

IMC SAHAJA MARRIAGES PORTAL APPLICANTS' GUIDE

International Marriage Committee (“IMC”) - Version 0.1

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IMC Sahaja Marriages Portal

What's the IMC Sahaja Marriages Portal?

The IMC Sahaja Marriages Portal ("Marriage Portal", "Portal") is a website that allows the submission of Sahaja Marriage Application Forms ("Marriage forms", "Forms") to the IMC by all the yogis and yoginis in the world.

It replaces the pdf forms that were used in the past, and has the following goals:

- avoid the need for the applicant to get a physical signature of the local and national coordinators on the form
- avoid the need for the applicant and coordinator to scan and send forms via email
- avoid the need for IMC to retype all the data received in the pdfs in a readable format
- provide a clear approval track
- manage the data collection for an increasing number of yogis
- gather historic data of applications from year to year
- allow for communications between applicants, coordinators and IMC for any clarifications required

The Marriage Portal aims to digitize only the data collection, while the matching activity remains the same as before, according to the principles that Shri Mataji taught us.

What's the structure of the Portal?

The Portal is accessible through a website (<https://www.sahajamarriages.org/>) which includes:

- o talks of Shri Mataji
- o basic information about marriages (work in progress)
- o frequently asked questions on how to use the platform

From the main website yogis/nis can access a password-protected section (reachable also directly through the link <https://sahajamarriages.atlassian.net/servicedesk/customer/portals>) where applicants can create their profile and submit Marriage Forms, while coordinators (local, state, national & marriage coordinators) can create their profile, request access for applicants and coordinators, submit Leader's Feedback Forms ("Feedback Forms") and approve and verify application + feedback forms.

Who can access the Portal?

The Portal can be accessed by:

- Sahaja Yogis and Yoginis who wish to apply for Sahaja Marriages at the ceremonies instructed by the IMC
- Local coordinators who need to validate Application Forms and provide their feedback
- State, National, Council, Marriage Coordinators who need to approve Marriage & Feedback Forms

Access to the Portal is granted to applicants only by request of a national/marriage coordinator. Access to the Portal is granted to local coordinators only by request of a national/marriage coordinator. In order to do that there is an Access Request Form on the Portal accessible to the Coordinators.

What are the functions available for the applicants in the Portal?

The following functions can be accessed through the portal:

- Applicant Account Registration
This function allows Applicants to setup their applicant account on the Portal. This needs to be done only once and will be valid for all future applications.
- Marriage Application
This function allows Applicants to submit a marriage form on the Portal for a specific ceremony.
- Support
This function allows to submit requests for technical issues on the Portal

IMC Sahaja Marriages Portal – Key Functions

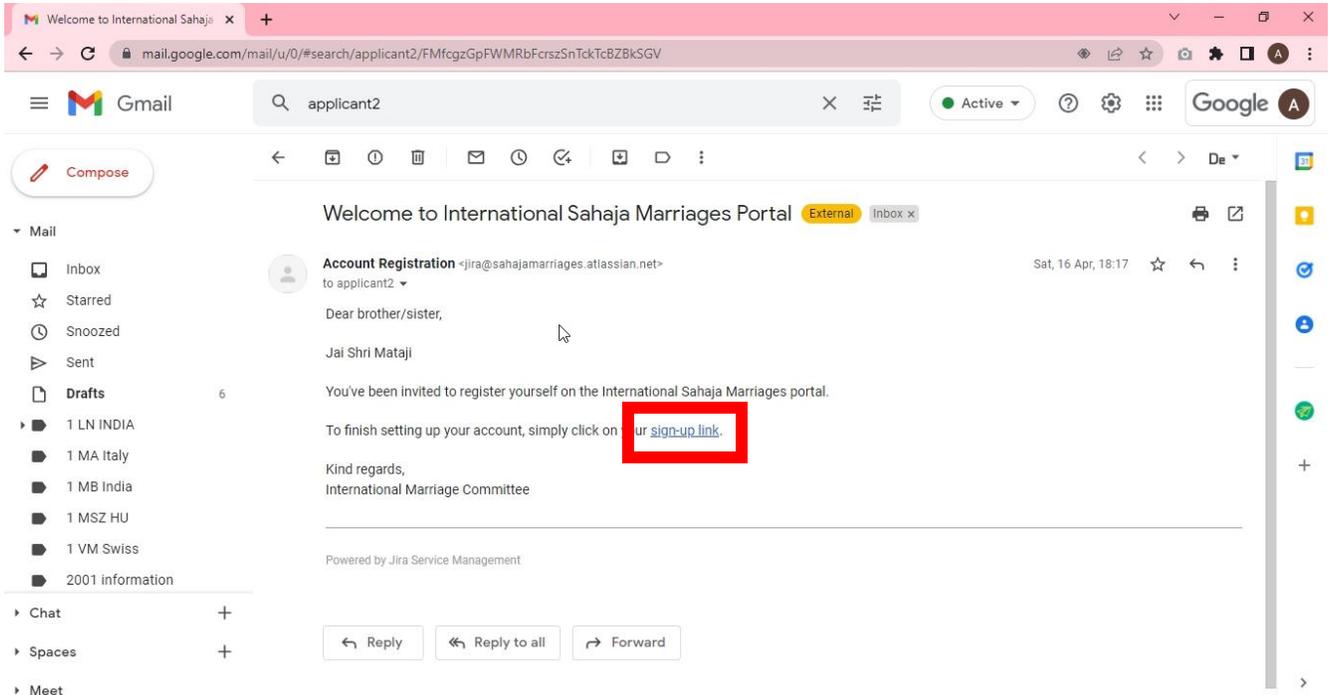
This document shows how to register and apply for marriage. If you are a coordinator and wish to know how to perform the functions related to coordinator's role, please refer to the document for Coordinators, provided to all Country Coordinators.

1. How to request access to the Portal?

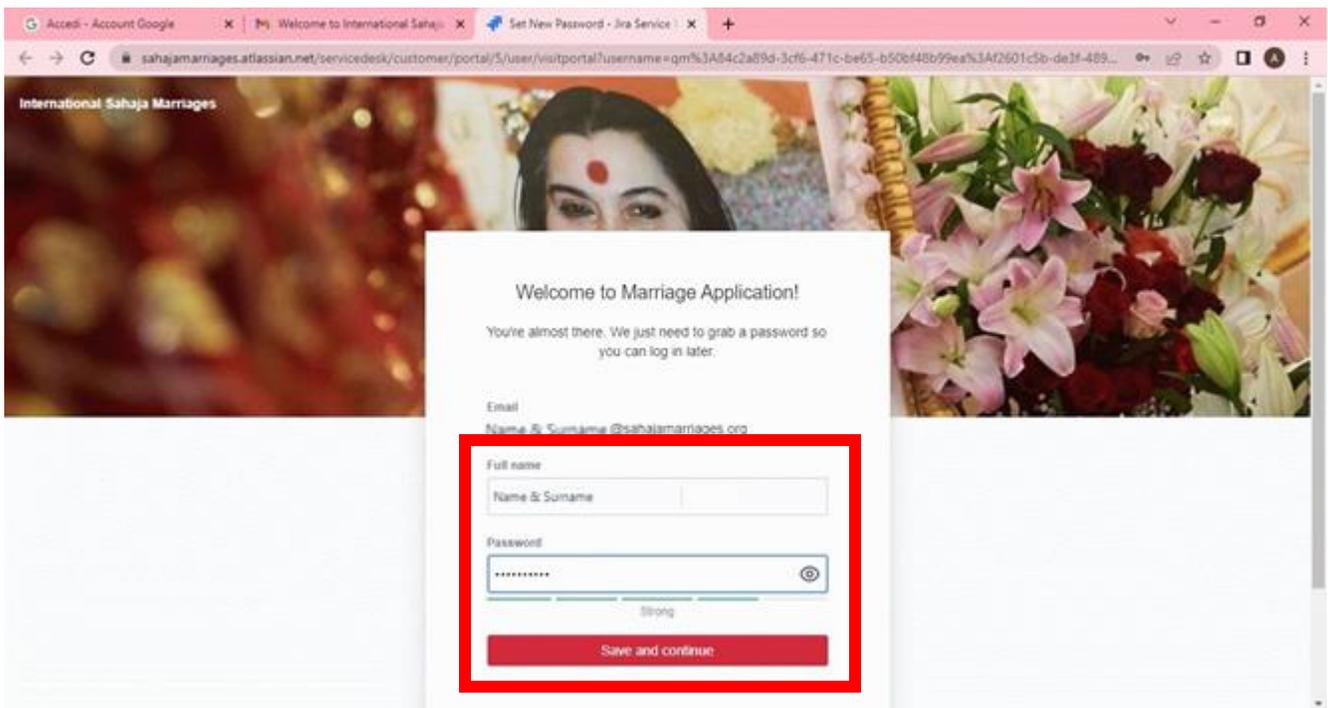
Applicants should refer to their local or country coordinator in order to be referred for access to the Portal. IMC will then send an email to the applicant inviting them to register. See next paragraph to view the steps to register.

