All About your Club Profile

Club User Guide 02

CONTENTS

This user guide is to help you navigate your Club Profile

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**.
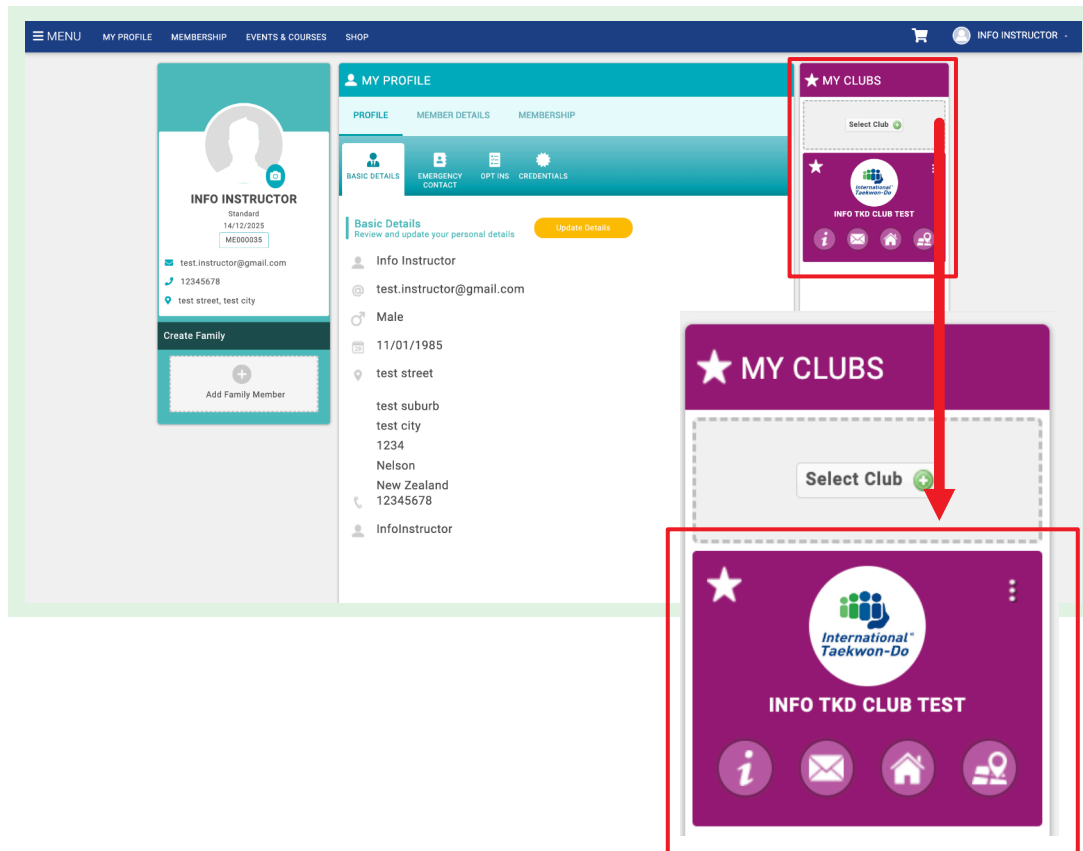
It is always important to ensure that the Club information is up to date.
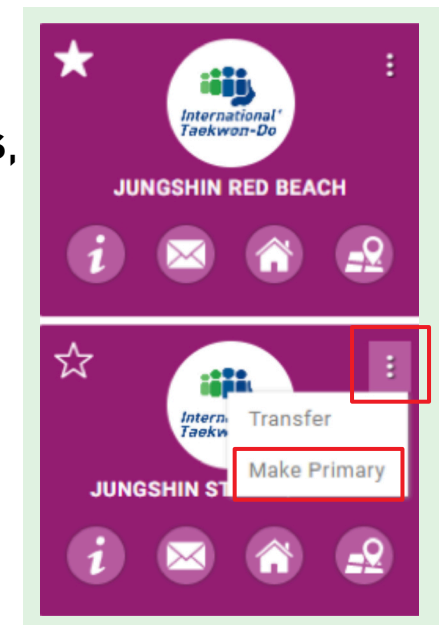
Accessing your Club Profile

