

The Hub Notes For Instructors

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1.0 Requirements To Become A British Taekwondo Instructor

Main Club Instructor

- At least 18 years of age
- Minimum of 1st Dan (photos/scans of certificates emailed to British Taekwondo as proof)
- Have current British Taekwondo Membership through The Hub (British Taekwondo Membership System) www.british-taekwondo.com
- Have current British Taekwondo Insurance through The Hub
- Have full Disclosure checks clearance with British Taekwondo (Please email james.docherty@britishtaekwondo.org for further Disclosure check guidance).

Assistant Club Instructor

- At least 18 years of age
- Minimum of 1st Dan (photos/scans of certificates emailed to British Taekwondo as proof)
- Have current British Taekwondo Membership through The Hub www.british-taekwondo.com
- Have current British Taekwondo Insurance through The Hub
- Have full Disclosure checks clearance with British Taekwondo (Please email james.docherty@britishtaekwondo.org for further Disclosure check guidance).

Junior Assistant Club Instructor (can only instruct under supervision)

- 16 – 17 years of age
- Minimum of 1st Dan (photos/scans of certificates emailed to British Taekwondo as proof)
- Have current British Taekwondo Membership through The Hub www.british-taekwondo.com
- Have current British Taekwondo through The Hub
- Have full Disclosure checks clearance with British Taekwondo (Please email james.docherty@britishtaekwondo.org for further Disclosure check guidance).

2.0 Creating Your ‘Instructor’ Profile On ‘The Hub’

1. Please log into The Hub using the link below, this will take you to our new website that is used to manage memberships: <https://www.british-taekwondo.com/auth/login>
2. Click ‘Sign Up’
3. Select ‘Instructor’ form the dropdown menu
4. Enter all the required details and click ‘Submit’

This will take you to the next page, which will offer you to apply and pay for the following;

1. British Taekwondo Membership
2. A British Taekwondo disclosure check (only tick if you are based in England or Wales – please see notes below if based in Scotland, Northern Ireland or Gibraltar)
3. British Taekwondo Insurance

Once you have completed your registration as a British Taekwondo Instructor and have disclosure check clearance, which takes between two to eight weeks (if a first-time application), you will be able to purchase British Taekwondo Insurance and register your club.

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

3.0 How To Register Your Club In The Hub

1. Please log into The Hub using the link below, this will take you to our new website that is used to manage memberships: <https://www.british-taekwondo.com/auth/login>
2. Click 'Login', enter your login details and login to your Hub profile.
3. Select 'Clubs' from the dropdown menu then click 'Create Club'.
4. Enter all of the required details and click 'Submit' at the bottom of the page
5. You will then need to pay the club affiliation fee for this club. To do this, please look at the black drop-down menu on the left-hand side of the screen, click on 'Applications', followed by 'New Application'.
6. This will then take you to a page to select your club from a drop-down menu.
7. Once you have selected your club, you will need to press 'Submit' and this will take you to the payment page.
8. You will now be asked to make the payment online via PayPal or WorldPay (using a Credit or Debit Card).

4.0 Renewing Your Own Membership/Insurance/Disclosure Checks/Club Affiliation

1. Log into your account in The Hub
2. Look at the black drop-down menu on the left-hand side of your screen.
3. Click on 'Applications'
4. Followed by 'New Application'. This will lead you to the applications page where you can see all of your available applications. You can then select the applications you wish to pay for by ticking or unticking the tick boxes. Once you are happy with your selection, you will need to press 'Submit'.
5. You will now be asked to make the payment online via PayPal or WorldPay (using a Credit or Debit Card).

Please note: Once payment has been made, the British Taekwondo office will need to approve of the application, therefore it may take a couple of days before your applications are updated on The Hub.

5.0 Using The Hub To Add Members (**Lead Instructors only**)

- Look at the black drop-down menu on the left-hand side of the screen and click on 'Members', 'Create Members'.
- Once a member has been created they will show under 'Members', 'List Members'.

