

Approving Credentials

Club Guide 8.0

Club Admin/Instructors need to regularly check to see if any of their club members have credentials(dan grading credits) waiting to be approved. This is especially important if you have students working toward their Dan gradings.

Club Admin/Instructors approve the majority of credentials , eg attendance at events, contribution credits such as organising or assisting at tournaments or at club etc. Most of these count towards Dan Grading credits

The exceptions are:

Gup and Dan rank credentials , which are approved by examiners

Qualifications eg First Aid, Police Vetting, Child Protection, Official Instructor, Official Assistant etc, which are approved by National Admin.

Courses eg Induction and update courses, umpires courses etc These credentials are approved and uploaded automatically in the system after the course.

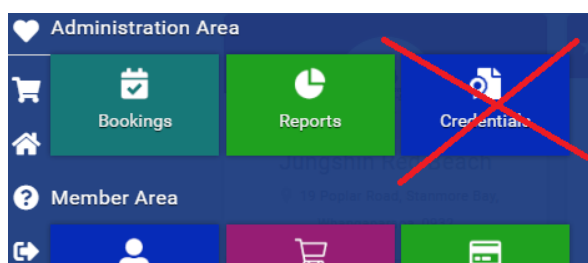
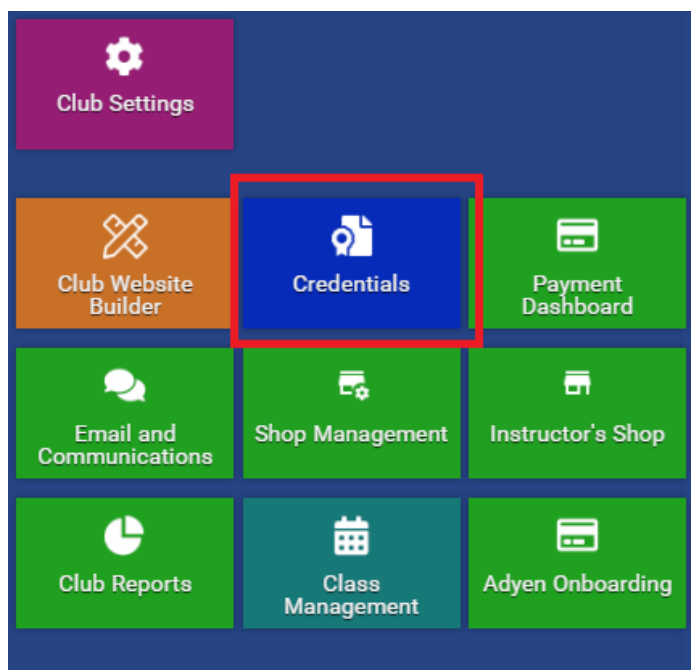
Organising events at National level, also approved by National Admin

Approving Credentials as a Club Admin or Instructor

Sign in and go to your club menu tiles

1. Click on Credentials (its near the bottom of the club tiles)

NB If you are an Examiner make sure you select the tile from the Club Menu tiles, not the Credentials Tile in your Admin Area (which is part of your Examiner access). The Examiner permissions only allow approving grading credentials.



2. Find the Awaiting Approval Credentials

You will see a list of all credentials of all your current club members

Each Credential will show a status at the far right of the entry:

PENDING APPROVAL The credential has been uploaded but needs approval to make it active

ACTIVE The credential is current

EXPIRED The credential is no longer valid

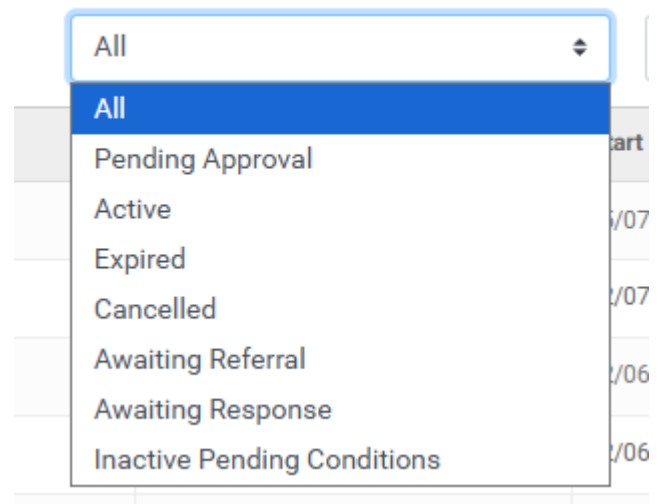
CANCELLED The credential has been removed

