

ITKD Membership

Club User Guide 04



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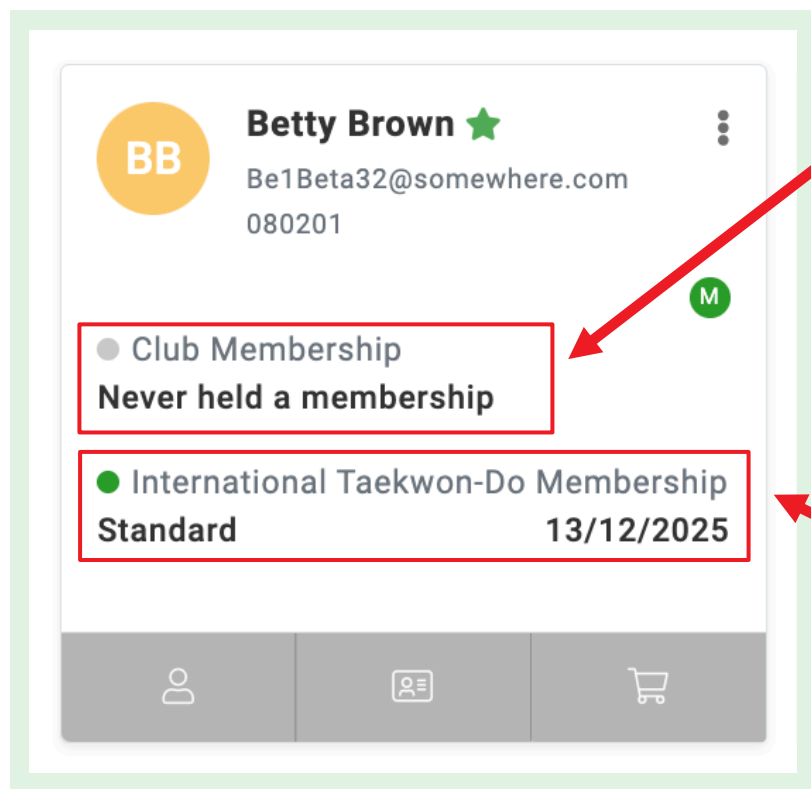
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Types of Memberships

JustGo displays information on two different types of membership for each member on your club list



Club Membership

Keeps track of whether the member is up to date with paying **club training fees**. As none of this information was stored on the old database, all records start with **Never held a membership**. Clubs can choose how much they use this function and will be covered in **Club Guide 07**

ITKD Membership

Keeps track of the **registration status** of the member with ITKD. This information has been transferred to each member's record from the old database as at 1 Jan 2025

Member Registrations

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Registration status for each member is displayed as follows:

Never held a membership

Not yet registered with ITKD (also displayed as **Pending** on the Member Status Summary) or a Contact

Standard , Minikid or Kub

Active membership with the registration expiry displayed

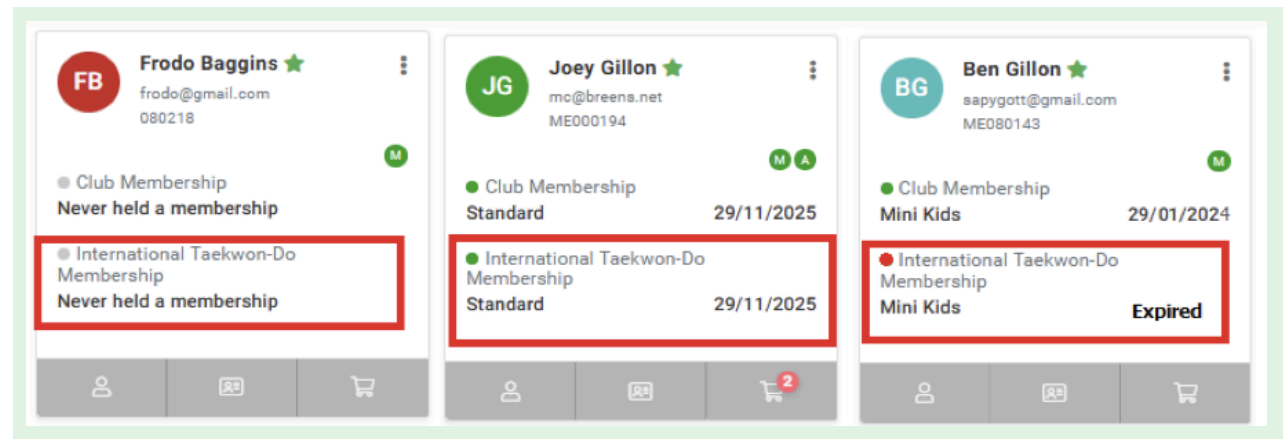
Inactive

Hidden on your club list, but will show the relevant registration status on the tile

