

The Dojo - Clubs



How to view your club information

If you are a registered member of staff at a British Judo registered club, you will be able to see what information the BJA currently hold about your club.

1. Login to your profile at www.bjadojo.co.uk
2. Down the left hand side, select "Clubs" and "List". This will display all of the clubs that you are currently registered as a member of staff.
3. Select the club that you would like to view.

The screenshot shows the 'Clubs List' page in the British Judo system. The left-hand navigation menu is visible, with 'Clubs' and 'List' selected. The main content area displays a table with the following structure:

Club Name	Club Number	Actions
Example Club		Edit

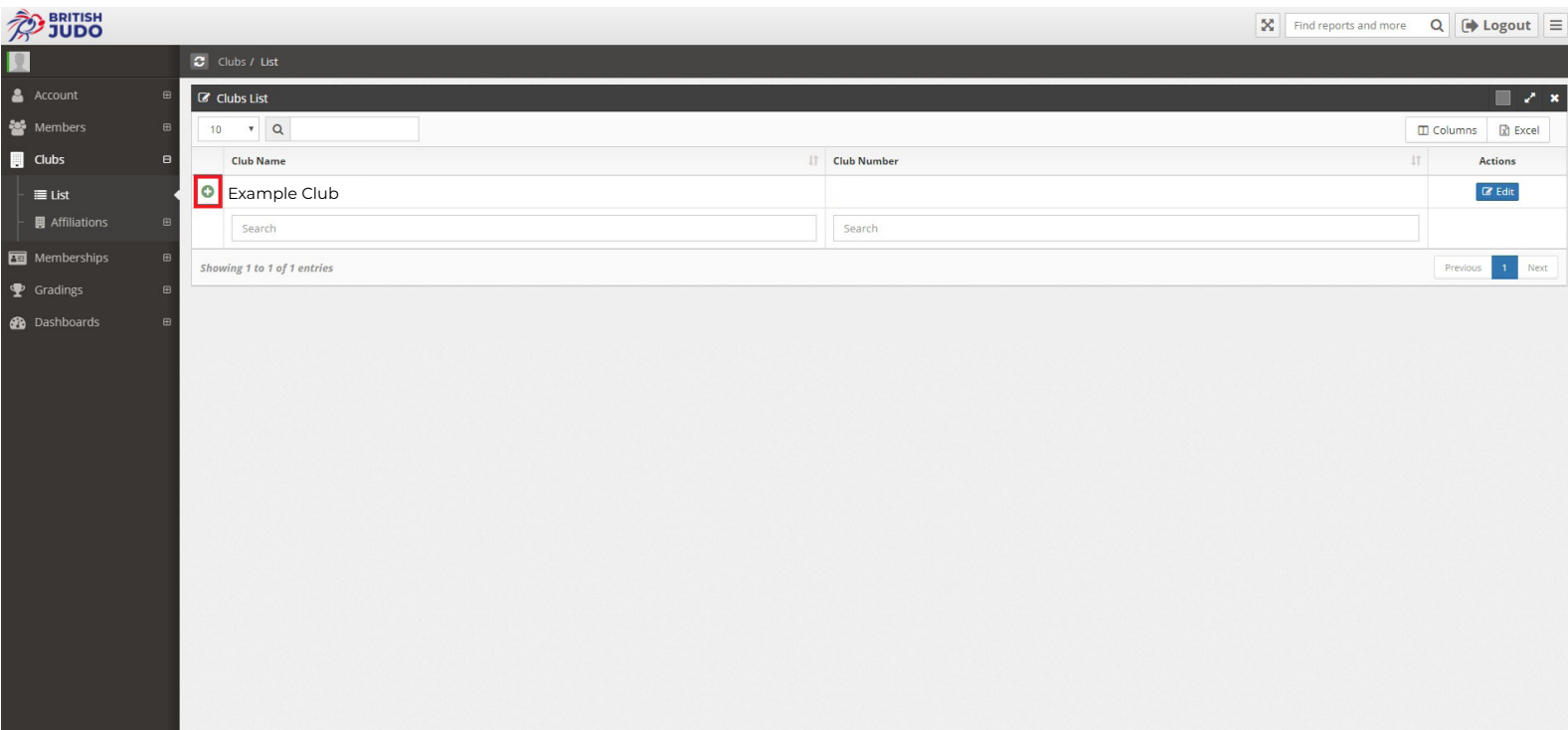
Below the table, there are search bars for 'Club Name' and 'Club Number', and a message indicating 'Showing 1 to 1 of 1 entries'. The 'Edit' button is highlighted in blue.

