

Instructors & Admins

Club User Guide 05



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This guide will take you through ITKD Membership in the Just Go system

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Club Roles

Roles can be assigned within your club to individual members. All members are assigned by default as a member role, and a member can have more than one role.

The following Roles can be assigned by any Club Administrator:

- Contact
- Administrator
- Leadership Team
- Umpire.

Note that Umpire can only be assigned to someone who has an Active Umpire credential.

Go to an individual member's record, click on **Club Roles**, select the **relevant roles** and click **Save**.

The following roles can only be assigned by a National Admin:

- Instructor
- Assistant Instructor

These will follow the normal application and approval processes.

For details and application form, click the link <https://members.itkd.co.nz/members/apply.php>

The screenshot shows the 'Club Role' assignment interface. At the top, there is a navigation bar with tabs for CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS (active), CLUB AFFILIATION, CREDENTIALS, and FAMILIES. Below the navigation bar, there is a 'Back To Members' button and a profile picture placeholder. The main content area is titled 'Club Role' with the instruction 'Please select role for member'. There are two columns of role options, each with a red box around it. The first column contains: Member, Contact, Umpire, and Assistant Instructor. The second column contains: Instructor, Administrator, and Leadership Team. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in yellow. On the left side, there is a sidebar with a 'Go To Membership >' button and a list of menu items: Basic Details, Emergency Contact, Club Role (highlighted with a red box), Additional Details, and Credentials.

Free Instructor Re-registration 2

One instructor per club is entitled to a free re-registration, providing all required credentials are Active:

First Aid, Child Protection, Police Vetting and Instructors update course

As this is not available in JustGo at the moment, National Admin will manually activate one Instructor from each club who meets the criteria.

If any of your credentials need updating, this will be covered on the next section.

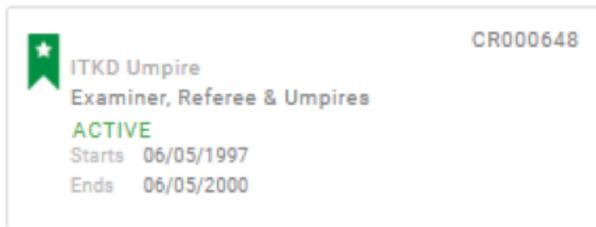
Any queries email justgo@itkd.co.nz

Updating Instructor Qualifications

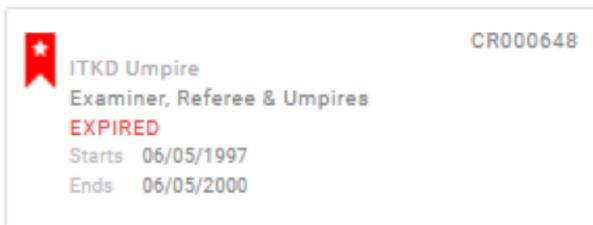
3

All instructor qualifications (credentials) can now be updated via JustGo.

Any current credential will show in your credential list as Active.

