

**Working Instructions** 





Table of contents	
Contents	Page No.
Aadhisaivar Matrimony Site Information	4
1. Login Procedure - Already Register User	5
2. Registration Procedure - For New Profile Registration	5
2.1 Personal Details	7
2.2 Family Details	8
2.3 Religion Details	9
2.4 Referral Details	10
3. Login Procedure - For Profile Completion - Newly Registered Users	11
3.1 Edit Personal details	12
3.2 Edit Religion Details	13
3.3 Edit Location Details	14
3.4 Edit Professional Details	15
3.5 Edit Family Details	16
3.6 Upload Photos & Jadhagam Details	17
3.7 Matching Stars	19
3.8 Update Your Status	20
3.9 Approval Process	21
4. User instructions for Female login after the approval process	24
4.1 Home page	24
4.1.1. My matches	24
4.1.2. viewed profile	26
4.1.3 Shortlisted	26
4.1.4 matching stars	27
4.1.5 Request received	27
4.2 My Profile page	28
4.3 Advance Search	28
4.4 Packages	30
4.5 Feedbacks	32
4.6 Help	32
5. User instructions for Male Profile after the approval process.	33
5.1 Home Page	33
5.1.1 My Matches	33
5.1.2 Request sent status	34
5.1.3 Request approved status	35



5.1.4 Shortlisted	37
5.1.5 Matching Stars	37
5.2 My Profile	38
5.3 Advanced Profiles	38
5.4 Packages	40
5.5 Feedbacks	42
5.6 Help	42
6. Common options to know	43
6.1 Change Password & Logout	43
6.2 Marriage Gift	44
6.3 Forgot Password	45
6.4 Contact Us	46
6.5 About Us	47
6.6 Aadhisaivar Kural (E - Publication)	48



#### **Aadhisaivar Matrimony Site Information**

Matrimony site link: <a href="https://aadhisaivarmatrimony.com/">https://aadhisaivarmatrimony.com/</a>

Users can view the information's about the matrimony site by scrolling down to the page.

#### WHY CHOOSE Aadhisaivar Matrimony?

சரியான வாழ்க்கைத் துணையை பெறுவதற்கான நேர்த்தியானத் தளம்.

ஆதிசைவர் மேட்ரிமோனி (திருமணத் தளம்), சிவாச்சாரியார் பெருமக்களுக்குக்கென்றே பிரத்யேகமாக அமைக்கப்பட்டுள்ள தனித்துவமான, பிரபலமான, பொருத்தமான, சரியான திருமணத்தளம். எல்லையற்ற தேடல், எளிமையான அணுகுதல், விருப்பத்திற்கேற்ற முடிவுகள், உங்கள் பொன்னான நேரத்தையும் பணவிரயத்தையும் மிச்சப்படுத்துதல் மற்றும் பாதுகாப்பு ஆகிய சிறப்பம்சங்களை கொண்டுள்ளது.

ஆதிசைவர் மேட்ரிமோனி 2022-ல் சிறப்பாக துவங்கப்பட்டது. இத்தளமானது இந்தியாவில், நமது சமூகத்திற்க்கான முன்னணி மேட்ரிமோனி தளமாக பங்கு வகிக்கிறது. இத்தளம் மூலமாக உலகளாவிய சிவாச்சாரியார்கள் சமூகத்தின் ஏராளமான வரன்களின் விவரங்கள் தொகுக்கப்பட்டுள்ளது.









COMMUNICATION

#### Matrimony Inauguration









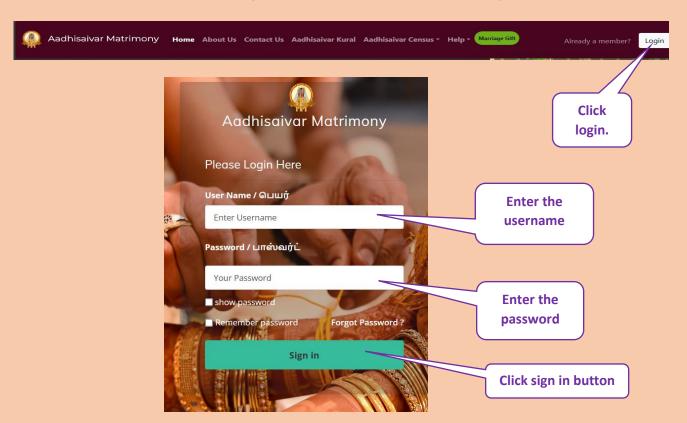






### 1. Login Procedure - Already Register User

If you are already a registered user, then click the login button.



### 2. Registration Procedure - For New Profile Registration

- Users can Register the matrimony site by entering their basic details.
- Select the option for whom you need to register from options available in the dropdown.
- Enter the user's name, email, phone number, password.
- Select the gender.
- Click on the check box for agree terms and conditions.
- Click on the Register Free button to enter the matrimony site for filling the further details.

