



STEP-BY-STEP GUIDE

How to Register a Project on Bhumi Seva

A simple guide for organizations, volunteer groups, and individuals

What this guide helps you do

Create a Bhumi Seva profile, register your project, add the location, explain what volunteers can help with, and submit it for review.

Website bhumiseva.org
Instagram [instagram.com/bhumi.seva](https://www.instagram.com/bhumi.seva)

Bhumi Seva is where India comes together to heal the earth. It helps people discover local environmental projects and support the people already doing good work.

Before You Start

You can register a project if you are organizing or helping coordinate an environmental activity such as a cleanup, plantation, restoration effort, awareness activity, or similar community action.

Keep these details ready

- Project name and short description.
- City or village, state, pincode, and Google Maps link or map pin.
- Date, time, meeting point, and volunteer instructions if available.
- Number of volunteers needed.
- Whether tools, transport, or materials are needed.
- Instagram, YouTube, website, or donation link if you want to share them.

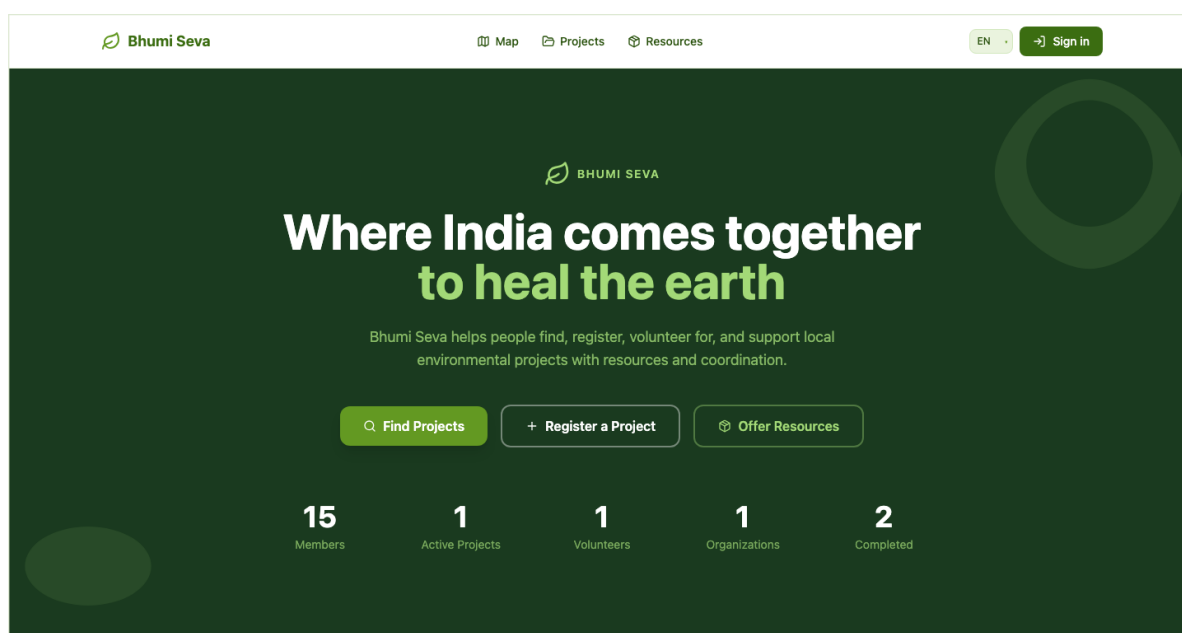
Important privacy note

Bhumi Seva does not show your private phone or email publicly by default. Contact sharing is controlled through profile and project settings, so you can choose what to share.

Step 1: Open Bhumi Seva

Go to <https://bhumiseva.org>.

On the home page, you can explore projects, resources, the map, and the Register button.



Home page on bhumiseva.org. Use Register a Project to start.

