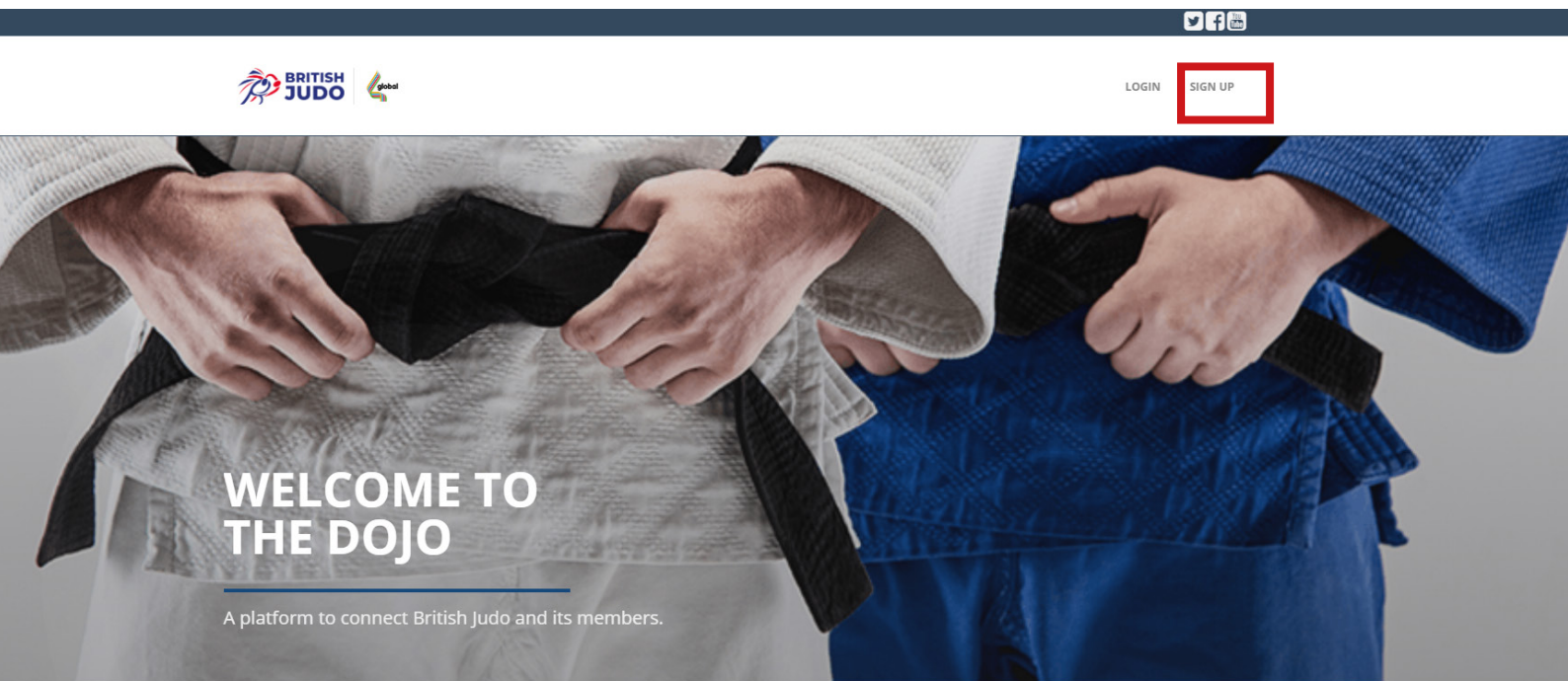


# **The Dojo -** Getting Started



# How to join British Judo as a Member

1. Head over to [www.bjadojo.co.uk](http://www.bjadojo.co.uk) - This will take you to the landing page of “The Dojo” - British Judo's new online membership management system.
2. Click on “Sign Up” in the top right hand corner.



3. This will open up a box requesting you to enter some personal details to get you started. Fill out the requirements and click submit.

**Become a British Judo member now**

British Judo welcomes all who are interested in judo and we can ensure our members are:

- Insured
- Supported
- Rewarded

Reduced event entry costs and discounts from a range of leading brands from across the country.

(Required fields have been marked with the \* sign.)

