

The HUB: Guidance and Useful Steps for Members and Parents/Guardians.



BRITISH
TAEKWONDO

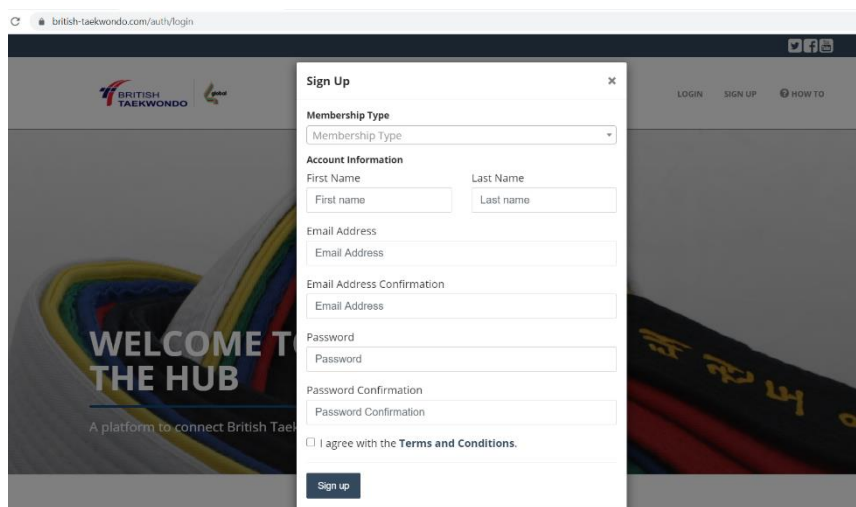
Table of Contents

1.0 How to Register as a British Taekwondo Member	3
2.0 How to Create a Family Account.....	4
3.0 How to Renew Your British Taekwondo Membership.....	5
3.1 How to download your British Taekwondo Membership Certificate	6
4.0 How to Change Your Personal Details on Your Profile	6
4.1 How to Change Your Password for Your Account.....	7
5.0 How to Transfer Your Membership to Another Club.....	7
6.0 How to Convert Your Member Profile to a Coach Profile.....	8

1.0 How to Register as a British Taekwondo Member

Below are a few steps to follow, which will help you to register as a British Taekwondo member.

- Please click on this link www.british-taekwondo.com to reach our British Taekwondo Hub registration page.
- Click 'Sign Up'
- Select 'Member' from the drop-down menu and enter all of the required details and click 'Submit'
- You will then receive a verification email to complete the set-up of your profile
- Once you have clicked on the verification link, you will be able to log into your new profile in The Hub and complete the set-up of your member profile.

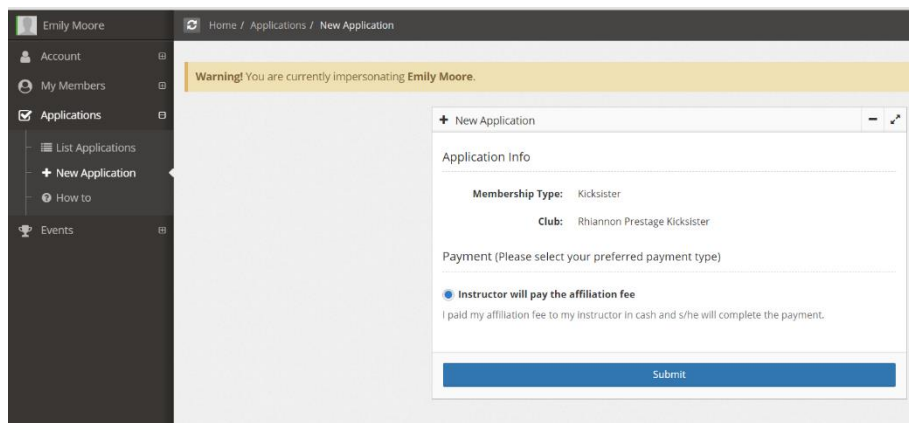


The screenshot shows the 'Sign Up' form on the British Taekwondo Hub website. The form is titled 'Sign Up' and includes the following fields:

- Membership Type:** A dropdown menu with 'Membership Type' selected.
- Account Information:**
 - First Name:** A text input field with 'First name' as a placeholder.
 - Last Name:** A text input field with 'Last name' as a placeholder.
 - Email Address:** A text input field.
 - Email Address Confirmation:** A text input field with 'Email Address' as a placeholder.
 - Password:** A text input field.
 - Password Confirmation:** A text input field.
- I agree with the [Terms and Conditions](#).
- Sign up** button.

