HOW TO ENROLL BY USING TKDTECHNOLOGY

PLEASE NOTE: new non-italian clubs need to contact the administrator from the "Support" page in order to add the club name to the databse, BEFORE creating an account.

• Go to www.tkdtechnology.it

• In case you had an account on our old website: click "Login" , insert username/email and password. If you can't remember your password, click "Password forgotten" and follow the instruction . Once you're logged in properly, follow step 4.

• In case you need a new account: click "Login" then "Sign up". Insert data and send. Please wait for the confirmation email, and follow the instruction to activate your account. (Check your SPAM folder if you don't receive anything in the following 10 minutes). Once you're logged in properly, follow step 4.

• At the first log in, you will be asked to insert additional information, such as your sport club. Once the profile is completed, it will be possible to access the website.

• The first step is adding your athletes in the registry. Click "My Club" e then "Registry of athletes". Here you can see all the athletes in the registry. To add someone it's necessary to click on the green button "Add athlete", complete the form and click "Save". Once all of the athletes in the club– or only those who wish to partake in the competition – follow the next step. Please note: non-italian athletes must have the "Social Security Number not Italian" field set to YES. In the "Social security number" field you must insert the code that your Country provides to each person to identify them.

• Click "My Club" then "Subscriptions". Here you can see a summary of every active competition . Click "Actions" to manage subscriptions (enroll athletes, edit existing subscription, etc) or display additional info.

• When managing subscriptions, go to "Athletes to enroll". Tick the check box on the left, ONLY for the athletes you wish to enroll in the competition, then click "Continue".

• Then select for each athlete the proper age category. Please Note: for the majority of athletes there will be no choice available. It only happens in competition where both junior and senior are competing, and an athlete was born in a year that allows you to choose the category. Click "Continue".

• In the last screen, select for each athlete the weight category.

• Click once again the top right button to confirm subscription.

• Age and belt category will be calculated automatically from the system, so in case of belt variations it's necessary to edit the registry before completing the enrollment. Age category is calculated through social security number, which cannot be edited once into the system.

• When you enrolled all of the athletes you wanted to enroll, head to "Payment" and follow the instruction to upload the payment receipt.

• In case of problems please contact the assistance with a ticket: click "Support" and "Send a ticket". Please try to describe your issue with as many details as you can. If possible please leave a phone number, as it may be necessary to call you and talk to you directly to solve the issue properly

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