



How to Use the Virtus Sivus India Athlete Portal

This guide provides step-by-step instructions on how to register, navigate, and use the Virtus Sivus India Athlete Portal.

(If you require any support, kindly send an e-mail to office@sivusindia.org)

Dear Athlete and Parent,

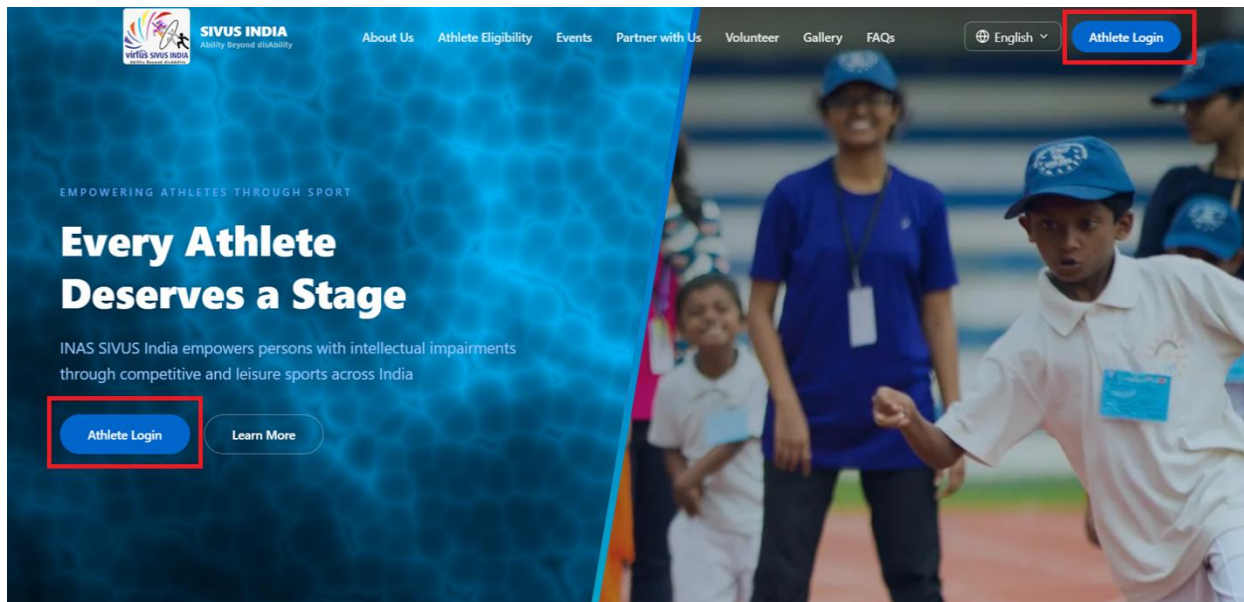
After extensive research, development, testing, and continuous improvements, we have developed the **Virtus Sivus India Athlete Portal** to be as simple, intuitive, and user-friendly as possible. The portal has been designed to make athlete registration, communication, and access to information easier for athletes, parents and guardians. This is an initiative by Virtus Sivus India for the Athletes.

Purpose of the Athlete Portal

The Athlete Portal has been developed to:

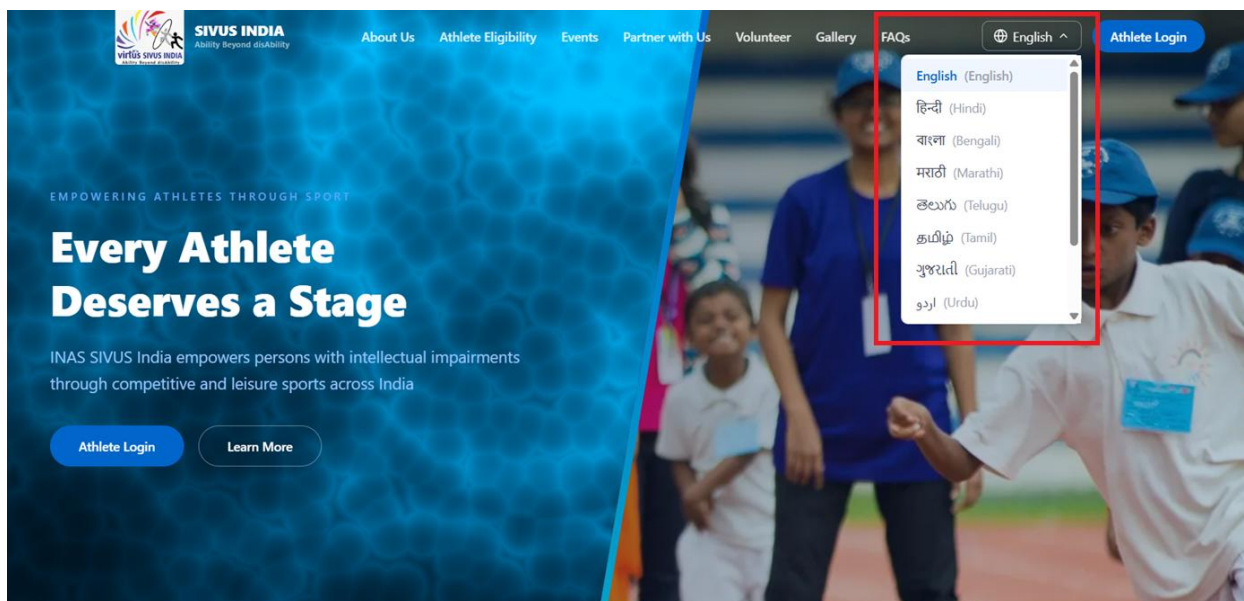
- Simplify the athlete registration process.
- Improve communication between athletes, parents, State Members, and the National Office.
- Provide a single, secure platform for managing all athlete-related information.
- Enable athletes to track their registration and eligibility status.
- Provide easy access to important documents, announcements, events, invoices, and Athlete Identity Cards.
- Create a more efficient, transparent, and accessible system for athletes and their families.

