

All About your Club Profile

Club User Guide 02

CONTENTS

This user guide is to help you navigate your Club Profile

1. What is your Club Profile

2. Accessing your club Profile

3. Editing your Club Profile

4. Editing your Club Details

5. Club Essentials Package

6. Payment Dashboard & Stripe

7. What's next?

What is the Club Profile?



This is where all the **information about your club** is housed, and is then fed to different areas of the system including the **Club Finder** and **Member Invoices**.

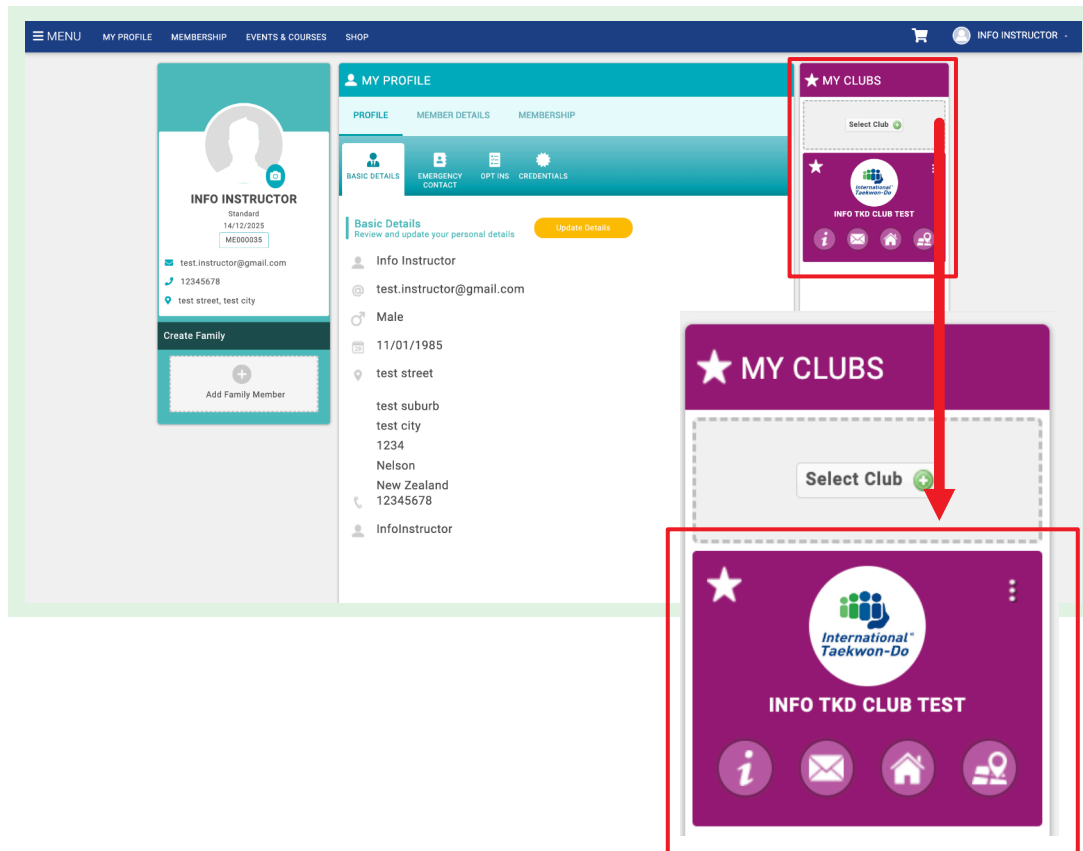
It is always important to ensure that the Club information is up to date.

Accessing your Club Profile

2

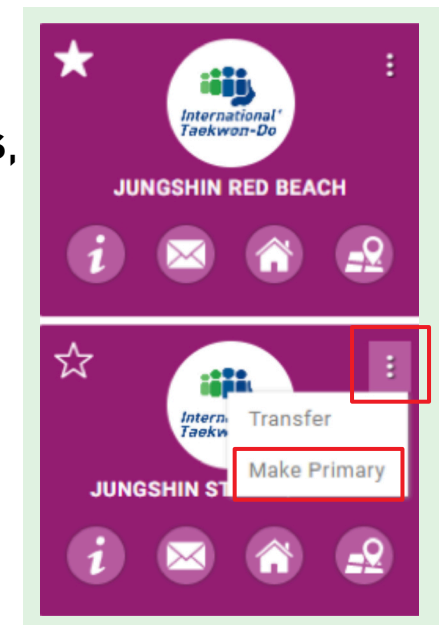
Instructors and/or Admins will access the club's profile from their own member login, using the username and password set up in Club Guide 01

In the **My Clubs** panel at the far right you should see your club .



