

MTA (I)

MATHEMATICS TEACHERS' ASSOCIATION (INDIA)

INSTRUCTIONS

For

IOQM 2024-25

TEST CENTRE REGISTRATION

TEST CENTRE ACTIVATION

&

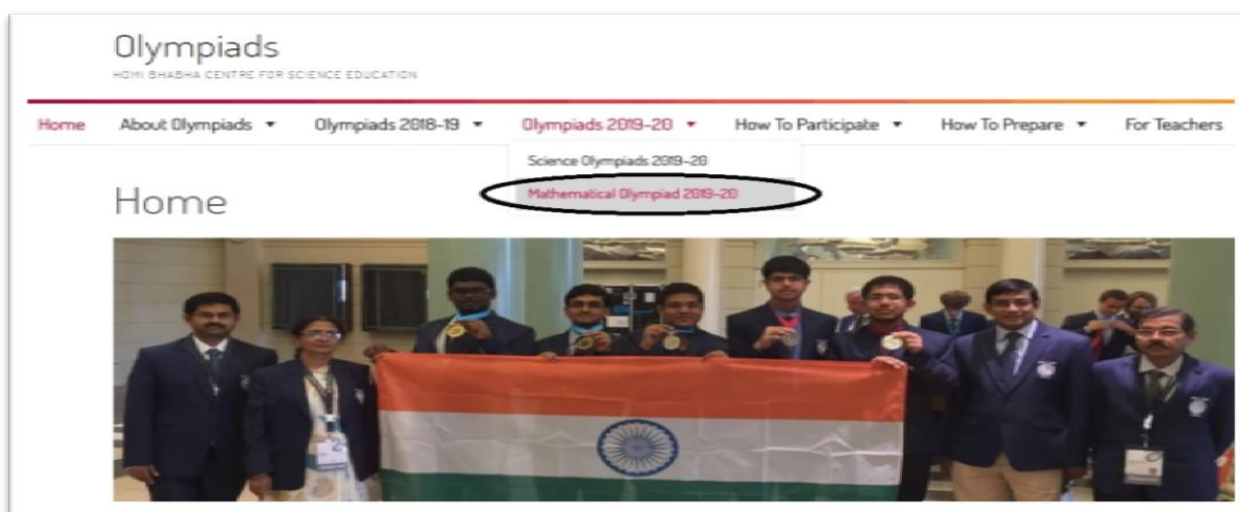
TEST CENTRE LOGIN

TEST CENTRE REGISTRATION

Introduction:

Mathematics Teachers' Association (India) [MTA(I)] has been recognized by NBHM as the body which will conduct IOQM and whose results will be recognized by HBCSE for further selection processes of the Indian Mathematical Olympiad.

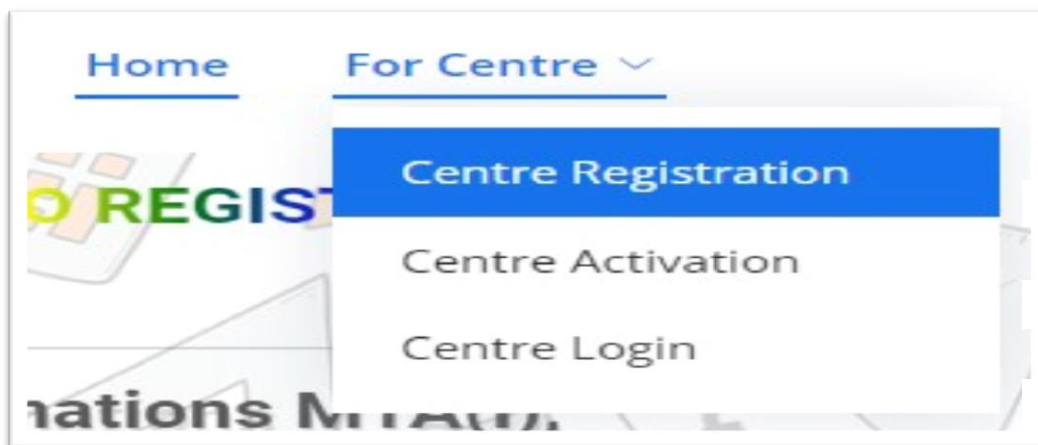
Pre-Regional Mathematical Olympiad 2024-25 will be held on **September 08, 2024**, **between 10.00 AM to 1.00 PM** at different centres all over India.



