



# New Member Guide

Member  
User Guide 01.2



# CONTENTS

Welcome and thank you for joining International Taekwon-Do (ITKD).

This user guide will help you create a membership account in JustGo – our online membership system

If you need assistance contact your club administrator or email [justgo@itkd.co.nz](mailto:justgo@itkd.co.nz)

## 1. What is JustGo?

## 2. Create your JustGo account

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## 4. Creating Family Groups

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- ii. Add a new member

## 5. ITKD Membership payment

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# What is JustGo?

JustGo is ITKD's online membership system, which manages memberships and events. It is an all-in-one portal for storing and managing member information, tracking credentials, selling tickets to gradings, courses and events, communicating with students etc.

Individual members can

- 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
- track their own participation and contribution credits

Clubs have different ways of utilising the various fees functions available in the system:

- some have their members pay club, national body and event fees themselves
- some clubs collect all fees from their members and pay national body and event fees from their club account
- some do a mixture of both.

Your club administrator will let you know what and how they want you to pay.

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



# Create your JustGo Account

NB You can create an account for yourself or another family member.

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

Click **Sign Up** on the home page.

# 2

ITKD Membership & Events Portal

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 have forgotten your password, contact Database Manager at [database@itkd.co.nz](mailto:database@itkd.co.nz).

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# Create your JustGo Account

Complete the personal details requested.

The username will automatically be your email address, but you can change it to whatever you like.

Family members with the same email address all need to have their own unique Username

The password should be a minimum of 8 characters in length. Password must contain:

- a minimum of 1 letter(s) [a -z | A - Z]
- a minimum of 1 numeric character(s) [0 - 9]
- a minimum of 1 special character(s) e.g. @\$%^&\*().

If you are creating the record on behalf of a child you will be asked to provide some of your own details as well.

## Sign Up

First Name  Last Name

Email Address

Contact Number

Date of Birth  
Day  Month  Year

Gender  
 Male  Female  Non-Binary  
 Prefer Not To Say  Different Identity

Username

Password

## Address

Country

Address Line 1

Suburb

Town/City  Region  Post Code

What would you like to achieve?



## Parent/Guardian Details

Due to your age we require some additional information.

Parent or Guardian Name

Email Address

If you are the parent or guardian signing up on behalf of your child please tick to confirm this is your email address. Alternatively, please provide an alternative parental email address to continue.

# Create your JustGo Account

You will need to select a club to attach your member account to.

Click Add which brings up a list of clubs.

Choose a club

If you know your club name, please choose one



Please select from the list below:



- Avalon View Details
- Avondale TKD (Auckland)
- Bell Block (Hamilton)

You can either:

- Select a club by clicking the tick beside the club name, and then the done box in the top right.

or

- Type in the club name to bring it up, click the tick beside the club name, and then the done box in the top right

Ask your club administrator if you are unsure which club to select

Equality, Diversity and Inclusion

Please select classification

- Pakeha/NZ European
- Maori
- Pasifika
- East or South Asian
- Indian or Sub-continent
- Other

By clicking on Sign Up you agree to JustGo's [Terms and Conditions of Use](#)

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

Once you have read ITKD's membership's terms and conditions, and read the Privacy Policy, click Sign Up.

# Create your JustGo Account

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

Click Accept & Continue, then you will be taken to your My Profile Page.

You have now created a member account attached to your club.

The next step is to check your personal details are correct and provide additional information such as emergency contact, medical conditions, preferred first name etc.

Agreements & Opt-ins

← Back

Communication Preferences

**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

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

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# Check your Personal Details

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

# 3

The screenshot displays the 'MY PROFILE' section of the ITKD user interface. The 'PROFILE' tab is highlighted with a red box. Below the profile information, there are sections for 'Club Membership (Test Member)' and 'Governing Body Categories (Test Member)'. The 'MY CLUBS' section on the right shows a list of clubs, with 'Avalon TKD' listed as 'Pending Approval', indicated by a red arrow.