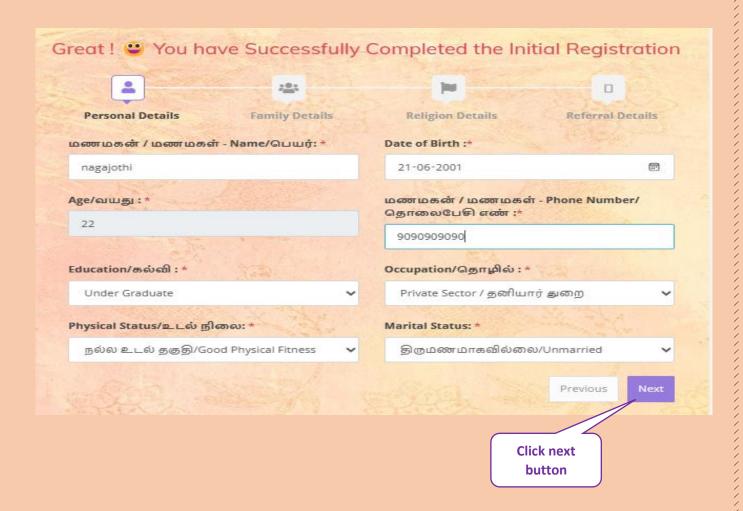






#### 2.1 Personal Details

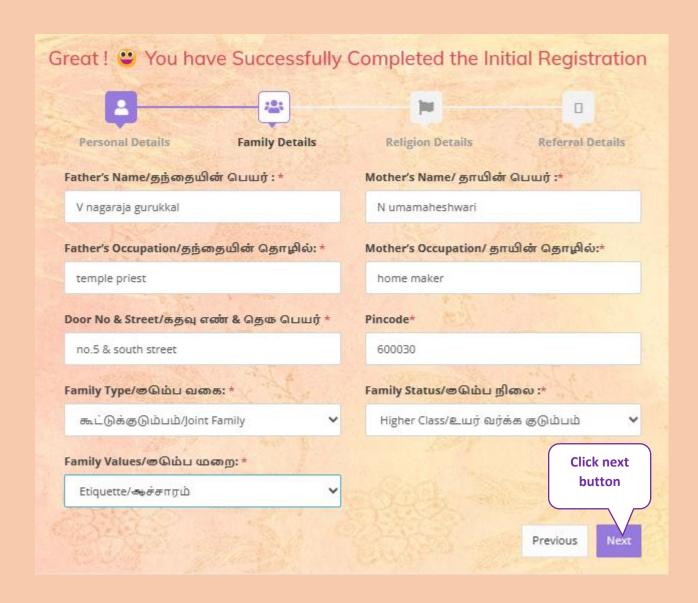
- Users need to enter the Bride/Groom name, select the data of birth, enter the Bride/Groom phone number (WhatsApp), select the details of education, occupation, physical status & marital status.
- Click the Next Button to fill out family details.





### 2.2 Family Details

- Enter the father's name, mother's name, father's occupation, mother's occupation, Address with door no & street name & pincode.
- Select the family status, family values, family type.
- Click the Next Button to fill out religion details.





### 2.3 Religion Details

- Select the zodiac sign, star, godhram, soothram.
- Enter the place and time of birth.
- Click the Next Button to fill out referral details.





#### 2.4 Referral Details

- Users can enter the referral name, referral occupation, referral place & referral contact number.
- Click the Submit Button to enter login credentials (Login Page).



- Users can save all the details by clicking the submit button.
- Users can edit the previous form details by clicking the previous button.
- After the successful submit of my profile details user can move to the login page.



# 3. Login Procedure - For Profile Completion - Newly Registered Users

Users can login to the matrimony site by using their respective username and password.

Users can also view their matrimony id generated by the matrimony

site.



After the successful login user can view their own profile page with self-information entering while at the time of register.

### Users need to complete balance details by using edit button for completing the profile to reach 100%

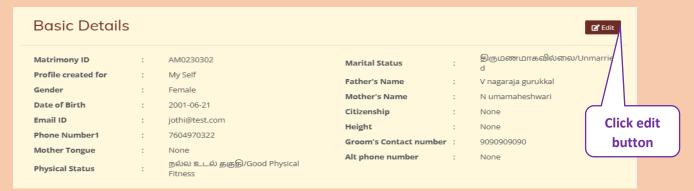
Click My Profile to edit the following missing details for profile completion.
Click My



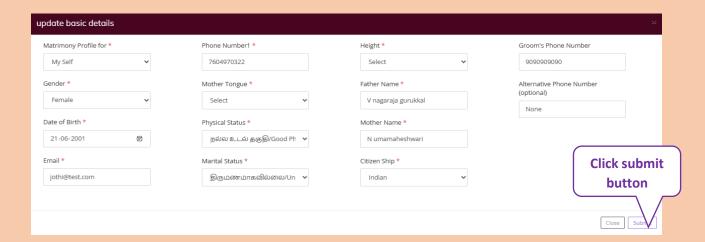


#### 3.1 Edit Personal details

Users need to edit the missing basic details using the edit button and save the changes using the update button.



