East Africa Marshal Management System (EAMMS) Website Guide

The **East Africa Marshal Management System (EAMMS)** is a database of people associated to motorsport in East Africa to make managing events much more efficient. Event organisers will be able to search for criteria in the system to more easily find competent people for various roles.

Please make sure to tick the roles you are competent at, and which countries you can travel to, on your "My Profile" page or you will not be searchable for events.

*Administrators, please skip to page **five** if you are comfortable with how the website works for a normal user. We have included it in the guide in-case you need to refer to it at any point.*
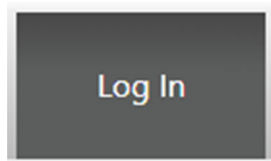
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User Guide

Registering for an Account

1. Click "Log In" on the grey Menu at the top of the page:

[Log In]

2. Enter your details into the lower half of the page titled "Register" making sure to double check all spellings and that your email address is correct.
3. Once you are happy with your details, click the "Register" button:

[Register]

4. The administrators of the site will then get an email asking them to check and approve your account. There is nothing further for you to do at the moment.
5. Once your account has been successfully approved, you will receive an email that looks like this:

East Africa Marshal Management System (EAMMS) Login Details

*Your account for the EAMMS has been **Approved**.*

Username = sampleaccount@test.com
Password = fpZBGa6UD!

*Please Log In **here***

*You are **not** currently contactable about Events until you set up your account **fully** so please do so **ASAP**.*

6. You are now free to log in.

Logging in for the first time

Once you have received your email with your login details (that looks like the above), your account has been approved and you are ready to log in for the first time.

1. Open a web browser and browse to https://mms.motorsportafrica.com/
2. Click "Log In" on the grey Menu at the top of the page:
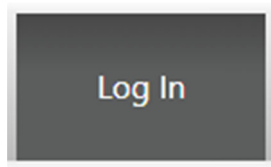
3. Log in with the details provided to you:

If you forget your password (or your browser is not set to remember it for you) and you need a new password, enter your email address into the Username field then click the "Forgotten Password?" button.

An email will be sent to that address, containing your new password.

Once logged in, you will be automatically directed to your "My Profile" page

Here you can **add your details to your account**, **make changes**, **set which roles you are competent at** *and* **which countries you are able to travel to**. Not all details need to be filled in straight away but the more information you can enter the better.

When you get to the My Profile page for the first time you will be alerted that your account is Incomplete:

> Your account is currently incomplete and you are not contactable for any Roles / Events. Please enter all of the details below and click **Update My Details**. You will know your account has been created properly when you are assigned a Registration Number below and this message will disappear.
>
> Registration Number   Account Incomplete

1. Please enter your details in the various fields. The ones with the red messages are crucial i.e.

Country of Residence   ◯ **Burundi**   ◯ **Kenya**   ◯ **Rwanda**   ◯ **Tanzania**   ◯ **Uganda**   ◯ **Other**   Please select your Country of Residence

2. Select any roles that you are competent at. This will make you searchable for events in the system for those roles:

☑ Marshal - Radio

☐ Marshal - Sector

☑ Marshal - Timing

☐ Paramedic

☐ Radio Controller

☐ Recovery

3. Select any countries that you can travel to. This will allow you to be searchable for events that take place in those countries:

Which Countries can you travel to?   ☐ **Burundi**   ☐ **Kenya**   ☐ **Rwanda**   ☐ **Tanzania**   ☑ **Uganda**

4. Click the "Update My Details" button at the bottom of the page:

Update My Details

If everything was entered correctly, you will get a registration number at the top of the page. **If you do not select which roles you are competent at, and which countries you can travel to, you will not be searchable for roles on events.**

Administrators Guide

New Accounts / Registrations

When someone registers on the Login page, they do not get provided with an account straight away. The registration needs to be checked by an Event Administrator before they are allowed to log in to the site. This is to stop spammers and hackers from creating harmful or junk accounts that fill up the databases.

