

BRITISH KENDO ASSOCIATION

BKA On-Line Membership System User's Guide

Author:
Malcolm Smalley
BKA Membership Secretary
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Introduction

This document provides a brief introduction, for users, to the BKA on-line membership system.

This system provides a web based access to the BKA membership database. This allows individual members to view and access their own individual records and to update the information which they are able to such as contact information.

Additional functionality is provided for dojo officers to facilitate either being able to administer the dojo information held on the BKA database and view and control membership of individual BKA members who are members of their dojo.

Version 1 of this document describes the interfaces which are available to existing members and dojo officers. This is the functionality required for the initial release of this system. This is a precursor to the functionality being rolled out for new members to be able to join online and for existing members to be able to renew their membership on-line using electronic payment.

Should users find any errors in either the data or the way the system works, please report these to the membership secretary.

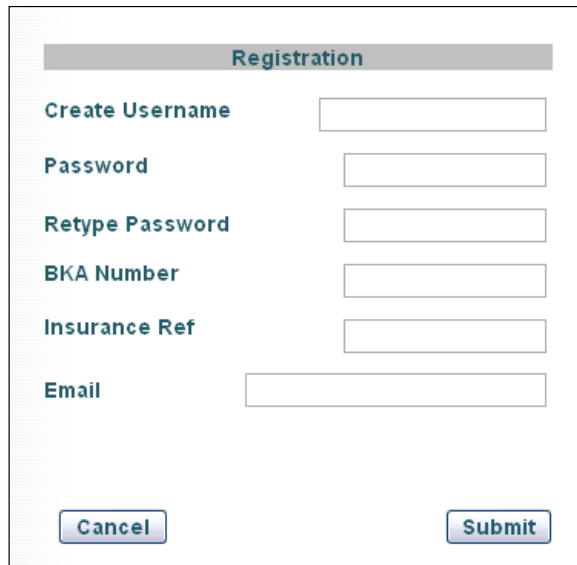
The Membership system can be found by navigating to

[HTTP://www.membership.kendo.org.uk](http://www.membership.kendo.org.uk)

1 Registering

All users of the system are required to pre-register and provide a username & password combination and details which allow this to be linked to their BKA records.

Existing BKA members need to register using the form below navigated to from the 'Existing Member Registration' Link on the menu bar.



The image shows a web form titled "Registration". It contains the following fields and buttons:

- Create Username**: A text input field.
- Password**: A text input field.
- Retype Password**: A text input field.
- BKA Number**: A text input field.
- Insurance Ref**: A text input field.
- Email**: A text input field.
- Cancel**: A button at the bottom left.
- Submit**: A button at the bottom right.

The **username** can be a 20 character name of your choice consisting of letters & numbers. The username must be unique and your choice will be rejected if a user has already registered with the name used.

You need to provide a **Password** and reconfirm it to ensure it is typed correctly. This should contain letters and digits for security. Please note that both **username** and **password** are case sensitive.

You need also to provide your BKA number and the current, valid insurance reference number you were given when you received your last renewal or membership documents. Your BKA number is either a 3, 4 or 5 digit number. Your insurance reference will be a 6 digit number 90xxxx.

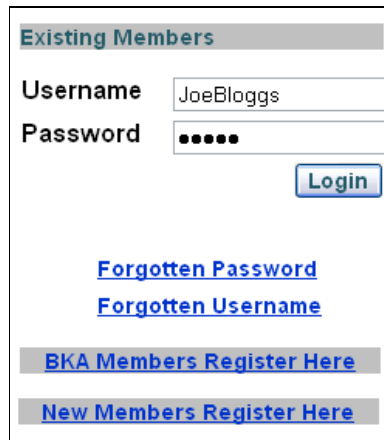
Finally you need to provide a current email address

Once all fields are filled out click the submit button to register. As long as all fields are entered correctly, meet the criteria required and the BKA number & insurance reference can be matched to your existing records, then an email is sent to the address provided, from 'BKAAdmin' as confirmation. This email contains a verification link which must be followed to activate your account. This can be achieved either by clicking the link in the email or by copy & pasting the link into your browser.

