**INDIAN MOUNTAINEERING FOUNDATION**

APEX NATIONAL BODY

STEP BY STEP GUIDE FOR EXPEDITION BOOKING

1. Apply for Expeditions

Step 1: Click on "Sign up" as a user
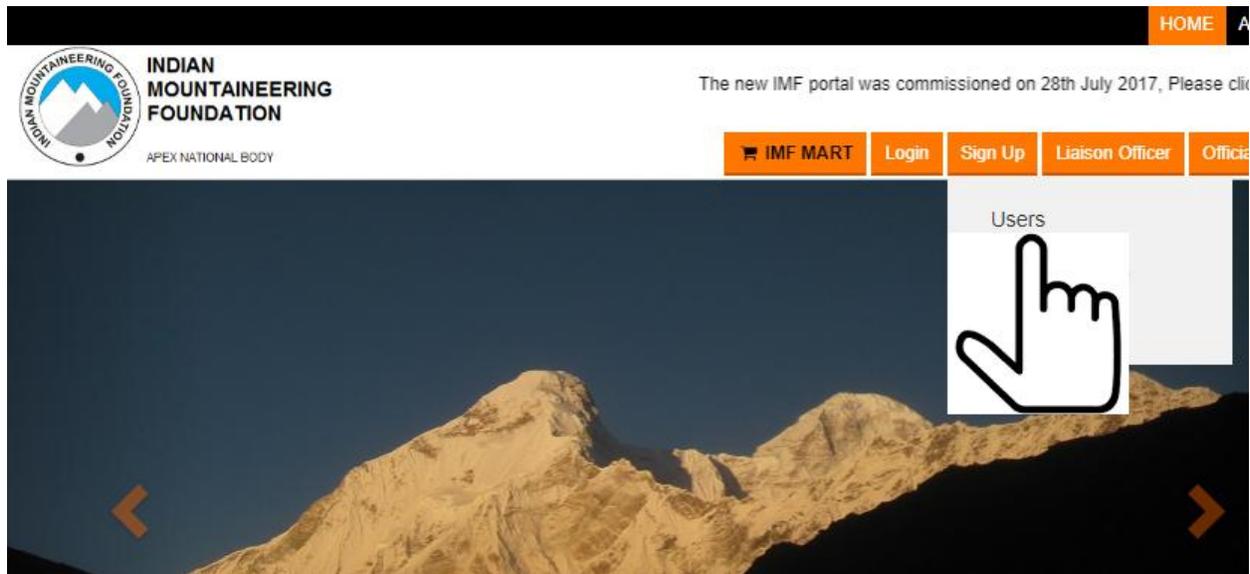
Step 2: Fill in the Form

Registration Form

First Name*	Middle Name	Last Name
URI	ENTER MIDDLE NAME HERE..	GAGARIN

Gender*	Date Of Birth*
MALE	09-Mar-1934

Nationality*	Passport Number
RUSSIAN FEDERATION	UFO9999SPC

Email ID*   Use Email id as User id : ☑

Email ID*	User ID*	ISD code*	Phone No.*
uri@indmount.org	uri@indmount.org	7	9031934000

| Security Question*	Answer*
WHICH IS YOUR BIRTH CITY?	••••••••

Enter Password*   Password Policy   Confirm Password*

Password must contain at least six characters, including uppercase character,lowercase character,numbers and a special characters which includes @$!%*?&#. Spaces are not allowed.

••••••   ••••••

Step 3. Click on Submit

Submit

You will get a message showing that your submission is successful

The new IMF portal was commissioned on 28th July 2017, Please click on " New Portal I

IMF MART | Login | Sign Up | Liaison Officer | Official Sign In | New Portal Infor

Registration Successful. We will send you a confirmation message to your email account.
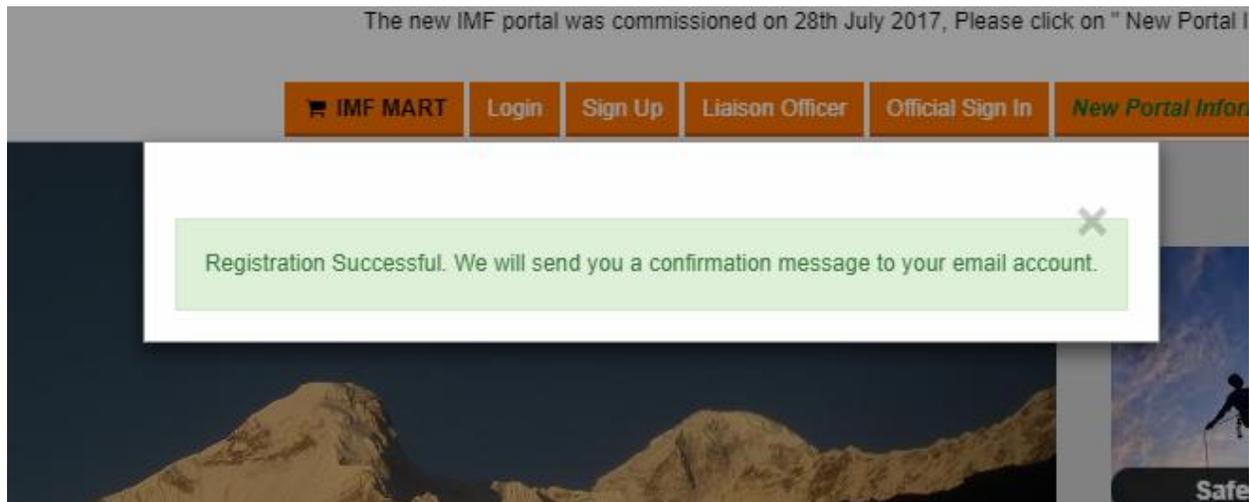
Step 4: a)Check your email for this message

