

Signing into JustGo

Member User Guide 01: New Members Registration



CONTENTS

Welcome and thank you for joining ITKD.

This user guide helps you create your JustGo membership account.

1. What is JustGo?
2. Create your JustGo account
3. Check your Personal Details
4. Creating Family Groups

What is JustGo?

JustGo is ITKD's new membership system 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 students, and more.

It has some great new features, such as allowing individual members to update their own personal details, create family profiles to manage all family members under one membership, make payments using debit/credit cards and bank transfers, and provide students with an improved user experience in tracking their own participation and contribution credits.

If you encounter any issues during the joining process, please contact justgo@itkd.co.nz or ask the club administrator.

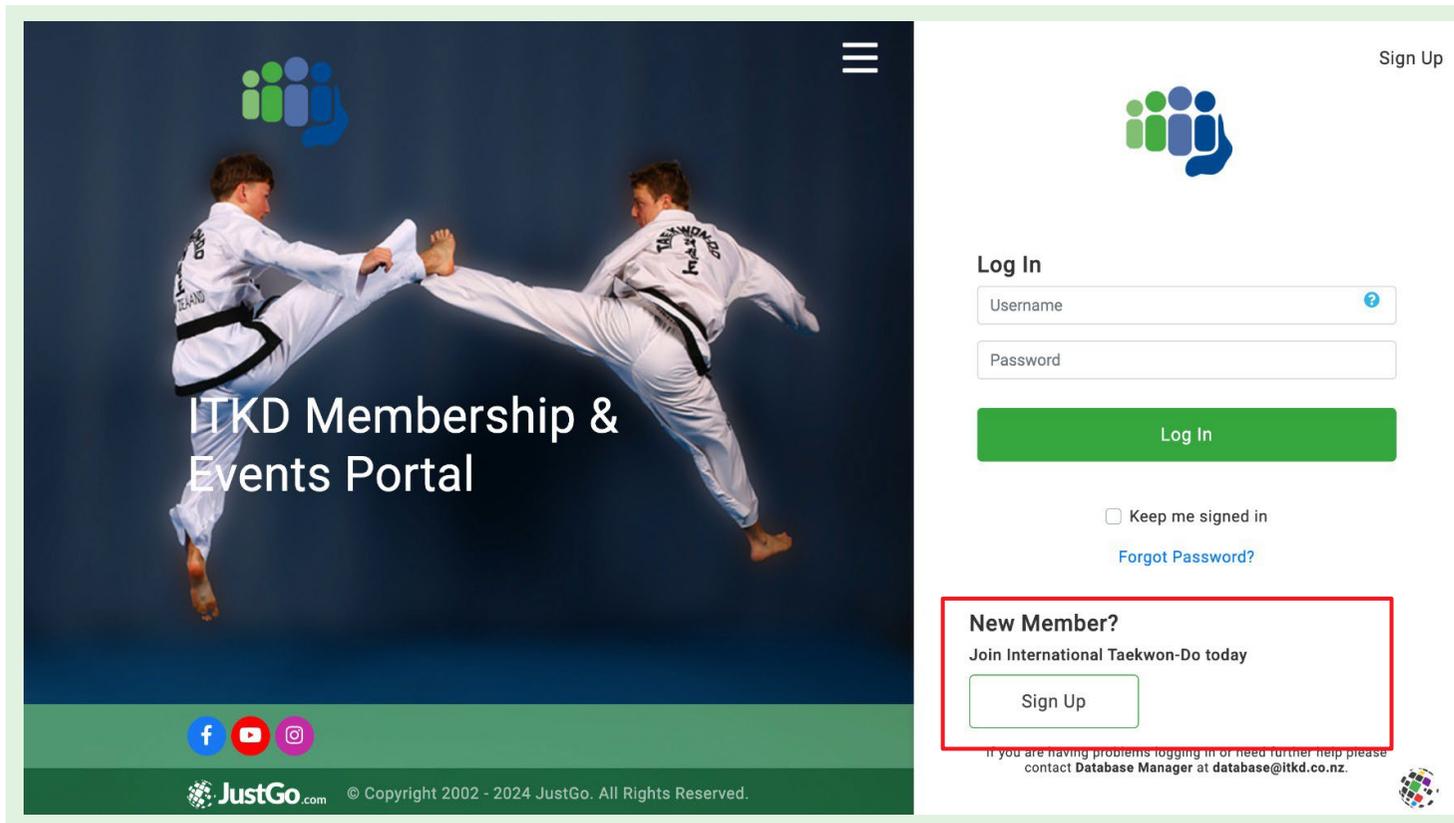
1

Create your JustGo Account

2

Go to the ITKD Membership & Events Portal home page at www.itkd.justgo.com

Click **Sign Up** on the home page.