If you have **more than one club**, you will need to select the one you want to work on.

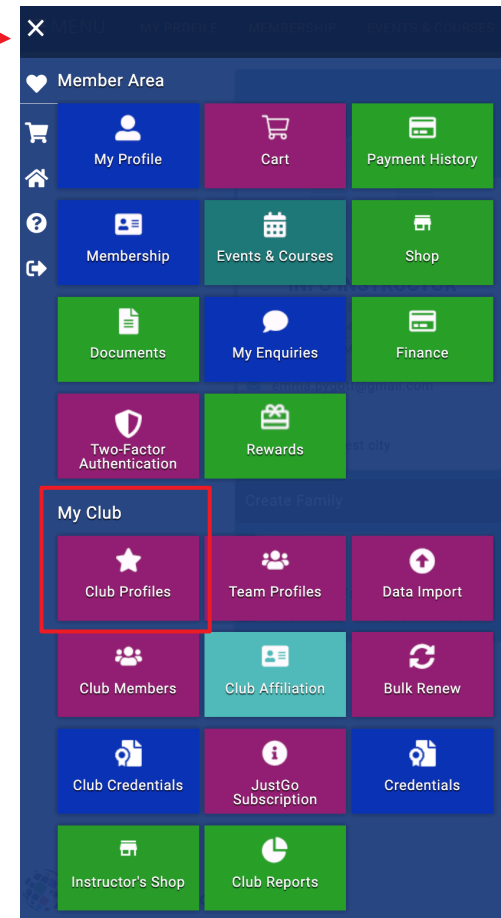
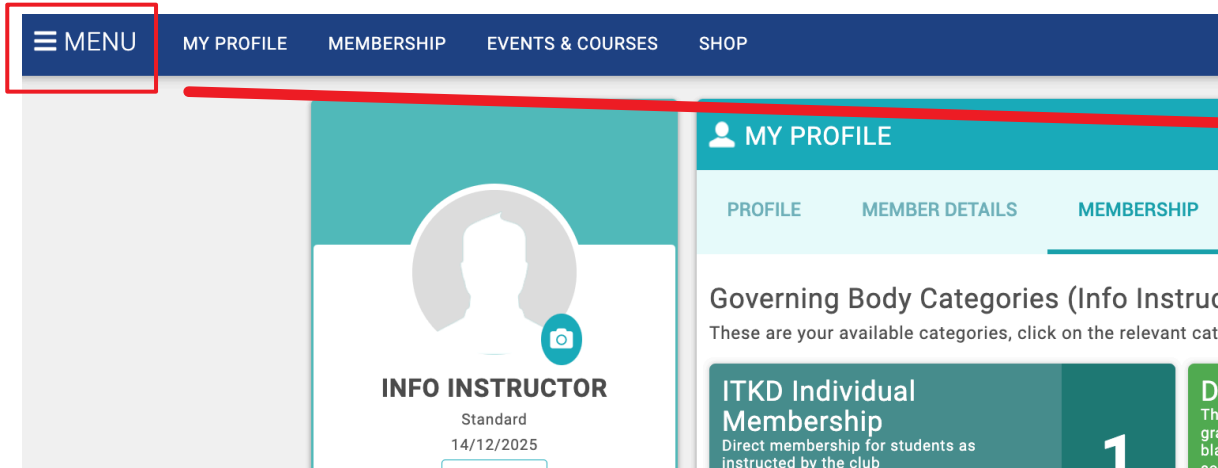
Click on the **three small dots**, select **Make Primary**



Accessing your Club Profile

2

Click on the **Menu button**



Locate the tiles under the **My Club** header and click on the **Club Profile** tile, which will take you to the Club Profile Page