Now you will need to pay for your British Taekwondo Membership. To do this you will need to:

- Look at the black drop-down menu on the left of your screen
- Click on 'Applications' followed by 'New Application'
- The next page will be your membership renewal application page. Click 'Submit' here to notify your coach of your membership renewal
- Now you will need to make payment with your lead coach, who will approve and pay for your membership renewal.



The screenshot shows the 'New Application' form in the British Taekwondo Hub. The form is titled 'New Application' and includes the following fields:

- Application Info:**
 - Membership Type:** Kicksister
 - Club:** Rhiannon Prestage Kicksister
- Payment (Please select your preferred payment type):**
 - Instructor will pay the affiliation fee**
I paid my affiliation fee to my instructor in cash and s/he will complete the payment.
- Submit** button.

2.0 How to Create a Family Account

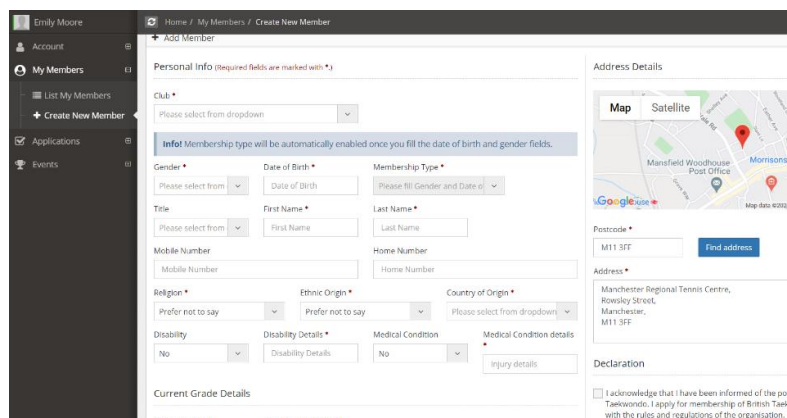
If you are creating a profile for your child/children who is/are **under 18 years old**, you must first create yourself a Parent/Guardian account. To do this, please follow the steps below:

- Please click on this link www.british-taekwondo.com to reach our British Taekwondo Hub registration page.
- Click 'Sign Up'
- Select 'Parent/Guardian' from the drop-down menu and enter all of the required details and click 'Submit'
- You will then receive a verification email to complete the set-up of your profile
- Once you have clicked on the verification link, you will be able to log into your new profile in The Hub and complete the set-up of you member profile.

Please Note: This will not give you British Taekwondo Membership.

To add your child/children to your account (so that they will have British Taekwondo membership) please follow the steps below:

- Look at the black drop-down menu on the left-hand side of your screen.
- Click on 'My Members' followed by 'Create New Member'
- Now please enter your child's details and click 'Submit' once you have completed all the fields required. If you have another child to add, please repeat this process.



- You will now need to click on 'List My Members' and you should now see your child/children in this section.
- Finally, to renew your child's/children's membership, look under the 'Actions' section on this page and you will see a green 'Renew' button next to their name(s). Please click this.
- You have now completed the renewal process for your children, all that is left is to pay your lead instructor, who will complete the final step of the process.