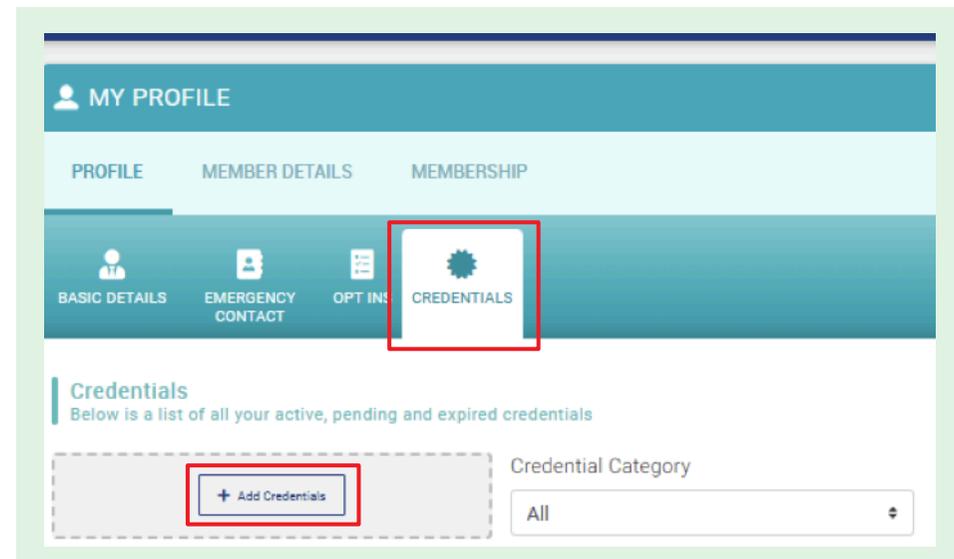


If it is no longer valid it will show in your credentials list as Expired



Updating a Credential

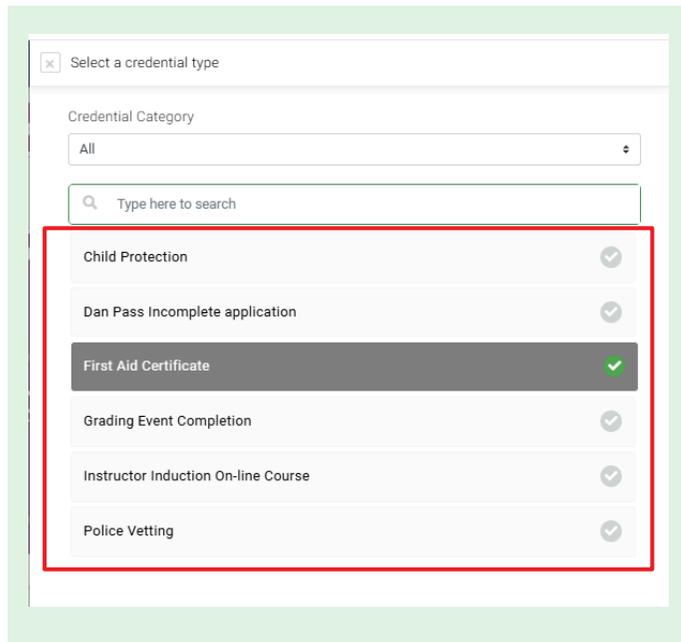
Go to your basic details and click on **Credentials**.



Updating Instructor Qualifications

3

Click on the **arrow** to select the **credential type** you wish to add or update.



Select a credential type

Credential Category
All

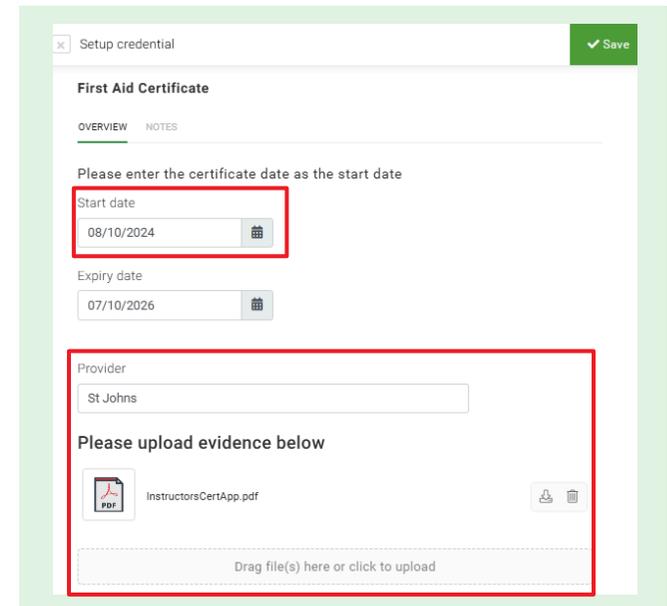
Type here to search

- Child Protection
- Dan Pass Incomplete application
- First Aid Certificate**
- Grading Event Completion
- Instructor Induction On-line Course
- Police Vetting

Each type of credential asks for slightly different information.