If this is successful, the account is activated and you will see a success message. You can now log on to your account using the username & password you created.

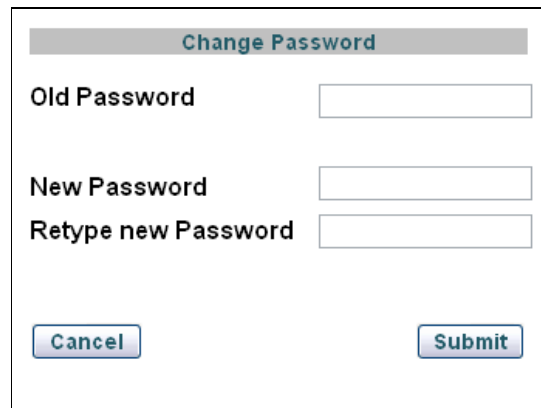
2 Logging on & Password Admin

The logging on form is shown below and its use is straightforward. Please note that both your username & password are case sensitive.



The screenshot shows a login form titled "Existing Members". It contains two input fields: "Username" with the text "JoeBloggs" and "Password" with six dots. Below the password field is a "Login" button. Underneath the login button are two links: "Forgotten Password" and "Forgotten Username". At the bottom of the form are two more links: "BKA Members Register Here" and "New Members Register Here".

Once logged on, you can change your password at any time by using the link in the navigation panel on the left hand side of the screen.



The screenshot shows a form titled "Change Password". It contains three input fields: "Old Password", "New Password", and "Retype new Password". Below the input fields are two buttons: "Cancel" and "Submit".

You will be prompted for your current password and the new one twice to ensure no errors in the typing.

There are no time limits on passwords or restrictions on length or number of capitals/digits to include.

It is your responsibility to ensure your password is secure and regularly updated.

Should you forget your password then your password can be reset by following the link on the logon page and providing the details requested.

A random password will be generated and emailed to the address given, as long as that matches the email contact address we have on record for you and the Username provided is matched to the BKA number given.

You will be required to change this password upon successful login.

Forgotten Password

Enter your valid username, BKA membership number and the email address that you have registered with us and a new password will be created and sent to this address.

If this email is no longer valid you will need to contact the Membership Secretary to validate your membership.

Username

BKA Number

Email Address

Likewise, should you ever forget your Username this can be retrieved using the link on the logon page. Assuming the details are confirmed then your username will be emailed to you.

Forgotten Username

Enter your BKA membership number and the email address that you have registered with us and your username will be sent to this address.

If this email is no longer valid you will need to contact the Membership Secretary to validate your membership.

BKA Number

Email Address

3 Individual Membership Details

On successful logon you will be taken to the individual membership details page which displays your membership details as held on the BKA database.

Contact Details		Personal & Membership Details	
Forename	Joe	Membership Type	Full
Surname	Bloggs	Status	Confirmed Print Certificate
Address	Flat 5 Anywhere House 235 Nonexistant Road Somewhere	Expires	31-12-2009
Postcode	SW3 2AB	Renewal Mode	electronic
Email	mal.smalley@sky.com	Insurance Ref	900123
Phone	01234 567 890	Date of Birth	01-01-2000
	Update Contact Details	Gender	Male
		Member Since	08-01-2009
		EKF No:	GB.1234
		Coach Insurance	Not Insured Due N/A

Bu Details						
Practice	Current Grade	Coach Level	Dojo	Arts Practiced	Status	
✓ Kendo			Portsmouth Kendo Club	Kendo	Confirmed	✗
✓ Iaido			Seishinkan (Ealing)	Iaido&Jodo	Confirmed	✗
✓ Jodo						
Grading History				Add Dojo		

As you can see in the example above, this is divided into 3 sections

Contact Details which displays name, address, email address and phone details. You can updated this information yourself by clicking on the 'Update Contact Details' link. (see below)

Personal/Membership Details This shows membership details which are static (date of birth, gender, EKF no etc) and also details of your membership. You cannot directly change any of this information. Please report any errors to the Membership Secretary.