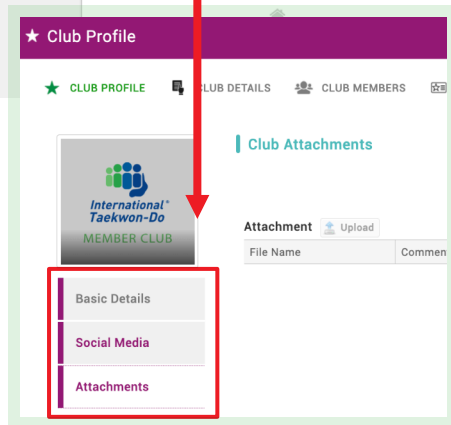
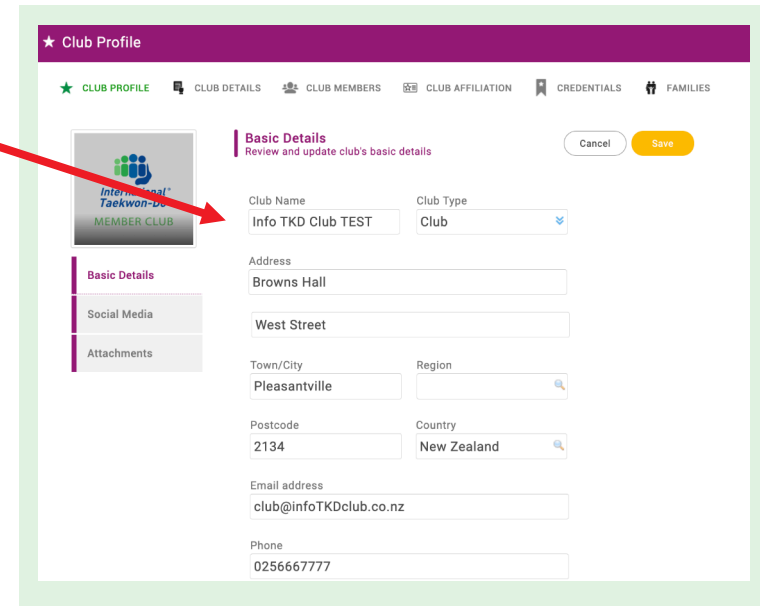
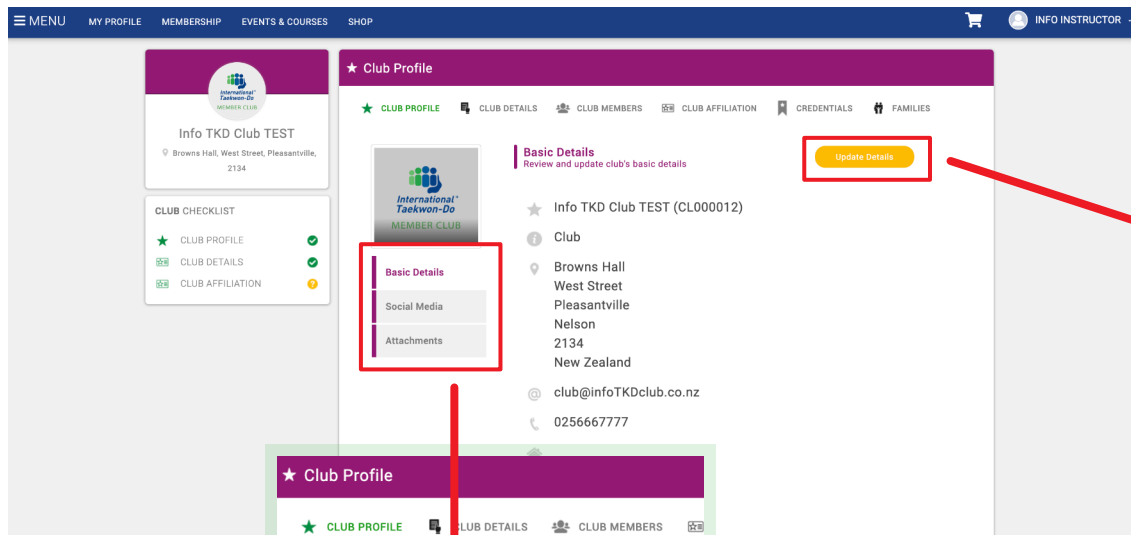
Editing your Club Profile

3

Click the buttons on the left to access each section of your club profile. Once you have reviewed and edited what you need to, click to **Save**.

Basic Details

Club name incorrect?
Email justgo@itkd.co.nz
to have it amended.



Address

The Address here is the Postal Address (for Venue address, see [p.11](#)). This is where any physical mail will be sent so if you don't have a permanent venue you can use a **c/- address**

Editing your Club Profile

3

Basic Details

No Geo Location?
Click the **generate** button
and the system will create it
for you.

Club Name	Club Type
<input type="text" value="Info TKD Club TEST"/>	<input type="text" value="Club"/>
Address	
<input type="text" value="Browns Hall"/>	
<input type="text" value="West Street"/>	
Town/City	Region
<input type="text" value="Pleasantville"/>	<input type="text"/>
Postcode	Country
<input type="text" value="2134"/>	<input type="text" value="New Zealand"/>
Email address	
<input type="text" value="club@infoTKDclub.co.nz"/>	
Phone	
<input type="text" value="0256667777"/>	
Website	
<input type="text" value="www.yourclub.com"/>	
Geo Location	<input type="button" value="Generate"/>
<input type="text" value="-39.4973654,176.912181"/>	

Social Media

Enter direct links to your various
social media pages.

Club Profile

CLUB PROFILE CLUB DETAILS CLUB MEMBERS CLUB AFFILIATION CREDENTIALS FAMILIES

International Taekwon-Do MEMBER CLUB

Basic Details

Social Media

Review and update social media details

Cancel Save

Facebook:

X:

LinkedIn:

GooglePlus:

Pinterest:

Logo

An ITKD logo has already been uploaded. Please do not upload your own club logo here. There are limitations to how it can be displayed so the National Body branding is the best in this instance for now.

Editing your Club Profile

3

Attachments

This is a place to upload and **safely store important or historical documents** etc for your club.

NB these are not accessible by your members, only your admin can see them.

The image shows a sequence of three screenshots illustrating the process of uploading a file to a club's attachment page. The first screenshot shows the 'Club Attachments' form with an 'Upload' button highlighted. The second screenshot shows a 'Browse File' dialog box with 'Choose file' highlighted. The third screenshot shows the 'Browse File' dialog box with 'test file.pdf' selected and 'Upload' highlighted. A red arrow connects the 'Upload' button in the first screenshot to the 'Upload' button in the third screenshot.

Editing your Club Details

4

This information will feed into the ITKD Club Finder on the itkd website: itkd.co.nz/club-finder

Most of the information will have been transferred over from the old database.

Review and update the fields as required and **Save**

NB the Region and Abbreviation fields can only be changed by a National Admin justgo@itkd.co.nz

The screenshots show the 'Club Profile' editing interface. The first screenshot highlights the 'CLUB DETAILS' tab in the navigation menu. The second screenshot shows the form fields for Club Abbreviation, Training Times, Training Programs, Mini kids program offered, and Kubz program offered. The third screenshot shows the Venues section with a 'Save' button highlighted in a red box.

NB the Club Affiliation, Credentials and Families tabs will be covered in later guides.

Editing your Club Details

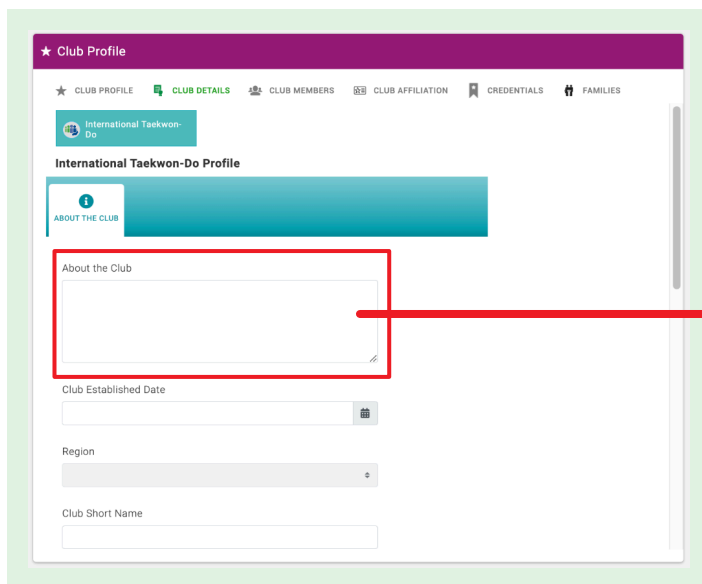
4

You may notice some code in the About sections such as `

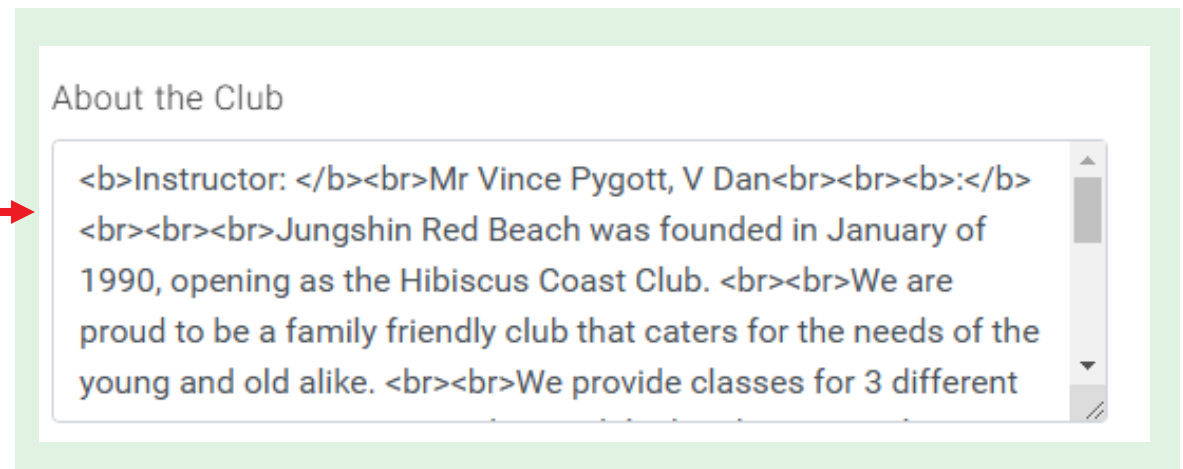
`. This is code so that the text gets displayed properly on the website Club Finder.

For example `
` causes a line break.

So please leave the code as it is, or feel free to add extra formatting if you know what you are doing.



Example of what you might see.



Editing your Club Details

Venues

These are the venue addresses that will appear in the Club Finder. You can **edit** the existing venue information by clicking on the **pencil icon** or **delete it** by clicking on the **trash icon**. You can also add a new venue using the blue button above the venue listing.



Venues

[Add](#)

Venue Name	Address 1	City	Post Code	Actions
Stanmore Bay Pool and Leisure Centre	Stanmore Bay	Whangaparaoa		

Select from the list of venues already in use in the system, or click on **Add a new venue** to get the details of a new one.

Venues

[Add](#)

Venue Name	Address 1	City	Post Code	Actions
------------	-----------	------	-----------	---------

Select Venue

[Save](#)

Type here to search

<input type="checkbox"/>	Name	Address1	Post Code	Town	Country
<input checked="" type="checkbox"/>	106 Britomart St	Berhampore		Wellington	New Zealand
<input type="checkbox"/>	154 First Avenue			Tauranga	New Zealand
<input type="checkbox"/>	16 Kowhai Road	Kelburn		Wellington	New Zealand
<input type="checkbox"/>	21 Soljan Drive			Henderson	New Zealand
<input type="checkbox"/>	212 Newlands Road	Newlands		Wellington	New Zealand
<input type="checkbox"/>	23 Tennis Court Road			Raumati South	New Zealand
<input type="checkbox"/>	32 Victoria Street	Levin		Horowhenua	New Zealand
<input type="checkbox"/>	39 Takanini School Rd		2112	Takanini	New Zealand
<input type="checkbox"/>	441 Princes Street	Dunedin Central	9016	Dunedin	New Zealand
<input type="checkbox"/>	60 Kaipatiki Road	Glenfield	629	Auckland	New Zealand
<input type="checkbox"/>	68 Maeroa Road	Beerscourt		Hamilton	New Zealand
<input type="checkbox"/>	Activities Hall	Clubs and Societies Building		Dunedin	New Zealand
<input type="checkbox"/>	Alexandra Scout Hall (Beside Molyneux Aquatic Centre)	Poole Road		Alexandra	New Zealand
<input type="checkbox"/>	Apanui Primary School Hall	Entrance off Pounama St		Whakatane	New Zealand
<input type="checkbox"/>	Avondale Primary school	4 Crayford st west	1026	Auckland	New Zealand
<input type="checkbox"/>	Bethlehem School	66 Carmichael Road		Tauranga	New Zealand
<input type="checkbox"/>	Casebrook				

Select Venue

[Save](#)

Type here to search

[Add New Venue](#)

<input type="checkbox"/>	Name	Address1	Post Code	Town	Country
<input checked="" type="checkbox"/>	106 Britomart St	Berhampore		Wellington	New Zealand
<input type="checkbox"/>	154 First Avenue			Tauranga	New Zealand

