

WWR

Membership –

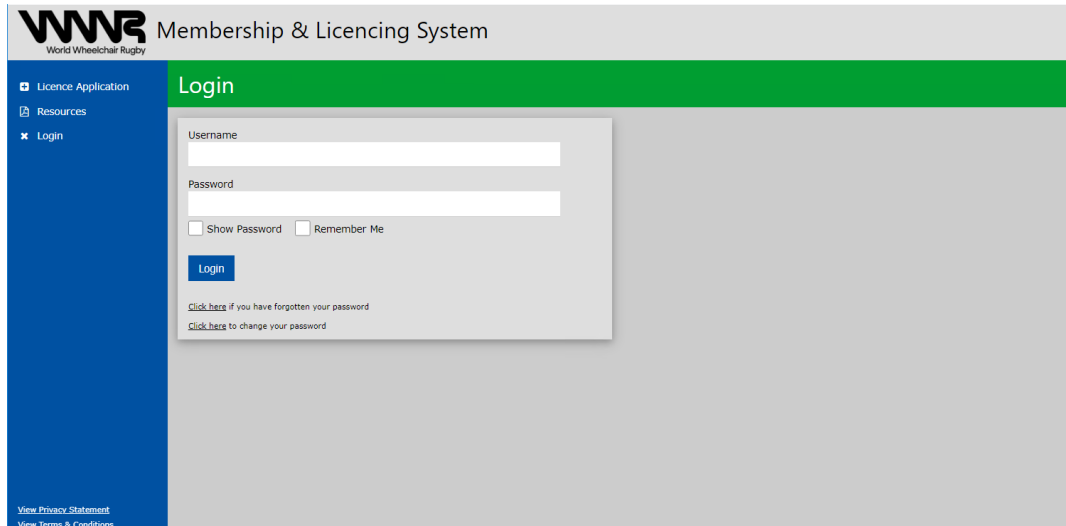
RAG Rating Instructions

[worldwheelchair.rugby](http://worldwheelchair.rugby)

## How To Sign In

To sign into MALS, please go to the following link: <https://www.iwrfonline.net/Login.aspx>

The login screen will be displayed.

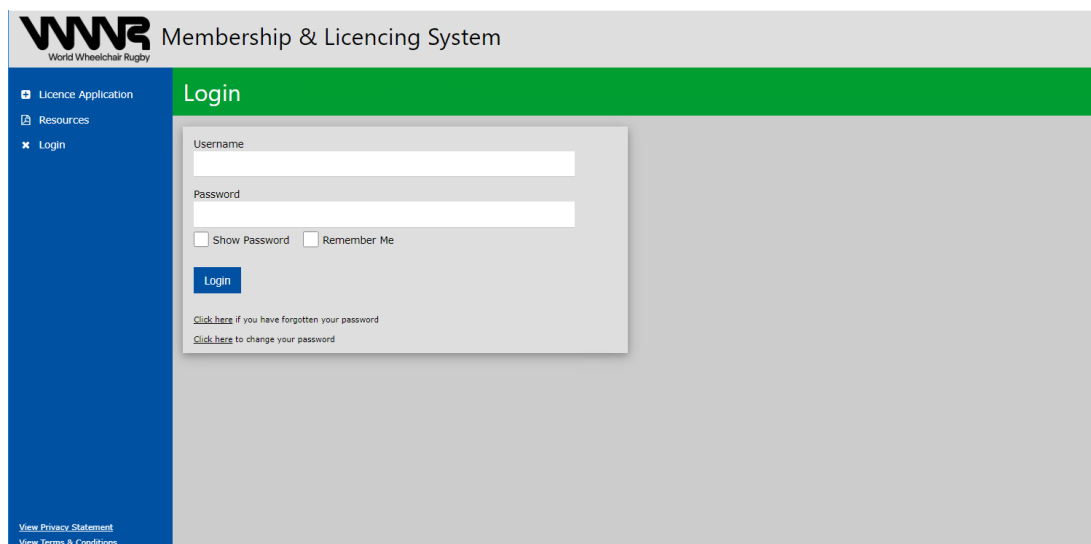


The screenshot shows the login interface for the WWR Membership & Licencing System. The page has a grey header with the WWR logo and the text 'World Wheelchair Rugby' and 'Membership & Licencing System'. A green horizontal bar below the header contains the word 'Login'. On the left, there is a blue sidebar with a menu containing 'Licence Application', 'Resources', and 'Login' (which is selected). The main content area is a light grey box with the following elements: 'Username' and 'Password' input fields, two checkboxes for 'Show Password' and 'Remember Me', a blue 'Login' button, and two links: 'Click here if you have forgotten your password' and 'Click here to change your password'. At the bottom left of the sidebar, there are links for 'View Privacy Statement' and 'View Terms & Conditions'.