Expired

ITKD registration has not yet been renewed

Life Membership



Member Registrations

Remove members off your current club list
by using the three dots dropdown

Remove from Club

Will be archived even if the registration has not expired

Transfer

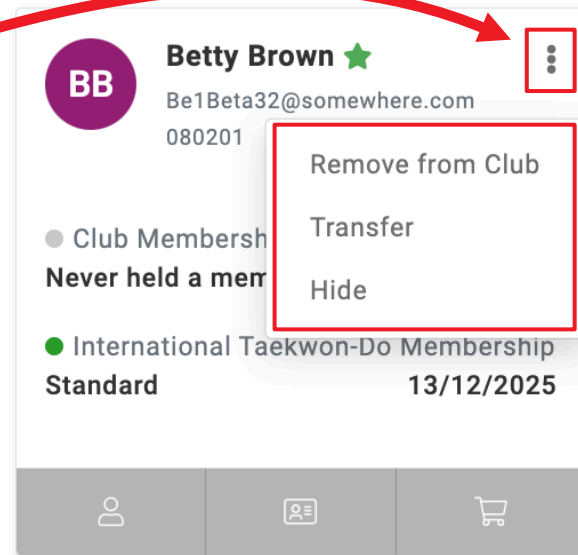
Send to another club.

You will need to select the club they will be transferring to

Hide

Keep on your club list but not visible on your main list

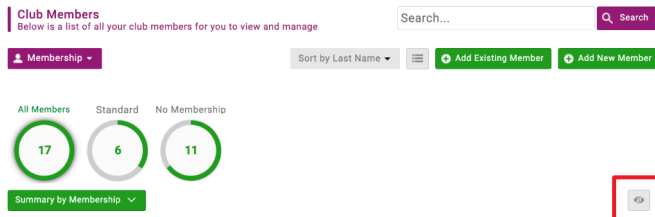
Put them back on your visible list again by clicking on the **eye icon**. This will show you any hidden members, then use the 3 dots dropdown and select unHide



Re-registration

Clubs can reregister their students in bulk and make payment or request an invoice to pay on.

Alternatively, students can re-register themselves and pay direct to ITKD using Stripe. **Member Guide 02** will cover this.

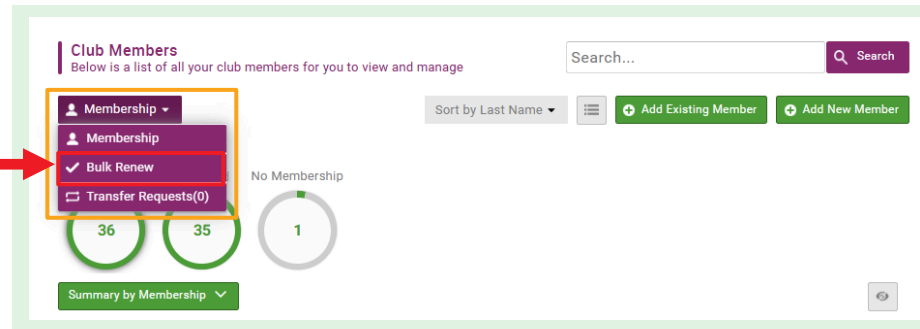


Member Registrations



Bulk Renew Registration

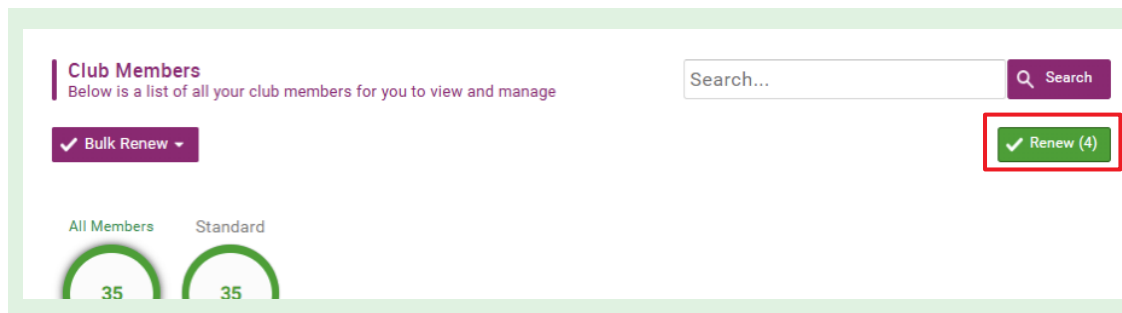
In the club members tab, change the view to **Bulk Renew**



Standard Expires: 31/08/2025	This membership can not be renewed at this time.
Standard Expires: 31/12/2024	<input checked="" type="checkbox"/>
Standard Expires: 30/04/2025	This membership can not be renewed at this time.
Standard Expires: 31/12/2024	<input type="checkbox"/>

This will give you a list of all your members, and the renewal column on the right side of the list will show which members are available for a renewal with a **grey tickbox**.

Clicking the tickbox will select it, turning it **green**, and will add it to your cart. You can select just one member, or many depending on what you require.



