

# Signing in to JustGo

Club User Guide 01

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This user guide is to help you navigate signing in to JustGo and checking your personal details.

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# What is JustGo?



JustGo is the **new database system for ITKD** to manage memberships and events. It is an all-in-one portal for collecting membership fees, selling tickets to gradings, courses and events, tracking credentials, communicating with instructors and students, and more.

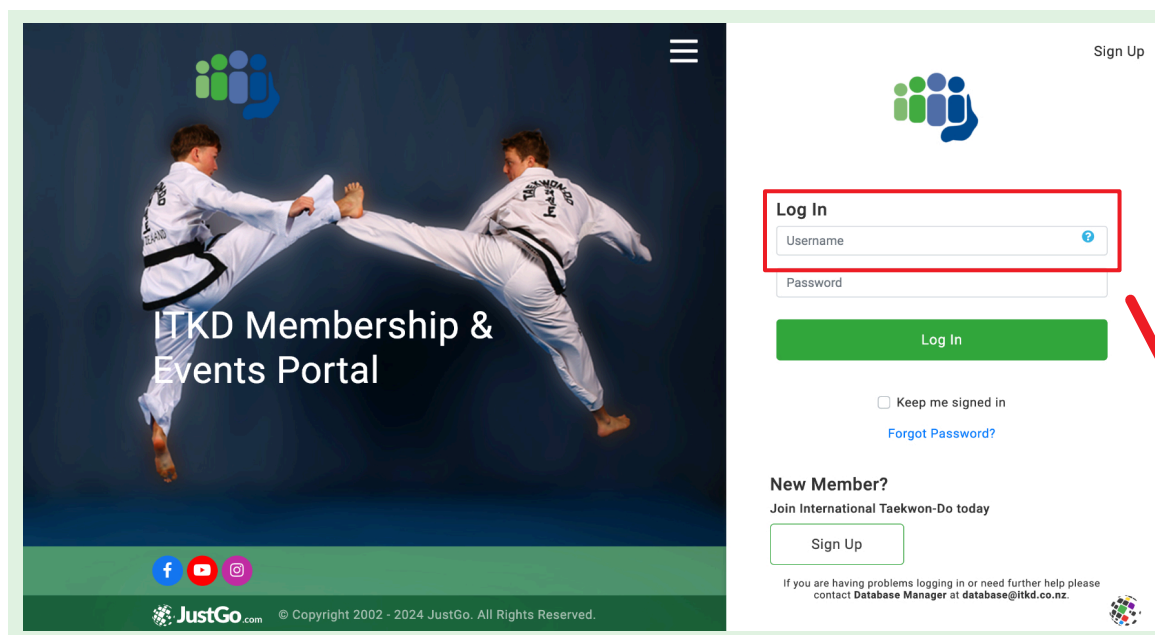
It has some great new features, such as allowing individual members to update their own personal details, make payments using debit/credit cards and bank transfers, and keep track of their own participation and contribution credits.

The bulk of the information stored on the old database system has been transferred into JustGo, and this first step is getting instructors and admins signed in, so that they can familiarise themselves with the new system.

# Logging in to JustGo

Go to the ITKD Membership & Events Portal  
[www.itkd.justgo.com](http://www.itkd.justgo.com)

Enter your Username in the login screen



Your old username and password will no longer work. Use the next steps to Login to JustGo.

You can use either your **email address** as listed on your current record, or more reliably your **current ITKD membership number** padded with additional zeros in front to make 6 digits \*

So if your ITFNZ# is 12345 enter **012345**. If it is 1234, enter **001234**

Log In

001234

Password

\*If you don't receive an email contact [justgo@itkd.co.nz](mailto:justgo@itkd.co.nz)

# Logging in to JustGo

Click **Forgot Password**

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

Log In

001234 ?

Password

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 **Database Manager** at [database@itkd.co.nz](mailto:database@itkd.co.nz).

OK

Click the link in that email, and **reset** your Password.

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>.

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 \*

Example#123 ?

Confirm Password \*

Example#123

Cancel Save

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# Logging in to JustGo

You will be asked to select and save your communication preferences, then you will be taken to your My Profile Page

# 2

Agreements & Opt-ins

**Accept & Continue**

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](#).

MENU MY PROFILE MEMBERSHIP EVENTS & COURSES SHOP

INFO INSTRUCTOR

**MY PROFILE**

PROFILE MEMBER DETAILS MEMBERSHIP

**Governing Body Categories (Info Instructor)**  
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  
Next renewal in 11 month(s)  
MORE INFO >>

**1** ACTIVE

**Black Belt Grading Journey**  
This area is to open to members of any grade and contains information about the black belt grading application process. As soon as you begin attending ITKD events, visit this section to claim them as Credits Points towards your future grading.  
CLICK TO BEGIN >>