Digital IMF   IMF Online User Registration Confirmation - Dear Applicant, Congratulations! You have been successfully registered on IMF's on
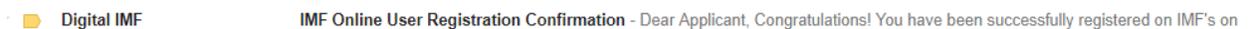
b)Click on the link provided in the message to activate your account

Dear Applicant,

Congratulations! You have been successfully registered on IMF's online portal.

Your Login id is:-- URI@INDMOUNT.ORG.

Please click the link below to activate your account:

http://indmount.org/IMF/VerifyEmail?scope=activation&userid=URI@INDMOUNT.ORG&hash=e7634b070c64a10afbaeca007abfc4f956700baca54b01a0a377d797fdea
d21e76941f2ce248aef4c5f~0~5066Ebf738f6011~6666dad00f262135ed10eb97d1

Do not share your passwor   note of your Date of Birth and hint answers entered at the time of registration.

To reset your account pass   Password' link available at the Login screen.

Affiliate membership for IM   come a member click on the link given below . Detailed Affiliate membership brochure for download is available for download here

http://indmount.org/IMF/me...

Thank you for registering with Indian Mountaineering Foundation. Welcome to the family we look forward to a successful working relationship in the future.

Regards,
Indian Mountaineering Foundation
6, Benito Juarez Marg ,
South Campus, South Moti Bagh ,
New Delhi, Delhi 110021

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Account has been Succesfully activated. Please Login.

Step 4 : Login and complete your profile:-

Remember to activate your account from the email you received, else you won't be able to login.

Step 4: Click on Profile Management and Fill in / upload your details

Note:- You can SAVE as DRAFT to come back and edit Later.

ALWAYS "SAVE AS DRAFT" before you submit so you don't lose your work

**You can use the inbuilt image editing tool to crop your photo or Signature. See below...**

Upload image

Choose File URI.jpg   ✖

Done 14
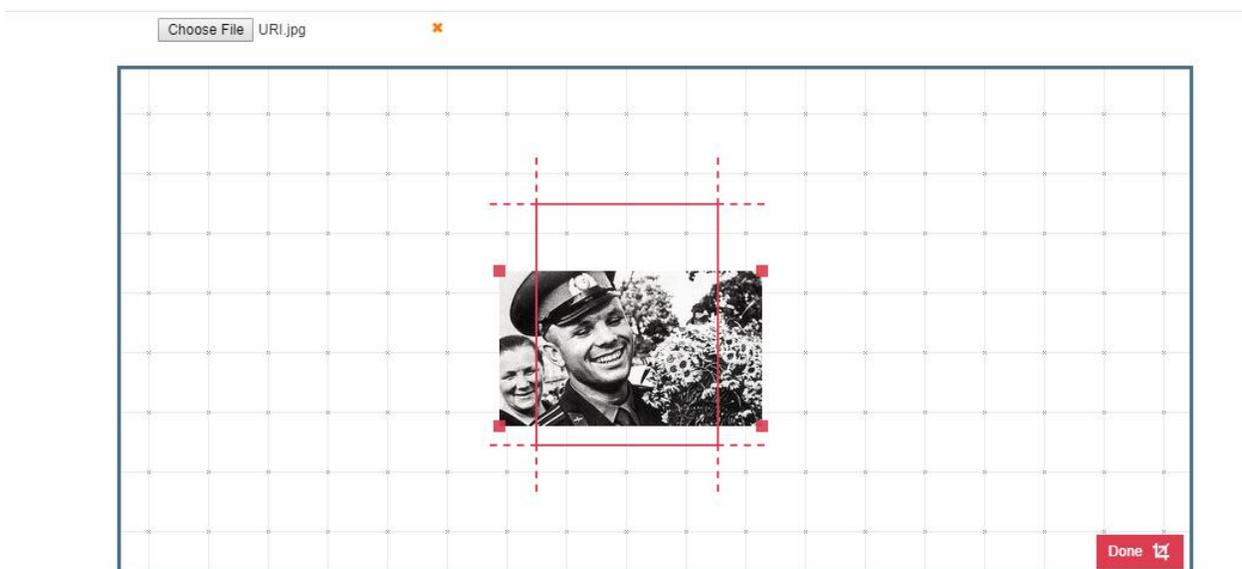
Once you have completed Click on Submit....

