



Australian Taekwondo

AT Membership System

User Guide

Dec 2016

Ver 1.0

Forward

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 (WTF)** 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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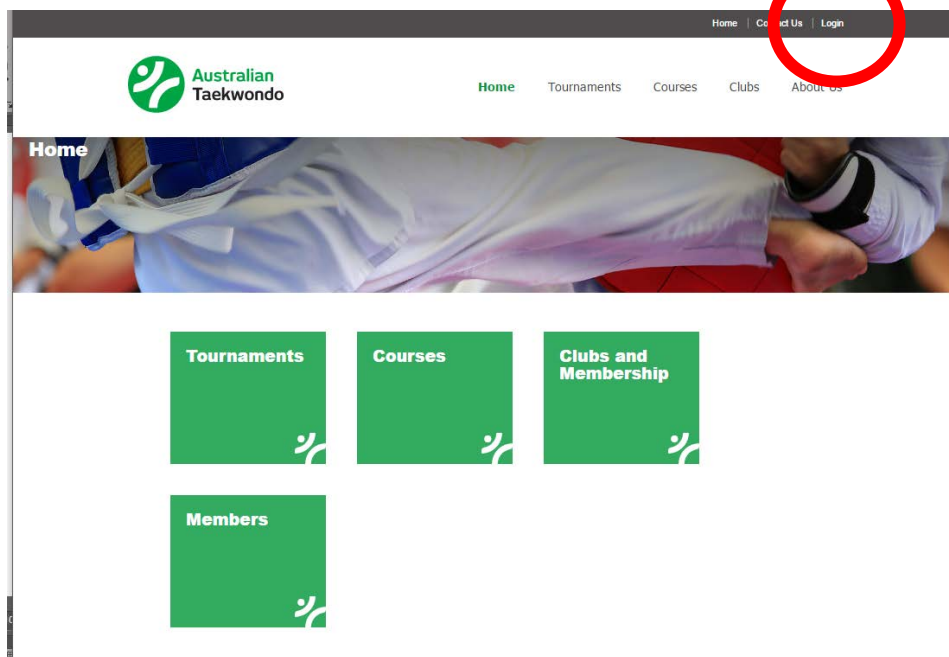
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System Access

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

<https://www.sporttaekwondoaustralia.com/Default.aspx>

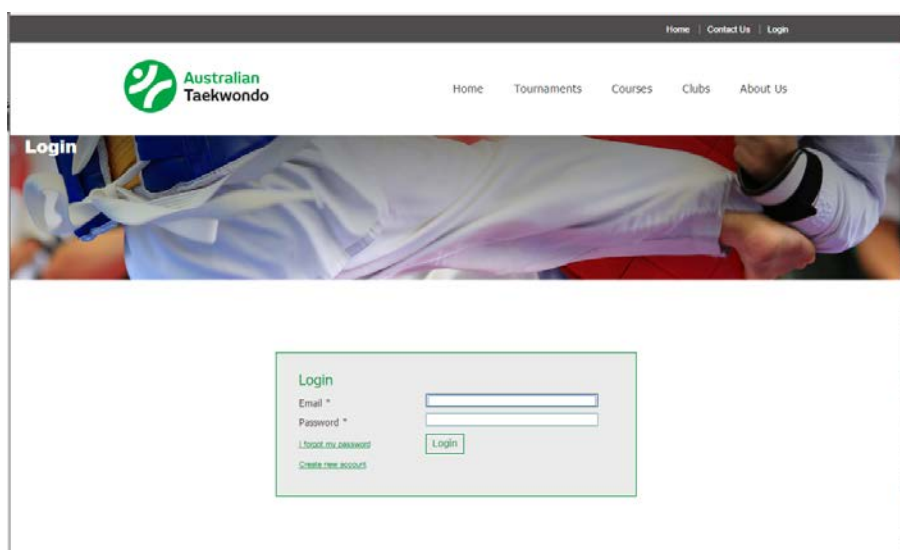
The screen that opens in your web browser will look like this



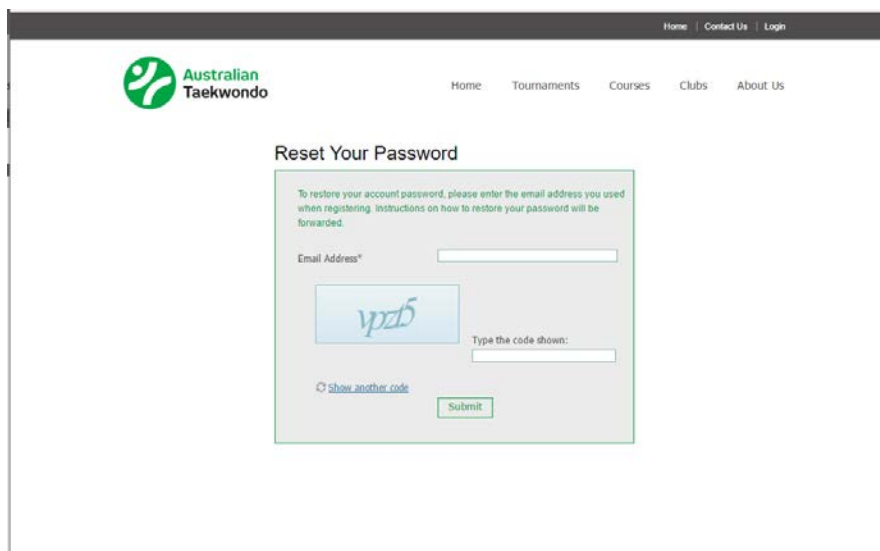
To access the membership section of the website you will need to click [Login]. This is highlighted with a red circle on the above image.

