

# Member Records

Club User Guide 03

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Now that you have completed the club set up, this guide is to introduce you to how to access, sort and view membership records for your club members.

## 1. Accessing and Viewing Club Members

## 2. Summary Reports

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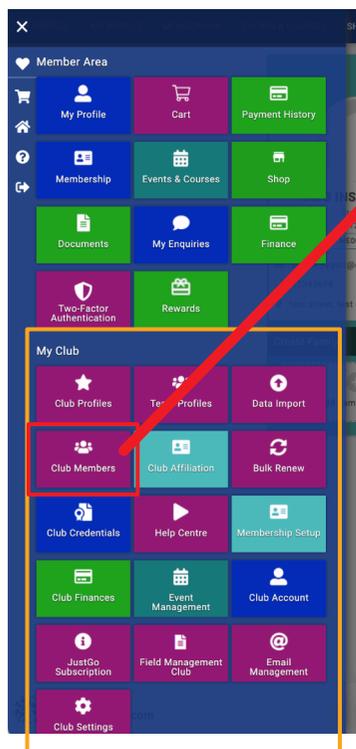
## 5. What's Next

# Accessing and Viewing Club Members



Go to the **My Club** tiles on the menu and select the **Club Members Tile**

This will take you to a list of all your club members, that you can view and manage.



**Club Members**  
Below is a list of all your club members for you to view and manage

Search... Search

Membership

Sort by Last Name

Add Existing Member Add New Member

All Members Life Membership Mini Kids Standard No Membership

40 2 12 22 4

Summary by Membership

Name	Email	Phone	Membership Type	Membership Date
Ryan Alizadeh	morteza.alizadeh@gmail.com	032473	Never held a membership	
Dhaivik Ashlin	chithravb@gmail.com	029224	International Taekwon-Do Membership Standard	31/12/2024
Dhwani Ashlin	chithravb@gmail.com	029225	International Taekwon-Do Membership Standard	31/12/2024

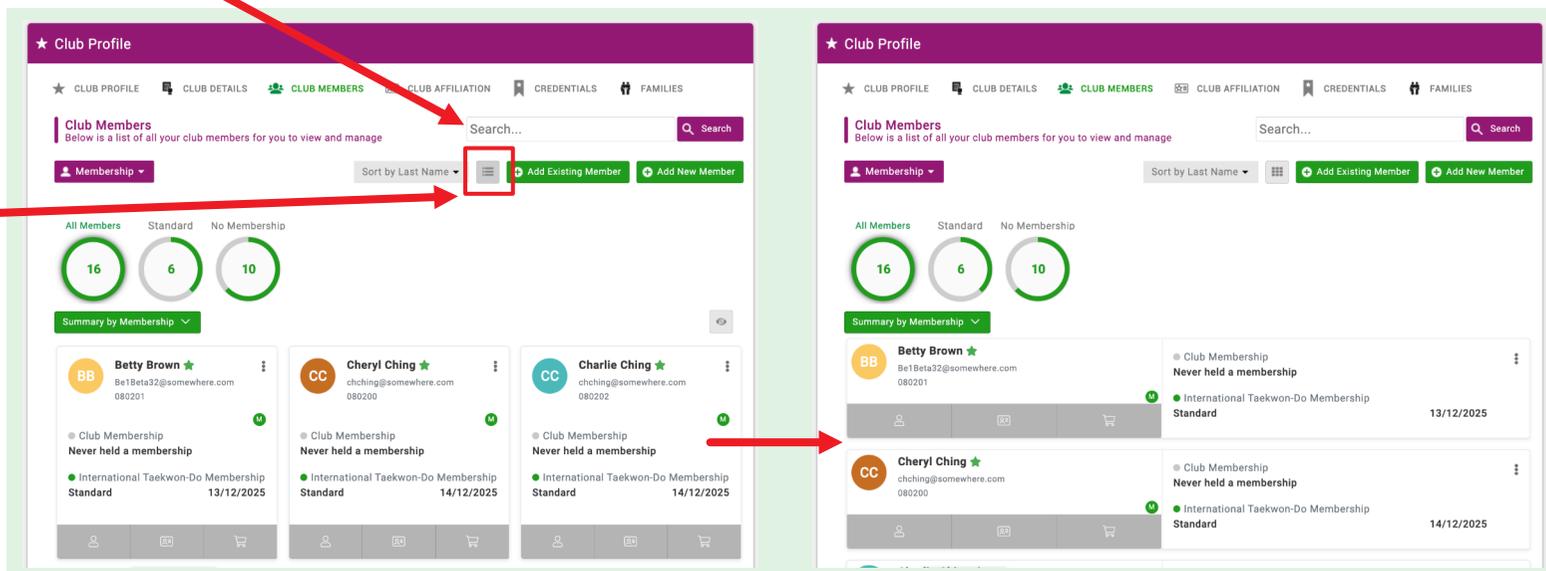
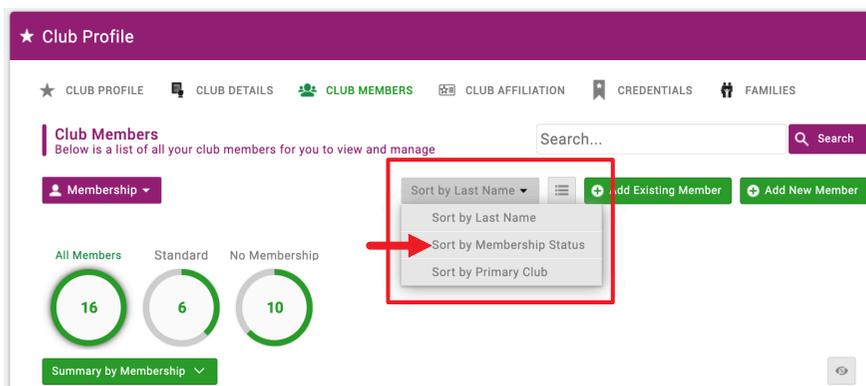
Each member record is displayed as a tile, and are displayed in alphabetical order according to Surname.

