



महाराष्ट्र शासन
महाराष्ट्र राज्य कला शिक्षण मंडळ, मुंबई
बाल चित्रकला स्पर्धा २०२६



User Manual

1) Home Page:

- On the Home Page, click on the **School Registration** button.

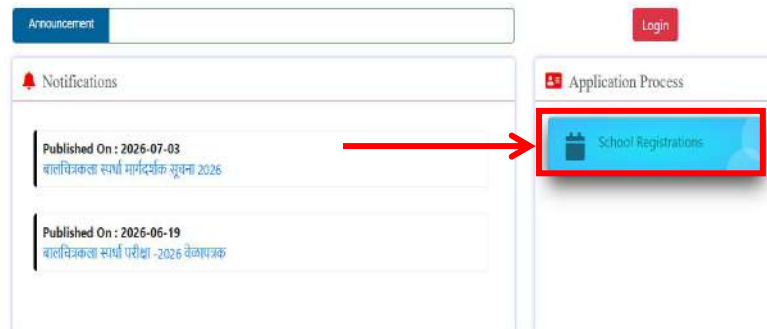
(School Registration बटणावर क्लिक करा.)

- If your school was already registered in the previous year, you can use your existing **Username and Password** to log in.

(जर आपल्या शाळेची मागील वर्षी नोंदणी झालेली असेल, तर लॉगिन करण्यासाठी मागील वर्षीचा Username आणि Password वापरा.)

- If you have forgotten your Username or Password, send an email to director.msbae@gmail.com with your **UDISE Number** to request your previous login credentials.

(जर आपण आपला Username किंवा Password विसरला असाल, तर आपला UDISE क्रमांक नमूद करून मागील लॉगिन माहिती (Login Credentials) मिळविण्यासाठी director.msbae@gmail.com या ई-मेल पत्त्यावर ई-मेल पाठवा.)



2) School Registration:

Fill in all the required school information carefully in the **School Registration Form**.

After entering all the required details, submit the registration form successfully.

(शाळा नोंदणी फॉर्म (School Registration Form) मध्ये शाळेची सर्व आवश्यक माहिती काळजीपूर्वक भरा.

सर्व आवश्यक माहिती भरल्यानंतर, नोंदणी फॉर्म सबमिट करा.)



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[Home](#)

SCHOOL REGISTRATION FORM

SCHOOL UDISE NUMBER

Enter UDISE Number

SCHOOL NAME

Enter School Name

SCHOOL ADDRESS

Enter School Address

SCHOOL LOCATION

-- State -- -- District -- -- Taluka --

CITY/VILLAGE & PINCODE

Enter City Pincode

HEAD MASTER DETAILS

FULL NAME

Enter Head Master's Name

MOBILE NUMBER

Enter 10-digit Mobile Number

Send OTP

EMAIL

Enter Email Address

CO-ORDINATOR DETAILS

FULL NAME

Enter Coordinator's Name

IS ART TEACHER?

☐ Yes ☐ No

ENTER POST

Enter Art Teacher's Post

MOBILE NUMBER

Enter 10-digit Mobile Number

EMAIL

Enter Email Address

SUBMIT REGISTRATION

3) School Login:

After successful registration, the login credentials will be sent to the registered email address.

Use the received **Username and Password** to log in to the School Portal.

यशस्वी नोंदणीनंतर, लॉगिन माहिती (Login Credentials) नोंदणीकृत ई-मेल पत्त्यावर पाठविली जाईल.

प्राप्त झालेल्या **Username आणि Password** चा वापर करून **School Portal** वर लॉगिन करा.

4) School Dashboard:

After successful login, the **School Dashboard** will be displayed.

The dashboard contains school-related information and various options. To register students for the competition, click on **Candidate Registration**.

यशस्वी लॉगिन झाल्यानंतर **School Dashboard** प्रदर्शित होईल.

डॅशबोर्डवर शाळेशी संबंधित माहिती आणि विविध पर्याय उपलब्ध असतील. स्पर्धेसाठी विद्यार्थ्यांची नोंदणी करण्यासाठी **Candidate Registration** या पर्यायावर क्लिक करा.

The screenshot shows the School Dashboard interface. The left sidebar contains the following navigation options:

- Home
- School Information
 - View Information
- Candidate Information
 - Candidate Registration** (highlighted with a red box and arrow)
 - Candidate List
- Payment Sections
 - Make Payment
 - Payment List

The main content area displays the following information:

- Header: महाराष्ट्र शासन, महाराष्ट्र राज्य कला शिक्षण मंडळ, मुंबई, बाल चित्रकला स्पर्धा २०२६
- Contact: director.msbae@gmail.com, +91-9284381041, +91-7972341657
- Statistics:
 - Total Candidates: 0
 - Total Paid: 0, Total Unpaid: 0
 - Total Male: 0, Total Female: 0

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5) Candidate Registration:

Register candidates for the competition through the **Candidate Registration Form**.

