



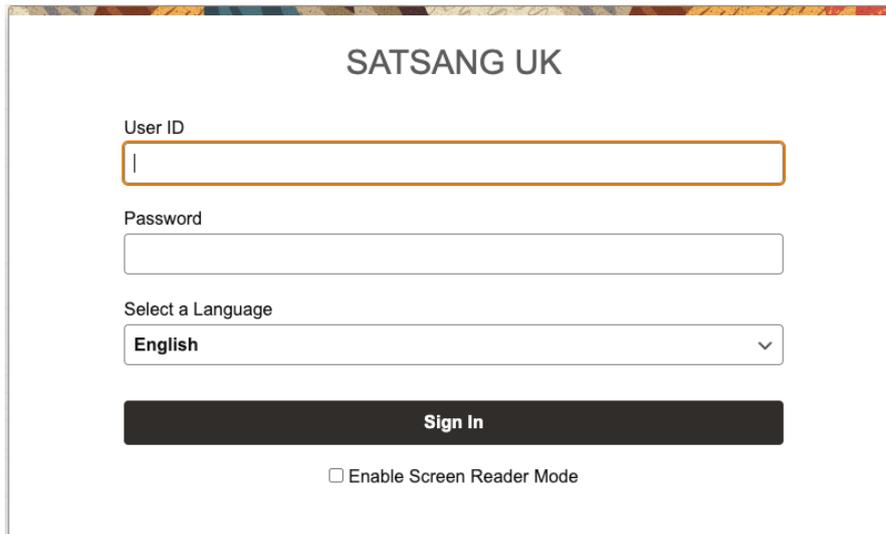
# SATSANG UK OBLATION USER MANUAL

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## Login Details:

- 1) When you open the link via email, it will display the page as shown below.



SATSANG UK

User ID

Password

Select a Language

English

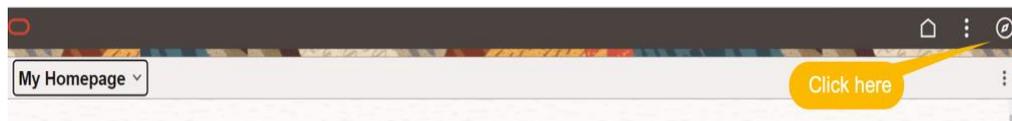
Sign In

Enable Screen Reader Mode

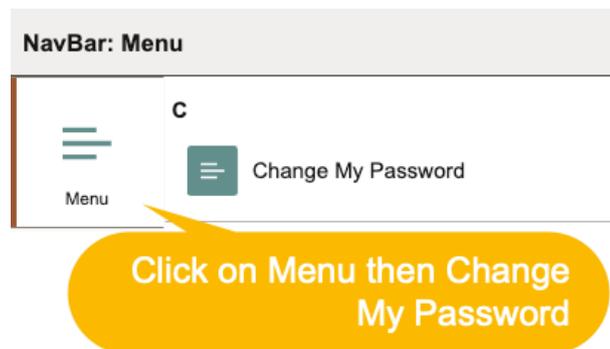
- 2) Please enter your User ID and your temporary password and click **Sign In** button.

## Change of Password:

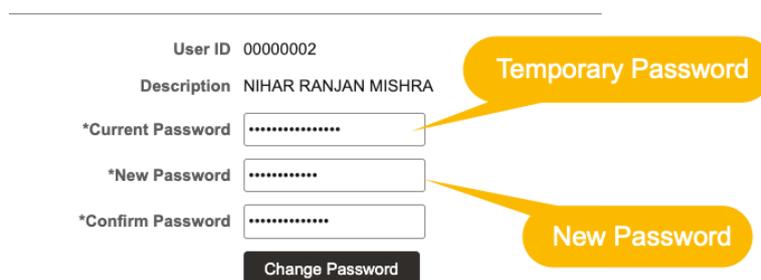
- 1) To change the password, please click on  on right top corner.



- 2) Click on 'Menu' and then Change My Password.