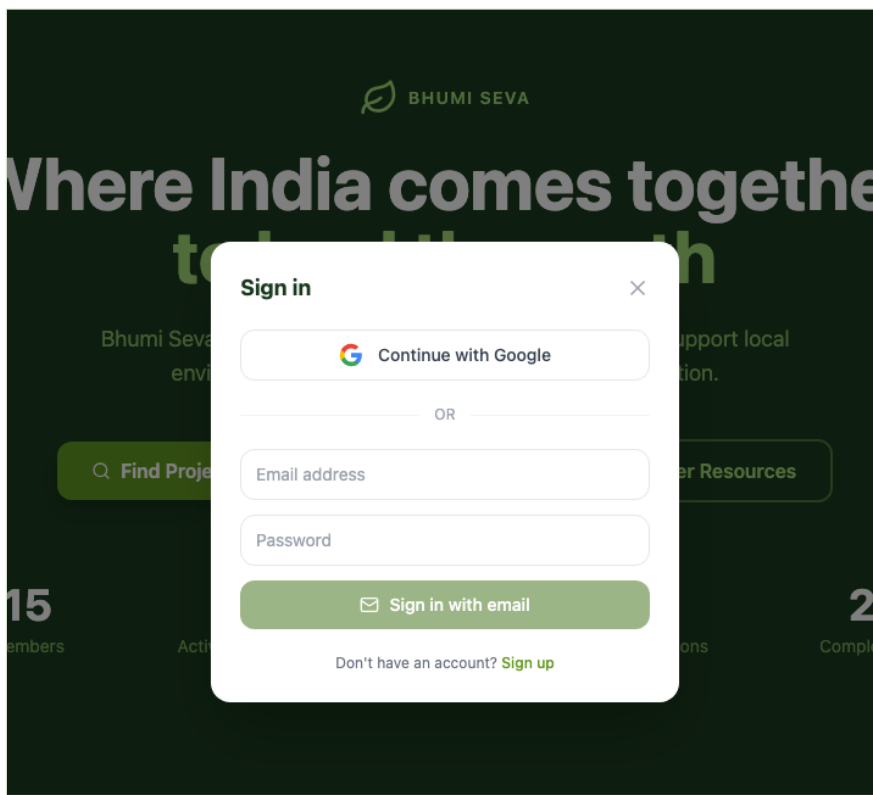
Step 2: Sign In

Click **Sign in** or click **Register**. If you are not signed in, Bhumi Seva will ask you to sign in first.

Use the same Google account that you want associated with your organization or project work.

Why sign-in is required

Sign-in helps prevent anonymous spam and makes sure every project has a responsible creator. Your Google sign-in email is not shown publicly.



Sign in using Google. Your Google email is used for authentication and is not shown publicly.

Step 3: Complete Your Profile

Open **Profile**. Choose whether you are registering as an **Individual** or an **Organization**.

For an organization, add:

- Organization name.
- Contact person.
- City and state.
- Short bio.
- Website, Instagram, or YouTube links if available.

For an individual, add:

- Your name.
- City and state.
- Short bio.
- Public work links if you want people to see your past work.

People can see your verified badge. Auto-publish is controlled separately by super admins.
Auto-publish is off. Your projects will continue through admin review unless a super admin enables it.

Profile identity

This is visible to admins and used across projects, volunteer requests, reports, and resources.
Signed-in email hidden for privacy

☐ Individual

☒ Organization

Organization name *

Bhumi Seva

Contact person *

Ruturaj Tambe

Role / title

Founder, coordinator, trustee...

Website or social link

https://...

City / village *

State *

Choose Individual or Organization and complete the public identity details. The signed-in email is hidden here for privacy.

Step 4: Start a New Project

Click **+ Register** or **Register Project**.

The project form is divided into small steps so you do not have to fill everything on one long page.

Project review

New projects are reviewed before they appear publicly on the map. Verified and trusted profiles may be allowed to publish projects faster, depending on Super Admin settings.

Step 5: Add Basic Project Details

Enter:

- Project title.
- Project category.
- Short description.
- Project goal.
- Number of volunteers needed.

Write the description in simple language. Tell people what the problem is, where the work is happening, and what kind of help is needed.

The screenshot shows a form titled 'Basic Info' with a progress bar at the top indicating five steps. The first step is active. The form contains the following fields:

- Project Title ***: A text input field containing 'Community Lake Cleanup Drive'.
- Description ***: A text area containing 'A community cleanup to remove plastic and litter from the lakefront. Volunteers can help collect, sort, and safely bag waste.'
- Category ***: Four buttons with icons and labels: 'Tree Plantation' (leaf icon), 'Water Body Cleanup' (water drop icon), 'Historical Restoration' (temple icon), and 'General Cleanup' (broom icon). The 'General Cleanup' button is highlighted in yellow.
- Goal Description (optional)**: A text area containing 'Clean the public lakefront and document the waste collected.'