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.

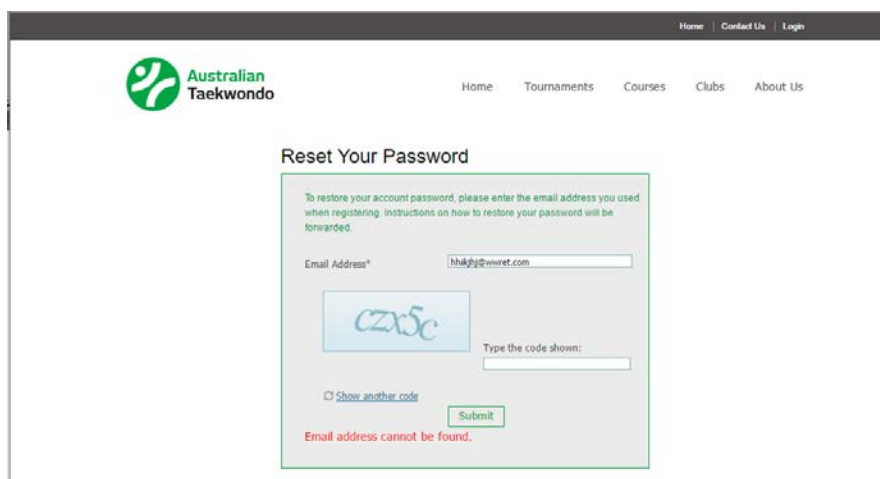


If you do not have a password, can't remember your password or you are accessing the system for the first time click 'I forgot my password'. The following screen will appear.



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

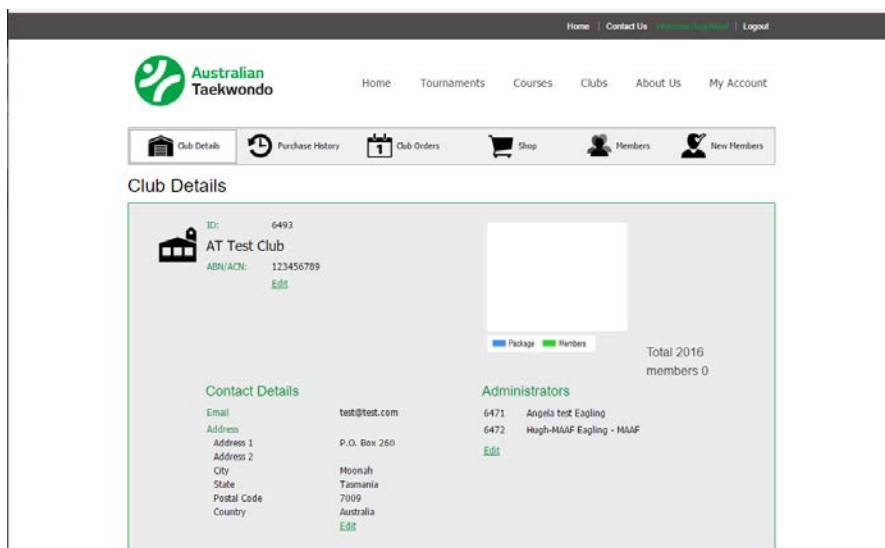
AT Administration

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.






Home | Contact Us | [Admin Login](#) | Logout

Australian Taekwondo Home Tournaments Courses Clubs About Us My Account

Club Details Purchase History Club Orders Shop Members New Members

Club Details

 ID: 6493
AT Test Club
 ABN/ACN: 123456789
[Edit](#)

 Package  Members Total 2016 members 0

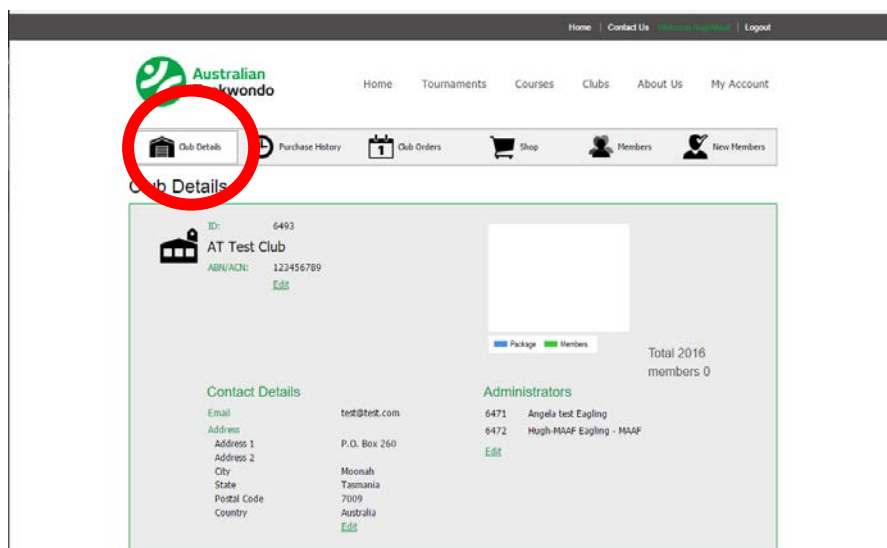
Contact Details

Email: test@test.com
 Address: P.O. Box 260
 Address 1:
 Address 2:
 City: Moonah
 State: Tasmania
 Postal Code: 7009
 Country: Australia
[Edit](#)

Administrators


6471 Angela test Eagling
 6472 Hugh-MAAF Eagling - MAAF
[Edit](#)

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.