You will get a message:-
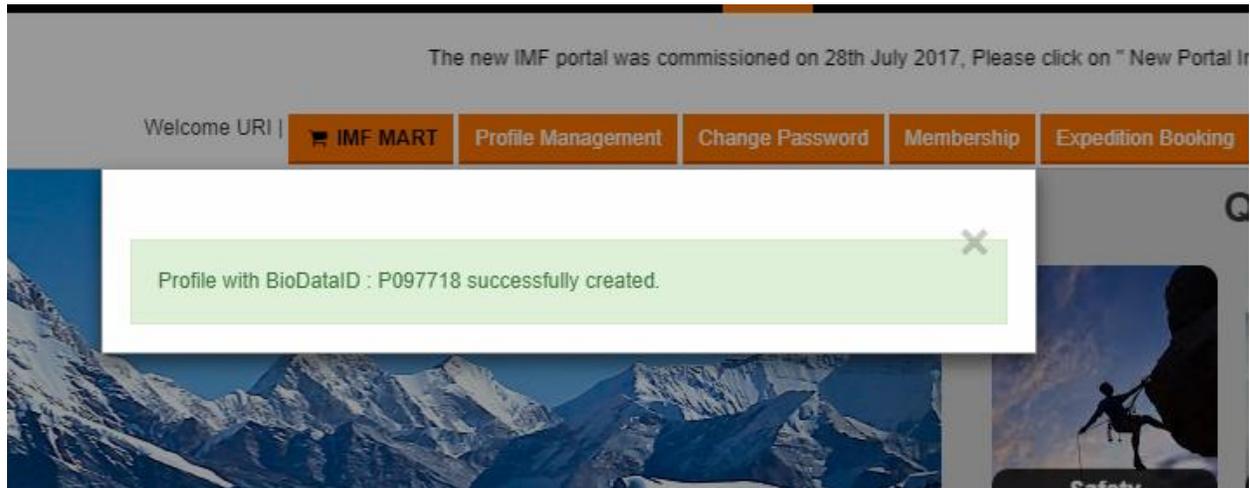
Step 5:- Now your Menu Bar will start showing
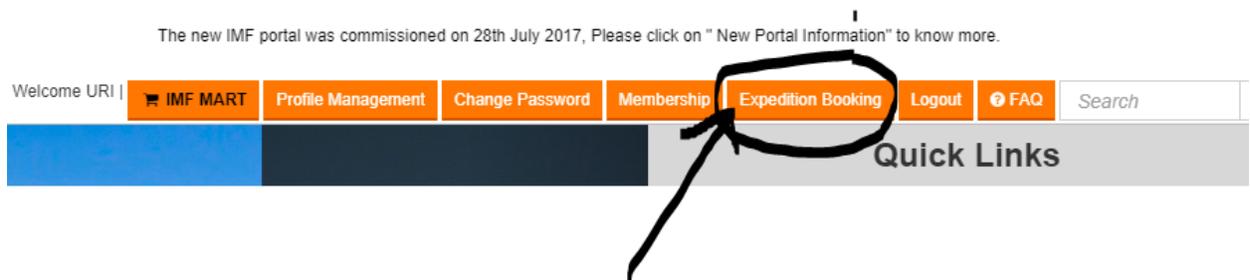

Click on Expedition Booking:-

Now the screen changes to show you step by step guide to booking an expedition:-
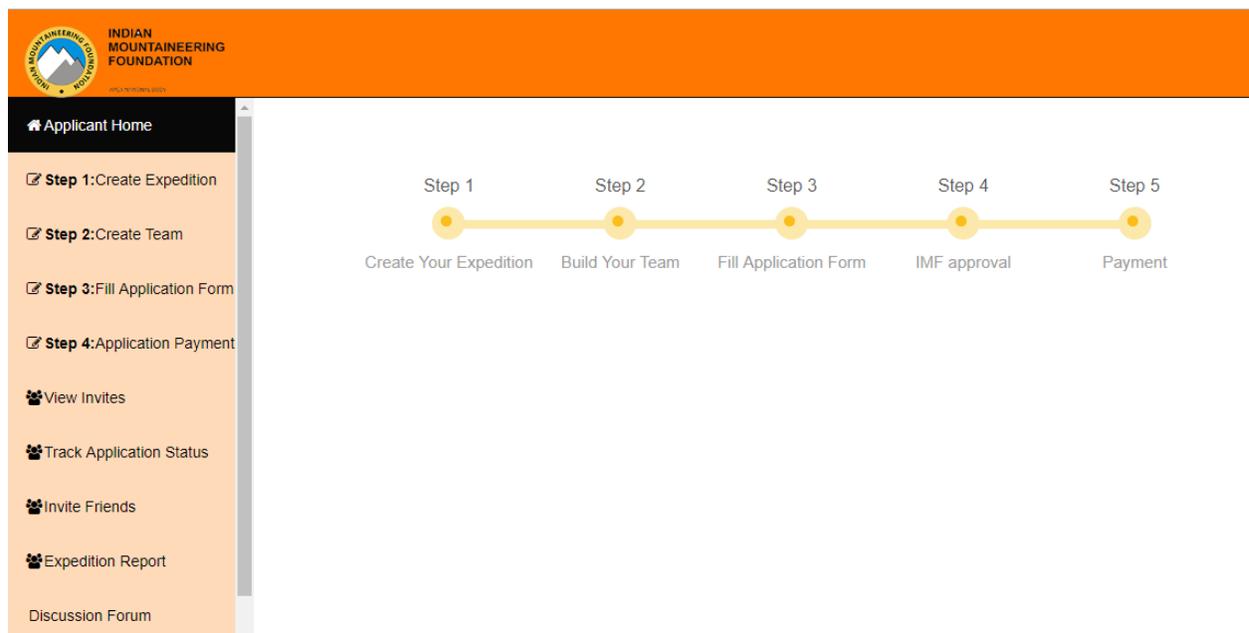
Step 5.

