

TAS Notice for Annual Membership

The TAS website portal will open for annual membership from 8th July 2023 10 AM. This membership will be for one year and will be valid from 16th July 2023 to 15th July 2024. The following steps are needed to obtain the membership through our website <http://tas.iitkgp.ac.in>. No offline application facility is available. Prospective members are requested to visit our Rules and Regulation <https://tas.iitkgp.ac.in/rules-regulations> page before obtaining membership. For any question or concern, the members/prospective members are requested to send email to tas@iitkgp.ac.in. Concerns are addressed within two working days. Additionally note that the swimmer must have height at least 4 feet for obtaining membership.

Steps for obtaining membership:

1. **Sign up:** If you do not have a TAS account, sign up to create your user ID at TAS website. Sign-up button is at the top right corner. Click on "Create a new account" Fill up all the fields and agree to the rules and regulations after reading them carefully. Account creation is possible before membership portal is open and we suggest that interested persons create user ID well in advance. If you already have an account, Sign In and go to step 3 directly. The log in page also has a password recovery link.
2. **Account activation:** After sign-up step, an e-mail will be sent to your registered e-mail ID which will have a clickable link. Click the link for account verification. Do not reply to this e-mail. This reply will not activate your account. Once activated, you get a confirmation e-mail. Most common reason for not getting this activation link is misspelled email address. In case you do not get this link, please double check the email address in your profile. In some very rare cases, this link does not work and we manually activate the account. You may not get the e-mail after such manual activation and you are requested to check the account periodically.
3. **Create/complete/verify your Profile:** Once the account is activated, please log in to your account and complete your profile. Please upload appropriate photograph in your profile. This is extremely important for your own safety and security. The photo MUST adhere to the following guideline: The photograph should be in color and of the size of 2 inch x 2 inch (51 mm x 51 mm). The photo-print should be clear and with a continuous-tone quality. It should have full face, front view, eyes open. Do not wear sunglasses. Photo should present full head from top of hair to bottom of chin. The head should cover at least 25% of the area. This photo should not include any other person/object. Please use a photograph which has 1:1 aspect ratio, i.e. square in shape. DO NOT USE ELONGATED PHOTO. This picture is different from a Facebook profile picture and needed for your appropriate identification. **A profile with inappropriate photograph will not be approved.** If you already have a profile, just make sure that all information is correct. If the photograph is not as per the above rule, please update it.
4. **Verification of your profile:** Once your profile is complete TAS will verify the account and will approve. All membership services can be accessed from this account. This usually takes two working days. You should send e-mail only if the verification takes more than that. For existing users, this step will not be required.
5. **Apply for annual membership:** After your account is approved you will see an "Annual Membership" button in your account. This button will be active and open the required form only **if membership is available**. Use this button to start your swimming application.
6. **Applying for self/spouse/son/daughter:** For institute employees and PGRS, the employee/student is the primary user and he/she can apply for their spouse and kids. It is not necessary that the primary user get a swimming membership. Please use "Fill form" / "Fill another form" button and provide

appropriate data. Please note that this button becomes active only after approval of the account AND if memberships are available.

7. **Availability status:** The availability status of the forms may be checked from the IMPORTANT INFO tab. This tab also has the proforma needed for medical certificate. Please visit the BC Roy Hospital for the same. Fill up the swimming membership form and upload the medical document. If you have obtained your membership for 2022 – 23 session, you may upload a scanned copy of the membership card in place of medical document.
8. **Slot selection:** The following slots are available in general. However, at the time of application you may not see all of them because some may get filled up. Please note that from this year both E and F slots are mixed slots.

Slot	Time	Description
A	6:00 AM – 6:40 AM	Ladies slot
B	6:40 AM – 7:20 AM	Gents slot
C	4:00 PM – 4:40 PM	Ladies and boys up to 10 yrs.
D	4:45 PM – 5:25 PM	Gents
E	5:25 PM – 6:05 PM	Mixed
F	6:05 PM – 6:45 PM	Mixed

9. **Payment:** From this year we have integrated payment gateway and you will be able to pay online by clicking the payment button. Once the payment is complete, you will be redirected to your account page and it will show your payment is complete. The annual membership charges for various categories are given below:

Category	Annual Membership Fee	Description
UG	1000	All UG students
PGRS and Family	1500	All PG students, research scholars including dual degree and their spouse and children.
IE and family	2500	Institute Employee. Institute Employees with basic pay less than 50,000 are eligible for a reduced membership charge of 1500. To avail such concession, the employee is requested to attach the recent pay slip and submit with the medical certificate.
OM	4000	All persons who are not permanent employee of the institute.

10. **Print ID card:** Once the payment is complete, your account is ready for final slot allotment from TAS. This step usually complete within two working days. Once this is complete, the print ID card button becomes active in your account. Using this button, print your temporary ID card.
11. **Happy Swimming:** Please bring this temporary ID card to access the swimming pool facility. MEMBERS MUST BRING A PRINTED ID CARD. THIS IS NEEDED FOR YOUR SAFETY. Any mismatch in name/photo/slot etc. must be brought to our notice immediately.