Home | Contact Us | [Admin Login](#) | Logout

Australian Taekwondo Home Tournaments Courses Clubs About Us My Account

 Club Details Purchase History Club Orders Shop Members New Members

Club Details

 ID: 6493
AT Test Club
 ABN/ACN: 123456789
[Edit](#)

 Package  Members Total 2016 members 0

Contact Details

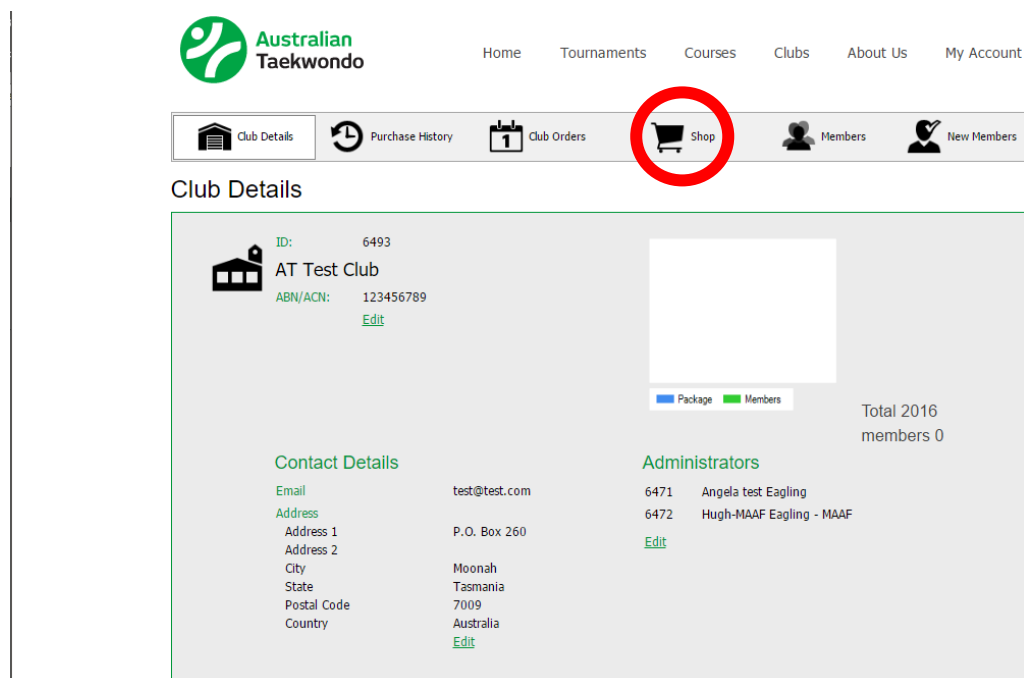
Email: test@test.com
 Address: P.O. Box 260
 Address 1:
 Address 2:
 City: Moonah
 State: Tasmania
 Postal Code: 7009
 Country: Australia
[Edit](#)