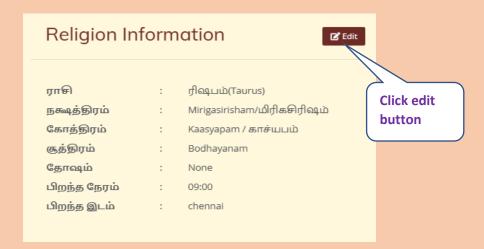
Once you click the edit button Update options for entering the missing basic details (Height, Mother Tongue, Alternate phone no(optional)), then click submit button.

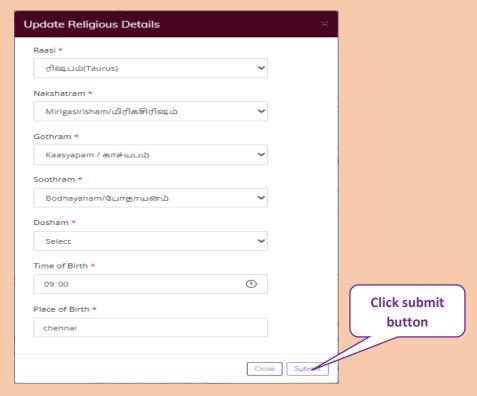




### 3.2 Edit Religion Details

Users need to edit the missing religion details by clicking the edit button.



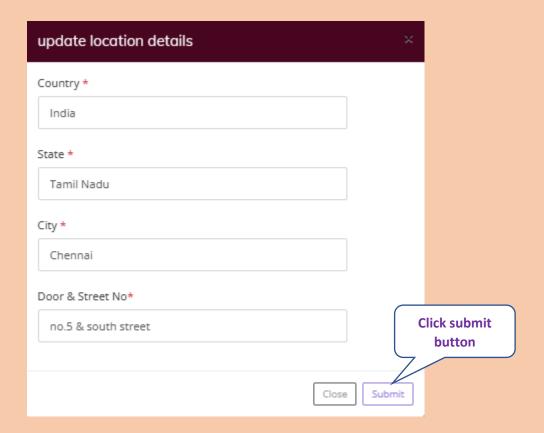




#### 3.3 Edit Location Details

Users need to edit the details by clicking the edit button.



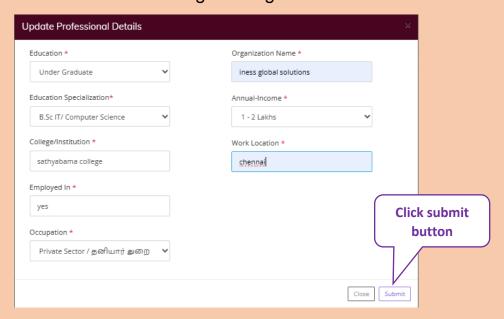




#### 3.4 Edit Professional Details

Users need to edit the professional details by clicking the edit button.



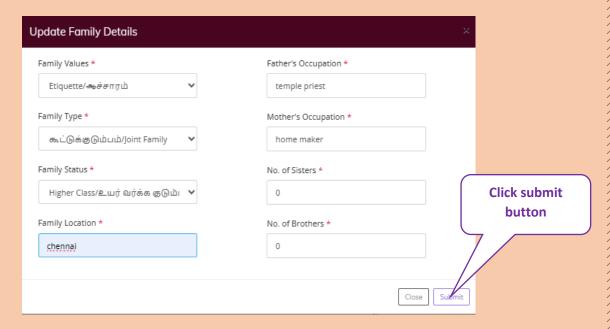




### 3.5 Edit Family Details

Users need to edit the missing family details by clicking the edit button.



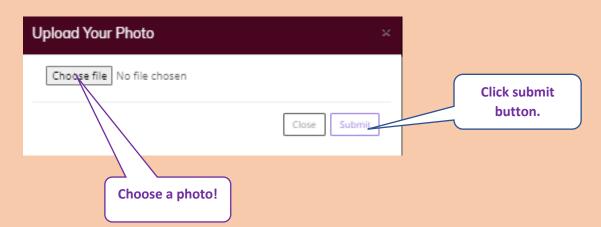




### 3.6 Upload Photos & Jadhagam Details

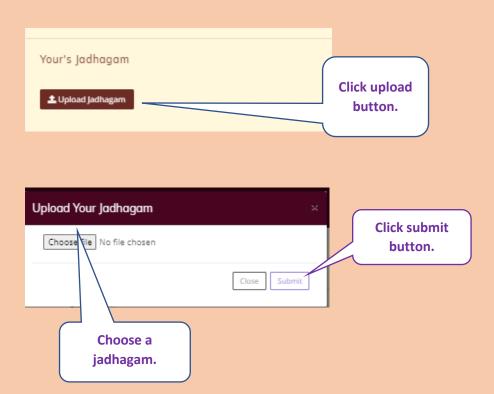
Users need to upload profile photos by clicking the upload photo button.







Users need to upload jadhagam by clicking the upload jadhagam button. (Upload file must be in Image, pdf, word format)



Once you are completing all the above necessary edit details one by one then your profile completion reaches 100% successfully.