2. Setup your profile on the Portal

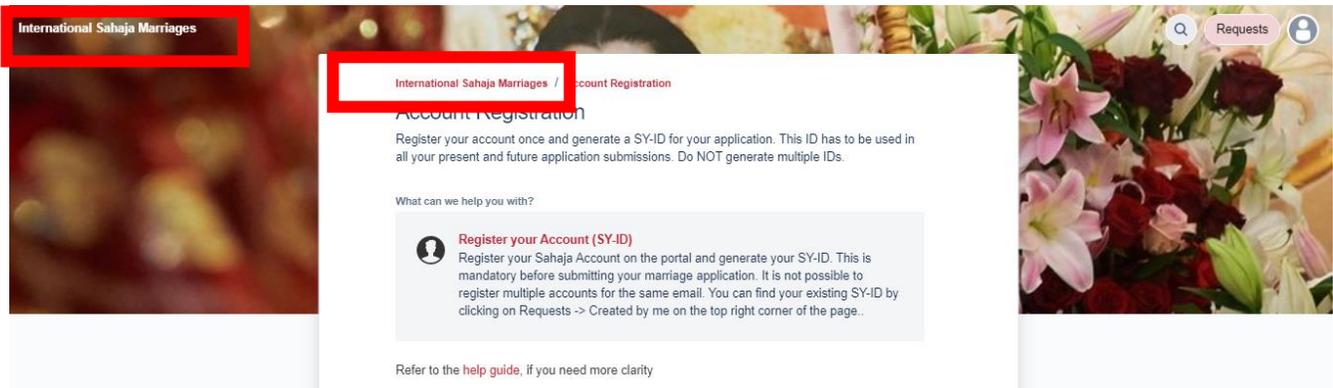
a. The IMC will send the applicant an email. Click on the link shown in the email.



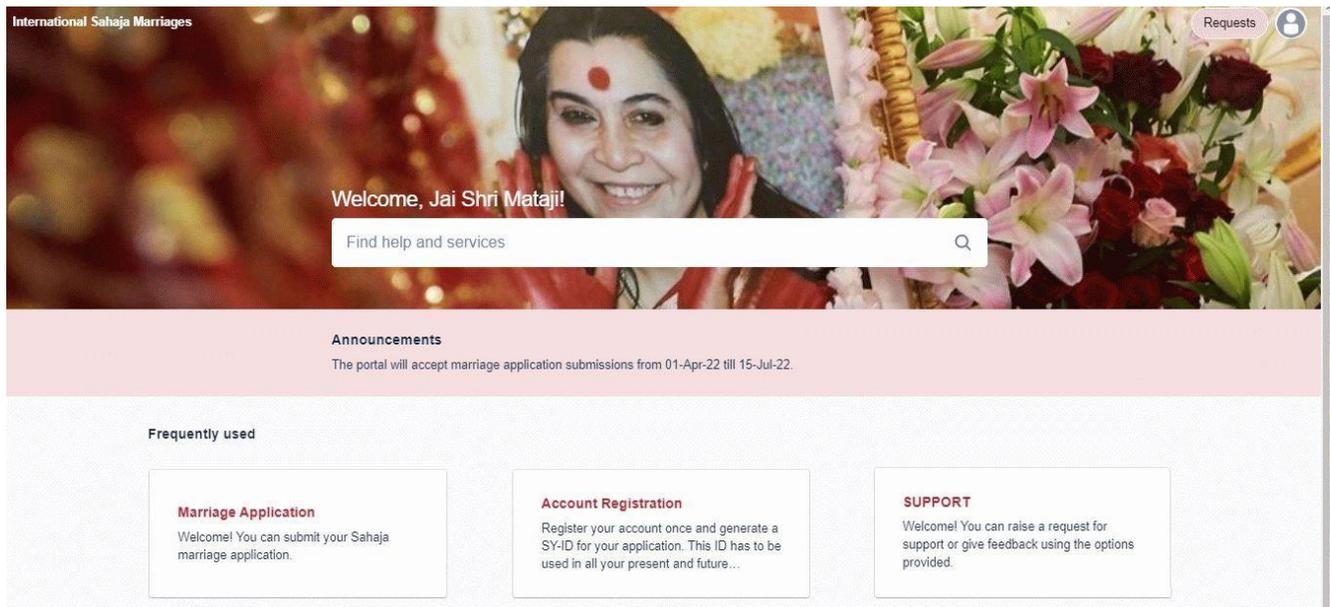
b. You will land on a page where you need to insert your name and surname and a password



- c. Your profile is setup!!! You should land on a default page for Account Registration, which is the next step for completing your registration as an applicant on the Portal. If you wish to go to the home page of the portal please click on the links “International Sahaja Marriages”

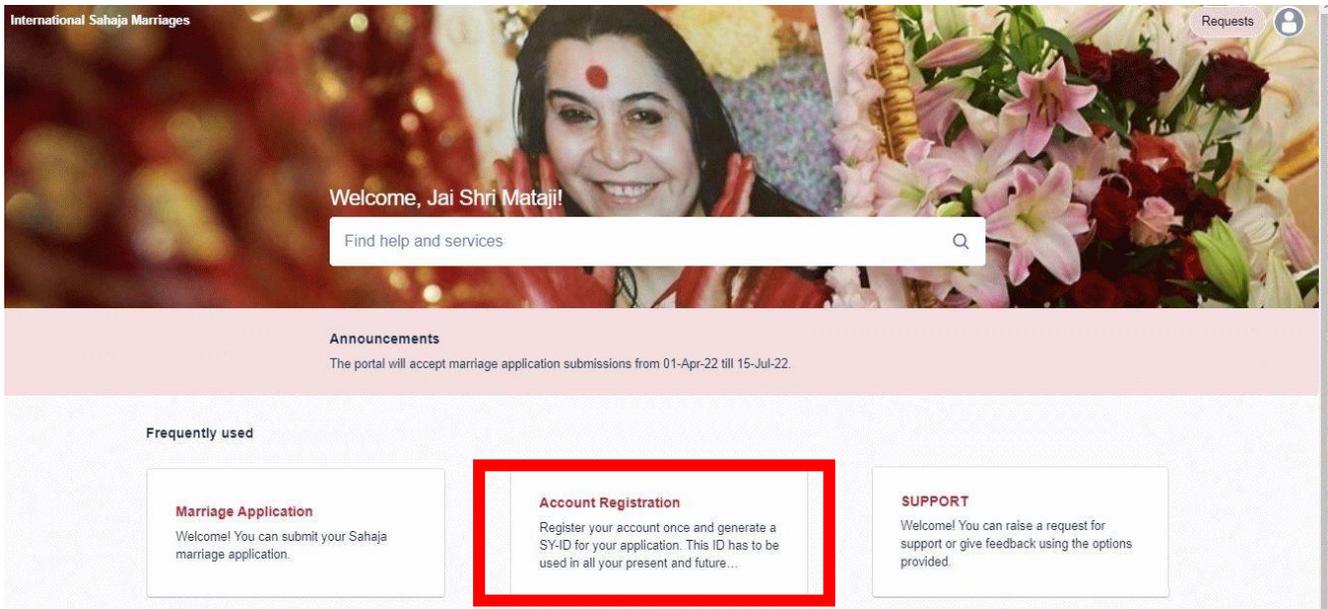


- d. This is the home page of the portal where you can access all functions.