6.0 Using The Hub To Add Instructors (**Lead Instructors only**)

- Look at the black drop-down menu on the left-hand side of the screen and click on 'Instructors', 'Create Instructor'.
- Once a member has been created they will show under 'Instructors', 'List Instructors'.

7.0 Renewing Insurance For Your Members

As the lead instructor of a British Taekwondo club, you can renew your student's memberships on their behalf by using the following process:

1. Find the member under your members list ('Members', 'List Members').
2. Look under the actions section and click on the 'Renew' button for this member, this will take the member to your 'Awaiting Payment Applications' section.

Alternatively, you can create the members login details and send these to them. (When you create the members, you will get asked to add an email address and a password, these will be their login details). They can then log into their accounts and go to 'Application', 'New Application', and submit their application off to you for payment (making payments in The Hub is explained below).

Finally, you can ask the members to go to The Hub and click on 'Sign Up' and create their own profiles for themselves. This would be the most recommended method to use.

8.0 Renewing Membership/Insurance/Criminal Record For Your Club Instructors

The following process can be used by lead instructors to renew license's for instructors:

1. Find the instructor under your list of instructors ('Instructors', 'List Instructors').
2. Look across to the actions section on this page and click on the green impersonate button for this instructor.
3. From here you will renew has membership as you would for yourself and any assistant or lead instructor in the system. So, you will go to 'Applications' and then 'New Application'. This will then take you to the payment page.

Once you have processed the application, remember to click stop impersonating which will be on the top right of the page. This will then take you back to your own profile.

Alternatively, you can create the instructor's login details and send these to them. (When you create the instructors, you will get asked to add an email address and a password, these will be their login details). They can then log into their accounts and go to 'Application', 'New Application', and submit their application off to you for payment (making payments in The Hub is explained below).

Finally, you can ask the instructors to go to The Hub and click on 'Sign Up' and create their own profiles for themselves. This would be the most recommended method to use.

9.0 Processing Payments For Both Members And Instructors (The Final Step):

If you log into your account and look at the black drop-down menu bar on the left of your screen and follow the instructions below:

- Click on 'Clubs'
- This will bring up a smaller drop-down menu. Now click 'All Applications'.
- Scroll down on this page to the section that is called 'Awaiting Payment Applications'.
- You will then see the members that have been processed in this section.
- (If the members/instructors have gone into The Hub themselves to send off the applications, they will appear in the section just below 'Pending Applications', so that you can check their details and approve them. They will then move up to the awaiting payments once you have done this).
- Now click on the names that you would like to pay for, so that it turns a dark grey.
- Click on the green button which says 'Proceed to checkout'
- This will now bring up the payment options. Once you have clicked 'Pay with Paypal', you will be taken to a login page. If you do not have Paypal, you can scroll down to this page and there will be an option to pay with a credit or debit card instead.

10.0 Moving Members Between Your Own Clubs

If you are the lead instructor of a number of clubs, you are able to move your members between these clubs by using the following steps:

1. Log into your Hub profile.
2. Look at the black drop-down menu on the left-hand side of the screen, click on 'Members', followed by 'List Members'.
3. Find the member you wish to move between two of your clubs.
4. Look under the actions section and click on the 'Edit' button next to this member's name.
5. This will take you to a page where you can edit your members details. One of the first options on this page will say 'Clubs', with a drop-down menu under it. Click on this drop-down menu.
6. Select the club you would like your member to be showing under.
7. Scroll down to the bottom of the page and click 'Submit'.

Please Note: If you do not press the '**Submit**' button, this change **will not** be saved.

11.0 Transferring Your Member To another Instructor's Club

If one of your members wishes to change clubs, they will need to email membership.services@britishtaekwondo.org or ring the British Taekwondo office on 01623 382 020 and request this change.

