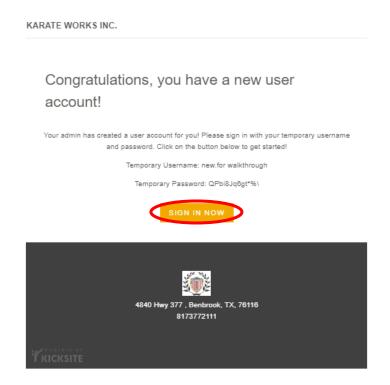
# Kicksite Walkthrough

Welcome to Karate Works!! Now that you are a registered student, you have been invited to join Kicksite. Kicksite is the website we use to log students' attendance, promote belt rankings and charge for tuition among other things. You can use Kicksite to look at your account, verify invoices, look at videos, and much more! (This is a completely different website from our Karate Works website.)

An email was sent to the address you gave us on your Student Application that will have a link provided:



Once you click on the link provided in the email, you will put in the Temporary Username and Password that was listed in the email.

You need to sign in or sign up before continuing.	
USERNAME	
new.for walkthrough	
PASSWORD	
QPbi8Jq6gt*%\	0
Forgot password?	
LOG IN	

If you ever forget your username and/or password, we can help reset it for you once the account has been created. The below screenshot is the first thing you will see:

8	Dashboard		New 🗸
[#]		Announcements	
		There are no announcements.	
žΞ		Next Class	
<b>*</b>		No classes currently scheduled.	
Ŷ			
Ð		Upcoming Events	
Ø		There are no upcoming events.	
Û			
>			

This page is the Dashboard page and will show all General Announcements that have been posted. You will also receive an email every time a General Announcement is made. Please make sure you are receiving emails from Karate Works. Check your Junk email and Spam folders and make Kicksite be an approved email address (mailer@kicksite.net). This is our primary form of notification and if you are not receiving emails, you may not be aware of when we will be closed or when assessments or testings will be taking place. While on this page, click on the arrow in the bottom left to expand the menu on the left hand side. This will make it easier to navigate to the page you are looking for.

Ø	Dashboard		
[#]	Classes	Announcements	
	Memberships	There	are no announcements.
ž=	Promotions	Next Class	
<b>*</b>	Attendances		sses currently scheduled.
⊉		~	
0	Finances	Upcoming Events	
<i>(</i>	Events	There	are no upcoming events.
	Media Library		
Ľ		~	
ζ ς	ollapse Menu		

We do not use the CLASSES OR MEMBERSHIPS options, so there will not be anything under those pages.

# **PROMOTIONS:**

Ø	Promotions	
[#]		ткр
		WHITE BELT Promoted: April 19, 2023 0 Attendances at Rank
·		
¥		

You will be able to see any belt rank promotions and the date they occurred.

# ATTENDANCE:

ூ	Attendances		N NEW V
[#]		April	>
		Ø	
ž≡	It	t looks like you didn't attend class this month.	
*			
Ŷ			
0			

You can see how many classes your child has attended for the month. If you need to go back to previous months, just click on the arrow circled in the picture above. This is where you will be able to calculate how many make up classes you have by taking how many classes you pay for monthly and subtract how many times your child attended. Make up classes NEVER EXPIRE and you can use them whenever you are able per your schedule. If you have more questions about this process, please see one of our staff.

#### ACHIEVEMENTS: We do not use this feature

## **FINANCES:**

Ø	Finances				
[#]		Invoices	Recurring Billings	Payments	Wallet
2=		Invoice ID: 14525			
Ξ		Status: Open			PAYNOW
<b>*</b>		Amount Paid: \$0.00 Invoice Date: 2023-04-19			
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This page is the Finance tab and it will show any invoices that have been created for your account. The status will show OPEN, PAST DUE, or CLOSED. If you click on the ID (Invoice number), it will pull up the detail of the invoice. Once an invoice has been created, you will be able to pay online as well for your convenience.

Ø	Finances			N New 🗸
[23]		← Invoice 14525		
•		Items		
žΞ		1x Tuition - Cobra (2x week) monthly		\$176.00
<b>.</b>			Subtotal:	\$176.00
			Sales Tax:	\$0.00
$\Psi$				
			Invoice Total: Payments:	\$176.00 \$0.00
Ø			Payments.	
۲			Total Due:	
۵		Payment History		
		No payments hav	e been made yet.	
				PAY NOW

When you click on the PAY NOW button, you will be asked to enter your credit card information. You may save this card for future use.

Once an invoice has been paid, you will see CLOSED under the status. You can click on the Invoice ID and see when and how it was paid. You can also go under the PAYMENTS tab on this page and see this information.

Ø	Finances					NEW 🗸
[#]		Invoices	Recurring Billings	Payments	Wallet	
		Invoice ID: 14526			\$1.00	
ž=		Status: Closed Amount Paid: \$1.00				
<b>*</b>		Invoice Date: 2023-04-19				
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The Recurring Billings section will show any auto drafts that are listed under your account. If you have any questions about this section, please see one of our office staff to help you.

The Wallet section will be where you can update a card or checking account we have added on file. Karate Works will have to set this up initially before you can make changes to it.

## **MEDIA LIBRARY:**

Ø	Media Library		New 🗸
[#]		Library /	
•		FORMS: Dragons	
ž		FORMS: White Belt to Yellow Belt	
<b>*</b>		KICKS AND STRIKES: White Belt to Yellow Belt	
Ŷ		SELF DEFENSE: White Beit to Yellow Beit	
		ONLINE CLASSES - WHITE BELTS	
Ø			
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This is the primary reason most of our students use Kicksite. The videos will show all the forms, kicks and strikes, and self-defense moves that you will be tested on throughout your journey to Black Belt. You can watch the videos to refresh your memory and PRACTICE AT HOME. You will only have access to videos related to your belt rank so that you can't jump ahead to techniques you have not been taught. As your belt rank goes up – more videos will be available to you!

#### **DOCUMENTS:**

ூ	School Documen	ts		NEW 🗸
[#]				
		2022 Class Schedule Adobe Portable Document Format	139 KB Jan 27, 2022	
žΞ		2023 Pricing Adobe Portable Document Format	995 KB Jan 09, 2023	
<b>.</b>		Private Lesson Packs Pricing Adobe Portable Document Format	754 KB Aug 17, 2021	
Ŷ		Private Lesson Packs Pricing - Lil Dragons Adobe Portable Document Format	786 KB Aug 17, 2021	
8		Student Handbook Adobe Portable Document Format	11.1 MB Aug 17, 2021	
<i>•</i>		General Information Adobe Portable Document Format	539 KB Dec 26, 2019	
		Buddy Pass Adobe Portable Document Format	575 KB Jan 02, 2020	
>		Kicksite Walkthrough Adobe Portable Document Format	1.08 MB Oct 06, 2016	
		Birthday Party Information Adobe Portable Document Format	972 KB May 17, 2021	
2 2 2 2 2		Good Deeds List - Earning White Belt Adobe Portable Document Format	303 KB Mar 19, 2012	

Under the DOCUMENTS section, go to SCHOOL DOCUMENTS to see a list of many handy documents you can print from home or save to your computer for easy access.

THANK YOU FOR BECOMING A MEMBER OF THE KARATE WORKS FAMILY!!! WE ARE SO GLAD YOU HAVE INCLUDED US IN YOUR JOURNEY IN MARTIAL ARTS!!