For Child Protection and First Aid you will need the **date of the course** and **proof of course completion** e.g certificate or completion notice to upload.

The expiry date will be automatically entered.



Setup credential

First Aid Certificate

OVERVIEW NOTES

Please enter the certificate date as the start date

Start date
08/10/2024

Expiry date
07/10/2026

Provider
St Johns

Please upload evidence below

InstructorsCertApp.pdf

Drag file(s) here or click to upload

Updating Instructor Qualifications

Police Vetting

Enter the date you are **applying**.

Fill in the **capacity** field.

Click on the **PV form link** to download, complete then upload.

Once you have given permission to ITKD to lodge your application with NZ Police and clicked **SAVE**, the application will be sent by National Admin on your behalf. Confirmation back from NZ Police can take a few weeks.

The credential(s) will now show as Pending Approval. Once the credentials have been approved by the National Admin they will show as Active.

The screenshot shows a web form titled "Setup credential" with a "Save" button in the top right. The form is for "Police Vetting" and has two tabs: "OVERVIEW" (selected) and "NOTES". Under "OVERVIEW", there are fields for "Start date" (16/01/2025) and "Expiry date" (15/01/2028), both with calendar icons. Below these is a required field "In what capacity are you applying? *" with a text input box and a hint "eg Kiwi sport instructor, Club Assistant Instructor, Head Instructor". A note says "Please complete the **PV form** and attach it below". There is a "No record found." message and a "Drag file(s) here or click to upload" area. At the bottom, there is a checkbox "I agree to have ITKD submit this PV form on my behalf".

The screenshot shows a user profile page with a "Back To Members" button and a "Go To Membership" link. The "Credentials" section is highlighted, showing a list of credentials. The list includes a "First Aid Certificate" and a "Child Protection" certificate, both in "PENDING APPROVAL" status. A "Police Vetting" credential is also listed, also in "PENDING APPROVAL" status. The table has columns for credential name, category, ID, and status.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response
Inactive Pending Conditions						
First Aid Certificate	General	CR093937	PENDING APPROVAL			
		Starts	20/12/2024			
		Ends	19/12/2026			
Child Protection	General	CR093959	PENDING APPROVAL			
		Starts	10/10/2024			
		Ends	09/10/2026			
Police Vetting	General	CR093955	PENDING APPROVAL			
		Starts	12/11/2024			
		Ends	11/11/2027			