When you have finished selecting members, go to the top of the list and click on the **green Renew button**.

Member Registrations

This will take you to an add-on screen

Bulk Renewal Add On Screen

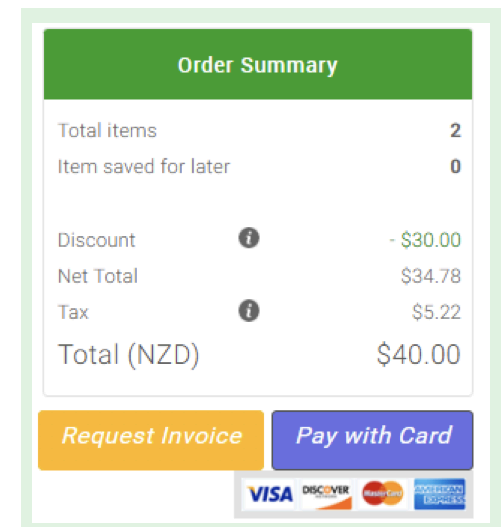
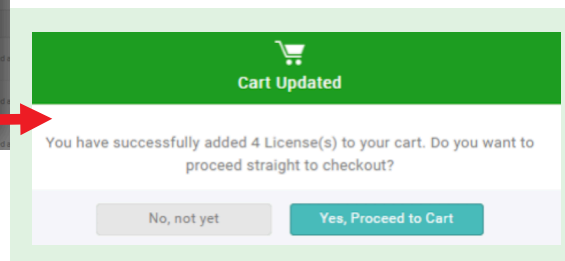
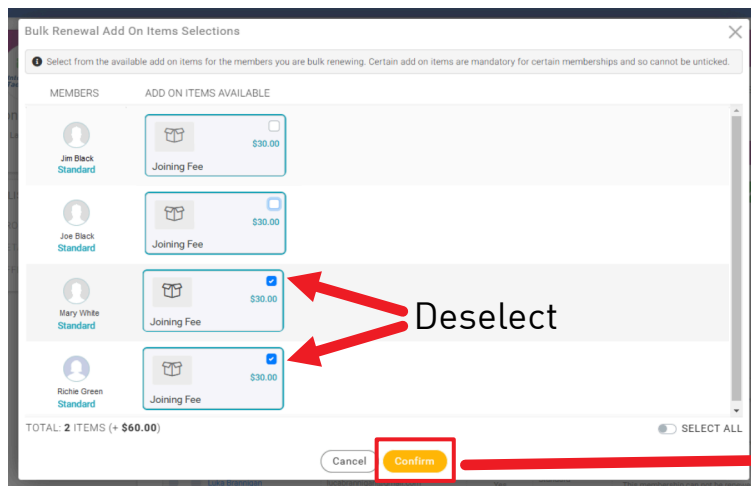
Check the names are correct. Click **Cancel** if you need to go back and change any. The system automatically adds the joining fee, which will be removed in the cart as it does not apply to re-registrations. To stop the joining fee from being added to the cart, **deselect the blue check boxes**.

Cart

You can check the items in your cart. Families should automatically have their discount added at the bottom of the cart.

There are two ways to pay. Click on your preferred method and complete payment.

Please note that the option to request an invoice is at the discretion of ITKD management. Once invoiced or paid, the registration will become active.



The cart updated message gives you the option to return to select more re-registrations, or proceed to the cart

Member Registrations

One at a time re-registration

NB you will need to have the emergency contact details on hand for each member, as it is required before a reregistration can be finalised.

1. Click on an individual member's tile on the grey person icon
2. Click Go to Membership
3. Select ITKD Individual Membership.
For a single student, select **Standard, Minikid** or **Kubz**
4. Fill out or update the emergency and medical details, and Click **Save and Continue.**

The registration will be added to your club shopping cart.

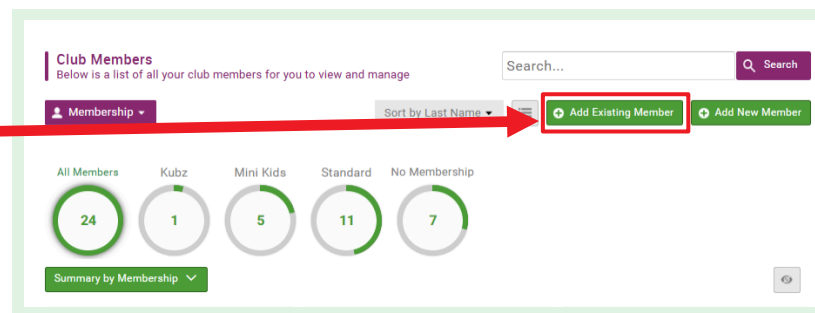
The screenshots illustrate the following steps:

- Step 1:** Member profile for Betty Brown (Be1Beta32@somewhere.com, 080201) is shown. A red box highlights the person icon, and a red arrow points to the 'Go To Membership' button.
- Step 2:** The 'Governing Body Categories' screen is shown. A red box highlights the 'ITKD Individual Membership' category, and a red arrow points to the 'ADD' button.
- Step 3:** The 'ITKD Individual Membership' screen is shown. A red box highlights the 'Standard' membership option, and a red arrow points to the 'More Info' button.
- Step 4:** The 'Emergency Contact' and 'Joining Fee' form is shown. A red box highlights the 'Save and Continue' button.

