



Re-registrations

Member
User Guide 02.2



CONTENTS

This user guide helps existing members sign into JustGo for the first time, check personal details and reregister if your club has indicated you should do so.

If you need assistance contact your club administrator or email justgo@itkd.co.nz

1. What is JustGo?

2. Log into JustGo

3. Check your Personal Details

4. Family Groups

5. ITKD Membership Renewal payment

- i. Single Member
- ii. Family Group

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 or ask your club administrator.



Log into JustGo

Go to the ITKD Membership & Events Portal home page at www.itkd.justgo.com

If you have previously accessed your account in JustGO, login and go straight to Section 3

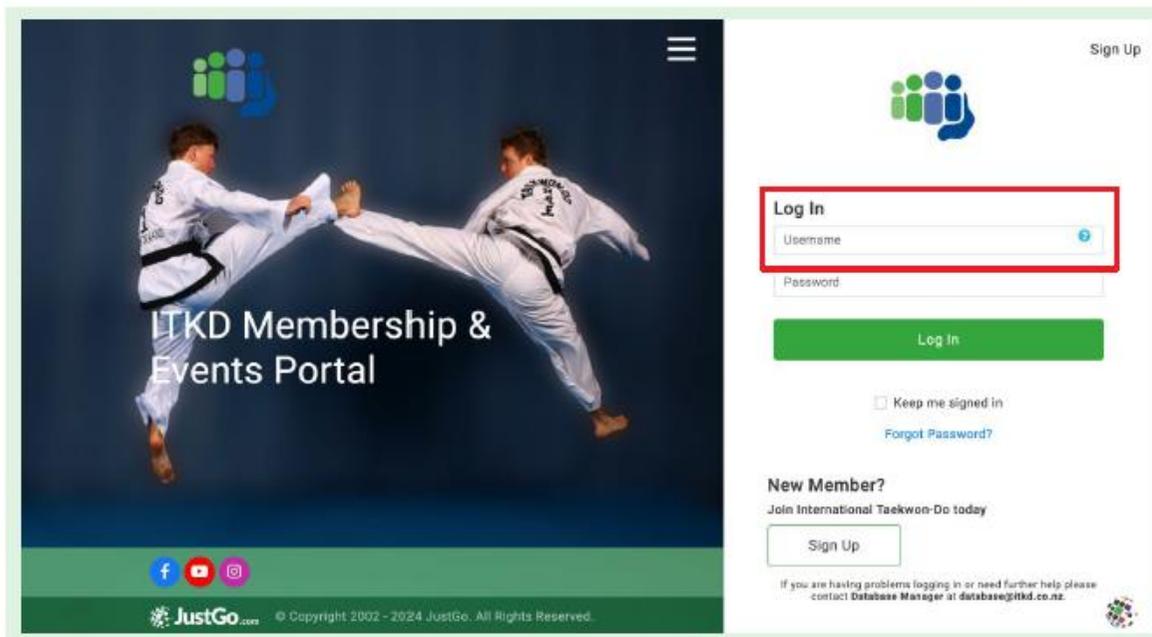
NB: Your username and password for the old database will not work.

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**.

2



Log into JustGo

Click **Forgot Password**

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

2

Log In

Keep me signed in

[Forgot Password?](#)



Oops...

Thanks, we have sent an email to any matching username, please check this and follow the link.

If you have forgotten your username or are having problems logging in please contact justgo@tkd.co.nz



If you do not receive an email it probably means the one on your record is not correct.

Contact justgo@tkd.co.nz with your details so we can correct your record.

International Taekwon-Do
Password Reset

Hi Info

A request has been made on your behalf to reset your password on International Taekwon-Do's membership database.

To complete this process, please click on the link below to reset your password.

[Reset Password](#)

If the above link does not work, please copy and paste the following into your browser:
<https://internationaltaekwondonz-sandbox.justgo.com/Account>

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

Reset Password

New Password *

Confirm Password *

Log into JustGo

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.

The next step is to check your personal details are correct and provide additional information such as emergency contact, 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](#).

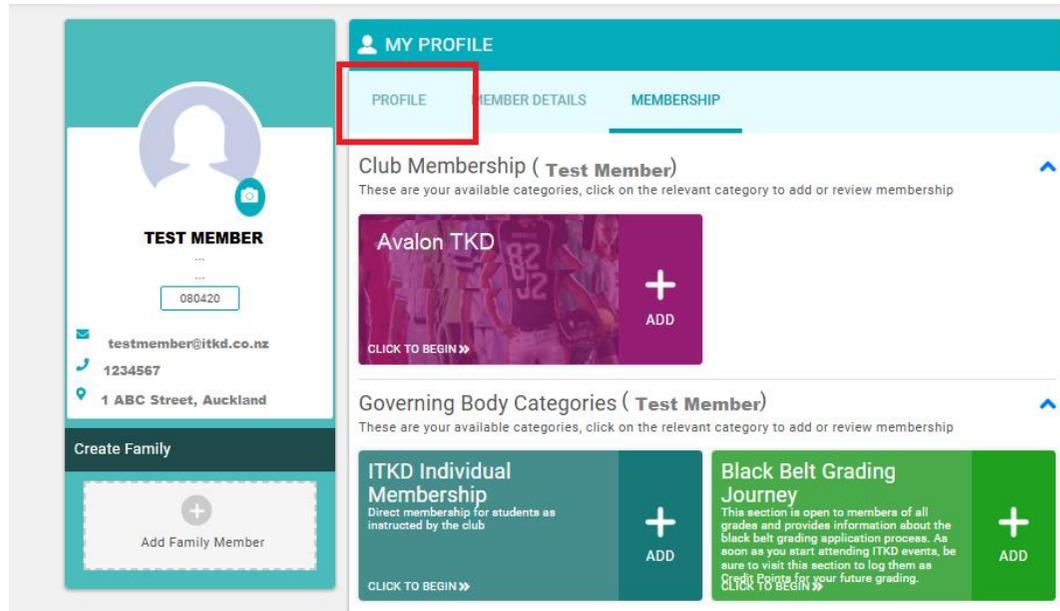
To learn more about how JustGo protects your personal data please also read our [Privacy Policy](#).

← Back Accept & Continue



Check your Personal Details

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

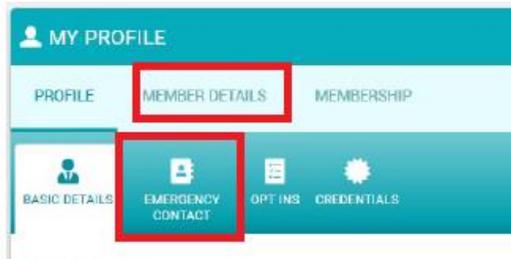


Review your personal details. Click **Update Details** to amend then click **Save**.

A screenshot of the 'Basic Details' form. The 'Save' button is highlighted with a red box. The form contains fields for First Name (Test), Last Name (Member), Email Address (newmember@itkd.co.nz), Date of Birth (01/01/2000), Gender (Male), and Address (1 ABC Street). There are 'Cancel' and 'Save' buttons at the top right.

3

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



In the Member Details tab, update your medical information.

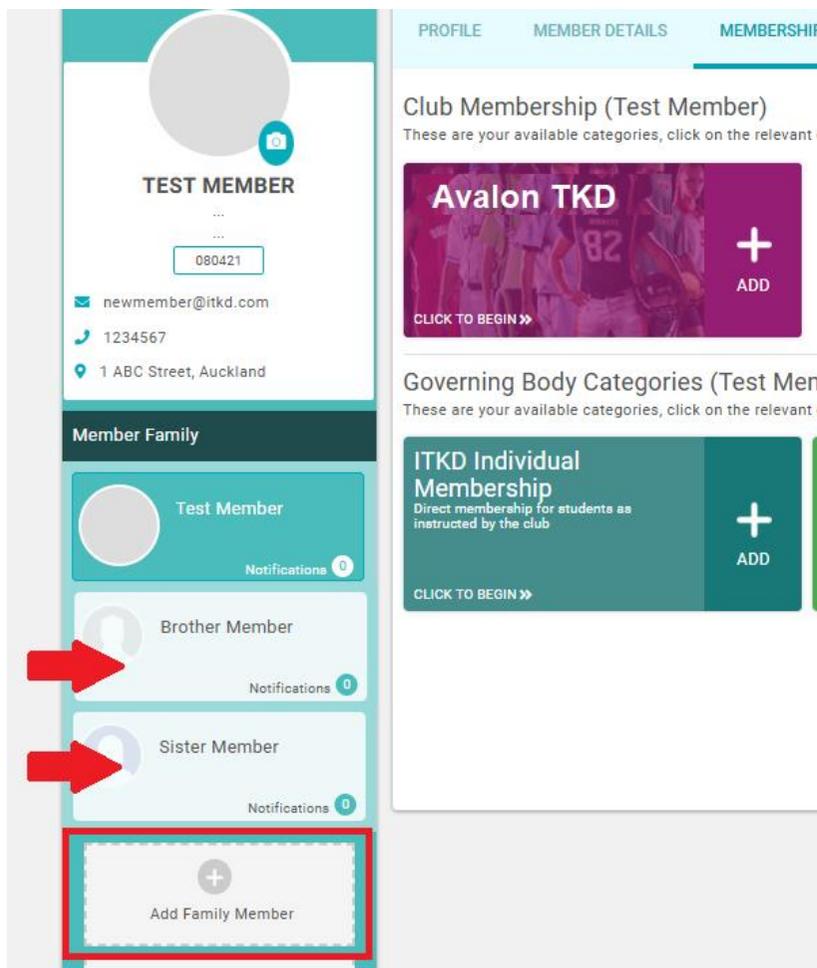
If you are part of a family group, go to section 4

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

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 and/or purchase event tickets together in one purchase.



○ It means one email address can be used for multiple family members.

If your record is already linked to a family you will see their tiles below yours on the left side or your My Profile page.

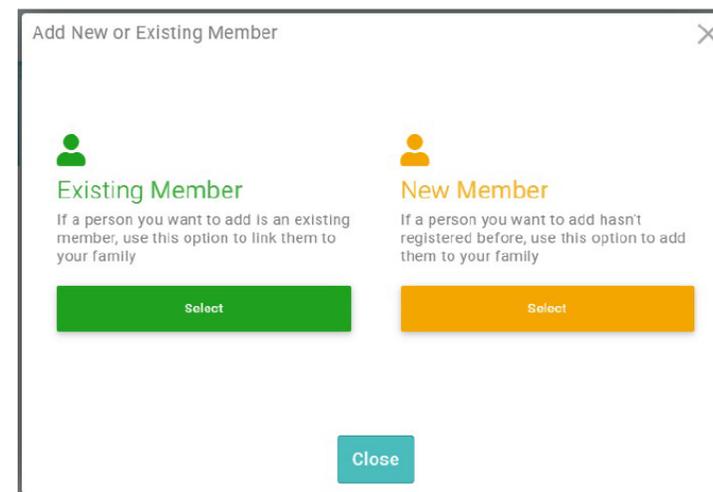
If you need to link existing members to yours as a family, click the Add Family Member button at the bottom of the tiles

To Create Family, click 'Add Family Member'.

Then select Existing Member

For instructions on how to add new member to your family see New Member Guide 01 section 4ii.

4



Family Groups

To add an Existing Member

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

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 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'.



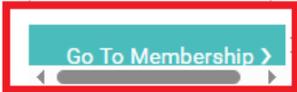
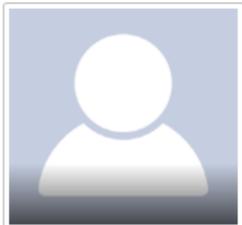
If you have been asked by your club to pay your family national registration yourself, then go to section 5ii.

Paying your ITKD Renewal

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 can pay for just one person or a whole family at the same time. Any Family discounts will be applied at checkout, including for members reregistered at different times of the year,

SINGLE MEMBER REREGISTRATION:



1. Go to your Profile
 2. Click Go to Membership
 3. If your membership has recently expired or will expire in less than month's time, you will see a renewal notification. Click on the Renew button
- Or
- Click on the ITKD Individual Membership tile

Basic Details

 \$40 Kubz 1 Year Membership More Info	 \$40 - \$70 Mini Kids 1 Year Membership More Info	 Standard 1 Year Membership More Info
--	--	---

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

It may already be selected but you can click on a different type if you wish.

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.



Notifications (1)

Standard Membership is ready for renewal

RENEW

Governing Body Categories (Test Member)

These are your available categories, click on the relevant category to add or review membership

ITKD Individual Membership Direct membership for students as instructed by the club Renewal Available MORE INFO >>	1 ACTIVE	Black Belt Grading Journey This section is open to members of all grades and provides information about the black belt grading application process. As soon as you start attending ITKD events, be sure to visit this section to log them as Credit Points for your future grading. CLICK TO BEGIN >>	+ ADD
--	--------------------	--	-----------------

Paying your ITKD Renewal

Profile Photo

Please upload a photo for your digital membership card



Emergency Contact

Please provide us with your emergency contact details

First name *

Mrs

Last name *

Member

Email address *

member@gmail.com

Contact number *

1234567

Relationship *

Parent



Joining Fee

Only charged for the first year's fee

\$30.00

Quantity 1

Add to cart *

Any Medical Condition your instructor should know of? *

no

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 – this only applies to new registrations and will be removed at the checkout. The re-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.

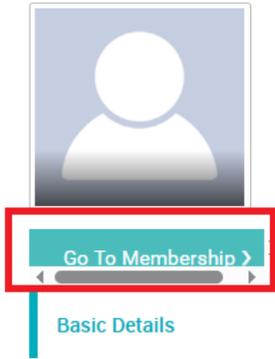
5. Click Finish. You will be taken to the cart to finalise the payment

After payment is made, your membership will be active.

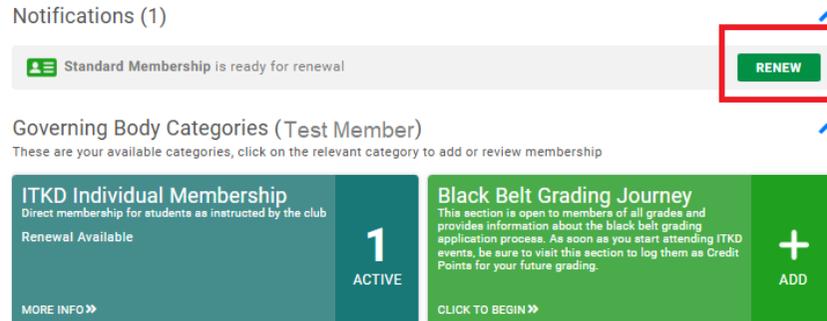
5.

Paying your ITKD Renewal

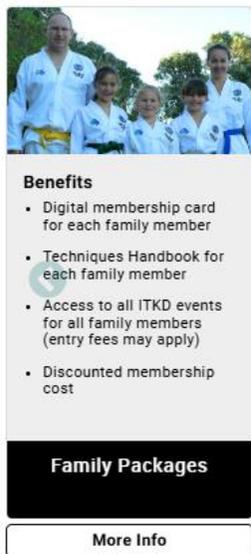
FAMILY REREGISTRATION You can pay for several family members at once



Login and go to your Profile
1. Click Go to Membership
2. If your membership has recently expired or will expire in less than month's time, you will see a renewal notification. Click on the Renew button



Or Click on the ITKD Individual Membership tile

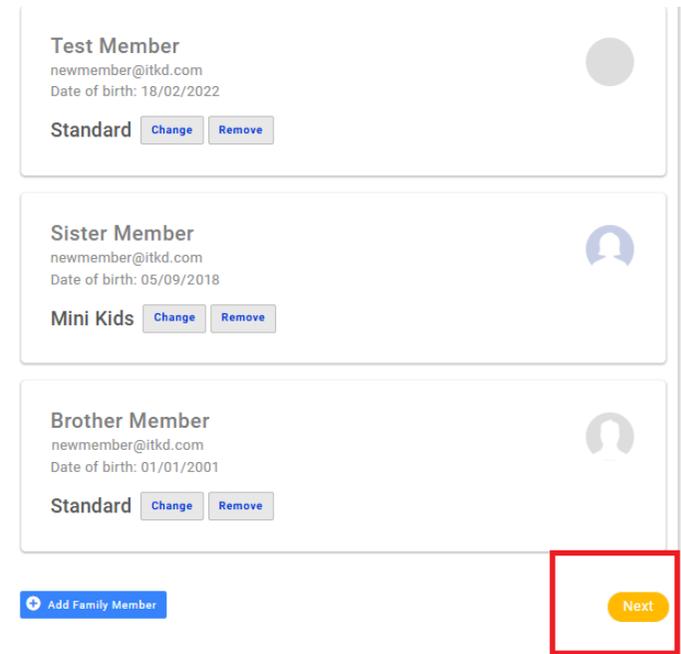


3. Select the Family Packages tile

A list of all your family members will be shown. Click on the select membership button for each and choose the membership type. It may already be selected but you can click on Change to select a different type if you wish.

If there is any person you do not wish to renew then click on Remove

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.



Paying your ITKD Renewal

Profile Photo

Please upload a photo for your digital membership card



Emergency Contact

Please provide us with your emergency contact details

First name *

Mrs

Last name *

Member

Email address *

member@gmail.com

Contact number *

1234567

Relationship *

Parent



Joining Fee

Only charged for the first year's fee

\$30.00

Quantity

1

Add to cart *

Any Medical Condition your instructor should know of? *

no

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.

Finish

4. Click Next .

For each family member 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 for each person– this only applies to new registrations and will be removed at the checkout.

The re-registration part of the fee will be applied at the checkout.

You will be asked how you would like to pay for each person

If you choose subscription you will receive a reminder email a month before it is due.

5. Click Finish at the bottom of the form . You will be taken to the cart to finalise the payment – one payment will cover all selected family members.

After payment is made, your memberships will be active.

5.ii