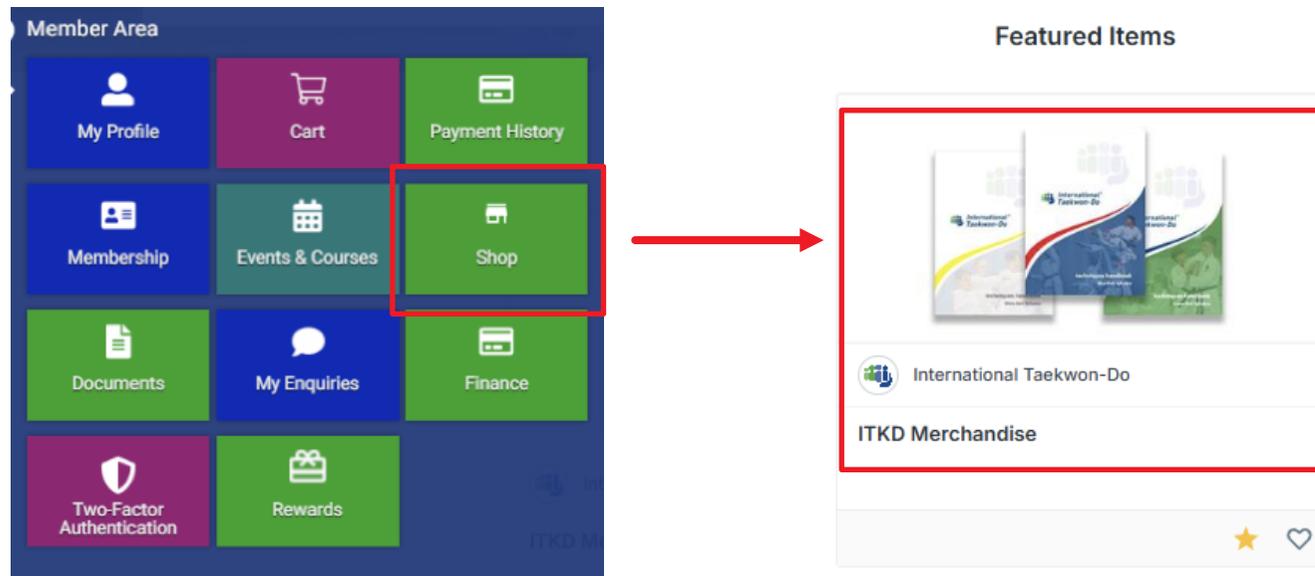
3

ITF Licence & Certificates

Please note you cannot apply or pay for ITF Teaching Licences or Certificates at present via JustGo. You will need to purchase a licence from our **Online Shop**

Click on the **Shop Tile** in your Member Area and then on the **ITKD Merchandise Tile**

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Or click on the link <https://members.itkd.co.nz/members/shop.php>

ITF Licence & Certificates

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Select 1 Year ITF Teaching Licence

and either make a direct bank deposit to our usual account **12-3035-1746009-00** or Request an invoice in the **Other information or special requirements** box at the bottom of the form.

Once your Order has been received and payment reconciled, your ITF Teaching Licence Credential will be activated by a National Admin and lodged with the ITF.

QTY



1 year ITF Teaching Licence - \$73.00 (GST Exempt)
Please list the names of those you are applying for in the Special Requirements section below. (This item is restricted to those who are eligible to obtain it).

Payment method Bank deposit - ASB 12-3035-0746009-00
 Please re-enter your reference here.

Other information or special requirements?

Verify Please : I'm not a robot 

Make a note of the total amount to pay and bank account number or Postal address above before clicking the Submit button.

