



IBOX USER MANUAL

YOUR GUIDE AT A GLANCE

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Follow the membership journey from your first visit to everyday use of the member portal.

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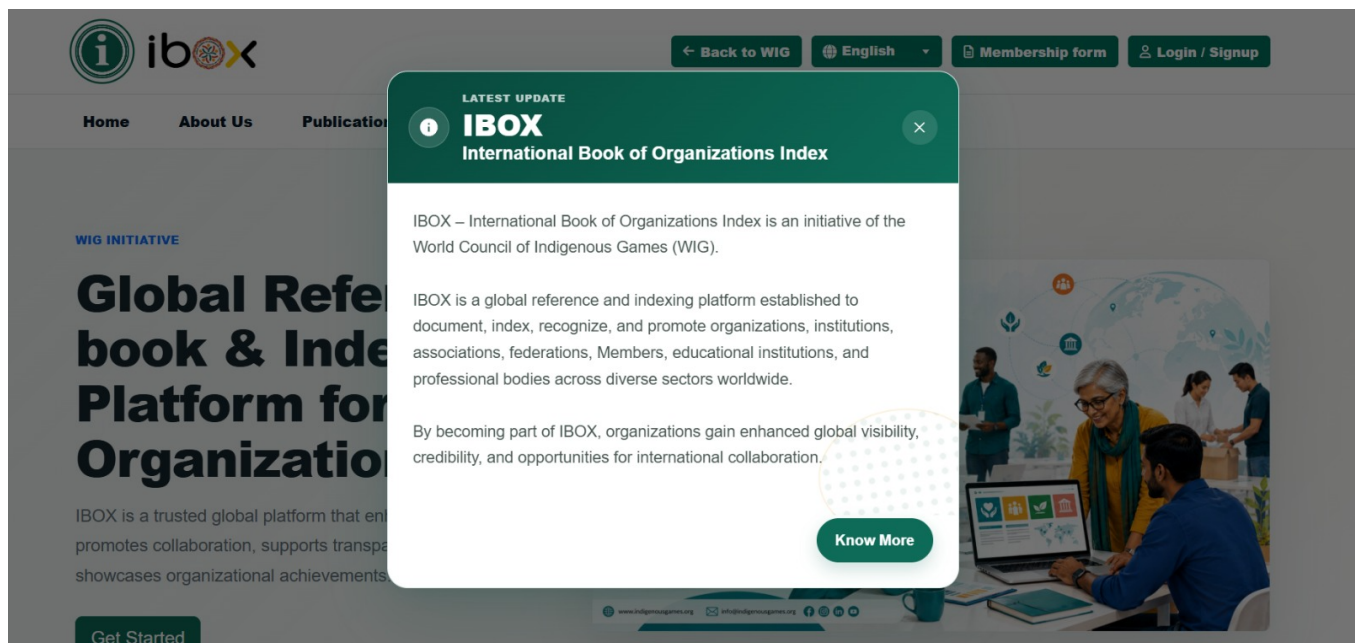
Security reminder: Screenshots are examples. Never share your password, one-time password (OTP), CAPTCHA answer or private documents with others.

01 / GETTING STARTED

Welcome to IBOX

IBOX — International Book of Organizations Index — is an initiative of the World Council of Indigenous Games (WIG). The public homepage is available to everyone.

- Visit <https://ibox.indigenousgames.org/>.
- Close the welcome information popup using the × icon to view the homepage.
- Select Membership form to apply or Login / Signup if you already have credentials.



The public navigation also includes Resources, About Us, Publication Procedure, Subscription and Contact Us.

02 / REGISTRATION

Submit your membership form

Start the membership application using the public Membership form button.

- Enter the Official name of the organization and E-mail; these are the two mandatory fields.
- Complete other applicable fields, such as address, contact details and organization background.
- Where relevant, upload the organization logo or contact person photo, following the file guidance shown on screen.

Submit Membership form

Important Information: This membership form is intended for both individuals and organizations. Please complete all fields applicable to you or your organization. Fields that are not applicable may be left blank, except for mandatory fields marked with an asterisk (*). Please review your information carefully before submitting.

Organization Identity

Official name of the organization * **Acronym**

Registration number

Name of main contact person **Title**

Upload Organization Logo

 JPG, JPEG or PNG • Max 2 MB
 Recommended: Square image (1:1), minimum 500 x 500 px

Upload Contact Person Photo

 JPG, JPEG or PNG • Max 2 MB
 Recommended: Passport/profile-style image, minimum 500 x 500 px

Address

Address

Post code **City** **Country**

Contact Details

Fields without an asterisk (*) are optional. Use a working email address: application decisions and login details are sent there.

03 / CHECK BEFORE SENDING

Review before submitting

The review screen lets you check information before it is saved permanently.

