Step1 Download the excel file from Sahodaya Website

Step 2 Enter the details carefully. Name of the school and affiliation numbers are to be entered
only once in cells A5 and B5 respectively

Step 3 Enter the Name of a student and his/her admission Number only once .
Serial Numbers are to be entered continuously irrespective of category leaving the rows
Where no entries are made in the respective Name and Admission Number.
Once all entries are made, rename the file as the affiliation number of the school and
upload through Sahodaya site.

Step 4 Photographs of all the students registered are to be saved as JPEG files ,each one named as
photo ID of the student (auto generated once .All the photos are to be saved in a separate
folder. Select all the photos, right click and choose the option send to compressed
(zipped   folder).All the photos will be saved in a zipped folder and this zipped folder must
be sent by email to palakkadsahodaya@gmail.com on the same day of online submission
of entry form.
Please visit Sahodaya Website www.palakkadsahodaya.org.in for the online submission of
the entry form.

<div style="border:1px solid black">

Excel file is to be uploaded online through Sahodaya Website

www.palakkadsahodaya.org.in

And

Zipped file of photographs must be sent to Sahodaya Email:

palakkadsahodaya@gmail.com

</div>

The total amount payable will be displayed at the bottom of the entry form and the amount has to be
paid as per instructions given from time to time.

Any error that occurs in entries due to violation of rules and regulations of the programme will
result in **RED ALERT** in the excel sheet.

**Most Important: Since a lot of formulas and validations
are running in the background, please do not tamper
with the format of the excel file.**

Regards,
Tech Support-PDSSC