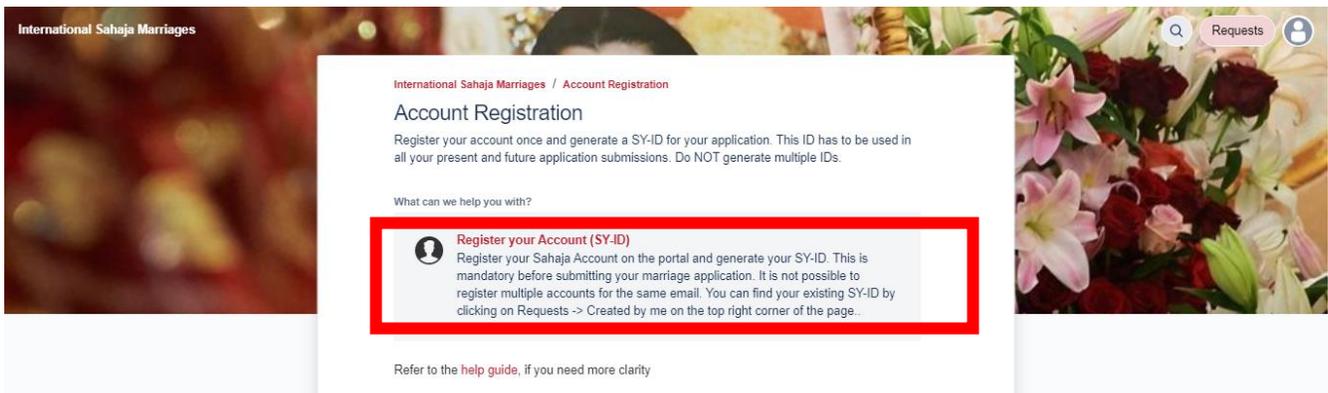


3. Register your account as applicant on the Marriage Portal

- a. The user profile is the first step, that all applicants and coordinators need to complete in order to be able to access the Portal. As an applicant you will need to register additional information through the Applicant Account Registration function.



- b. A new page will open and by clicking on the “Register your Account” section it will show all fields to fill.



- c. Fill all the required fields in the form from your computer or mobile device. All fields are mandatory except for “Government ID/passport”.

Please note that you will need to add a picture, which will be the picture used in your application form, for vibrations taking before Shri Mataji’s altar. Make sure the photo is clear and proper.

Do not modify the content of the “Share with” field. Then click Send.

Full Name*

Applicant2 Name Surname

Gender*

- Male
 Female

Date of Birth (For ex, 01-JAN-2000)*

03-JAN-1971

Enter date in DD-MMM-YYYY format, for example: 01-JAN-2000

Date of Self Realisation (For ex, 01-JAN-2000)*

03-09-1991

Enter date in DD-MMM-YYYY format, for example: 01-JAN-2000

Nationality*

Italy



Govt ID or Passport Number

Optional

Profile Photo Upload*

Drag and drop files, paste screenshots, or browse

Browse



Passport size photo (dimension 50x50mm, min resolution 600px by 600px). Ensure head, face, neck are visible. Photo should be in clear white background. No caps/spectacles/masks etc. File format: JPEG/JPG only. Max file size: 2MB.

Contact Number*

+3939393939

Please provide your contact number (possibly mobile). Include your country code and area code, e.g.: +1-206-9998888

Alternate Contact Number

+3939393938

Your alternate contact number. Include your country code and area code, e.g.: +1-206-9998888

Terms and Conditions*

I accept

I have read and provide my consent to the [Privacy Policy](#) and [Liability Agreement terms](#) for Sahaja Marriages

Share with*

No one



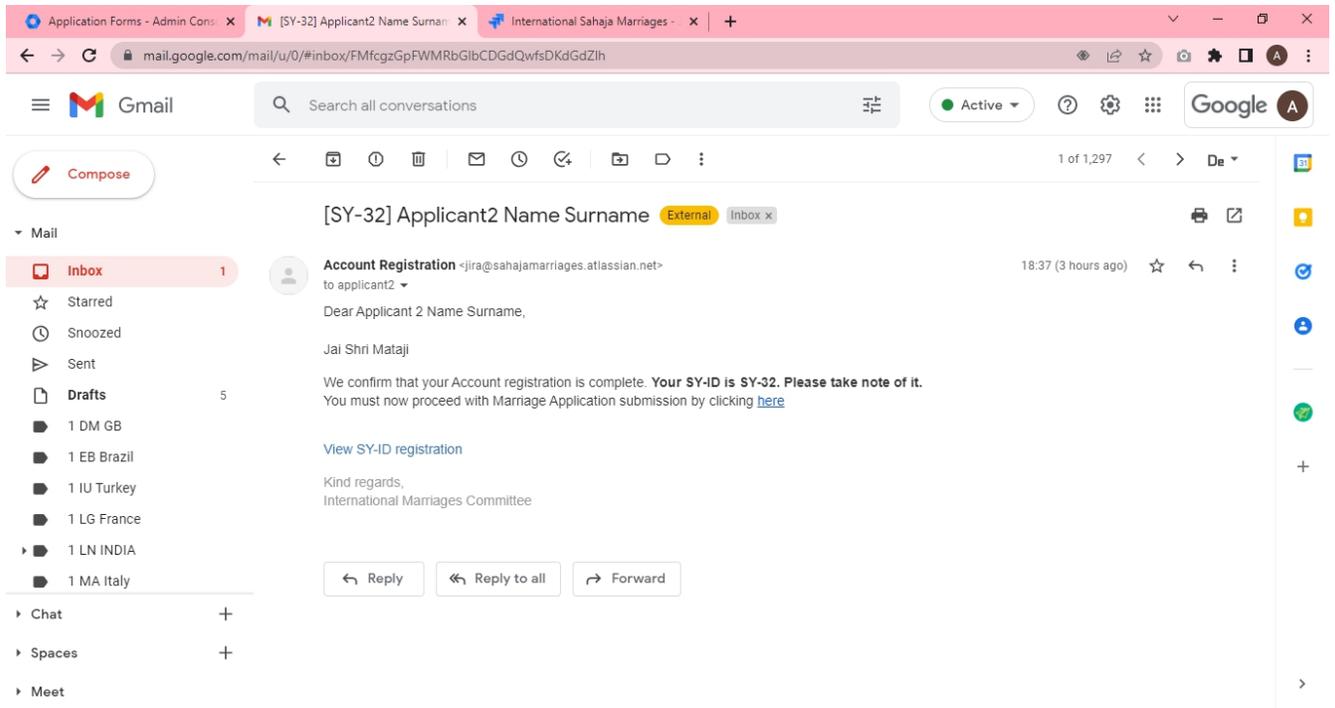
Send

Cancel

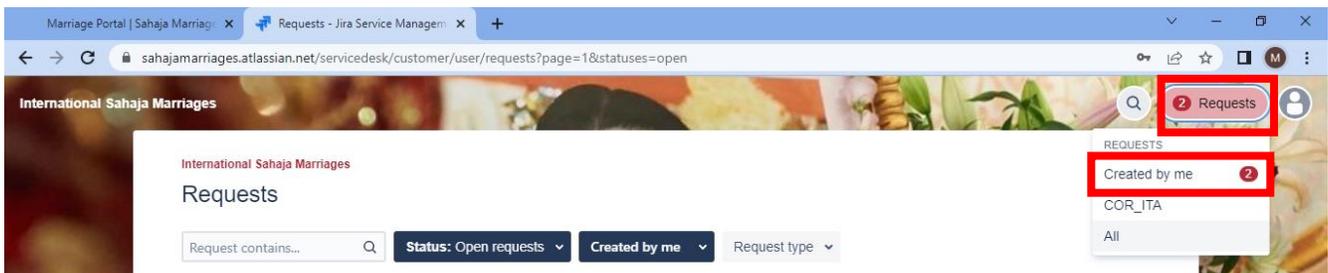
- d. You will receive a confirmation of the request as per screenshot below. Please take note of your SY-ID number which will be used to identify you on the Portal and in communications, also for privacy reasons.

The screenshot shows a confirmation page for an account registration. At the top, the text 'International Sahaja Marriages / Account Registration' is visible, with the 'SY-32' ID number highlighted in a red box. The user's name 'Applicant2 Name Surname' is displayed. The page includes a status section showing 'REGISTERED', notification settings, and request type 'Register your Account (SY-ID)'. A detailed profile section lists personal information: Gender (Male), Date of Birth (03-JAN-1971), Date of Self Realisation (03-09-1991), Nationality (Italy), and optional Govt ID or Passport Number. Contact details include a primary number (+393939393939) and an alternate number (+393939393938). The user has accepted the terms and conditions. An activity log shows the registration was completed today at 6:36 PM, accompanied by a profile picture of a man in a blue shirt. A comment box is provided at the bottom. The footer indicates the page is powered by Jira Service Management.