1. Select "Registrations" from the "People" option in the Main Menu. If there are any pending, you will see the red symbol next to the wording:
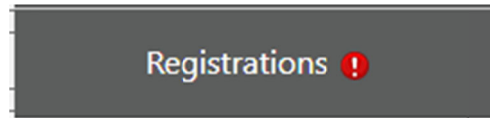
2. If there are any Registrations to be approved, they will appear in a table where you can check their details. If you are happy with the details and they are a genuine person, click "Enable":

They then receive an email informing them that their account has been approved which contains their Username and Password. The email looks like this:

East Africa Marshal Management System (EAMMS) Login Details

*Your account for the EAMMS has been **Approved**.*

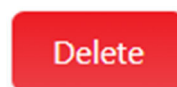*Username = sampleaccount@test.com*
Password = fpZBGa6UD!

*Please Log In **here***

*You are **not** currently contactable about Events until you set up your account **fully** so please do so **ASAP**.*

They can now log into the system and it will remove them from the Registrations list.

3. If the account is obviously a spam account, please click "Delete":


If you are unsure about the account, please just leave it in Registrations and email support@lanonyx.com

Creating an Account for someone else

Accessible from the Main Menu under "People" there is the option to **Create a User**. This will skip the usual registration process (shown above). This could be used if an account is needed to be created urgently or if the User is struggling with the Registration process. Ideally, we would prefer everybody to go through the normal registration process.

1. Click on "Create a User" from the People section of the Main Menu:
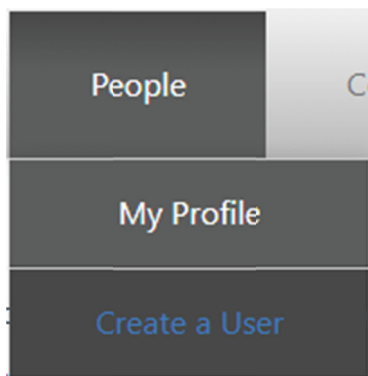
2. Enter First Name, Last Name and email address then click the "Create User" button as shown below.
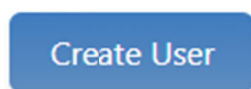
3. This will sent them a registration email as shown above.

Searching for People

The search page serves two purposes for Administrators:

- It allows you to find the email addresses of people that meet your search criteria so that you can contact them about Events.
- Editing someone's details on the system, including sending them their logon details via email.

There are a few important rules to the search page though:

- You can only **_find_** people that have chosen they can travel to countries you administer.
- You can only **_edit_** people that have selected their country of residence as a country you administer.
- You do not need to fill in every field of the search form in order to get results. The more information you enter, the fewer results you will get.

To get to the "Search People" page:

1. Select Search People from the People section of the Main Menu:
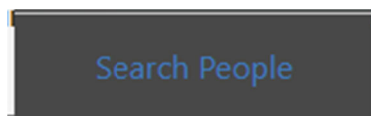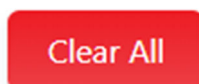
Search People

2. Enter your search criteria using the various text fields, tick-boxes and radio buttons. Remember, you do not need to use them all at the same time.

3. Click Search People:

Search People

This will then generate a table below the Search People button that contains a list (and some information) of the people that meet your search criteria. From here, you have various options, explained in more detail below.

4. If you would like to conduct another search. An easy way to clear the form without unticking and deleting everything is to use the Clear All button:

Clear All

The Search Results Table Explained

The results table should give you enough information about the User(s) to make sure you contact the right people without cluttering the table with too much information. Here is a good example of the results you might get.

In this example I searched for:

- The administrator account was an administrator for Rwanda only.
- I searched for people that could travel to Rwanda only.
- I set that it should show me people that could competently be a Deputy Clerk of the Course, a Deputy Stage Commander *or* a Driving Standards Observer.

	Registration Number	Name	Email Address	Country of Residence	Deputy Clerk of the Course	Deputy Stage Commander	Driving Standards Observer
Edit	RW000002	Rwanda User	rwanda1@test.com	Rwanda	✘	✔	✘
Edit	BI000002	Burundi User	burundi1@test.com	Burundi	✔	✔	✔

If you select multiple roles in the search form you can see which roles they have set in their profile that they can competently complete with the green ticks and red crosses.