Note: Your record will show 'Pending Approval' until the club administrator has approved your record.

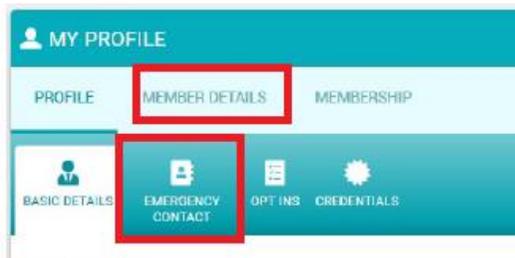
Once the club has approved your record, an ITKD membership can be purchased.

Your club will advise you if you are to do that yourself (see section 5), or if the club will do it on your behalf.

# Check your Personal Details

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

Repeat for the **Emergency Contact** and **Member Details** tabs.



In the Member Details tab, if you  
have any medical conditions

that your club should be aware of, please provide as much information as possible.

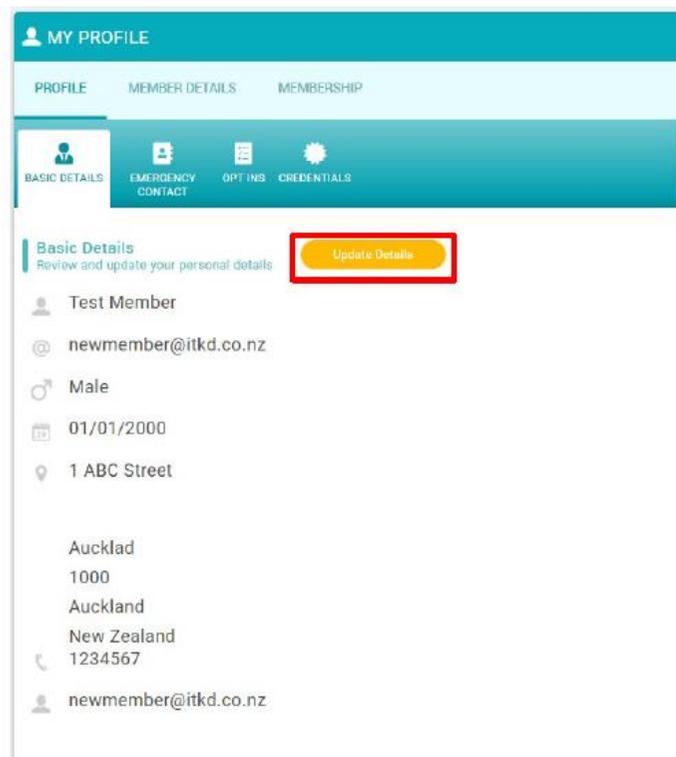
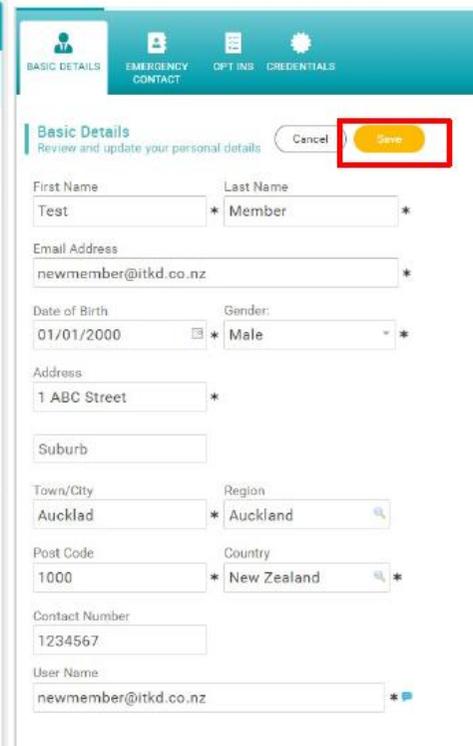
Examples include: o Any allergies including food. o Do you carry any medications, or inhalers, in case of emergency?