Creating an Athlete account - In the Sivus India website “www.sivusindia.org”, in the **Top Right Corner** or the **Left of the Page**, click on “**Athlete Login**”.





You can also select the language you prefer to view the website and details in. However, all details for the athlete account have to be filled in ENGLISH Only.



You will be directed to a login page. At the bottom, click on, “**New Athlete Registration**”. Click on it



1. Profile – Step One

You will be directed to the profile page.

FOR ATHLETE REGISTRATION PLEASE USE THE EMAIL ID THAT YOU REGULARLY USE AND ACTIVE. THIS EMAIL ID WILL BE PERMANENT REGISTERED EMAIL ID AND WILL BE USED FOR ALL FUTURE COMMUNICATION AND ACCESS TO YOUR ATHLETE ACCOUNT.

Fill all the details in the page.

- i) Passport Size Photograph
 - Upload a recent, clear, high-resolution passport-size photograph only.
 - The uploaded photograph will be used for your Athlete Identity Card.
- ii) Upload all old psychological assessments/reports available.
- iii) After completing all the required details and uploading the necessary documents, click **Submit**.

***Note:** Within **24 hours**, your profile will be screened. If all the information and documents submitted are complete and satisfactory, your athlete account will be created, and you will be able to access your account.

2. Applying for athlete registration/eligibility – Step Two

Once the athlete account has been created, the athlete will be able to access the account.

Please Note: The athlete will not have access to all features of the athlete account until the Eligibility Procedure has been successfully completed.

2.1 Downloading the Application form

- i. There is a field **“Athlete Registration”**. Under that click on **“Manage Eligibility”**.
- ii. In the next page, **“How to apply”** provides the step-by-step instructions and required documents to apply for Athlete Eligibility. **Kindly go through the details in the page.**
- iii. Click on **“Download Application form and Guidelines”**. Download the application form, guidelines and letter to psychologist.

2.2 Submitting the Application

- i. In the same page, there is a field **“Submit Application”**. When all documents are ready to be submitted., click on **“Submit Application”**. Upload all the documents according to headings in the page. **PLEASE NAME THE DOCUMENTS ACCORDINGLY, FOR EXAMPLE – IQ ASSESSMENT SHOULD BE NAMED AS “IQ REPORT”, etc.**
- ii. Once the documents have been submitted successfully, you will receive a notification confirming that your documents have been received.
- iii. You can view all submitted documents by clicking on the **"View Submitted Documents"** option on the same page.
- iv. To check the progress of your application, click on the **"Application Status"** option. The current status of your application will be displayed.
- v. You can also track the progress of your application from the **Athlete Dashboard – Home Page**.



3. Athlete Id card

After the Athlete Application Has Been Approved

- A unique **Athlete ID Number** will be generated.
- The **Athlete Identity Card**, displaying the Athlete ID Number, will be generated and made available on the **Athlete Dashboard**.
- The **validity period** and **expiry date** of the Athlete Identity Card will be displayed.
- The Athlete Identity Card can be downloaded directly from the athlete account at any time.

4. Applying for International Eligibility

- This section will remain **locked** until the athlete's **National Eligibility** has been approved.
- Once National Eligibility has been approved, the **International Eligibility** section will be unlocked.
- If the athlete wishes to apply for **International Eligibility**, they must click on the **"International Eligibility"** section and indicate their interest in applying.
- Once Virtus SIVUS India receives notification of the athlete's interest, the athlete's eligibility documents will be submitted to **Virtus** for consideration.

Please Note: The athlete is **not required to submit any additional documents** when applying for International Eligibility. **The athlete only needs to express their interest through the athlete account.**

5. Renewal

- The athlete will receive a notification 1 month before the expiry date.
- There is an option in “Manage Eligibility” to apply for renewal.

6. Messages

On the **Home Page**, there is a **"Messages"** section where athletes can send and receive messages.

This feature enables athletes to communicate directly with their **State Member** or the **National Office** regarding registrations, eligibility, competitions, or any other related matters.



7. Events

On the **Home Page**, there is an "**Events**" section where athletes can view information about upcoming events.

Athletes can:

- View details of upcoming events.
- Express their interest in participating in an event.
- Submit any required documents related to the event, where applicable.

8. Announcements

The "**Announcements**" section displays all notifications and important updates issued by the **State Member** and the **National Office**.

Athletes are encouraged to check this section regularly to stay informed about the latest announcements, notices, and important communications.

My Invoices

The "**My Invoices**" section allows athletes to view, download, and pay invoices related to their registration.

Athletes can:

- Download invoices for **National Registration**.
- Download **Virtus** invoices, where applicable.
- Make payments securely using the payment link provided on the page.