AWAITING REFERRAL -The credential needs to be referred to someone else for approval

AWAITING RESPONSE The credential has been referred to a particular person to action

INACTIVE PENDING CONDITIONS One (or more) pre-requisites needed for a current credential has expired .

Credential Status



Click the Pending Approval Tab at the top of the list

This will reduce the list to only those credentials from your club members that are awaiting approval

A screenshot of the "Credentials" page. At the top, there is a purple header bar with the title "Credentials". Below it, there are three tabs: "Member Credentials", "Club Credentials", and "Awaiting Approval". The "Awaiting Approval" tab is selected and highlighted with a red rectangular box. Below the tabs, there is a "Credential Category" dropdown menu set to "All". Below that is a table with the following columns: Reference, Credential Name, Credential Category, Start Date, ExpiryDate, and Owner. The table contains six rows of data.

Reference	Credential Name	Credential Category	Start Date	ExpiryDate	Owner
CR103373	Assisting with instructing or other regular duties at club (Grade to 1st Dan)	Contribution Dan Credit Points	23/03/2026	31/12/2199	02378
CR101618	Other recognised contribution (Grade to 1st Dan)	Contribution Dan Credit Points	20/04/2026	31/12/2199	03005
CR101617	Other recognised contribution (Grade to 1st Dan)	Contribution Dan Credit Points	20/04/2026	31/12/2199	03005
CR101616	Other recognised contribution (Grade to 1st Dan)	Contribution Dan Credit Points	20/04/2026	31/12/2199	03005
CR101480	Other recognised contribution (Grade to 3rd Dan)	Contribution Dan Credit Points	10/04/2026	31/12/2199	00012
CR097780	Instructing at a camp or seminar (To Grade 3rd Dan)	Contribution Dan Credit Points	17/09/2025	31/12/2199	00012

If you want to check general information on the member before you approve their credential, you can click the User Details icon at the far right of each entry.

This will show you their basic profile details, their membership records and also all their credentials.

	Status	
ns	Pending Approval	
wy da	Pending Approval	
wy da	Pending Approval	

3. Evaluate and approve or cancel the credential

Click on the info tile at the far right of the credential you want to look at

A pop-up will show you what has been uploaded by the member. There should be sufficient information for you to approve it. If anything is missing or looks wrong, contact your club member for clarification.

Search credential...

Name	Status	
a Owens	Pending Approval	
Dubowy da	Pending Approval	
I Dubowy da	Pending	

Setup credential

Save

...

Assisting with instructing or other regular duties at club (Grade to 1st Dan)

Pending Approval

OVERVIEW

CR103373

Start date

23/03/2026

Be sure to include the date, location and other details for each event or contribution

Details *

Assisting with instructing and regular duties for the Redbeach club

If you can see the three dots at the top right, then you are able to approve the credential.

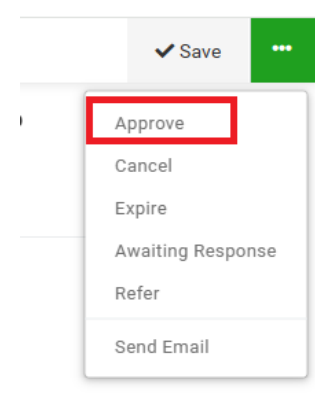
If the three dots are absent you do not have the relevant permissions to approve that particular credential.

If you think you should be able to approve a particular credential but cannot, email justgo@itkd.co.nz

Click on the three dots then click on Approve.

If you think the credential is not a valid one click Cancel

If you are not sure, click out of the credential and either seek more information from the member or clarification from the Examiner's Panel for Dan Grading related credentials and National Admin for anything else.



You will end up back at the pending approval list, but you will need to refresh the screen before it removes the entry and shows the updated credential as Active on the main list.