- 3) Then enter your temporary password and New password



User ID 00000002

Description NIHAR RANJAN MISHRA

\*Current Password

\*New Password

\*Confirm Password

Change Password

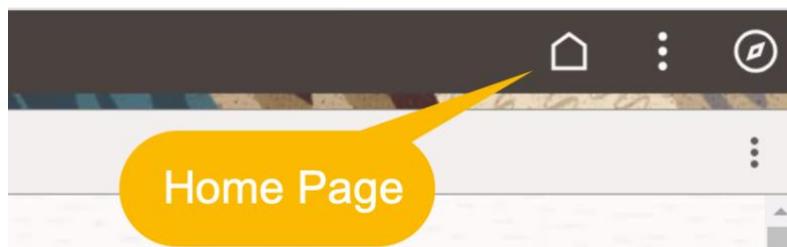
Temporary Password

New Password

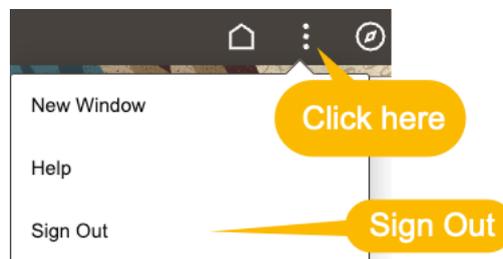
- 4) You will get an email confirmation from Satsang UK after the password was successfully changed in the system.



- 5) To return to your home page, please Click on  button.



- 6) To Sing Out, please click on  and click on 'Sign Out'

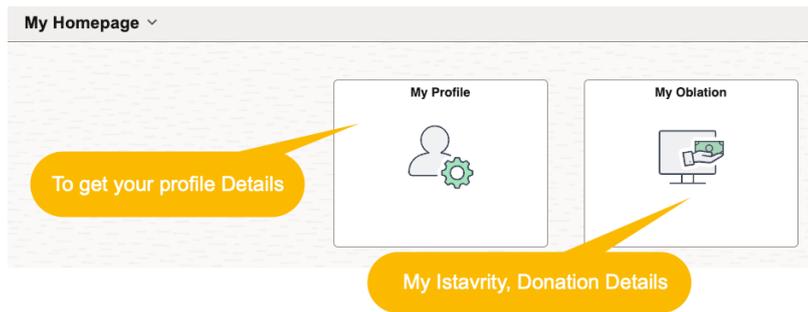


**Note:**

- 1) Don't share your password with anyone including Satsang UK. Satsang UK or any volunteers will never ask your password in any situation.
- 2) If you forget your password, please contact Satsang UK. Provide your User ID to reset but do not share the password via email, SMS, WhatsApp or any mode of communication. After getting your reset temporary password, change password immediately to new password as explained above.

## My Profile:

- 1) When you login and change password, you will see this home page.

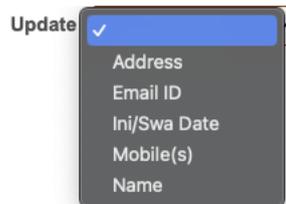


- 2) Click on 'My Profile'

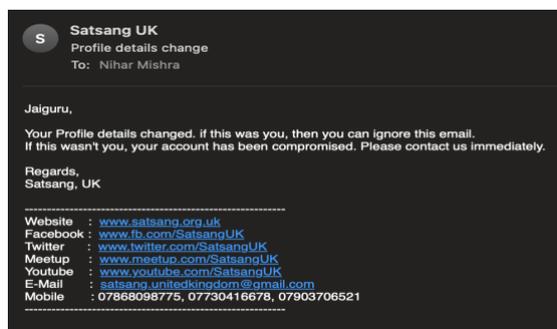
The screenshot shows the 'My Profile' form. The form includes fields for Name, UK Family Code, Address, Mobile(s), Email ID, Your Zone, and Zone Contact(s). There is an 'Update' dropdown menu. A yellow callout bubble is overlaid on the form with the text 'You will get your Profile details including your Zone details and your primary contact details.' Below the form is a table with columns: Name, Ritwick, Initiation Date, Swastyayani Date.

Name	Ritwick	Initiation Date	Swastyayani Date
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- 3) To update your profile details, please select drop down list and take appropriate action as necessary.