Adding an Existing Member

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Click the Add existing Membership button



You will need to provide 2 of the 3 identifiers.

1. The email address for the member on their old record
2. Their Date of Birth
3. Their membership number

Click the Green **Send Verification Email** Button.

The 'Add Existing Member' form is divided into two steps. Step 1 is titled 'Step 1' and asks to 'Enter the email address of member you wish to add'. It has a text input field for 'Email Address' and a note to 'Use Membership Number instead'. Step 2 is titled 'Step 2' and asks to 'Enter the date of birth of the member you wish to add or their member number'. It has three dropdown menus for 'Date of Birth' (Day, Month, Year) and a text input field for 'Membership Number'. At the bottom, there is a green button labeled 'Send Verification Email'.

This prompts the system to send out a confirmation email to the member. Once they have confirmed, their record will appear on your club list

If they do not receive an email, or you do not have enough information to complete the form, contact JustGo@itkd.co.nz

Adding a New Member

A club admin can enter each new member and make payment from the club.

The majority of this section can also be done by the student themselves, with the exception of Approve the Record which must be done by club admin.



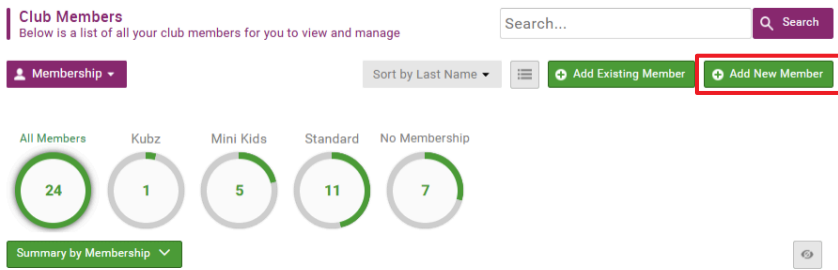
- i. **Create the Record**
- ii. **Link any Family Together**
- iii. **Approve the Record**
- iv. **Select ITKD Membership Type**
- v. **Pay**

Members can enter their information themselves, and then the club makes payment for them, or the member can enter and pay for themselves. There will be different scenarios for this outlined in [Member Guide 02](#)

Adding a New Member

Create the Record

Click on the **Add New Member** button

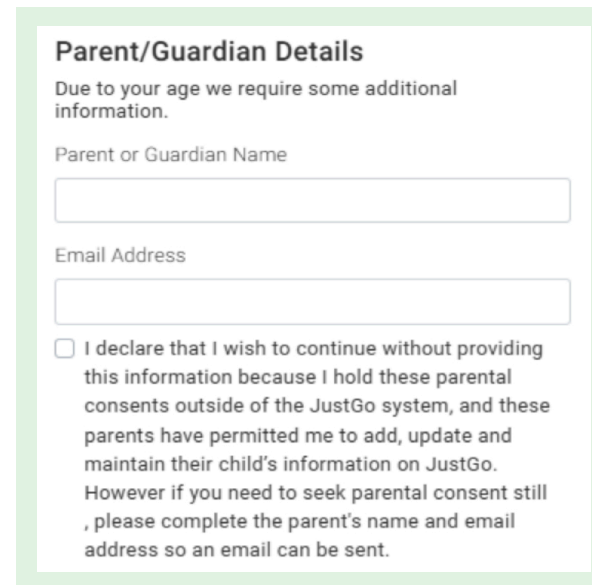


Fill out the form with the member's personal information.

The username default will be the email address, but it can be changed to something else.

Note a family can all use the same email address, but they each must have a unique username.

If the student is under 18, additional information will be required:



The screenshot shows a 'Parent/Guardian Details' form. It includes a title, a note about additional information for users under 18, and two input fields for 'Parent or Guardian Name' and 'Email Address'. There is also a checkbox for a declaration statement.

Parent/Guardian Details
Due to your age we require some additional information.

Parent or Guardian Name

Email Address

I declare that I wish to continue without providing this information because I hold these parental consents outside of the JustGo system, and these parents have permitted me to add, update and maintain their child's information on JustGo. However if you need to seek parental consent still , please complete the parent's name and email address so an email can be sent.

At the bottom of the form click **Continue**.

You will receive a confirmation that the member has been added to your club list and given options to edit the member or add another.



Adding a New Member

Link Family Members Together

Once you created records for members of a family or if the member you added is part of an existing family, you will need to group them together. See **Club Guide 03, Section 4, p10**

A family may already be linked together if they have created their own record. Check your Families Tab. You can add or edit as required.