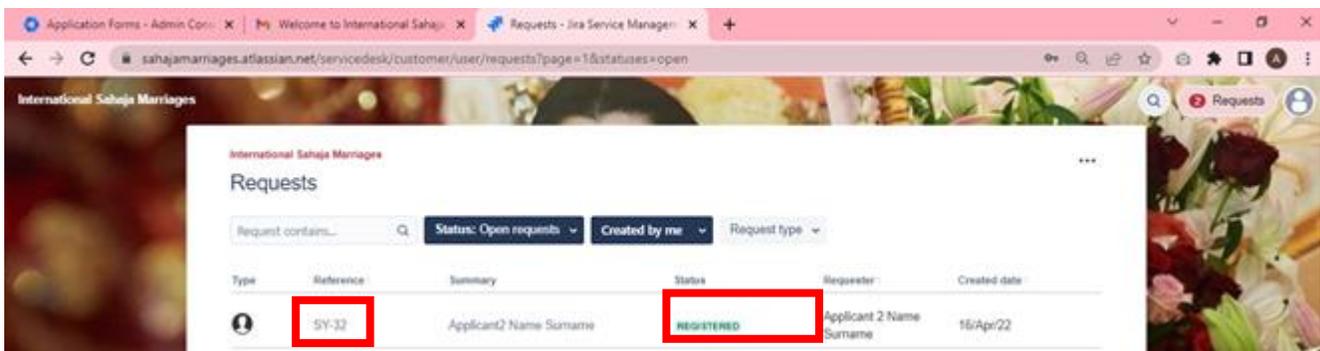
- e. You will also receive a confirmation email with the same SY-ID which you can keep for your records.



f. Alternatively you can see your SY-ID by clicking on Requests -> Created by me in the home page of the Portal

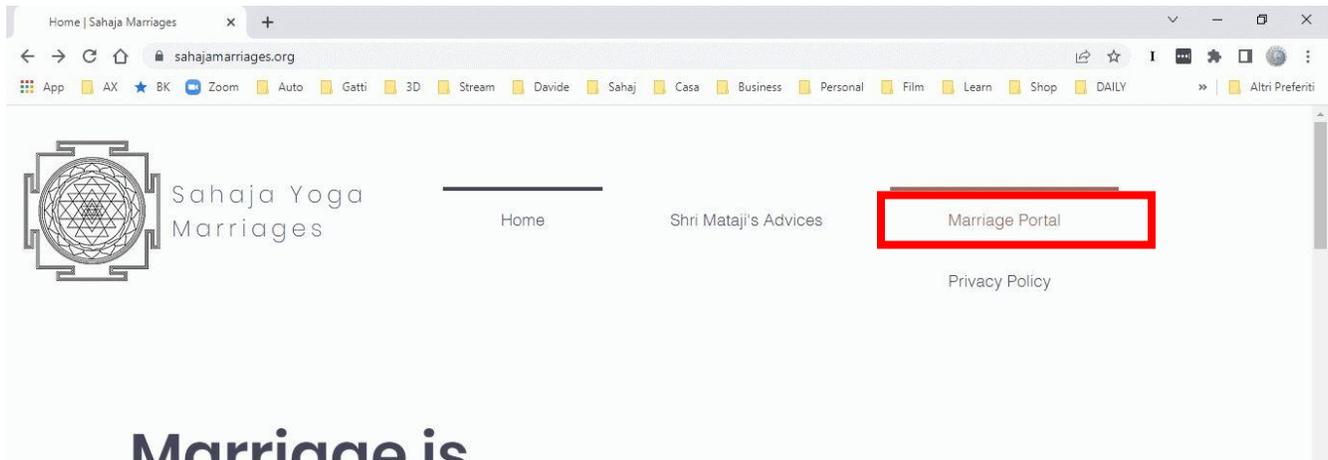


g. The page will show your SY-ID registration request.

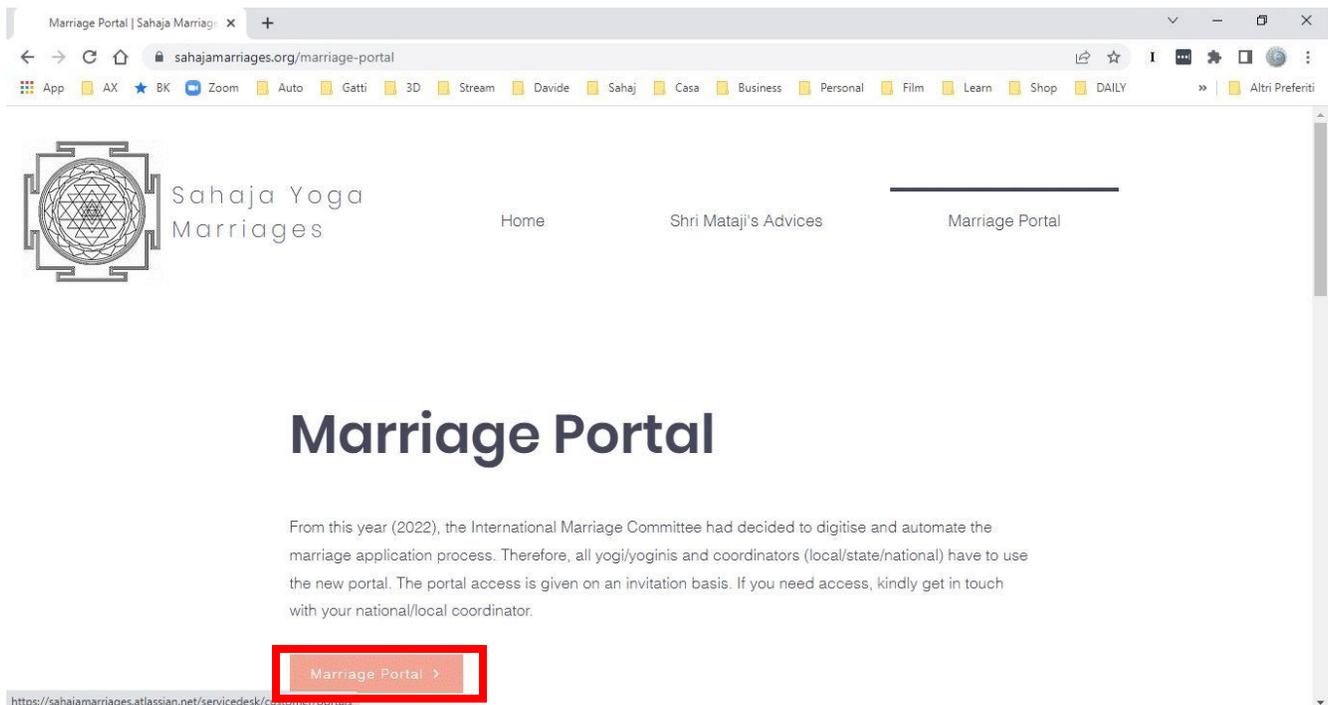


4. Accessing the portal

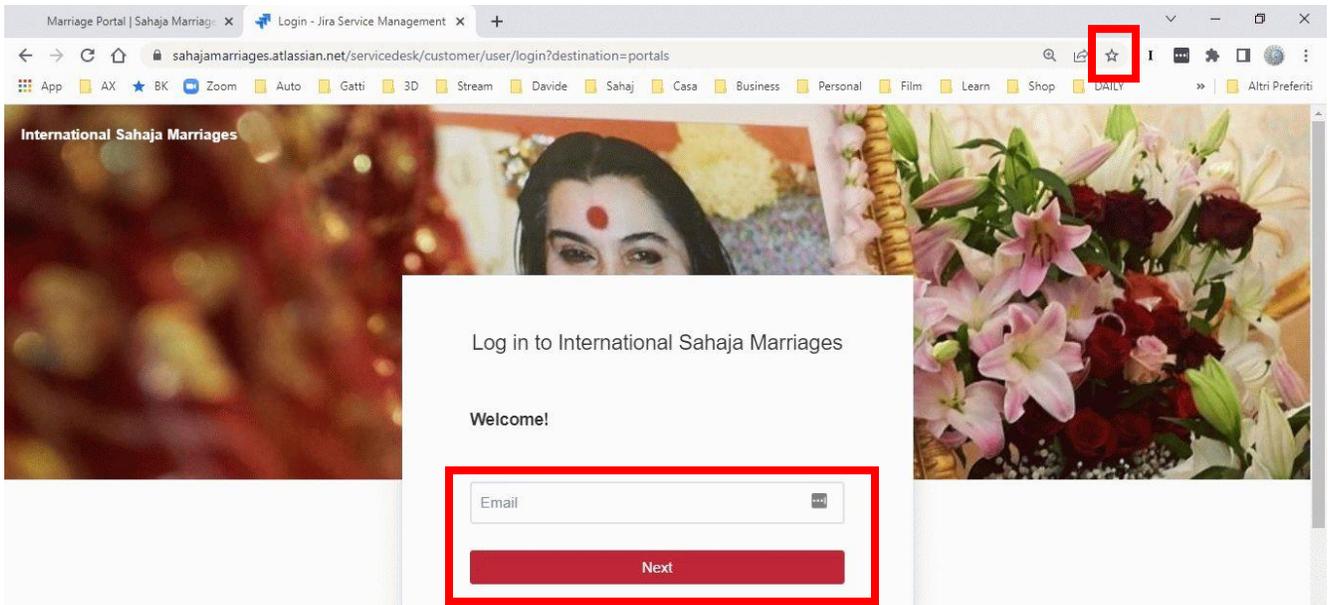
- a. For a quicker access click [here](#) and bookmark the page. Otherwise you can access the portal by visiting <https://www.sahajamarriages.org/> and clicking on top menu “Marriage Portal”.