- Read each section of the Review Membership Application page.
- Use the Edit button next to any section that needs correction.
- When everything is correct, use Confirm & Submit at the end of the review.

Review Membership Application

Please verify the information below. Your application will be saved permanently only after you click Confirm & Submit.

APPLICANT NAME	RELATIONSHIP	EMAIL ADDRESS
XXX	Not provided	xxx@gmail.com

Organization Identity Edit

Official name of the organization XXX	Acronym Optional field left blank
Registration number Optional field left blank	Name of main contact person Optional field left blank
Title Optional field left blank	

Address Edit

Address 12, YYYY	Post code Optional field left blank
City Optional field left blank	Country India

Contact Details Edit

Mobile Number 1234455677	Fax Optional field left blank
E-mail xxx@gmail.com	Website Optional field left blank

Organization Background Edit

Review your registered email address carefully. It will also serve as your username.

04 / APPLICATION RECEIVED

Confirmation and your WIG ID

After a successful submission, the website displays a confirmation message and a unique WIG ID.

- Look for Membership Form Submitted Successfully!.
- Write down or securely save the WIG ID displayed in the confirmation.
- Wait for the administration team to review the submitted application and send an email decision.

The screenshot displays the IBOX website interface. At the top, the IBOX logo is on the left, and navigation links for 'Back to WIG', 'English', 'Membership form', and 'Login / Signup' are on the right. Below the header, a navigation bar includes links for 'Home', 'About Us', 'Publication Procedure', 'Subscription', 'Resources', and 'Contact Us'.

A prominent green confirmation box at the top of the main content area reads: **Membership Form Submitted Successfully!** It states that the membership form has been submitted successfully and is under Admin Review. It displays the **WIG ID WIG-IBOX-AC-0004** and includes a note that after the Admin completes the review, the user will receive an email regarding the status of their submission. A close button (X) is in the top right corner of this box.

Below the confirmation box is the **Submit Membership form** page. It features an **Important Information** box stating that the form is for both individuals and organizations and that mandatory fields are marked with an asterisk (*). The form is divided into several sections:

- Organization Identity**: Includes fields for 'Official name of the organization *', 'Acronym' (with an example 'HHF'), 'Registration number', 'Name of main contact person', and 'Title'.
- Upload Organization Logo**: A file upload section with a 'Choose File' button, 'No file chosen' text, and specifications: 'JPG, JPEG or PNG • Max 2 MB' and 'Recommended: Square image (1:1), minimum 500 x 500 px'.
- Upload Contact Person Photo**: Another file upload section with a 'Choose File' button, 'No file chosen' text, and specifications: 'JPG, JPEG or PNG • Max 2 MB' and 'Recommended: Passport/profile-style image, minimum 500 x 500 px'.
- Address**: A section for providing the organization's address.

Keep your WIG ID safe. The login email may also reference the last four digits of your WIG ID.

05 / SIGN IN

Two ways to log in

The IBOX login screen offers password-based login and OTP-based login.

- For Login with Password, enter your registered email address, password and the displayed CAPTCHA.
- For Login with OTP, enter the registered email address and CAPTCHA, then select Generate OTP and follow the verification prompts.
- Use the credentials and instructions in your approval or correction email.

The image displays two versions of the IBOX Member Portal login interface. Both versions feature a dark green sidebar with the IBOX logo and the text 'Welcome to the IBOX Member Portal'. The main content area is white and contains a 'Login' form. The top version shows the 'Login with Password' method selected, with fields for 'Email ID / Username' (containing 'aaaa@gmail.com'), 'Password' (masked with dots), and 'CAPTCHA' (displaying '5105'). The bottom version shows the 'Login with OTP' method selected, with fields for 'Email ID' and 'CAPTCHA' (displaying '5105'). Both versions have a 'Generate OTP' button and a 'Back to Home' link. The top version also has a 'Forgot Password?' link and a 'Register' link for users who don't have an account.