Administrators

6471 Angela test Eagling
 6472 Hugh-MAAF Eagling - MAAF
[Edit](#)

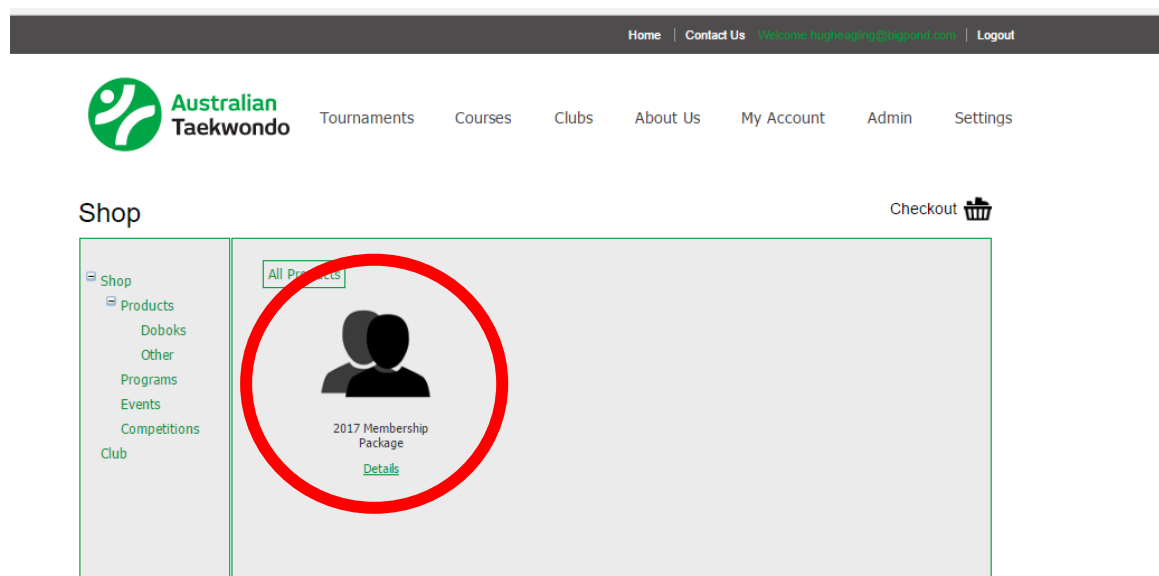
Purchasing a 2017 Membership Package

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



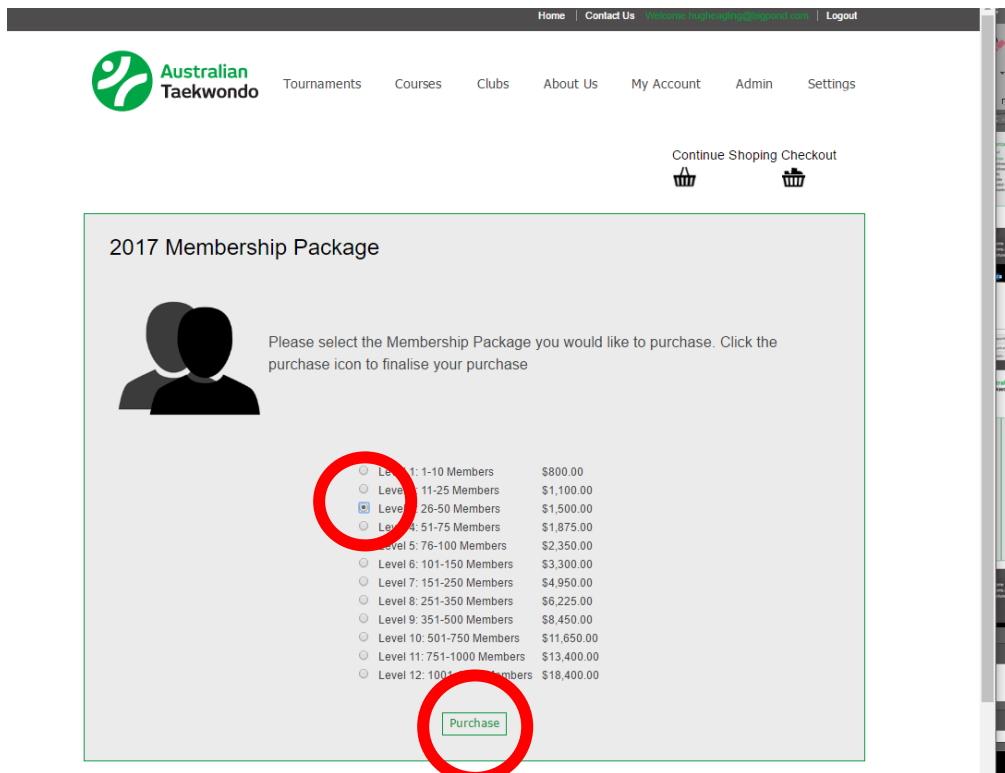
The screenshot shows the Australian Taekwondo website interface. At the top, there is a navigation menu with links for Home, Tournaments, Courses, Clubs, About Us, and My Account. Below this is a secondary navigation bar with icons for Club Details, Purchase History, Club Orders, Shop (circled in red), Members, and New Members. The main content area is titled 'Club Details' and displays information for 'AT Test Club', including its ID (6493), ABN/ACN (123456789), and contact details. There is also a section for Administrators and a note that the total 2016 members is 0.

The Shop will give you a selection of items that are available for purchase. Select 2017 Membership Package.



The screenshot shows the 'Shop' page on the Australian Taekwondo website. The top navigation bar includes Home, Contact Us, Welcome Hugh.maddipati@taekwondo.com, and Logout. The main navigation menu lists Tournaments, Courses, Clubs, About Us, My Account, Admin, and Settings. The 'Shop' page features a sidebar with a menu for Shop, Products (Doboks, Other), Programs, Events, Competitions, and Club. The main content area shows 'All Products' and a single item, '2017 Membership Package', which is circled in red. A 'Checkout' button with a shopping cart icon is visible in the top right corner.

The following screen will appear. Select the Membership Package you wish to purchase and click “purchase”.



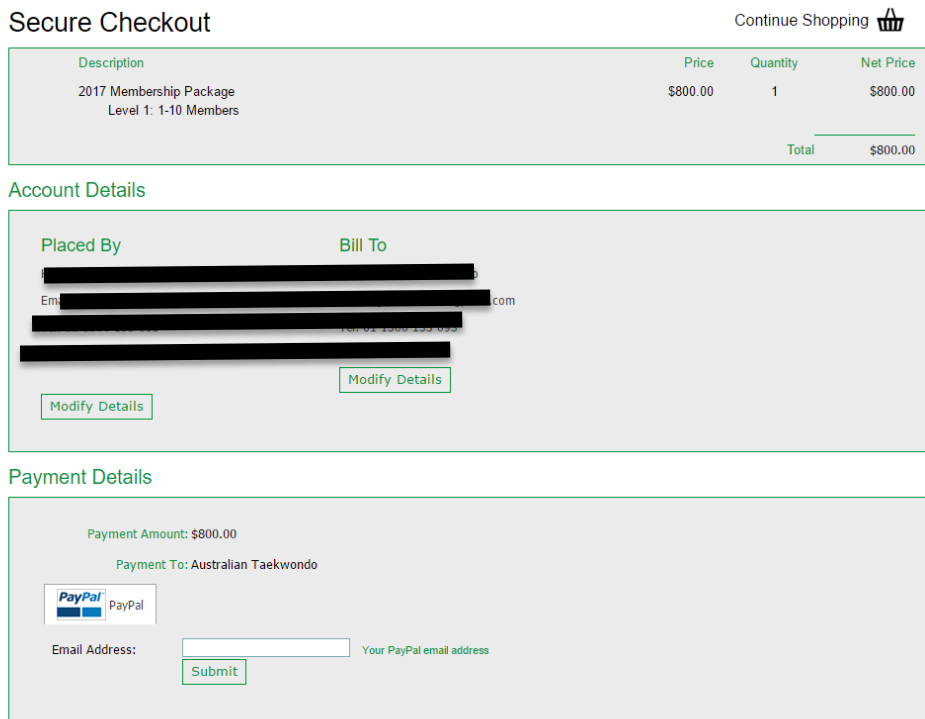
2017 Membership Package


Please select the Membership Package you would like to purchase. Click the purchase icon to finalise your purchase

