



USER MANUAL FOR INDIVIDUAL

1: Introduction

Purpose

The purpose of this User Manual is to help **Individual** to guide how to register for First Aid trainings

Important Point

The URL to be used <https://ircsfa.org/>

Note: - Fees for First Aid training is Rs 1500/- per individual including 18 % GST.

2: New Registration

1. The Individual will access the online training portal (<https://ircsfa.org/>) for one time registration, select “**Individual Registration**” and then click on **Registration**”.



2. In next page **Registration Form** will open which has 3 steps:

Step 1: Candidate fill all the **Basic Details** with Aadhar Card (Mandatory) mentioned in the form along with the address. In case candidate don't have Aadhar Card then candidate can select the given check box ("**Don't have Aadhaar**") to change the ID. In **Join Voluntarily** candidate has to give confirmation by selecting **Yes** or **No** to volunteer in IRCS. After completing all the details click on "**Save & Next**".

Registration Form

STEP 1: CANDIDATE DETAILS

STEP 2: SEARCH TRAINING BATCHES

STEP 3: PAYMENT

If due to any reason, you are not able to register yourself kindly visit the nearest training center [Click Here](#)

Click here to change the ID

☐ Don't have Aadhaar

Aadhar No *

Get OTP

OTP *

Resend

Name As Per Aadhar *

Date of Birth *

Gender *

Father / Husband Name *

Enter Mobile No. *

Get OTP

OTP *

Enter OTP

Email ID

Upload Photo *

No file chosen

Upload Signature *

No file chosen

Upload Photo Instructions:

- Photograph must be a passport size colour photograph and clearly showing the face.
- Photograph must be recently clicked or should be taken within last 6 months.
- The dimension of the photograph must be 3.5*4.5 cm (width*height).
- Photograph must be clicked in colour preferable with white background.
- The size of Image should not be more than 1 mb.

Upload Signature Instructions:

- The dimension of the photograph must be 3.5*4.5 cm (width*height).
- Photograph must be clicked in colour preferable with white background.
- The size of Image should not be more than 500 kb.

Correspondence Address

Address Line 1 *

Address Line 2

State *

District *

Pincode *

Permanent Address

☐ Same as Correspondence Address

Address Line 1 *

Address Line 2

State *

District *

Pincode *

Join Voluntarily

Would you like to Join Indian Red Cross Society Voluntarily ?

Click here to select Yes or No to volunteer in IRCS

Security Check

Enter captcha *

9641

Declaration

☐ I, declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.

Select the Check Box for self-declaration

Save & Next

Click here for step 2

Step 2: In **Training Details** fill the form and select the **(City/ Centre/ Course/ Certification)** for the training. After completing all the details click on “**Save**”.

Note: If the candidate is from background of **(Teachers, Doctors, Paramedics and Nurses Only)** then Click on the check box to fast-track category.

Registration Form

STEP 1: CANDIDATE DETAILS

STEP 2: SEARCH TRAINING BATCHES

STEP 3: PAYMENT

Training Details

Select Training City/District *

GURGAON (HARYANA)

Select Training Center *

HR1001 - DISTRICT CENTRE GURUGRAM

Select Course *

FIRST AID (FA)

Select Certifications *

SENIOR PROFESSIONAL

☐ Do you belongs to fast track candidates category ?
(Teachers, Doctors, Paramedicine and Nurses Only)

Save

After completing all the details click on “**Save**”. As shown below pop-up message will display the thank you message along with the login credentials. Click on “**Login**” button to access your account and make payment.

Note: - Please save the mentioned login details to access your account, details will also be shared on mentioned mobile no. and email id of the contact person.

Registration Form

STEP 1: CANDIDATE DETAILS

STEP 2: SEARCH TRAINING BATCHES

STEP 3: PAYMENT

✓

Thank you for your Request

Dear Candidate,

Your request for the **FIRST AID (FA)** has been received successfully and subject to verification of your previous certification details.

