

MDOJO GUDE Step by Step

All you need to know...

How do I login?
How do I renew?
How do I change my details?
How do I add a new member?
How do I view my membership card?
Viewing / editing additional members





HOW TO LOGIN TO THE NEW DOJO SYSTEM

STEP 1 IN YOUR WEB BROSWER, GO TO WWW.BJADOJO.CO.UK, YOU WILL BE GREETED BY THE SCREEN BELOW



STEP 2 YOU WILL NEED TO RESET YOUR PASSWORD IN ORDER TO LOG IN TO YOUR ACCOUNT. TO DO THIS, CLICK "FORGOT PASSWORD"





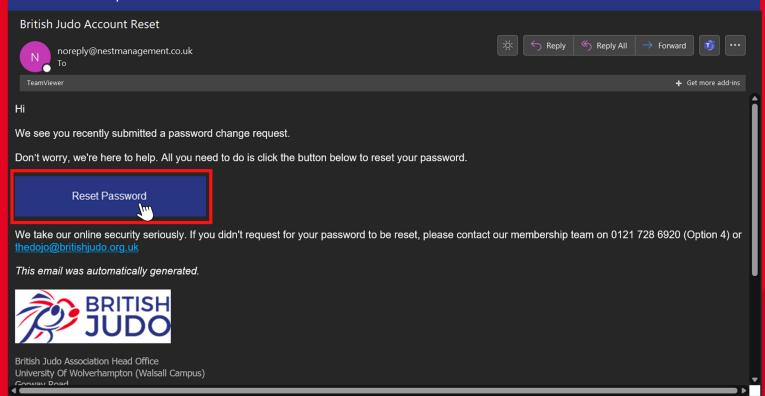


HOW TO LOGIN TO THE NEW DOJO SYSTEM

STEP 3 TYPE IN YOUR EMAIL ADDRESS AND CLICK "CONFIRM" TO RESET YOUR PASSWORD, YOU WILL RECIEVE AN EMAIL SHORTLY AFTER TO VERIFY YOUR REQUEST



STEP 4 FOLLOW THE INSTRUCTIONS IN THE EMAIL YOU RECIEVED AND RESET YOUR PASSWORD, YOU WILL THEN BE ABLE TO LOG IN TO THE DOJO WITH YOUR NEW PASSWORD







HOW TO LOGIN TO THE NEW DOJO SYSTEM

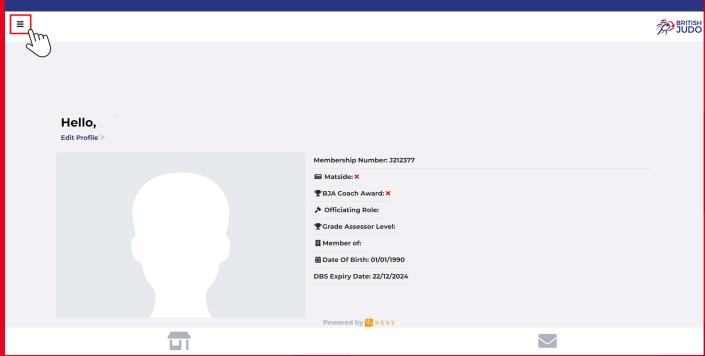
PLEASE NOTE: IF YOUR EMAIL ADDRESS IS NOT RECOGNISED WHEN RE SETTING YOUR PASSWORD PLEASE CONTACT US VIA EMAIL AT THEDOJO@BRTISHJUDO.ORG.UK TO PREVENT MULTIPLE SIGN UPS



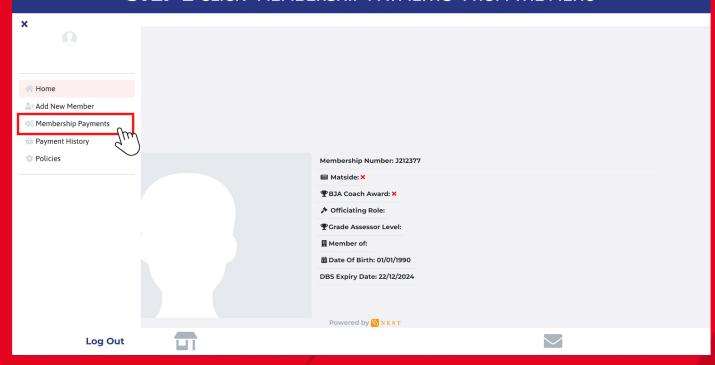


HOW DO I RENEW MY MEMBERSHIP?