# Accessing and Viewing Club Members

You can change to sorted by Membership Status by clicking on the **grey drop down menu**.

You can search for any student on your list in the search field using name, membership number or email address.

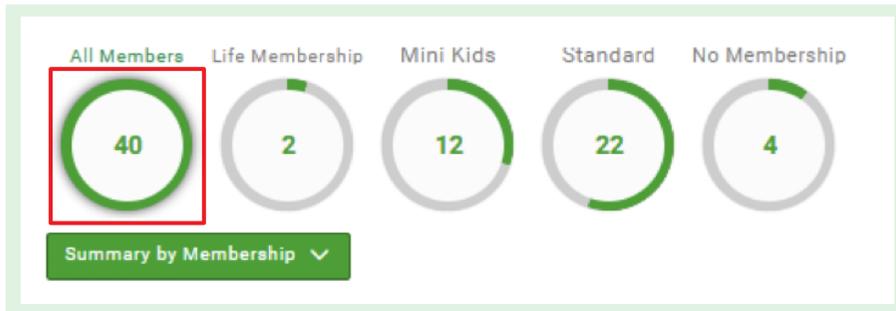
You can also change the tiles to a vertical format by clicking on the **grey square**.



# Summary Reports

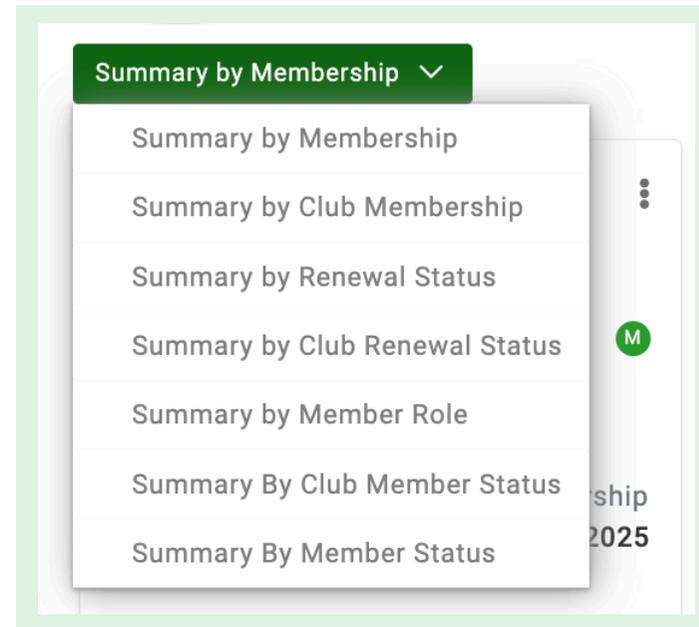
The circles at the top of the list give you a quick visual summary of different aspects of your club list.