Membership Type will be one of : Full / Student / Junior /Concessionary / Temporary / Associate or Honary.

Status will display **Confirmed** if your membership is current. Other possible displays are :

Applied :which is a transitory state between membership application and confirmation when payment has been received:

Overdue : When the due date has passed and renewal has not been carried out but it is less than one month from this.

Expired : More than one month from due date and no renewal has been received.

Expires : This is your membership due date.

Renewal Mode either **electronic** or **paper**. This will determine whether you have elected to receive your renewal documentation electronically or by mail. The default for members who have registered to use the on-line system is electronic but this can be changed through the 'Update Contact Details' link.

Insurance Ref : Your unique insurance reference number. This is only valid when status is 'Confirmed'.

Member Since : The date at which you first joined the BKA where we have this information.

EKF No For Yudansha members who have registered their grade with the EKF this will display your EKF number.

Coach Insurance For members who are qualified coaches and who are insured through the BKA this will show the unique insurance reference number and the expiry date.

This section will contain a link '**Print Certificate**'. This displays a membership certificate which can be printed as confirmation of membership. This link is only available if the membership status is **Confirmed**.

Bu Details This shows details of which arts are practiced and the current grade and Coaching Level awarded for each Bu. Detail of the **Grading History** can be displayed by following the link provided.

Additionally this section displays link to the information for each dojo which the member is affiliated with and provides links to

Display the dojo details, by clicking on the dojo name.

Adding an additional dojo , or adding an art through the **Add Dojo** link

Removing a dojo by clicking on the X icons. Next to each listing.

The process for Dojo affiliation is described in section 6.

4 Dojo Details

The dojo details page shows the information about the individual dojo. An example is shown below.

BKA Number: 07099

Contact Details		Personal & Membership Details	
Forename	Joe	Membership Type	Full
Surname	Bloggs	Status	Confirmed Print Certificate
Address	Flat 5 Anywhere House 235 Nonexistant Road Somewhere	Expires	31-12-2009
Postcode	SW3 2AB	Renewal Mode	electronic
Email	joe.bloggs@hotmail.com	Insurance Ref	900123
Phone	01234 567890	Date of Birth	01-01-2000
	Update Contact Details	Gender	Male
		Member Since	08-01-2009
		EKF No:	GB.1234
		Coach Insurance	Not Insured Due N/A

Bu Details					
Practice	Current Grade	Coach Level	Dojo	Arts Practiced	Status
✓ Kendo			Portsmouth Kendo Club	Kendo	Confirmed ✗
✓ Iaido			Seishinkan (Ealing)	Iaido&Jodo	Confirmed ✗
✓ Jodo					

[Grading History](#)
[Add Dojo](#)

The page is split into 3 parts with the top left showing the Dojo organisation and contact details. The top right panel shows details of the practices which the dojo holds and the arts practiced by the dojo. If there are practices at more than one location then prev/next buttons are provided for the user to navigate.

The lower pane lists the coaches who are registered with this dojo. This lower pane is visible only to BKA members who are logged onto the membership system.

The upper panes are publicly available and can be accessed, without logging on, through the dojo search facility.

None of the data displayed here can be changed by members. It can be changed by dojo officials.

5 Dojo Search

The dojo search page can be accessed from either the '**Add Dojo**' link on the **Individual Membership** page or from the navigation pane on the left of the page. It can be accessed without logging on but the dojo information displayed is limited when it is accessed in this way.

Dojo are listed alphabetically and, for each entry, the location, region and arts practiced are displayed. A link to the **dojo detail** page is also provided. This will display the Dojo Contact details, location and practice times if the user is not logged in.