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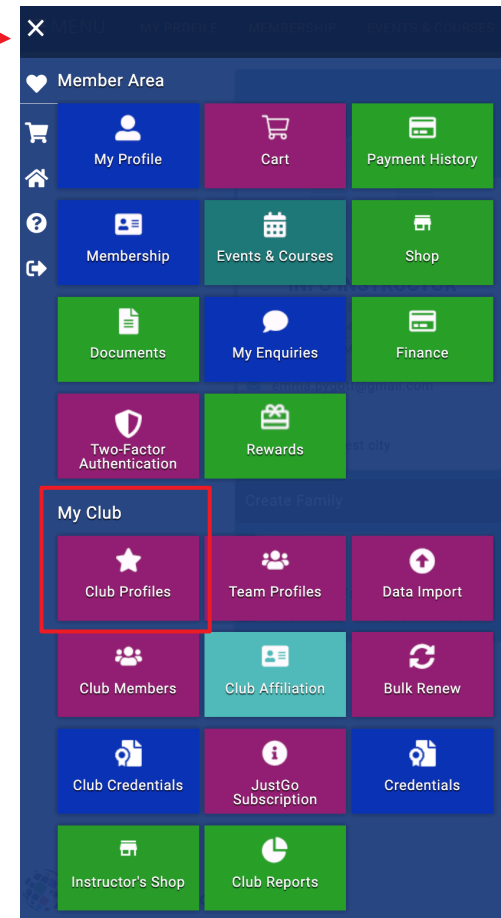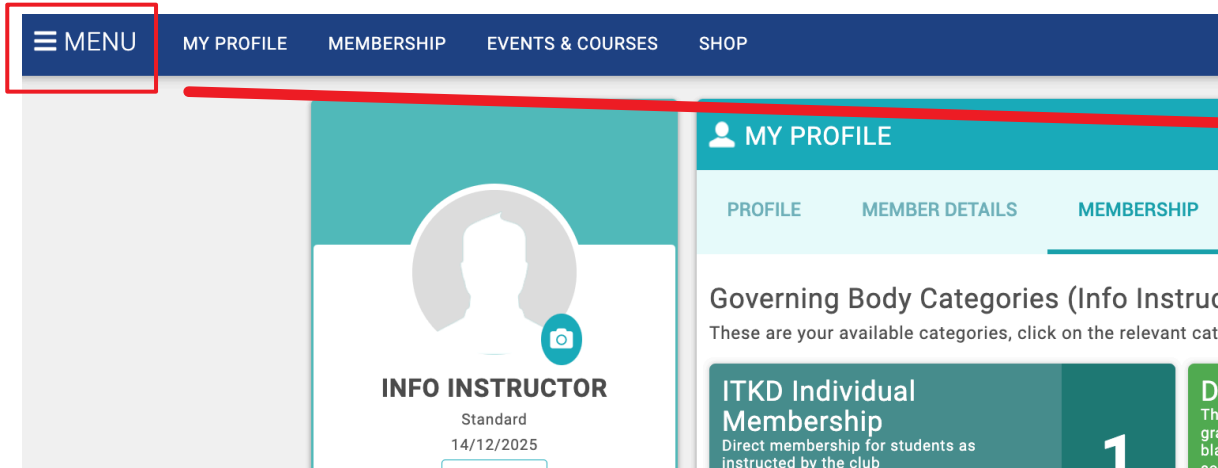
Click on the **three small dots**, select **Make Primary**