Enter your Username and Password and select 'Login'.

You will then be taken to the MALS Home Page for your Organisation.

Please Note: If you have forgotten your password, please reset your password by clicking here:



This is an identical screenshot to the one above, showing the login page for the WWR Membership & Licencing System. It includes the WWR logo, the title 'Membership & Licencing System', a green 'Login' header bar, a blue sidebar menu with 'Licence Application', 'Resources', and 'Login', and a central login form with fields for Username and Password, checkboxes for 'Show Password' and 'Remember Me', a 'Login' button, and links for password recovery. Footer links for 'View Privacy Statement' and 'View Terms & Conditions' are also present.

If you have forgotten your Username, please contact the Office by emailing [Office@worldwheelchair.rugby](mailto:Office@worldwheelchair.rugby)

## What is Your Membership RAG Rating Status?

Once logged in, you will see a description of what each colour on the RAG Rating Status means for your Organisation.

<b>RED</b>	Membership Fee unpaid Membership Status = Pending or Suspended
<b>AMBER</b>	Missing Admin or Primary Contact names No events registered for previous year Details updated declaration not submitted
<b>GREEN</b>	All conditions met

Your Organisation's Membership information will be displayed below, outlined by the colour your Membership RAG Rating Status is currently at.

The below image shows an Organisation with an amber RAG Rating Status:

The screenshot shows a membership information form with an amber border. The form contains the following information:

- Status: Active Type: Non Member Membership: Non Member
- Admin: Alison Bridge Primary: Secondary:
- Licences: 0 Officers & Staff: 0
- Membership Fees: \$0.00 Licence Fees: \$0.00 Event Fees: \$0.00
- National 2022: 0 National 2023: 0 International 2022: 0 International 2023: 0

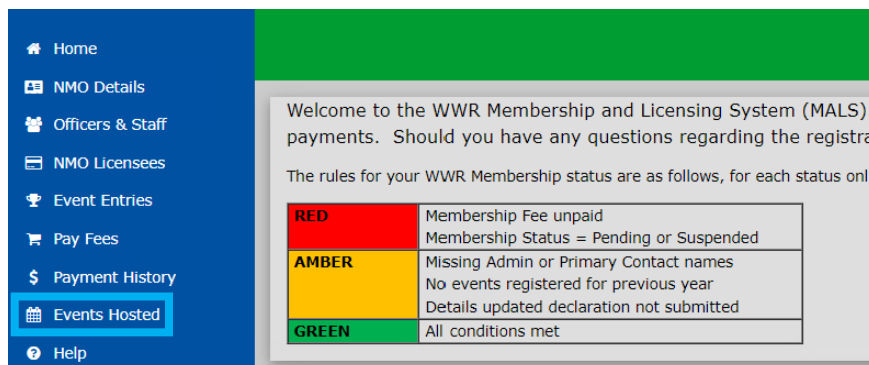
At the bottom, there is a blue section titled "Update Declaration" with the text: "Please click the 'submit' button to confirm that you have updated your Admin, Primary & Secondary contact details and that all details are correct." A red "Submit" button is visible.

Please find the instructions below and complete the necessary steps.

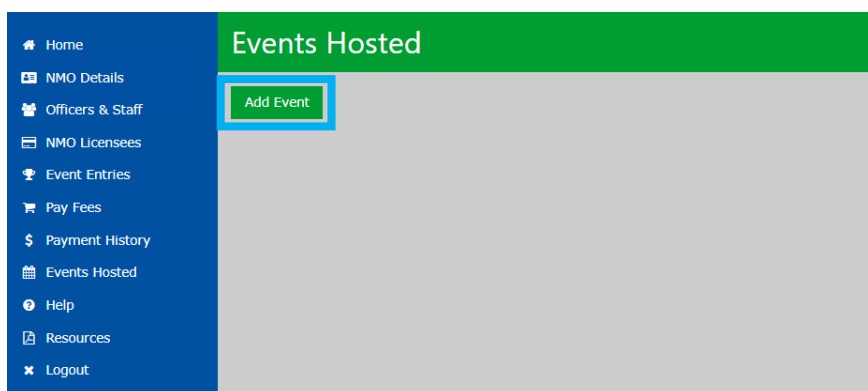
## Adding Previous Hosted Events

Please Note: If your Organisation has not held an event, please add BOTH a National and International event from the drop-down menu, and type 'No Events Held' in each text box.