Login Details

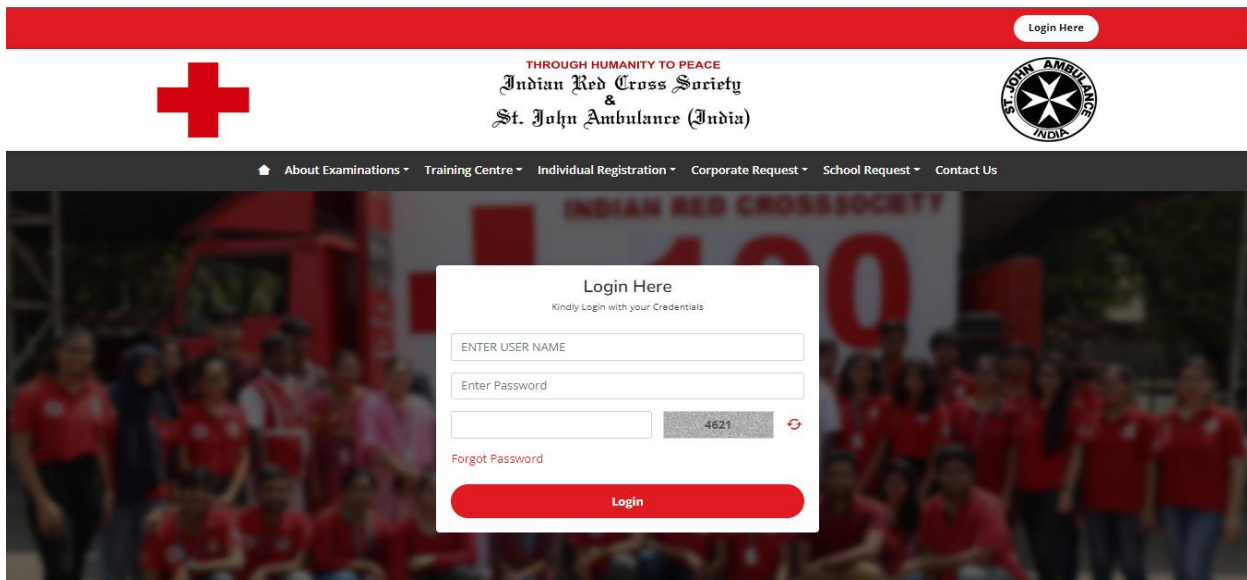
Registration Number - 2200000006

Password - 271725

Kindly visit your **GURUGRAM REDROSS BHAWAN SECTOR 15PART II GURGAON HARYANA 122002** at GURUGRAM REDROSS BHAWAN SECTOR 15PART II GURGAON HARYANA 122002 - 9810546056

Login

Step 3: By clicking on the Login button, you will be redirected to the Login page where you need to enter the User name & Password along with the CAPTCHA displayed at the time of login.



THROUGH HUMANITY TO PEACE
Indian Red Cross Society
&
St. John Ambulance (India)

Login Here

Kindly Login with your Credentials

ENTER USER NAME

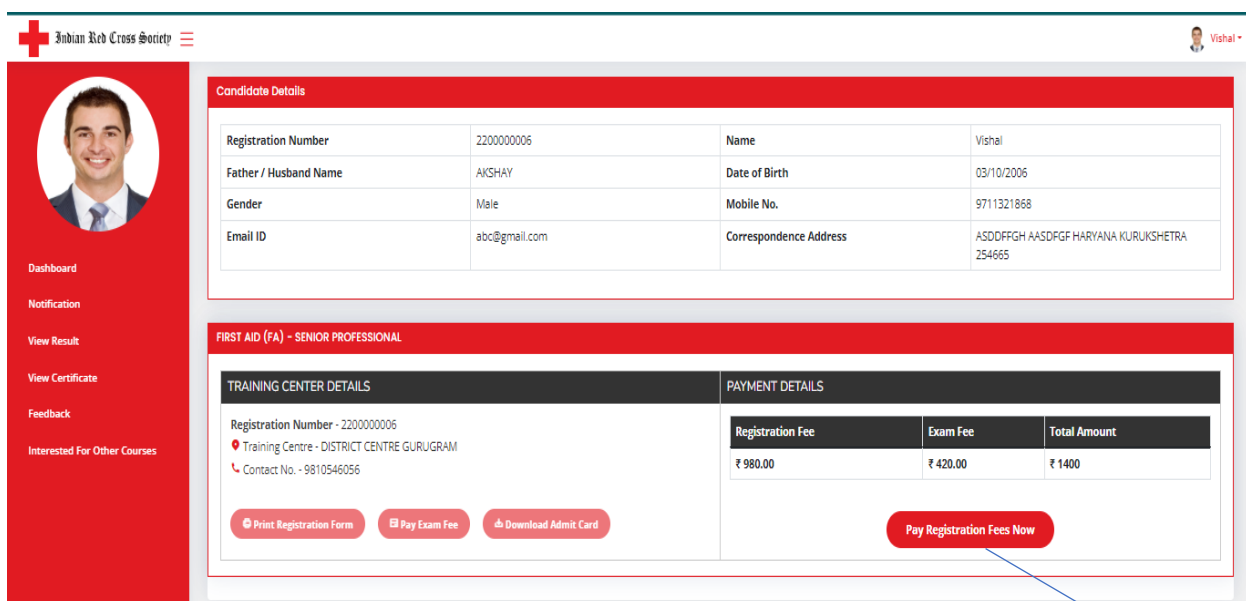
Enter Password

4621

Forgot Password

Login

After logging in **Candidate Details** individual can see all the details entered by him. In next column selected course and centre details can be seen. Click on **"Pay Registration Fee Now"**



Indian Red Cross Society

Vishal

Candidate Details

Registration Number	2200000006	Name	Vishal
Father / Husband Name	AKSHAY	Date of Birth	03/10/2006
Gender	Male	Mobile No.	9711321868
Email ID	abc@gmail.com	Correspondence Address	ASDDFFGH AASDFGF HARYANA KURUKSHETRA 254665

FIRST AID (FA) - SENIOR PROFESSIONAL

TRAINING CENTER DETAILS	PAYMENT DETAILS						
Registration Number - 2200000006 Training Centre - DISTRICT CENTRE GURUGRAM Contact No. - 9810546056	<table><tr><th>Registration Fee</th><th>Exam Fee</th><th>Total Amount</th></tr><tr><td>₹ 980.00</td><td>₹ 420.00</td><td>₹ 1400</td></tr></table>	Registration Fee	Exam Fee	Total Amount	₹ 980.00	₹ 420.00	₹ 1400
Registration Fee	Exam Fee	Total Amount					
₹ 980.00	₹ 420.00	₹ 1400					

Print Registration Form Pay Exam Fee Download Admit Card

Pay Registration Fees Now

Click here to
make payment

After clicking on **“Pay Registration Fee Now”** pop up will come for confirmation of payment, after confirmation it will redirect to the Payment Gateway to process the payment.

EduFee

[INDIAN RED CROSS SOCIETY]

General Information

CUSTOMER DETAIL

Applicant Name XYZ PVT LTD

Mobile No 9999999999

Email Id abc@xyz.com

ADDRESS

Indian Red Cross Society

New Delhi

SELECT PAYMENT GATEWAY OPTIONS

Credit Card

(Convenience Fee 0)

VISA

MARSHALL ISLANDS

AMERICAN EXPRESS

DISCOVER

Debit Card

(Convenience Fee 0)

VISA

MARSHALL ISLANDS

AMERICAN EXPRESS

DISCOVER

Net Banking

(Convenience Fee 0)

Net

Banking

I have read and accepted Payment

[Terms & Conditions](#)

Payment Now

Payment Detail

Total Amount

Subtotal

₹ 9000.00


Convenience Fee


₹ 0

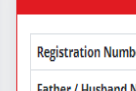
TOTAL PAYABLE

₹ 9000.00 /

3. Once the payment is successful, candidate can see the batch details in their account login with the name of Trainer, Training Schedule and Status of Attendance.


Indian Red Cross Society


Vishal



[Dashboard](#)
[Notification](#)
[View Result](#)
[View Certificate](#)
[Feedback](#)
[Interested For Other Courses](#)

Candidate Details

Registration Number	2200000006	Name	Vishal
Father / Husband Name	AKSHAY	Date of Birth	03/10/2006
Gender	Male	Mobile No.	9711321868
Email ID	abc@gmail.com	Correspondence Address	A5DDFFGH AASDFGF HARYANA KURUKSHETRA 254665

FIRST AID (FA) - SENIOR PROFESSIONAL

TRAINING CENTER DETAILS

Registration Number - 2200000006
📍 Training Centre - DISTRICT CENTRE GURUGRAM
📞 Contact No. - 9810546056

[Print Registration Form](#)
[Pay Exam Fee](#)
[Download Admit Card](#)

BATCH DETAILS

Trainer Name
Sugam Kant Garg

Training Schedule
[View](#)

Attendance

29/10/2022
30/10/2022
31/10/2022
01/11/2022
02/11/2022
03/11/2022
04/11/2022
05/11/2022