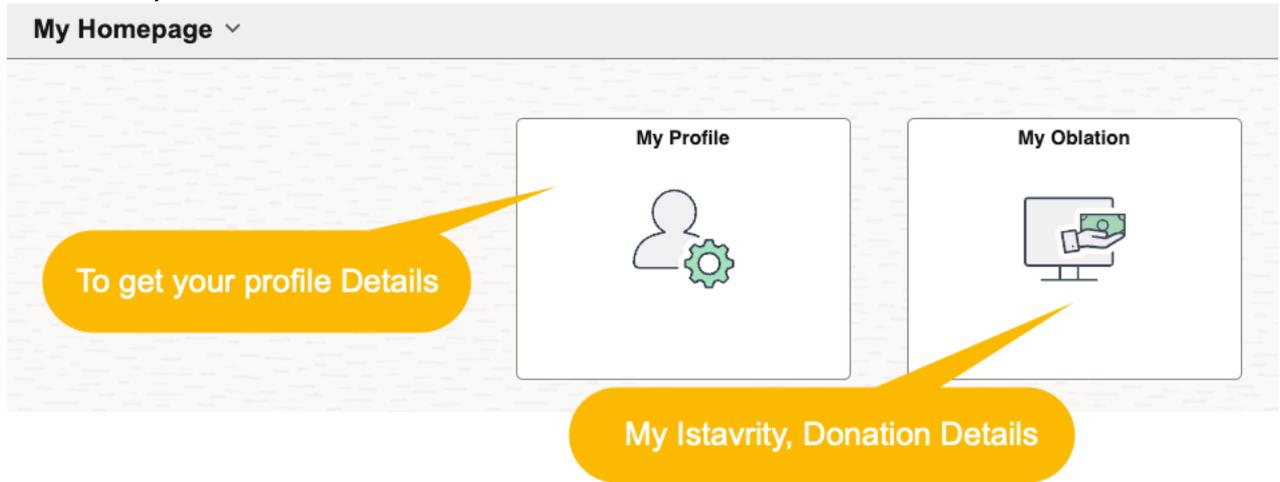
- 4) You will get an email confirmation from Satsang UK after the profile details was successfully updated/changed in the system.



- 5) In case of new addition of family member, please contact Satsang UK via official email [satsang.unitedkingdom@gmail.com](mailto:satsang.unitedkingdom@gmail.com)

## To view your Oblation:

- 1) Click on 'My Oblation'



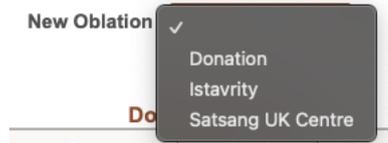
- 2) My Oblation details.

The screenshot displays the 'My Oblation' details page. At the top, there are fields for 'Name', 'Address', and a 'New Oblation' dropdown menu. Below these fields are three tables: 'Istavrity', 'Donation (Satsang UK Centre)', and 'Donation (Other)'. Each table has columns for 'Date', 'Total', and 'Download'. A yellow callout bubble points to the 'Istavrity' table with the text 'Istavrity Details'. Another yellow callout bubble points to the 'Donation (Satsang UK Centre)' table with the text 'Donation for Satsang UK Centre and other Donation'. A third yellow callout bubble points to the 'Download' column of the 'Donation (Satsang UK Centre)' table with the text 'Click to download Receipt'.

Istavrity			Donation (Satsang UK Centre)			Donation (Other)					
	Date	Total	Download		Date	Total	Download		Date	Total	Download
1	23/01/2024	240.00		1	06/02/2024	25.00		1	01/10/2023	100.00	
2	24/12/2023	240.00		2	06/02/2024	25.00		2	13/09/2023	17.00	

## New Oblation (Istavrity): Remittance of Istavrity

- 1) Please transfer the Istavrity amount to Satsang UK Istavrity Account (Sort Code: 40-25-27, Account Number:72499991) from your personal Bank account.
- 2) Always use your UK family code in your reference field while transferring the amount.
- 3) Open the Satsang link and then click on Istavrity option in the drop down list of "New Oblation" section.



- 4) It will show the details to confirm.

Have you transferred the Istavrity amount to the Satsang UK Istavrity Account (Sort Code: 40-25-27, Account Number:72499991) ? (0,0)

- 5) Click on 'Yes' if you already transfer the amount to the account shows above.
- 6) Put the Bank reference and Bank transaction Date to submit your Istavrity. Your previous Istavrity remittance details will populate automatically.