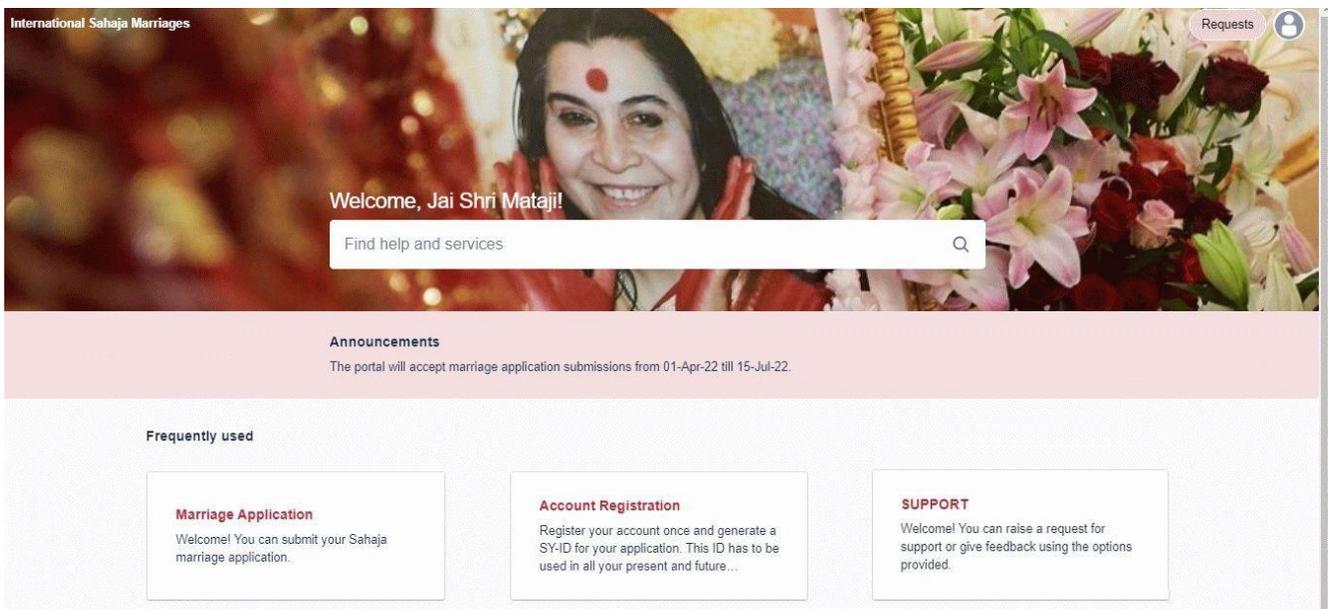
- b. On the resulting page click again on “Marriage portal”.



- c. Input your email and password to login (remember to bookmark the site first)

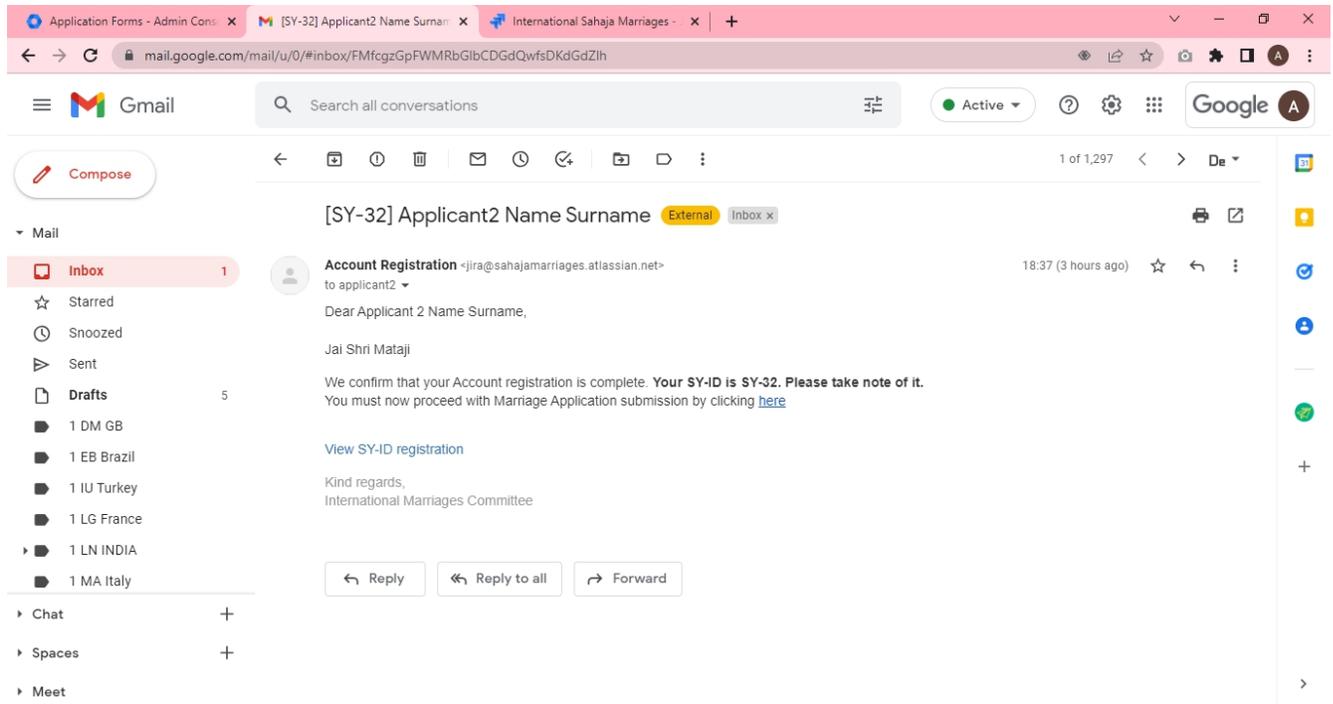


d. This is the home page of the portal.