★ Club Profile

★ CLUB PROFILE CLUB DETAILS CLUB MEMBERS CLUB AFFILIATION CREDENTIALS **FAMILIES**

Club Family
Below is your family information

[+ Add Family](#) Search family Search

Family	Members	
Test Family	Fam 5 + 4 other(s)	
LAM_4	Larry Lambda, Paul Lambda	
CHI_23	Cheryl Ching, Charlie Ching	
Munster Family	Bobo Munster, Mumu Munster, Gugu Munster	

Adding a New Member

Approve the Record

Any new member whether they are entered by the club or the member themselves **must be approved by a club admin** before their membership can be completed

Select the **No Membership Circle** on the **Membership Summary**, to display all members that are not yet registered with ITKD. This will include any member who has entered their own details.



Any new records will show a red Pending Approval message

Click on the three dots in the top right corner.

You can choose to Approve or Reject the new member.

Adding a New Member

Select ITKD Membership Type

NB you will need to have the emergency contact details and medical information on hand for each member, as it is required before a new ITKD registration can be finalised.



For each new member

Click on the grey **View Profile icon**

Then the **Go to Membership** button

Click on the **ITKD Membership** tile

The image displays three sequential screenshots from the JustGo.com mobile application, illustrating the process of adding a new member. Red boxes and arrows highlight the specific actions required.

- First Screenshot:** Shows the user profile for Bilbo Baggins. The profile includes a red circular icon with 'BB', the name 'Bilbo Baggins', email 'frodo@gmail.com', and phone number '080226'. Below the profile, there are two membership categories: 'Club Membership' and 'International Taekwon-Do Membership', both with the status 'Never held a membership'. At the bottom, a grey profile icon is highlighted with a red box, and a red arrow points from it to the next screenshot.
- Second Screenshot:** Shows the 'Basic Details' page for Bilbo Baggins. The page includes a 'Back To Members' button, a profile picture placeholder, and an 'Update Details' button. The 'Go to Membership' button is highlighted with a red box, and a red arrow points from it to the third screenshot.
- Third Screenshot:** Shows the 'Governing Body Categories' page for Bilbo Baggins. It features a notification banner at the top, followed by a list of categories. The 'ITKD Individual Membership' tile is highlighted with a red box, and a red arrow points from it to the next step.

Adding a New Member

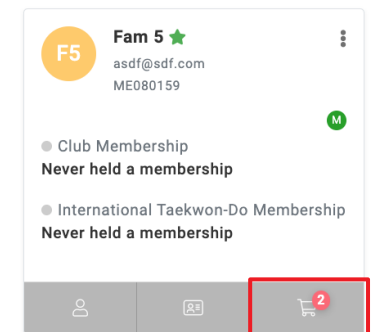
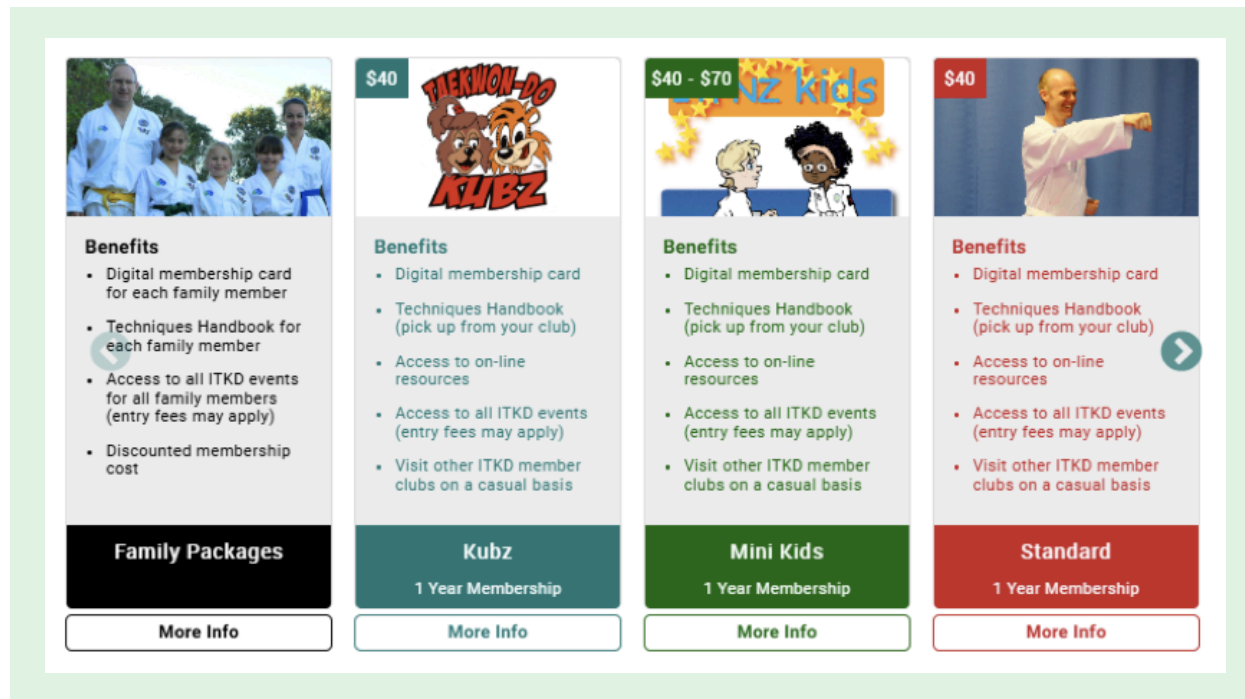
There will be a selection of tiles to choose from. Any not appropriate for the member will not be shown. For instance a teenager will not have the option to select a minikids membership, and a kubz membership will only be offered to members of clubs that have the programme running.