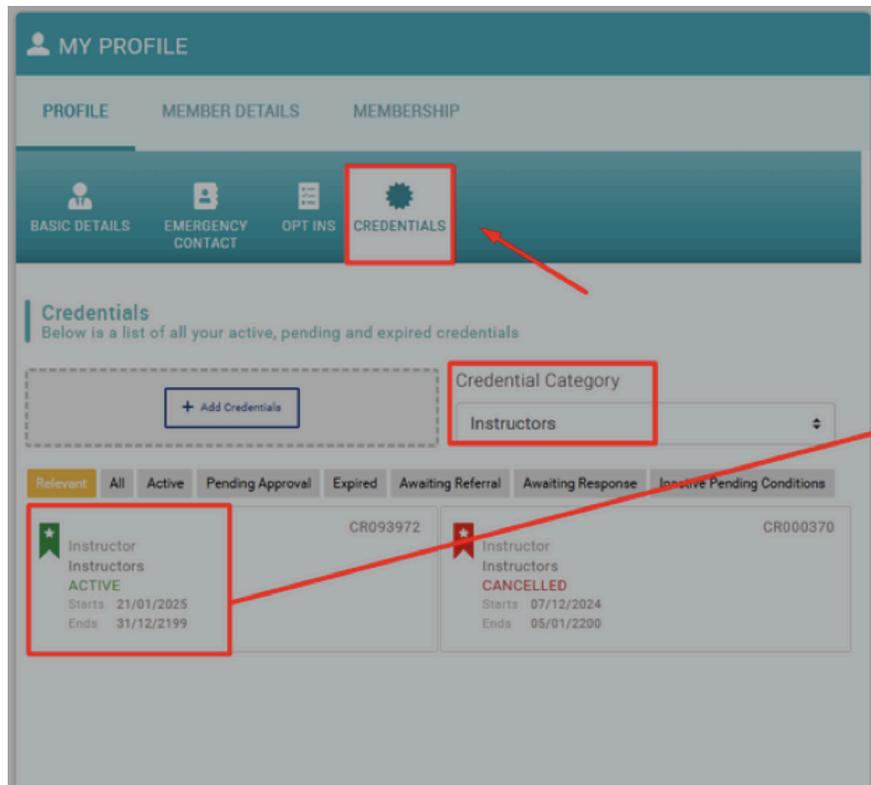


All other ITF Certificates (except for Dan Gradings) are ordered the same way.

Digital Pass

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You can download an Instructors digital pass. This will show all your instructor credentials and can be made available to members and parents to view to show what your teaching credentials are and that you are meeting ITKD's instructor requirements.



Go to your **Profile**

Search for **Instructor Credentials**

Select the Instructor **Instructors Tile**

Click on **Add Pass** and follow the instructions to download your Digital Pass

Ordering Merchandise



You can order ties, replacement Dan belts, ITF certificates and small quantities of handbooks using the members Online Shop.

Click on the **Shop Tile** in your Member Area and then on the **ITKD Merchandise Tile**

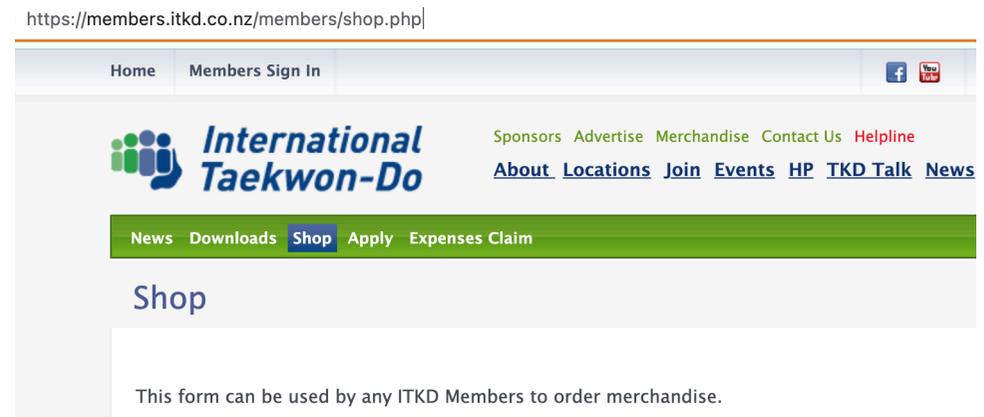


Or click on the link
<https://members.itkd.co.nz/members/shop.php>

Fill out and submit the form and remember to select the appropriate freight.
Make a direct bank deposit to our usual account **12-3035-1746009-00**

or

Request an invoice in the **Other information or special requirements** box at the bottom of the form.