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Email Address Confirmation *
<input type="text"/>	<input type="text"/>
Password *	Password Confirmation *
<input type="password"/>	<input type="password"/>
Very Strong	

☐ I agree with the [Terms and Conditions](#) and [Privacy Policy](#)

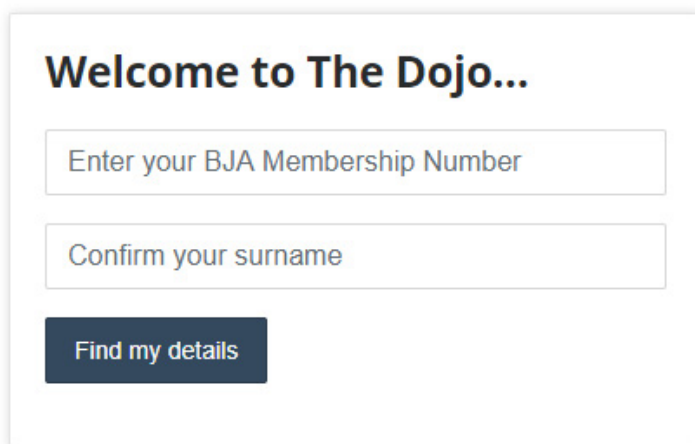
Already signed up? [Login Here](#) [Sign up](#)

4. You will then receive a verification email to confirm your account.

**TIP: Ensure that you add “[info@thedojo.co.uk](mailto:info@thedojo.co.uk)” to your email contacts/safe senders list. If you do not, there is a risk that the email may be blocked by your email provider and stored in your Junk/Spam/Clutter folder, or blocked entirely!**

# How to login if you are already a British Judo Member

1. Head over to [www.bjadojo.co.uk/auth/password/create](http://www.bjadojo.co.uk/auth/password/create) or select the “Renew Your British Judo Memberships” button on the British Judo homepage.
2. This will open the following page in which it will ask you to enter your British Judo Membership number and Surname. The system will ask you to verify your email address. if your email address is incorrect, please enter the correct email address.

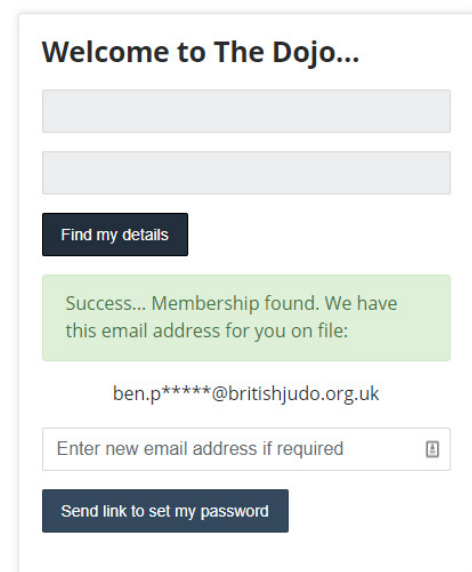


**Welcome to The Dojo...**

Enter your BJA Membership Number

Confirm your surname

Find my details



**Welcome to The Dojo...**

Find my details

Success... Membership found. We have this email address for you on file:

ben.p\*\*\*\*\*@britishjudo.org.uk

Enter new email address if required

Send link to set my password

3. You will then be sent an email for you to set up your login password.

**TIP: If you do not receive your password setup email, please ensure that you have added [info@bjadojo.co.uk](mailto:info@bjadojo.co.uk) to your Safe Senders list and Contacts. Some email providers may initially block the emails entirely or send the emails to your Junk or Spam folders.**

# Creating a NEW Family Membership

If you are creating a profile for your child/children who is under 18 years old, you must first create yourself a Parent/Guardian account. To do this, please follow the steps below:

1. Complete Steps 1-4 as detailed under “How to join British Judo as a NEW Member”.
2. Upon selecting the “Membership Type”, select “Parent/Guardian” (This is free of charge if you are not a participating adult in the sport. If you wish to register for a membership for yourself as well, select “Full Membership - Adult”)

BRITISH JUDO

Parent/Guardian Of ... Account / Edit Profile

Account

- Profile
- Edit Profile
- Change Password
- Memberships

Club(s) \* Please select

BJA Area \* Western

Fighting County Somerset

Communication Preferences

☒ Tick here if you would like to receive information from The British Judo Association relating to news, competitions, events and other announcements that may be of interest to you.

☒ Tick here if you would like to receive reminders about your membership(s).

Preferred Contact Type(s) \* Please select

Membership Info

Membership Type \* **Parent/Guardian (99 months)**

Voucher Code Please enter

Check

Available Items

Showing all 3

Filter

eNewsletter  
Licence Book Holder  
Matside (Digital Copy)

Selected Items

Empty list

Filter

Add an Additional Person

Proceed to Payment

3. Complete the payment processes (If you register as a Parent/Guardian, you will not be charged).

## To add additional child members to your account:

1. Look at the black drop-down menu on the left-hand side of your screen.
2. Click on “Memberships”, “Additional Memberships” and then “Add Member”.
3. Add the details of the child that you would like to combine into your account and complete the payment at the bottom of the page.

