

# Signing into JustGo

Member User Guide 02: Existing Member Registration

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This user guide helps existing members sign into JustGo for the first time and check your personal details.

1. What is JustGo?
2. Logging into JustGo for the first time
3. Checking your Personal Details
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# What is JustGo?

JustGo is ITKD's new membership system to manage memberships and events. It is an all-in-one portal for collecting membership fees, selling tickets to gradings, courses and events, tracking credentials, communicating with students, and more.

It has some great new features, such as allowing individual members to update their own personal details, create family profiles to manage all family members under one membership, make payments using debit/credit cards and bank transfers, and provide students with an improved user experience in tracking their own participation and contribution credits.

If you encounter any issues during the joining process, please contact [justgo@itkd.co.nz](mailto:justgo@itkd.co.nz) or ask the club administrator.

# 1

# Logging in for the first time

# 2

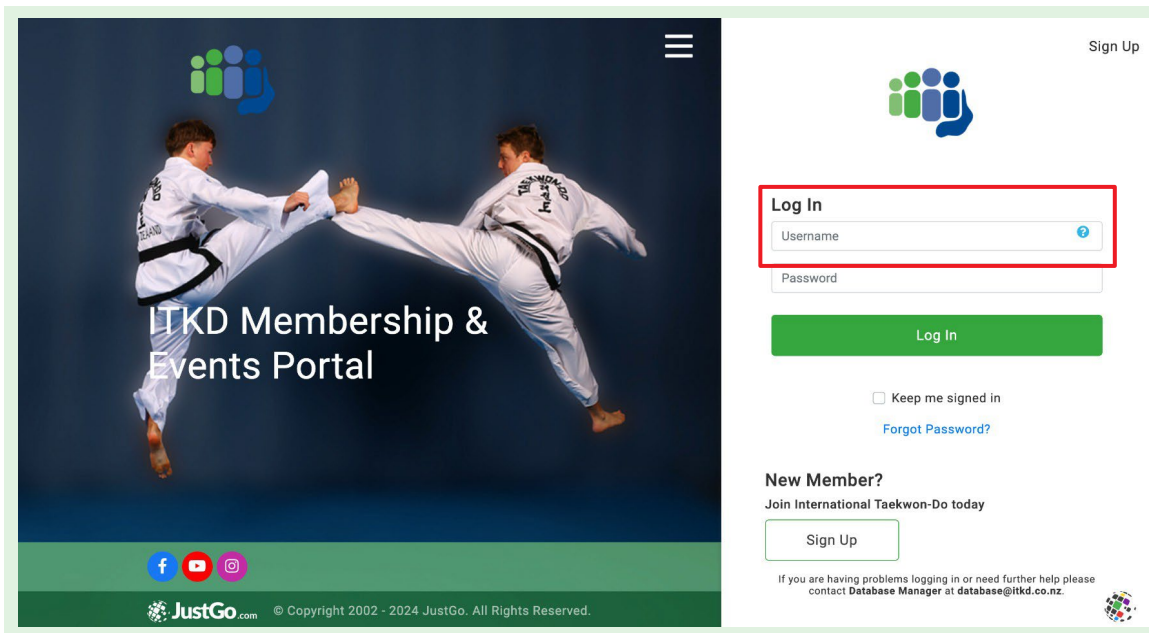
Go to the ITKD Membership & Events Portal home page: [itkd.justgo.com](https://itkd.justgo.com)

Your old Database username and password will no longer work.

Enter a Username into the login screen. You can use either:

- your **email address** as listed on your current record, or
- your **current ITKD membership number** padded with additional zeros in front to make the membership number 6 digits.

Examples: If your ITKD number is 12345 enter **012345**. If it is 1234, enter **001234**.