- Level 1: 1-10 Members \$800.00
- Level 2: 11-25 Members \$1,100.00
- Level 3: 26-50 Members \$1,500.00
- Level 4: 51-75 Members \$1,875.00
- Level 5: 76-100 Members \$2,350.00
- Level 6: 101-150 Members \$3,300.00
- Level 7: 151-250 Members \$4,950.00
- Level 8: 251-350 Members \$6,225.00
- Level 9: 351-500 Members \$8,450.00
- Level 10: 501-750 Members \$11,650.00
- Level 11: 751-1000 Members \$13,400.00
- Level 12: 1001+ Members \$18,400.00

Purchase

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



Secure Checkout Continue Shopping 

Description	Price	Quantity	Net Price
2017 Membership Package Level 1: 1-10 Members	\$800.00	1	\$800.00
Total			\$800.00

Account Details


Placed By Bill To

Email: [Redacted]@[Redacted].com

Modify Details

Payment Details

Payment Amount: \$800.00
Payment To: Australian Taekwondo

 PayPal

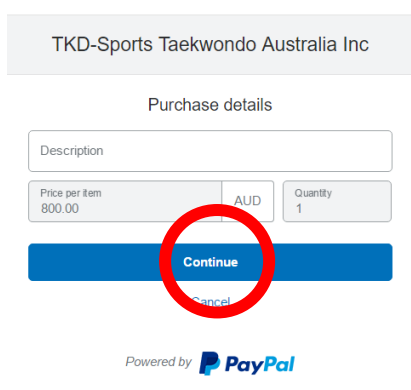
Email Address: Your PayPal email address

Submit

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




TKD-Sports Taekwondo Australia Inc

Purchase details

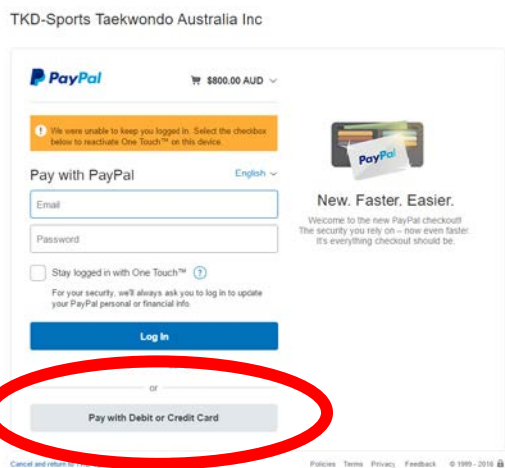
Description

Price per item 800.00 AUD Quantity 1


Continue

Powered by 

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



TKD-Sports Taekwondo Australia Inc

 \$800.00 AUD

We were unable to keep you logged in. Select the checkbox below to reactivate One Touch™ on this device.

Pay with PayPal English

Email

Password

Stay logged in with One Touch™

For your security, we'll always ask you to log in to update your PayPal personal or financial info.

Log In

or

Pay with Debit or Credit Card

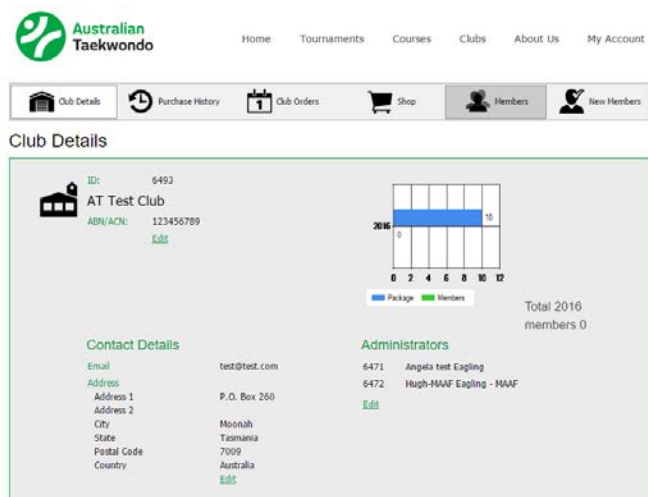
New. Faster. Easier.
Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.


Cancel and return to cart

Polices Terms Privacy Feedback © 1999 - 2016

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.



 Home Tournaments Courses Clubs About Us My Account

Club Details Purchase History Club Orders Shop Members New Members

Club Details

ID: 6493
AT Test Club
ABN/ACN: 123456789
[Edit](#)