To add previous events your Organisation has hosted, login to MALS, then select the 'Events Hosted' button from the menu on the left.



Select 'Add Event'.



Populate the pop-up box with the relevant event details, then select 'Add Event'.

### Add Event

Select Type

Select Year

Event Name

Event Dates

Event Location

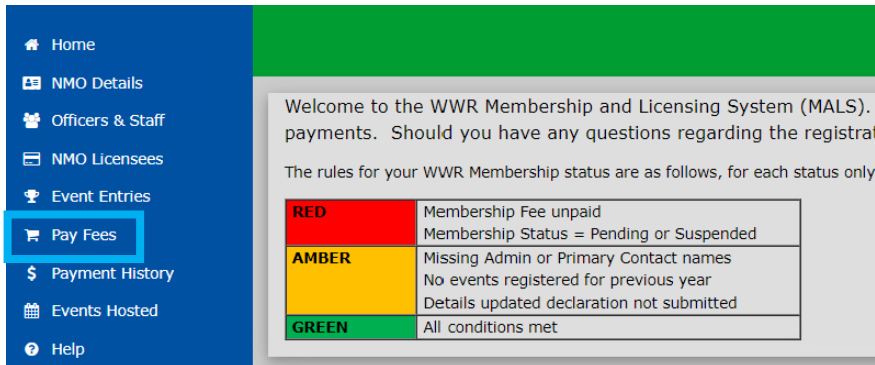
Teams Attended

Results Link

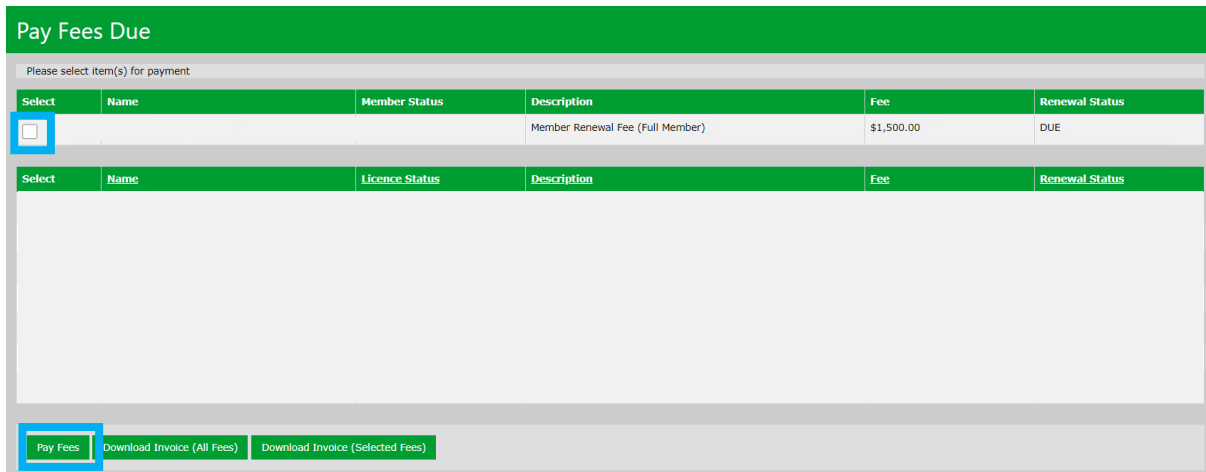
**Add Event**

## Paying Your Membership

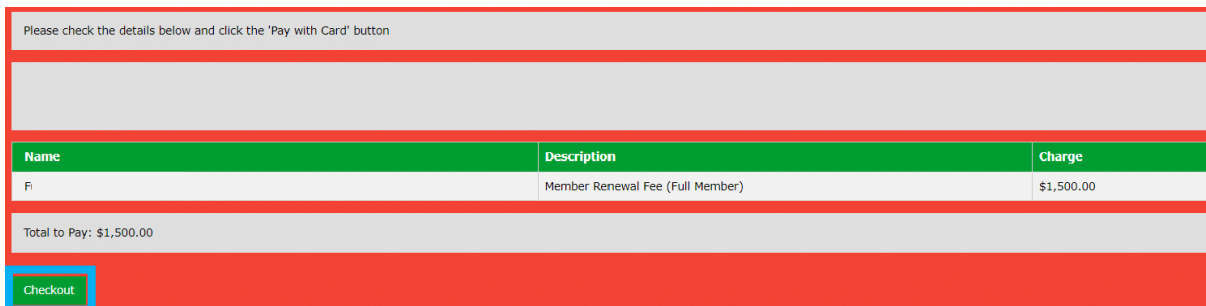
To pay your Membership, please login to MALS and select the 'Pay Fees' button from the menu on the left.