The screenshot shows the ITKD Membership & Events Portal home page. The page features a dark blue header with the ITKD logo and a navigation menu. The main content area displays two taekwon-do practitioners in white uniforms performing a sparring move. Below the image, the text "ITKD Membership & Events Portal" is visible. At the bottom of the page, there are social media icons for Facebook, YouTube, and Instagram, and the JustGo.com logo with copyright information: "© Copyright 2002 - 2024 JustGo. All Rights Reserved." On the right side of the page, there is a "Sign Up" link at the top right. Below it is a "Log In" section with fields for "Username" and "Password", a green "Log In" button, a "Keep me signed in" checkbox, and a "Forgot Password?" link. A red box highlights the "New Member?" section, which includes the text "Join International Taekwon-Do today" and a "Sign Up" button. At the bottom of this section, there is a small note: "If you are having problems logging in or need further help please contact Database Manager at database@itkd.co.nz."

Create your JustGo Account

Complete the personal details requested.



If you are a parent or caregiver of the person joining, please enter their details in the first section below. Your own details will be requested later in the form.

Sign Up

First Name Last Name

Email Address

Contact Number

Date of Birth
Day Month Year

Gender
 Male Female Non-Binary
 Prefer Not To Say Different Identity

Username

Password

Address

Country

Address Line 1

Suburb

Town/City Region Post Code

What would you like to achieve?

Choose a club

If you know your club name, please choose one

Equality, Diversity and Inclusion

Please select classification

- Pakeha/NZ European
- Maori
- Pasifika
- East or South Asian
- Indian or Sub-continent
- Other

By clicking on Sign Up you agree to JustGo's [Terms and Conditions of Use](#)

To learn more about how JustGo protects your personal data please also read our [Privacy Policy](#)



Create your JustGo Account

2

Choose a club

If you know your club name, please choose one

Click Add which brings up a list of clubs. You can either:

- Select a club by clicking the tick beside the club name, and then the done box in the top right; or
- Type in the club name to bring it up, click the tick beside the club name, and then the done box in the top right

Please select from the list below:

 Avalon	<input checked="" type="checkbox"/>	<input type="button" value="View Details"/>
 Avondale TKD (Auckland)	<input type="checkbox"/>	
 Bell Block (Hamilton)	<input type="checkbox"/>	

Create your JustGo Account

2

Agreements & Opt-ins

← Back

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](#).

← Back

Accept & Continue

You will be asked to select your communication preferences, as well as accepting ITKD's membership's terms and conditions.

Once selected you will be taken to your My Profile Page.

Check your Personal Details

Select **Profile** on the My Profile tile.

3

The screenshot displays the 'MY PROFILE' page. The navigation bar at the top includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The user is logged in as 'TEST MEMBER'. The main content area is divided into three columns:

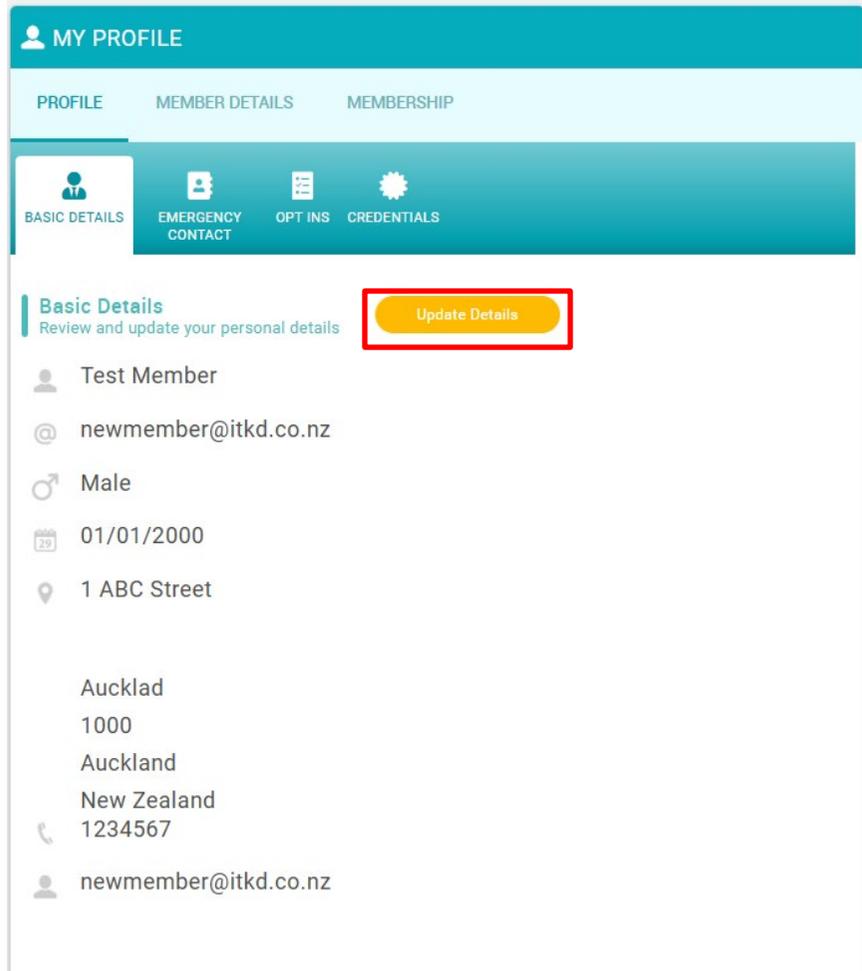
- Left Column:** User profile card for 'TEST MEMBER' with a phone number (080265), email (newmember@itkd.co.nz), phone (1234567), and address (1 ABC Street, Auckland). Below it is a 'Create Family' section with an 'Add Family Member' button.
- Middle Column:** 'MY PROFILE' section with tabs for 'PROFILE' (highlighted with a red box), 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these are icons for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'Basic Details' section is expanded, showing fields for name (Test Member), email (newmember@itkd.co.nz), gender (Male), date of birth (01/01/2000), and address (1 ABC Street, Auckland, New Zealand, 1234567). An 'Update Details' button is present.
- Right Column:** 'MY CLUBS' section with a 'Select Club' dropdown and a card for 'ALEX'S CLUB TEST' (Pending Approval) with various action icons.

Check your Personal Details

3

Review your personal details. Click **Update Details** to amend then click **Save**.

Repeat for the **Emergency Contact** and **Member Details** tabs.



MY PROFILE

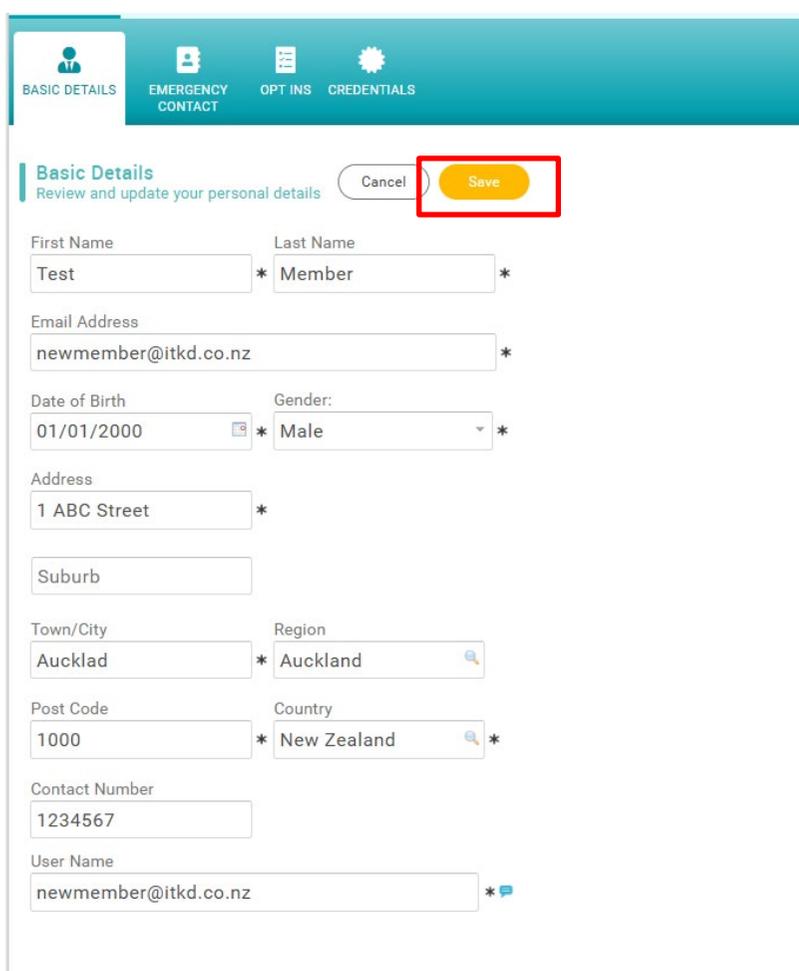
PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Basic Details
Review and update your personal details