STEP 1 ONCE LOGGED IN, CLICK THE HAMBURGER ICON AT THE TOP LEFT CORNER OF YOUR PROFILE



STEP 2 CLICK "MEMBERSHIP PAYMENTS" FROM THE MENU







HOW DO I RENEW MY MEMBERSHIP?

STEP 3 FINALLY, ON THE NEXT PAGE CLICK THE USERS NAME YOU WISH TO RENEW AND CLICK THE "CHECKOUT" BUTTON TO PROCEED TO PAYMENT

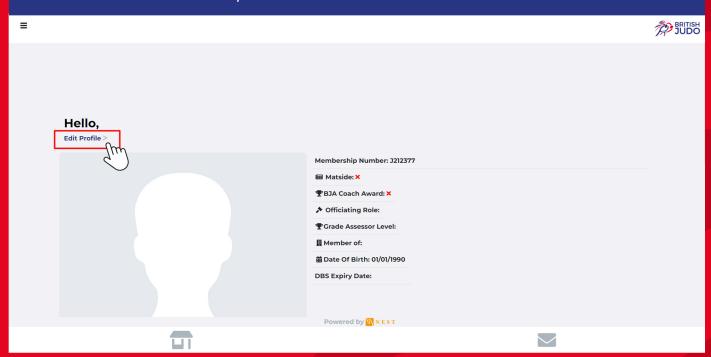
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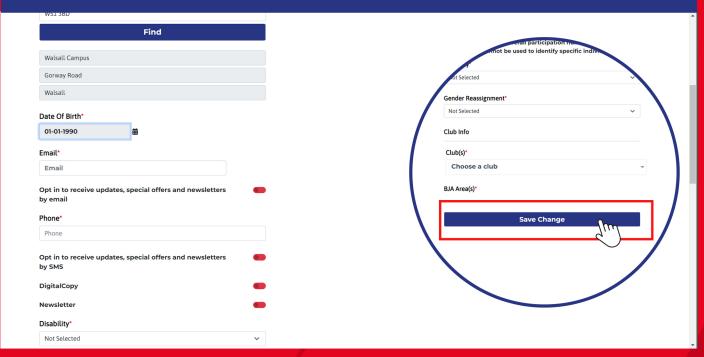


HOW DO I CHANGE MY DETAILS

STEP 1 ONCE LOGGED IN, CLICK "EDIT PROFILE" UNDER THE GREETING MESSAGE



STEP 2 YOU CAN CHANGE ANY DETAILS ON THE FOLLOWING PAGE, ONCE YOU HAVE DONE THIS CLICK "SAVE CHANGE" AT THE BOTTOM OF THE PAGE

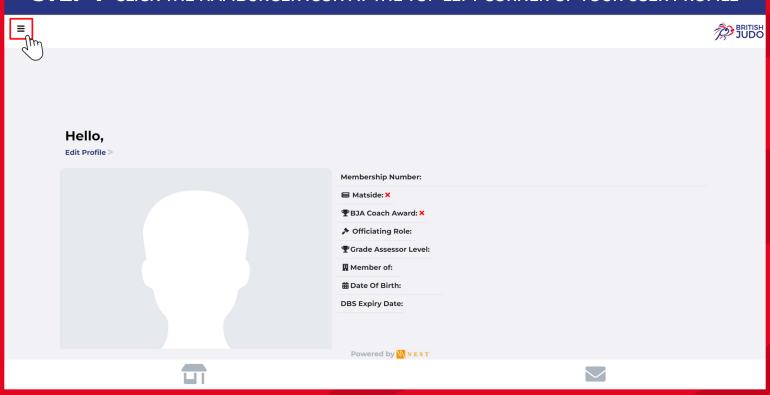




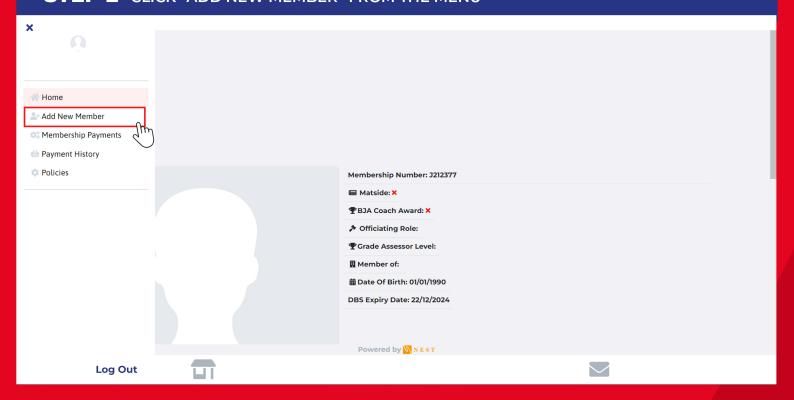


HOW DO I ADD A NEW MEMBER?