3. This will then display your club profile page along with the details in which the BJA currently holds for that club. The members of staff will be displayed down the right hand side and contact information down the left hand side.

TIP: Don't forget to change the display picture of the club to a photo of your choice i.e. Club logo

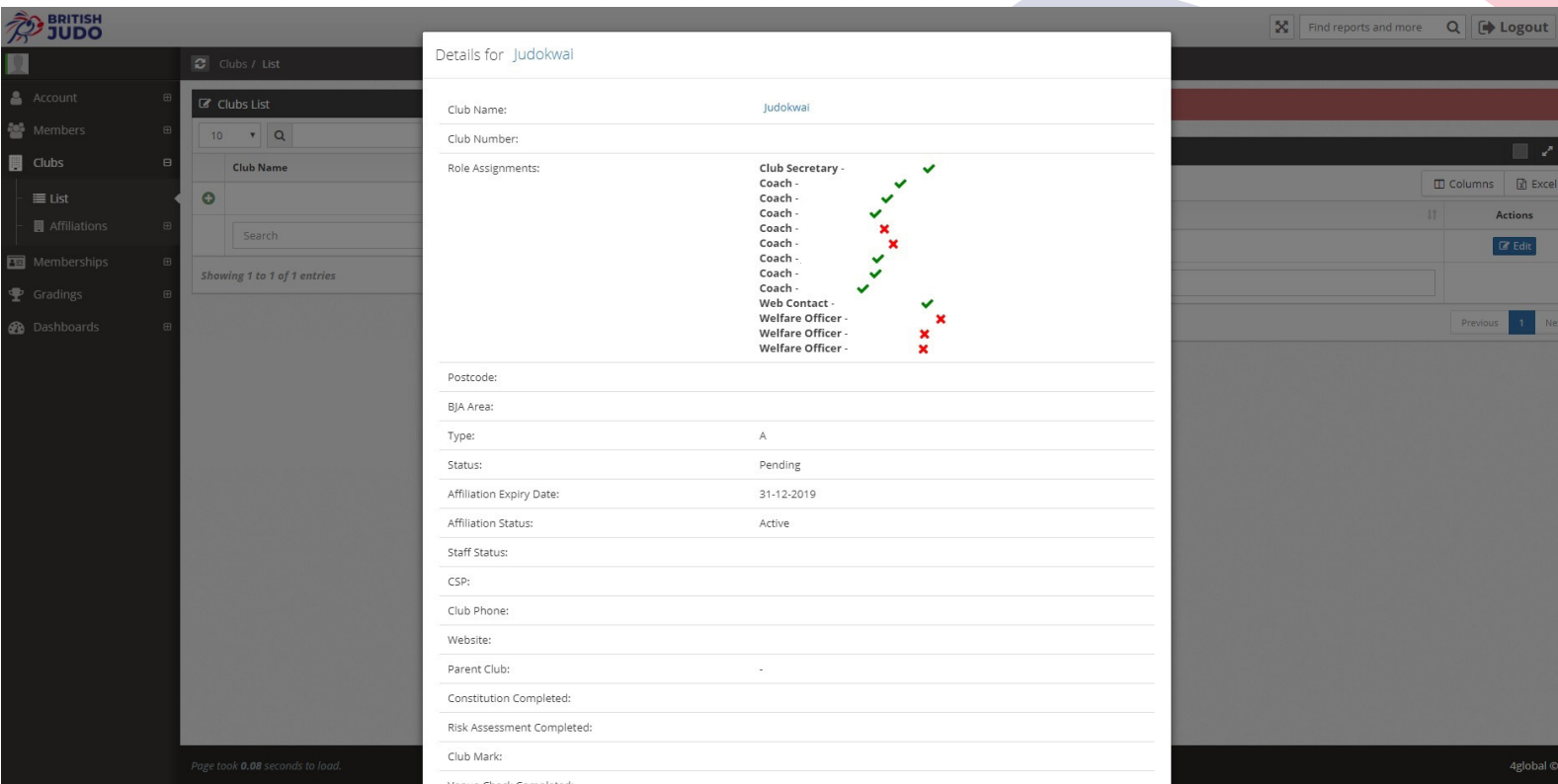
The screenshot shows the 'Example Club' profile page. The left-hand navigation menu is visible, with 'Clubs' and 'List' selected. The main content area displays a large photo of judo athletes in white gi. Below the photo, there is a form for club details including 'Club Number', 'Club since', 'Social link 1', 'Social Link 2', 'Website', 'Phone Number', 'Email', 'Address', and 'Postcode'. On the right side, there is a 'Club Contacts' section displaying a grid of staff members with placeholder photos and 'Send Email' buttons.

