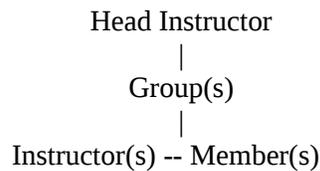


AKF USA Instructor and Member Registration

This document is meant to be an introduction to AKF USA instructor and membership registration and does not represent the complete functionality of the AKF USA Membership site. Full instructions on completing each of these tasks will be provided upon the official launch of the AKF USA Membership website. Please watch for future communications with more details.

Registration:

In order to complete registration, each member or instructor within AKF USA must be associated with a Kokikai dojo or club, known on the website as a group. Within the website, the structure of a group will look like this.



At the time of initial group registration, the head instructor will create a personal profile. From within this profile a head instructor can access any groups that have been associated to them. The group registration will go to the board for review and approval as soon as possible. After board approval, the head instructor can pay annual dues, and begin adding member data.

The member data entered will include:

- Name and email address
- Instructor status determination (instructors pay higher annual dues than other members)
- Current rank and date awarded
- How dues will be paid (by the dojo or by the member)

*note: While no test fees are collected by AKF USA at any point, in order to defer a new member's initial expense, it is recommended that the instructor collecting test fees for their dojo, use the 6th kyu test fees for the initial membership enrollment.

The member will then receive an email with a link inviting them to join Aikido Kokikai Federation USA. After clicking on the link, the member will automatically be prompted to create a member profile which includes their:

- Unique username (email) and password
- Name and address
- DOB (month and year)

They will be prompted for their annual dues based on their member type unless the dojo chooses to cover the cost. (instructors \$100, members \$50). AKF USA will collect all dues through PayPal which requires either a credit/debit card or a PayPal account. A student's/instructor's membership profile will be automatically added to the group associated with the instructor who entered the member data.

As a head instructor, you will have the ability to manage the creation of new groups (subject to approval), add new members/instructors, manage payment for your members or leave it to them to handle, manage the input of testing and rank through 3rd kyu, and pull reporting on your group's members and their current status.

After Registration:

Once you have registered all of your current members, you can use the website to obtain reporting on all of your instructors and members current membership status. As your students obtain rank, you will be able to update their membership profile to reflect that rank up to 3rd kyu. Higher ranks will be updated by AKF USA. Requests for official Kokikai rank certificates will be checked and certificates will only be issued to those who have currently active memberships.

Kokikai Camps and Seminars:

Part of the benefit of being a member of AKF USA will be access to attend any Kokikai camp or seminar. We will be asking those senior instructors who are hosting official events to ensure attendees to these events are AKF USA members. This will help to ensure that all of our attendees are obtaining quality practice time with AKF USA students and instructors while also allowing us to track and maintain detailed records of attendance at these events. This is critical to building quality among our membership and our instructors.

AKF USA Instructors:

In order to maintain the quality and growth of Kokikai Aikido as a martial art, AKF USA will be officially recognizing instructors, and issuing an instructor's certificate which will be good for one year.

In order to be considered for an instructor's certificate you must:

- Meet the minimum rank of Shodan
- Be an active member of a registered AKF USA Group
- Have attended an official Kokikai Senior Seminar or Camp within the last year
- Receive recommendation for instructor status from group Head Instructor

To ensure the quality of instruction, AKF USA will issue instructor certificates only to applicants who show serious dedication to the art. Attendance at official Kokikai seminars and camps will be tracked and updated to your AKF USA profile. This will also allow Senior Instructors to track this information for their usage within their respective group(s).

If you have specific questions, please reference the attached FAQ or reach out to a board member.