BKA Affiliated Dojo List						
Name	Location	Region	Kendo	Iaido	Judo	
		All	Any	Any	Any	Filter
Kenyukan Suffolk		East	No	Yes	Yes	Detail Apply
Kikai Iaido Dojo		South East	No	Yes	No	Detail Apply
Kobudokan		North West	Yes	No	No	Detail Apply
Kodokan		South East	Yes	No	No	Detail Apply
Kyoshin - Canterbury		South East	Yes	Yes	No	Detail Apply
Kyoshin - Gillingham		South East	No	Yes	No	Detail Apply
Leeds University		North West	No	Yes	No	Detail Apply
Liverpool Kendo Club		North West	Yes	No	No	Detail Apply
London City Club		London	Yes	No	No	Detail Apply
Masamune		Midlands	No	Yes	Yes	Detail Apply
Minato		South East	No	Yes	No	Detail Apply
Minato Kawa		South East	No	Yes	No	Detail Apply
Morley College Iaido Class		London	No	Yes	No	Detail Apply
Mumeishi		London	Yes	No	No	Detail Apply
Mura Budo Kan (Selby)		North East	No	Yes	No	Detail Apply
Myoken		South West	No	Yes	No	Detail Apply
Mytchett Kendo Club		South East	Yes	No	No	Detail Apply
Nagamitsu Kendo Kai		Midlands	Yes	No	No	Detail Apply
Nenriki		London	Yes	No	No	Detail Apply
Ojika		North East	Yes	Yes	Yes	Detail Apply

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If the user is logged in, the coaching information is also displayed in addition to an **Apply** link from which the user can request affiliation to this dojo (section 6)

Users can scroll through the dojo pages using the navigation links at the bottom of the page or use the filter selection to restrict the displays to a certain region or Bu of interest. For each Bu there are 3 options Yes/No or Any. Selecting **Yes** will restrict the listing to dojo which do practice the art, Selecting **No** will select those which do not practice the art and **Any** will select both.

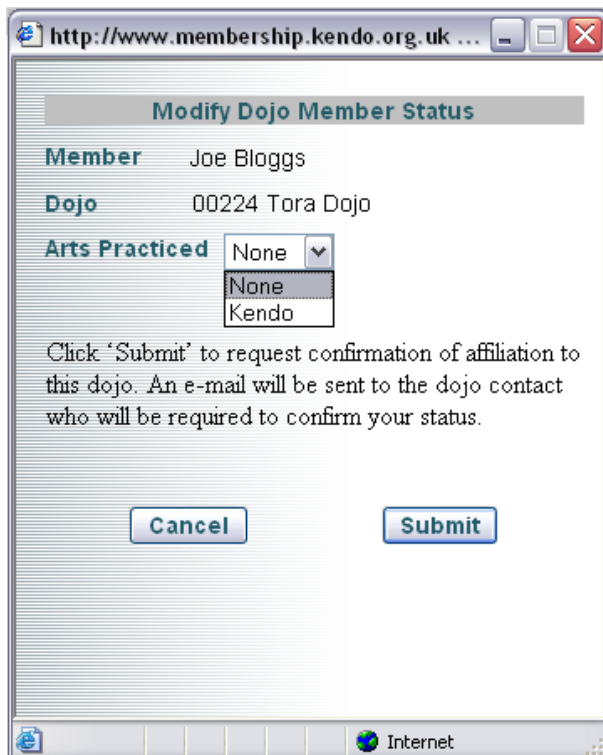
The search criteria are cumulative. ie all are taken into consideration.

Only dojo which are compliant with BKA requirements and have paid their BKA dues are listed here.

6 Member & Dojo Affiliation

A requirement of BKA membership is that members are required to practice at BKA affiliated dojo. In the membership form system, confirmation of this is achieved by the member being required to obtain a countersignature from a dojo leader or dojo secretary to validate their membership. This relationship is enforced in this on-line membership system as follows.

