

ISMS User Guide

Version 9 – January 2018



Introduction

In 2016, INAS launched the INAS Sport Management System (ISMS) – a cloud-based platform to manage membership and event services.

Services that are currently managed through the ISMS include:

- Membership Management
- Athlete Licensing
- Event Entry
- Event Sanctioning
- Athlete Eligibility Applications

In time, INAS will add additional services and facilities.

Access to the ISMS is restricted to INAS Member Organisations only. Access may be removed for suspended members, or if the platform is misused.

For general information and advice about the ISMS contact INAS at enquiries@inas.org

For technical support, contact tech@sport80.com

Contents

- Section 1: Opening an ISMS Account
- Section 2: Renewing INAS Membership
- Section 3: Renewing an Athlete Licence
- Section 4: Managing Event Entry
- Section 5: Athlete Eligibility Applications

Section 1 Logging into an ISMS Account

1. Visit <https://inas.sport80.com/login>
2. Your username will have been provided by INAS. If you do not have a username then please email enquiries@inas.org
3. If you have a password then enter it. If you do not have a password, have forgotten it or wish to reset it, click 'Forgotten Password' and follow the instructions. You will receive an email which will take you to a screen to set your password
4. Once you have set your password, you will be able to log in.
5. IMPORTANT: **When you have logged in, you will need to switch into your Federation account:**
 - a. To switch into the Federation account, go to the button at the very top right of the screen (4 white lines) and select your Federation.
 - b. From the menu, select the Federation name
6. You will now be in your Federation account

To add an additional user to your account:

1. Please contact enquiries@inas.org to add further users to your Federations account.

Section 2 Renewing INAS Membership

1. Visit <https://inas.sport80.com/login>. If you do not have an account then refer to section 1 above
2. **IMPORTANT:** Remember to switch into your Federation account using the drop-down menu (4 white lines in the top-right corner) and select your Federation.
3. On the left of the screen, click on 'Memberships' button in order to access your memberships form.
4. Click on the 'RENEW' button. Note: If membership was not completed in 2017, then please contact the INAS office for help.
5. After selecting relevant options, click 'NEXT'.
6. Please ensure all information is correct and complete any missing or inaccurate information, click 'NEXT'.
7. Once you have completed the form, click 'ADD'.
8. Go to checkout to complete your purchase and download your invoice.

Section 3 To renew an Athletes Annual Licence:

1. Visit <https://inas.sport80.com/login>. If you do not have an account then refer to section 1 above.
2. **IMPORTANT:** Remember to switch into your Federation account using the drop-down menu (4 white lines in the top-right corner) and select your Federation.
3. From the left menu select 'Athletes'.
4. From the athlete list, or using the search facility, identify the athlete you wish to licence and click "v" to open the athletes profile.
5. If necessary and you can update the athletes profile to ensure all information is up to date.
6. Click 'ANNUAL LICENSES' and then 'Renew' to licence an athlete for competition.
7. Complete any information that is requested. If you do not have specific details enter '0'.
8. When completed, click 'Add'.
9. Repeat the process for each athlete you wish to licence.
10. When the last athlete license has been renewed, either click 'ADD and CHECKOUT' or click the 'Basket' at the top of the page. Review your purchases, and then click 'Checkout' to download your invoice.

Note: You must complete the Checkout process before the licence will be renewed.

Section 4 Managing Event Entry

To enter an event:

1. Visit <https://inas.sport80.com/login>. If you do not have an account then refer to section 1 above
2. **IMPORTANT: Remember to switch into your Federation account using the drop-down menu (4 white lines in the top-right corner) and select your Federation.**
3. Select 'Events' on the left of the screen.
4. Select the event you wish to enter.
5. Complete the form by navigating using the '>' arrows.
6. When you are in a position to add athletes/officials to the event - use the Enter Athlete button.
7. When you are in a position to add your officials to the event - use the Enter officials button.
8. To request visa support letters please use the 'Request Visa Letter' button when you are on the Visa Section of the form.
9. If your event requires transfer information, please use the transfer groups button to create your different travel groups. Once you have added athletes and officials to the event, you will be able to assign them to the relevant group.
10. Once you have completed your entry form, you will see items in your basket at the top of the screen - go to the basket where you can download an invoice in order to make your payment. You can get an invoice as soon as you have completed the entry form (before you have added athlete & official names – or you can come back to do this and transfers information at a later date if necessary).

To view entries

1. Click on 'Admin' in the top navigation bar
2. Click on 'Events' on the left
3. Click on 'Entry Numbers'

To amend an entry after submission:

1. Please contact us at events@inas.org and we will unlock the form for amendment

Section 5 Athlete Eligibility Applications

To submit a new INAS Eligibility application:

1. Complete the eligibility application form (available from the INAS website) and collect the accompanying evidence in the normal way.
2. The NEO/Member Organisation official should check the form carefully and sign in the normal way
3. Visit <https://inas.sport80.com/login>. If you do not have an account then refer to section 1 above
4. **IMPORTANT: Remember to switch into your Federation account using the drop-down menu (4 white lines in the top-right corner) and select your Federation.**
5. Select 'Athletes' on the left of the screen.
6. Click 'ADD NEW ATHLETE' from the top-right of the screen and then 'A NEW ATHLETE'.
7. Enter all information in full at the prompts.
8. When the profile is complete, click 'DONE and ADD ELIGIBILITY'.
9. Choose the type of eligibility registration required. The options are:
 - a. International Eligibility
 - i. II1 (Intellectual Impairment)
 - ii. II2 (Athletes with a more significant intellectual impairment)
 - iii. II3 (Athletes with high functioning autism)
 - b. National Eligibility
 - i. II1 (Intellectual Impairment)
 - ii. II2 (Athletes with a more significant intellectual impairment)
 - iii. II3 (Athletes with high functioning autism)
10. Complete all fields and upload a copy of your application and evidence as a single .pdf file. Files should be scanned in the following order:
 - i. All pages of the application form
 - ii. Psychological reports
 - iii. Summary sheets from IQ and Adaptive Behaviour reports
 - iv. Photographic ID – eg. passport copy
11. The filename should be in the structure:
'countrycode_athletelastname_athleteinitial+sport', eg.
'AUS_Smith_A_athletics.pdf'.
12. The file should be as small as possible and no larger than 5MB. Please do not use compression software such as .zip or .rar.

13. If a second or 3rd sport is needed please repeat these steps, however it is not necessary to re-upload the evince files.
14. When complete, click 'ADD' or when the final athlete has been added all information has been entered, click 'ADD and CHECKOUT'.
15. Complete the Checkout process.

Note 1: You must complete the Checkout process before the application will be received by INAS.

Note 2: It is NOT necessary to add an athlete licence for new application – this will be done by INAS and is included in the first-year fee.

The INAS Eligibility Panel will review the application in the normal way and inform you of the outcome.

Section 5 To review invoices

1. Visit <https://inas.sport80.com/login>. If you do not have an account then refer to section 1 above
2. **IMPORTANT:** Remember to switch into your Federation account using the drop-down menu (4 white lines in the top-right corner) and select your Federation.
3. Select 'Admin' from the top menu and 'Invoices' from the left navigation.
4. Select your Federation.
5. Select 'invoices' from the drop-down menu
6. Use the search facility to search by item, name or other data