

The Hub Notes For Members/Parents and Guardians

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1.0 How To Join British Taekwondo As A Member

I have listed some steps below which will help you to join British Taekwondo as a member:

1. Please go to the following webpage: www.british-taekwondo.com this will take you to 'The Hub' registration page.
2. Click 'Sign Up'
3. Select 'Member' from the drop-down menu and enter all of the required details and click 'Submit'.
4. You will then need to click on the verification email that you will get emailed to you.
5. Once you have clicked on the verification link, you will be able to log into your new profile in The Hub.

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' and then 'New Application'. This will then lead you to a page that will send off your application for payment to your lead instructor. Now you will need to pay your lead instructor and they will make the payment online for you.

2.0 Creating A Family Membership In The Hub

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

1. Please go to the following webpage: <https://www.british-taekwondo.com/auth/login> this will take you to 'The Hub' registration page.
2. Click 'Sign Up'
3. Select 'Parent/Guardian' from the drop-down menu and enter all of the required details and click 'Submit'.
4. You will then need to click on the verification email that you will get emailed to you.
5. Once you have clicked on the verification link, you will be able to log into your new profile in The Hub.

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:

1. Look at the black drop-down menu on the left-hand side of your screen.
2. Click on 'My Members'
3. Followed by 'Create New Member'
4. Now please enter your child's details and click 'Submit' once you have filled it all in.

If you have another child to add, please repeat steps 1-4 above.

5. You will now need to click on 'List My Members' and you should now see your child/children in this section.
6. Finally, to renew your child's/children's membership, look under the 'Actions' section on this page and you will see a 'Renew' button next to their name(s). Please click this.
7. 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

To renew your British Taekwondo membership, please follow the steps below:

1. Please log into The Hub using the following link: <https://www.british-taekwondo.com/auth/login>
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'
5. This will then take you to a page where you can submit your membership off to your lead instructor to make payment.
6. You will then need to contact your lead instructor to let them know that you have completed this process and arrange to make payment with them. Your lead instructor will then complete the final step of the renewal process for you.

4.0 How To Change Your Personal Details In The Hub

If you would like to change any of your personal details on your account, please follow the steps below:

1. Please log into your profile in The Hub (www.british-taekwondo.com)
2. 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.
3. Once you have finished editing your information, please scroll to the bottom of the page and press the 'Submit' button.

5.0 How To Change Your Password In The Hub

If you would like to change the password for your account, please follow the steps below:

1. Please log into your profile in The Hub (www.british-taekwondo.com)
2. 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.
3. Once you have entered your new password details, you will need to press the 'Update' button at the bottom of this page.

6.0 How To Transfer To Another Club

If you wish to change clubs and you need your membership transferring to a different British Taekwondo club in The Hub, please follow the steps below:

1. Speak to the lead instructor at your current club and let them know that you are going to be moving clubs.
2. Once you have arranged to join a new British Taekwondo club, please email membership.services@britishtaekwondo.org or ring the British Taekwondo office on 01623 382 020 and let them know which club you are joining and we will transfer your membership across for you.

7.0 How To Convert Your Member Profile To An Instructor Profile

If you are looking to become a British Taekwondo Instructor, please talk to your lead instructor about this. If your lead instructor would then like to convert you to an assistant instructor, they will then need to contact British Taekwondo on your behalf and send us the following information:

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

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**.