Clicking on **any circle** will display the records of the members it pertains to. The default displays ITKD membership



NB The No Membership circle indicates any unregistered students. Absence of a circle indicates you have no-one in that category in your club list.

There are additional summary views available using the dropdown menu



The **Summary by Club Membership** shows how many of your members are up to date with their training fees, and will initially show all your members as not having a club membership. How to update this will be covered in [Club Guide 07](#)

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# Summary Reports

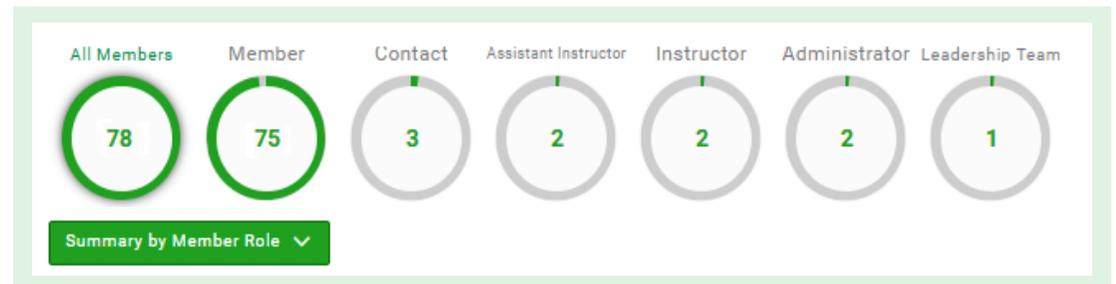
**Renewal Status** gives an overview of how long until ITKD registrations are due for renewal.

If you click on the 'within 30 days' tile, this will display the tiles of all members that need to renew their ITKD membership in the next 30 days.



**Club Renewal Status** gives the same information in respect to when club training fees are due.

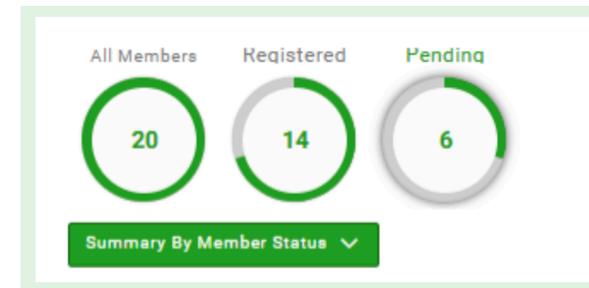
**Summary by Member Role** shows how many of your members have key roles. If you have no-one in a particular role the circle won't show on the summary.



**Club Member Status** summary will show how many people have membership to your club pending approval – waiting for you to accept their registration to your club. This process will be covered in **Club Guide 04**



Similarly the **Member Status Summary** shows how many registrations are pending with the National Body