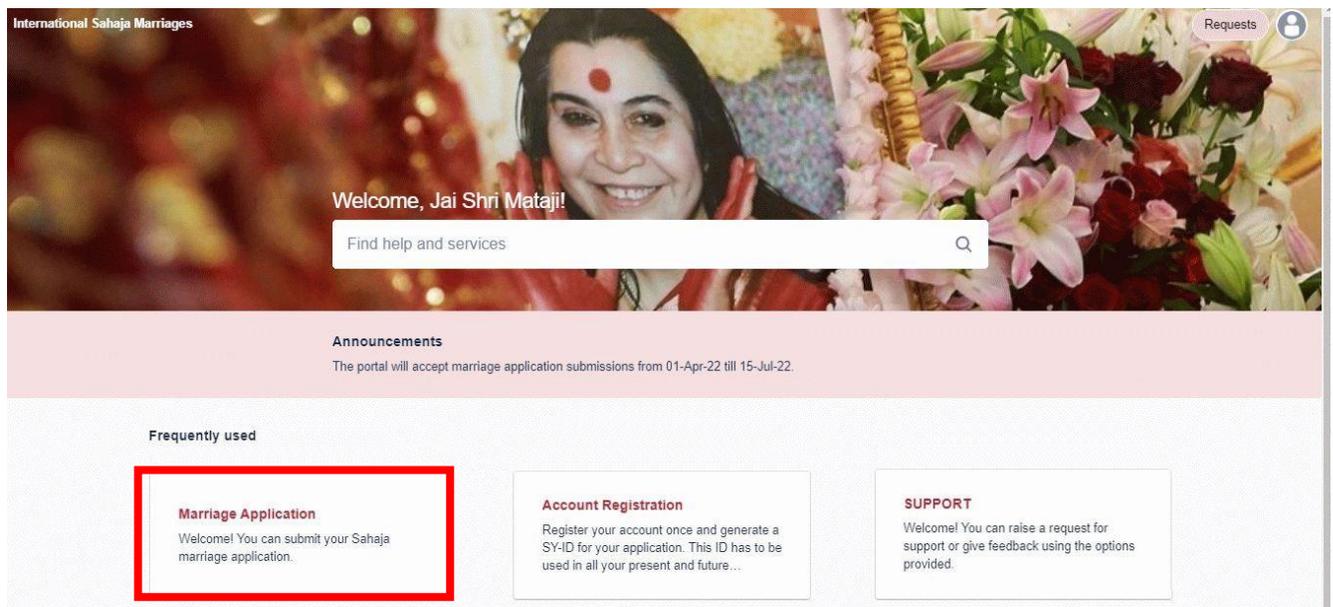


5. Submitting a marriage application form

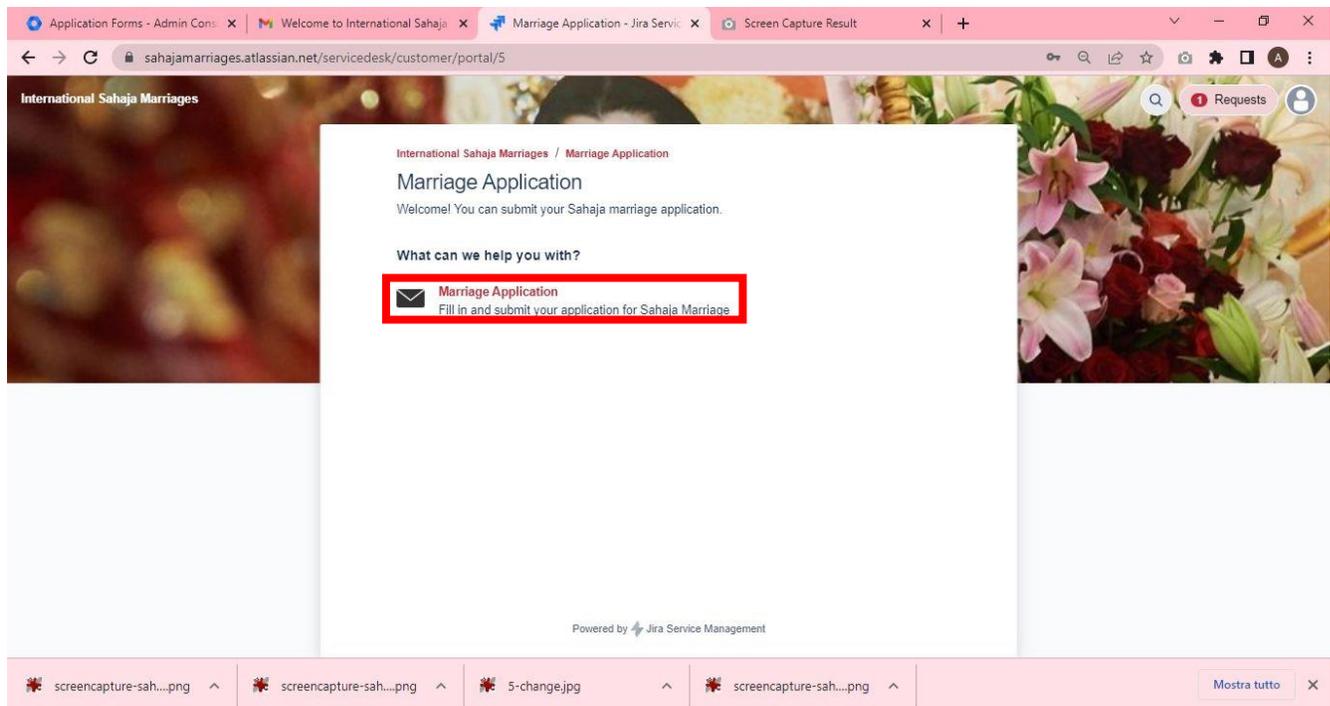
- a. After completing the Applicant Account Registration, you will be able to submit a Marriage form. This can be done by clicking on the Account registration email.



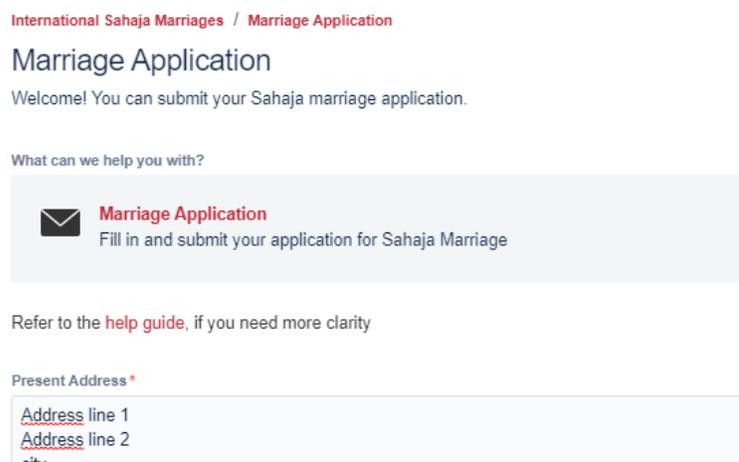
b. This can be done alternatively by clicking on “Marriage Application” in the home page of the Portal.



c. By clicking on the Marriage Application button shown below, all fields will be shown.



- d. Fill the form honestly and fully. All fields are mandatory and they have an explanatory text. In the appendix you can review all the fields included in the form with further indications



- e. At the bottom of the form, write the email address of the local coordinator who will review your form. You need to know who will review your form in advance. Your marriage forms will be visible only to the coordinator you will list here, and to the country coordinator, who will need to provide final approval. If unsure about what email address to write, please ask your city/centre/regional/country coordinator.

Approving Coordinator *

Will you be present in Cabella for the marriage ceremony? *

Yes

No

Marriages Occasion *

Shri Ganesha Puja 2022 Cabella

The marriage occasion for which you are applying

f. Fill all remaining information and attach all necessary documents.

IMC requires Divorce papers in case the applicant was previously married, and health papers in case the applicant has some serious health condition, which can impact the future life of the couple.

Some country collectives might require additional proof documents e.g. Salary proof or Education certificate. Please add them as required by your local process otherwise the form might not be accepted.

Finally read and accept the Privacy Policy and Liability Agreement terms and click on “Send”. Please do not change the “Share with” field.

Confirm all applicable documents to be uploaded *

Passport

Education Certificate(s)

Salary Proof

Divorce Documents (mandatory, if previously married)

Medical History (if applicable)

Others

No Documents To Upload

Upload here

Drag and drop files, paste screenshots, or browse

Upload documents which are applicable to you. File format: PDF, JPEG/JPG only. Max size per file: 1 MB

Consent To Terms *

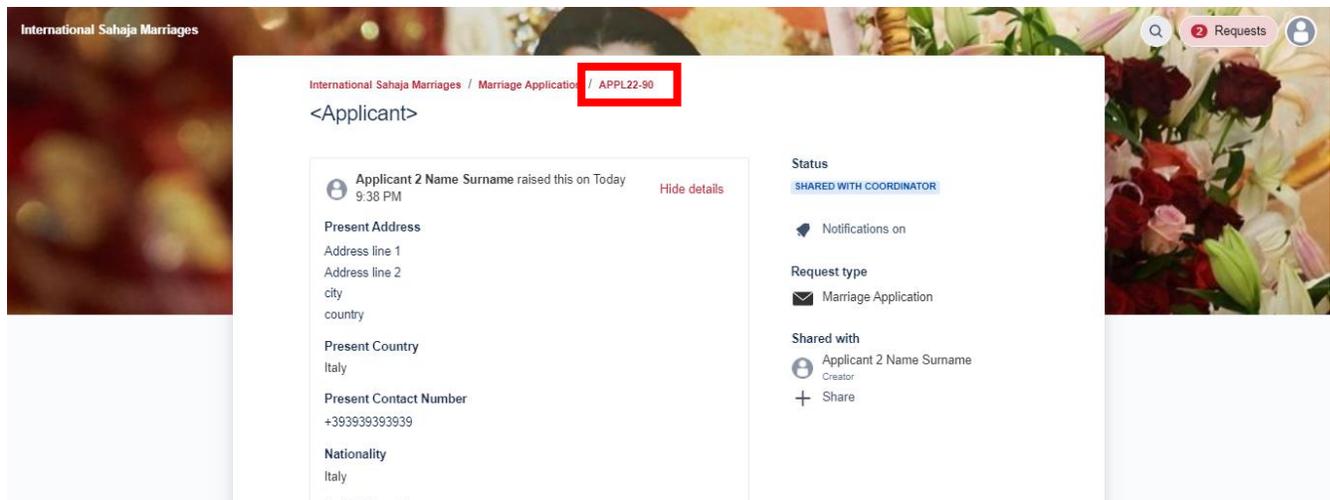
I accept

I have read and provide my consent to the [Privacy Policy](#) and [Liability Agreement terms](#) for Sahaja Marriages

