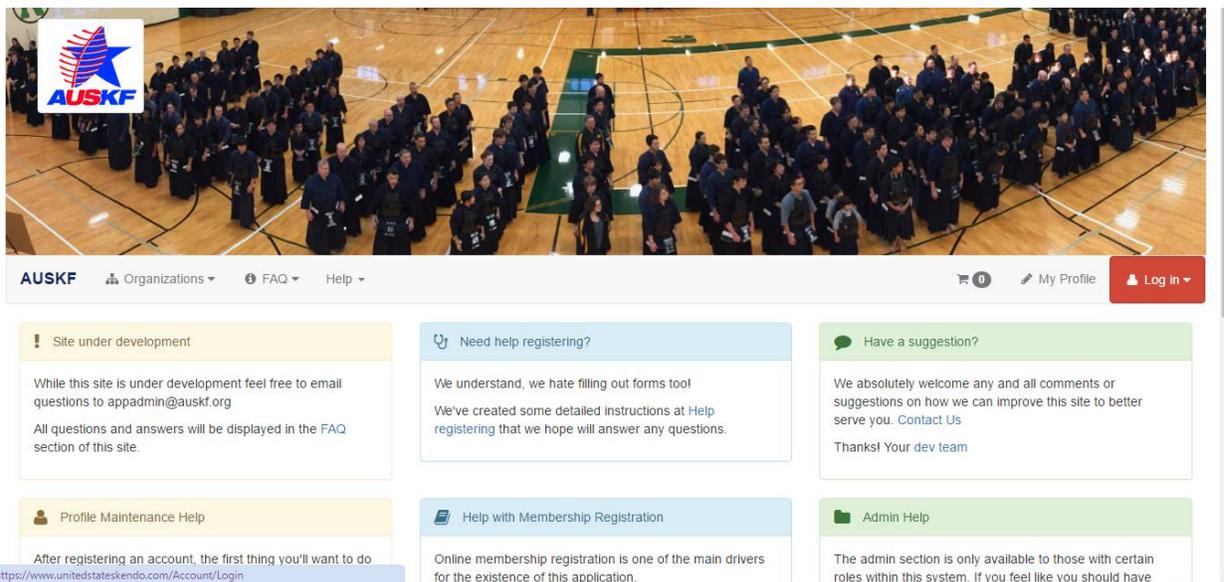


Process for Online Membership System – ECUSKF

Step 1: Create an account. (If you have already done this, please log on to the system and skip to Step 2.)

Go to: <https://www.unitedstateskendo.com>

It looks like this:



Click on the red “Log in” button. There will be a drop down with the option to Register. Click “Register.”

You should now be on this page:



Please choose one of the two options below to get started.

New Members

If you have **NEVER** registered with the AUSKF before and have **NEVER** received an AUSKF Id start here.

Existing Members

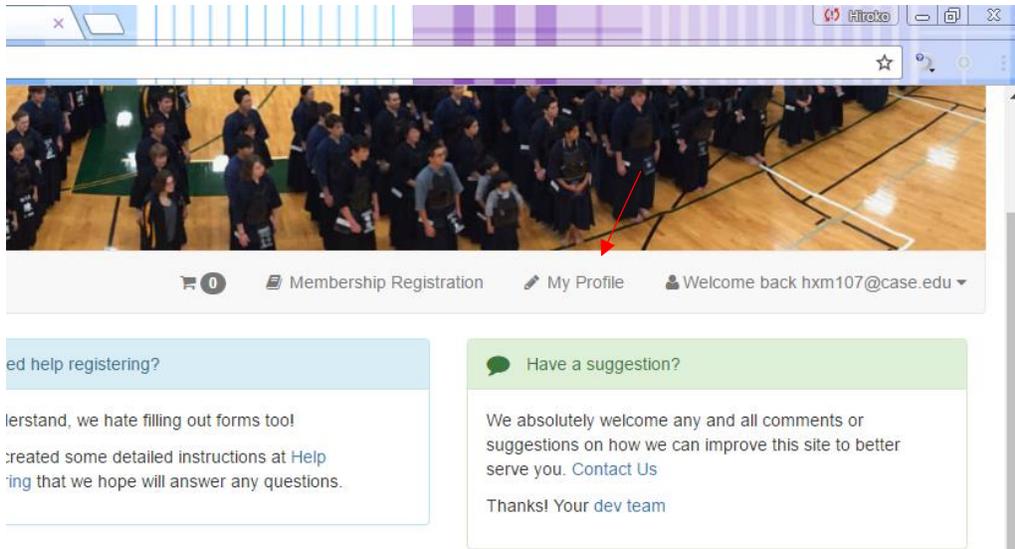
If you **HAVE** previously registered with the AUSKF and you **HAVE** an AUSKF Id start here.