Do you have any medical history we should be aware of eg stroke, heart attack

o Do you have any physical impediments that would prevent full participation

If you have more family members to create accounts for, see section 4

If you have been asked by your club to pay your national registration yourself, then go to section 5

A screenshot of the 'MY PROFILE' page, specifically the 'Basic Details' section. The 'Update Details' button is highlighted with a red box. The form displays the following information: Test Member, newmember@itkd.co.nz, Male, 01/01/2000, 1 ABC Street, Auckland 1000, Auckland, New Zealand, 1234567, and newmember@itkd.co.nz.A screenshot of the 'Basic Details' form. The 'Save' button is highlighted with a red box. The form contains the following fields: 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), and User Name (newmember@itkd.co.nz).

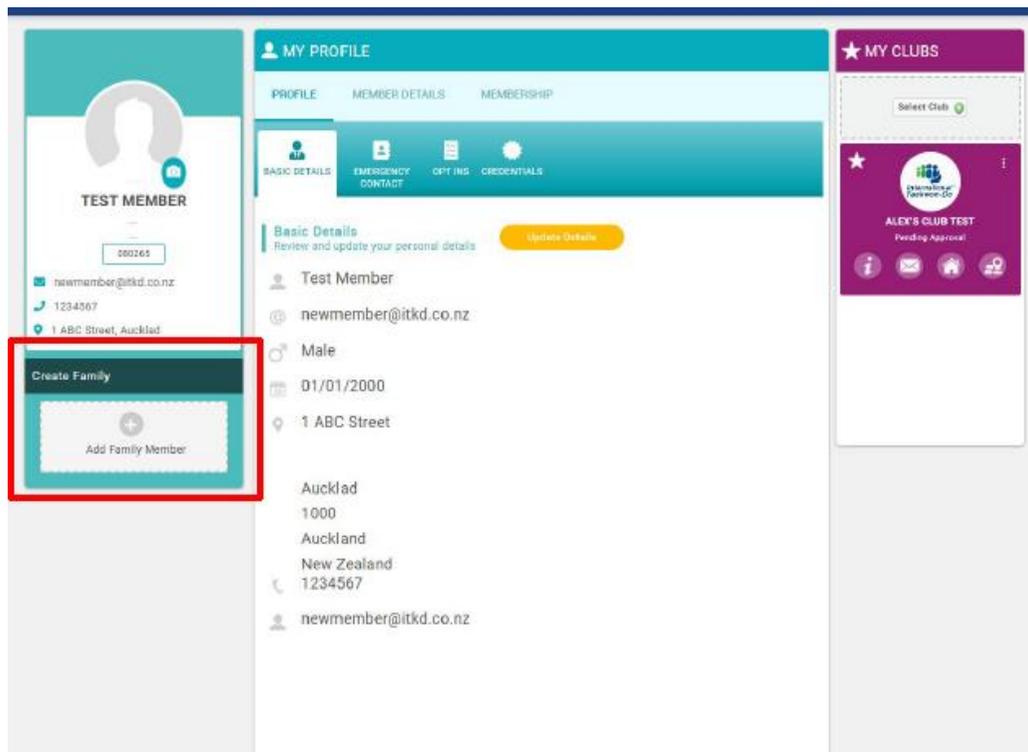
# 3

# Creating Family Groups

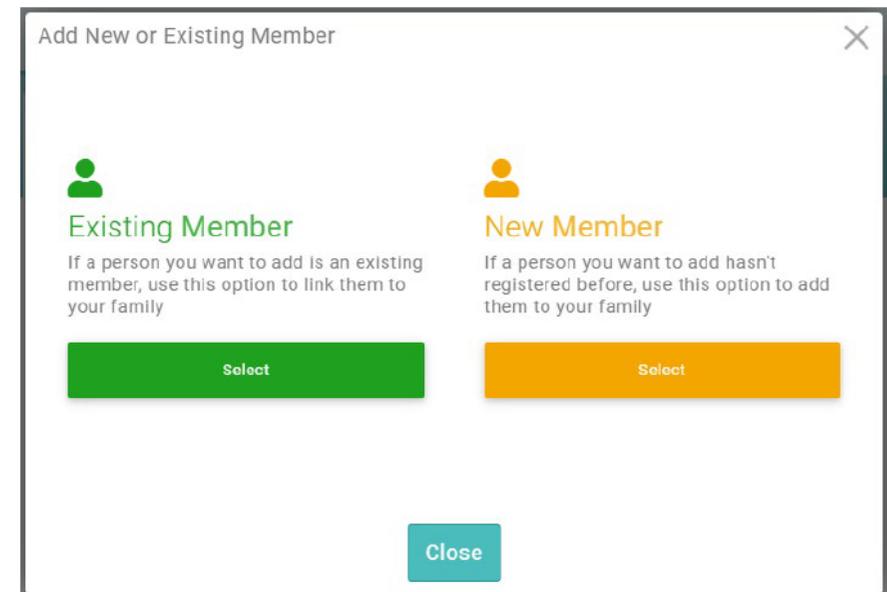
The Family Profile allows family members to be grouped together under one profile:

- 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. Parents do not need to be paid up members – they can be listed in the club as a contact only.

To Create Family, click 'Add Family Member'.



You can choose to add an Existing or a New Member.



# 4

# Creating Family Groups

## To add an Existing Member

You need to search the system for their record:

Enter in the email address and DOB 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 the information click on 'Send Verification Email'. JustGo will send a confirmation email to the family member.

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. **NB: if the verification email is not received, contact [justgo@itkd.co.nz](mailto:justgo@itkd.co.nz) so the email address can be updated.**

Once they 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***.

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