Accessing your Club Profile

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
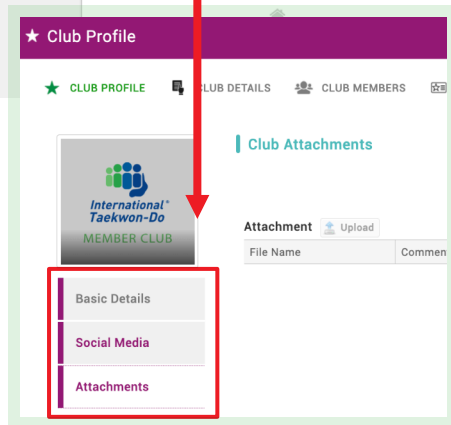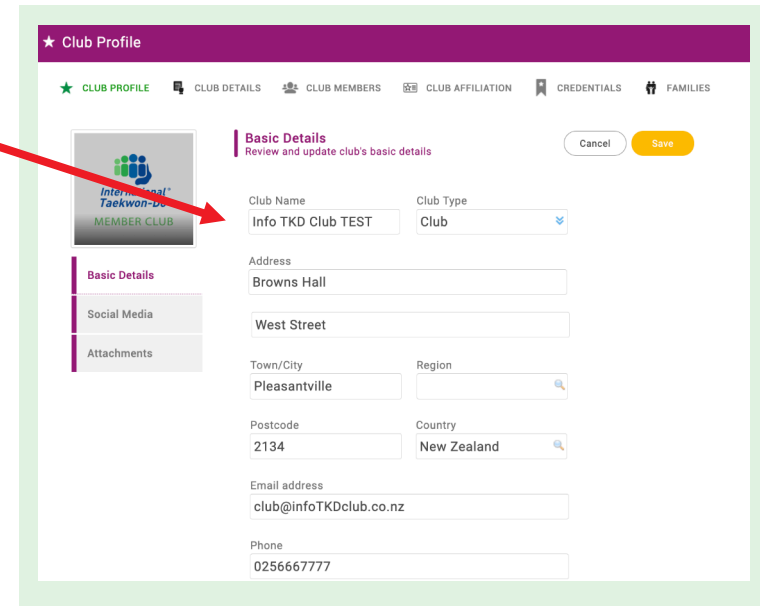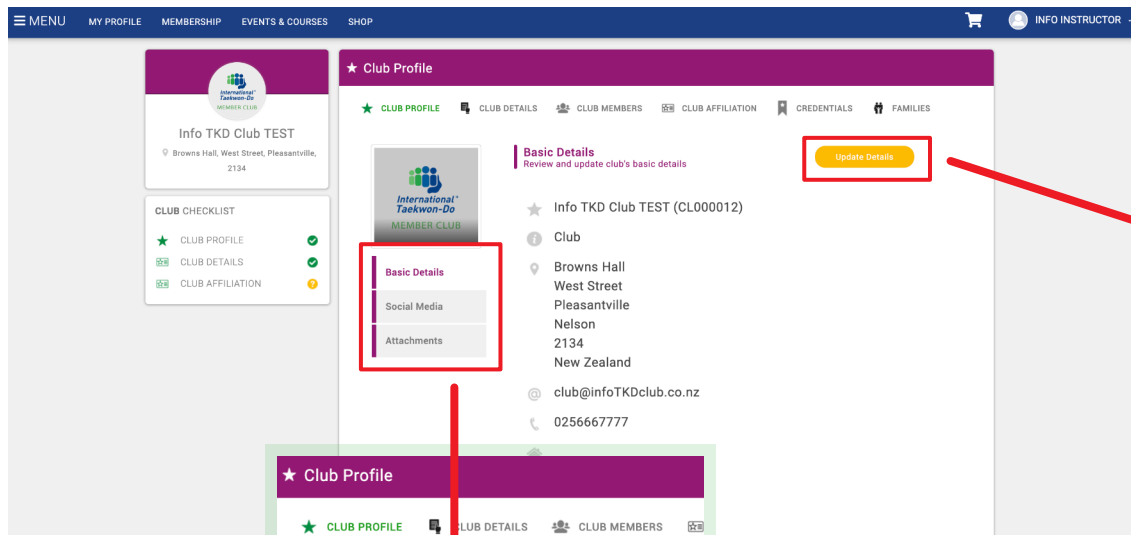
Editing your Club Profile

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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

Basic Details

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

Club Name
Info TKD Club TEST

Club Type
Club

Address
Browns Hall

West Street

Town/City
Pleasantville

Region

Postcode
2134

Country
New Zealand

Email address
club@infoTKDclub.co.nz

Phone
0256667777

Website
www.yourclub.com

Geo Location
-39.4973654,176.912181   Generate

Social Media

Enter direct links to your various social media pages.