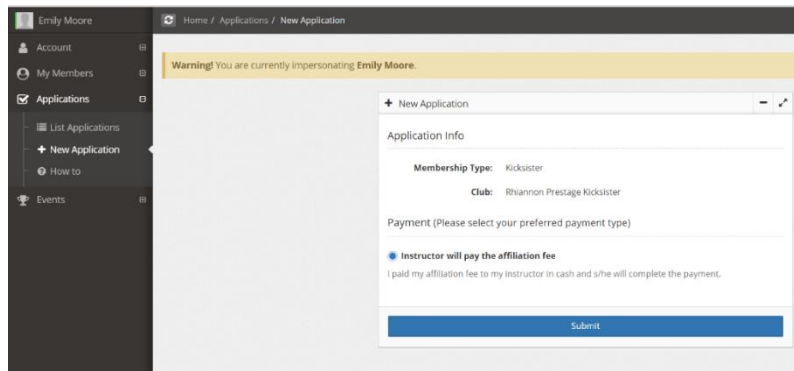
Please Note: To view or edit your child's/children's profile(s), there will be both 'Profile' and 'Edit' buttons under the actions section also.

3.0 How to Renew Your British Taekwondo Membership

Below are the steps to follow to renew your BT Membership:

- Login to your Hub profile
- On the right-hand side there is a black strip that goes all the way down the page, at the bottom there should be a heading for 'applications'
- Click on 'applications' this will drop down a further heading 'new application', please click on this
- This will then lead you to a page to submit your membership renewal application
- Click 'Submit' here, and this will notify your instructor that your membership can now be renewed.

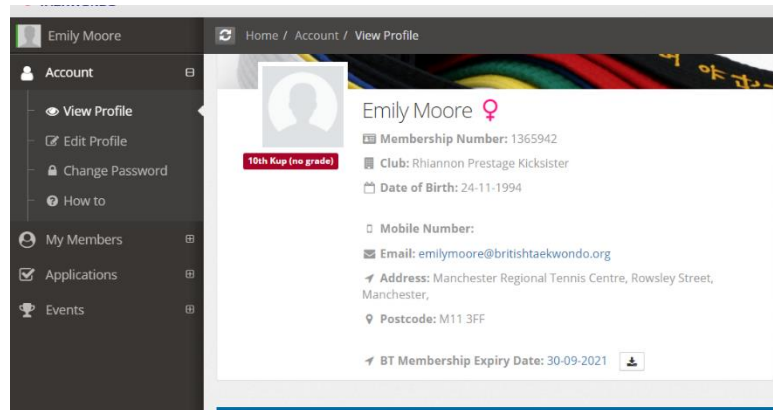
You will now need to contact your lead instructor to make payment with them, so that your profile can be updated accordingly.



The screenshot shows a web interface for submitting a new application. On the left is a dark sidebar with a user profile for 'Emily Moore' and a menu with options: Account, My Members, Applications (expanded), List Applications, + New Application (selected), How to, and Events. The main content area has a breadcrumb trail 'Home / Applications / New Application' and a yellow warning banner: 'Warning! You are currently impersonating Emily Moore.' Below this is a form titled '+ New Application'. The form contains the following fields: 'Application Info' with 'Membership Type' set to 'Kickstarter' and 'Club' set to 'Rhianon Prestige Kickster'; and 'Payment (Please select your preferred payment type)' with a radio button selected for 'Instructor will pay the affiliation fee' and a note: 'I paid my affiliation fee to my instructor in cash and s/he will complete the payment.' A blue 'Submit' button is at the bottom of the form.

3.1 How to download your British Taekwondo Membership Certificate

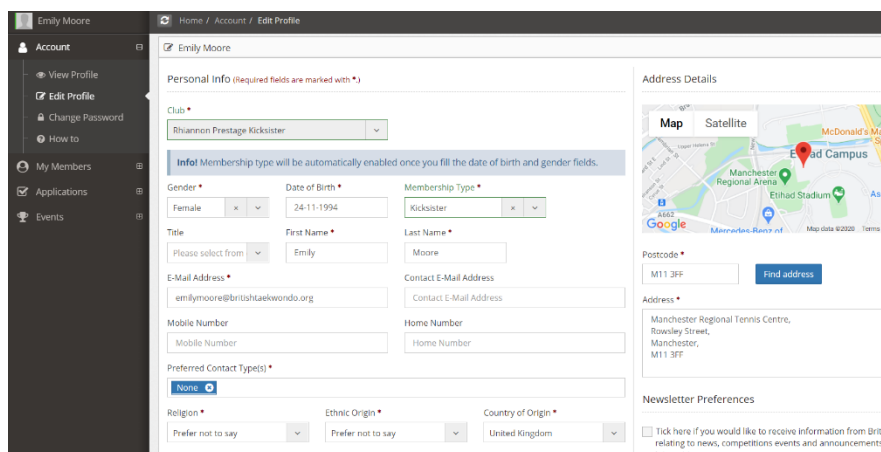
- Login to your Hub profile
- Click on the heading 'account' followed by 'view profile'. This will then bring up your Hub profile.
- Next to the membership expiry date there is a small download icon where you will be able to download and print off your certificate.