For better matching profile users need to edit the About Myself,
Hobbies & Interests, Expectation, and matching stars (given by your
astrologer)

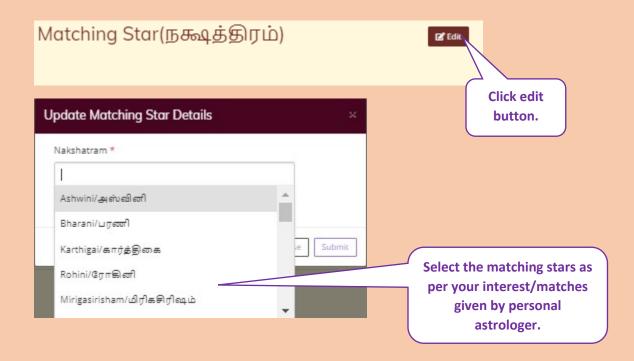
Users now edit the About Myself, Hobbies & Interests and Expectation.





### 3.7 Matching Stars

❖ Users need to edit the Matching Star(நக்ஷத்திரம்). - Given by Your Astrologer

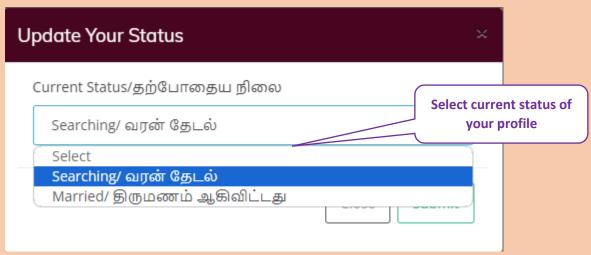




### 3.8 Update Your Status

Users can update your current status of profile

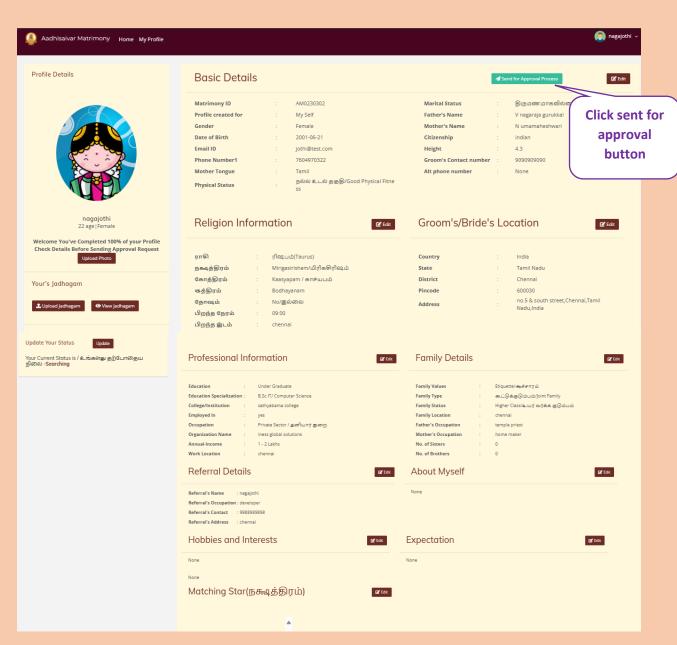




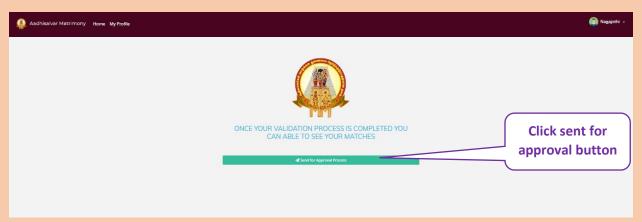


### 3.9 Approval Process

Once users check all details entered by you, then click the sent for approval button in top right corner or using the same button in home page also for give approval request.







- After sending the approval request User may contact the matrimony support team for any queries & give proper referral conformation for quick approval process.
- For any queries just call this number only

Call - 73057 12279, 73057 62279

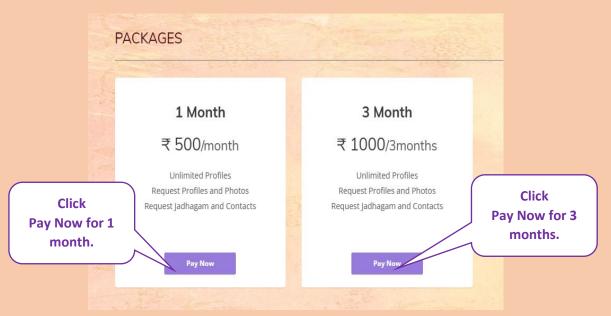
(Monday to Friday - 9.30am to 5.30pm).

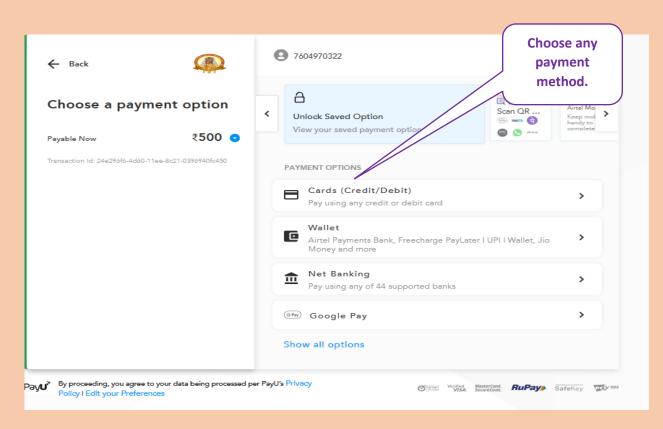
Once after getting profile approved, choose your package as per your convenience for viewing matches.