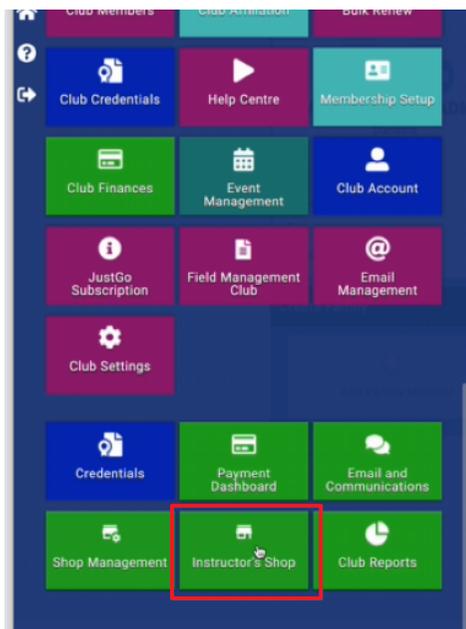


Ordering Merchandise

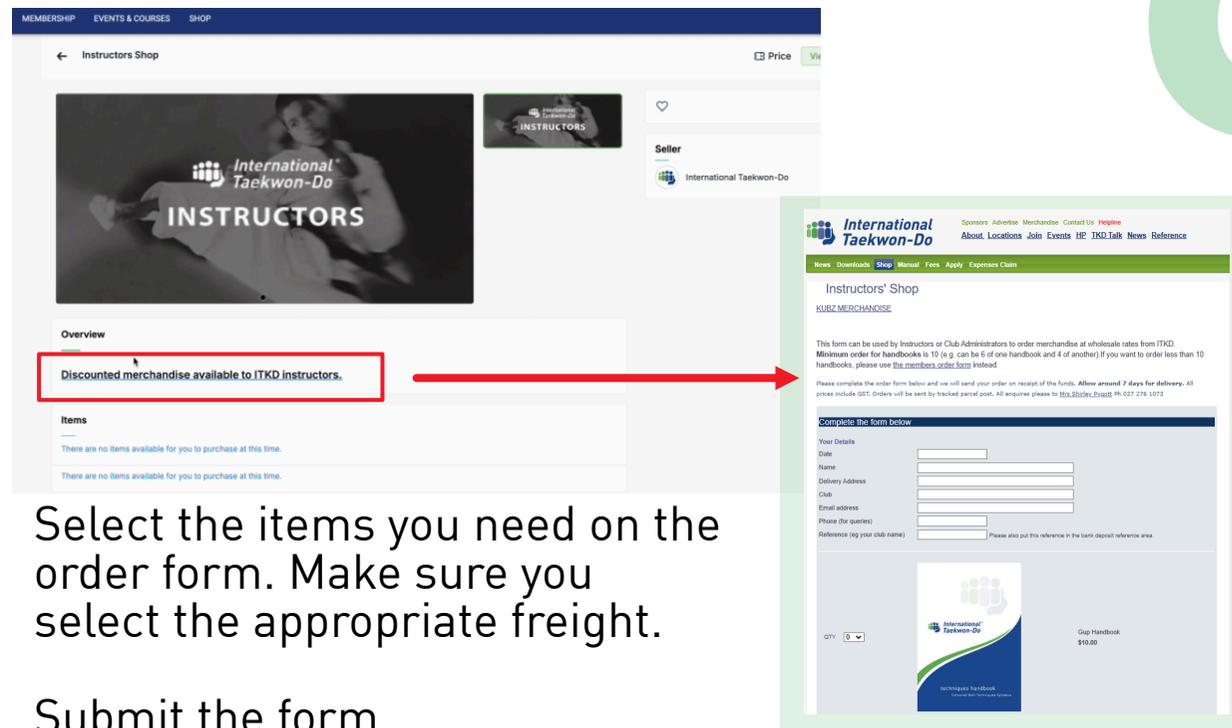
Bulk Handbook Orders

Larger Handbook orders (10 or more) can be made via the Instructors Shop.

Go to menu and select the **Instructors Shop Tile** at the bottom of the Club menu



Click on the **Instructors Shop** link to the external website form.



Select the items you need on the order form. Make sure you select the appropriate freight.

Submit the form.

Please note you **cannot pay for the items via JustGo**. Make a direct bank deposit to our normal bank account **12-3035-1746009-00** or request an invoice in the Other information or special requirements box at the bottom of the form.



What's Next?

Club Guide 06 will cover all aspect of the Kubz programme in JustGo including annual subscription, registering new Kubz and purchasing merchandise.

If you **do not run Kubz** in your club, go straight to **Club Guide 07** which will cover how to set up club membership in JustGo including club membership configuration, collecting training fees, new member surcharges and/or discounts.