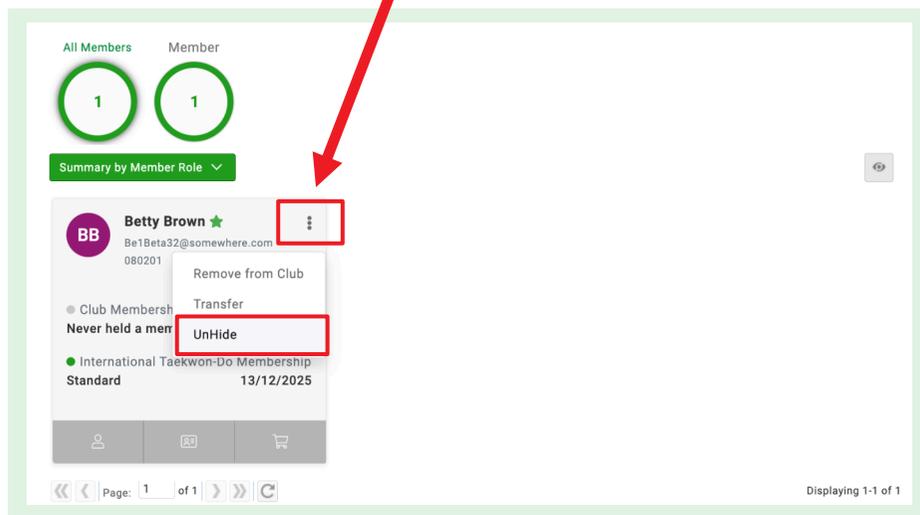
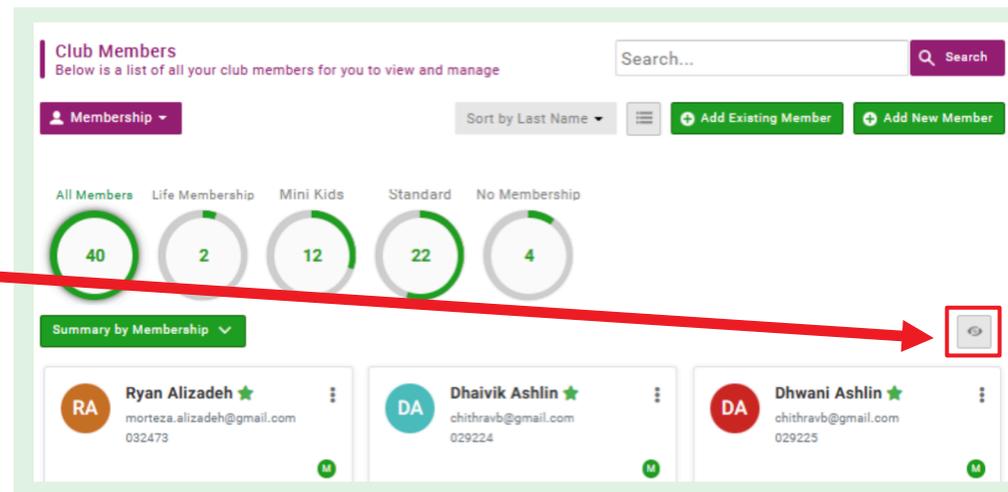
# Summary Reports

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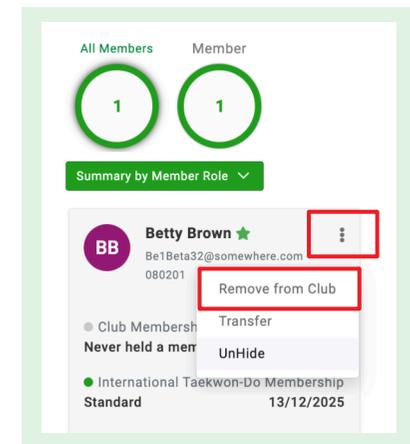
## Hidden Members

OnHold students have been imported to each club with **Hidden status**. This means they are not visible on your main list. The "eye" icon on the right side just above the member tiles will show the hidden member tiles.

Individuals can be brought back to the main list by clicking on the **3 dots** at the top right and selecting **Unhide**



Students may be completely removed from your list by clicking the 3 dots and selecting **Remove from Club**, (replacing the former GONE status).



Any member can be put back on your club list by emailing a National Admin [Justgo@itkd.co.nz](mailto:Justgo@itkd.co.nz)

# A Guide to Member Records

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Each member record is displayed as a tile.

Star indicates Club priority  
★ Primary Club  
☆ Secondary Club

Membership Number → 080201

Email address → Be1Beta32@somewhere.com

Club Role → M  
All should show **M** for Member  
Others may also include **I** for Instructor, **U** for Umpire etc

Status of Club Fees → ● Club Membership  
Never held a membership  
● International Taekwon-Do Membership Standard  
13/12/2025

ITKD Membership status & expiry date

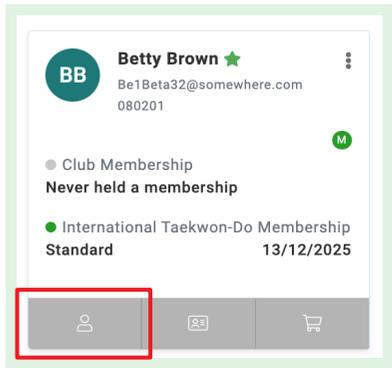
Colour Indicates Status  
● Active  
● Expired  
● Expiring soon  
● Awaiting Activation

Detailed Information    Membership Details    Cart - shows what is awaiting payment

The bottom three grey buttons take you to additional information held on the member

# A Guide to Member Records

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## Detailed information

Clicking on this button takes you to a members basic details and links to more detailed records.