Club Essentials Package

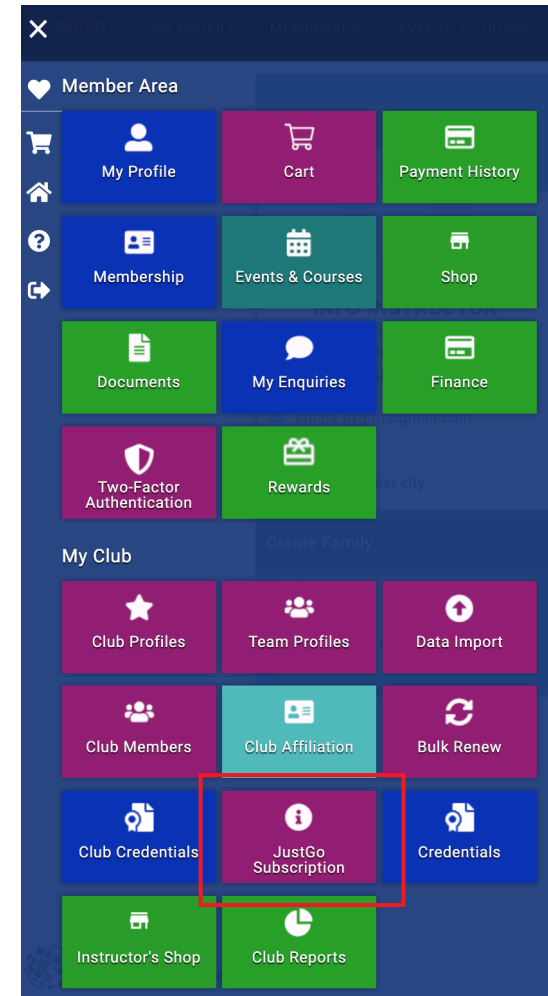
5

The JustGo system includes a comprehensive solution to all your club management needs, e.g. managing member information, collecting club fees, communicating directly and automatically with your members, managing club finances, selling tickets (entries) to events and courses and hosting events eg gradings.

All clubs need to set up the JustGo Essentials package in their club area.

The display price is JustGo's standard price, but this will be **fully paid for by ITKD** so you will use a discount code to obtain the 100% discount.

Go to the **My Club** section in the menu and click on the **Just Go Subscription Tile**



Club Essentials Package

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There are two JustGo packages visible.
Select **Buy Now** for the **JustGo Essential** package for 250 members.

JustGo Subscription

← Summary

1 Plans — 2 Basic — 3 Account — 4 Order — 5 Payment

There's a plan for everyone,
select the package that suits
Info TKD Club TEST

Monthly | Quarterly | Yearly **SAVE**

How many members do you have?

250 members	500 members	1000 members	2500 members
--------------------	-------------	--------------	--------------

JustGo Essential	JustGo Pro
250 Members	250 Members
NZ\$23 /month	NZ\$45 /month
Learn More About Essential	Learn More About Pro
Try For Free Buy Now	Try For Free Buy Now
<ul style="list-style-type: none">Transaction Fees: 4.2% + 45cEmail ManagementField ManagementEvent Booking FormsEvent ManagementMembership Management	<ul style="list-style-type: none">Transaction Fees: 3.7% + 45cEmail ManagementField ManagementEvent Booking FormsEvent ManagementWebsite BuilderMembership JourneyMembership ManagementProduct Cross SellSubscription & Instalment Payments
<small>All Subscription prices include taxes. Does not apply to transaction fees. You may see an adjustment in the cart based on your local tax rate.</small>	<small>All Subscription prices include taxes. Does not apply to transaction fees. You may see an adjustment in the cart based on your local tax rate.</small>

Click on **Yearly SAVE**.

If you want to upgrade to the JustGo Pro package email National Admin justgo@itkd.co.nz before proceeding.

Club Essentials Package

The Company Detail form will be pre-populated with information from your club basic details
Make any changes or additions, then Click **Continue**

JustGo Subscription

← Pricing

1 Plans 2 Account 3 Order 4 Payment

COMPANY DETAILS

Please complete and verify your company details

Company Name
Info TKD Club TEST

Address Line 1 *
Browns Hall

Address Line 2
West Street

First Name
Info

Last Name
Instructor

Email
club@infoTKDclub.co.nz

Contact Number
0256667777

Back Continue

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On the Summary Page, where the subscription charges are summarised, enter the discount code: **5588-K65AK2FUNY**

5

JustGo Subscription

← Pricing

1 Plans 2 Account 3 Order 4 Payment

Summary

The following features are included in your JustGo Essential plan.

- Email Management
- Field Management
- Event Booking Forms
- Event Management
- Membership Management

Subscription Charges

A summary of the Subscription Services products is detailed below.

Item	Name	Period	Rate	Total
	JustGo Essential JustGo Essential - Renews Monthly Subscription for up to 250 members Subscription to start on 21/12/2024	Monthly	\$22.73	\$22.73
Sub Total				\$22.73
Overseas				\$0.00
Total				\$22.73

If you have discount code, please enter it here.
discount code Apply

Click **apply**.
The total due will change to \$0.00
Click **Continue**

Sub Total	\$0.00
Overseas	\$0.00
Total	\$0.00

Club Essentials Package

5

You will be asked to provide your banking or card details to cover any dispute charges that may arise during the use of the payment provider.

Click **Continue**

JustGo Subscription

← Pricing

1 Plans 2 Account 3 Order 4 Payment

Payment Method
Which payment method would you like to use?