After successfully subscribed to the package, you can able to view/request the matching profiles without any limitations.









# 4. User instructions for Female login after the approval process

### 4.1 Home page

Users can view the list of matches, Viewed Profiles, Shortlisted, Matching Star, Request Received Status in a table format.



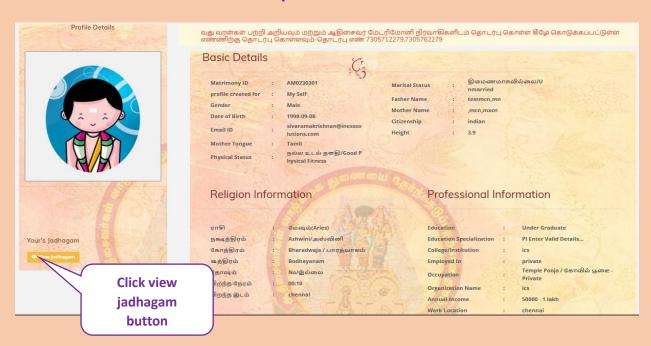
### 4.1.1. My matches





- Click view profile for viewing male profiles.
- After Viewing male profile, option for view jadhagam also available.
- Click the view jadhagam button for View Jadhagam.

Only contact numbers and address are not available for various reasons. Once Jadhagam matches with your profile means, you will contact the help desk for further details.







### 4.1.2. viewed profile

Users can see the already viewed profile tab



#### 4.1.3 Shortlisted

Users can see the shortlisted profiles for future reference.





### 4.1.4 Matching stars

Users can see the matching stars profiles by using this option.



#### 4.1.5 Request received

- Users can see the request received from male profiles.
- Kindly accept or reject as per your interest, because you only having options for seeing your matching male profiles.

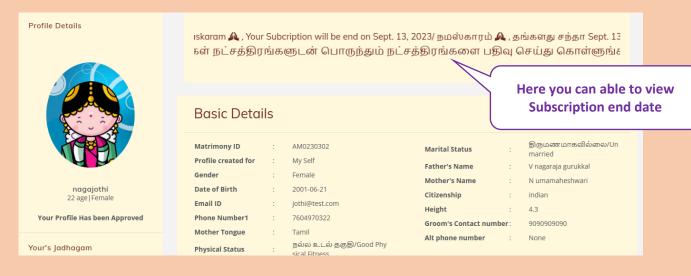




### 4.2 My Profile page



- Click my profile page to view their own profile information.
- Also, the option for knowing the subscription end date.



#### 4.3 Advance Search

**Click Advance Search page** 



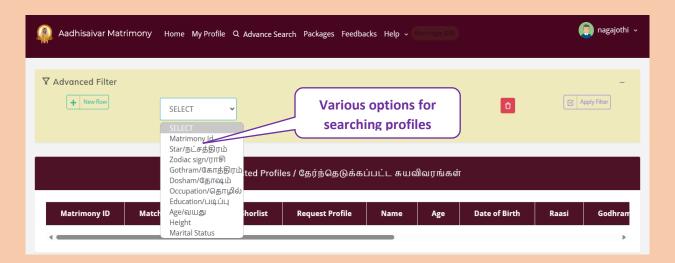
- Click Advance Search Page for Search various profiles with your personal convenient & also having 10 options for advance search are there for easy profile searching
- ❖ Following 10 options available in advance search –

  (Matrimony ID, Star/நட்சத்திரம், Zodiac sign/ராசி,

  Godhram/கோத்திரம், Dosham/தோஷம், Occupation/தொழில்,

  Education/படிப்பு, Age/வயது, Height, Marital Status)



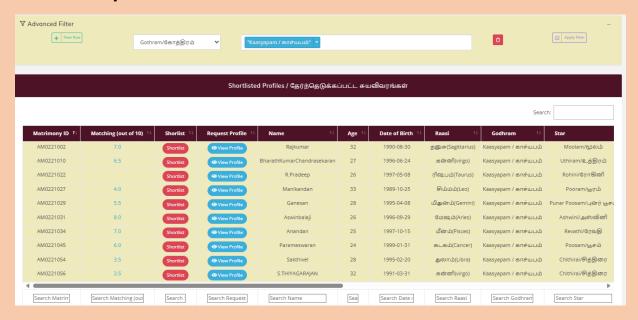


- Select the dropdown and choose the any field and click the apply filter
- ❖ Example 1: while you want to search using Age wise You need to enter the maximum age of the profile you want to search for your matching.
- Click Apply Filter to view refined search as per your need.