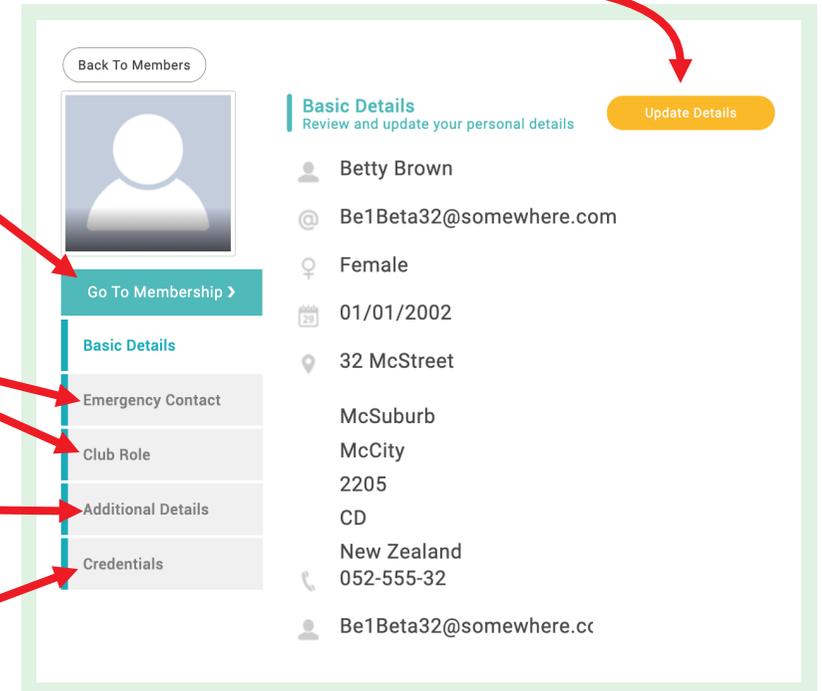
The **Basic Details** can be updated by clicking the yellow "Update Details" button.

The **Go to Membership** button takes you to where ITKD and club membership is stored and renewed, as well as a link to the Black Belt Grading Journey area. Credit points will be managed here as well.

**Emergency contact** and **Club roles** can be updated using the relevant buttons. Club roles will be covered in **Club Guide 05**

**Additional Details** button is an area for the member and/or the instructor to add additional information

**Credentials** – this is where all gradings, courses, dan credit points and other qualifications are stored. Clicking on any credential tile will show you additional details such as venue and tournament name (for an umpire credit)

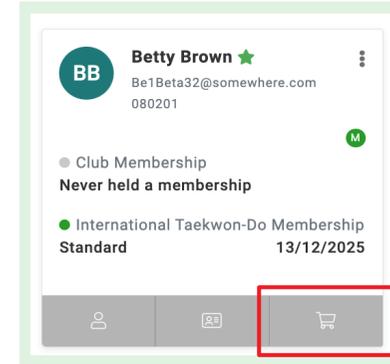
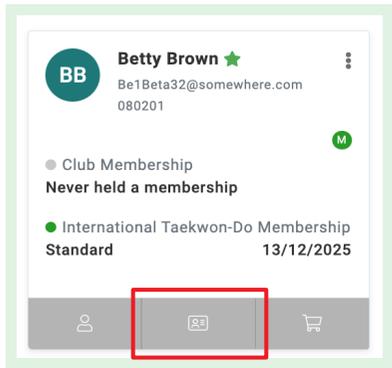


