DELHI & DISTRICT CRICKET ASSOCIATION

(AFFILIATED TO THE BOARD OF CONTROL FOR CRICKET IN INDIA)

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Dear All,

This is to inform you that the step-by-step player registration workflow document (available in both **English and Hindi**) is being shared for your reference and guidance, along with relevant video tutorials explaining the registration process.

All concerned are requested to go through the attached workflow document and the following video tutorials carefully to understand the complete registration procedure.

Registration ODMS URL:
https://ddca.sportsmechanics.in/ddca/unifiedlogin

Please note that this URL is exclusively for player registration purposes.

1. DigiLocker Account Creation and Aadhaar Linking (Mandatory for All Players)

Watch Video Tutorial – DigiLocker Account Creation and Aadhaar Linking

2. Step 1 – Club User: Player of Interest Submission

Watch Video Tutorial – Player of Interest Submission

3. Step 2 – Player Login and Registration

Watch Video Tutorial – Player Registration

4. Step 3 – Club User: Player Verification

Watch Video Tutorial – Player Verification

5. Step 4 – Admin User: Player Verification

Watch Video Tutorial – Admin Player Verification

Important Note: The video tutorials shared above are intended solely for DDCA testing and demonstration purposes.

All concerned are requested to carefully review the documents and video tutorials and familiarise themselves with the complete registration workflow before proceeding with player registrations.

Sd-/-
Ashok Sharma
Secretary

DDCA – Aadhaar Integrated Fresh Player Registration – Step-by-Step Protocol

This is to outline the complete process for fresh player registration, Aadhaar verification, club-level scrutiny, and final DDCA-level approval.

Please note that the link provided is a test link intended for registration purposes only.
Live ODMS Link - https://ddca.sportsmechanics.in/ddca/unifiedlogin

Step by Step Process -

Accessing the Registration Portal – Club User

1. The club user must access the registration link shared by DDCA.

2. Log in using the registered mobile number.

3. An OTP will be sent to the registered email ID. Enter the OTP to log in to the ODMS.

4. Once logged in, click on "Add Player" to initiate the fresh player registration process.

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Adding a New Player – Club User

1. Click on "Add Player" and enter the basic details of the player.

2. Enter the player's details, including:

   Player Name

   Player Mobile Number

   Player Email ID

   Player Aadhaar Number

3. Ensure that the player's Aadhaar number is entered correctly, as it will be used as the player's username for subsequent login and Aadhaar verification.

4. Save the details to initiate the player's registration process. (Player receives Welcome email)

Player Login to ODMS

1. The player must log in to the ODMS using the Aadhaar number entered by the club as the username.

2. An OTP will be sent to the email ID provided by the club during player creation.

3. Enter the OTP to access the ODMS and proceed with the registration process.

Aadhaar Verification Through DigiLocker

The player must complete Aadhaar verification before proceeding with the registration submission.

1. Initiate the Aadhaar verification process in the ODMS.

2. Upload a clear, full-size image of the Aadhaar card.

3. Ensure that the entire Aadhaar card is visible in the uploaded image, without masking or obscuring any part of the card.

4. Initiate the verification process through DigiLocker.

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5. Enter the DigiLocker login credentials as prompted.

6. An OTP will be sent to the mobile number registered with DigiLocker.

7. Enter the OTP to authenticate through DigiLocker.

8. Select "Aadhaar Card" as the proof of authentication and save the selection.

9. The system will automatically initiate Aadhaar verification through UIDAI via DigiLocker.

The player must complete the Aadhaar verification successfully before proceeding to the registration form submission.

Completing and Submitting the Player Registration Form

After successful Aadhaar verification, the player must complete the registration form with all the required information and supporting documents.

The player must ensure that all details are accurate and that the required supporting documents are uploaded.

Once all sections have been completed, the player will submit the registration form.

Upon successful submission, the player will receive an email confirmation stating that the registration has been submitted successfully.

Club-Level Verification and Approval (1st Level)

Once the player has completed Aadhaar verification and submitted the registration form, the club user must perform the first level of scrutiny.

1. The club user must log in to the ODMS.

2. Access the list of players who have successfully completed registration.

3. Review the player's submitted details and supporting documents.

4. Verify the registration qualification and ensure that the submitted information and documents are appropriate and complete.

5. Based on the scrutiny, the club user must either:

Approve the player and forward the registration for DDCA-level verification; or

Reject the player if discrepancies are identified.

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The player's registration will proceed to the DDCA level verification only after club-level approval.

DDCA-Level Verification and Approval

Following club approval, the registration will move to the DDCA-level verification stage.

1. The DDCA administrator must log in to the ODMS.

2. Access the list of players approved by the respective clubs.

3. Scrutinize the player's registration details, registration qualification, and supporting documents.

4. Verify the submitted information and documents for compliance with the applicable registration requirements.

5. Based on the review, the DDCA administrator must either:

Approve the player; or

Reject the player if discrepancies or deficiencies are identified.

Upon DDCA-level approval, the player's fresh registration process will be considered complete.

Notifications and Registration Status

The player and club secretary will receive a notification regarding the verification status at every stage of the process.

These notifications will keep the player informed about the progress of the registration, including the outcome of the verification stages.

The player should monitor the notifications received and take any required action in case of rejection.

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Rejection and Resubmission Process

If the player is rejected at either the club-level verification stage or the DDCA-level verification stage, the following process will apply:

1. The player may log in to the ODMS again to review and address the rejection.

2. The player may resubmit the required documents to rectify the identified deficiencies.

3. The resubmission facility can be used **only once.**

4. The player should therefore carefully review the rejection-related requirements and ensure that all necessary corrections are made before resubmitting the documents.

After re-submission, the player registration will undergo both Club level and DDCA level verification.

Editing Player Details – DDCA Administrator

If any issues or discrepancies are identified in the registration form, the DDCA administrator has the provision to edit the player's details in the ODMS.

1. The DDCA administrator must access the relevant player's registration record.

2. Edit the applicable player details as required.

3. Save the updated details in the system.

This provision allows the DDCA administrator to correct relevant registration details where necessary during the verification process.

Completion of Registration

The fresh player registration process is considered complete only when the player's registration has been approved at both the club level and the DDCA level.

Summary of the Registration Workflow

Club Login → Add Player → Player Login → Aadhaar Verification via DigiLocker → Complete Registration Form → Submit Registration → Club-Level Verification → DDCA-Level Verification → Final Approval

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All club users, players, and DDCA administrators are requested to follow the above steps carefully to ensure a smooth and efficient fresh player registration process.