Update Details

Test Member
newmember@itkd.co.nz
Male
01/01/2000
1 ABC Street
Auckland
1000
Auckland
New Zealand
1234567
newmember@itkd.co.nz



Basic Details
Review and update your personal details

Cancel **Save**

First Name: Test * Last Name: Member *

Email Address: newmember@itkd.co.nz *

Date of Birth: 01/01/2000 * Gender: Male *

Address: 1 ABC Street *
Suburb: *

Town/City: Auckland * Region: Auckland *

Post Code: 1000 * Country: New Zealand *

Contact Number: 1234567

User Name: newmember@itkd.co.nz *

Creating Family Groups

4

The Family Profile allows family members to be grouped together under one profile. This means:

- One member of the family can edit each member's basic profile details (e.g. contact details) and renew membership together in one purchase.
- It means one email address can be used for multiple family members.
- Parents can set up their own profile to take control of the Family Profile.

To Create Family, click 'Add Family Member'.

The screenshot displays the user profile page on JustGo.com. The page is divided into three main sections: 'MY PROFILE', 'MY CLUBS', and a navigation menu at the top. The 'MY PROFILE' section is further divided into 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under 'PROFILE', there is a 'Basic Details' section with an 'Update Details' button. The 'MEMBER DETAILS' section shows the user's name, email, gender, and date of birth. The 'MEMBERSHIP' section shows the user's address and contact information. The 'MY CLUBS' section shows a list of clubs, with 'ALEX'S CLUB TEST' currently selected and pending approval. A red box highlights the 'Add Family Member' button in the 'Create Family' section.

Creating Family Groups

You can add an Existing Member or a New Member.

4

Add New or Existing Member ✕



Existing Member

If a person you want to add is an existing member, use this option to link them to your family

Select



New Member

If a person you want to add hasn't registered before, use this option to add them to your family

Select

Close

Creating Family Groups

To add Existing Member

You can either add in the email address and DOB/Membership Number of the member you want to add OR click on 'Use Membership Number Instead' to swap this step for their Membership Number and DOB if you'd prefer.

Once you have entered your information click on 'Send Verification Email'. JustGo will send a confirmation email to the family member.

You can either add another member and repeat this process by clicking 'Add' OR head back to your profile by clicking 'Close'.

Once the family member receives the email to their listed email address – they simply click on the link provided in the email to confirm their addition to your Family Profile.

Once they have clicked on the link you can refresh your member profile page, and you should see your family member appear under your Family Tile.

The 'Family Group' name will default to ***Surname Family***.

Add Existing Member

Step 1

Enter the email address of member you wish to add

Email Address

Use [Membership Number](#) instead

Step 2

Enter the date of birth of the member you wish to add or their member number

Date of Birth

OR

Membership Number

Send Verification Email

×

4

Creating Family Groups

To create a Family Profile for New Members

If one or more of your family members are not already members and don't have an existing profile, then you can create a new account and begin linking them to new and existing family member profiles.

Click 'Add Family Member' on your profile home page then select New Member.

Thank you for signing in and checking your personal details and creating a Family Group if required.

4