4.0 How to Change Your Personal Details on Your Profile

Below are the step to follow to change any details on your Hub profile:

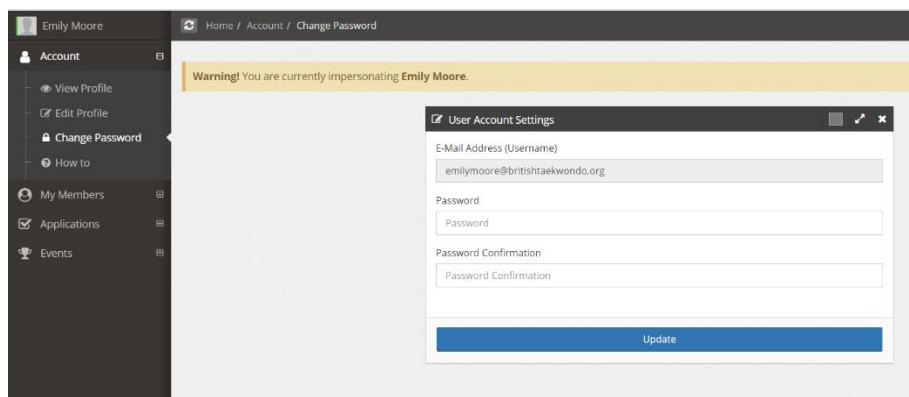
- Log into your Hub profile
- Look at the black drop-down menu bar on the left-hand side of the screen, click on 'Account', followed by 'Edit Profile', here you can edit any of your information.
- Once you have finished editing your information, please scroll to the bottom of the page and press the 'Submit' button.



4.1 How to Change Your Password for Your Account

Below are the steps to follow to change your password on your Hub profile:

- Log into your Hub profile
- Look at the black drop-down menu bar on the left-hand side of the screen, click on 'Account', followed by 'Change Password', this will then take you to a page where you can type in your new password details.
- Once you have entered your new password details, you will need to press the 'Update' button at the bottom of this page.



5.0 How to Transfer Your Membership to Another Club

Below are the steps to transfer your membership to another club. Please also make sure you read our 'Transfer of Membership' policy (<https://www.britishtaekwondo.org.uk/wp-content/uploads/2014/12/Transfer-of-membership-policy.pdf>).

Individual members wishing to transfer membership from one registered British Taekwondo club to another should:

- Send a written request (letter or email) to British Taekwondo membership services including name, membership number and date of birth.
- Provide details of the existing club and the club you wish to transfer your membership to.
- State the reason(s) for wishing to leave.

If the individual membership is for a child or vulnerable adult, then the parent or legal guardian with responsibility and access to the membership profile on the hub should contact membership services.

6.0 How to Convert Your Member Profile to a Coach Profile

If you are looking to become a British Taekwondo Coach, please talk to your lead coach about this first. If your lead coach would then like to convert you to an assistant coach, they will then need to contact British Taekwondo's membership services department on your behalf and send us the following information:

- Photos/scans of your Dan Certificates (Kukkiwon) via email.
- Type of Coach – 'Lead' or 'Assistant'.
- Full name of the club you will be Instructing at.
- The email address you would like to use for login and communication purposes.

Please note: Coaches **MUST NOT** deliver any sessions until they have full **disclosure check clearance** with British Taekwondo **and** have current British Taekwondo **Membership and Insurance**.