Create Expedition:-

When you click on "Create Expedition", you have to read and understand Leader's qualifications:- Click on 'I have read instructions' to proceed
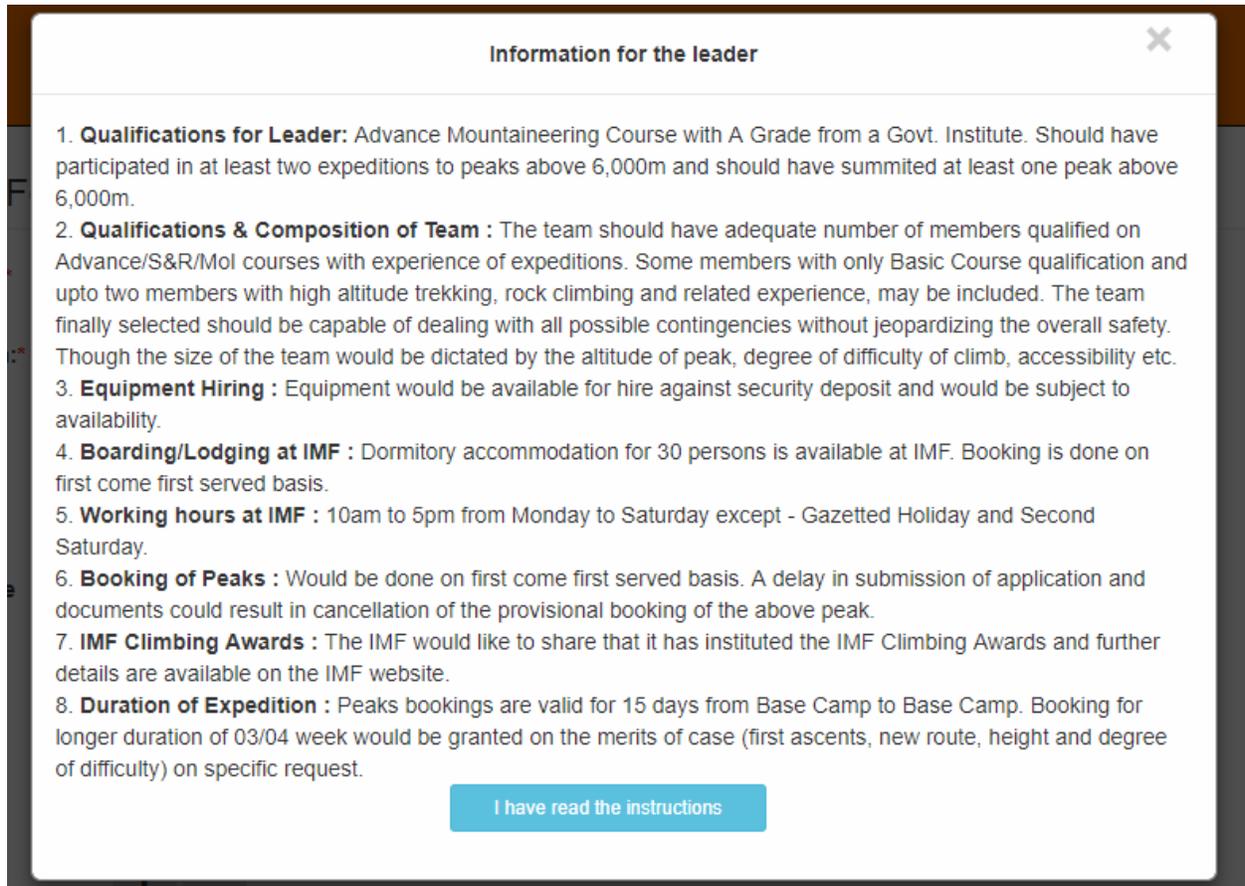
Information for the leader ✕

1. **Qualifications for Leader:** Advance Mountaineering Course with A Grade from a Govt. Institute. Should have participated in at least two expeditions to peaks above 6,000m and should have summited at least one peak above 6,000m.
2. **Qualifications & Composition of Team :** The team should have adequate number of members qualified on Advance/S&R/MoI courses with experience of expeditions. Some members with only Basic Course qualification and upto two members with high altitude trekking, rock climbing and related experience, may be included. The team finally selected should be capable of dealing with all possible contingencies without jeopardizing the overall safety. Though the size of the team would be dictated by the altitude of peak, degree of difficulty of climb, accessibility etc.
3. **Equipment Hiring :** Equipment would be available for hire against security deposit and would be subject to availability.
4. **Boarding/Lodging at IMF :** Dormitory accommodation for 30 persons is available at IMF. Booking is done on first come first served basis.
5. **Working hours at IMF :** 10am to 5pm from Monday to Saturday except - Gazetted Holiday and Second Saturday.
6. **Booking of Peaks :** Would be done on first come first served basis. A delay in submission of application and documents could result in cancellation of the provisional booking of the above peak.
7. **IMF Climbing Awards :** The IMF would like to share that it has instituted the IMF Climbing Awards and further details are available on the IMF website.
8. **Duration of Expedition :** Peaks bookings are valid for 15 days from Base Camp to Base Camp. Booking for longer duration of 03/04 week would be granted on the merits of case (first ascents, new route, height and degree of difficulty) on specific request.

