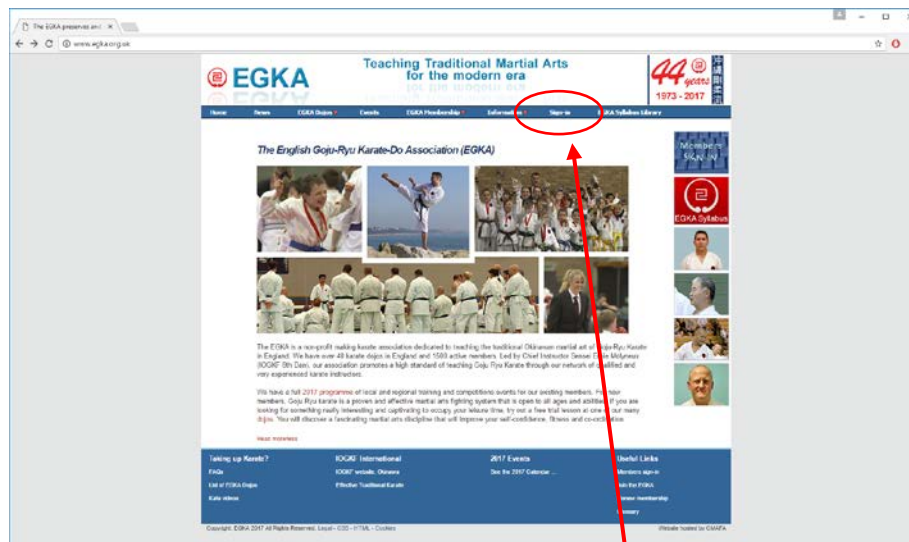


EGKA Membership Instructional Guide

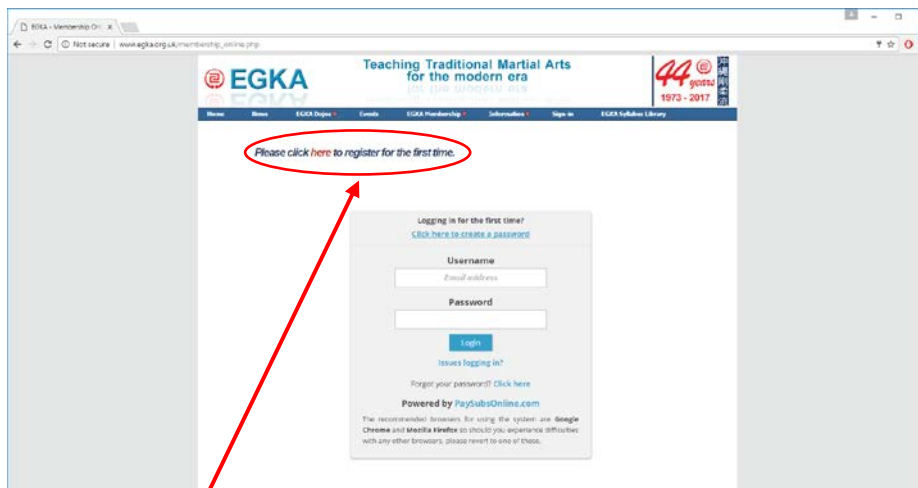
Step 1:

Go to the website: www.egka.org.uk



Step 2:

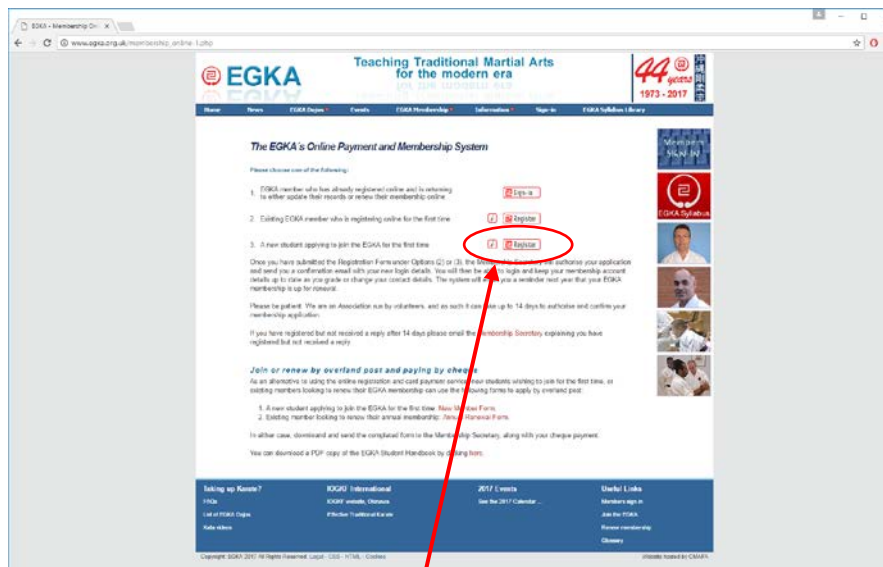
Click the sign in button shown on the above image highlighted in red.