Use another service to log in or register.

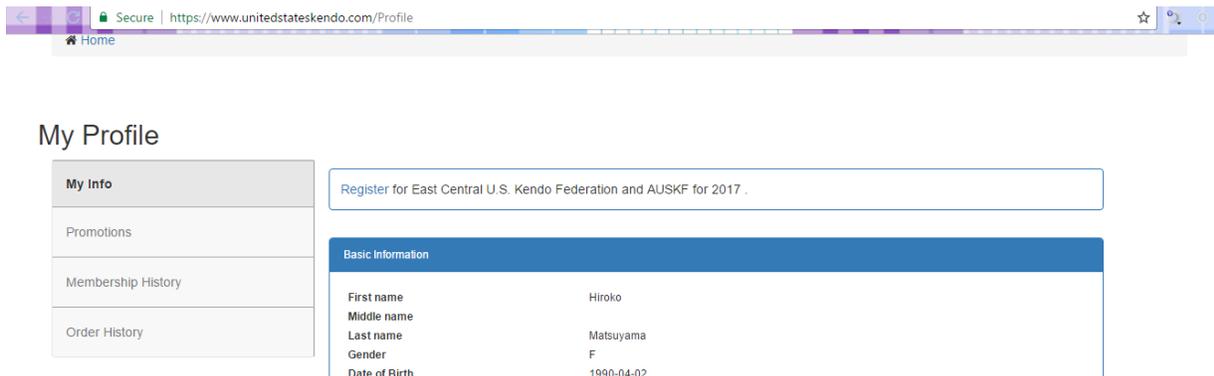
Select your type of membership (New or Existing) and follow the prompts to create a login profile. You should receive an email confirmation to validate your account. Once you have successfully created your account, please log in.

Step 2: Check your profile information

Click the link that says “My Profile.”



You should see this page:



Scroll through and make sure everything is correct. If not, please feel free to edit your details.

****Note:**

Your promotion information may not be up to date. AUSKF is currently in the process of validating all new promotions. You can feel free to update with your most current info, but until it is validated you may see an error message:

Kendo Information	
AUSKFID	1188
Dojo	Miami Valley Kendo Club
Rank	Yondan 
Federation	East Central U.S. Kendo Federation

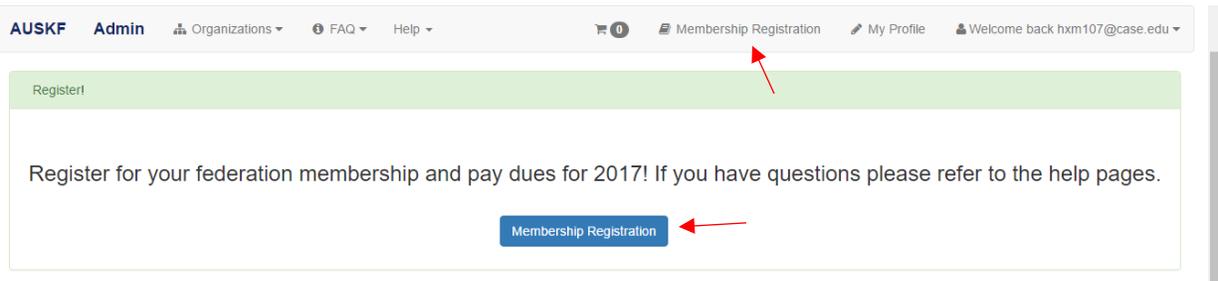
 (Kendo) This promotion has not been verified. It must be reviewed by an AUSKF officer. Until then, this promotion record is not official.

Step 3: Register

There are several links throughout the site from which you can begin the registration process.

There are two on the main page and it can also be found in the profile section.

Main page:



The screenshot shows the top navigation bar with links for AUSKF, Admin, Organizations, FAQ, Help, Membership Registration, My Profile, and a welcome message. Below the navigation is a green banner with the text "Register!" and "Register for your federation membership and pay dues for 2017! If you have questions please refer to the help pages." A blue button labeled "Membership Registration" is centered at the bottom of the banner. Red arrows point to the "Membership Registration" link in the navigation bar and the "Membership Registration" button in the banner.