Fill in all the required candidate information carefully and submit the registration form.

Candidate Registration Form द्वारे स्पर्धेसाठी विद्यार्थ्यांची नोंदणी करा.

विद्यार्थ्यांची सर्व आवश्यक माहिती काळजीपूर्वक भरा आणि नोंदणी फॉर्म सबमिट करा.

The screenshot shows the 'Candidate Details' form in the MSBAE portal. The form is titled 'Candidate Details' and includes the following fields:

- School Name: ST ANNES GIRLS HIGH SCHOOL
- Group: -- Select Group --
- Standard: -- Select Standard --
- STUDENT FIRST NAME: Enter First Name
- STUDENT MIDDLE NAME: Enter Middle Name
- STUDENT LAST NAME: Enter Last Name
- PARENT FIRST NAME: Enter parent First Name
- PARENT MIDDLE NAME: Enter Parent Middle Name
- PARENT LAST NAME: Enter Parent Last Name
- Student Date of Birth: mm/dd/yyyy
- Mobile Number/Parents Number: Enter 10-digit mobile number
- Student Gender: -- Select Gender --
- Student Mother Name: Enter Mother Name

A red box highlights the 'Save Candidate' button, and a red arrow points to it.

6) Candidate List:

Go to the **Candidate List** section to view and verify all registered candidates. Check the candidate details carefully before proceeding with the payment process.

नोंदणी केलेल्या सर्व विद्यार्थ्यांची माहिती पाहण्यासाठी आणि तपासण्यासाठी **Candidate List** या विभागात जा. पेमेंट प्रक्रिया सुरू करण्यापूर्वी विद्यार्थ्यांची सर्व माहिती काळजीपूर्वक तपासा.

The screenshot shows the 'Candidates List' section in the MSBAE portal. The table displays the following data:

#	Action	Full Name	Date of Birth	Mother's Name	Mobile	Gender	Standard	Application No	Status
1	View	PANKAJ SUNIL MAHLAN							Paid
2	View	DIPU VOJESH MURTHAKAR							Paid
3	View	AKSHITA KALPESH TAPRIYA							Paid
4	View	VEBASHRI SANJAY PANGDE							Paid
5	View	ANUSHKA ARUN PHADKE							Paid
6	View	DHANSINI CHANDRABHAN BOMBLE							Paid

7) Payment Process:

Go to the **Payment** section and pay the applicable registration fees for all registered candidates. Complete the payment process by following the instructions displayed on the screen.

Payment विभागात जा आणि नोंदणी केलेल्या सर्व विद्यार्थ्यांचे लागू नोंदणी शुल्क भरा. स्क्रीनवर दिलेल्या सूचनांचे पालन करून पेमेंट प्रक्रिया पूर्ण करा.

The screenshot shows the MSBAE payment portal interface. On the left, there is a sidebar with a menu. The 'Payments Section' is highlighted, and the 'Make Payment' option is selected. The main content area displays an 'Invoice' for the school '27030806504 (SHRI SURESHCHAND B SANGHVI INTERNATIONAL SCHOOL)'. The invoice includes a note, school details, and a table of fees. The total amount is ₹ 3120. A red box highlights the 'Pay Now' button at the bottom right.

School Name	Student Count	Fees
27030806504 (SHRI SURESHCHAND B SANGHVI INTERNATIONAL SCHOOL)	208	₹ 4160

Payment Methods	13/07/2026
VISA	
Subtotal:	₹ 4160
Deduct per Candidate (RS)	₹ 1540
Total:	₹ 3120

8) Payment Receipt

After successful payment, go to the **Payment Receipt** section. Download or print the payment receipt for future reference.

पेमेंट यशस्वी झाल्यानंतर **Payment Receipt** विभागात जा. भविष्यातील संदर्भासाठी पेमेंटची पावती डाउनलोड करा किंवा तिची प्रिंट काढून ठेवा.

The screenshot shows the MSBAE payment portal interface. On the left, there is a sidebar with a menu. The 'Payment Receipt' option is selected. The main content area displays a table with columns for Transaction ID, Paid Amount, Payment Date, Bank Reference No, and Purpose. A red box highlights the 'Payment Receipt' option in the sidebar.

Transaction ID	Paid Amount	Payment Date	Bank Reference No	Purpose
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9) Technical Support:

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