If you have new family members to create accounts for, see the next page. If you have been asked by your club to pay your family national registration yourself, then go to section 5.



### Add Existing Member

#### Step 1

Enter the email address 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

Day ▾

Month ▾

Year ▾

OR

Membership Number

Send Verification Email

# Creating Family Groups

## To add a New Member

**Add member**

First Name  Last Name

Email Address

Contact Number (optional)

Date of Birth

Gender  
 Male  Female  Non-Binary  
 Prefer Not To Say  Different Identity

**Username**

**Address**

Country

Address Line 1

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 link them to new and existing family member profiles.

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

Repeat the steps in sections 2 and 3 in this guide.

Email and address information will be pre-populated with your details, but can be changed if required.

You will need to give the new person a unique username.

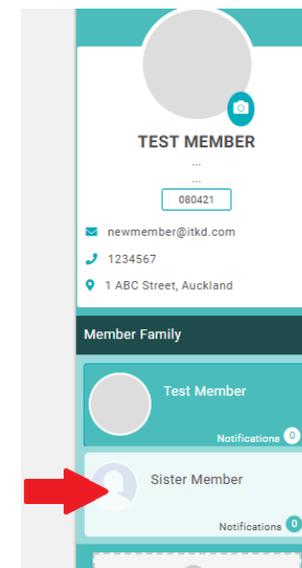
- Add this family member to the same clubs as me.
- I declare that I have permission to add, update and maintain this person's information on JustGo.

**Continue**

The new family member can be added to your club by checking the box at the bottom of the form, or they can be added to a different club as before

Once you click Continue you will get a confirmation message that the member has been added to your family group, and if you go back to your Profile you will see the new member added below your tile on the left side.

If you have been asked by your club to pay your family national registration yourself, then go to section 5.



# Paying your ITKD Membership

Please check with your club to find out if they want you to pay your registration yourself instead of the club paying it on your behalf

You cannot pay for an ITKD membership until your club has approved the record(s) you have created. You should receive an email from the system to tell you that the club has approved your request to join. Follow up with your club administrator if this has not been done.