Instructions for Test Centre Registration

Step 1:

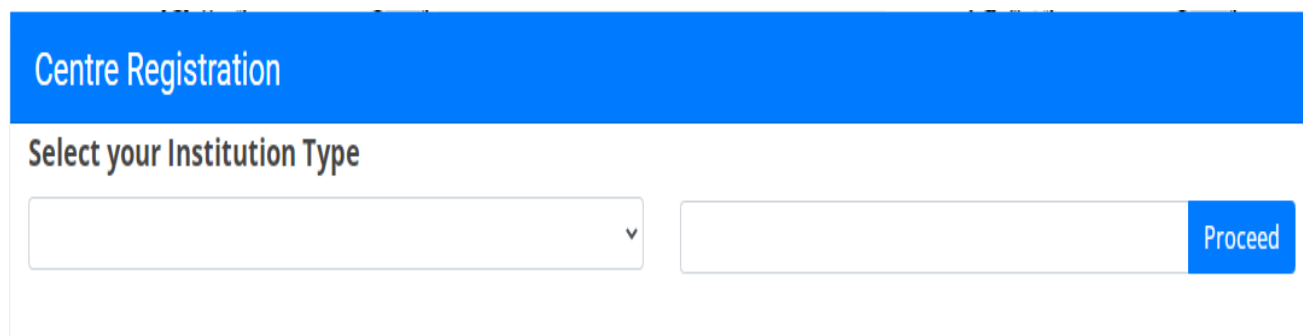
In the website, under the **For Centre** option, click on the **Centre Registration** as shown in the below image and you will be redirected for the registration process.



Step 2:

After clicking on the **Centre Registration**, you will see the below screen i.e. **Select your Institution Type**.

If **KV** is selected then enter the respective **KV code** or if **JNV** is selected then enter the respective **JNV AEP-MIS** code and click on **Proceed**. For **others** (other school) just click on **Proceed**. (Respective **KV/JNV** codes are attached in **PDF** for your reference.)

A screenshot of a web form titled 'Centre Registration'. The form has a blue header bar with the text 'Centre Registration'. Below the header, the text 'Select your Institution Type' is displayed. There are two input fields: a dropdown menu on the left and a text input field on the right. A blue button labeled 'Proceed' is located to the right of the text input field.

Step 3:

After proceed, it will take you to the below shown screen and all the respective fields need to be filled in the **Institution Details**, and click on **Next**.

*For instruction on filling the **Location** field, please refer the below **Step 4, 5,& 6**.

The screenshot shows a registration form titled "Institution Details". The form is divided into several sections with the following fields:

- Institution Name *** (Text input)
- CBSE / ICSE / STATE School affiliated code *** (Text input)
- UDISE code *** (Text input)
- Address line 01 *** (Text input)
- Address line 02** (Text input)
- Landmark *** (Text input)
- Post Office *** (Text input)
- Pincode *** (Text input)
- City *** (Dropdown menu)
- State *** (Dropdown menu)
- District *** (Dropdown menu)
- Latitude *** (Text input)
- Longitude *** (Text input)
- Map Address *** (Text input)
- Map Geo Location *** (Text input)
- Location (Copy & Paste the Google Link of your Institution from Google Map)*** (Text input)

A button labeled "Choose pickup location using map" is located to the right of the Latitude and Longitude fields. A "Next" button is located at the bottom right of the form.

Step 4:

Fill the address with pin code (City, District, and State will be auto filled/Dropdown option based on pin code entered)

click on choose **pickup location map** to view district/city map, then click on the location of your institution. Latitude, longitude, map address and map geo location will be auto filled. **Once** location details are correct, then click on **save and close**,