BRITISH JUDO

Parent/Guardian Of ... Account / Edit Profile

Account

- Memberships
- Additional Members
  - Add Member**
  - List Members
  - Edit Member
  - Renew Membership

Club(s) \* Please select

BJA Area \* Western

Fighting County Somerset

Communication Preferences

☒ Tick here if you would like to receive information from The British Judo Association relating to news, competitions, events and other announcements that may be of interest to you.

☒ Tick here if you would like to receive reminders about your membership(s).

Preferred Contact Type(s) \* Please select

Membership Info

Membership Type \* **Parent/Guardian (99 months)**

Voucher Code Please enter

Check

Available Items

Showing all 3

Filter

eNewsletter

Selected Items

Empty list

Filter

If you have another child to add, repeat steps 1-3 above.

Following this, you will now be able to manage all accounts through your single log in.

**TIP: Head over to “Memberships”, “Additional Memberships” and “List Members” to see all members associated to your account. Click on Renew Memberships to renew each of the memberships when you need to.**

**If there is a child account not linked to yours that should be, please contact [thedojo@britishjudo.org.uk](mailto:thedojo@britishjudo.org.uk)**

# Exploring your Member Profile

**TIP: Don't forget to change your profile picture**

The screenshot displays the British Judo Member Profile interface. On the left is a dark sidebar with navigation options: Account, Profile, Edit Profile, Change Password, Members, Clubs, Memberships, Gratings, and Dashboards. The main content area is titled 'Account / Profile' and features a large profile picture of a judo practitioner in a white gi with a yellow belt. Below the photo is a '2nd Dan' badge and a list of membership details: Membership Number, Membership Type (Full Membership (Adult)), Coach Level, DBS Number, Matside status (checked), Officiating Role, and Grade Assessor Level (Technical 2). Further down are fields for Coach of, Date of Birth, Mobile Number, Telephone Number, Address, and Postcode. On the right, the 'About' section contains a table of 'Additional Details' with fields for Postal Address, Alternate Email Address, Age (63), Gender (Male), Ethnic Origin (White British), Disability, Medical Condition, and Contact by (Email). Below this is a grid of six green boxes, each representing a qualification status with a white checkmark icon.

Additional Details	
Postal Address:	
Alternate Email Address:	-
Age:	63
Gender:	Male
Ethnic Origin:	White British
Disability:	-
Medical Condition:	-
Contact by:	Email

✓	Membership 11-12-2019	✓	Revalidations 0 current cycle 3 last cycle
✓	Disciplinary None	✓	DBS Check 09-06-2021
✓	First Aid 12-05-2021	✓	Safeguarding 01-11-2021

Your personal information.  
This is only available to your  
club and your BJA area

Relevant qualifications - When the box  
is green, your qualification is valid. When  
your qualification is invalid, the box will  
turn red.

# How to renew your British Judo Membership

1. Click on “Memberships” down the left hand side. “Renew Membership” should be under the menu. If you are more than three months away from your expiry, you will not be able to renew yet. If your children’s accounts are linked to your account, they will also appear here. Tick the box of the member you would like to renew.

BRITISH JUDO

Account Memberships Additional Members Renew Membership

Memberships / Renew Membership

Renew Memberships

Membership Info

Membership Type • •  
Full Membership (Junior) (12 months)

Voucher Code  
Please enter

Check

Available Items

Showing all 3  
Filter

Matside (Digital Copy)  
eNewsletter  
Licence Book Holder (£3.00)

Selected Items

Empty list  
Filter

Checkout

2. Click on checkout, which will take you to a final confirmation page with the price of your membership. If you have a voucher code or discount to be applied, the deduction will show on this page. Simply click “Pay” and enter your card details, and you have successfully renewed your British Judo membership.