A green 'Next >' button is located at the bottom right of the form.

Step 1 of the live form: add the title, description, category, and goal. The example details shown here were not submitted.

Step 6: Add the Location

Add:

- City or village.
- State.
- Pincode.
- Short address if useful.
- Google Maps link or map pin.

If you paste a Google Maps link with coordinates, the form can use it. If the link cannot be read, drop a pin on the map manually.

Use a practical meeting point

Instead of only writing a broad area, add a place people can actually find, such as a park gate, temple entrance, school gate, beach entry point, or landmark.

✓

2

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Location

City / Village *

Mumbai

State *

Maharashtra

Pincode *

400053

Short Address (optional)

Versova Beach entrance, near the public par

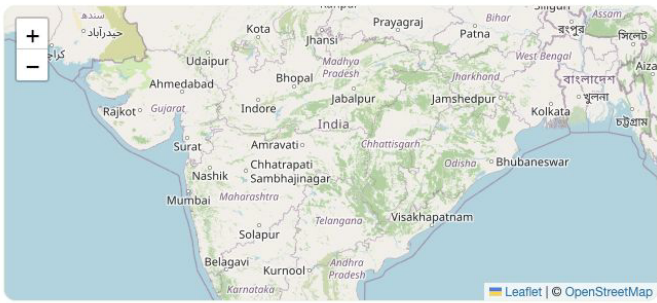
Google Maps Link (optional)

<https://www.google.com/maps?q=19.1375,72.8101>

Paste a link from Google Maps. If coordinates can be read from the link, dropping a pin is not required.

Pin Location on Map

Click on the map to drop a pin at your project location



Paste a Google Maps link or drop a pin. At least one is required.

< Back

Next >

Step 2: add the city or village, state, pincode, short address, and either a Google Maps link or map pin.

Step 7: Add Date, Meeting Point, and Instructions

If you already know the event date and time, add it. Also add:

- Meeting point.
- What volunteers should bring.
- Safety instructions.
- Whether the project has multiple sessions.

If the project is already completed, use the completed-project option and add the completion details.

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Team & Goals

Volunteers Needed *

15

Coordination details
Optional now, but useful once volunteers are approved.

Start date and time End date and time

mm/dd/yyyy, --:-- -- mm/dd/yyyy, --:-- --

Meeting point

Versova Beach entrance, near the public parking area

Volunteer instructions

Wear closed shoes and bring drinking water. Gloves and waste bags will be provided.

☐ This project needs tools or materials

Donation Link (optional)

[https://milaap.org/...](https://milaap.org/) or any crowdfunding link

☐ This project is already completed
Use this if you are documenting a project that has already happened. It will still go through admin review before appearing publicly.

☐ This project has multiple sessions
Use this for weekend drives, phased projects, or events that repeat. You can add up to 5 sessions.

☒ Share my contact details with approved volunteers for this project
Your email and phone (if set in your profile) will be visible only to volunteers you approve.