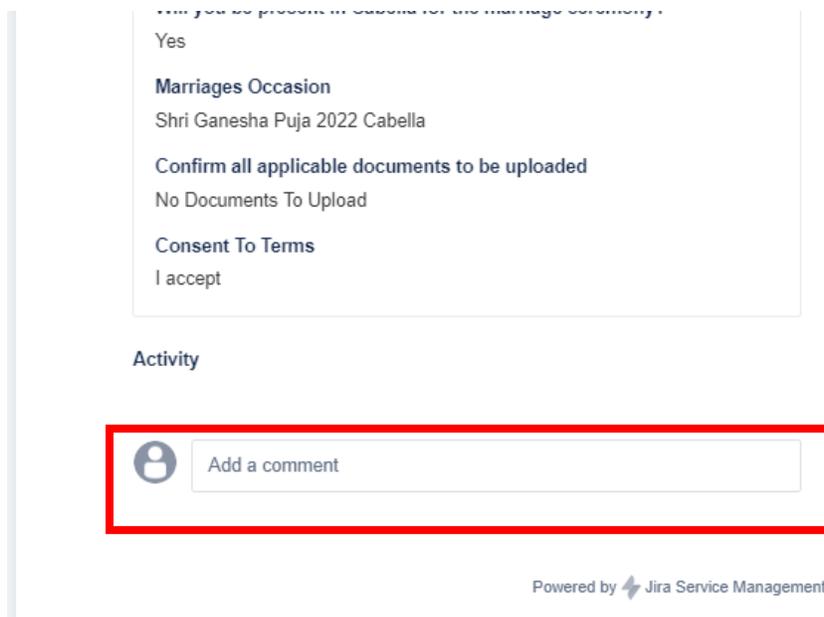
Share with *

No one

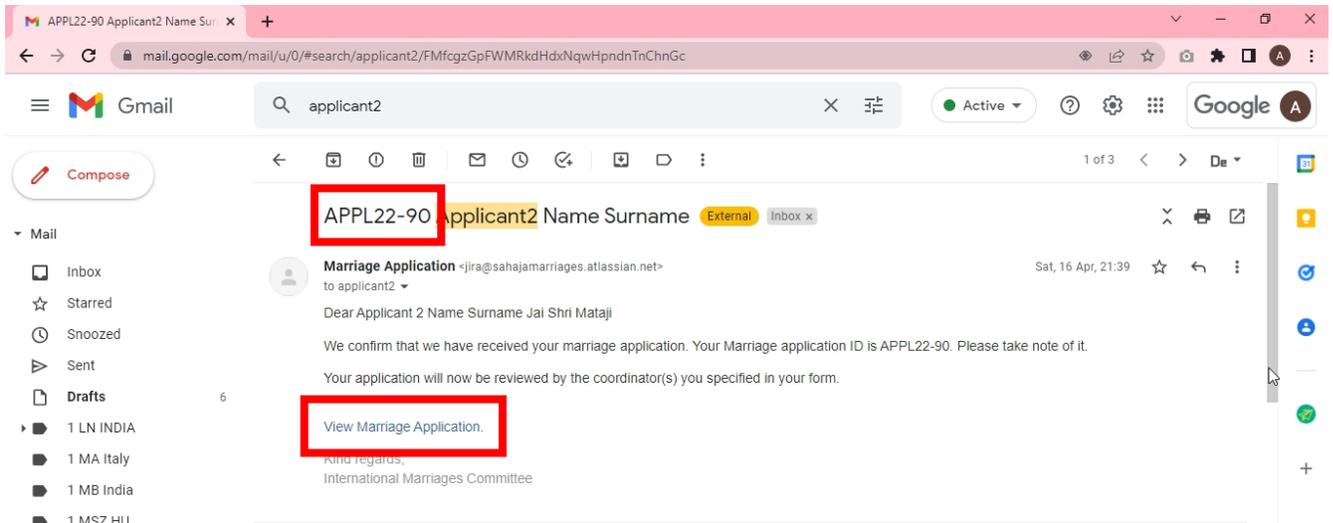
g. You will be able to review the submitted form in the next screen. Please take note of the application number (i.e. APPL22-XX).



- h. If you need to add details you forgot to mention or you notice any mistake in the form, you can add a comment at the bottom of the form. You can even add additional files to your form through the comment box.

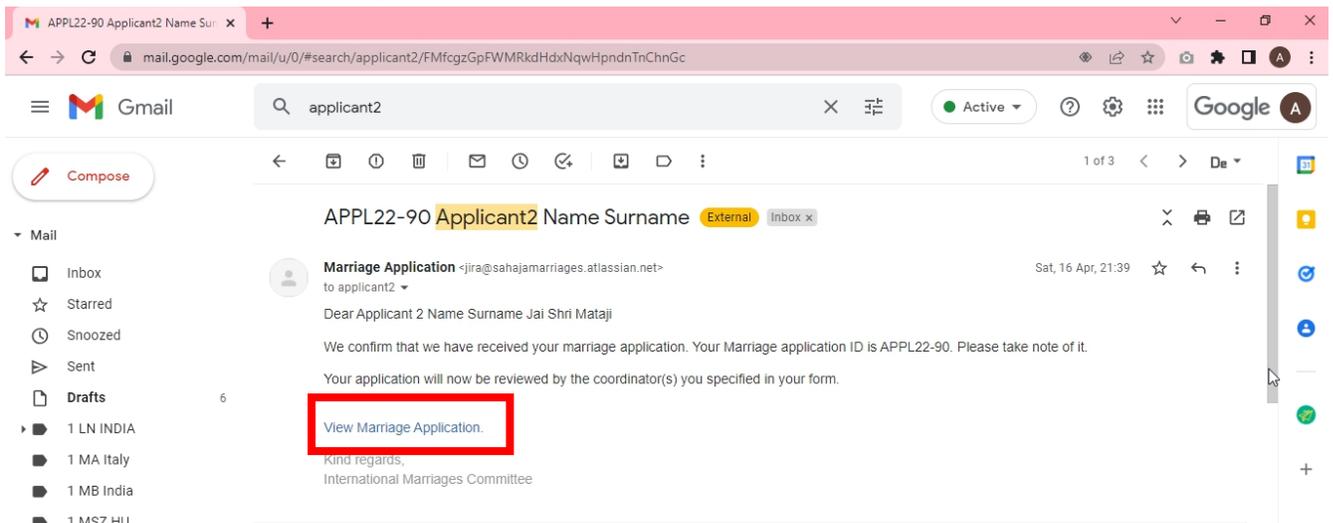


- i. You will also receive an email to confirm the submission for your records, which includes the Application form number. From the email you can always access your Marriage form.

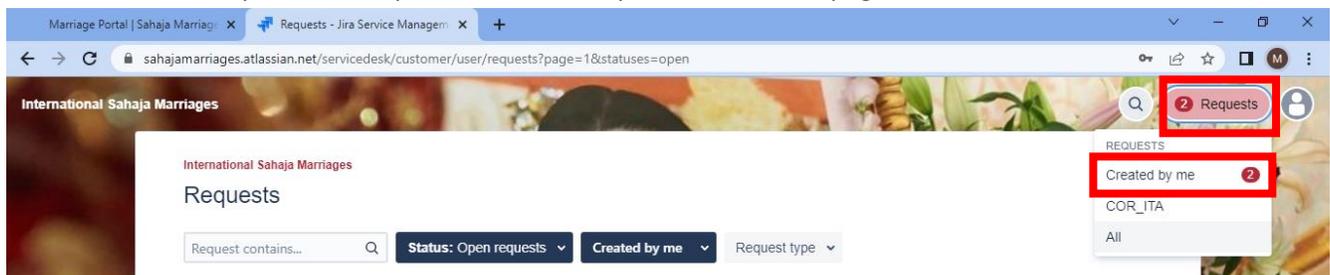


6. Review/amend your Marriage Form and view its status

a. You can access your marriage form from the confirmation email you received after submission.