Pay via Bank

Pay by Credit/Debit Card

Name on card *
Testing Club

Card Information
4242 4242 4242 4242 Save with link visa

05 / 29 576

Country *
New Zealand

Postcode *
2134

Back Continue

You should receive a **confirmation message** that your Just Go Essentials Subscription has been activated

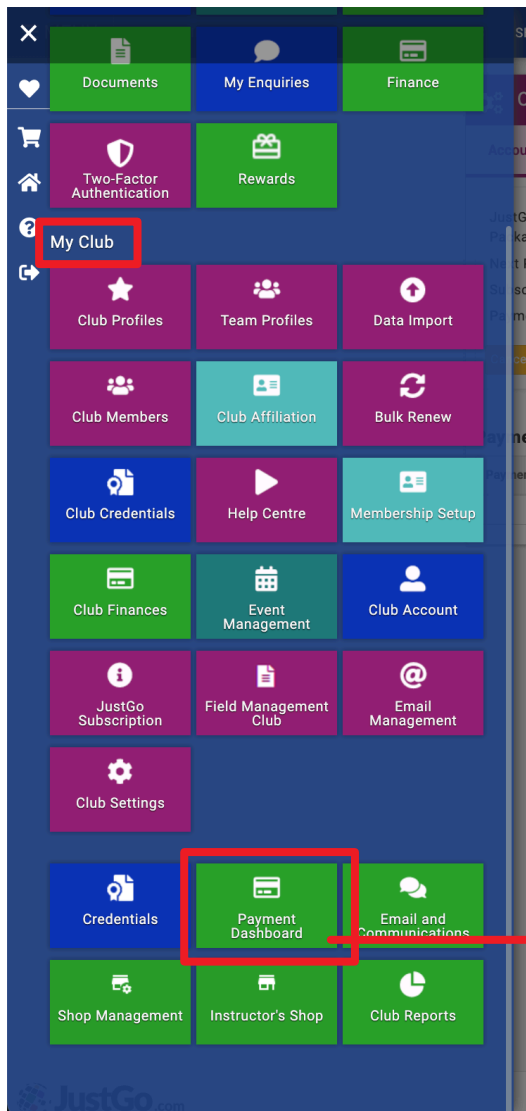
JustGo Subscription

WOOHOO!

You have successfully activated your JustGo Essential subscription, and it will last from **21/12/2024** to **21/01/2025**. Now let the fun begin and go to the Help Centre to get started.

Take me to the Help Centre

Payment Dashboard



There will now be **additional Tiles** under the **My Club** header in your menu. If you can't see them you may need to scroll down.

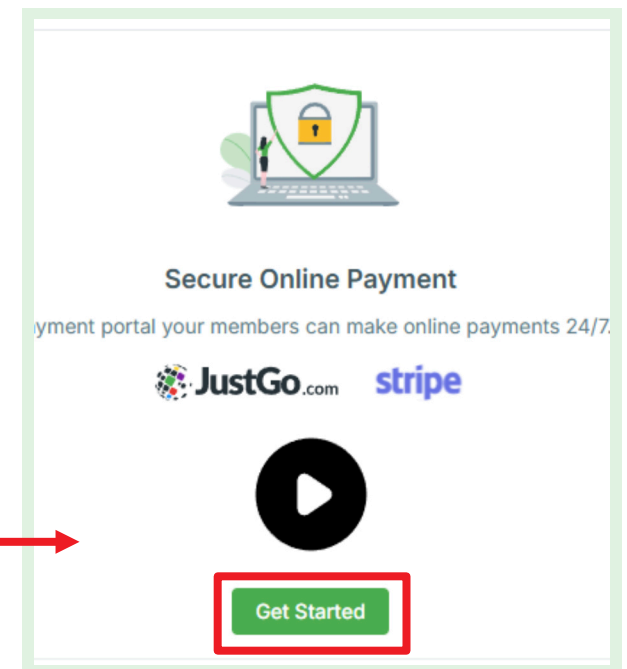
You need to set up **Stripe** so that you can receive payments from ITKD as necessary and your students

What is Stripe?

Stripe is a payments platform that will enable your students to pay money to you via credit card, debit cards etc It will also enable you to be paid any club surcharges on grading or membership fees that you may choose to add.

Select the **Payment Dashboard** Tile.

Click on the green **Getting Started** button.



Payment Dashboard



Create a new login to Stripe

Enter your **email** and **mobile phone number** (make sure you select **NZ** from the dropdown in the phone number field)

Following this, you will be asked for a mobile number to set up **two step authentication** on your account. Follow the prompts on the screen and enter your verification code.