TIP: To view a snapshot of your club's information, click on the "+" symbol circled in red below.



This will display a simple list of information about your club and members of staff.

Each member of staff will have a red cross or a green tick next to their name. If they have a green tick, they possess all of the necessary qualifications to be valid for that specific role. If there is a red cross, then (at least) one of their qualifications is out of date.



How to edit your club information

Clubs now have the ability to amend all information that the BJA holds about them including:

- Club address and contact information,
- Club staff,
- Club sessions

1. Head over to the “Clubs” menu down the left hand side. Select the “List” menu. This will show you the clubs that you are currently associated with. Click on the “Edit” button on the right hand side.

The screenshot shows the 'Clubs / List' page. The table has the following structure:

Club Name	Club Number	Actions
Example Club	1234	Edit

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

2. The following screen should appear which will display all of the editable information that you can change for your club. If you do make changes, remember to scroll to the bottom of the page and click “Submit”

The screenshot shows the 'Clubs / Edit Club' page for 'Bishops Stortford Judokwai'. The form is divided into several sections:

- Club Details:** Includes fields for Club Name, Club Number, Email, Parent Club (dropdown), Club Type (dropdown), Website, Social Media Link 1, Social Media Link 2, and Club Grading Fee (£).
- Checkboxes:** Constitution completed, Risk Assessment, Club Mark (checked), and Venue Check Completed.
- Club Mark Revalidation Date:** A date input field.
- Address Details:** Home Postcode field with a 'Find address' button, and a checkbox for 'Tick to set different delivery address'.
- Home Address:** Birchwood High School, School GYM
- Delivery Address:** Birchwood High School, School GYM
- Map:** A Google Map showing the location of Birchwood High School.

How to change your club staff

1. Follow steps 1 & 2 from the previous page to access the “Edit Club” information page.
2. Scroll down the page until you reach the “Club Roles” section. This will display all of the club roles that the BJA have on record for your club.

The screenshot shows the 'Edit Club' page with the following elements:

- Club Roles Section:**
 - Assigned Roles:** Club Secretary, Coach, Coach, Coach, Coach, Coach, Coach, Coach, Coach, Coach, Web Contact, Welfare Officer, Welfare Officer.
 - Unassigned Roles:** Archived, Chairman, Correspondence Contact, Examiner, Private Operator, Referee, Technical Contact, Treasurer, Technical Official.
- Staff Table:**

Name	Role Assigned	Email Address	Telephone	Role Requirements	Remove
	Coach			✓	🗑️
	Coach			✗	🗑️
	Coach			✓	🗑️
				✓	🗑️
- Add Staff Form:**
 - Select Contact: Please select
 - Role type: Please select
 - Add button

3. To remove any member of staff that is no longer associated with your club, click on the Recycle Bin icon on the right hand side of the line under the “Remove” column.
4. If any member of staff has a red “X” in their Role Requirements, then (at least) one of their qualifications will have expired (i.e BJA membership/DBS/First Aid/Safeguarding has lapsed).
5. To add a member of staff, select the drop box box under “Select Contact”. This will display all members currently assigned to your club. To register any member as a club representative, they must be registered to your respective club.
6. Select the “Role Type” that they will be undertaking within your club, and to complete the process, click “Add” and don’t forget to click “Submit” for the changes to be completed. If the role is rejected then the member of staff you are trying to add to the role does not hold the necessary qualifications to do so.

TIP: To add a member of staff to your club, they must hold the relevant qualifications.

How to add sessions to your club

1. Follow steps 1 & 2 from the previous page to access the “Edit Club” information page.
2. Scroll down the page until you reach the “Club Session Times” section. You will find that this information has not been populated due to a lot of out-of-date information from our previous system so this will need to be completed by club representatives.
3. To add a session, type the name of the Session in the “Custom Session Name”, along with the day that the session will run, the category of the session along with the start and end time. Click on the “Add” button.
4. The session should now appear in the table below. To remove any sessions, simply click on the “Recycle Bin” symbol under the Remove column.
5. You can add as many sessions as you wish. Click “Submit” to confirm the changes.