# A Guide to Member Records

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## Membership Details

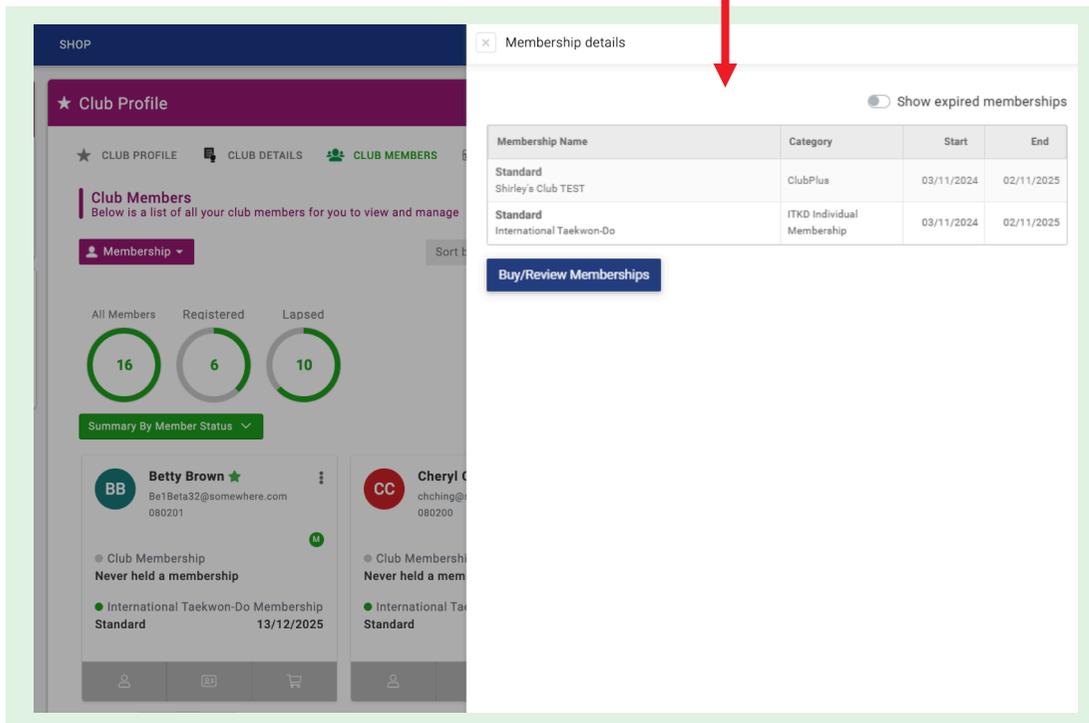
This will show you a summary of ITKD and club membership information



## Cart

This will take you to a summary of any items awaiting payment for the member, and a link to the club shopping cart where the club can make a direct payment or request an invoice.

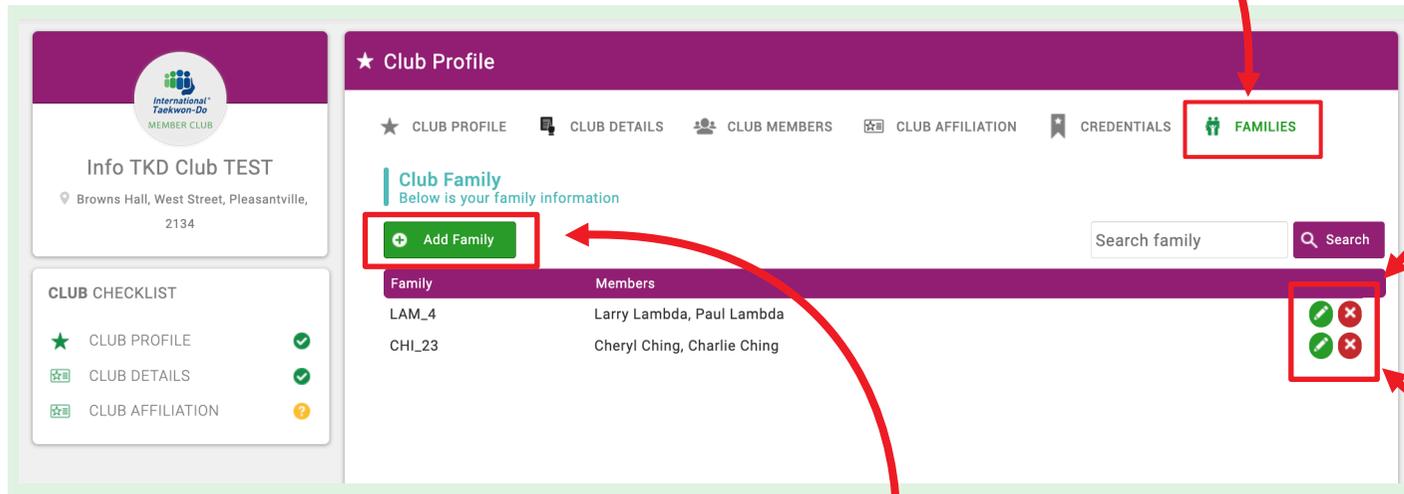
This will be covered in later guides.