Members are required to 'Apply' for dojo membership. This is achieved via the 'Apply' links on the dojo listing pages and will bring up a popup screen as shown.



The screenshot shows a web browser window with the URL <http://www.membership.kendo.org.uk>. The page title is "Modify Dojo Member Status". The form contains the following fields:

- Member:** Joe Bloggs
- Dojo:** 00224 Tora Dojo
- Arts Practiced:** A dropdown menu with "None" selected and "Kendo" as an option.

Below the form, there is a text instruction: "Click 'Submit' to request confirmation of affiliation to this dojo. An e-mail will be sent to the dojo contact who will be required to confirm your status." At the bottom of the form are two buttons: "Cancel" and "Submit".

This shows the member details and the dojo details and the member just need to select the arts practiced and '**Submit**' the request.

This creates a Dojo/Member relationship record with the status '**Applied**'. This status will be visible on the member's individual details page and on the dojo members page (only visible to dojo officials). Additionally an email is sent to the dojo alerting them to this request and copied to the member making the request.

An official from the dojo (Leader, Secretary, or other official) is required to log on and access the dojo members' page. From here they can see the member's 'Applied' status and are required to either '**Confirm**' or '**Reject**' the application.

This updates the relationship record which is visible to both member and dojo. Additionally email confirmation is sent to the member and copied to the dojo.

If a dojo member wishes to change this relationship this is for one of two reasons. Firstly if they wish to terminate the relationship they can do so from their Individual Membership detail page using the X links adjacent to the dojo listing. This displays a 'Confirm' popup before modifying the relationship record and emailing the dojo & member.

Secondly, the member may wish to change the arts practiced. This is achieved by Applying to the dojo in the same way as for a new application.

The dojo can also modify the relationship. The relationship can be terminated, which will remove the relationship record in its entirety. The relationship can also be suspended which will set the status appropriately but will not remove the relationship record. The member will still appear on the dojo member list and the dojo will still appear on the Member's dojo list.

Additionally this field is used by the dojo for indicating which members are coaches in the dojo.

All these changes of status are communicated to the member via email. However, both members and Dojo officials are requested not to rely on this as the sole method of communicating the termination of the relationship by either party.

There is no limit to the number of dojo which a member can be affiliated to although only 5 will appear on the membership certificate and dojo with confirmed relationships will be displayed on the certificate.

However in order to renew their BKA membership a member must be a confirmed member of at least one BKA compliant dojo at the point of membership renewal. This is taken as the equivalent of a dojo official's signature.

7 Dojo Official Interfaces

When a dojo detail page is displayed an additional information page is displayed to dojo officials of that dojo. This provides additional information about the dojo status and organisation and also provides interfaces to allow dojo details to be modified and the dojo member status to be viewed and updated.

Personal & Membership Details (Dojo Officials view only)				
Status	Compliant	Expires	2009-12-31	View & Administer Dojo Members
Dojo Insurance Ref	0000900303			Modify Dojo Contact Details
Dojo Officer	Max Davies			Modify Dojo Session Details
Dojo Keyword				Modify Dojo Organisation
Member status email	kendosouth@googlemail.com			
DRC Representatives	Kendo	Clive McNaught		

This shows the details of the dojo affiliation with the BKA, the expiry date and the dojo insurance reference number.

Additional data displayed is the Dojo Officer, which is a 3rd official who has access to this area (in addition to the Leader & Secretary) and the selected DRC representatives. This example shows only a single DRC rep for Kendo as the dojo practices Kendo only. A separate DRC member is displayed for each bu.

The Member status email is the address used to send communications about dojo membership affiliation from members. This can be the same as the dojo contact email but does not need to be.

The Dojo keyword is provided as a way of allowing new members to join and immediately be confirmed dojo members without the need to go through the process described in section 6. New BKA members will be able to join on line and, if they are in possession of the Keyword will be able to be confirmed as dojo members and be entitled to full membership. Without this keyword they will be required to 'apply' for dojo status and will be restricted to Temporary Membership.