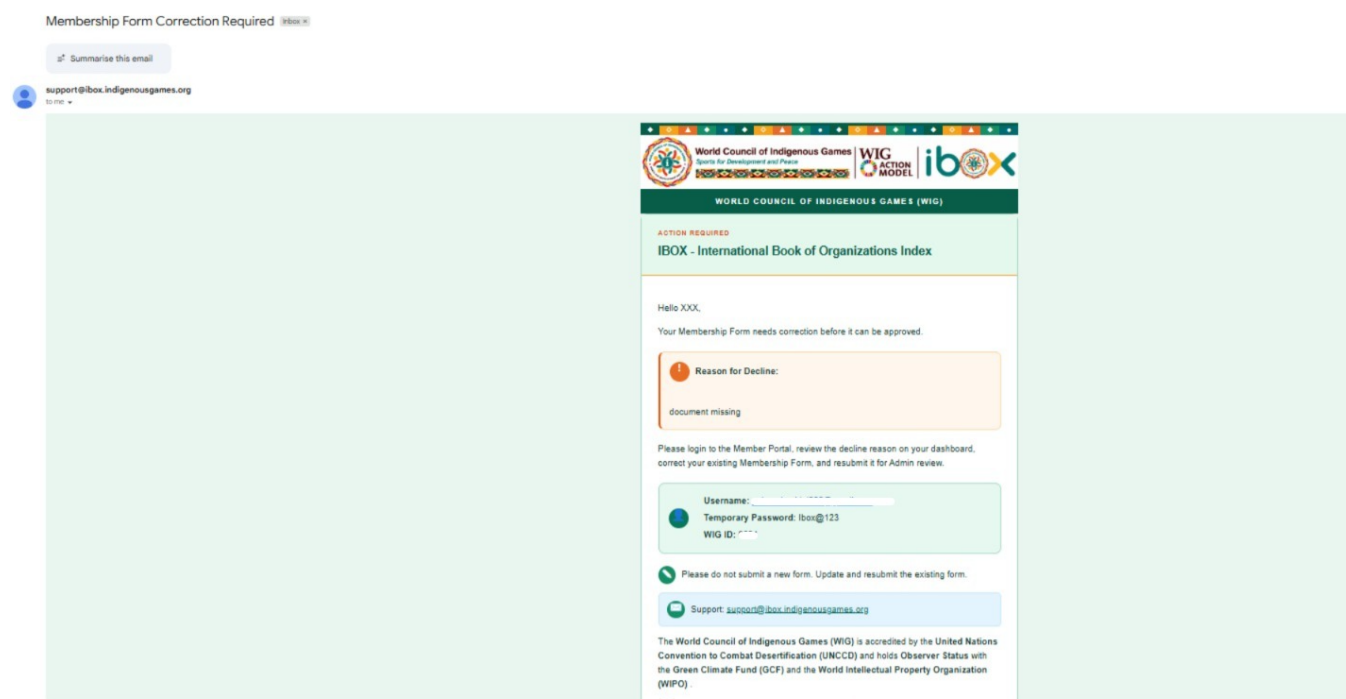
Your registered email address is your username. The initial password communicated for the described workflow is Ibox@123; change it after approval. Do not share OTPs.

06 / IF CHANGES ARE NEEDED

Correction-required email

If administrators decline an application for corrections, an email explains what needs to be fixed.

- Open the email titled Membership Form Correction Required.
- Read the Reason for Decline carefully.
- Use the temporary login information in that email to access the correction workflow.



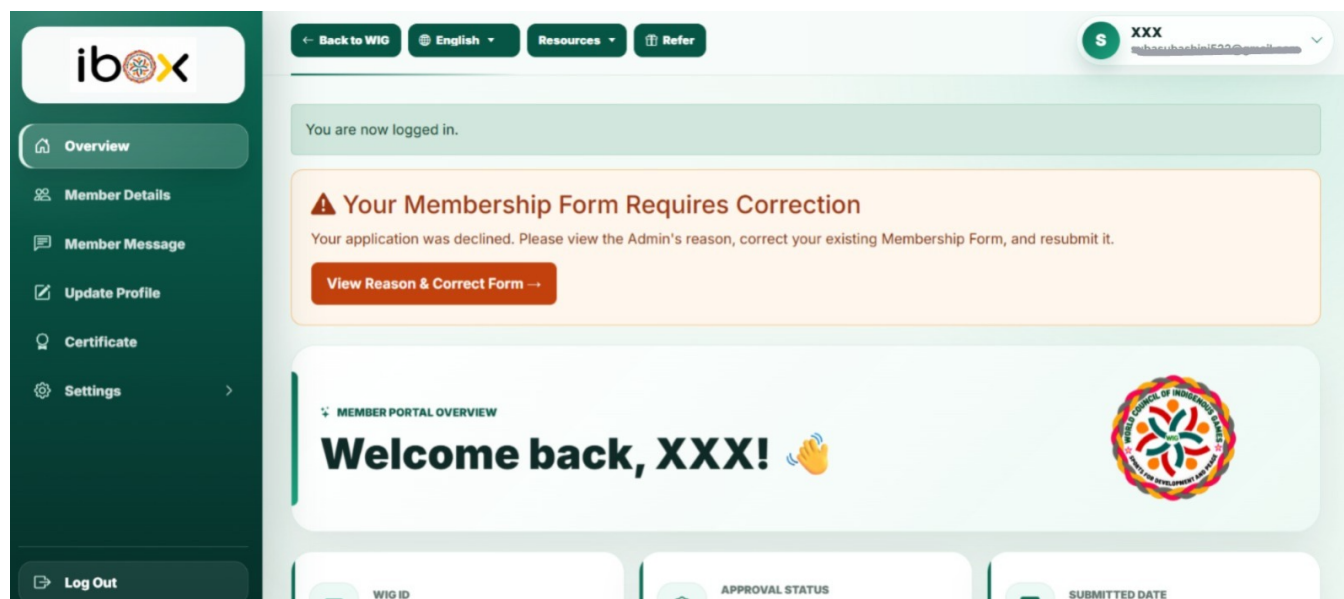
Do not create a new membership application. Correct and resubmit the existing application.