★ Club Profile

★ CLUB PROFILE   CLUB DETAILS   CLUB MEMBERS   CLUB AFFILIATION   CREDENTIALS   FAMILIES

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MEMBER CLUB

Basic Details

Social Media

Attachments

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.

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Editing your Club Profile

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.

Editing your Club Details

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

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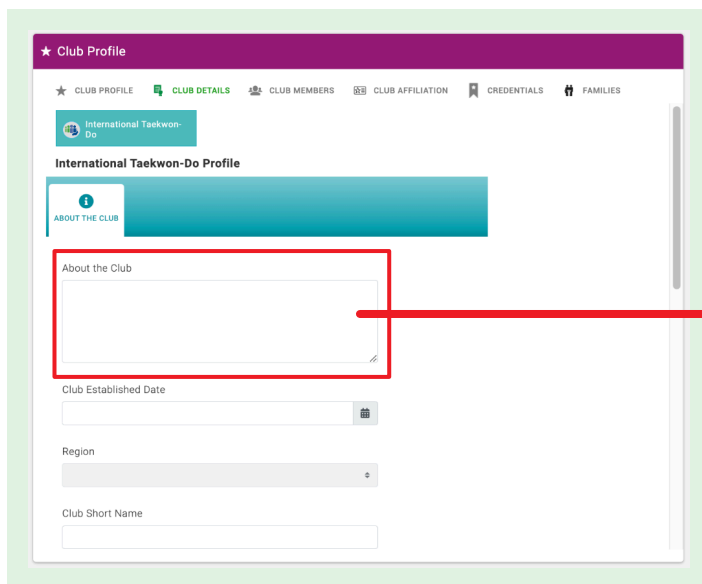
Editing your Club Details

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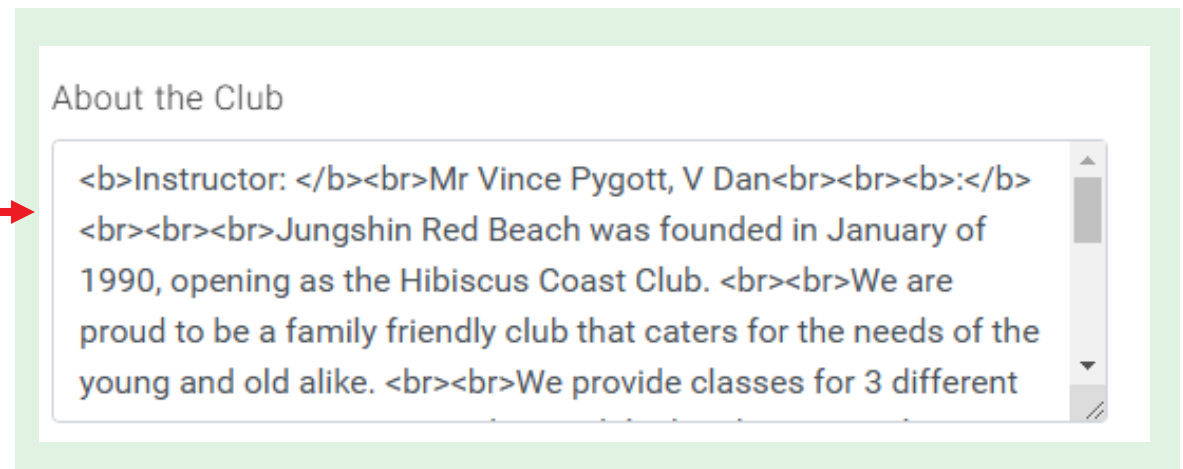You may notice some code in the About sections such as **

**. 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.

About the Club

Instructor:
Mr Vince Pygott, V Dan

:

Jungshin Red Beach was founded in January of 1990, opening as the Hibiscus Coast Club.