Sign Up

Log In

Username

Password

Log In

Keep me signed in

[Forgot Password?](#)

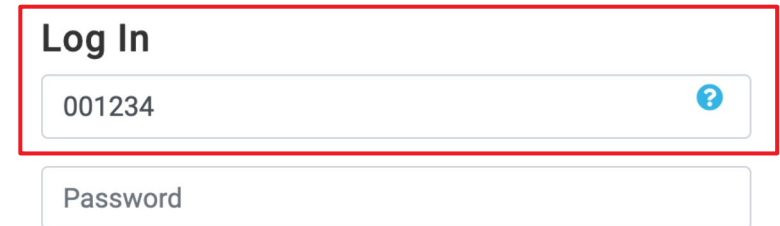
New Member?

Join International Taekwon-Do today

Sign Up

If you are having problems logging in or need further help please contact Database Manager at [database@itkd.co.nz](mailto:database@itkd.co.nz).

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Log In

001234

Password

# Logging in for the first time

# 2

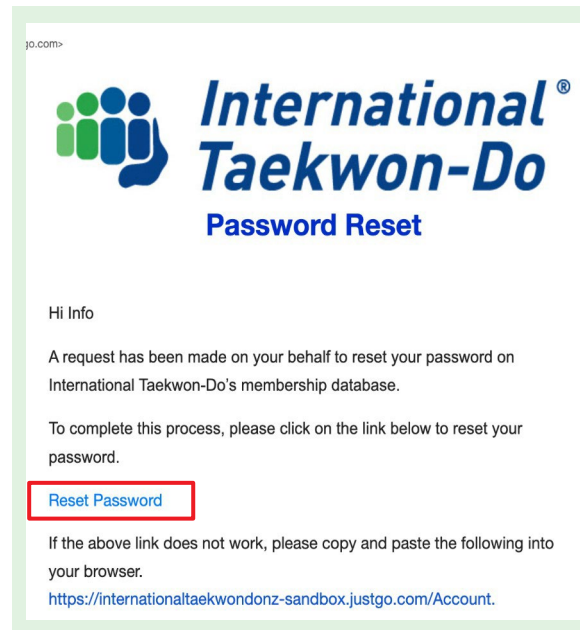
## Click **Forgot Password**

This will trigger the system to send you a reset password email to your linked email address.

Log In

  
  
  
 Keep me signed in  
  

## Click the link in the email to **reset** your Password.



## Enter your new Password

**Password Requirements:**  
Minimum 8 characters in length with at least:


- 1 letter, 1 number and 1 special character

# Logging in for the first time

# 2

## Agreements & Opt-ins

← Back

Communication Preferences 

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**International Taekwon-Do**

**Hear from us**  
Keep up to date on taekwondo


Receive newsletters from ITKD  
 Keep updated on club activities

**Third party communications**  
Hear from our sponsors

Stay informed

**JustGo Communications**  
JustGo  
Communications

I would like to receive JustGo news, features and product information  
 I would like to receive information from JustGo's partners or affiliates

International Taekwon-Do 

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By clicking on Accept and Continue, you agree to the ITKD Terms and Conditions available for your review [here](#).

By progressing you are also accepting JustGo's [Terms and Conditions of Use](#).

To learn more about how JustGo protects your personal data please also read our [Privacy Policy](#).

← Back

Accept & Continue

You will be asked to select your communication preferences, as well as accepting ITKD's membership's terms and conditions.

Once selected you will be taken to your My Profile Page.

# Check your Personal Details

Select **Profile** on the My Profile tile.

# 3

The screenshot shows the user profile page for 'TEST MEMBER'. The navigation bar includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The user is logged in as 'TEST MEMBER'. The main content area is divided into three columns:

- Left Column:** User profile card for 'TEST MEMBER' with contact information: 080265, newmember@itkd.co.nz, 1234567, and 1 ABC Street, Auckland. It includes a 'Create Family' section with an 'Add Family Member' button.
- Middle Column:** 'MY PROFILE' section with tabs for 'PROFILE' (highlighted with a red box), 'MEMBER DETAILS', and 'MEMBERSHIP'. Below are sub-tabs: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'Basic Details' section shows: Test Member, newmember@itkd.co.nz, Male, 01/01/2000, 1 ABC Street, Auckland 1000, Auckland, New Zealand, 1234567, and newmember@itkd.co.nz. An 'Update Details' button is present.
- Right Column:** 'MY CLUBS' section with a 'Select Club' dropdown and a card for 'ALEX'S CLUB TEST' (Pending Approval).