- 7) Edit the amount details if there is any change to the previous remittance. Also total amount should match as per the bank transfer, click

- 8) Receipt can be download from

**My Oblation**

Name:  Code:  New Oblation:

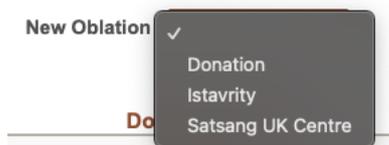
Address:

Istavrity			Donation (Satsang UK Centre)			Donation (Other)		
Date	Total	Download	Date	Total	Download	Date	Total	Download
1 23/01/2024	240.00	<input type="button" value="Download"/>	1			1 01/10/2023	100.00	<input type="button" value="Download"/>
2 24/12/2023	240.00	<input type="button" value="Download"/>	2 06/02/2024	25.00	<input type="button" value="Download"/>	2 13/09/2023	17.00	<input type="button" value="Download"/>

Callouts: 'Istavrity Details', 'Donation for Satsang UK Centre and other Donation', 'Click to download Receipt'

## New Oblation (Satsang UK Centre): Remittance of Satsang UK Centre

- 1) Please transfer the Donation amount to Satsang UK SreeMandir Account (Sort Code: 40-25-27, Account Number:72499991) from your personal Bank account.
- 1) Always use your UK family code in your reference field while transferring the amount.
- 2) Open the Satsang link and then click on Satsang UK Centre option in the drop down list of “New Oblation” section.



- 3) It will show the details to confirm.

Have you transferred the 'Satsang SreeMandir Centre' amount to the Satsang UK SreeMandir Account (Sort Code: 40-25-27, Account Number:72499991) (0,0)

- 4) Click on 'Yes' if you already transfer the amount to the account shows above.
- 5) Put the Bank reference, Bank transaction Date and Amount to submit your Donation.

**Satsang UK Centre - Donation (Sort Code: 40-25-27, Account Number: 72499991) ×**

Reference Details (Bank): TEST

Transaction Date (Bank): 01/03/2024

Amount:

**Bank Reference Details**

**Bank transfer Date**

**submit**

- 6) Amount should match as per the bank transfer, click

- 7) Receipt can be download from

**My Oblation**

Name:  Address:

New Oblation

Istavrity			Donation (Satsang UK Centre)			Donation (Other)		
Date	Total	Download	Date	Total	Download	Date	Total	Download
1 23/01/2024	240.00	<input type="button" value="Download"/>	1 06/02/2024	50.00	<input type="button" value="Download"/>	2 13/09/2023	17.00	<input type="button" value="Download"/>
2 24/12/2023	240.00	<input type="button" value="Download"/>	2 06/02/2024	25.00	<input type="button" value="Download"/>			

**Click to download Receipt**

## New Oblation (Donation): Remittance of Donation

- 1) Please transfer the Donation amount to Satsang UK General Account General Account (Sort Code: 40-09-10, Account Number:31523732) from your personal Bank account.
- 8) Always use your UK family code in your reference field while transferring the amount.
- 9) Open the Satsang link and then click on Donation option in the drop down list of "New Oblation" section.



- 10) It will show the details to confirm.

Have you transferred the Donation amount to the Satsang UK General Account (Sort Code: 40-09-10, Account Number:31523732) ? (0,0)

- 11) Click on 'Yes' if you already transfer the amount to the account shows above.
- 12) Put the Bank reference, Bank transaction Date, Amount and Expenses Type to submit your Donation.

**Satsang - Donation (Sort Code: 40-09-10, Account Number: 31523732)**

Reference Details (Bank): TEST

Transaction Date (Bank): 01/03/2024

Amount: 10

Expenses Type: [Search]

**submit**

**Look Up Expenses Type**

Expenses Type: begins with [ ]

Type Description: begins with [ ]

Search Results

View 100

Expenses Type	Expenses Type Description
ACHARYAU24	SREE SREE ACHARYADEVA BIRTH ANNIVERSARY (2024)
BOOKBECOM	BECOM OF BEING AND BECOMING (BOOK)
CUKVUC	ZONE SATSANG (CENTRAL UK)

- 13) Amount should match as per the bank transfer, click

- 14) Receipt can be download from

**My Oblation**

Name: [ ] **Istavrity Details** Code: [ ] **Donation for Satsang UK Centre and other Donation** New Oblation: [ ]

Address: [ ]

Istavrity			Donation (Satsang UK Centre)			Donation (Other)		
Date	Total	Download	Date	Total	Download	Date	Total	Download
1 23/01/2024	240.00	<input type="button" value="Download"/>	1 06/02/2024	240.00	<input type="button" value="Download"/>	2 18/02/2023	100.00	<input type="button" value="Download"/>
2 24/12/2023	240.00	<input type="button" value="Download"/>	2 06/02/2024	17.00	<input type="button" value="Download"/>			

**Click to download Receipt**