Step 3:

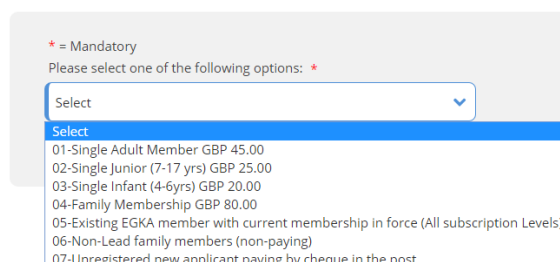
Click the link indicated at the top of the page if you are registering your membership for the first time. Once you have finished creating your membership this screen is where you will use your email and password to access your information and to pay the membership fees.

Step 4:



For first time registration please click the indicated link.

Step 5:



Then select the type of membership that is best suited to you for the drop-down list.

Then fill in as much of your information as possible with the fields marked with a red '*' being compulsory. When finished scroll to the bottom of the page, accept the terms and conditions and press submit. Once payment is complete your account will be created.

Click this link if you are adding additional family members onto your account.



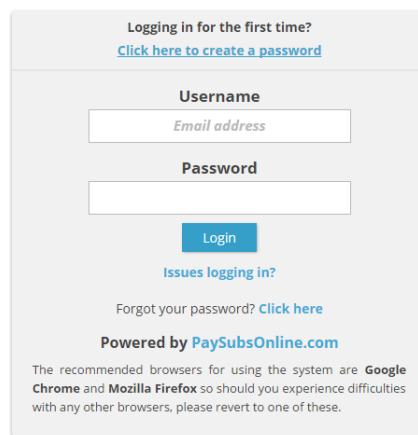
Click this link if you have added all family member to continue to the payment page.

Step 6: - PLEASE NOTE: Validate your Username email address

Before signing into your profile again you must validate the Username email address by clicking the link in the validation email sent by Paysubsonline.com. Without validation, the database will not recognise the Username and will not allow you to log back into the profile.

Should you have to reset the password then another email will be sent to the Username email address to validate the password reset.

Step 7: - Printing your Membership Card



Logging in for the first time?
[Click here to create a password](#)

Username

Password

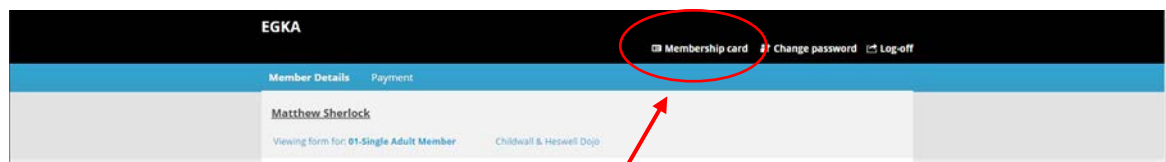
[Issues logging in?](#)

Forgot your password? [Click here](#)

Powered by [PaySubsOnline.com](#)

The recommended browsers for using the system are **Google Chrome** and **Mozilla Firefox** so should you experience difficulties with any other browsers, please revert to one of these.

Return to 'Sign In' page from the start of the guide. Use the email and password that you entered for the previous step to be taken to the page that contains all your information.



To print your membership card, click on the indicated link in the top right of the screen. A pop up image will appear showing all the information your Sensei will need in the dojo or at any competitions.



The 'Choose File' button allows you to upload a picture for your membership card. Once uploaded press the print button to print a hard copy of the card. Cut the membership card along the dotted line and show this to your Sensei. This card should be kept in your EGKA Licence and Grading book that will be given to you by your Sensei.