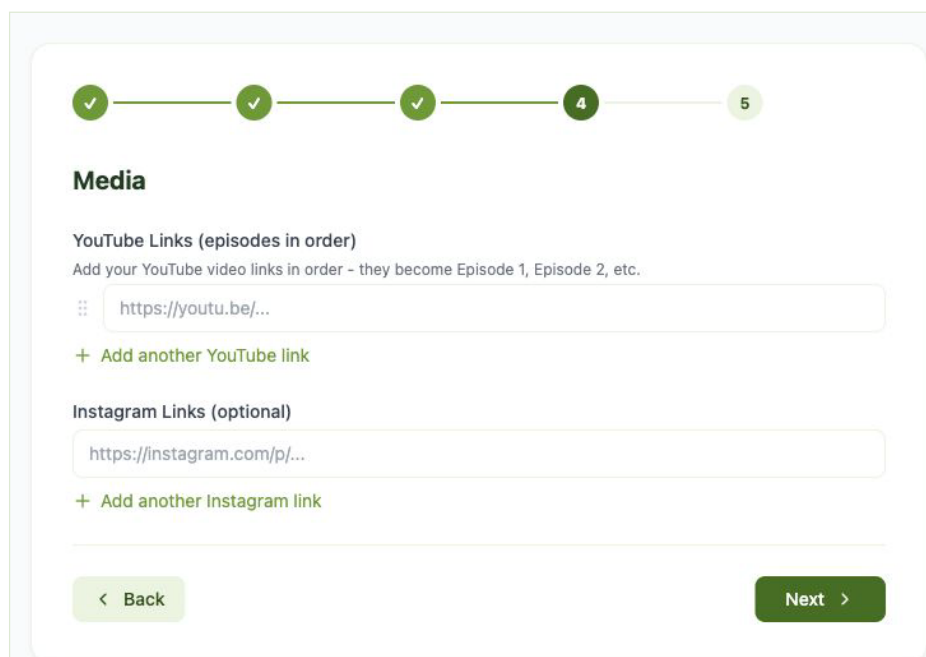
< Back Next >

Step 3: add volunteers, coordination details, special project options, and your project-specific contact-sharing choice.

Step 8: Add Media and Links

You can add YouTube or Instagram links connected to the project. These help visitors see your work directly and continue following your own page.

Bhumi Seva does not need you to upload videos or photos to its server. Linking to your existing pages keeps the platform lightweight and gives visibility back to the original creator.



The screenshot shows a progress bar at the top with five steps. Steps 1, 2, and 3 are marked with green checkmarks. Step 4 is the current step, marked with a green circle containing the number 4. Step 5 is marked with a green circle containing the number 5. Below the progress bar, the section is titled 'Media'. Under 'YouTube Links (episodes in order)', there is a text input field containing 'https://youtu.be/...' and a green '+ Add another YouTube link' button. Below that, under 'Instagram Links (optional)', there is a text input field containing 'https://instagram.com/p/...' and a green '+ Add another Instagram link' button. At the bottom, there are two buttons: a green '< Back' button and a green 'Next >' button.

Step 4: add optional YouTube and Instagram links. Leave these fields empty if you do not have project media yet.

Step 9: Add Resource Needs

If your project needs tools, transport, or materials, turn on the resource or tools option and describe what you need.

Examples:

- Gloves and garbage bags.
- Truck or pickup vehicle.
- Saplings and watering support.
- Safety equipment.
- Brooms, shovels, or bins.

This helps people who have resources understand how they can support you.

Step 10: Review and Submit

Before submitting, check:

- Title and description are clear.
- Location and pincode are correct.
- Volunteer count is realistic.
- Contact-sharing choices are correct.
- Date, meeting point, and instructions are useful.

Click **Submit Project**.

Review & Submit

Title	Community Lake Cleanup Drive
Category	General Cleanup
Description	A community cleanup to remove plastic and litter from the lakefront. Volunteers can help collect, sort, and safely bag waste.
Location	Mumbai, Maharashtra
Pincode	400053
Short Address	Versova Beach entrance, near the public parking area
Coordinates	19.13750, 72.81010 (from Maps link)
Volunteers Needed	15
Meeting Point	Versova Beach entrance, near the public parking area
Instructions	Wear closed shoes and bring drinking water. Gloves and waste bags will be provided.
Needs Tools	No
Goal	Clean the public lakefront and document the waste collected.

What happens next?
Your project will be reviewed by the Bhumi Seva admin team. You will receive an email notification once it is approved and visible on the map. This usually takes 1 - 2 business days.

< Back Submit Project

Step 5: review every detail before selecting Submit Project. This screenshot uses example details and no project was created.

What happens next?

Your project goes to the Bhumi Seva admin team for review. If everything is clear, it is approved and becomes visible on the project list and map. If admins need more information, they may ask for clarification.

After Approval

Once approved:

- People can discover your project on the map.
- Volunteers can request to join.
- You can approve or decline volunteer requests from your Dashboard.
- You can share updates with approved volunteers.
- You can mark the project completed and add impact details after the work is done.

Tip for organizations

Keep your profile updated. A clear profile, verified badge, and public Instagram or YouTube links make it easier for volunteers and collaborators to trust the project.



Need Help?

If you are not sure what to fill, start with the basic details and submit the project. The admin team can ask for clarification if something important is missing.

Platform bhumiseva.org
Instagram [instagram.com/bhumi.seva](https://www.instagram.com/bhumi.seva)