Click on the **appropriate tile**.

You will be asked to provide the emergency contact details and medical information, then click **Save and Continue**

The member tile will now show a 2 in the cart icon, which indicates the registration has been added to the club cart.



Adding a New Member

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A ITKD new membership is separated into 2 parts and each is billed separately in the cart:

A \$30 Joining Fee.

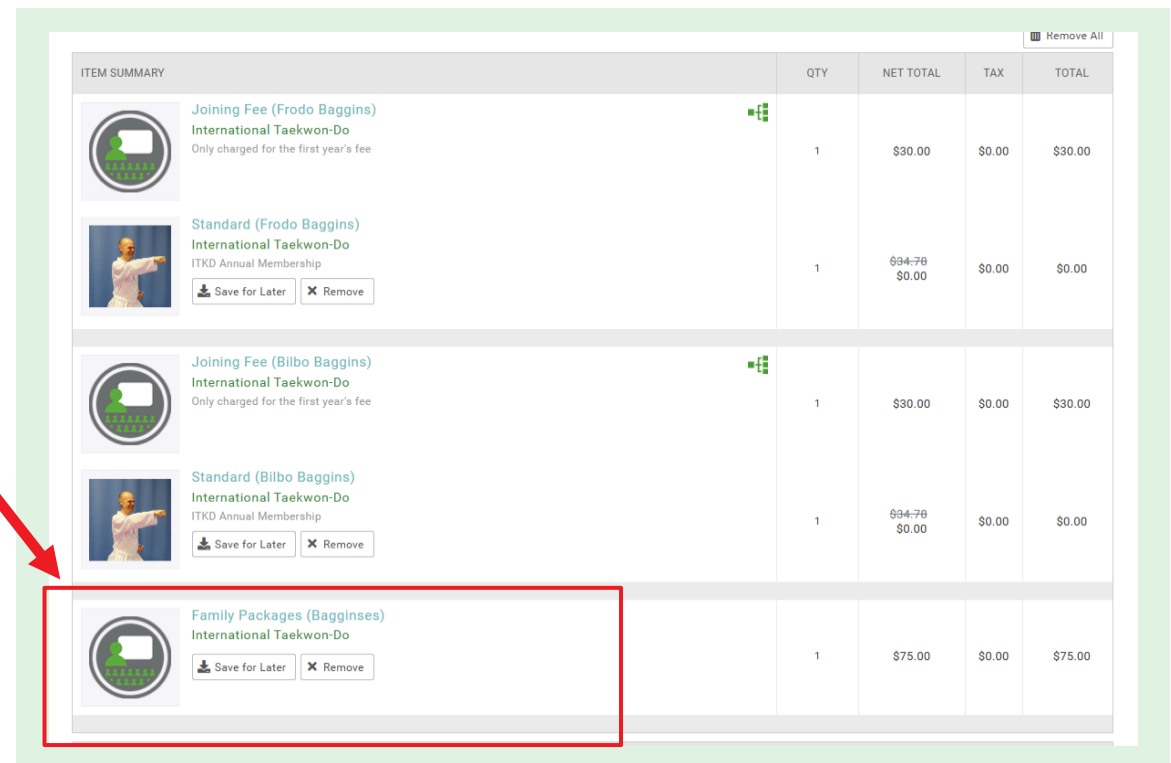
This is \$30 for every new member and has no applicable family discount.






An ITKD annual registration fee.

This is \$40 for a single and \$75 for a family of any size.

The family discount applicable will be automatically calculated in the cart, for any members linked in a family.

The members can be in different clubs and the discount will still apply, and it will also take into account payments already made if a new member joins and existing family.



