AT Membership System

User Guide

Dec 2016
Ver 1.0
This user guide has been developed to assist instructors in the use of the Australian Taekwondo (AT) Membership system which captures National level members, accreditations, Kukkiwon records and is used for domestic competition entry and management.

Memberships on this system are for National use only and allow students to participate and compete in all AT National and State level seminars, workshops, camps and competitions. AT domestic membership also provides a comprehensive sports injury and public liability insurance.

**PLEASE NOTE:**

**GAL and GOL Licences**

Players or Officials that are competing or officiating at any World Taekwondo Federation (WFT) or Oceania Taekwondo Union (OTU) sanctioned events will be required to obtain a Global Athlete Licence (GAL) or Global Official Licence (GOL) in addition to your AT Membership. Typically, these events will either be classed as ‘G’ ranked WTF events.

If you require a GAL or GOL licence for yourself or one of your members, you must use the **WTF GMS system** to complete their GAL/GOL applications. Please see the link below to access this system.

WTF GAL/GOL licences include AT membership, however you must pay the WTF prescribed fee.

http://www.hangaATr.com/WTF/Login.aspx

**GAL/GOL APPLICANTS must be registered on the AT membership site prior to applying for a GAL or GOL through the WTF GMS system.**

GAL/GOL applicants that have not been registered on the AT membership system will not be approved on the WTF GMS system.

**ONLY GAL AND GOL APPLICATIONS CAN BE PROCESSED USING THE WTF GMS SYSTEM.**

**ALL CLUB MEMBERSHIP REGISTRATIONS MUST BE PROCESSED THROUGH THE AT MEMBERSHIP SYSTEM**
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System Access

The AT membership system can be accessed via the link below:


The screen that opens in your web browser will look like this:

To access the membership section of the website you will need to click [Login]. This is highlighted with a red circle on the above image.

The following screen will then be presented for you to logon to the system.

The ‘Username’ is your email address and the ‘Password’ as specified by you.

If you do not have a password, can’t remember your password or you are accessing the system for the first time click ‘I forgot my password’. The following screen will appear.
Enter your email address then click [Submit] and the system will send a link to your email to enable a new password to be set up.

If your email address is not recognised by the system the following screen will appear.

In this case please contact the System Administrator to assist in setting up your email profile by contacting:

Hugh Eagling  
AT Administration  
Ph: 1300 853 287  
Email: admin@austkd.com.au

System Orientation
Once logged onto the system you will access the following screen for your club.
If you administer more than one club click the club details icon and you will get a drop down list of the clubs you have access to as an administrator. Click the club you wish to access.
Purchasing a 2017 Membership Package

To purchase a Membership Package for 2017 click the shop icon.

The Shop will give you a selection of items that are available for purchase. Select 2017 Membership Package.
The following screen will appear. Select the Membership Package you wish to purchase and click “purchase”.

You can then proceed to the checkout to complete your purchase.

If you want to use PayPal, enter your PayPal email address and click submit.

If you want to use a credit or debit card do not fill in the email address and click “Submit”
You will then go to the following screen. Click Continue

You will then go to the next screen. Click “pay with a debit or credit card” at the bottom of the screen (circled in red). Follow the directions to complete your purchase.

Complete the payment details. The system will confirm your purchase. Once the purchase is complete return to your club home screen.

This should look similar to the screen below showing your purchased membership package details.
Re-registering Members and Registering New Members.

To **renew existing members** for your club click the ‘Members’ icon (circled in red below).

Once you have renewed members or entered new members AT will produce a membership card and post it to the club.

The following screen will appear. Select the members you would like to renew and then click **renew selected members**. At this time their membership expiry date will update to 31/12/2107 and your membership package number will change to reflect the renewed memberships.
To enter a new member for your club click the ‘New Members’ icon (circled in red below).

The following screen will appear.
You must fill in the following minimum information to complete the membership:

- First Name
- Last Name
- Date of Birth
- State
- Postcode

If you want to enter more than one new registration click the continuous add box at the bottom of the screen (circled in red).

Once you have completed the membership they will appear in your club members screen.

**Modifying a Members details**

To modify the details of a member, click ref number at the beginning of their name.
Click edit and you will then be able to modify the following details:

- Gender
- Aboriginal/Torres Strait Islander
- Para Athlete
- Medical Notes
- Add a photo. Photo’s should be 236px by 295px to successfully upload into the system

NB: Name, Address and Date of Birth can only be updated by contacting the system administrator

When you have finished modifying the record click update to finalise the changes.

If you experience difficulty with the system or are un-sure of a certain aspect of its operation please contact the system administrator for assistance.

The system administrator’s contact details are as follows:

Hugh Eagling
AT Administration
Ph: 1300 853 287
Email: admin@austkd.com.au