



## East Africa Marshal Management System (EAMMS) Website Guide

The **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.

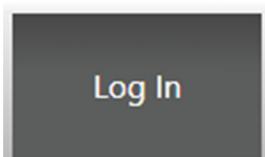
**Please make sure to tick the roles you are competent at, and which countries you can travel to, on your “My Profile” page or you will not be searchable for events.**

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### Registering for an Account

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



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:



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.

- 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](#)*

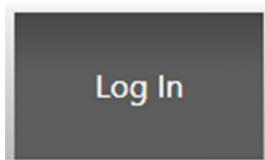
*You are **not** currently contactable about Events until you set up your account **fully** so please do so **ASAP**.*

- 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.

- Open a web browser and browse to <https://mms.motorsportafrica.com/Login.aspx>
- Click “Log In” on the grey Menu at the top of the page:



- Log in with the details provided to you:

### **Login**

Username

Password

Remember Username?



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 and 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.**

## Support / Assistance / Bugs / New Features

If you need any assistance, please email [support@lanonyx.com](mailto:support@lanonyx.com) and we will get back to you as soon as possible.