Contacting an Individual User

1. Click on their email address in the results table and it will automatically open your email client and populate their email address in the "To" field.

Contacting Multiple Users

One of the functions of the site is to easily retrieve the email addresses of a select group of people so that they can be contacted easily. The search page makes that quick and easy.

For example, if I was running an Event in Rwanda and needed to send a mailshot to anyone that can competently fulfil the various Marshal roles I would:

1. Select the correct Roles:

☐ Event Safety Officer
☑ Marshal - Instage
☑ Marshal - Radio
☑ Marshal - Sector
☑ Marshal - Timing
☐ Paramedic

2. Select which country the Event is to take place. In this case, Rwanda:

Which Countries can they travel to? ○ Burundi ○ Kenya ● Rwanda ○ Tanzania ○ Uganda

3. Select "Get Email Addresses":

Get Email Addresses ☑

4. Click the "Search People" button:

Search People

This will then reveal a new section above the "Search People" button with a list of everyone's email addresses that fit the criteria above. This can then be copy and pasted from there to your email client's "To" field ready for your mailshot to the Marshals.

Get Email Addresses ☑

Copy and paste the addresses below into your mail client's recipient field:

Email Addresses   marshal1@mms.com; marshal2@mms.com; marshal3@mms.com;

Search People   Clear All

When you click into the field, all of the email addresses will be automatically selected to make copying them easier:

marshal1@mms.com; marshal2@mms.com; marshal3@mms.com;