# Family Groups

Clicking on the **Families tab** at the top right of your club profile will take you to your club family groupings

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You can add or delete members from a family by clicking on the **pencil**.



You can remove a family completely by clicking the **red X**



You can create a new family by clicking the green **Add Family** button, then search by name, membership number or email.



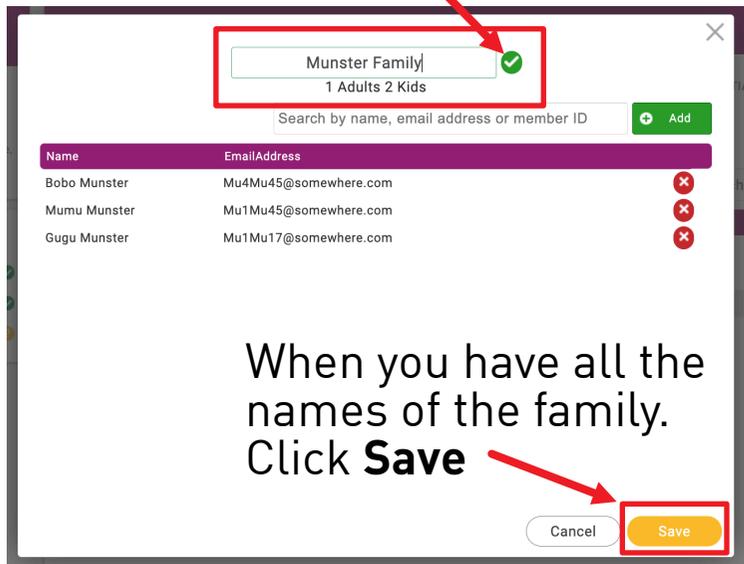
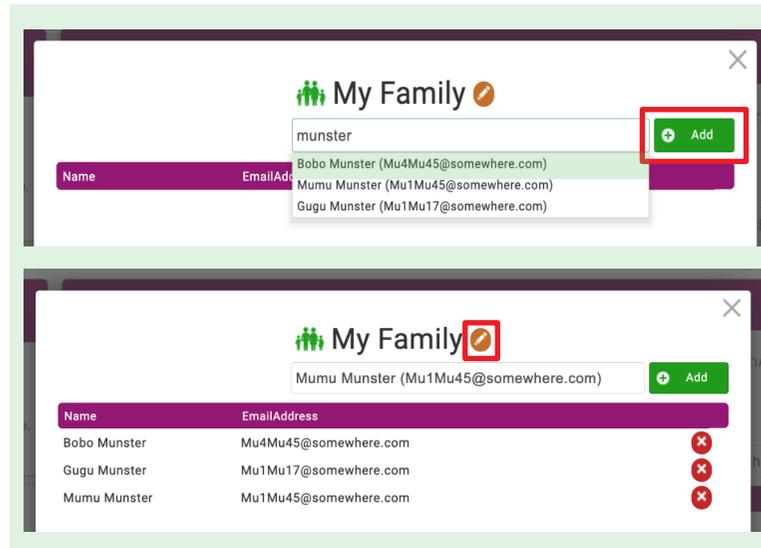
NB your club list will only show the details of those family members who are part of your club. Members of the family in other clubs will be indicated as follows



# Family Groups

Click on the name you want, then Click **Add**  
You can select and add each person as required.

Click on the **brown pencil** button to give the family a name. You can name the family any way you wish.  
Click the **green tick** to confirm



All the families in your club will have the codes from the old database, which you can retain or amend as you wish.

The new family group will then show in your families list



# What's Next?

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Now that you can view the members on your club list, use summary reports to sort them and group them in families, the next guide will take you through how ITKD Membership works in JustGo.

This will include types of memberships, reregistering existing and registering new members, and adding or removing members from your club list.