The four buttons on the right provide links to control areas for:

- Viewing & administering Dojo Members**
- Modifying Dojo Contact Details**
- Modifying Dojo Session Details**
- Modifying Dojo Organisation**

7.1 Viewing & administering Dojo Members

This link will take you to a page displaying the full list of all members who have affiliation to this dojo. This will be members who's status with respect to the dojo relationship is 'Confirmed', 'Applied', 'Coach' or 'Suspended'. The change link on the right of each line allows this status to be changed. This will bring up a popup window, allowing the status to be changed to the available options and then action the change, emailing as described in section 6.

Additionally a summary of the member's status is displayed including current grades for each bu, the membership type currently taken out (Full, Student, Temporary etc), the status of this membership with the BKA (Confirmed, Overdue, Expired etc) and, if applicable, the expiry date.

Under the previous system, Temp members were assigned a number in a different format (eg 2009/101). Members with these types of numbers will not appear in this list until they upgrade their membership. As of August 2009 all temp members are being issued with a BKA number from the outset and will appear in this list.

There are now/next navigation links provided if the membership exceeds the page and a link back to the dojo information page.

BKANO	Forename	Surname	K-Grade	I-Grade	J-Grade	Mem Type	Status	Expires	Dojo Status	
3259	Colin	Phillips	Ikkyu	Sandan		Full	Confirmed	31-12-2009	Confirmed	Change
4971	Charles Bernard	Clifton	Ikkyu	Sandan	Nidan	Full	Confirmed	31-12-2009	Confirmed	Change
6967	Roger	Pimlott	Nidan	Nidan		Full	Confirmed	31-12-2009	Coach	Change
7099	Joe	Bloggs				Full	Confirmed	31-12-2009	Confirmed	Change
7373	Max	Davies	Sandan			Student	Confirmed	31-12-2009	Coach	Change
7705	Clive	McNaught	Sandan			Full	Confirmed	31-12-2009	Coach	Change
7706	Linda	Ling	Nidan			Student	Confirmed	31-12-2009	Coach	Change
7731	Toby James	Nolan	Ikkyu			Junior	Confirmed	31-12-2009	Confirmed	Change
8100	Malcolm	Smalley	Nidan			Full	Confirmed	31-12-2009	Coach	Change
8247	Gary	Curtis	Ikkyu			Full	Confirmed	31-12-2009	Confirmed	Change
8310	Samuel Andrew	Kind	Ikkyu			Junior	Confirmed	31-12-2009	Confirmed	Change
8316	Kirsty Anne	Weller				Full	Confirmed	31-12-2009	Confirmed	Change
9119	Kristian	Honey				Junior	Confirmed	31-12-2009	Confirmed	Change
9245	Glen	Abrahart				Full	Confirmed	31-12-2009	Confirmed	Change
9378	Nicholas	Pratt				Junior	Confirmed	31-12-2009	Confirmed	Change
9526	Richard Lee	Evans	Ikkyu			Full	Confirmed	31-12-2009	Confirmed	Change
9590	Thomas William	French	Ikkyu			Student	Confirmed	31-12-2009	Confirmed	Change
9598	Dania	Vicente				Full	Confirmed	31-12-2009	Confirmed	Change
9599	Jeff	French	Ikkyu			Full	Confirmed	31-12-2009	Confirmed	Change
9626	Paul	Eslinger				Full	Confirmed	31-12-2009	Confirmed	Change

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[Dojo Details](#)