[I have read the instructions]

Fill in the Form:-

Note:- a)Pay attention to type of Expedition i.e Joint or Foreign

b) When you select peak, a map view will open up. It is basically to show you where your chosen peak is located.

c)Click on Listed Peaks and start typing, the names will appear and you can select...
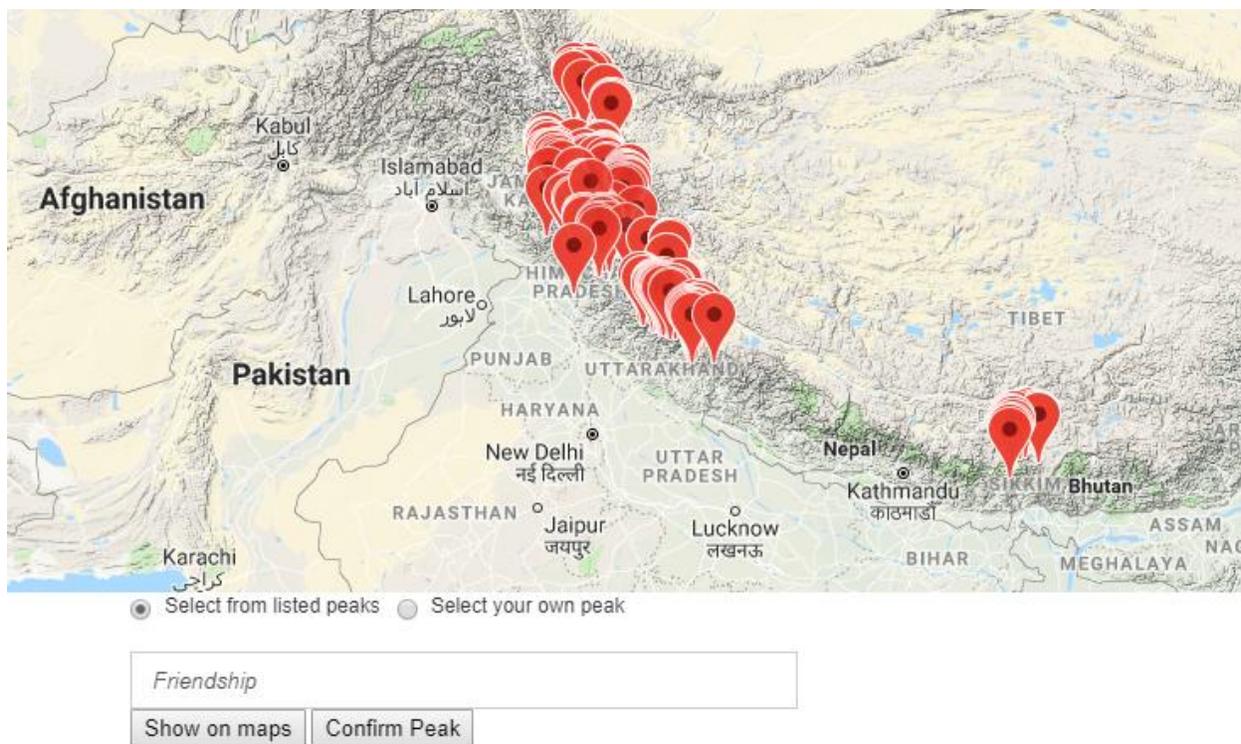
d)You have to Click on **Confirm Peak** to select the Peak.

e) Next you have to create route. On the next screen is a route is already available, it will be shown as below...
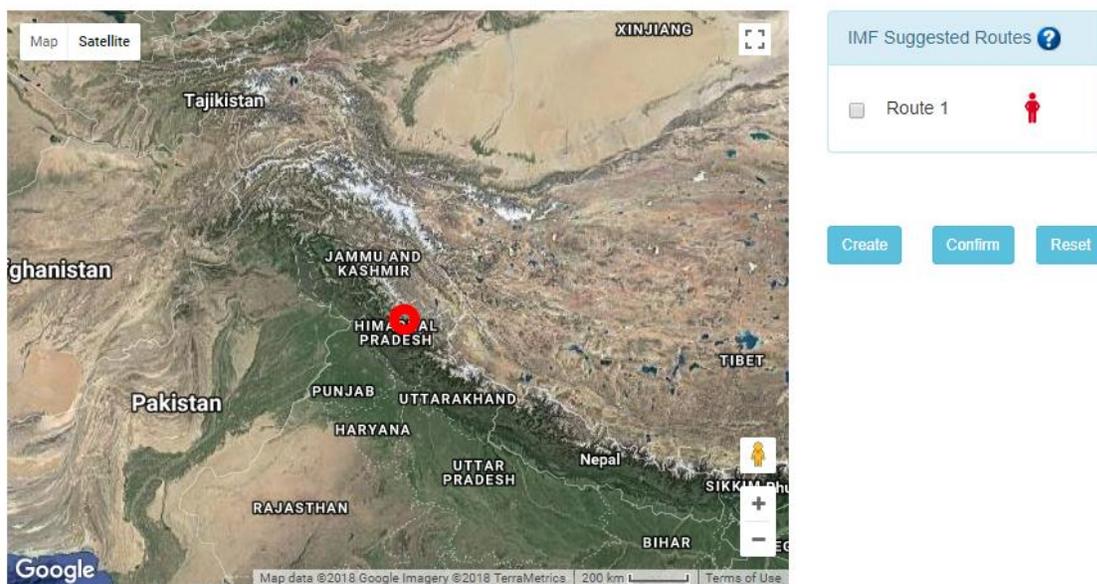
f) Select the route and click on confirm

Reconfirm that you want to create the route..