2016
0 2 4 6 8 10 12
Package Members
Total 2016 members 0

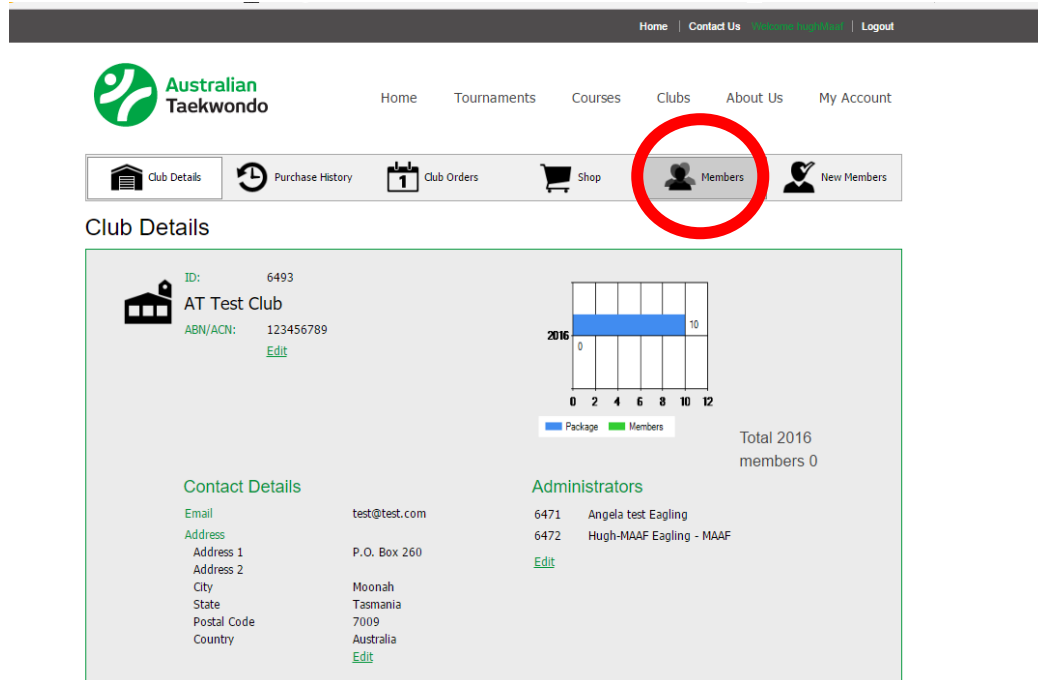
Contact Details
Email: test@test.com
Address: P.O. Box 260
Address 1
Address 2
City: Moonah
State: Tasmania
Postal Code: 7009
Country: Australia
[Edit](#)

Administrators
6471 Angela test Eagling
6472 Hugh-MAAF Eagling - MAAF
[Edit](#)

Re-registering Members and Registering New Members.

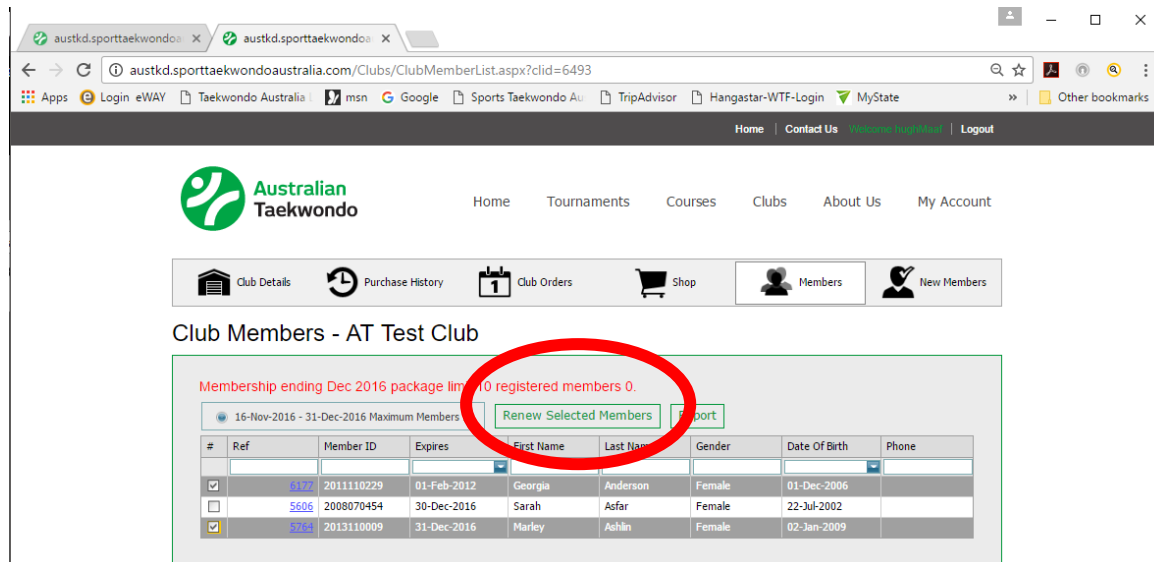
To renew existing members for your club click the 'Members' icon (circled in red below).

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



The screenshot shows the Australian Taekwondo website interface. At the top, there is a navigation bar with links for Home, Contact Us, **Members** (circled in red), and Logout. Below this is a secondary navigation bar with icons for Club Details, Purchase History, Club Orders, Shop, **Members** (circled in red), and New Members. The main content area is titled 'Club Details' and shows information for 'AT Test Club' (ID: 6493, ABN/ACN: 123456789). It includes a bar chart for 'Total 2016 members 0' and sections for 'Contact Details' and 'Administrators'.

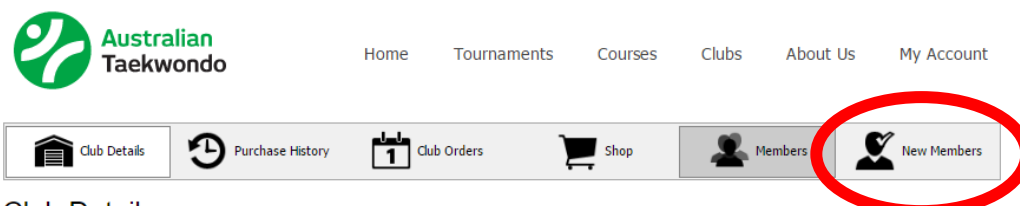
The following screen will appear. Select the members you would like to renew and then click renew selected members. At this time their membership expiry date will update to 31/12/2107 and your membership package number will change to reflect the renewed memberships.