07 / RESTRICTED ACCESS

Access during correction

Members with a declined application can sign in temporarily to correct their submission.

- Log in using the registered email address and the temporary credentials provided.
- On Overview, find the orange Your Membership Form Requires Correction notice.
- Select View Reason & Correct Form. Other member modules remain unavailable until approval.



Temporary access is for correcting the membership form, not for normal member portal services.

08 / CORRECTION WORKFLOW

Open the existing form

The correction page reopens the membership form with the previously entered details.

- Follow the warning banner that says your membership form requires corrections.
- Read the correction reason when prompted.
- Update the necessary fields or attachments in the existing form rather than starting again.

ibox

← Back to WIG English Resources Refer

S XXX

⚠ Your membership form requires corrections. Click here to view the reason and resubmit. ✕

Submit Membership form

Important Information: This membership form is intended for both individuals and organizations. Please complete all fields applicable to you or your organization. Fields that are not applicable may be left blank, except for mandatory fields marked with an asterisk (*). Please review your information carefully before submitting.

Organization Identity

Official name of the organization *

Acronym

Registration number

Name of main contact person

Title

Log Out

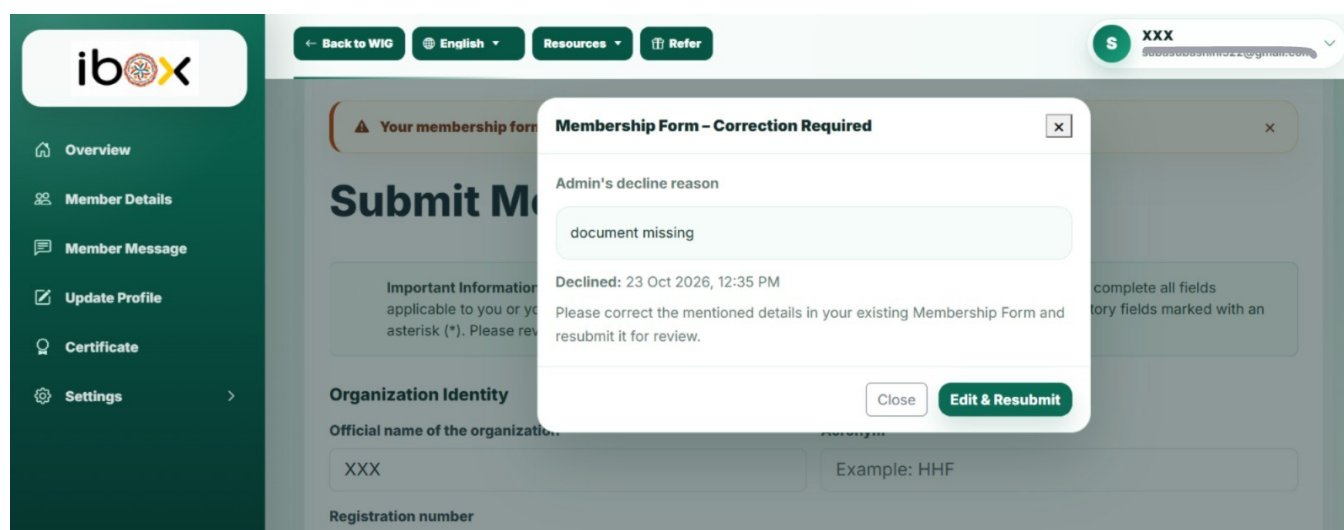
Preserve accurate existing information and change only the details needed for review.

09 / ADMIN FEEDBACK

Understand the decline reason

The correction popup shows the administration team's reason and provides a direct resubmission action.

- Read Admin's decline reason in the popup.
- Select Edit & Resubmit to make the required corrections.
- Review the revised application before submitting it again.



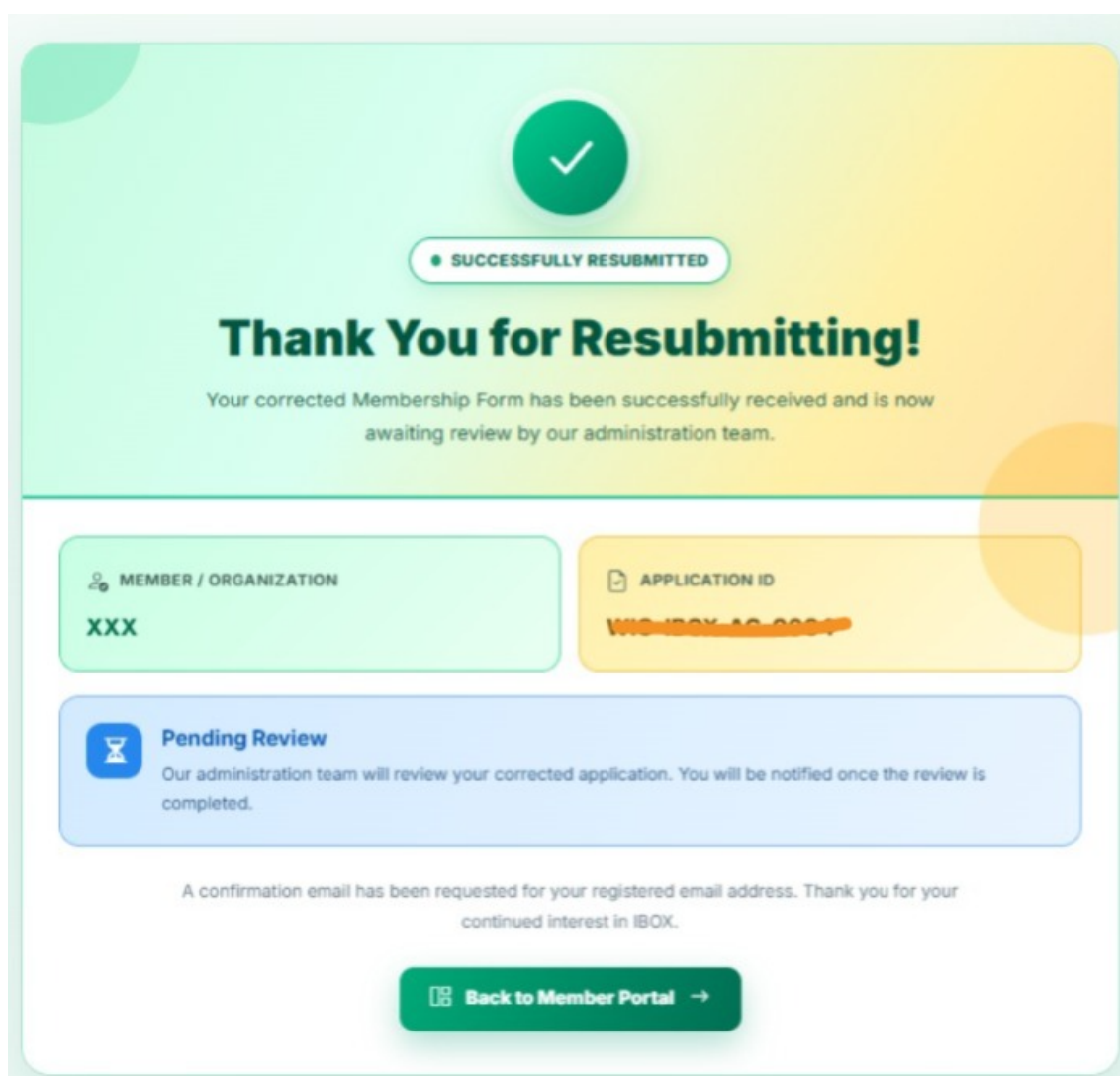
The reason shown in the example is “document missing”; your actual correction reason may be different.

10 / WAITING FOR REVIEW

Resubmit for review

A dedicated thank-you screen confirms that the corrected application was received.

- Look for Thank You for Resubmitting! and the Pending Review status.
- Keep the application/WIG ID reference available.
- Wait for the new decision email. Full member access is not available while the corrected application is under review.



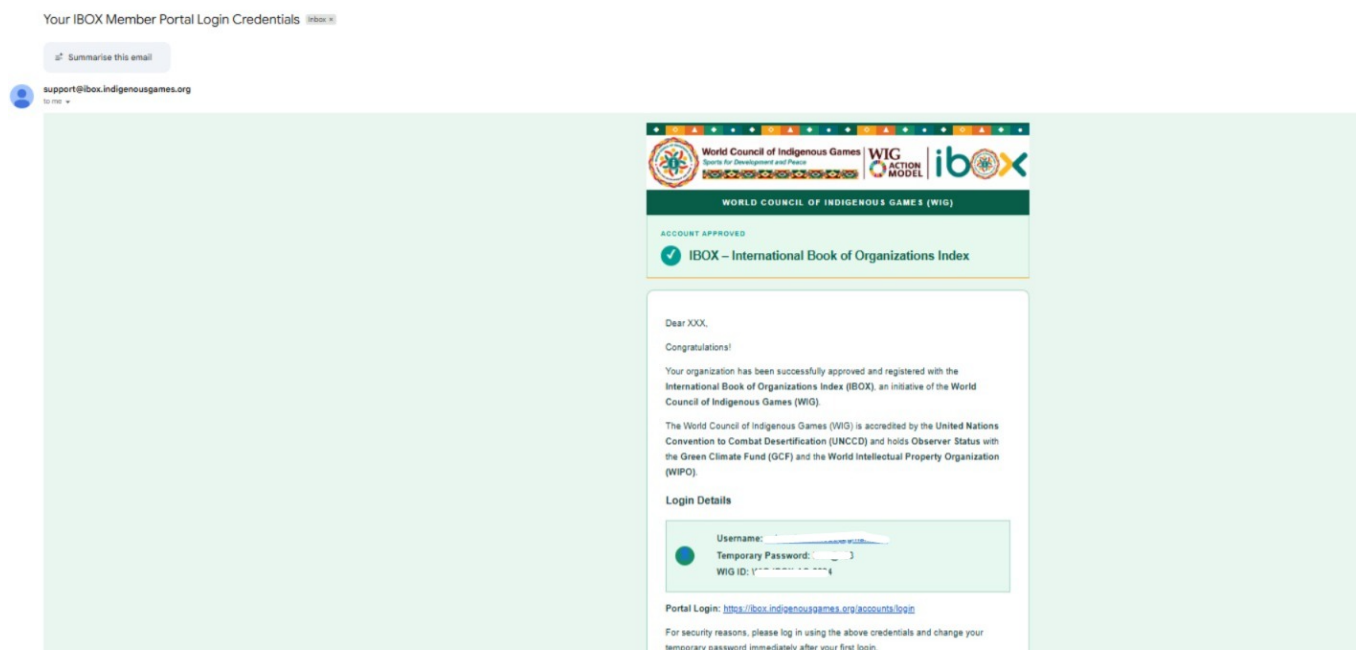
A resubmission confirmation is not the same as approval. Wait for the approval email before attempting normal portal access.

11 / APPROVED MEMBERSHIP

Approval email and credentials

Approved members receive an email confirming membership and providing portal login details.

- Open the Your IBOX Member Portal Login Credentials email.
- Use your registered email address as the username and the password supplied in the email.
- Sign in, then change the default password using Settings → Reset Password.



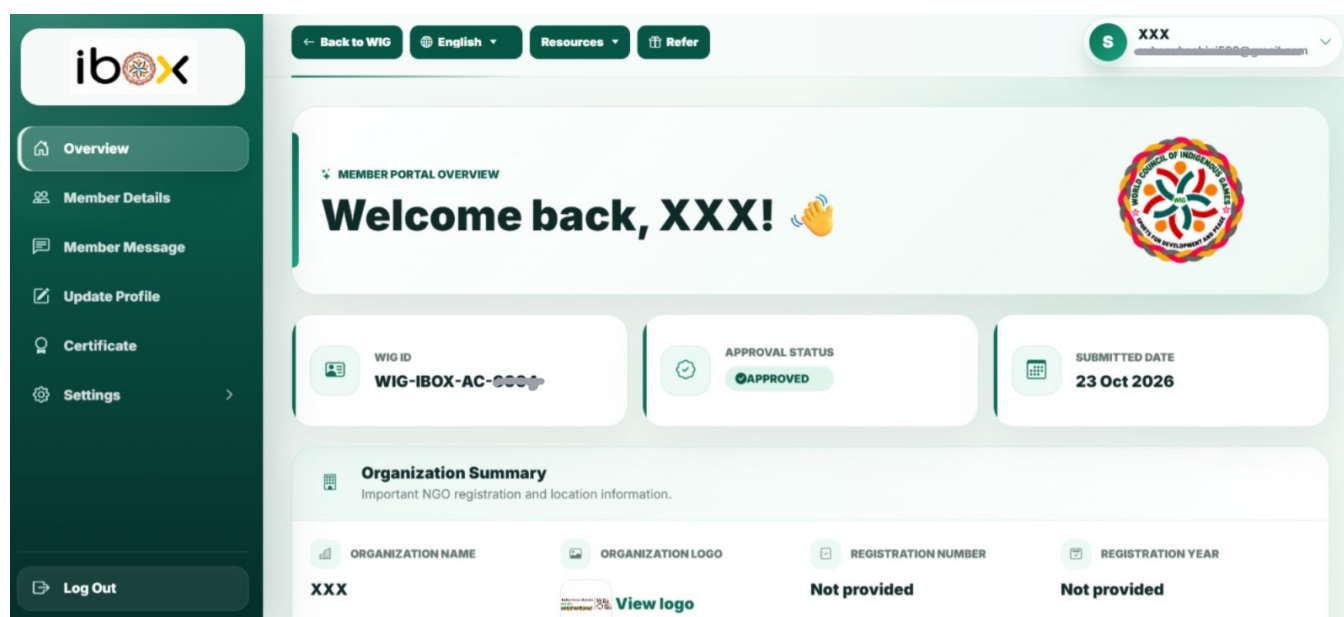
The initial password for this workflow is Ibox@123. Treat it as temporary and replace it promptly.