Are you sure you want to create a new Route?

Cancel   OK
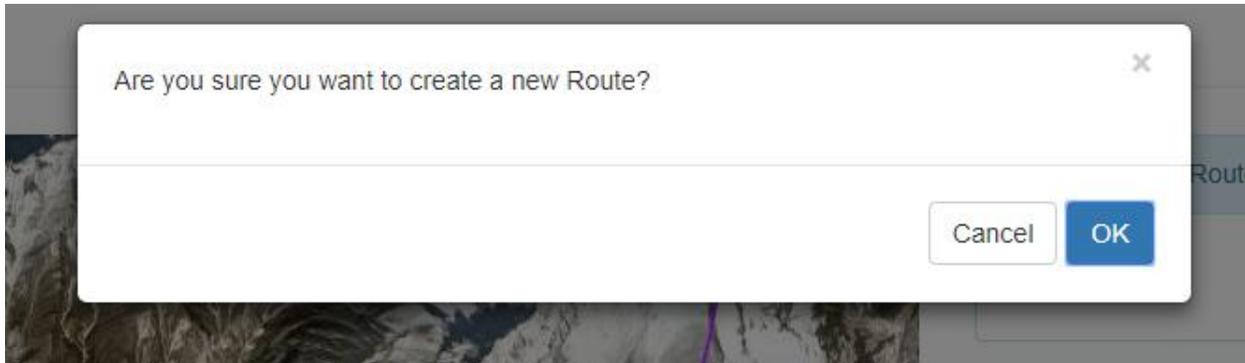
Click on the 'man' symbol, which then turns into a 'climber' symbol..

IMF Suggested Routes ?

☑ Route 1

Total distance: 22.264 km

Create   Confirm   Reset

IMF Suggested Routes ?

☑ Route 1

Chhatru
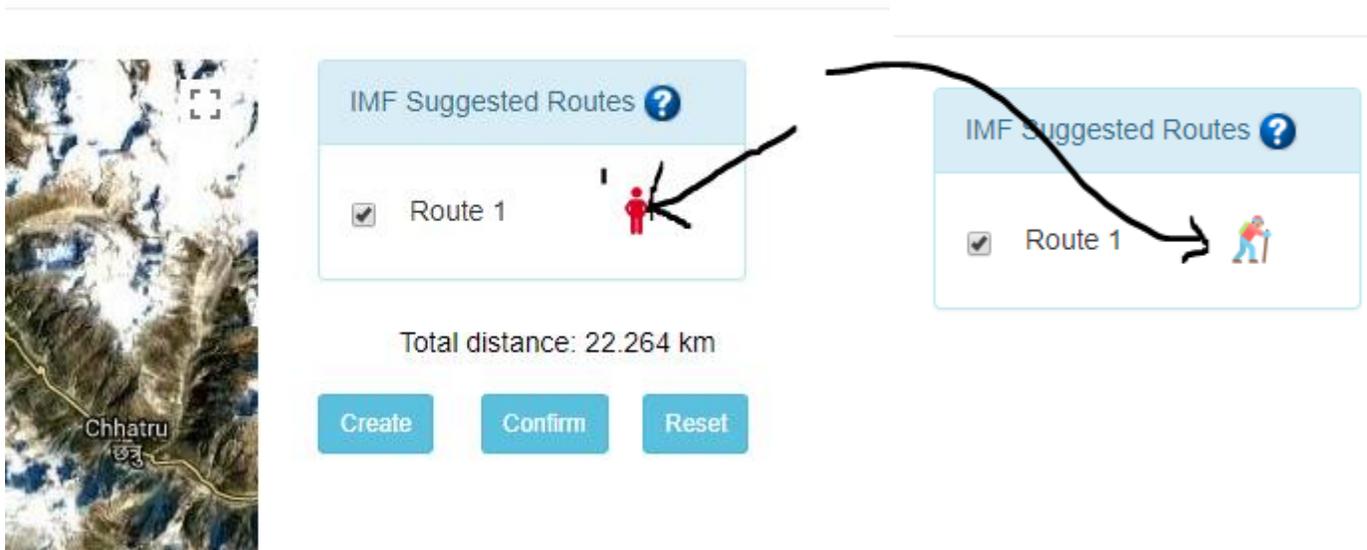
Click on confirm and your final route is shown,

https://indmount.org/IMF/viewMapImage?peakRoute=32.351959,77.130477,3...

https://indmount.org/IMF/viewMapImage?peakRoute=32.351959,77.130477,32.350290,77.13593...

*Please wait for the image to load and confirm the peak.