# Check your Personal Details

# 3

Review your personal details. Click **Update Details** to amend then click **Save**.

Review and complete the **Emergency Contact** and **Member Details** tabs in the same manner.

**MY PROFILE**

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

**Basic Details**  
Review and update your personal details

Update Details

Test Member  
newmember@itkd.co.nz  
Male  
01/01/2000  
1 ABC Street  
Auckland  
1000  
Auckland  
New Zealand  
1234567  
newmember@itkd.co.nz

**Basic Details**  
Review and update your personal details

Cancel Save

First Name: Test \* Last Name: Member \*

Email Address: newmember@itkd.co.nz \*

Date of Birth: 01/01/2000 \* Gender: Male \*

Address: 1 ABC Street \*  
Suburb: \*

Town/City: Auckland \* Region: Auckland \*

Post Code: 1000 \* Country: New Zealand \*

Contact Number: 1234567

User Name: newmember@itkd.co.nz \*



# Check your Personal Details

# 3

Review and complete the **Emergency Contact** tab.

Click the **Add** button and complete the Contact. Click **Done** to save.

You can have more than one emergency contact.

The screenshot shows a user profile page with a modal form for adding an emergency contact. The modal is titled "Emergency Contact" and contains the following fields:

- First name \*
- Last name \*
- Email address \*
- Contact number \*
- Relationship \*

At the bottom of the modal are two buttons: "Close" and "Done". The "Add" button on the background page is also highlighted.

# Check your Personal Details

# 3

Complete the **Member Details** tabs in the same manner.

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

International Taekwon-Do

International Taekwon-Do Profile

ABOUT YOU EQUALITY, DIVERSITY AND INCLUSION EXAMINER PROFILE OTHER DETAILS INSTRUCTOR PROFILE

Preferred first name

What would you like to achieve?  
Please give us some idea of what you would like to achieve

Height  
0.00

Weight  
0

Occupation

Parent Occupation

Any Medical Condition your instructor should know of? \*

Who is your current instructor?

Save

If you have any medical conditions that your club should be aware of, please provide as much information as possible. Examples include:

- Any allergies including food.
- Do you carry any medications, or inhalers, in case of emergency?
- Do you have any medical history we should be aware of eg stroke, heart attack etc
- Do you have any physical impediments that would prevent full participation in all activities.



# Creating Family Groups

# 4

The Family Profile allows family members to be grouped together under one profile. This means:

- One member of the family can edit each member's basic profile details (e.g. contact details) and renew membership together in one purchase.
- It means one email address can be used for multiple family members.
- Parents can set up their own profile to take control of the Family Profile.