Address line 01 *

Address line 02

Landmark * Post Office * Pincode *

City * State * District *

Latitude * Longitude *

Map Address * Map Geo Location *

Location (Copy & Paste the Google Link of your Institution from Google Map)*

Locate the centre location here



Selected Location Details

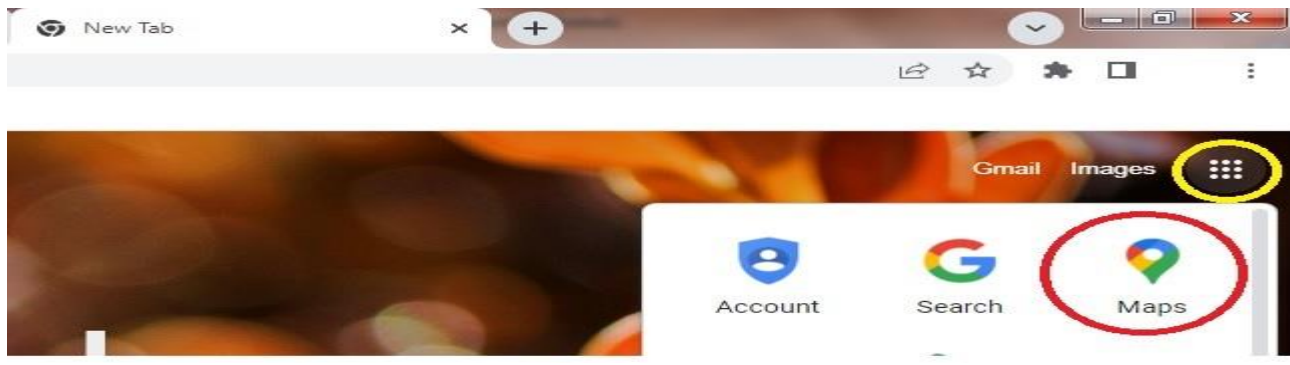
Latitude Longitude

Address Geo Location

Save & Close

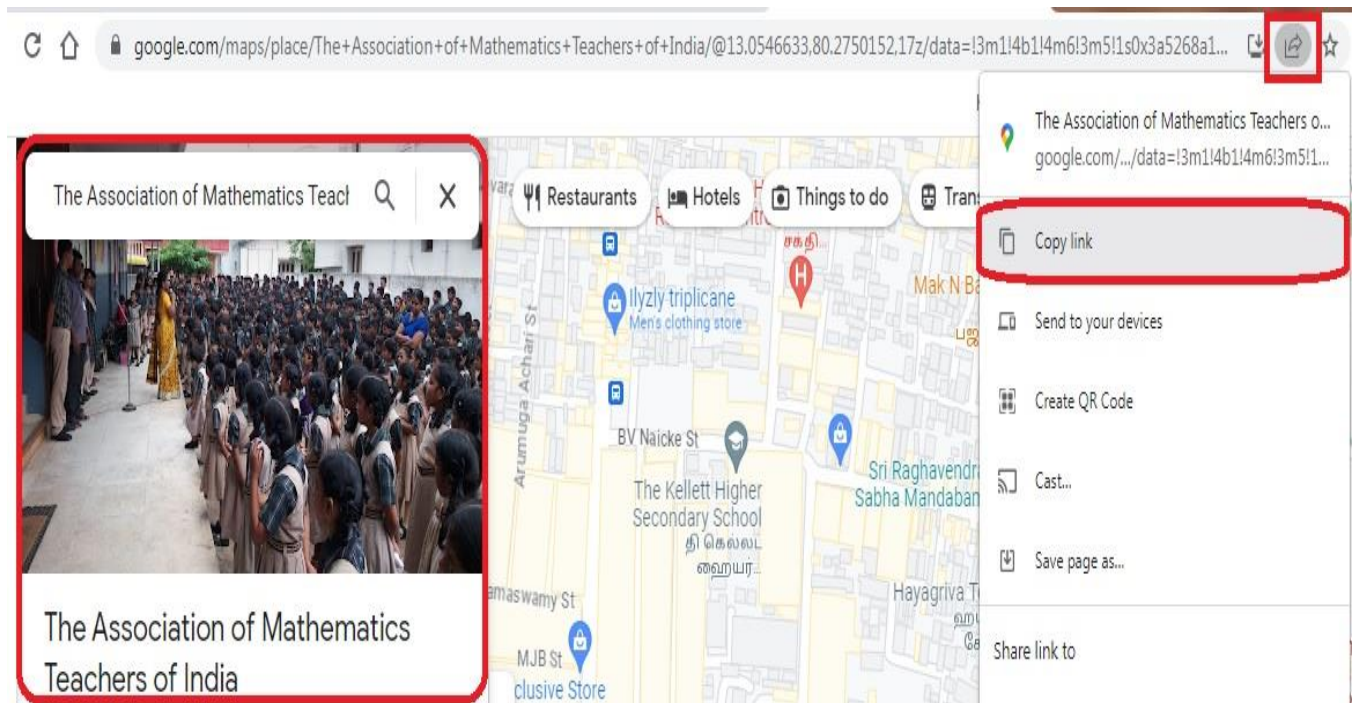
Step 5:

For filling up the **Location** (i.e. Location of your institution), first go to the new tab in **Google Chrome/Internet Explorer** and on the right side of your screen click on the option tab with **dotted square shape** as shown in the image with **Yellow circled**, next you will see all the Google options then click on the **Maps** as shown in the image with **Red circled**.



Step 6:

After clicking on the **Maps**, you will see the below screen, now **Search** your exact institution location in the search box as shown in the below image on left. Next click on the **share** option and click on **Copy link** as shown in the image on the right, then paste the same in the Location field of **Institution Details**.



Step 7:

After the **Institution Details** are filled, you will see the below screen i.e. **Principal Details** and fill the entire details, then click on **Next**.

The screenshot shows a registration form with a progress bar at the top containing five steps: Institution Details, Principal Details (highlighted in green), Co-ordinator Details, Test Centre Capacity, and Bank Account Details. The form fields are as follows:

- Principal's Name *
- Principal's Mobile No (Only 10 Digit, without +91)*
- Re-enter Principal's Mobile No (Only 10 Digit, without +91)*
- Principal's Email Id *
- Re-enter Principal's Email Id *

At the bottom of the form are two buttons: 'Previous' on the left and 'Next' on the right.

