OTP button.
6. If the OTP has not been received even after few minutes, Click on RESEND OTP button.
7. Enter the OTP received. Click on VERIFY OTP button.
8. General Instructions for the Registration Process are displayed in a pop – up window.
9. Read through the **General Instructions** completely **by scrolling down**. If you are not ready with all the required information, click CANCEL button. You will be taken back to the Home Page. Collect all the required information and then start the Registration process again by clicking on ARTIST REGISTRATION button.
10. If all the required information is available, after reading through the General Instructions completely **by scrolling down**, tick the check box provided at the end and click on PROCEED button.
11. The main registration screen opens up.
12. **All the fields marked with * are mandatory fields. If all these mandatory fields are not filled, the SUBMIT button will not get enabled and you can not move to the next payment screen.**
13. Enter all the details about the Artist / Art Institution.
14. Upload the Artist's photo. Uploading Artist photo is optional.
15. Choose the Artist Category. If relevant, you can tick the check box for 'Specially Abled' and / or 'Senior Citizen' option.

16. If GST is not applicable to you, choose NO in 'Is GST Applicable?'. Tick the check box.

17. If you have a GST registration number (either Permanent or Provisional), choose YES and enter your GST Registration No. Tick the check box.

18. If you need accommodation, choose YES radio button. Please note that Accommodation would be provided from 6.00 p.m. of 04.01.2025 to 6.00 a.m. of 05.01.2025 only.

19. Next, upload 3 images of your art works by clicking on the + symbol.

20. Finally, after reviewing and ensuring that the entered information is correct, click on SUBMIT FORM button.

21. If you want to cancel the Registration Process, click on CANCEL button. You will be taken back to the Home Page.

22. On click of SUBMIT FORM button, the 'Artist Declaration' pop-up window will show up.

23. Read through the Declaration content completely **by scrolling down**. Tick the check box provided at the end.

24. By clicking on CANCEL button, you will be taken back to the 'Artist Registration Form' screen.

25. If you want to continue with the Registration Process, click on SUBMIT button.

26. The online Registration Fee Payment screen is displayed.

27. A nominal **non-refundable** registration fee (**INR 1000/-** for Artists in India, **Rs.2000/-** for Art Institutions in India and **INR 5000**/- for Artists outside India) is to be paid online through the website, at the time of registration.

28. The Registration Fee **needs** to be paid online ONLY using any of the payment options available – Credit Card, Debit Card, UPI, Net Banking & Wallets.

29. If the online payment fails due to any reason, the data entered in the previous screen would be lost and the data entry for registration process has to be repeated.

30. **Payments made separately through other means and sharing of details through e-mail / phone is not acceptable.**

31. On successful payment of the Registration Fee, the payment confirmation screen is displayed. Amount paid along with unique online payment Id are displayed. You can also download the filled application form by clicking on the 'Download Application' link.

32. This completes the Registration Process.

33. On successful completion of the Registration Process, a confirmation message would be sent to the registered phone no. and e-mail Id.

34. On clicking GO TO HOME PAGE button, the Home Page would be displayed.

35. The uploaded images of the art works would be scrutinized by Karnataka Chitrakala Parishath for quality and content.

36. Based on the quality of the art works, Chitrakala Parishath would either approve or not approve the application of the Artists.

37. Registration Fee would not be refunded in case of non-approval of the application.

38. Messages would be sent to the registered phone no. and e-mail Id at various stages – Application Submission, Application Approval, Application Non-Approval and Application put in Waiting List.

39. For approved applicants, a message containing the stall number would be sent to the registered phone no. and e-mail Id during the fourth week of December 2024.
A system generated OTP also would be sent in this message.

40. Artist is required to preserve this OTP and present this OTP to the reception desk on arrival in Chitrakala Parishath campus on **05.01.2025**.

41. Additionally, the stall allocation details would be available in the CHITRASANTHE website – https://www.chitrasanthe.in from **01.01.2025**.

42. List of approved applicants along with stall numbers would also be displayed in Chitrakala Parishath premises from **1st of January 2025**.

43. **IMPORTANT: It is to be noted that artists, who are not in a position to present ID card and the OTP in the reception counter on 05.01.2025, will not be allowed to participate in the CHITRASANTHE event.**

44. For support / queries, call 90363 30928 or mail to chitrasanthe@chitrakalaparishath.org