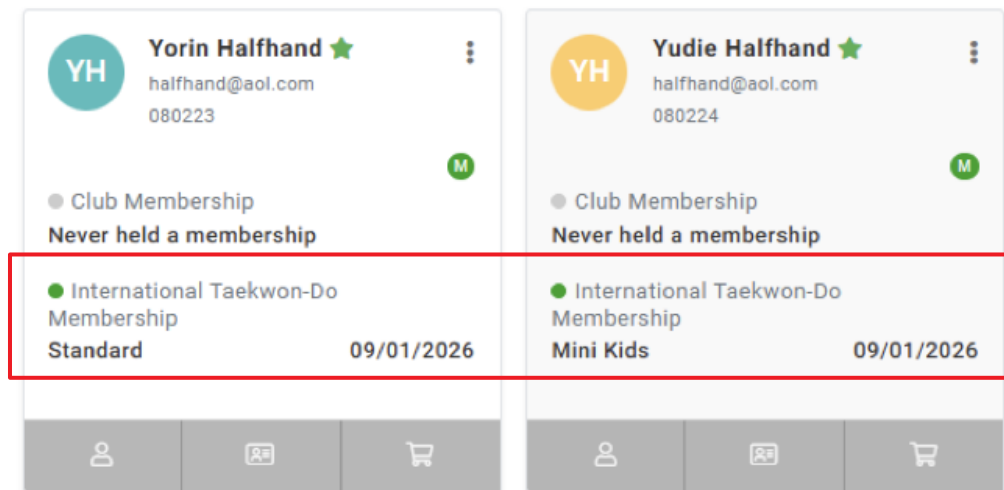
ITEM SUMMARY		QTY	NET TOTAL	TAX	TOTAL
	Joining Fee (Frodo Baggins) International Taekwon-Do <small>Only charged for the first year's fee</small>	1	\$30.00	\$0.00	\$30.00
	Standard (Frodo Baggins) International Taekwon-Do ITKD Annual Membership	1	\$94.78 \$0.00	\$0.00	\$0.00
	Joining Fee (Bilbo Baggins) International Taekwon-Do <small>Only charged for the first year's fee</small>	1	\$30.00	\$0.00	\$30.00
	Standard (Bilbo Baggins) International Taekwon-Do ITKD Annual Membership	1	\$94.78 \$0.00	\$0.00	\$0.00
	Family Packages (Bagginses) International Taekwon-Do	1	\$75.00	\$0.00	\$75.00

Adding a New Member



Once you have finished selecting memberships for your new members, go to the cart and pay as indicated previously on [pg 7](#)

Your club list will now show the members you have just paid for, as having an active membership and their expiry date



Family Packages

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If you have a number of new members in a family to register with ITKD, you can click on the **Family Packages Tile**.

The members of the family will be listed, and you can click **select membership** for each one

You can add another family member here either existing or new.

When you have finished, click **Next**

You will need to provide the emergency contact details and medical information for each member if they have not already been entered, and agree to the terms and conditions.

Membership	Price
Standard	\$40

Click the tick on the pop-up and the member will be added to the family registration.

Members listed: Frodo Baggins, Bilbo Baggins. Buttons: Add Family Member, Next.

Click **Finish** and that will take you to the cart summary.

Once you have finished selecting memberships for your new members, go to the cart and pay as indicated previously on **pg 7**.

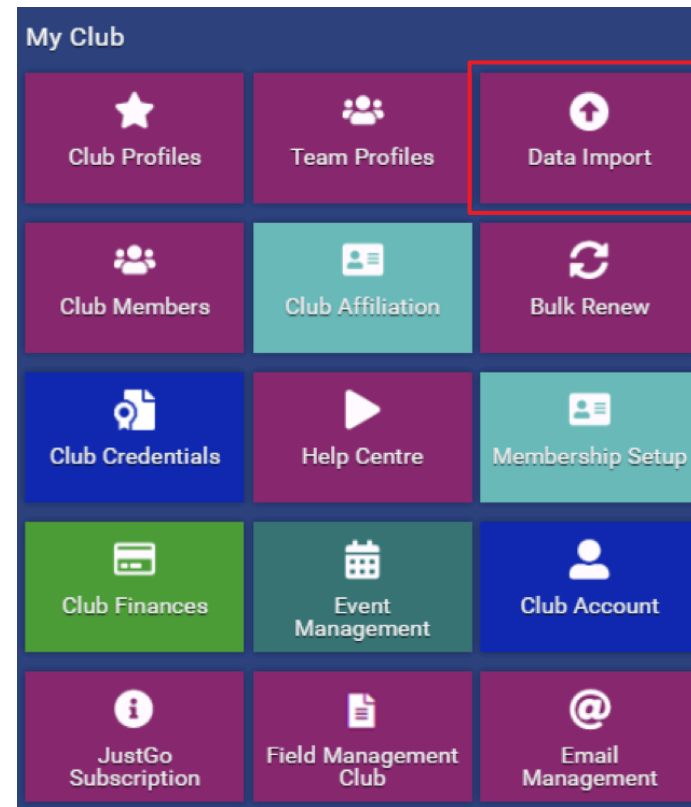
Importing New Members in Bulk



If you have large numbers of new students, you can import them via an Excel spreadsheet.

Click on the Data Import tile in your club menu and follow the instructions on the screen.