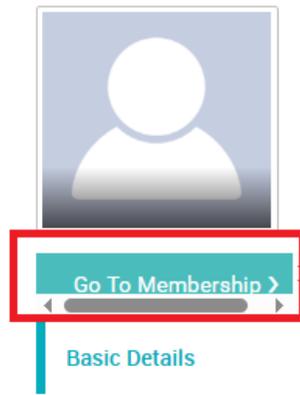
## SINGLE MEMBER:

Either click the link on the email or login and go to your Profile

1. Click Go to Membership
2. Select the ITKD Individual Membership tile

The image shows three membership options side-by-side. Each option has a header with a price, an image, a list of benefits, and a 'More Info' button at the bottom.

- Kubz:** \$40. Benefits include a digital membership card, a Techniques Handbook, access to on-line resources, access to all ITKD events, and the ability to visit other ITKD member clubs on a casual basis.
- Mini Kids:** \$40 - \$70. Benefits include a digital membership card, a Mini-Kids Workbook, access to on-line resources, access to all ITKD events, and the ability to visit other ITKD member clubs on a casual basis.
- Standard:** No price listed. Benefits include a digital membership card, a Techniques Handbook, access to on-line resources, access to all ITKD events, and the ability to visit other ITKD member clubs on a casual basis.



3. Select the membership type: **Standard, Minikid or Kubz.**

Check with your club admin if you are not sure which one to select or if the one you want to choose is not there.

# 5.

# Paying your ITKD Membership

## Profile Photo

Please upload a photo for your digital membership card



## Emergency Contact

Please provide us with your emergency contact details

First name *	Last name *
<input type="text" value="Mrs"/>	<input type="text" value="Member"/>
Email address *	
<input type="text" value="member@gmail.com"/>	
Contact number *	Relationship *
<input type="text" value="1234567"/>	<input type="text" value="Parent"/>



### Joining Fee

Only charged for the first year's fee

\$30.00

Quantity

Add to cart \*

Any Medical Condition your instructor should know of? \*

I agree to ITKD [terms and conditions](#).

### How would you like to pay?

Select from the available payment option below:

- Subscription**  
Renews automatically every year
- One Off**  
Manually renew your membership each time.



4. You will be able to upload a profile photo, and if you have not previously done so, you will be asked to fill in your emergency and medical details.

You will see the Joining fee listed – the registration part of the fee will be applied at the checkout.

You will be asked how you would like to pay.

If you choose subscription you will receive a reminder email a month before it is due. Only the registration portion will be charged after the first year

5. Click Finish. You will be taken to the cart to finalise the payment

After payment is made, your membership will be active.

# 5.

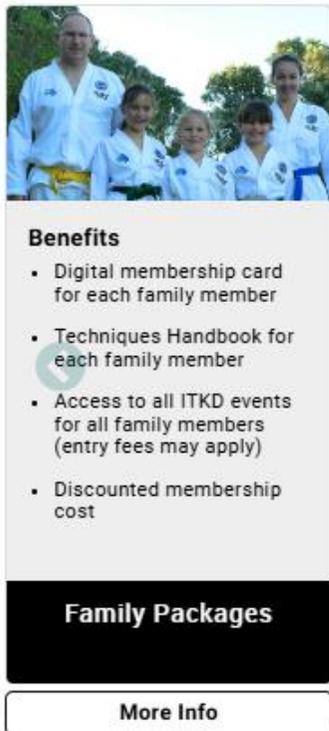
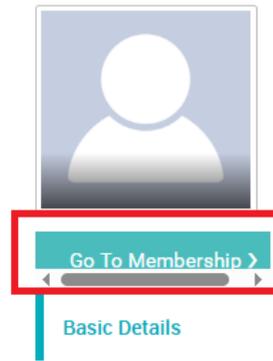
# Paying your ITKD Membership

## FAMILY MEMBERS

You can pay for several family members at once

Login and go to your Profile

1. Click Go to Membership
2. Select the ITKD Individual Membership tile



3. Select the Family Packages tile

A list of all your family members will be shown. Click on the select membership button for each and choose the membership type.

4. Click Next and complete the information for each membership (see Section 5i p14)

Click Finish. You will be taken to the cart to finalise the payment

After payment is made, your memberships will be active.