STEP 1 CLICK THE HAMBURGER ICON AT THE TOP LEFT CORNER OF YOUR USER PROFILE



STEP 2 CLICK "ADD NEW MEMBER" FROM THE MENU



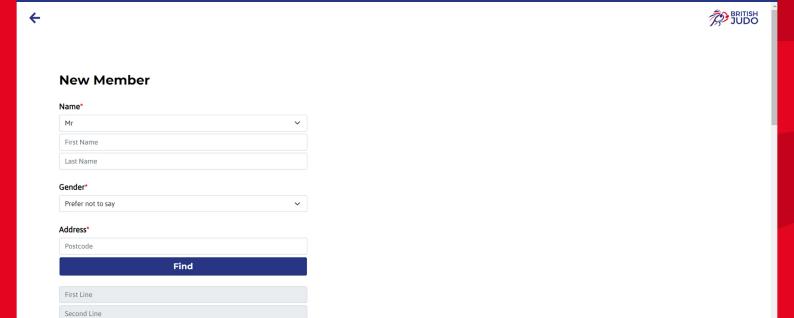


Date Of Birth*

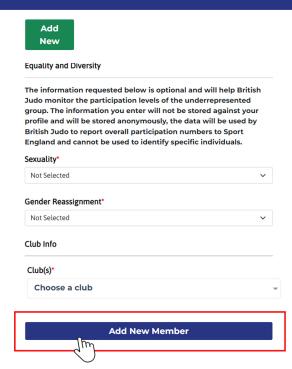


HOW DO I ADD A NEW MEMBER?

STEP 3 FILL OUT THE FORM ON THE FOLLOWING PAGE TO ADD A NEW MEMBER



STEP 4 FINALLY, CLICK "ADD NEW MEMBER" TO ADD THIS PERSONS PROFILE

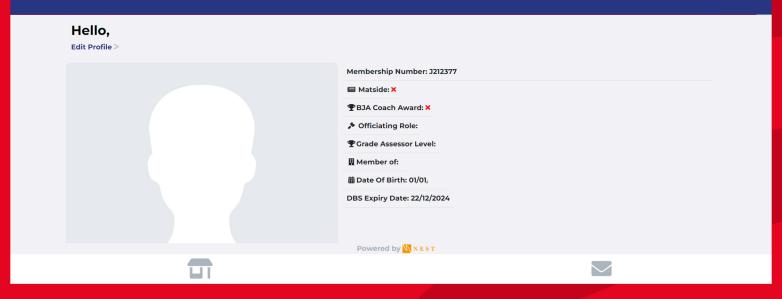






HOW DO I VIEW MY MEMBERSHIP CARD?

STEP 1 ONCE LOGGED IN TO YOUR USER PROFILE, SCROLL DOWN UNTIL YOU SEE YOUR MEMBERSHIP CARD



STEP 2 FINALLY, CLICK TO VIEW YOUR DIGITAL MEMBERSHIP CARD





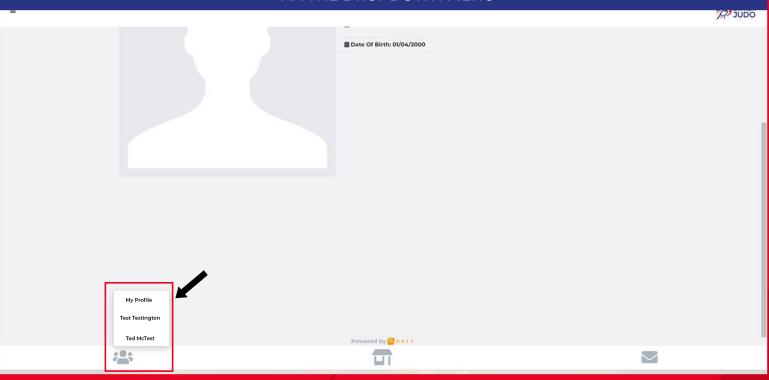


VIEWING / EDITING ADDITIONAL MEMBERS

STEP 1: YOU CAN VIEW YOUR MEMBERS BY CLICKING THE ICON AT THE BOTTOM LEFT OF THE PAGE WHEN VIEWING IN A BROWSER (AS SHOWN IN THE SCREENSHOT BELOW)



STEP 2: SELECT THE PROFILE YOU WOULD LIKE TO MANAGE VIA THE DROPDOWN MENU







VIEWING / EDITING ADDITIONAL MEMBERS

STEP 3: YOU WILL THEN BE GREETED BY THE MEMBERS PROFILE, CLICK "EDIT PROFILE" TO EDIT THE DETAILS FOR THIS MEMBER