BRITISH JUDO

Account Memberships

Checkout

Details

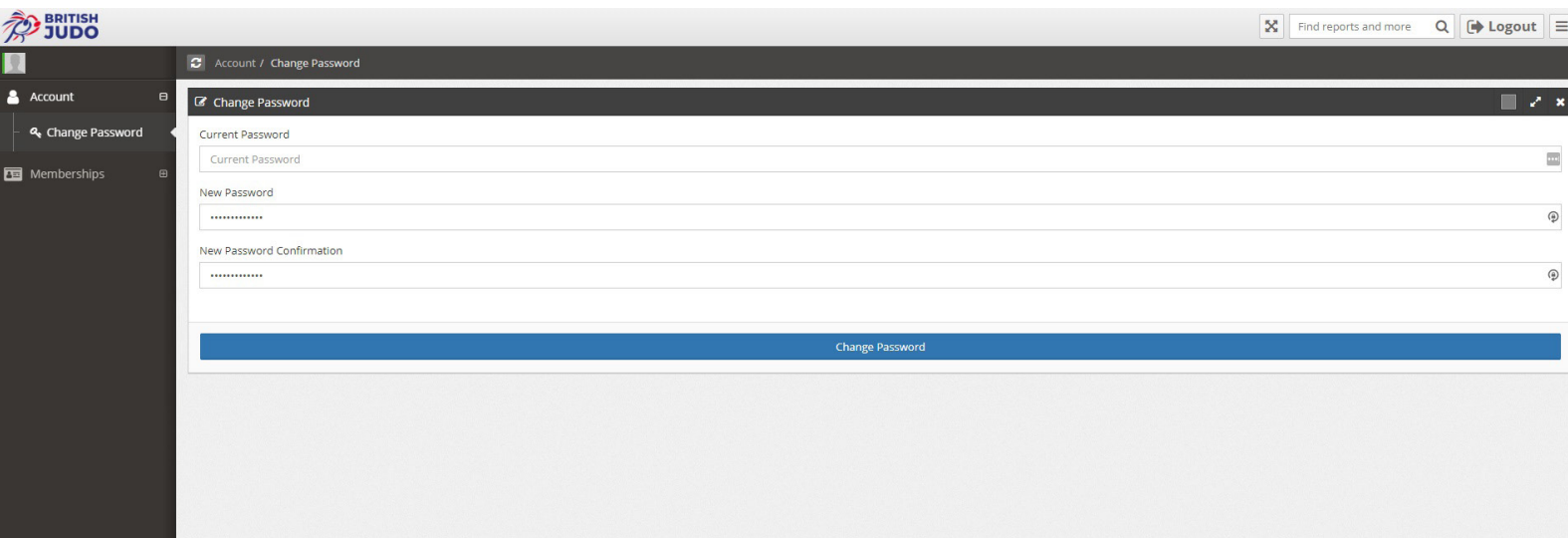
Item	Description	Additional Items	Discounts	Unit Price	Amount
Member	Full Membership (Junior) (12 Months)	None	Family (9610), Renewal	£26.00	£23.40
				<b>Total</b>	<b>£23.40</b>

Pay



# How to change your Password

1. Head over to your profile page and click on “Account” down the left hand side of the screen.
2. Under the “Account” sub menu, you should see a “Change Password” menu. This will then take you to a page where you can type in your new password details.
3. Once you have entered your current password and new password details, you will need to press the “Change Password” button to ensure that the changes take effect immediately.

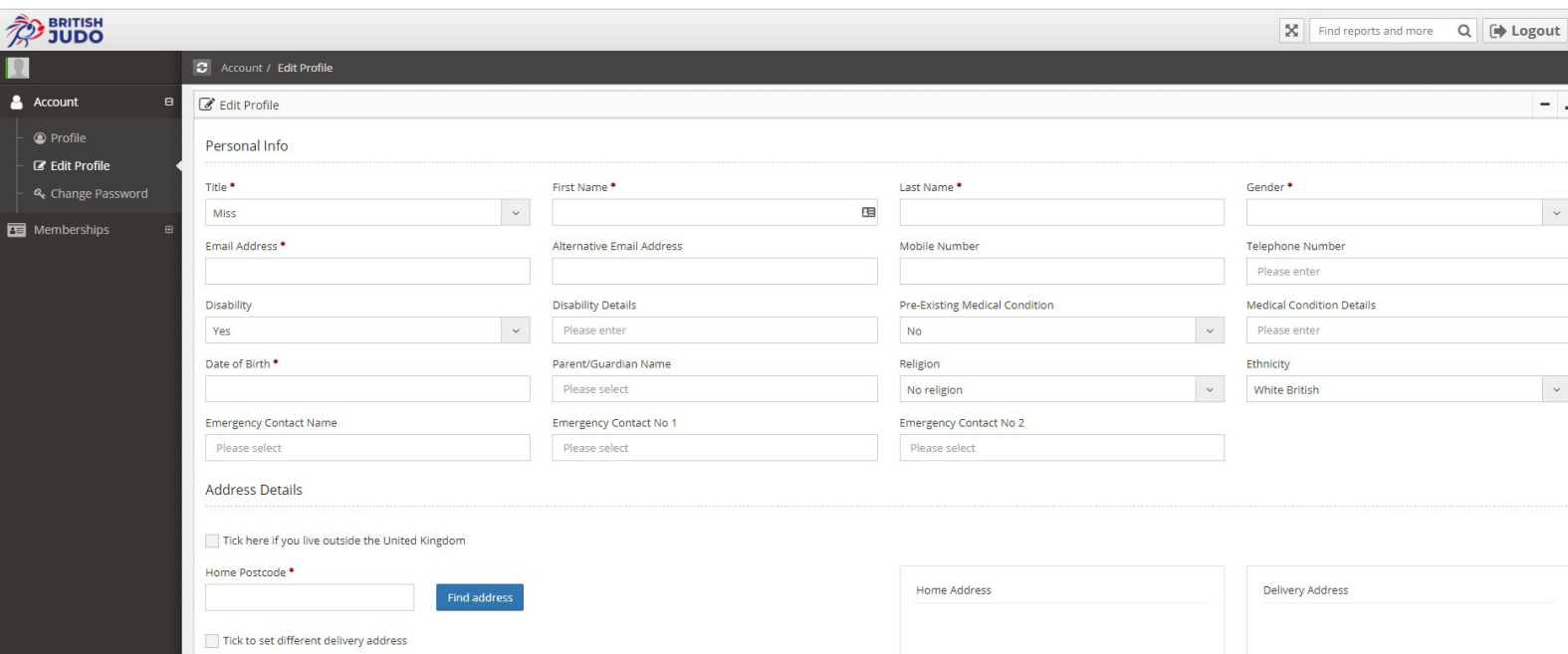


The screenshot shows the British Judo website's 'Change Password' page. The top navigation bar includes the British Judo logo, a search bar with the text 'Find reports and more', and a 'Logout' button. The left sidebar contains links for 'Account', 'Change Password', and 'Memberships'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'New Password Confirmation'. Each field has a small icon to its right. At the bottom of the form is a blue button labeled 'Change Password'.

# How to change your Personal Details

If you would like to change of your personal information on your account, please follow the steps below:

1. Log into your profile on “The Dojo”
2. Head over to the menus down the left hand side and select “Account”, followed by “Edit Profile”.
3. This will allow you to amend any personal information that is associated with your British Judo membership.
4. Once you have finished editing your information, please scroll to the bottom of the page, and press the “Update Profile” button.



The screenshot shows the British Judo website's 'Edit Profile' page. The top navigation bar includes the British Judo logo, a search bar with the text 'Find reports and more', and a 'Logout' button. The left sidebar contains links for 'Account', 'Profile', 'Edit Profile', 'Change Password', and 'Memberships'. The main content area is titled 'Edit Profile' and contains a 'Personal Info' section with the following fields: Title (dropdown), First Name, Last Name, Gender (dropdown), Email Address, Alternative Email Address, Mobile Number, Telephone Number, Disability (dropdown), Disability Details, Pre-Existing Medical Condition, Medical Condition Details, Date of Birth, Parent/Guardian Name, Religion, Ethnicity, Emergency Contact Name, Emergency Contact No 1, and Emergency Contact No 2. Below the 'Personal Info' section is an 'Address Details' section with a checkbox for 'Tick here if you live outside the United Kingdom', a 'Home Postcode' field with a 'Find address' button, a checkbox for 'Tick to set different delivery address', and two text areas for 'Home Address' and 'Delivery Address'.

# How to transfer to another club

If you wish to change clubs and need your membership transferring to a different British Judo club in The Dojo, please follow these steps:

1. Head over to “Edit Profile” as detailed on the previous page.
2. Scroll down the page until you arrive at the “Club Information” section.
3. Simply click on the “X” of the club you do not wish to attend anymore, and type in the name club that you would like to attend. You can add multiple clubs to your account if you wish.
4. Click “Update Profile” for these changes to take effect.

BRITISH JUDO

Account / Edit Profile

Find reports and more Logout

Account

- Profile
- Edit Profile**
- Change Password

Memberships

☐ Tick here if you live outside the United Kingdom

Home Postcode \*  [Find address](#)

Home Address

Delivery Address

☐ Tick to set different delivery address

Club Info

Club(s) \*

BJA Area \*

Fighting County

Communication Preferences

☒ Tick here if you would like to receive information from The British Judo Association relating to news, competitions, events and other announcements that may be of interest to you.

☒ Tick here if you would like to receive reminders about your membership(s).

Preferred Contact Type(s) \*

[Update Profile](#)

If you experience any issues using “The Dojo”, please email [thedojo@britishjudo.org.uk](mailto:thedojo@britishjudo.org.uk) and we will try and assist where we can