**Example 2:** Godhram wise search.

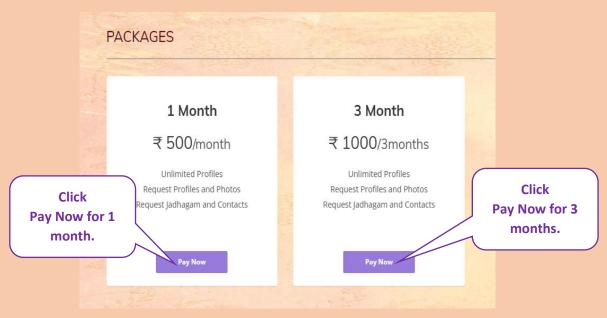


### 4.4 Packages

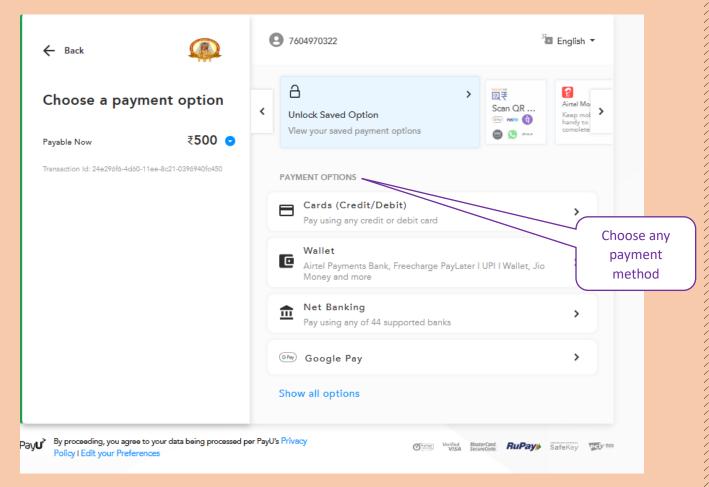
**Click Package Page** 



Users can select the payment option using the package page.





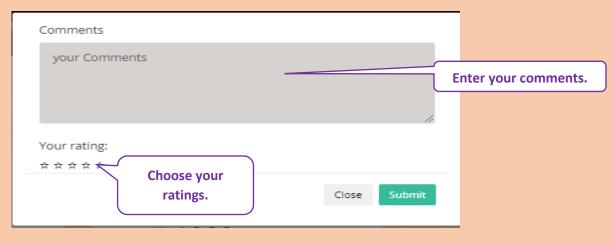


\*\*\*After finished your payment kindly send a
Screenshot with Transaction Id and your Matrimony ID
to our WhatsApp Number 7305712279 and call &
inform after successful payment\*\*\*





Users can click the feedbacks and enter your comments and give some ratings for our matrimonial website.





- Our matrimonial website has user manual guidance in Tamil and English
- Demo videos available for how to register & how to use.
- Contact us available in the help option.





5. Users instructions for Male Profile after the approval process.

Click home

button.

**5.1 Home Page** 



Users can view the list of matches, Shortlisted profiles, Matching Star profiles based on selection and Request Sent Status & Request approved Status in a table format.



Click view profile for viewing Female profiles with expectations.



- After Viewing female profile, option for send request available here.
- Click Request to view profile button for sending request to female profiles directly.



### 5.1.2 Request sent status

Users can view the list of requests sent by yourself profiles as table format in Request Sent Status Tab.
Click request sent





#### 5.1.3 Request approved status

Users can view the request approved profiles based on your request sent to female profiles already.



- Once after getting approval from requested profiles
  - Click View Profile to view female profile with photo and jadhagam.
  - ✓ You can be able to access/view the full profile with basic details, religion info, family details, professional info, photo & jadhagam

Only contact numbers and address are not available for various reasons. Once Jadhagam matches with your profile means, you will contact the help desk for further details.



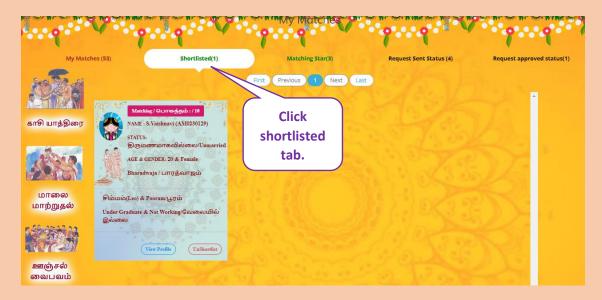
Click the view jadhagam button to view the respective profile jadhagam.





#### 5.1.4 Shortlisted

Users can see the shortlisted profiles for future reference.



#### **5.1.5 Matching Stars**

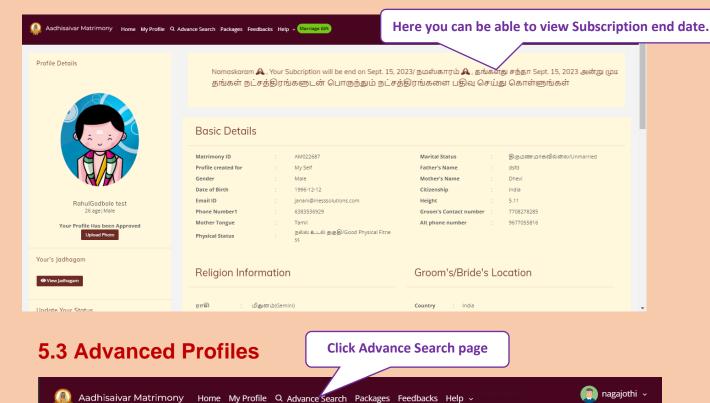
Users can see the matching stars profiles by using this option.





