



Gup Grading Tickets

Member
User Guide 3.0

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This user guide explains how to buy a ticket for a gup grading

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

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Gup Gradings in JustGo



In JustGo (ITKD's online membership system) Gup Gradings are handled as an EVENT.
There can be multiple events set up by different clubs for the same date, location and Examiner

A booking for an event is called a TICKET.

In order to sit a grading, a ticket must have been booked and paid for the Event via JustGo in advance.
Your club must give you permission to grade before you can buy a ticket

Tickets can be bought by the individual or the club.

Payment can be made either by the student using debit/credit cards and bank transfers
or by the club on the student's behalf.

Your club administrator will let you know if you need to book and pay for yourself.

If you encounter any issues buying a ticket, please contact justgo@itkd.co.nz or ask your club administrator.

Once the grading is completed and the results entered, a CREDENTIAL for the new rank will be added to your Just Go profile.

Before Booking



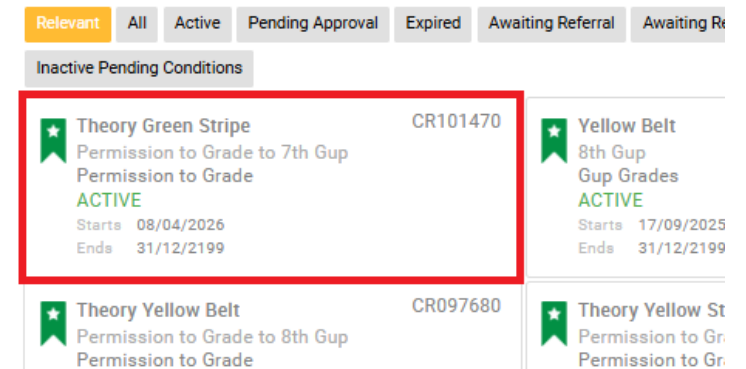
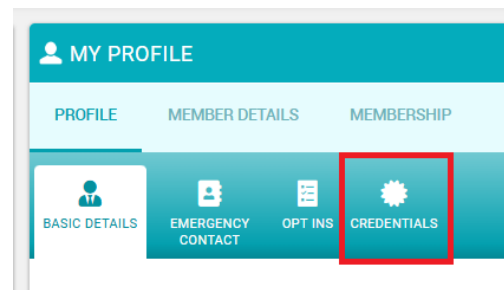
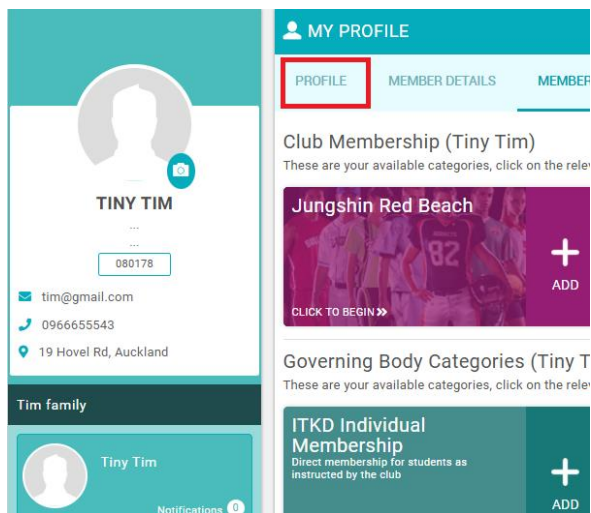
Go to the ITKD Membership & Events Portal home page at www.itkd.justgo.com and login.

If you have not logged in before, please use [Member Guide 02.2 Re-registrations](#), which will guide you through logging in for the first time, checking your details and your family group if applicable.

NB if you are unable to login, please contact justgo@itkd.co.nz for assistance as your email may need updating. DO NOT create a new profile.

DO YOU HAVE PERMISSION TO GRADE? Once you have signed in you will need to check that your club has given you permission to grade.

Go to your Member Profile Page click on your Profile pagethen click on Credentials



You should see a permission to grade to the rank you will be sitting.

If you do not see the permission credential, contact your club.

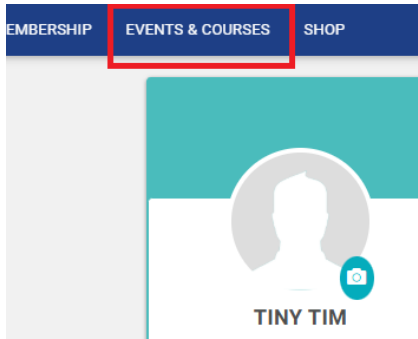
Before Booking

FIND THE GRADING EVENT

Your club will tell you the date, host and location of the grading you are to attend.