Confirm

Again Click on Confirm and the **SAVE**

When you click Submit, Your Expedition Id is created. Make a note of the iD

Your Expedition form with Expedition Id: E044118 has been submitted successfully. Download Route Details

Step 5. Create Team

a)You have to now build your team... Click on Create Team and them on "Build Team"

Build Team

Expedition Id	Expedition Name	View Details	Build Team	View Team
E044118	Russian Friendship Expedition	Click here to view details	Build Team	Edit Team

Showing 1 to 1 of 1 entries   Previous 1 Next

Show 10 ▾ entries   Search: [   ]

b)You have to now enter the user id of your team member and send an invite to join the expedition.. If he/she does not have a user id, ask him/her to create one.

Build your team for Expedition Id E044118:

Please Enter User Id   GO

CHOW   Send Invite

Back

c) Your team member will get an invite like the one below. He has to login and accept the invite...
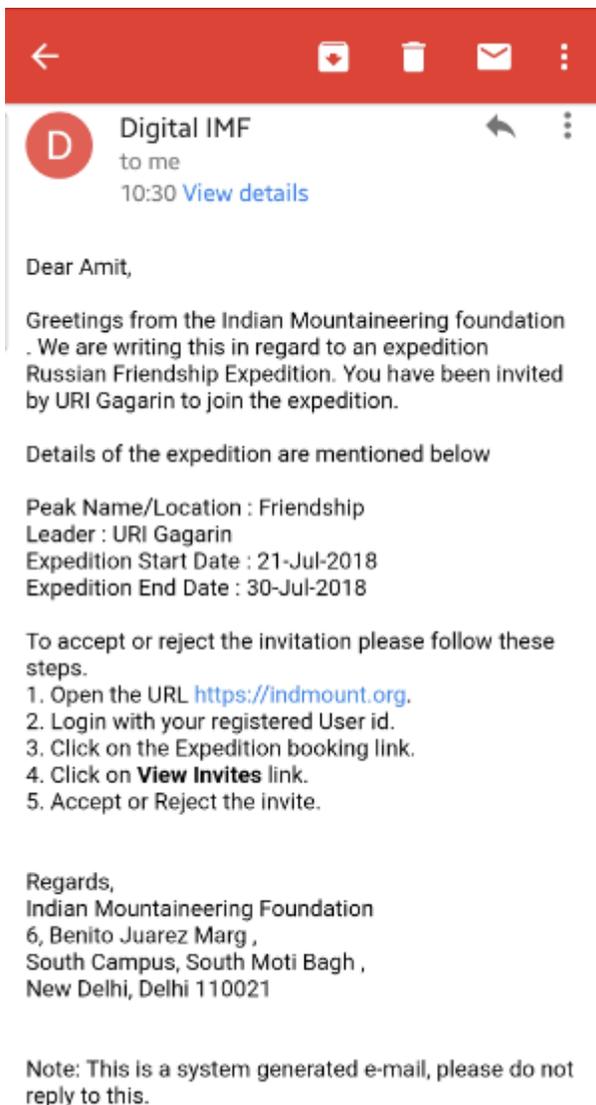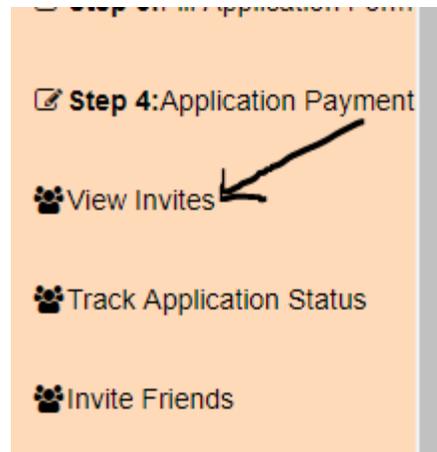
He/she has to click on expedition booking and accept the invitation by clicking on "View Invites".

Under Action, Click on "Accept..."

d) Login again, click on Create Team and Freeze the team once all the team members have accepted your invitation.

Step 6. Fill Application Form

Click on " Fill Application Form"

a)You will be given a choice of the nearest Indian Embassy.. (Foreign National Only)

b)You have to fill in various other simple things and you will be asked to accept the terms and conditions, which is a legal requirement...

| HAP/Cook | US$ 2000/- |
| Headman/mountain guide | US$ 3000/- |

10. I shall hand over photo copies of visa page of all the passports, insurance papers of expedition team and list of items imported into India at the time of briefing at the IMF.

11. I shall pay additional handling charges at 50% rate of the normal peak handling charges, in case an additional peak is attempted or climbed.

12. I will plan to stay at Delhi for one working day (other than holiday/ Saturday/Sunday) on my way in/out for expedition's briefing/debriefing and for completing other formalities. I understand that government offices in India remain closed on Gazetted holidays, Saturdays and Sundays.

13. I will come to India for expedition only after getting `X' Mountaineering Visa endorsed on the passports of myself and all members before leaving my country. On arrival in India, I shall report to my Embassy/High Commission at Delhi about my expedition and submit itinerary and bio-data of members to them.

14. 14. I agree to ask IMF to arrange for LO's equipment and shall pay additional charges of US $ 500 to the IMF before the commencement of the expedition.

15. I have read the instructions contained in the Brochure issued by the IMF and I agree to abide by them. I undertake that I and the members of the expedition have read and understood the instructions contained in the above mentioned Brochure and, hereby, sign it and agree to abide by them.