NB: If you have an existing Stripe account login, you will need to either enter the password for your existing account, or change the email address to create a new account.

Don't worry if you enter something incorrectly. If necessary, you can quit part way through the set-up and re-start from the beginning.

Let's get started
Fill in a few details below.

Email address

Phone number
We'll text this number to verify your account. Message and data rates may apply. By continuing, you agree to our [Terms of Service](#) and [Privacy Policy](#). In test mode, you can skip this with the [test phone number](#).

NZ +64 21 123 4567

Submit →

Payment Dashboard

Once your account has been finalised, you will be asked about your “**Business**”.

You will need to select the type of structure you operate under, and will need to provide further information.

It is important when entering information, regardless of the type of “business” you select, that the information **matches any legal documents**.

Stripe will complete an automatic verification process using the supplied information. Where details cannot be automatically verified, you will need to verify your information with proof of identity and address etc

The most likely ones will be either **Individual/Sole Trader** or **Club/Society/Not for Profit**

Read p19 and p20 to see which will be the best fit for your club.



Payment Dashboard

Individual/Sole Trader

You will be asked if you have a NZBN, your personal information (not your club), and your club website URL.

If you don't have a website, Click on **no URL** and provide a brief description of what your club does.

Finally you will need to provide your bank details for any deposits from Stripe to be made into.

The system may ask you to upload ID and Home address verification.



Tell us about your business

Type of business

Individual or sole trader

Business structure

I have a New Zealand business number (NZBN)

I do not have an NZBN

Continue

Business details

Tell us a few details about how you earn money with JustGo.

Your website

www.example.com

Share the website, app, social media page, or other online profile where you sell or promote products or services. Websites that are generic, under construction, or sell restricted products or services aren't supported.

No URL?

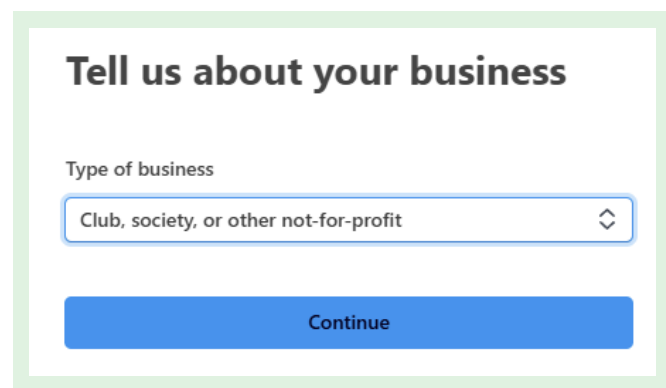
Continue

Payment Dashboard

Or you may select

Club/Society/Not for Profit

This is most suitable if your club is an incorporated society or registered charity.



Tell us about your business

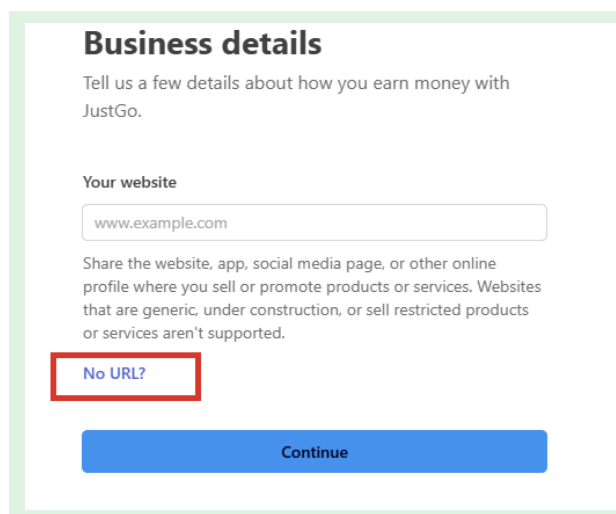
Type of business

Club, society, or other not-for-profit

Continue

You will need to enter information on your organisation including legal Business name, Business Registration number, plus your registered business address and contact info.

If you don't have a website, Click on **no URL** and provide a brief description of what your club does.



Business details

Tell us a few details about how you earn money with JustGo.

Your website

www.example.com

Share the website, app, social media page, or other online profile where you sell or promote products or services. Websites that are generic, under construction, or sell restricted products or services aren't supported.

No URL?

Continue

Next you will enter information on executives and/or directors within the organisation followed by banking information.

Upon reviewing your information you will complete the setup and be redirected back to your **Payment Dashboard in JustGo.**



What's Next?

Congratulations, you have updated all your club details and information, activated the JustGo Subscription package and signed up for Stripe.

The next guide will introduce you to how membership information is displayed, sorted and summarised.

