



CREDAI
KOLKATA



9th Edition of

CREDAI
KOLKATA

REALTY AWARDS

2025

In Association with



Bennett & Coleman

THE TIMES OF INDIA

Process Advisors



**Tutorial on how to apply
for the CREDAI Kolkata Realty Awards 2025**



A. How to Register :

1. Visit the CREDAI Kolkata website www.credaikolkata.org and click on the pop-up creative on the home page
2. You will be redirected to the nomination page for the awards www.ckrealtyawards.com
3. Click on 'Apply Now'
4. You will be redirected to a registration screen
5. Fill up all the details
6. Click on 'Register'
7. An email with an OTP will be sent from ckrealtyawards.com to the email ID you have entered in the form. Do not refresh the page.
8. Enter the OTP on the registration screen.
9. After entering the OTP, the system will prompt "OTP verified successfully! You can now login."
10. Click on the 'Go to Login' button below the form

B. How to Log in :

1. You will see the 27 categories listed under the broad sub-headings – 'Completed Projects', 'Ongoing Projects' and 'Initiative Based Projects'. Choose the category you want to apply in and click on 'Apply Now'
2. Enter the username and password that have been generated by you in the registration form
3. You will successfully log in to the portal (Keep a note of your login ID and password for future logins).



C. What if I Forget my Password :

1. Go to the log in screen
2. Below the form you will find a 'Forgot Password' link; Click on it
3. Enter your registered email id
4. Click on 'Send / Resend Reset' Link
5. A password reset link will be sent to your registered email ID
6. Click on the link in email and you will be redirected to 'ckrealtyawards.com' website where you will be prompted to insert a new password.
7. Enter a new password and click on 'reset password'
8. Click on the 'Login' button and enter your new password to log in

D. How to Apply in the Categories :

1. Once you login, you will be redirected to your dashboard
2. In your dashboard you will find a link 'complete your registration'
3. Click on the link and you will get your first form for registration of your Group / Company
4. This form will be shown to you ONLY ONCE during the entire process. Insert the information and press 'submit'
5. Once you submit this form you will see all the categories you can apply for
6. Click on a category of your choice and start filling in information.



E. How to Upload Files :

1. While submitting your information in the forms you will see an 'upload' button on your right where you need to upload files
2. Click on the 'upload' button and select the type of file you are uploading like JPG or PNG or PDF. In case of video files choose MP4 and in case of audio files choose MP3 and upload.
3. If by mistake you have uploaded a wrong file, you will find a delete button beside every file you upload. Delete the file and re-upload.

F. How to Submit Applications ?

1. Once you have finished entering all the relevant information inside the forms, you will find a section in the last page of the form where you need to upload your payment receipt.
2. Once you upload the payment receipt, the 'submit application' button will be activated.
3. Once you submit an application, you will NOT be permitted to edit the form any longer. Hence, review the form page-by-page before finally submitting the form.

G. Important Points to Remember

1. The 'Complete Your Registration' form will be shown to you ONLY ONCE during the entire process. So carefully review the information before clicking on the 'submit' button.
2. If by mistake you have uploaded a wrong file, you will find a 'delete' button beside every file you upload. Delete the file and re-upload.
3. Once you submit an application, you will not be permitted to edit the form any longer. Hence, review the form page-by-page before finally submitting the form.
4. You will be able to see all your submitted applications under the 'my applications' section in your dashboard.

In case you have other queries / clarifications, please call on the below numbers :

- CREDAI Kolkata Secretariat : 9830086864 / 9874231372 / 9830070533
- Times of India : 9230509084

Email : events@credaikolkata.org

Web : www.credaikolkata.org