Club Session Times

Custom Session Name (optional) Day Category Start Time End Time

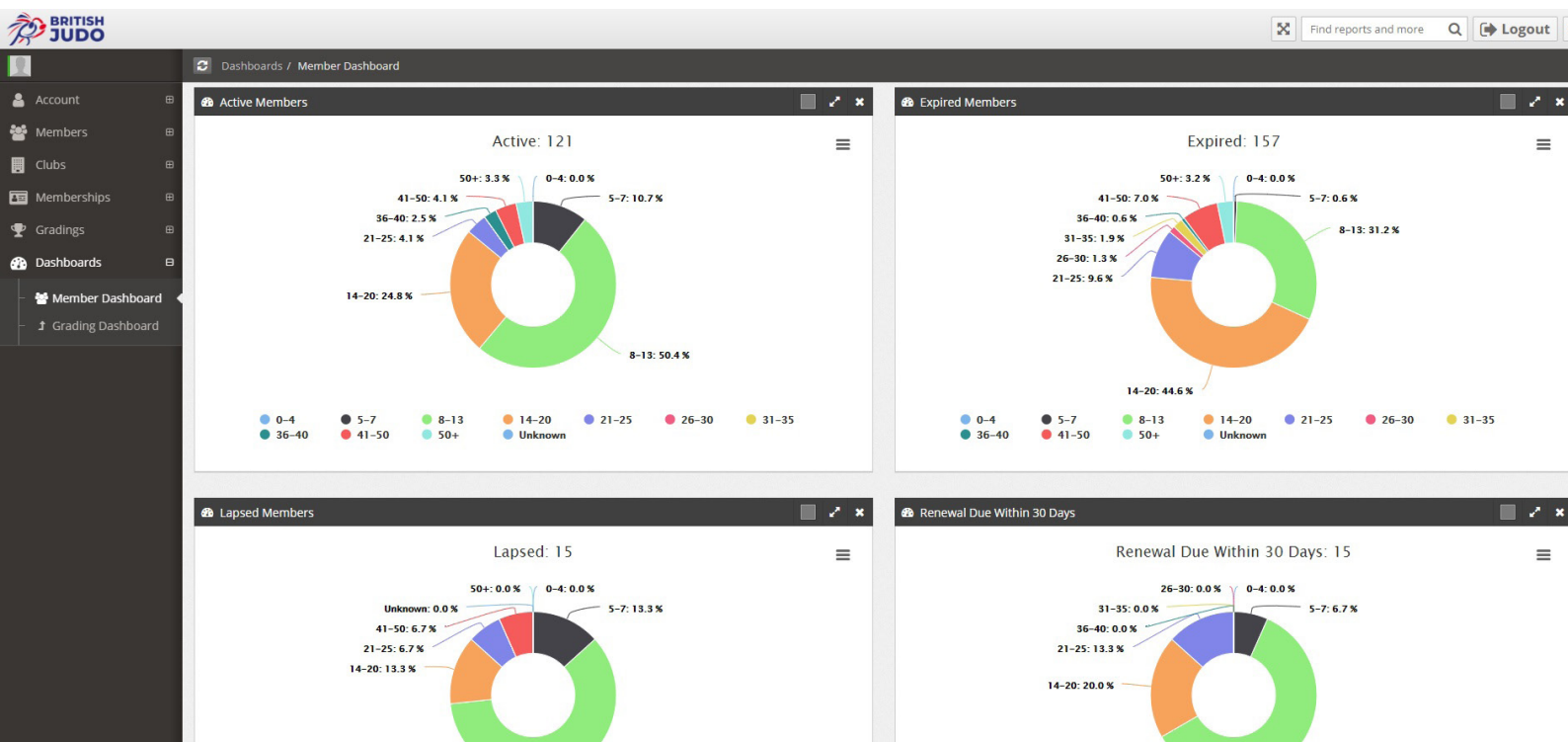
Name	Day	Category Label	Start Time	End Time	Remove
No data available in table					

UPDATE: We will be launching a new Club Finder tool within the next 2-3 months and this will use the information stored in The Dojo, so please ensure that your sessions are kept up-to-date.

Dashboards

1. There are a number of Dashboards available to club representatives to display their data in a visual way.
2. There are currently two programmed with each club: Membership and Gradings. Each dashboard will display a range of charts depending on the data currently in the system.
3. Simply select the "Dashboards" menu down the right hand side of the screen, and they will auto-populate depending on the data currently in the system.
4. You can export the individual charts into a range of file types including PDF and JPEG using the  button on the right hand side of the chart.

Member Dashboard:



Grading Dashboard:

