

Club Guide 09 - Gup Gradings

This guide gives you all the steps you need to go through from setting up the grading in JustGo, approving, selecting and paying for students as well as grading paperwork. For problems or help please contact justgo@itkd.co.nz or one of the Superusers for assistance

Setting Up a Grading

Giving Students Approval to Grade

Adding Students to a Grading and Grading Fee Payment

Grading Paperwork

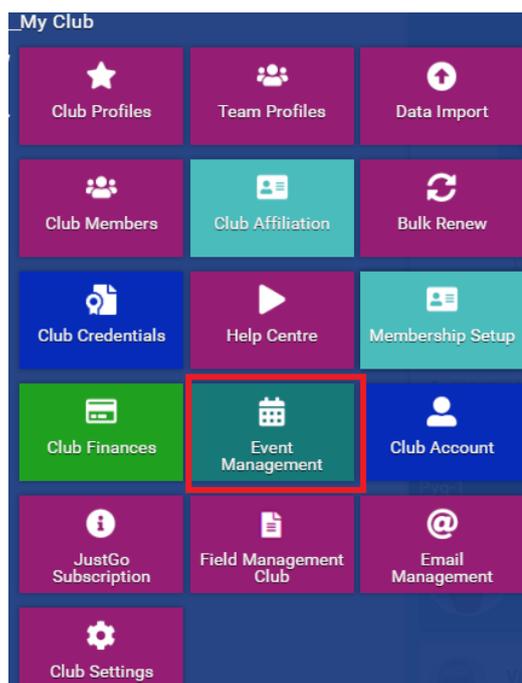
1. Setting up a Grading

This includes multiple steps, and the grading needs to be approved by ITKD

Students must also be given approval to grade on their record before they can be added to the grading and/or buy tickets for it.

Multiple events may be set up by different clubs for the same date, time, examiner and venue, to allow for clubs who wish to add additional club fees to the grading fees.

Click on the Event Management Tile in your My Club Menu



Set up Basic Details

Find the Gup Grading template, click on the dropdown at the far right and select "Copy".

The screenshot shows the 'Event Management' interface for 'Jungshin Red Beach'. It features a search bar and filters for 'Any Time', 'Any Type', 'Template', 'Any Category', and 'Any Availability'. Below the filters is a table of events. The first row is highlighted, showing an event with Reference 'EV000077', Event Name 'Gup Grading', When 'Not set', Price '\$0', Remaining Places '9000', Bookings '0', Category 'Gup Grading Request', and Status 'Template'. A red arrow points to a dropdown menu icon in the rightmost column of this row.

| Reference | Event Name | When | Price(\$) | Remaining Places | Bookings | Category | Status | |
|-----------|-------------|---------|-----------|------------------|----------|---------------------|----------|---|
| EV000077 | Gup Grading | Not set | \$0 | 9000 | 0 | Gup Grading Request | Template | ☑ |

Contact and Examiner

You need to put yourself or your club Admin as the main contact and you need to select an Examiner for the grading:

Click on Add contacts

Add the name and details for the main contact. This is the person who will manage the grading booking

Add your chosen Examiner

Create new contact

Find Member:

MID:

First Name: *

Last Name: *

Email: *

Phone: *

Role: *

Publish Contact

- Main Contact
- Event Coordinator
- Event Manager
- Examiner
- Event Support

ITKD Fees

Each grading level has preset National Body fees and purchase rules so that only those who are eligible can buy tickets for the grading. Clubs can add additional fees (e.g. for a belt or a new book etc) and set when the tickets can be bought by clicking on the settings icon.

3 Event Tickets

| Tickets | Price | Quantity available | |
|--------------------|--------|--------------------|--------------|
| Grading to 9th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 8th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 7th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 6th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 5th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 4th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 3th Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 2nd Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |
| Grading to 1st Gup | \$0.00 | 1000 | ↑ ↓ ⚙️ ✎️ 🗑️ |

Club Fees:

NB you will need to repeat this process for every ticket listed in the grading.

1 Ticket Details

Name:

Description:

Code:

Price:

Display Price Settings:

- Display Actual Price
- Hide Price
- Display Alternative Price
- Display Price Range

If you don't want to add a club fee to the ITKD grading fee, then leave this part of this section alone.

If you do want to add an additional fee, put it in the price field.

You can choose what the students will see when they buy the tickets

When tickets can be bought:

It is recommended that you set ticket availability dates – click the box and fields will be available to fill out. It is recommended that you prevent tickets from being bought at least 2 days before the event to give the examiner time to print out the forms.

It is also recommended that you click the Allow Edit button – in case you want to change anything later ,

and the Prevent Multiple Bookings button – to stop a student booking themselves twice for the same grading.

Booking Format:

Do you want to set ticket availability dates?

Timezone:

Booking Start Date: Time - Hr: Min:

Booking End Date: Time - Hr: Min:

Quantity available: Min Booking Qty: Max Booking Qty:

Allow Edit:

Allow edit up until days before event end date

Prevent Multiple Booking:

Is Active:

NB a club can still book a ticket for a student who has already done so themselves, so if you are adding last minute students please check carefully that they have not already bought their own – it takes a few hours for tickets to show on the grading list.

2 Instalment Pricing

This is not available for JustGo essentials Package – leave this section alone

3 Tax Options

Do you need to charge tax for this ticket?

Yes No

Tax

If your club is GST registered, click YES, otherwise leave it at NO. Remember to change it for every ticket in the grading

HINT: Saving the grading as your own club template at the end of this process will eliminate the need to do this for every grading.

Ticket rules have been preset so that only those eligible can buy tickets for the grading. Do not make any additional rules or changes without consulting a National Admin

Click DONE at the bottom of the page. You will need to repeat the Fees steps for each grading level ticket.

Cancel

Done

Once you have finished setting the fees and determining when tickets can be bought, you can set where and when the tickets can be seen:

4 Event Settings

- Notify Me 
- Waitlist 
- Publicly publish attendee bookings 
- Admin Booking Only

Listing Privacy:

- Public (viewable by anyone on JustGo)
- Private (viewable only by those people with the below link)

International Taekwon-Do

GRADING EVENT
DETAILS

XERO TRACKING
CATEGORY ID

Examiner Details

Please contact the examiner to see if they are available on the requested date. A list of examiners is available [here](#)

Examiner Name

Examiner Member ID *

The ID must be exactly as held in the system for reporting to work.

You need to add the Examiner name and ID as it appears in your grading contact information above

Click on your chosen examiner's name in the Examiner List to find the ID number.

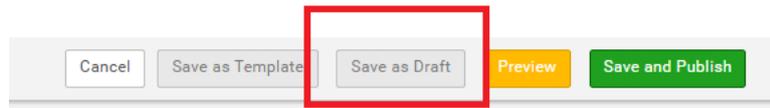
If you cannot locate it contact a National Admin.

NB do not change the Xero Tracking category ID

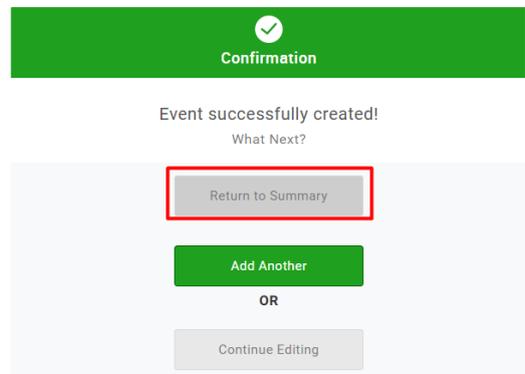
Click Save as Draft

DO NOT SAVE AND PUBLISH

Your grading will not be able to be approved if you do!



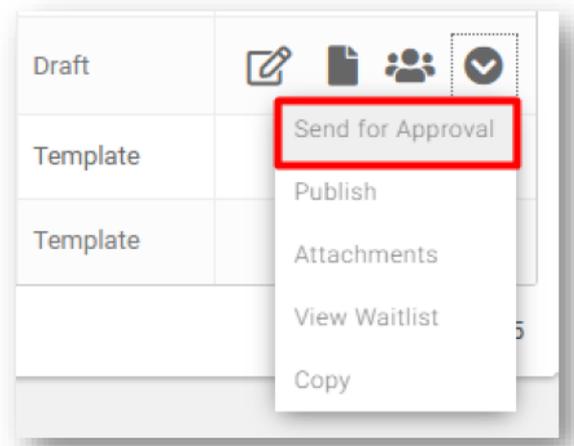
Click 'Return to Summary' and you will see your grading on your summary



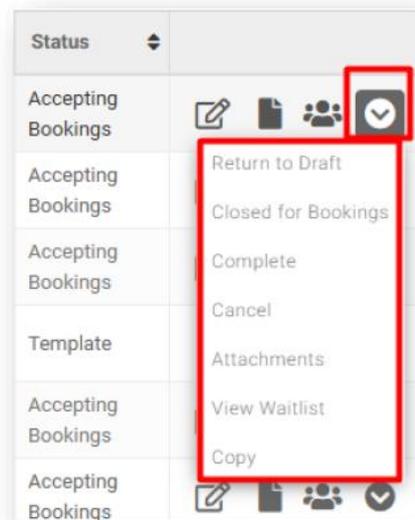
You need to request approval for the grading from the National Body:

Find your draft grading, and click on the down arrow at the far right. Select Send for Approval.

This will send the grading to be approved.

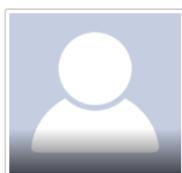


After a grading has been approved by the National Body and published you can change its status at anytime. This includes returning the event back to a draft state, closing it for bookings, completing it, cancelling it, or cancelling it.