# Click My Profile Page Aadhisaivar Matrimony Home My Profile Q Advance Search Packages Feedbacks Help nagajothi nagajothi nagajothi

- Click my profile page to view their own profile information.
- Also, the option for knowing the subscription end date.



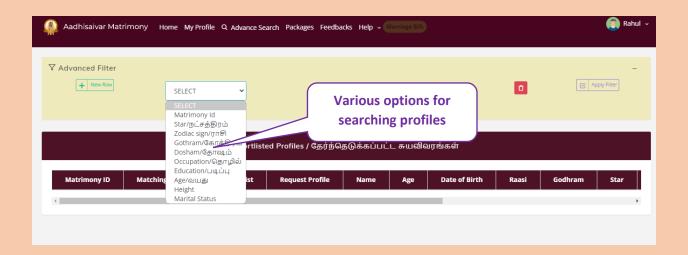
- Click Advance Search Page for Search various profiles with your personal convenient & also having 10 options for advance search are there for easy profile searching
- ❖ Following 10 options available in advance search –

  Matrimony ID, Star/நட்சத்திரம், Zodiac sign/ராசி,

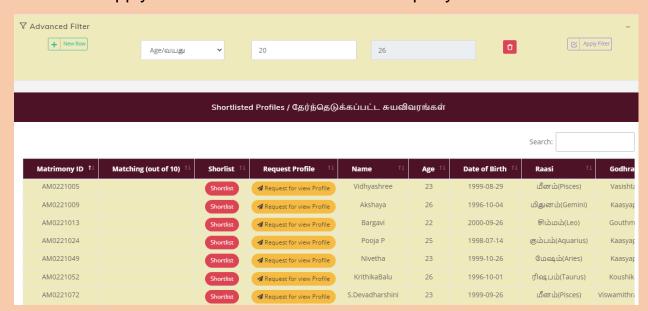
  Godhram/கோத்திரம், Dosham/தோஷம், Occupation/தொழில்,



#### Education/படிப்பு, Age/வயது, Height, Marital Status

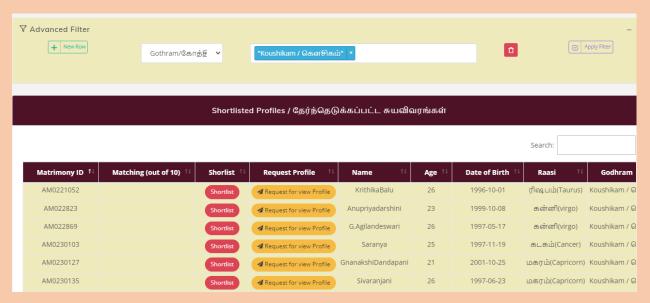


- Select the dropdown and choose the any field and click the apply filter
- ❖ Example 1: while you want to search using Age wise You need to enter the minimum age difference of the profile you want to search for your matching.
- Click Apply Filter to view refined search as per your need.





**Example 2:** Godhram wise search.



#### 5.4 Packages

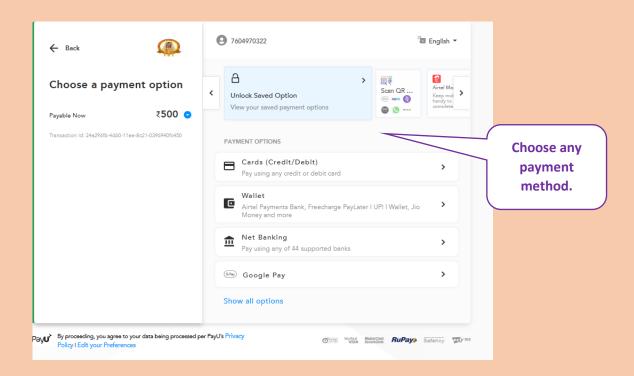
**Click Package Page** 



Users can select the payment option using the package page.







\*\*\*After finished your payment kindly send a

Screenshot with Transaction Id and your Matrimony ID

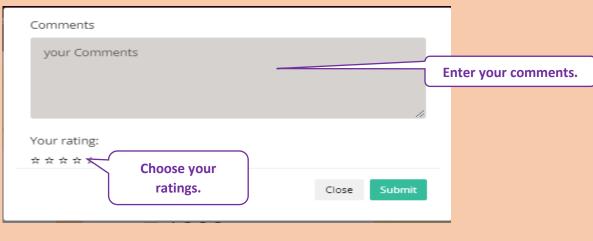
to our WhatsApp Number 7305712279 and call &

inform after successful payment\*\*\*



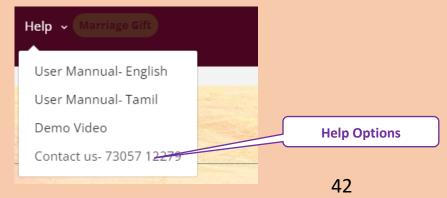


Users can click the feedbacks and enter your comments and give some ratings for our matrimonial website.