I Accept   Cancel

c) Only then you will be allowed to SUBMIT The application and you will get a confirmation...

n Form

Your Application with Reference Number F020118 is submitted Successfully ✕

entries

| | ▲ | Expedition Name | ↕ | View Details |
| | | Russian Friendship Expedition | | Click here to view details |
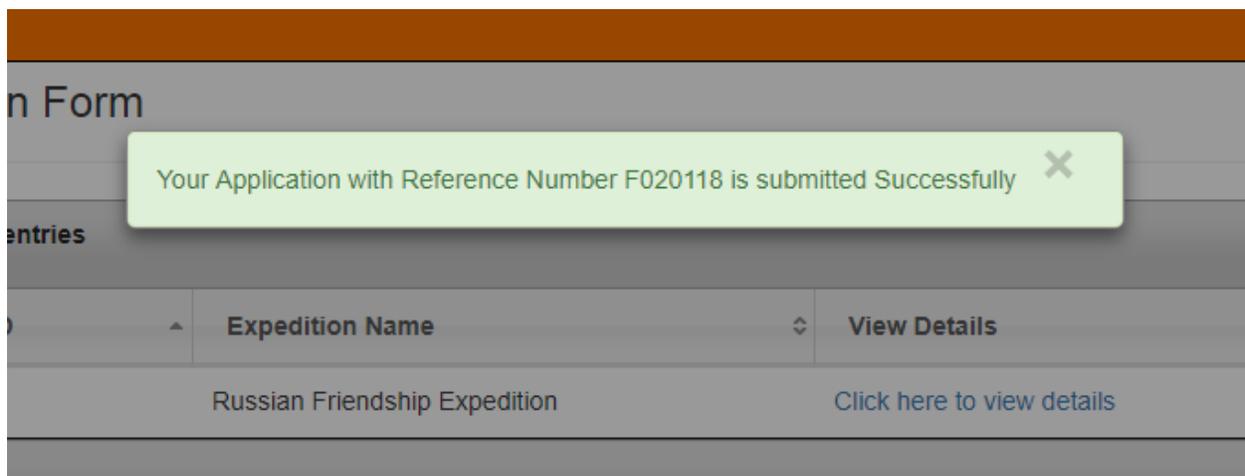
Step 7. Make Payment

a)YOU HAVE Completed the application submission process. Now wait for an email from IMF confirming your expedition. You can check status anytime by logging into your account and clicking on Expedition Booking.

Once your expedition gets approved, you will get an email like this...

Dear Applicant,

Greetings from the Indian Mountaineering Foundation!

Your application F020118 for expedition Russian Friendship Expedition has been approved on 23-06-2018.

Kindly make the payment for the same.

Regards,
Indian Mountaineering Foundation

b) Click on Application payment and then on Pay
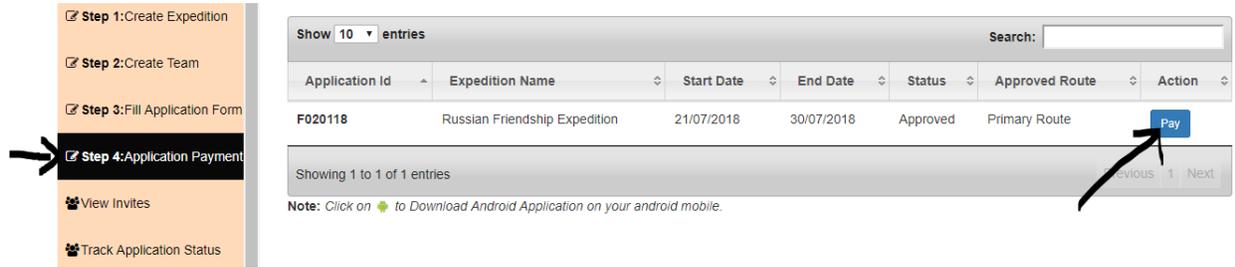
c) You will be given a choice to pay online or pay by a demand draft (offline).

Payment Details

Mode of Payment: ○ Online   ○ Demand Draft

d) If you choose online, the fee details are automatically calculated and populated on screen..

Payment Details

Mode of Payment: ◉ Online   ○ Demand Draft

Fee Details

Application ID:	F020118
Expedition Type:	Joint
Expedition Name:	Russian Friendship Expedit
Payment Date:	23-Jun-2018
Amount (US$):	100.0

Pay Now

e) Click Pay No and Proceed for payment.. on our secure payment gateway
https://secure.ccavenue.com/transaction/transaction.do?command=initiateTransaction

Payment Confirmation

Thank You for initiating the Expedition payment with IMF with:

Order ID: **IMF472518**
and Amount: **100.0** .

[Proceed to Payment]

Indian Mountaineering Foundation

English ▼

Billing Information

Billing Name

Address

Zip Code	City
State	Select Country ▼
Mobile Number	Email

Notes (Optional)

ORDER DETAILS

Order #:	IMF472518
Order Amount	100.00
Total Amount	**USD 100.00**

Payment Information

Credit Card   >   Card Number

...g ^   Yuri sign.png ^   URI.jpg ^

Once Payment is done, await further information from IMF.

For queries write to vinod.chauhan@indmount.org with a copy to helpdesk@indmount.org OR webadmin@indmount.org.