2. Giving Students Approval to Grade

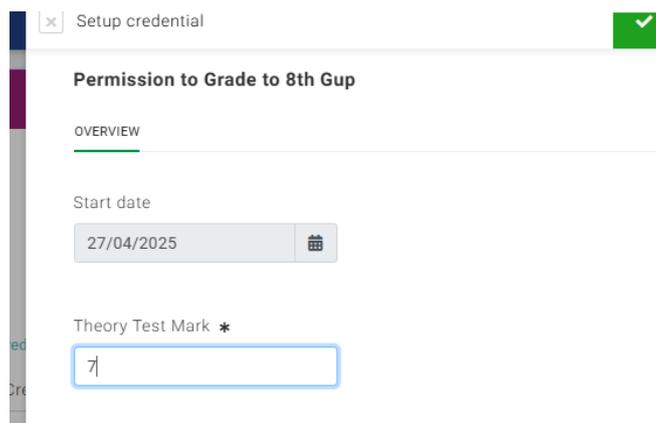
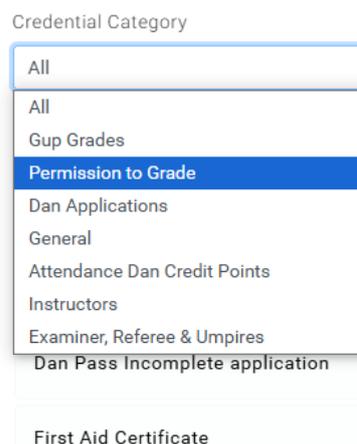
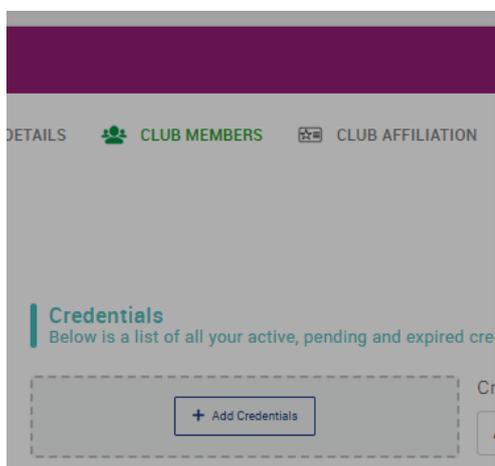
Students must be given the appropriate 'permission to grade' credential before they (or their club) can buy their ticket for the grading.



Go to your members list, and click on the student you wish to give approval to grade.
Click on the Credentials tab.



Select Permission to Grade from the Credential category, and click on the appropriate gup level for the student's upcoming grading.



Fill out the theory mark and save

NB Requested doubles will need to be given a permission to Grade credential for both levels.

3. Adding Students to a Grading and Grading Fee Payment

Once the student has the relevant Permission to Grade credential, a ticket for the grading can be bought for them. Family discounts will be applied at checkout.

If the student is buying their own ticket, they need to find the event, select the ticket and pay via stripe. The ticket rules will prevent anyone buying a ticket for the wrong rank.

Any club fees you have added to the grading fee will be paid at the same time, and payment forwarded in due course to your club account. This will include anyone who is not a member of your club, so if they are joining your grading via your event, they will pay your club fee as well.

The Ticket will only show the club portion of the fee at this point, so if you have not added any club fees, the price will show as \$0.00

The screenshot shows a section titled 'National Gup Grading' with a sub-header 'To register for this Gup Grading, please purchase an Event Ticket. To be eligible, you must:'. Below this are three bullet points: 'Hold a current ITKD membership.', 'Have your club's approval, confirming that you have successfully completed the necessary pre-grading or met other requirements as determined by your instructor.', and a 'Show More' link with a downward arrow. Below this is a 'Tickets' section with a sub-header 'Grading to 9th Gup'. The text below the sub-header reads: 'Any amount given here is for a club portion of the grading fee. This will be added to the National Body fee at checkout.' To the right of this text is a price of '\$ 10.00' and a green 'Add' button. Below the text is a note: 'Booking Closes on 10 Jun 2025, 18:00 NZST'.

If you wish the club to select students for the grading and collect the grading fees directly, then select each student for the grading and when you have finished, go to the cart and either pay or request an invoice. Once the transaction is completed, the students will be added to the grading list.

Requested Doubles need to have 2 tickets purchased – one for each level.

4. Grading Paperwork

You can view a list of everyone who has bought a ticket for your event by going to the Event Management Tile, finding your grading and clicking on the Manage Booking icon on the right

| Reference | Event Name | When | Price(\$) | Remaining Places | Bookings | Category | Status | |
|-----------|---------------------|---------------------------|-----------|------------------|----------|---------------------|--------------------|---|
| EV000168 | Red Beach Grading 2 | 09/04/2025 @18:00 NZST | \$0 | 8991 | 8 | Gup Grading Request | Accepting Bookings |    |

You will see a downloadable list of the candidates and their contact details. You can use this list to manage the grading, however it will not generate a grading Result sheet, and you are not able to re-order the students on the list for partner purposes. Please advise the Examiner in advance of the grading of any students that need to be together for partner work.

Result Sheets: At present Examiners need to generate and print out the grading result paperwork themselves and bring it with them to the grading.

NB Theory marks do not show on the grading list, so bring a copy with you in case the Examiner needs it.