- Our matrimonial website has user manual guidance in Tamil and English
- Demo videos available for how to register & how to use.
- Contact us available in help option.



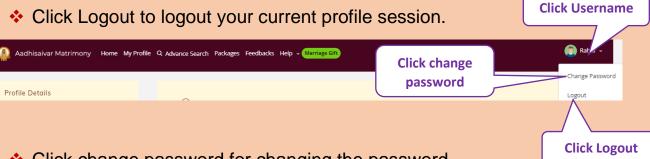


#### 6. Common options to know

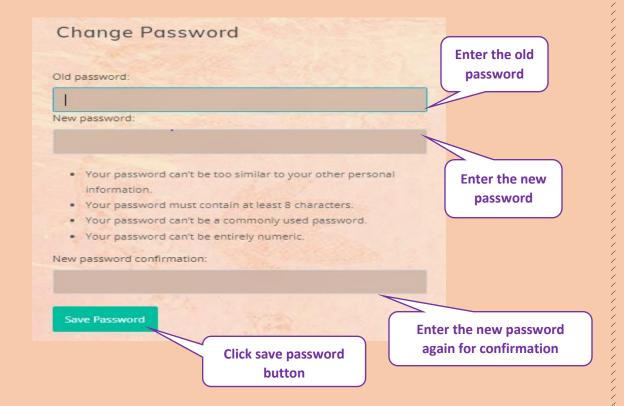
#### **6.1 Change Password & Logout**

Click username in top right corner – Options available for change password & logout.

Click Logout to logout your current profile session.



Click change password for changing the password



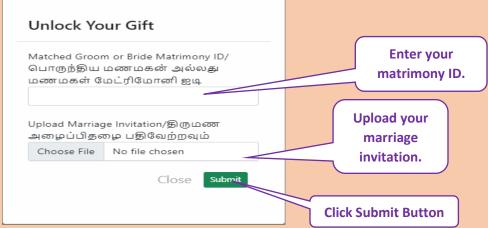


#### 6.2 Marriage Gift

Click on the wedding gift button to view terms and conditions page & unlock your gift.
Click Marriage Cift Button



Click unlock your gift button, then enter the matrimony ID of matched profiles through Aadhisaivar Matrimony & upload your marriage invitation.



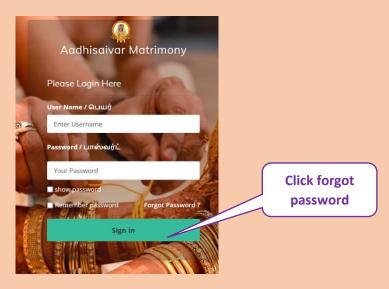


#### **6.3 Forgot Password**

In case users may forgot/loss their old password then you have option for forgot password while try to login.

By using forgotten password users can change their password by

their own.



For changing the password using forgot password – Users need to enter the Matrimony ID, Name & Date of Birth.





#### 6.4 Contact Us



அந்தாமுகம் அறக்கட்டளை வழங்குச் ஆத்சைவா மேடாமோனி

வது வரவ்கள் புதிவு செய்யவும் மற்றும் ஆதிசைவர் மேடிரிமோனி நிர்வாகிகளிபம் தொடர்பு கொள்ள கீழே கொடுக்கப்பட்டுள்ள எண்ணிற்கு தொடர்பு கொள்ளவும்

தொடர்பு எண் : 73057 12279 / 73057 62279



மேனும் ஆதிசைவர் மேடிரி மோனியில் புதிவு செயிதவர்கள் தஙிகளின் சந்தேகஙிகள் மற்றும் விபரஙிகளுக்கு கீழே கொடுக்கப்பட்டுள்ள எண்ணிற்கும் தொடர்பு கொள்ளலாம்

திருமதி.ஹேமலதா சோமாஸ்கந்தன் - 9319715109 திருமதி.கல்யாணி அய்யப்பன் 7200671936 திருமதி.சுமதி கணேசன் 8122341935

https://aadhisaivarmatrimony.com / Monday to Friday - 9.30am to 5.30pm



#### 6.5 About Us

Aadhisaivar Matrimony (Marriage Site) is a unique, popular, suitable, and perfect matrimonial site exclusively for Sivachariyargal. It has features like unlimited search, easy access, customized results, saving your precious time and money and security.

Aadhisaivar Matrimony auspiciously launched on March 6<sup>th</sup>, 2022. This site is the leading matrimony site especially for Sivachariyargal community. This site has compiled the profiles details of numerous numbers of the global Sivachariya community.

Request you to utilize this service and register your son/daughter profile with horoscope in Aadhisaivar Matrimony

We wish you to get your suitable

Matching soon.....!





#### 6.6 Aadhisaivar Kural (E - Publication)

Option for viewing Aadhisaivar Kural Monthly Edition of E –
 Publication was available in Aadhisaivar Matrimony





- Once you click the open button, the Aadhisaivar Kural Entry page will be opened. In that you must have to Enter your name, phone number and place
- Then, Click the **submit button** to view the Aadhisaivar Kural (E Publication)