12.0 Updating A Member's Login Details

If you are the lead instructor of a British Taekwondo club, you are able to change the login details for any of your members by using the following steps:

1. Log into your Hub profile.
2. Look at the black drop-down menu on the left-hand side of the screen, click on 'Members', followed by 'List Members'.
3. Find the member you wish to change the login details for.
4. Look under the actions section and click on the 'Edit' button next to this member's name.
5. This will take you to a page where you can edit your members details. One of the options on this page will say 'E-Mail Address*', this email address is used as the Login Email address (The 'Contact E-Mail Address' is only used if British Taekwondo need to contact the member regarding their membership). There is also a 'Password' option and 'Password Confirmation' option.
6. Please change the 'E-Mail Address*' field and/or both password fields.
7. Scroll down to the bottom of the page and click 'Submit'.

Please Note: If you do not press the '**Submit**' button, this change **will not** be saved.

13.0 Converting A Member To An Instructor

13.1 Paid Instructors

In order to convert one of your member's profiles to an 'Instructor' profile, British Taekwondo will require the following information;

- Photos/scans of their Dan Certificates via email.
- Type of Instructor – 'Lead' or 'Assistant'.
- Full name of the club they will be instructing at.
- The email address they would like to use for login purposes.

Please send this information to membership.services@britishtaekwondo.org.

Once British Taekwondo has this information, we will convert their 'Member' profile to an 'Instructor' profile.

They will then be required to login to their Hub profile, click on 'Applications' on the black menu bar on the left of their screen (in the small menu bar at the top if using a Mac or iPhone/Pad) then click on 'New Applications' which will take them to the screen where they can select Membership, Insurance and Disclosure Checks, then click 'Submit' which will take them to the payment screen.

Once the payment has gone through, British Taekwondo will receive the notification and will create you an online DBS application using your name and email address from your Hub profile.

Following the creation of your online DBS application, you will receive an email with an activation link to login and complete your online DBS application.

Once you have completed your online application form, you will be able to access a list of participating post offices that can verify your relevant ID documents.

Once you have completed this part of the process, your application is pending and should be completed within 2-8 weeks (usually closer to two weeks).

For any assistant with the Disclosure Check process, please contact james.docherty@britishtaekwondo.org

Please note: Instructors are not permitted nor insured to instruct until they have received their full Disclosure Checks clearance or have written permission from British Taekwondo whilst they have a valid Disclosure Check application in progress.

13.2 Volunteer Instructors

In order to convert one of your member's profiles to an 'Instructor' profile, British Taekwondo will require the following information;

- Photos/scans of their Dan Certificates via email.
- Type of Instructor – 'Lead' or 'Assistant'.
- Full name of the club they will be instructing at.
- The email address they would like to use for login purposes.

Please send this information to james.docherty@britishtaekwondo.org and state that they are a **'Volunteer Instructor'** as they do not pay for their Criminal Records Checks via The Hub.

Once British Taekwondo has this information, we will convert their 'Member' profile to an 'Instructor' profile.

They will then be required to login to their Hub profile, click on 'Applications' on the black menu bar on the left of their screen (in the small menu bar at the top if using a Mac or iPhone/Pad) then click on 'New Applications' which will take them to the screen where they can select Membership and Insurance (please UNTICK the Disclosure Checks field, as this part has to be completed by British Taekwondo following your £25 payment via Worldpay for your volunteer Criminal Records Checks) From here, they will need to click 'Submit' which will take them to the payment screen.

Once the payment has gone through, British Taekwondo will receive the notification and will create you an online DBS application using your name and email address from your Hub profile.

Following the creation of your online DBS application, you will receive an email with an activation link to login and complete your online DBS application.

Once you have completed your online application form, you will be able to access a list of participating post offices that can verify your relevant ID documents.

Once you have completed this part of the process, your application is pending and should be completed within 2-8 weeks.

For any assistance with the Disclosure Check process, please contact james.docherty@britishtaekwondo.org

Please note: Instructors are not permitted nor insured to instruct until they have received their full Criminal Records Checks clearance or have written permission from British Taekwondo whilst they have a valid Criminal Records Check application in progress.