Select the Membership with the renewal status 'DUE', then select 'Pay Fees'.



Check your details, then select 'Checkout' to proceed.

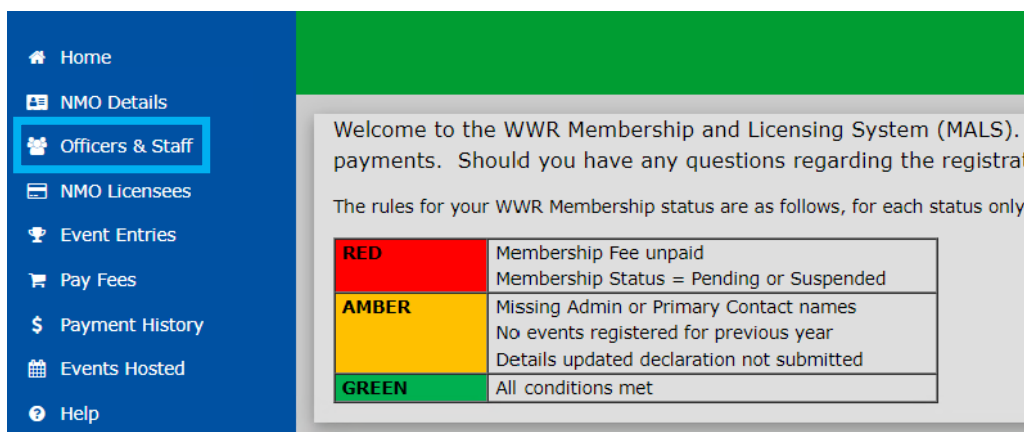


Follow the online payment process to complete your payment.

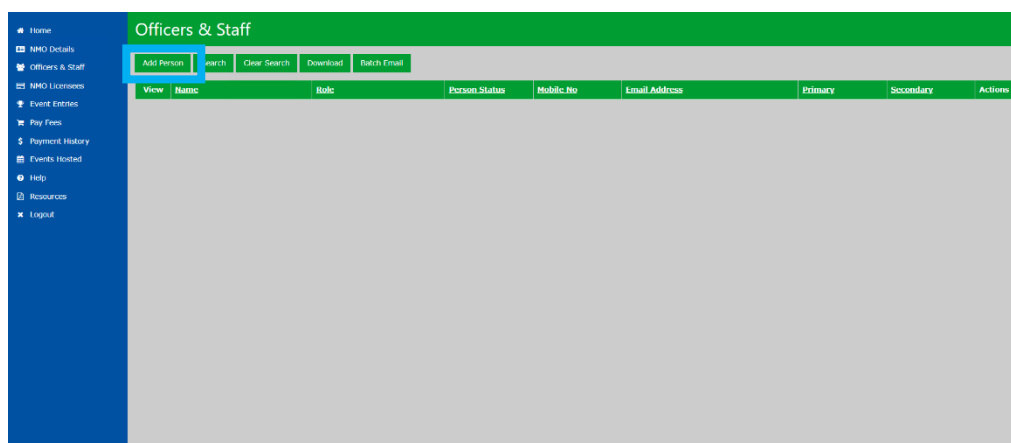
## Adding Contacts

You will need to add an Admin and Primary Contact to your Organisation in order to complete your WWR Membership. Please login to MALS then follow the instructions below:

Select 'Officers & Staff' from the menu on the left.



Select 'Add Person'.



# WWR Membership – RAG Rating Instructions

Fill in ALL the information ensuring you add both an Admin Contact AND a Primary Contact.

**Add Organisation Contact**

Title	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Mobile Tel	<input type="text"/>
Home Tel	<input type="text"/>
Work Tel	<input type="text"/>
Email *	<input type="text"/>
Nationality *	<input type="text"/>

Contact Role *	<input type="text"/>
Position In Organisation	<input type="text"/>
Primary Contact	<input type="checkbox"/>
Secondary Contact	<input type="checkbox"/>

Select 'Add Person' to complete.

**Add Organisation Contact**

Title	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Mobile Tel	<input type="text"/>
Home Tel	<input type="text"/>
Work Tel	<input type="text"/>
Email *	<input type="text"/>
Nationality *	<input type="text"/>

Contact Role *	<input type="text"/>
Position In Organisation	<input type="text"/>
Primary Contact	<input type="checkbox"/>
Secondary Contact	<input type="checkbox"/>