The screenshot shows the 'Club Members - AT Test Club' page. At the top, there is a navigation bar with links for Home, Contact Us, **Members** (circled in red), and Logout. Below this is a secondary navigation bar with icons for Club Details, Purchase History, Club Orders, Shop, **Members** (circled in red), and New Members. The main content area is titled 'Club Members - AT Test Club' and shows a table of members with columns for #, Ref, Member ID, Expires, First Name, Last Name, Gender, Date Of Birth, and Phone. A red box highlights the 'Renew Selected Members' button. The table contains three rows of member data.

#	Ref	Member ID	Expires	First Name	Last Name	Gender	Date Of Birth	Phone
<input type="checkbox"/>	5177	2011110229	01-Feb-2012	Georgia	Anderson	Female	01-Dec-2006	
<input type="checkbox"/>	5606	2008070454	30-Dec-2016	Sarah	Asfar	Female	22-Jul-2002	
<input checked="" type="checkbox"/>	5703	2013110009	31-Dec-2016	Marley	Ashlin	Female	02-Jan-2009	


To enter a **new member** for your club click the 'New Members' icon (circled in red below)



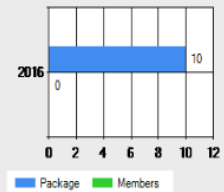
Australian Taekwondo Home Tournaments Courses Clubs About Us My Account

Club Details Purchase History Club Orders Shop Members **New Members**

Club Details

ID: 6493
 **AT Test Club**
 ABN/ACN: 123456789
[Edit](#)

2016



Total 2016 members 0

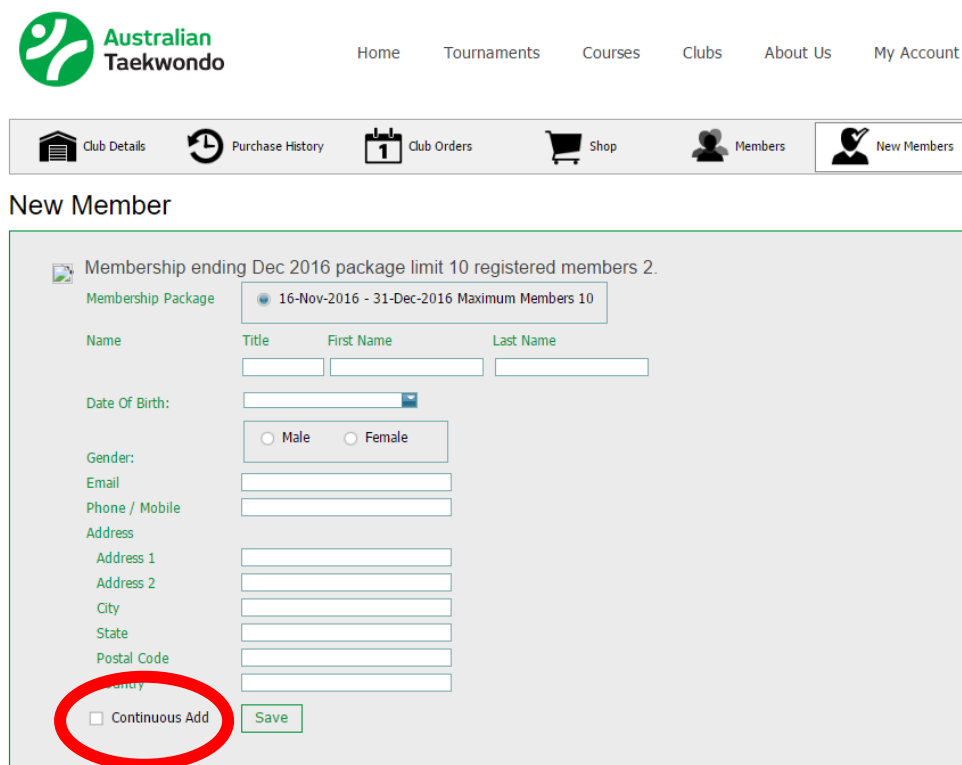
Contact Details

Email: test@test.com
 Address: P.O. Box 260
 Address 1: Moonah
 Address 2: Tasmania
 City: 7009
 State: Australia
 Postal Code: [Edit](#)
 Country:

Administrators

6471 Angela test Eagling
 6472 Hugh-MAAF Eagling - MAAF
[Edit](#)


The following screen will appear.



Australian Taekwondo Home Tournaments Courses Clubs About Us My Account

Club Details Purchase History Club Orders Shop Members **New Members**

New Member

 Membership ending Dec 2016 package limit 10 registered members 2.

Membership Package: 16-Nov-2016 - 31-Dec-2016 Maximum Members 10

Name: Title First Name Last Name

Date Of Birth: [Dropdown]

Gender: Male Female

Email: [Text Box]

Phone / Mobile: [Text Box]

Address: Address 1, Address 2, City, State, Postal Code, Country

Continuous Add

You must fill in the following minimum information to complete the membership

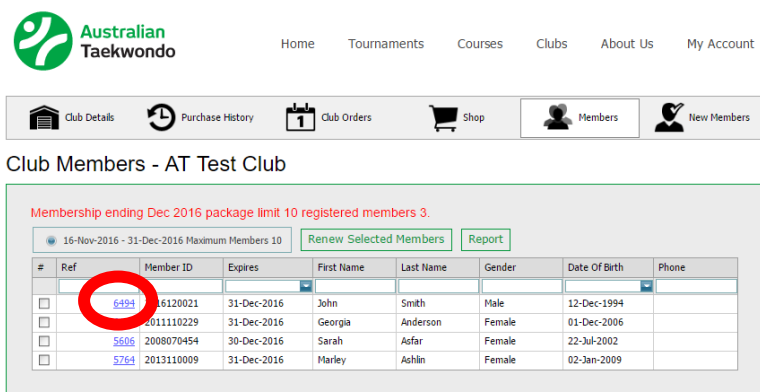
- First Name
- Last Name
- Date of Birth
- State
- Postcode

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.