Once the process is completed the new members will be added to your club list awaiting approval, family grouping, membership type selection and payment



Change a Membership Type

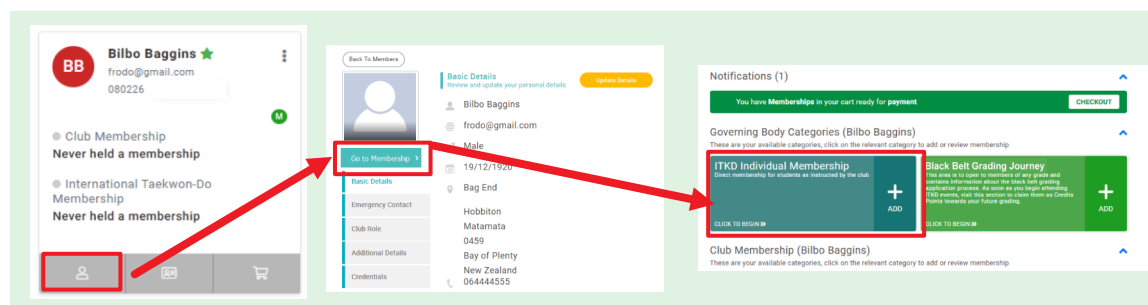


If you need to change the membership type of an existing student (eg from Kubz to Minikid, or Minikid to Standard) you will need to “purchase” the new membership. The system will consider the new purchase as a membership transfer, so no fee will be charged.

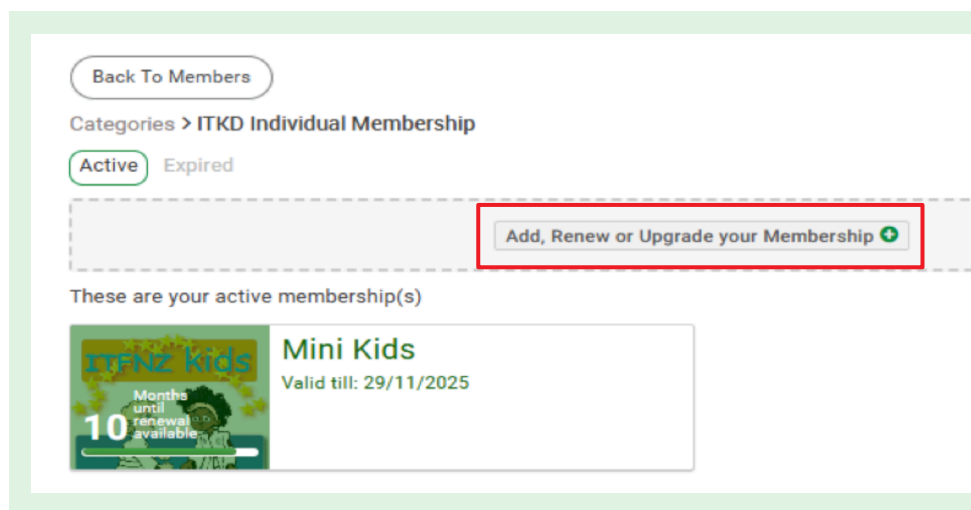
Go to the member’s **Basic Details** page.

Click the **Go to Membership** button.

Select the **ITKD** membership tile.



Click on the **Add, Renew or Upgrade your Membership** button



Change a Membership Type



Select the membership tile for the new membership type.

The screenshot displays a grid of four membership options, each with a list of benefits and a 'More Info' button. The 'Standard' option is highlighted in red and marked as 'SELECTED'.

Membership Type	Price	Upgrade	Selected
Family Packages			No
Kubz	\$40	UPGRADE	No
Mini Kids	\$40 - \$70	UPGRADE	No
Standard	\$40	UPGRADE	Yes

Family Packages

- Digital membership card for each family member
- Techniques Handbook for each family member
- Access to all ITKD events for all family members (entry fees may apply)
- Discounted membership cost

Kubz

- Digital membership card
- Techniques Handbook (pick up from your club)
- Access to on-line resources
- Access to all ITKD events (entry fees may apply)
- Visit other ITKD member clubs on a casual basis

Mini Kids

- Digital membership card
- Techniques Handbook (pick up from your club)
- Access to on-line resources
- Access to all ITKD events (entry fees may apply)
- Visit other ITKD member clubs on a casual basis

Standard

- Digital membership card
- Techniques Handbook (pick up from your club)
- Access to on-line resources
- Access to all ITKD events (entry fees may apply)
- Visit other ITKD member clubs on a casual basis

Click Save and Continue or Checkout.

The cart will show no charges due, and once you have clicked the Complete Order button, the changed membership will be active.

What's Next?

8

You have successfully registered your members with the ITKD National Governing Body.

The next guide will cover the essentials for instructors including free instructor re-registration, ITF licence, updating your qualifications (Credentials), ordering merchandise and assigning club roles