

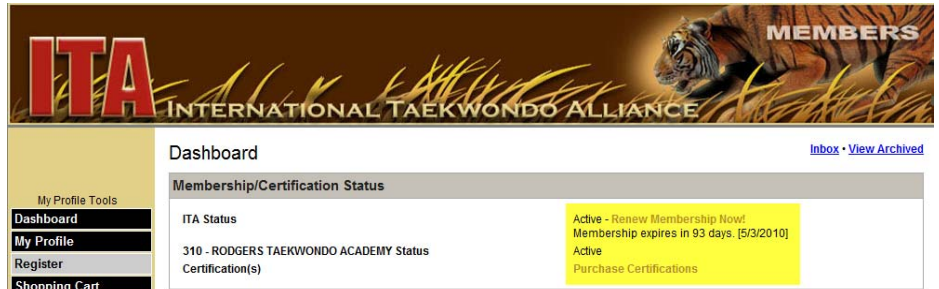
## Testing Registration Instructions

To register to test, please complete a testing envelope (located in the proshop), include the testing fee in the envelope and drop in the acrylic box located at the front desk in the school. Rank testing fees are posted at the academy.

Register online at [www.tigerrockmartialarts.com](http://www.tigerrockmartialarts.com)

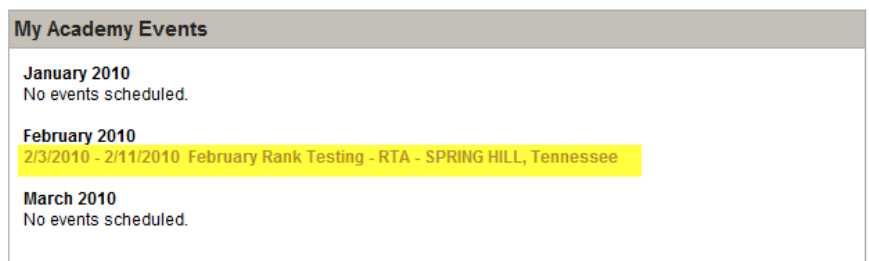
Your login is your ITA student number. If you have not changed your password from the default, your password is your first name in all CAPS and 310 (ie: SCOTT310).

First – review your membership expiration date (highlighted in yellow in the sample). Your membership with the ITA must be current in order to register to test. If membership is current allowing you to register, however expires prior to Awards Ceremony, you must renew in order to receive your new rank.



The screenshot shows the ITA Member Dashboard. The header features the ITA logo and a tiger image with the word 'MEMBERS'. A navigation menu on the left includes 'My Profile Tools', 'Dashboard', 'My Profile', 'Register', and 'Shopping Cart'. The main content area is titled 'Dashboard' and 'Membership/Certification Status'. It displays 'ITA Status' as 'Active - Renew Membership Now! Membership expires in 93 days, [5/3/2010]' and '310 - RODGERS TAEKWONDO ACADEMY Status' as 'Active'. A yellow highlight is placed over the expiration date. A 'Purchase Certifications' link is also visible.

Once you're logged in, click on 'register' (just under Dashboard). Scroll to the bottom to **My Academy Events**, click on our current Testing Event.



The screenshot shows the 'My Academy Events' section. It lists events for January 2010 (No events scheduled), February 2010 (2/3/2010 - 2/11/2010 February Rank Testing - RTA - SPRING HILL, Tennessee), and March 2010 (No events scheduled). The February event is highlighted in yellow.

Review Testing options. The options are segregated by rank and testing date. Testing fees on the ITA site show \$0 due to not collecting the fee through the website. Testing fees are collected at the academy. Testing fees paid after the deadline will be assessed a \$10 late fee.

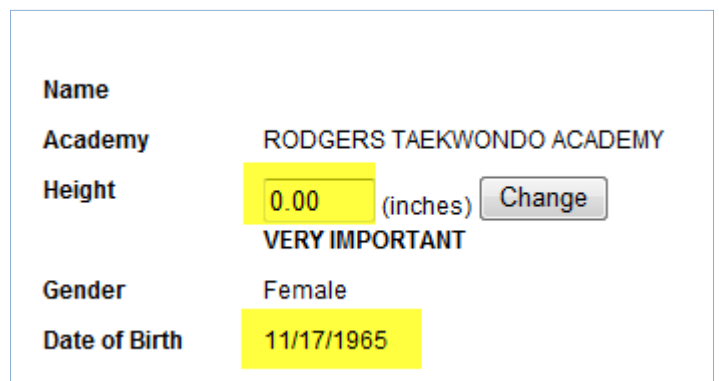
Testing options may vary from cycle to cycle....Example:

- Cubs
- White & Yellow belts (Jrs & Adults)
- Green - Black Belts
- Secondary/Late Testing – All Ranks

**Next** click Register.

Using this screen, update height. Height information is used for grouping students by rank, age and height at tournaments.

Review date of birth... if incorrect, update your profile.



The screenshot shows a user profile form with the following fields:

<b>Name</b>	
<b>Academy</b>	RODGERS TAEKWONDO ACADEMY
<b>Height</b>	0.00 (inches) <input type="button" value="Change"/>
	<b>VERY IMPORTANT</b>
<b>Gender</b>	Female
<b>Date of Birth</b>	11/17/1965

**Choose** your testing event (check mark one box)...

Multiple testing options will list, including the late testing. Late testing is open for all ranks, however should be chosen only if you're not testing during the primary testing. Students needing to re-test during the late testing will not need to register for this testing event.

Checkmark your testing event (choose one) then click the *Add to Cart* button.

The next screens are your confirmation and checkout screens.

You're registered!

**Errors** Should you encounter any errors, please email Mrs. Rodgers at [suzi.rodgers@RodgersTKD.com](mailto:suzi.rodgers@RodgersTKD.com)

Check to Register (if ineligible reason will appear)	Events
Ineligible for this event: Invalid Student rank	<b>Cubs - Wed, Feb 4</b> 02/03/2010 4:15 PM - 5:15 PM \$0.00
Ineligible for this event: Invalid Student rank	<b>White/Yellow - Fri, Feb 5</b> 02/05/2010 6:15 PM - 7:30 PM \$0.00
Ineligible for this event: Invalid Student rank	<b>Green - Sr Brown - Sat, Feb 6</b> 02/06/2010 9:00 AM - 10:30 AM \$0.00
<input checked="" type="checkbox"/>	<b>Red - Black - Sat, Feb 6</b> 02/06/2010 10:30 AM - 12:00 PM \$0.00
<input type="checkbox"/>	<b>Late Testing -- All Ranks, Thurs, Feb 11</b> 02/11/2010 6:00 PM - 7:00 PM \$0.00

**Add To Cart** **Print Release**