12 / YOUR DASHBOARD

Member portal overview

After approval, the Overview page provides a snapshot of your organization's membership record.

- Check your WIG ID, Approval Status and Submitted Date.
- Scroll through the organization summary to review your recorded information.
- Use the left sidebar to open Member Details, Member Message, Update Profile, Certificate and Settings.



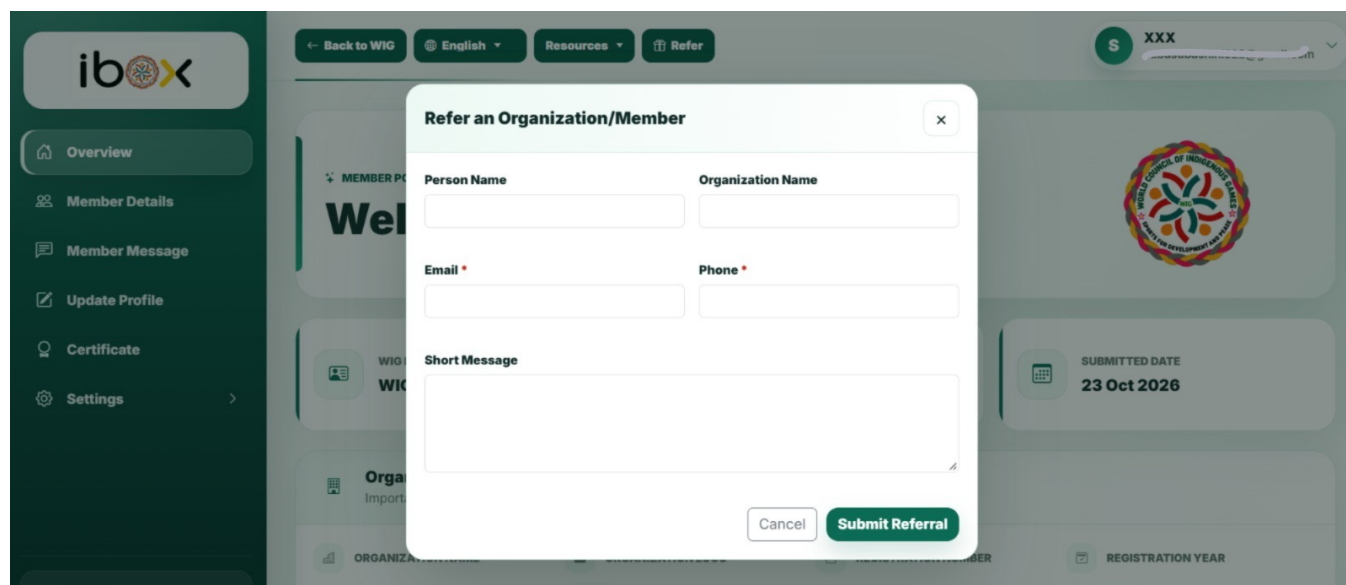
The left navigation is for member services. The top navigation includes Resources and Refer.

13 / INVITE OTHERS

Refer an organization or member

Members can recommend another organization or individual through the Refer button.

- Click Refer in the top navigation.
- Enter the person's name and organization name where applicable.
- Provide the required Email and Phone, add an optional short message and click Submit Referral.



The screenshot displays the IBOX Member Portal interface. A modal window titled "Refer an Organization/Member" is centered on the screen. The modal contains the following fields: "Person Name" and "Organization Name" (both text inputs), "Email" and "Phone" (both text inputs with red asterisks indicating they are required), and a "Short Message" (text area). At the bottom of the modal are "Cancel" and "Submit Referral" buttons. The background shows the portal's navigation menu on the left with options like Overview, Member Details, Member Message, Update Profile, Certificate, and Settings. The top navigation bar includes "Back to WIG", "English", "Resources", and "Refer". A user profile section at the top right shows the user's name "XXX" and a "SUBMITTED DATE" of "23 Oct 2026".

Check the referred person's contact details before submitting.

14 / MEMBER RECORDS

Member Details and PDF

The Member Details page presents a read-only view of approved organization information.