5. Either **right click** on the highlighted text and select **copy**:

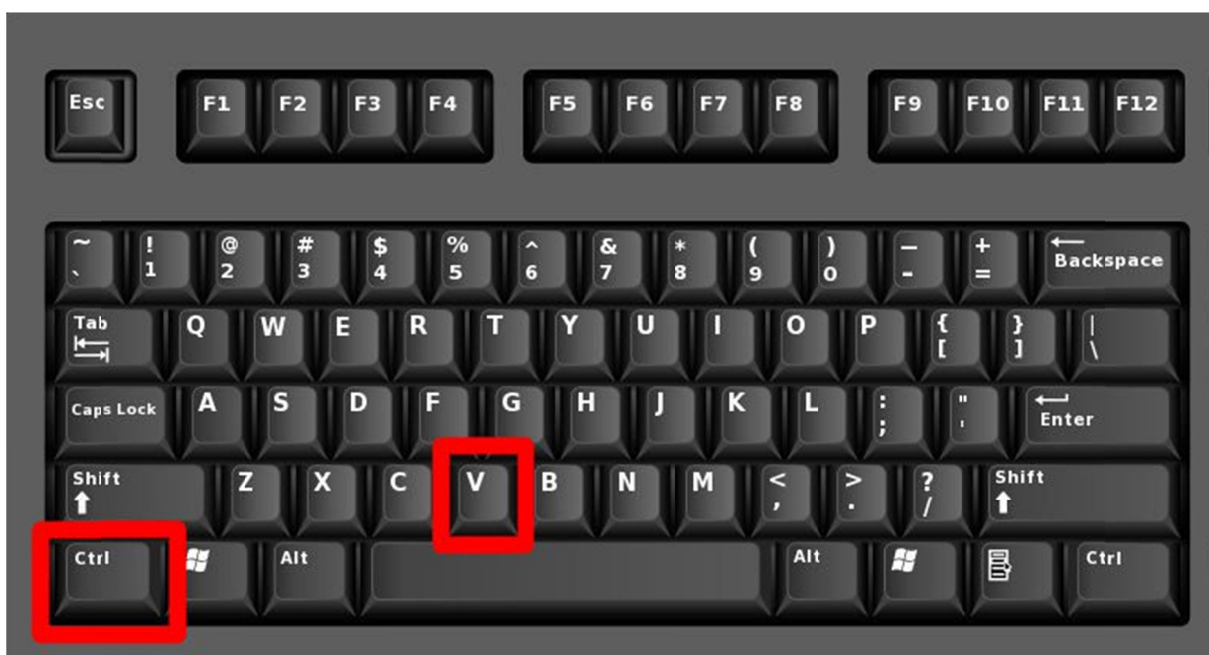| Cut	Ctrl+X
Copy	Ctrl+C

Or press the **Control Key** and the **C** key *together* to copy the text:
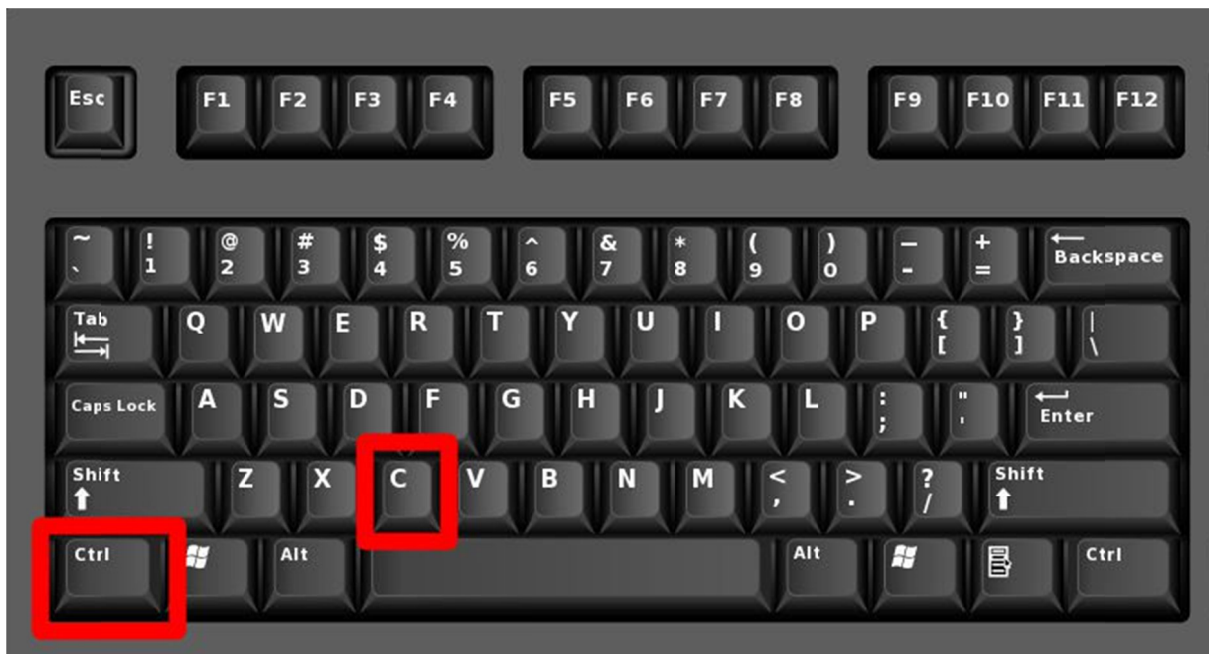
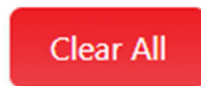6. To paste this into your email client's "To" field, **right click** on the field and select **Paste**:
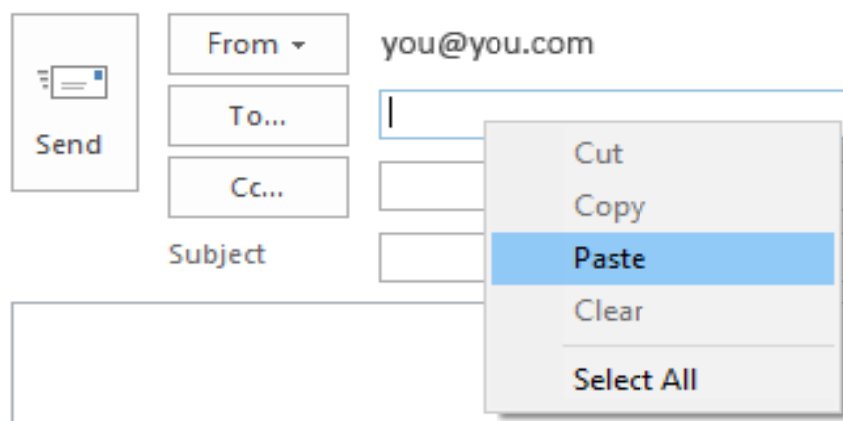
Or click into the field and press the **Control Key** and the **V** key together to **paste**:

To...   marshal1@mms.com; marshal2@mms.com; marshal3@mms.com; marshal4@mms.com

7. To clear the form quickly if you wanted to conduct another search, click the "Clear All" button:

**Clear All**

Editing a User's Details

You can only edit a User's details/account through the "Search People" page, accessed through the "People" section of the Main Menu.

When looking at the Results Table on the Search People page, the Edit button will be **Active** (blue) or **Disabled** (grey).

The Edit Button is only active for the Rwanda User because **the administrator account that was used to run the search only had the rights to administer people whose Country of Residence was set to Rwanda**:

	Registration Number	Name	Email Address	Country of Residence
Edit	RW000002	**Rwanda User**	rwanda1@test.com	Rwanda
Edit	BI000002	**Burundi User**	burundi1@test.com	Burundi

1. Click "Search People" accessed through the "People" section of the Main Menu:
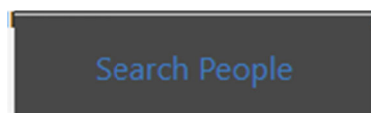
Search People

2. Fill in the necessary fields to make sure the person you want to edit appears in the Results Table at the bottom of the page once you click the Search People button. The Last Name or Email Address is good for this.

First Name | Bloggs

Email Address | testperson@email.com

3. Click the Search People button at the bottom of the page:

Search People

4. Click the "Edit" button in the Results Table next to the person you would like to edit:

Edit

5. Their profile page will load. Make any changes that you need to make and then click the "Update Details" button near the bottom of the page:

Update Details

Disabling a User

Should you need to disable a User for whatever reason, you can disable their account easily on their Edit page (to get to this page, see above under "Editing a User's Details") by:

1. Browse to their Edit page (see above) and then click on the red "Disable User" button near the bottom of the page:

You will know if it disabled as you get a message and the button with change to a green button saying "Enable User":

Enabling a User

If a User was previously disabled and needs to be re-activated/re-enabled, this can be done on their Edit page (to get to this page, see above under "Editing a User's Details") by:

1. Browse to their Edit page (see above) and then click on the green "Enable User" button near the bottom of the page:

You will know if it enabled as you get a message and the button with change to a red button saying "Disable User":

Generating a New Password for a User and Automatically Emailing it to them

The best way for a User to get a new password, should they forget it is to browse to the Login page of the website, enter their email address and then click the "Forgotten Password?" button:

The process is completely automated and they will receive an email in the next few seconds with their logon details, including a brand new password.

Should the User not be able to do this for whatever reason or you would like to do it manually, you can:

1. Browse to their "Edit" page via the Search Persons page and click EDIT

2. Click the "Generate New Password and Email User" button near the bottom of the page:

Generate New Password and Email User

They will then receive and email in the next few seconds with their logon details, including a brand new password that looks like this:

East Africa Marshal Management System (EAMMS) New Password

Your password has been reset and is now: **Yfjw43qsv;**

Your username is: theirname@mail.com

Please Log In here

Reminder: *You are **not** contactable about Events until your account is **fully** set up.*

Adding new Competent Roles or Countries

At the time of writing this is a process only the developers can complete. Please email support@lanonyx.com with your request.

Support / Assistance / Bugs / New Features

If you need any assistance, please email support@lanonyx.com and we will get back to you as soon as possible.