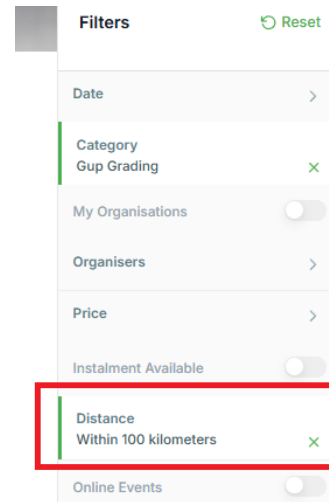
Click on the Events & Courses tab at the top.

A list of events within 100 km of your



location will show.

If the event you want is not visible, then cancel the 100km distance filter on the left to see more events



NB Some of the events show a FREE symbol. This relates to club surcharges (see section 3 for details)

The ITKD fees are shown at the end in the cart.

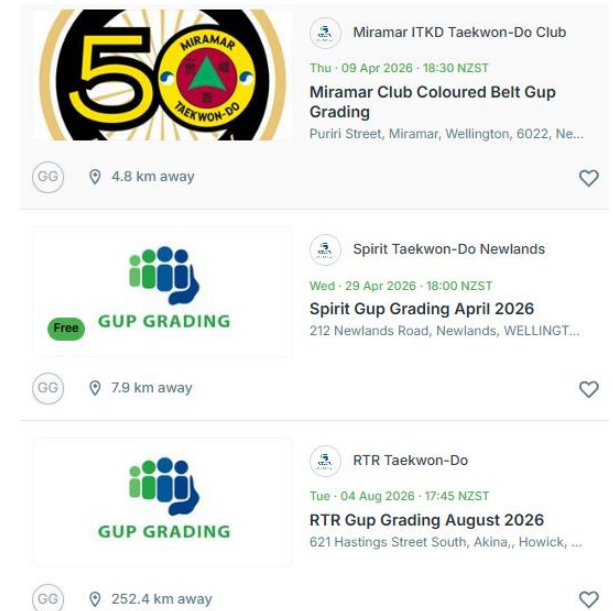
Find the event you want and click on the tile.



Check you have the correct event:

It will show you the date, location, time and how long you have to buy tickets.

If you are not sure it's the right one, ask your club.



Booking your Ticket

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CLUB SURCHARGES

Club hosts for Gup Gradings have different options for charging, which affects the fee due.

Some clubs just charge the official ITKD gup grading fee.

Some clubs add a club surcharge to the ITKD fee to cover new belts and/or books

Multiple events can be held at once, to allow different clubs to set their own surcharges.

SELECT YOUR TICKET

Scroll down the event information to the tickets and click ADD for the ticket you want to book. NB Remember to select the rank you are grading to, not your current rank!

Click the + sign to add the ticket, then click PROCEED TO CHECKOUT where you can pay by card for your grading. Any club surcharges will be added in the cart to the National Grading Fee.

TICKETS

Grading to 9th Gup
Any amount given here is for a club portion of the grading fee. This will be added to the National Body fee at checkout.
Booking Closes on 9 Apr 2026, 18:30 NZST

Grading to 8th Gup
Any amount given here is for a club portion of the grading fee. This will be added to the National Body fee at checkout.
Booking Closes on 9 Apr 2026, 18:30 NZST

Grading to 7th Gup
Any amount given here is for a club portion of the grading fee. This will be added to the National Body fee at checkout.
Booking Closes on 9 Apr 2026, 18:30 NZST

Once you have paid you will be emailed a receipt and you will be on the grading list.

If you get a **Ticket is not purchasable!** message, make sure you have active membership, it has been 12 weeks since your last grading, and you are trying to buy the correct ticket. You may need to contact your club or justgo@itkd.co.nz

Show More

Grading to 7th Gup
Any amount given here is for a club portion of the grading fee. This will be added to the National Body fee at checkout. \$ 0.00

My Family Show Selected Member

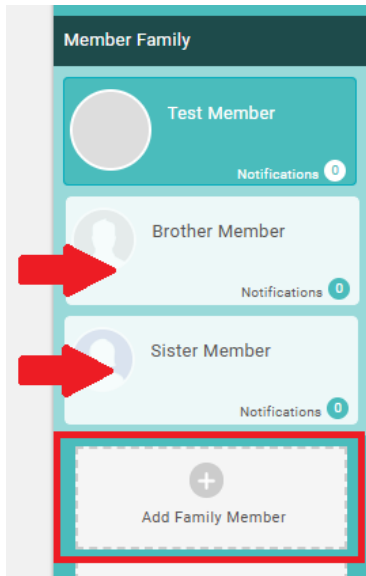
Tiny Tim, 18 years
080178 tim@gmail.com
Auckland

- 0 +

Family Groups

The Family Profile allows family members to purchase event tickets together in one purchase. Please note that family members must be paid together to get the relevant ITKD family grading fee discounts

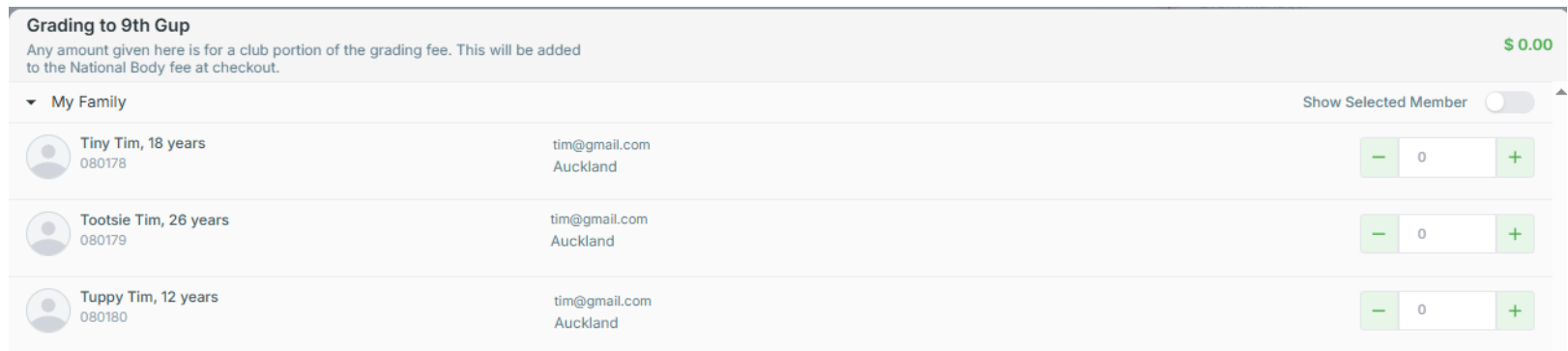
4



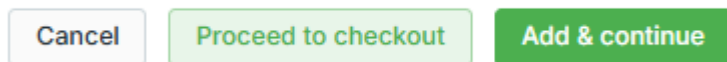
Your linked family members are listed at the side of your profile page

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

When you select a ticket to add, you will see all your linked family members, so you can choose which ones you want to buy tickets for.



If you have multiple ranks in your family, you can Click on ADD & CONTINUE at the bottom of the page and choose a different ticket for some of the members.



Click PROCEED TO CHECKOUT when they have all been successfully added and pay.

Requested Doubles

If you have been told by your club that you will be double grading, you will need to:

- Check you have permission to grade credentials for both ranks
 - Purchase two tickets - one for each rank. They can be paid together
- Note - You will be charged 2 grading fees – one for each rank you are sitting.

If you are grading from 10th to 8th Gup, check you have a 10th Gup white belt credential on your Credential list. If you have not, please contact justgo@itkd.co.nz and we will add it for you.

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Transfers & Cancellations

If you are unable to attend the grading, you can transfer at no additional cost to a different event or your booking can be cancelled and a refund may apply.

In both cases, please contact justgo@itkd.co.nz

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After the Grading



Your instructor will discuss the results with the Examiner and advise you of the outcome in due course.

After the grading the Examiner also has to enter the results onto the event in JustGo, which can take a week or two.

Your profile will then be updated with your new rank credential.

Your previous rank will now show as Inactive Pending Conditions

If you think there is an error, please contact justgo@itkd.co.nz

| Relevant | All | Active | Pending Approval | Expired | Awaiting Referral | Awaiting Response | |
|--|----------|---|------------------|--|-------------------|--|---------|
| Inactive Pending Conditions | | | | | | | |
| Green Stripe 7th Gup Gup Grades ACTIVE Starts 10/12/2025 Ends 31/12/2199 | CR100330 | Theory Green Stripe Permission to Grade to 7th Gup Permission to Grade ACTIVE Starts 10/12/2025 Ends 31/12/2199 | CR10026 | Theory Yellow Belt Permission to Grade to 8th Gup Permission to Grade ACTIVE Starts 09/12/2024 Ends 31/12/2199 | CR092549 | Yellow Belt 8th Gup Gup Grades INACTIVE PENDING CONDITIONS Starts 09/12/2024 Ends 31/12/2199 | CR09197 |
| Theory Yellow Stripe Permission to Grade to 9th Gup | CR062162 | Yellow Stripe 9th Gup | CR02083 | | | | |