- Open Member Details from the sidebar.
- Review the organization name, WIG ID, approval status and other approved details.
- Select Download PDF to save a copy of the member record.

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← Back to WIG English Resources Refer

S XXX

COMPLETE MEMBER RECORD

Member Details

Read-only approved organization details for XXX.

Download PDF

ORGANIZATION
XXX

WIG ID
WIG-IBOX-AC-0000

APPROVAL STATUS
Approved

Organization Information

ORGANIZATION NAME XXX	ORGANIZATION LOGO	ACRONYM Not provided
--------------------------	-------------------	-------------------------

For corrections to approved information, use Update Profile rather than editing the read-only Member Details page.

15 / CONTACT ADMIN

Member Message

Use Member Message to ask questions and keep replies in one conversation.

- Open Member Message from the sidebar.
- Under New Message to Admin, enter a subject and your question or message.
- Submit the message and return to the conversation area to read responses. Email notifications may also be sent.

The screenshot displays the IBOX Member Message interface. On the left is a dark green sidebar with the IBOX logo and navigation links: Overview, Member Details, Member Message (highlighted), Update Profile, Certificate, and Settings. The main content area has a light green header with navigation buttons: Back to WIG, English, Resources, and Refer. A user profile 'S XXX' is shown in the top right. The main section is titled 'Member Message' with the instruction 'View messages from Admin and keep replies grouped in the same conversation.' Below this are two white boxes: 'Conversations' (stating 'No conversations yet.') and 'No conversation selected' (prompting to 'Start a new message to Admin below.'). At the bottom is a 'New Message to Admin' form with 'Subject' and 'Message' input fields.

Use a clear subject and explain your question fully to help the administration team respond.

16 / EDIT APPROVED DETAILS

Update Profile

Profile changes are submitted for administrative review rather than appearing immediately.

- Open Update Profile in the sidebar.
- Review current files and information; use View / Preview where available.
- Edit the relevant fields, submit the update and wait for approval.

Update Profile

Submit profile changes for admin review. Your approved profile remains unchanged until approval.

CURRENT ORGANIZATION LOGO
 organization-logo-email_signature_logo.jpg
[View / Preview](#)

CURRENT CONTACT PERSON PHOTO
 Not uploaded

CURRENT GOVERNMENT APPROVAL DOCUMENT
 Not uploaded

CURRENT UN AGENCY APPROVAL DOCUMENT
 Not uploaded

Organization Name: XXX

Acronym:

Your existing approved profile remains unchanged until the new details are approved.

17 / ACCOUNT SECURITY

Settings and password reset

The Settings menu includes Reset Password and Request Account Deletion.

- Choose Settings → Reset Password.
- Complete the displayed CAPTCHA and select Generate OTP.
- Verify the OTP, then set a new password. The page indicates OTPs are valid for 10 minutes and cannot be reused.

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← Back to WIG English Resources Refer

S XXX

Settings

XXX.

Reset Password

Reset Progress
OTP is valid for 10 minutes and cannot be reused after verification or a successful password update.

- 1 Confirm CAPTCHA
- 2 Verify OTP
- 3 Set New Password

Login ID
subashashin1500@gmail.com

CAPTCHA Verification
2 7 8 5 Enter CAPTCHA Refresh

Back to Login Generate OTP

Overview
Member Details
Member Message
Update Profile
Certificate
Settings
Reset Password
Request Account Deletion
Log Out

For security, change the default password after approval. The Request Account Deletion option is separate from password reset.

18 / MORE MEMBER SERVICES

Certificates, resources & help

The member portal provides additional services through its sidebar and top navigation.

Certificate

Select Certificate in the sidebar to view your available membership certificate and use the provided download option.

Resources

Open Resources from the top navigation or public homepage. Available sections include WIG Annual Report, WIG EOC, WIG Press Release, WIG Action, WiLearn, WIG Calendars and WIG Wilton Awards.

Forgot your password?

Use the Forgot Password? option on the password login screen and follow the verification prompts.

Application not approved yet?

Check the registered email for an approval or correction notice. If correction is requested, use the existing application and follow the instructions in sections 06–10.

Need assistance?

Use Member Message when your account is active, or contact info@indigenousgames.org as shown in the correction email.

IBOX WEBSITE

<https://ibox.indigenousgames.org/>

MEMBER SIGN-IN / LOGIN

<https://ibox.indigenousgames.org/accounts/login/>



THANK YOU!

Thank you for being part of IBOX

We appreciate your participation in the
International Book of Organizations Index (IBOX),
an initiative of the World Council of Indigenous Games (WIG).

KEEP YOUR WIG ID AND ACCOUNT DETAILS SECURE

Visit ibox.indigenousgames.org for member services and resources.