We are proud to be a family friendly club that caters for the needs of the young and old alike.

We provide classes for 3 different

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.

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.

Club Essentials Package

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**
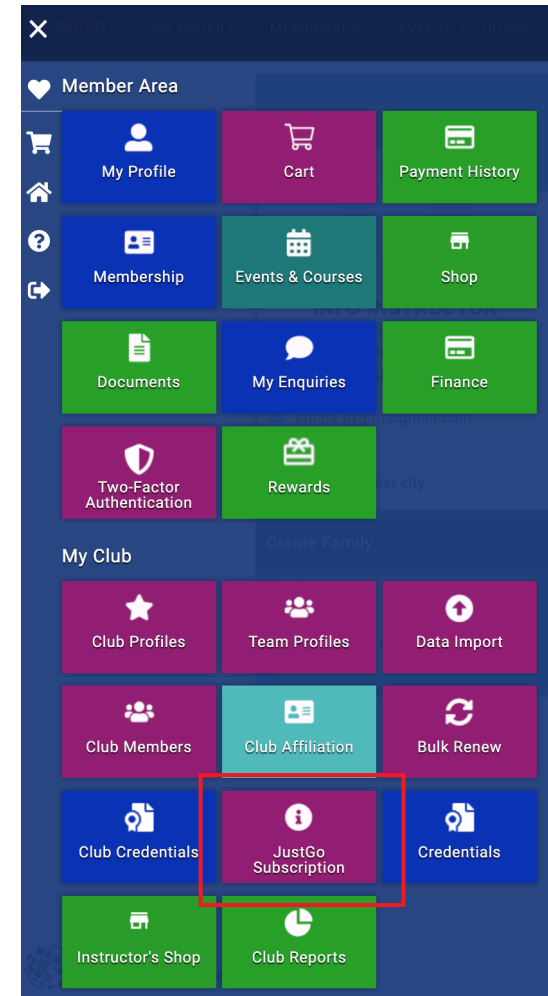
Club Essentials Package

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

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**

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

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

Club Essentials Package

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**

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

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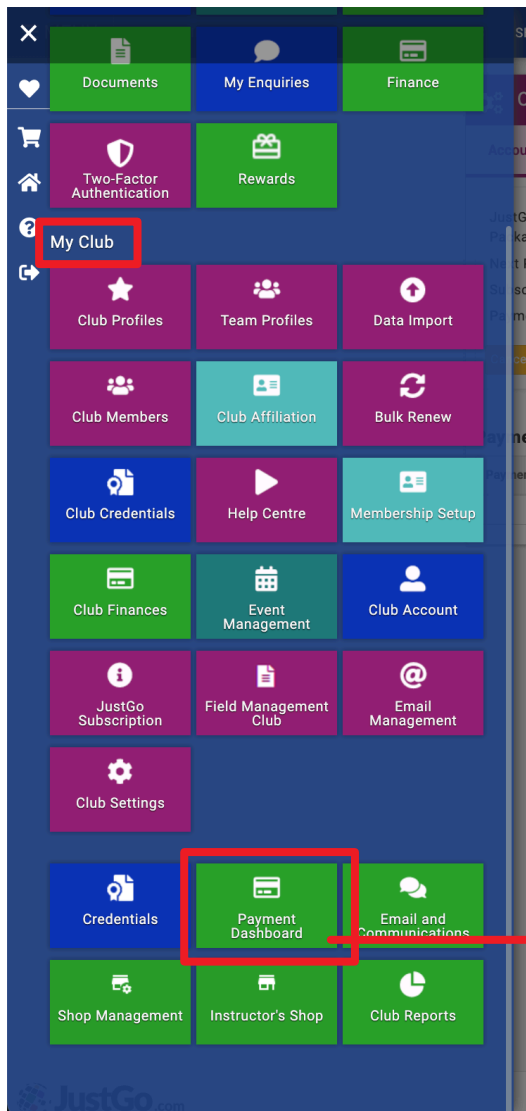
There will now be **additional Tiles** under the **My Club** header in your menu. If you can't see them you may need to scroll down.