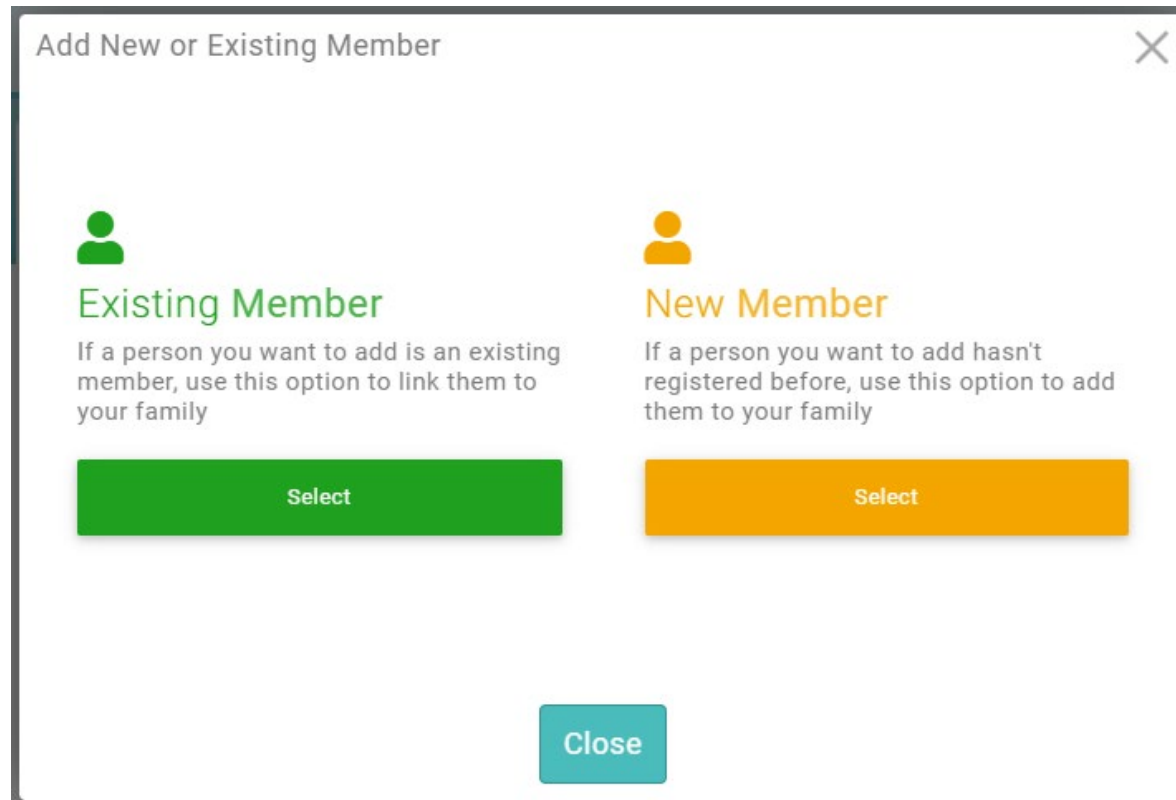
To Create Family, click 'Add Family Member'.

The screenshot displays the user profile page for 'TEST MEMBER'. The page is divided into three main sections: 'MY PROFILE', 'MY CLUBS', and a navigation menu at the top. The 'MY PROFILE' section is further divided into 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under 'PROFILE', there is a 'Basic Details' section with a red box highlighting the 'Add Family Member' button. The 'MY CLUBS' section shows a club named 'ALEX'S CLUB TEST' with a 'Pending Approval' status. The navigation menu at the top includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The user's contact information is visible on the left side of the profile, including an email address, phone number, and address.

# Creating Family Groups

You can add an Existing Member or a New Member.

# 4



# Creating Family Groups

## To add Existing Member

You can either add in the email address and DOB/Membership Number of the member you want to add OR click on 'Use Membership Number Instead' to swap this step for their Membership Number and DOB if you'd prefer.

Once you have entered your information click on 'Send Verification Email'. JustGo will send a confirmation email to the family member.

From here you can either add another member and repeat this process by clicking 'Add' OR head back to your profile by clicking 'Close'.

Once the family member receives the email to their listed email address – they simply click on the link provided in the email to confirm their addition to your Family Profile.

Once you have clicked on the link you can refresh your member profile page, and you should see your family member appear under your Family Tile.

The 'Family Group' name will default to ***Surname Family***.

### Add Existing Member

#### Step 1

Enter the email address of member you wish to add

Email Address

Use [Membership Number](#) instead

#### Step 2

Enter the date of birth of the member you wish to add or their member number

Date of Birth

OR

Membership Number

Send Verification Email

× 4

# Creating Family Groups

## To create a Family Profile for New Members

If one or more of your family members are not already members and don't have an existing profile, then you can create a new account and begin linking them to new and existing family member profiles.

Click 'Add Family Member' on your profile home page then select New Member.

Thank you for signing in and checking your personal details and creating a Family Group if required.

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