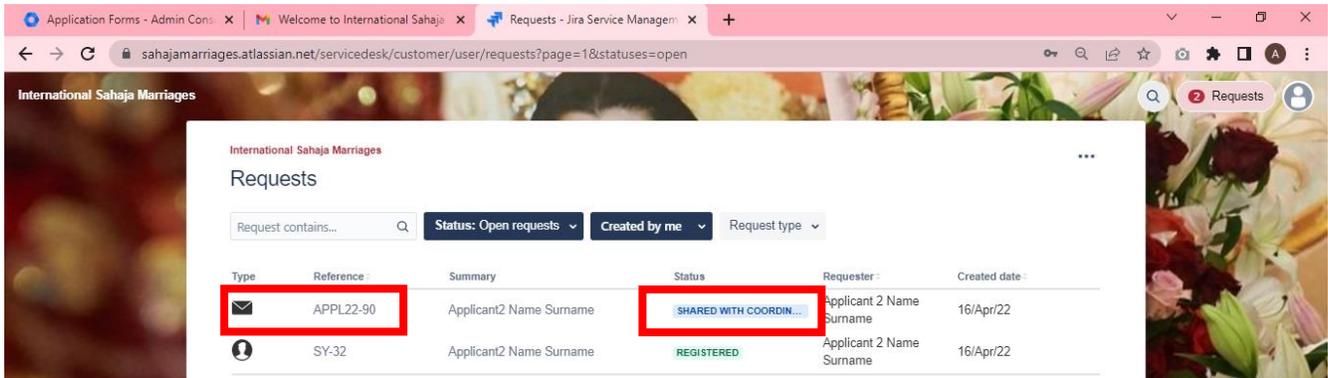


b. Alternatively click on Requests -> Created by me in the home page of the Portal

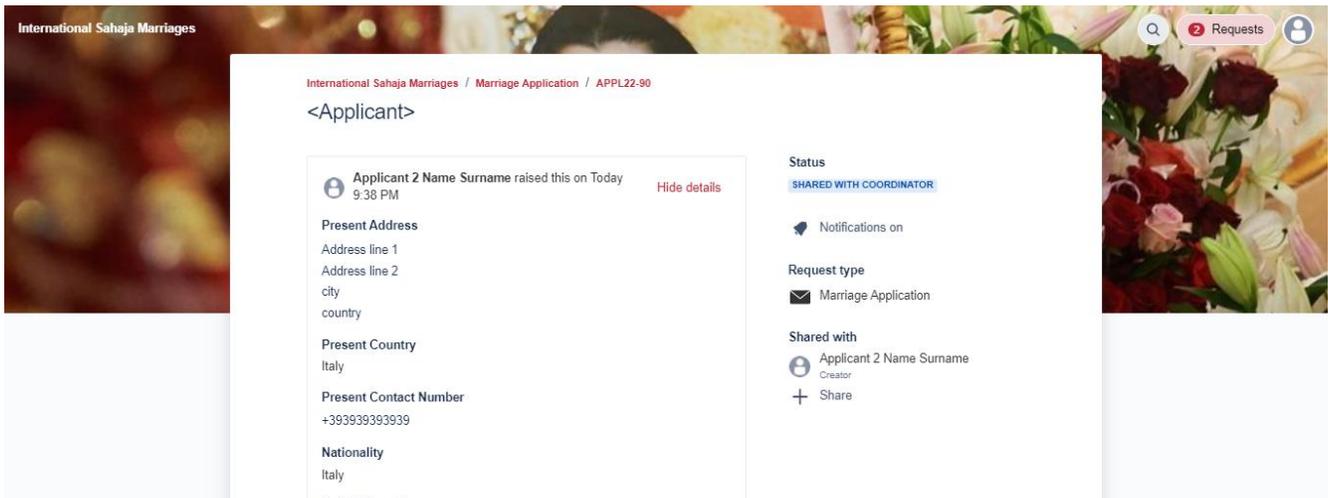


- c. The page will show both your SY-ID registration request and your Marriage Form.

In the Requests page you will also be able to view the status of your Marriage Form. Until the form is being reviewed by your local coordinator and by the country approvers, it will show “Shared with coordinator”. When the form is submitted to IMC it will show “Shared with IMC”. Once IMC has processed your form for inclusion in the ceremony it will show “Acknowledged by IMC”.



- d. By clicking on your marriage application form APPL-XX, you can review its content and status as well.



- e. If you need to amend any field content or add further information and files, you can do that through the comment box at the bottom of the form. This is to be done also in case your coordinator or IMC requests clarifications on the form. In this case you will receive an email with the request for clarification and the link to your form.

Activity



Add a comment

APPENDIX

How to fill the applicant's Marriage form?

Marriage Application

Welcome! You can submit your Sahaja marriage application.

What can we help you with?



Marriage Application

Fill in and submit your application for Sahaja Marriage

Refer to the [help guide](#), if you need more clarity

Present Address *

Address line 1
Address line 2
city
country

Please provide your complete mailing address including area/zip/pin code

Present Country *

Italy

Current country you're living in (country of the above mentioned Present Address)

Present Contact Number *

+393939393939

Please include your country code and area code, e.g.: +1-206-0008888

Nationality *

Italy

Select your country of citizenship

Height (in cm) *

173

Provide your height in centimeters, use [calculator](#) to convert from ft/inches

Weight (in Kg) *

73

Provide your current weight in Kilograms, use [calculator](#) to convert from pounds (lbs)

Highest Education *

Masters / Post Graduation

Select the category of highest degree obtained

Education Details *

2000-2002 MBA
1989-1996 Electronic engineering

Provide Name, Discipline/Specialization, Institute/University, Grades scored, Start & End dates for highest degree obtained and other relevant degrees

Specify all relevant degrees

Occupation*

Management

Provide your current Job/Profession details. Please include designations, company and other relevant details

Annual Income (in Euros)*

50000

Annual income converted to Euro, use [calculator](#) to convert

Interests & skills

reading, movies

Languages spoken*

Italian(A), English(B), French(C), Spanish(D)

Example: Hindi(A), English(B), separate languages by comma for multilingual and indicate level of fluency in brackets () for each language: A for native fluency; B for fluent; C for conversational; D for elementary.

Medical history*

e~~pa~~thitis

Have you had any major illnesses and do you have any current health problems/disabilities/mental illness (specify)?

Previous seeking history or religious background*

catholic

Please provide details of any religion, guru or spiritual organization you were following before Sahaja Yoga.

In case of major illness specify relevance, potential impact on future family life, and provide information & attachments

Number of previous marriage applications & matches *

1 application, 1 match, 1 marriage

Provide the number of times you applied for Sahaja Marriage and the number of matches, e.g.: "Applied-2, Matched-1".

Previous Relationship *

- Had marriage in Sahaja
- Had marriage outside Sahaja
- Had previous relationship(s)
- No previous relationship(s)

Select all applicable options or, in case of no previous relationship the option "No previous relationship(s)"

Details of previous marriages, matches and relationships

1 marriage in ganapatipule 1993

Provide details about marriages, relationships and matches with relevant details (years, places).

Are you legally free to marry? *

- Yes
- No

If previously married, are you legally divorced (in this case please upload divorce document in upload documents section below)

Family Sahaja History *

not ypgis. but positive

Are your parents/first relations practicing Sahaja Yoga? If yes, since when and at which centre?

Responsibilities, commitments and conditions *

3 kids of 25, 23 and 10

Do you have ties, commitments, responsibilities (e.g. children/parents care, divorcee support, visa situation etc.) or any conditions / requirements?

Are you willing to change country after marriage? *

- Yes
- No

Are you willing to relocate to a different country after the marriage? If there is any specific condition please write it in the field above.

Previous marriage/match history should be provided. In case of any specific issues please specify details below.

If applicant had legal marriage, they should provide divorce papers. If applicant is not legally free to marry they will not be matched

Specify if there is any expectation, requirement, commitment or responsibilities that the applicant has and that may impact future married life e.g. children/parents support, exclusions for specific nationalities of match, relocation restrictions etc.

Local Sahaja Yoga centre name and address *

Cabella Ligure

Local Centre which you have been attending for last min 2 years

Approving Coordinator *

anuj chaudhary

Select the coordinator who will approve your marriage application

Will you be present in Cabella for the marriage ceremony? *

- Yes
- No

Marriages Occasion *

- Shri Ganesha Puja 2022 Cabella

The marriage occasion for which you are applying

Confirm all applicable documents to be uploaded *

- Passport
- Education Certificate(s)
- Salary Proof
- Divorce Documents (mandatory, if previously married)
- Medical History (if applicable)
- Others
- No Documents To Upload

Upload here

Drag and drop files, paste screenshots, or browse

Browse

Upload documents which are applicable to you. File format: PDF, JPEG/JPG only. Max size per file: 1 MB

If unsure ,please specify above in the conditions field

Provide key documents especially for applicants with serious illness or divorcees. Local process may require presence of additional documents not necessarily used by IMC. Please verify with your local coordinator the need of additional documents.

What is the software used for the IMC Portal?

The software used for the IMC Marriage Portal is a cloud solution called Jira Service Management and is a tool generally used by customer service teams within companies, for servicing customers. It is a business grade platform that allows workflows and that has been selected for its solid and secure management of data and approvals.