**+** ADD

**MY CLUBS**

Select Club

**INFO TKD CLUB TEST**

INFO INSTRUCTOR

Standard  
14/12/2025  
ME000035

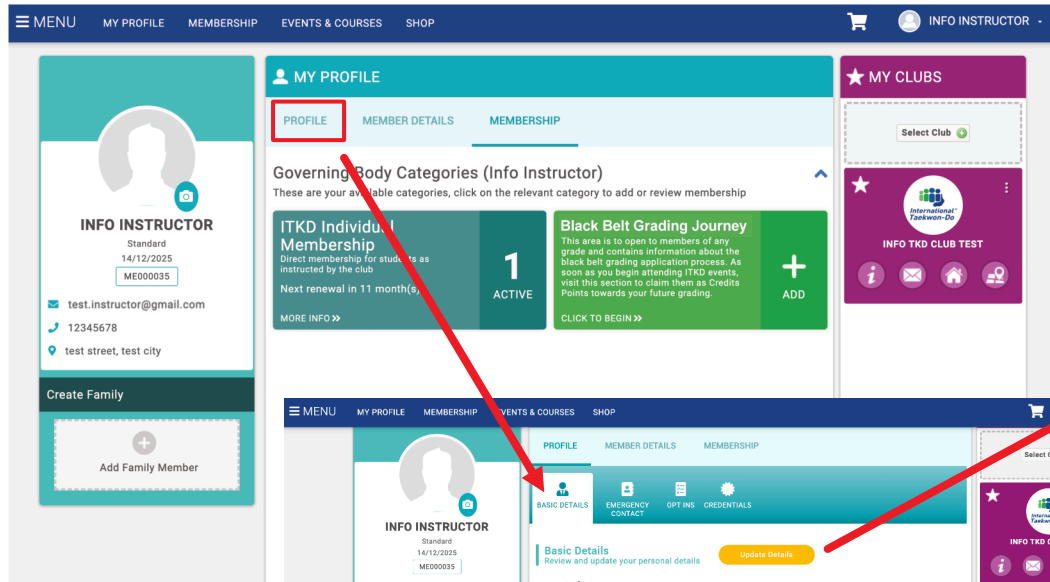
test.instructor@gmail.com  
12345678  
test street, test city

Create Family

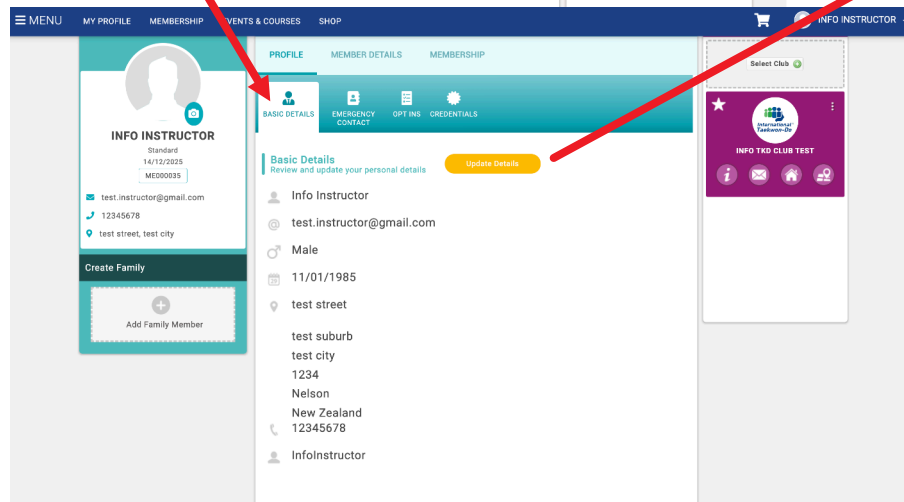
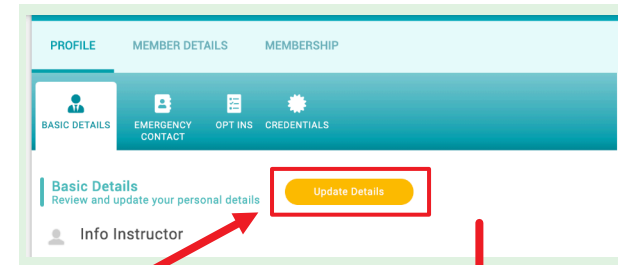
Add Family Member

# Check your Personal Details

Select **Profile** along the toolbar



Review your personal details, update as necessary and Save



This screenshot shows the 'Basic Details' form with the 'Save' button highlighted. The form contains the following fields:

- First Name: Info
- Last Name: Instructor
- Email Address: test.instructor@gmail.com
- Date of Birth: 11/01/1985
- Gender: Male
- Address: test street, test suburb, test city, 1234, Nelson, New Zealand
- Post Code: 1234
- Country: New Zealand
- Contact Number: 12345678
- User Name: InfoInstructor

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# Check your Personal Details

Select the **Emergency Contact** Tab, and add your emergency contact details

The screenshot shows the 'INFO INSTRUCTOR' profile page. The 'EMERGENCY CONTACT' tab is highlighted in the top navigation bar. Below the tabs, the 'Emergency Contact' section has a '+ Add' button highlighted with a red box. A red arrow points from this button to a modal form titled 'Emergency Contact'. The modal form contains fields for 'First name \*', 'Last name \*', 'Email address \*', 'Contact number \*', and 'Relationship \*'. The 'First name' field contains 'Emergency', the 'Last name' field contains 'Contact', the 'Email address' field contains 'emergencycontact@gmail.com', the 'Contact number' field contains '1234567', and the 'Relationship' dropdown is set to 'Parent'. The 'Done' button at the bottom right of the modal is highlighted with a red box.

Go to **Member Details** in the Toolbar. Add more information in the **About You** and **Equality, Diversity and Inclusion** Tabs.

The screenshot shows the 'MY PROFILE' page. The 'MEMBER DETAILS' tab is highlighted in the top navigation bar. Below the tabs, the 'ABOUT YOU' and 'EQUALITY, DIVERSITY AND INCLUSION' tabs are highlighted with a red box. The 'ABOUT YOU' tab is selected, showing fields for 'Preferred first name', 'What would you like to achieve?', 'Height', and 'Weight'. The 'Preferred first name' field is empty, the 'What would you like to achieve?' field contains 'na', the 'Height' field contains '0.00', and the 'Weight' field is empty. A 'Calendar' button is visible next to the 'Weight' field.

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# What's Next?



Now that you have signed in and checked your personal details, you can move on to **Club Guide 02** Setting Up your Club Profile including:

- Checking and updating your club details
- Accessing the JustGo Essentials package
- Setting up payment information and membership requirements