Profile page:

My Profile



The screenshot shows the "My Profile" page. On the left is a sidebar with links for My Info, Promotions, Membership History, and Order History. The main content area has a blue header "Basic Information" and a text box with the text "Register for East Central U.S. Kendo Federation and AUSKF for 2017 .". Below the text box is a table with the following information:

First name	Hiroko
Middle name	
Last name	Matsuyama
Gender	F
Date of Birth	1988-04-03

A red arrow points to the registration text box.

You will be prompted to review your membership information again, then be taken to the waiver form. Please read, place your name, and authorize the electronic signature.

Please read the waiver below

I acknowledge that I have voluntarily applied, or have voluntarily allowed my child to apply to participate in kendo instruction and training at a dojo, club or federation which is affiliated with the All United States Kendo Federation (hereinafter, any and all affiliated dojo, clubs, federations are referred to as "AUSKF"). I am aware that participation in kendo, as in any sport or physical activity, may cause physical injury, damage to property, and, in rare instances, even death. I am voluntarily participating, or allowing my child to participate in this activity with knowledge of the danger involved and hereby accept any and all risk of injury, damage, and/or death. As consideration for being permitted by the AUSKF to participate in these activities and use related facilities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against, sue, or attack the property of AUSKF on account of injury, damage, or death resulting from the negligence or other acts, however caused, by any employee, agent, or contractor of AUSKF as a result of my, or my child's, participation in kendo. I hereby release AUSKF from all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives now have or may hereafter have for injury, damage or death resulting from my, or my child's, participation in kendo. I have carefully read this release and fully understand its contents. I am aware that this is a release of liability and a contract between the AUSKF and me and I agree to its terms of my own free will.

Applicant Signature (Parent/Guardian signature if under 18)

Hiroko Matsuyama

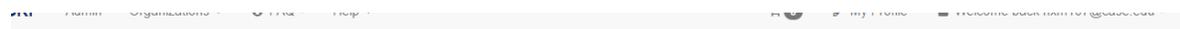
Authorized Electronic Signature

*An electronic signature is a certification by you that may be used in lieu of a written signature. By typing your name and clicking the above checkbox, you are electronically certifying this document as you would if you physically signed it on paper.

Continue

Hit "Continue."

Your next page will look like this:



2017 Membership Dues

Age Eligibility	Product Name	Membership Type	Amount		
1 to 99	ECUSKF dues for Student	Kendo Membership	\$45.00		<input type="checkbox"/>
1 to 17	ECUSKF dues for Youth	Kendo Membership	\$45.00		<input checked="" type="checkbox"/>
18 to 150	ECUSKF dues for Adult	Kendo Membership	\$90.00		<input type="checkbox"/>

Please Read The Following

- Clicking either button below will create a membership registration record for 2017 and the type of membership selected above. If there is more than one type of membership available (Kendo and Iado for example) and more than one is selected, a record will be created for each selection.
- The new membership registration record(s) will not be marked paid until you pay via a credit card or mail in a check.
- By clicking "Register (And Pay Later)" you are finishing the membership registration process for the time being. You can mail in a check in which case an administrator

Pick your membership type and click on "Register (and Check Out)"

Your membership registration record(s) will automatically be marked as paid.

Register (And Pay Later)

Register (And Checkout)

If you hit "Pay Later," your registration may be delayed.

Then, proceed to check out and enter your credit card information.

Once your information is accepted, your Registration is complete! Woo hoo!

The screenshot shows a web browser window with the URL <https://www.unitedstateskendo.com/Checkout/Confirmation?OrderId=d8890e1c-fc5a-4cfc-b91f-0fc1f66978ee&FederationId=4&WebHookReceived=False&FederationPaid>. The page content includes:

- A green box with the text: "Thank you hxm107@case.edu! Your order is being processed, you should shortly receive an email that includes an order number that matches the one below with details of your purchase."
- A light blue box containing the following information:
 - Your order number:** d8890e1c-fc5a-4cfc-b91f-0fc1f66978ee
 - You ordered -** Adult ECUSKF fee (\$30) + AUSKF fee (\$60) -
 - FullFilledOn** 3/30/2017 7:42:03 PM
 - Total \$** 90.00

You should receive a receipt in your email shortly thereafter.