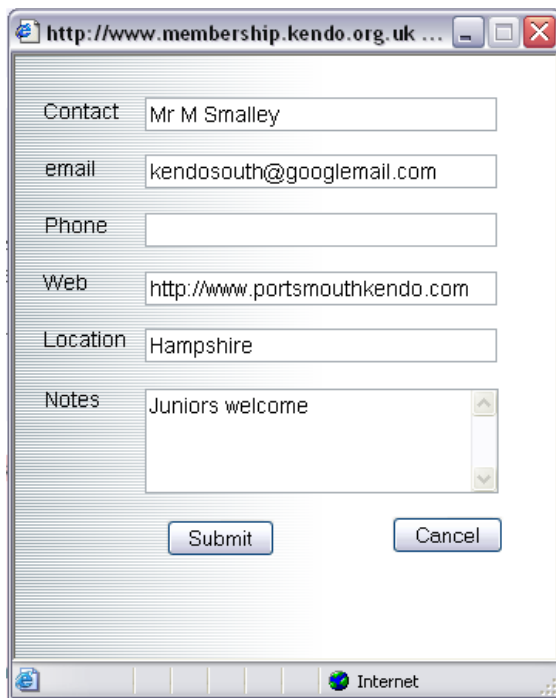
7.2 Modifying Dojo Contact Details

The dojo contacts page allows the dojo officials to modify the information displayed on the publicly available part of the dojo listing. This provides the contact information for the dojo for new members and non-members.

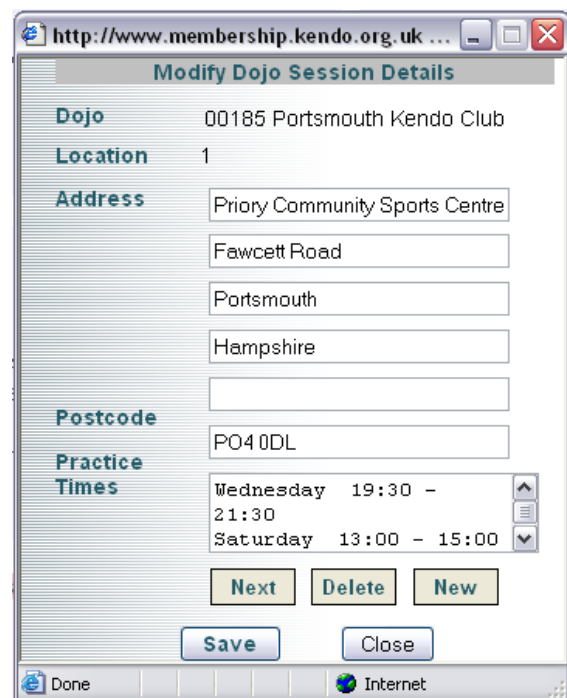
The fields and their uses should be obvious. Apart from checking that emails are in a valid format there is no check of its use. This is up to the dojo to confirm.

The 'Location' field is a new field. This appears on the dojo listing page to give a headline location of the dojo location as, without this, the only information is the region. Some dojo names give a clue to this but others do not. Therefore this field is provided to allow a town name or county name to be displayed.

The notes field gives the ability to add some free form notes about the dojo.



A screenshot of a web browser window showing a form titled 'Modify Dojo Contact Details'. The form contains several input fields: 'Contact' with the value 'Mr M Smalley', 'email' with 'kendosouth@googlemail.com', 'Phone' (empty), 'Web' with 'http://www.portsmouthkendo.com', 'Location' with 'Hampshire', and 'Notes' with 'Juniors welcome'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The browser's address bar shows 'http://www.membership.kendo.org.uk ...'.



A screenshot of a web browser window showing a form titled 'Modify Dojo Session Details'. The form displays the following information: 'Dojo' (00185 Portsmouth Kendo Club), 'Location' (1), 'Address' (Priority Community Sports Centre, Fawcett Road, Portsmouth, Hampshire), 'Postcode' (PO4 0DL), and 'Practice Times' (Wednesday 19:30 - 21:30, Saturday 13:00 - 15:00). At the bottom are 'Next', 'Delete', 'New', 'Save', and 'Close' buttons. The browser's address bar shows 'http://www.membership.kendo.org.uk ...'.

7.3 Modifying Dojo Session Details

This page is provided so that the dojo can update the details of practice times and locations. These are visible to all via the dojo listings page.