Australian Taekwondo Home Tournaments Courses Clubs About Us My Account

Club Details Purchase History Club Orders Shop Members New Members

Club Members - AT Test Club

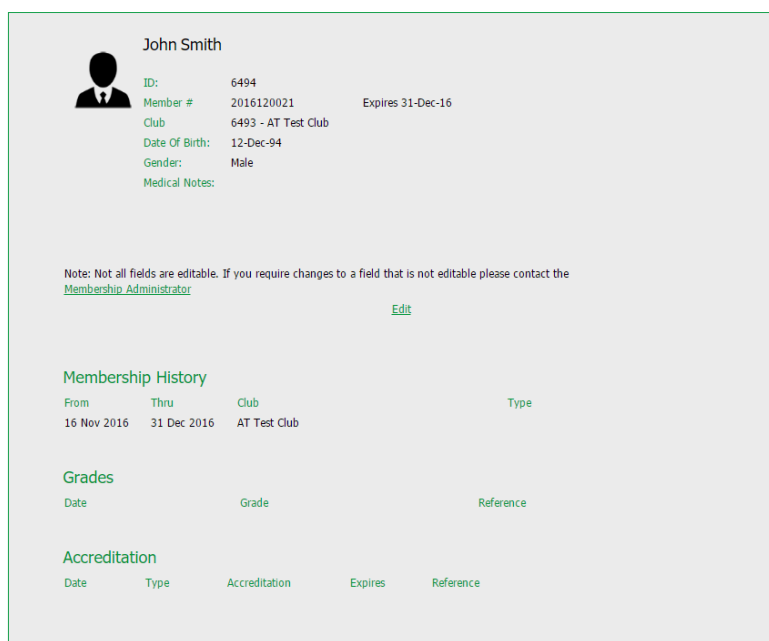
Membership ending Dec 2016 package limit 10 registered members 3.

16-Nov-2016 - 31-Dec-2016 Maximum Members 10 Renew Selected Members Report

#	Ref	Member ID	Expires	First Name	Last Name	Gender	Date Of Birth	Phone
<input type="checkbox"/>	6494	2016120021	31-Dec-2016	John	Smith	Male	12-Dec-1994	
<input type="checkbox"/>	5206	2011110229	31-Dec-2016	Georgia	Anderson	Female	01-Dec-2006	
<input type="checkbox"/>	5206	2008070454	30-Dec-2016	Sarah	Afar	Female	22-Jul-2002	
<input type="checkbox"/>	5264	2013110009	31-Dec-2016	Marley	Ashlin	Female	02-Jan-2009	

Club Details Purchase History Club Orders Shop Members New Members

Member Details



John Smith

ID: 6494
 Member # 2016120021 Expires 31-Dec-16
 Club 6493 - AT Test Club
 Date Of Birth: 12-Dec-94
 Gender: Male
 Medical Notes:

Note: Not all fields are editable. If you require changes to a field that is not editable please contact the [Membership Administrator](#)

[Edit](#)

Membership History

From	Thru	Club	Type
16 Nov 2016	31 Dec 2016	AT Test Club	

Grades

Date	Grade	Reference
------	-------	-----------

Accreditation

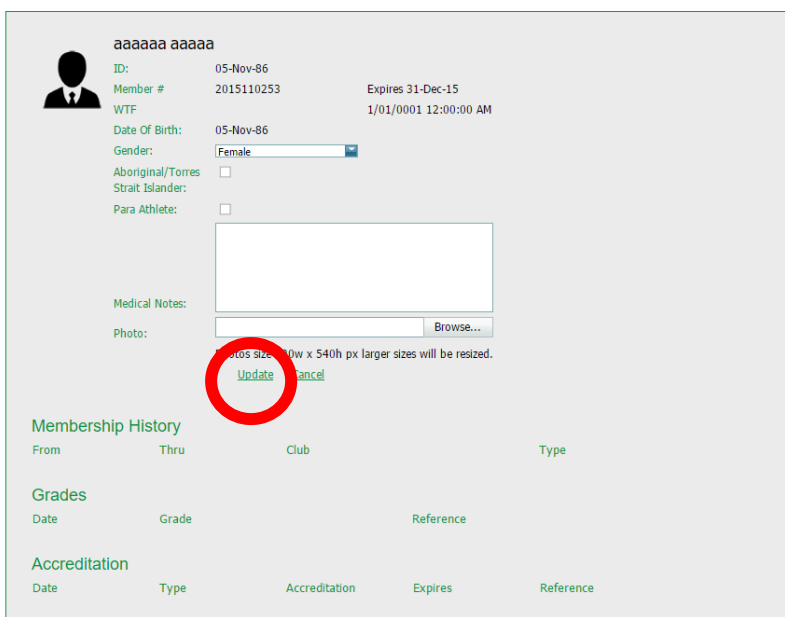
Date	Type	Accreditation	Expires	Reference
------	------	---------------	---------	-----------

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

Member Details



aaaaaa aaaaa

ID: 05-Nov-86 Expires 31-Dec-15

Member # 2015110253 WTF 1/01/0001 12:00:00 AM

Date Of Birth: 05-Nov-86

Gender: Female

Aboriginal/Torres Strait Islander:

Para Athlete:

Medical Notes:

Photo: Browse...

Photos size: 236w x 295h px larger sizes will be resized.

Update Cancel

Membership History

From	Thru	Club	Type

Grades

Date	Grade	Reference

Accreditation

Date	Type	Accreditation	Expires	Reference

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