Logging in

Please use the username and password that you received from WMMAA:

https://wmmaa.sportsid.org

You will then find yourself on the welcome page, which provides an overview of the system and some quick links to get you going. If you did not get your username and password yet, please contact us: **support@sportsid.org**

Where do I start?

In order to add new members and register them for tournaments and order ID cards, you have to enter the local organisations of your federation. The local organisation information is mandatory to add new members. If your federation has no local organisation your members belong to, just enter a default local organization.

How do I add a local organisation?

In the menu "Federation Structure" select "Local Organisations". This shows a list of all local organisations that have been created. The list shows also optional information such as the club's email address, webpage and which local organisation that it belongs to.

At the top right there is a button "Add New Local Organisation". Click on this to add a new local organisation.

When adding a local organisation you must enter a name at least. You can also optionally add an email address, website, contact person, addresses, fax and a phone for the local organisation.

How do I add new members?

When you click on "Members" you will see all the athletes that you have already registered for previous WMMAA championships. You can also add new members here, as described below. Any competitors, referees, coaches or officials that you would like to register for a tournament need to be added to the system.

How do I register members for a championship?

When you click on the menu option "Championships" you will see a list of relevant championships. By selecting one of the championships you can register athletes, coaches, referees and officials for this competition. For registration, select an event from the list and click "Registration" to the left and then click hover your mouse over competitor, coach, referee or official. There you can click "Add individual entry" to register a competitor. To register a coach, referee or an official, click "Register new coach/official/referee", depending on which category of member you want

to register. When registering members for a championship, you can select participants from a list of all the members that you have entered in the system. So any participants at a championship, be they athletes, coaches, referees or officials, must first be present in the members list. Please also note that as soon you have all your delegation members registered for one event, you have to select one registered person to be marked as the "Head of Delegation".

How do I add a new member?

Select the menu option "Members". On the top right is a button "Add New Member", which you can click to add a new member. It is important to give a member a role. A role can be selected by clicking on the tabs offered (athlete, coach, referee, official) and ticking the checkbox to indicate their role. You can see the member's role in the members list. If you want to change any information about a member, using the member list you can click on their name and then select "Edit" in the top right-hand corner.

Further Questions?

Contact **support@sportsid.org**