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.

Secure Online Payment

yment portal your members can make online payments 24/7.

JustGo.com   stripe

Get Started
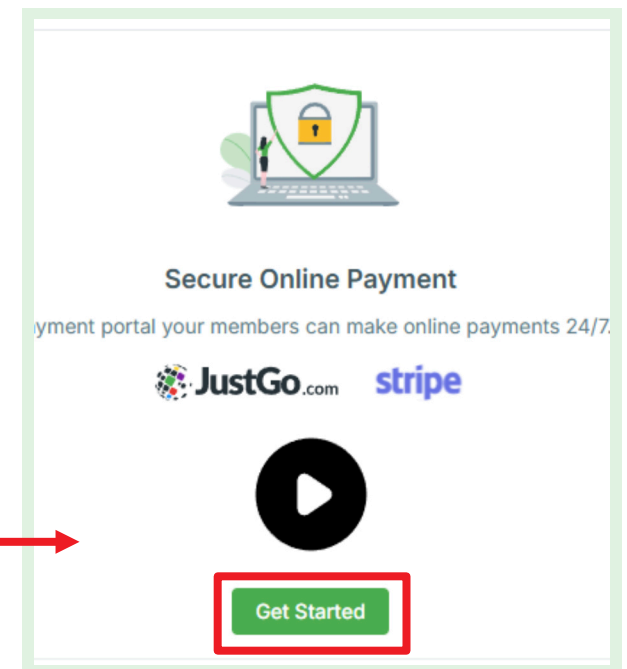
Payment Dashboard

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

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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.

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Payment Dashboard

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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.
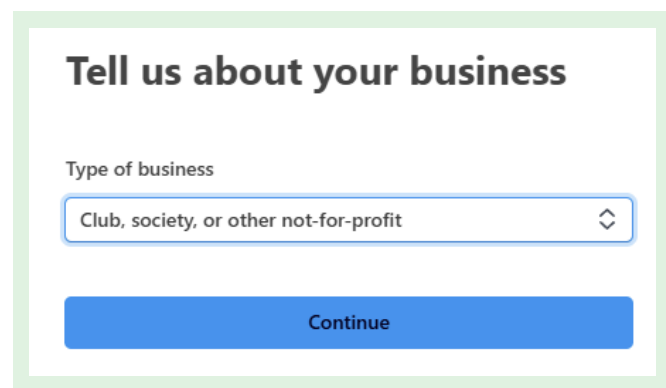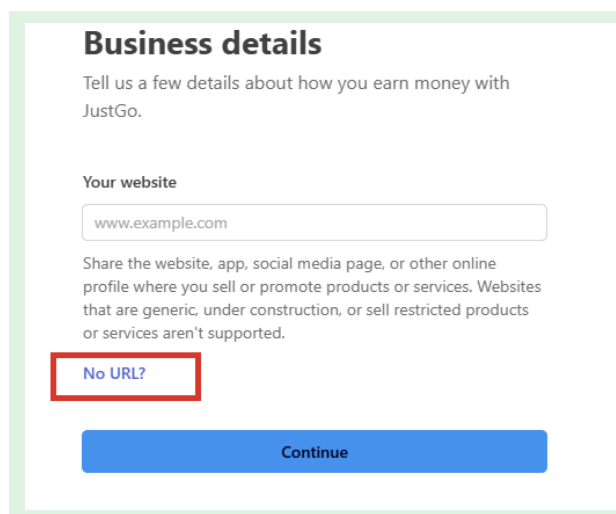
No URL?

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.**

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What's Next?

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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.

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