Address and practice times can be updated and saved. Where more than one location is used additional locations are selected with the next/prev buttons.

New locations can be added with the 'New' button and obsolete records removed with the 'Delete' button. The Location display at the top is a numeric which shows the order in which these are displayed as the user toggles through them.

There is no limit on the number of locations which can be provided but, for usability it is suggested these are kept to a minimum.

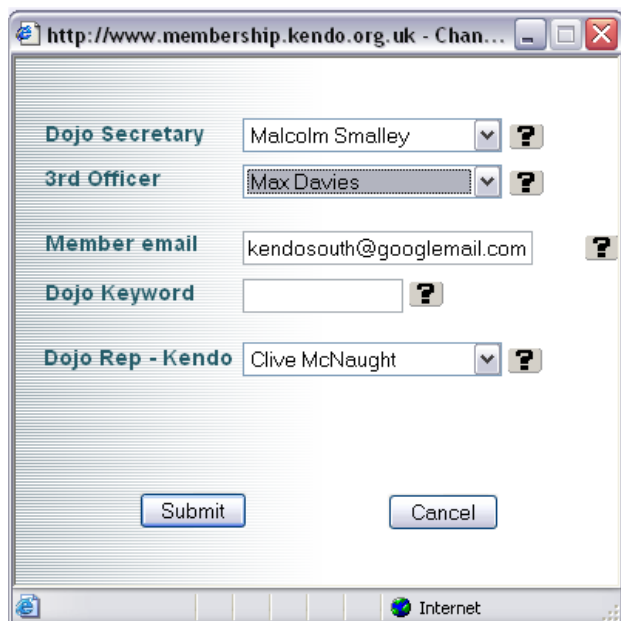
7.4 Modifying Dojo Organisation

This page gives dojo officials (leader, secretary & designated 3rd Officer) the ability to change these positions and other dojo specific setups.

The Secretary and 3rd officer can be changed by using the drop down controls. This will display a list of all dojo members to select from.

Note 1: The dojo leader cannot be changed in this way. This facility is not provided. If you need to change the dojo leader please contact the membership secretary.

Note 2: Only the 3 officers can get access to this area if, for instance, you are the secretary and you change this setting to another member. Once you have navigated away from this page you will not be able to get access to change it back. Only the 3 current officers will be able to do this.



The screenshot shows a web browser window with the URL 'http://www.membership.kendo.org.uk - Chan...'. The page contains a form with the following fields:

- Dojo Secretary:** A dropdown menu with 'Malcolm Smalley' selected and a help icon.
- 3rd Officer:** A dropdown menu with 'Max Davies' selected and a help icon.
- Member email:** A text input field containing 'kendosouth@googlemail.com' and a help icon.
- Dojo Keyword:** An empty text input field with a help icon.
- Dojo Rep - Kendo:** A dropdown menu with 'Clive McNaught' selected and a help icon.

At the bottom of the form are two buttons: 'Submit' and 'Cancel'. The browser's status bar at the bottom shows 'Internet'.

In a similar way the Dojo representatives for each bu can be set.

There is a separate control for each bu, but only those bu which the dojo practices are displayed. The example shown for Portsmouth Kendo Club shows only a Kendo DRC field as this dojo practices only Kendo.

The member email field contains the email address to which the automatic emails are sent when members apply or alter their dojo affiliation status. Please ensure this is a valid email address.

Finally, the Dojo Keyword is provided as a password that you can give to new members to allow them to take out full membership immediately. (See section 6). New BKA members will be able to join on line and, if they are in possession of the Keyword specified here, will be able to be confirmed as dojo members and be entitled to full membership. Without this keyword they will be required to 'apply' for dojo status and will be restricted to Temporary Membership. This facility is disabled if the Dojo keyword is blank.

Dojo Officers will be able to view all members who have joined, through the member list interface and take appropriate action if these are unauthorised.