Step 8:

After the **Principal Details** are filled, you will see the below screen i.e. **Co-ordinator Details** and fill all the fields, and upload the centre incharge ID card attested by Principal, then click on **Next**.

The screenshot shows the 'Co-ordinator Details' step in the registration process. The progress bar at the top highlights 'Co-ordinator Details' in green. The form fields are as follows:

- Name of the Co-ordinator's *
- Co-ordinator's Designation *
- Primary Mobile No (Only 10 Digit, without +91)*
- Re-enter Primary Mobile No (Only 10 Digit, without +91)*
- Secondary Mobile No (Only 10 Digit, without +91)*
- Co-ordinator's Email Id (Enter only small letters)*
- Re-enter Co-ordinator's Email Id (Enter only small letters)*
- Center incharge ID card attested by Principal(JPEG/PDF image) *
- Choose File No file chosen
- File size should be between 10Kb – 100Kb

At the bottom of the form are two buttons: 'Previous' on the left and 'Next' on the right.

Step 9:

After the **Co-ordinator Details** is filled, you will see the below screen i.e. **Test Centre Capacity** and fill all the fields, then click on **Next**.

Institution Details Principal Details Co-ordinator Details **Test Centre Capacity** Bank Account Details

Enter the maximum no. of your school students that can be accommodated for the exam

Enter the maximum no. of other school students that can be accommodated for the exam

Total no. of students that you have agreed to accommodate for the exam

Previous Next

Step 10:

After the **Test Centre Capacity** is filled, you will see the below screen i.e. **Bank Account Details** and fill all the fields, and upload the cancelled cheque photo of which details are filled, then click on **Preview**.

Institution Details Principal Details Co-ordinator Details Test Centre Capacity **Bank Account Details**

Account No * Confirm Account No *

The Account No field is required. The Confirm Account No field is required.

Account Type *
Savings

Account Holder Name *

IFSC Code *

Bank Name *

Branch Name *

PAN Number *

Cancelled Cheque Photo *

Choose File No file chosen

File size should be between 10Kb - 100Kb

Previous Preview

Step 11:

Once you click on the **Preview**, you will see the preview of all the details as shown in the below image i.e. from first till last you have entered. Please cross-check the details once and if it is correct **Tick the Check box** (Declaration), then click **Submit**.

IOQM 2024-25 Test Center Registration Details Preview**Center Details**Center Type **Others****Principal Details**Name **ramesh** Mobile Number **1234567890** Email ID **ddd@gmail.com****Institution Details**

Name	Siddhaganga College	CBSE / ICSE / STATE School affiliated code	123654
UDISE Code	45678912345		
Address line 01	rajaji nagar	State	KARNATAKA
Address line 02	near nagarbhavi	City	BENGALURU
District	BENGALURU	Post Office	Nagarbhavi
Pincode	560060	Landmark	near metro

Location

www.rrajeshwari**Co-Ordinator Details**

Name	Ramu	Secondary Mobile Number	1472583690
Designation	admin	Email ID	eee@gmail.com
Primary Mobile Number	4567891238		

Test Centre Capacity

Enter the maximum no. of your school students that can be accommodated for the exam	50
Enter the maximum no. of other school students that can be accommodated for the exam	50
Total no. of students that you have agreed to accommodate for the exam	100

Bank Account Details

Account No.	123456	Account Type	Savings	Account Holder Name	Ramesh
IFSC Code	hdfc0000261	Bank Name	HDFC BANK	Branch Name	BANGALORE - JAYANAGAR
PAN Number	bckkp1234d				

Cancelled Cheque Photo Center Incharge ID card attested by Principal (JPG/PDF Image) 

Declaration:- I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief, that nothing has been concealed or distorted.

Edit**Submit****Step 12:**

After successful Submission of the application, you will see the below message and this completes your one part of Centre Registration process. For Centre Activation refer the **below steps**

Centre Submission Successful

Thanks, you have successfully completed the Test Centre registration for IOQM 2024-25. We will contact you for verification within one working day and after successful verification an OTP will be sent to the Principal's mobile number and Email ID. In case of any delay or queries, please do contact the helpdesk at 7483386697/8433527956.

CLOSE

Instructions for Centre Activation

Step 1:

Under **Centre Registration**, click on **Centre Activation** and you see the below screen. Now enter the registered Principal mobile number and the **7 digit OTP** number that has been received to you through SMS & Email. Then click on **Activate** and your centre will be **activated**. After activation you will receive the **Username** and **Password**.

Centre Activation

Instructions for Centre Login

Step 1:

After **Centre Activation**, now click on **Centre Login** and enter the login credentials (i.e. Username & Password, by this your **Centre Registration** is completed successfully.

Centre Login