

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:

KARATE WORKS INC.

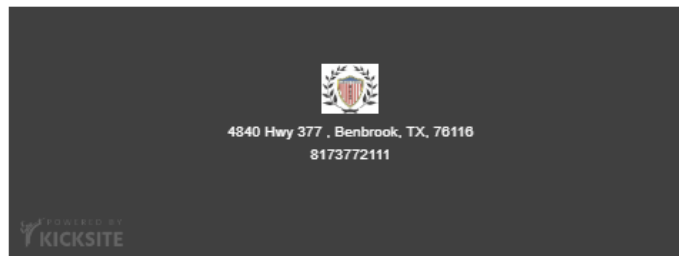
Congratulations, you have a new user account!

Your admin has created a user account for you! Please sign in with your temporary username and password. Click on the button below to get started!

Temporary Username: new.for walkthrough

Temporary Password: QPbi8Jq6gt*%\

SIGN IN NOW



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

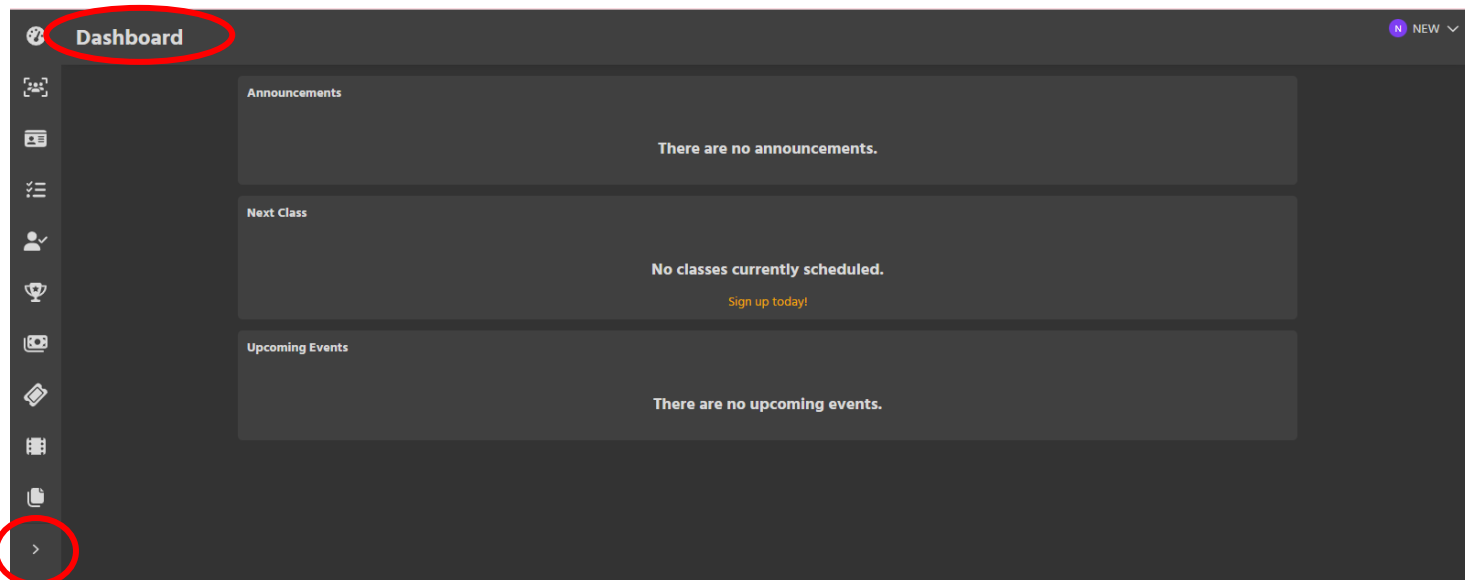
PASSWORD

QPbi8Jq6gt*%\

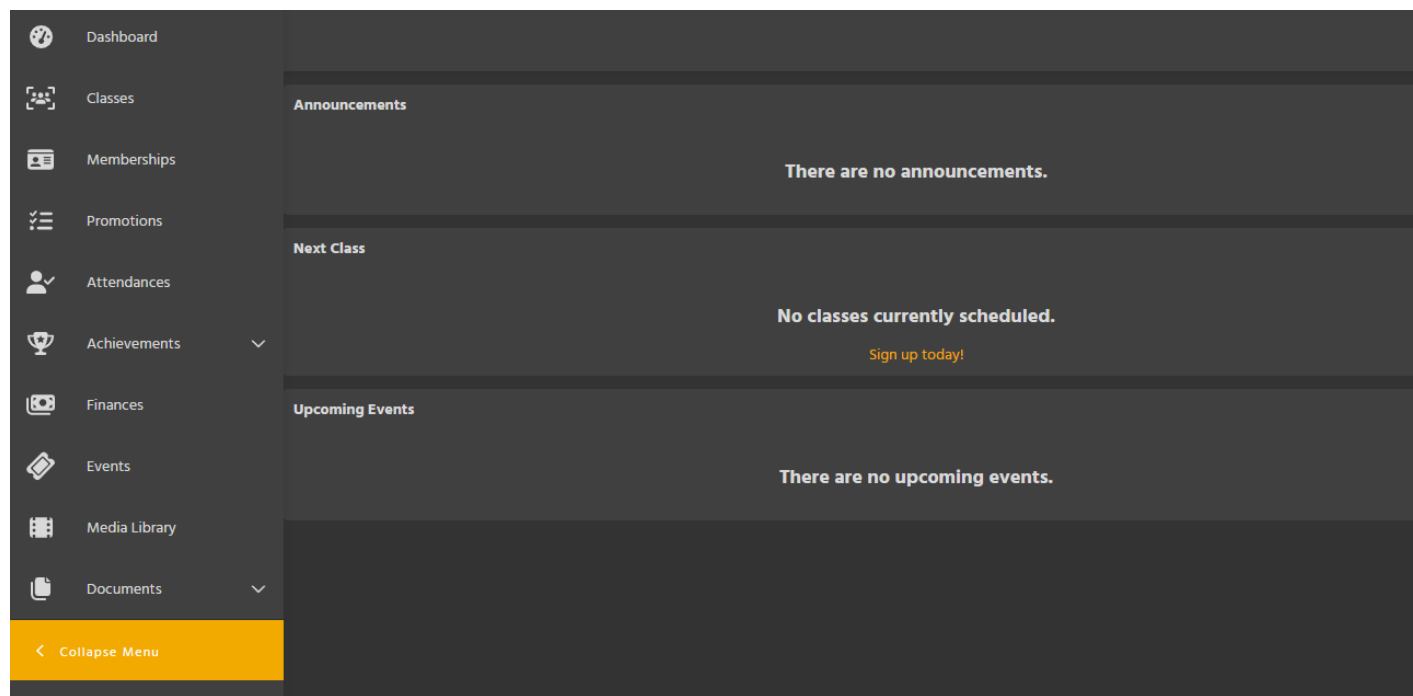
[Forgot password?](#)

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:

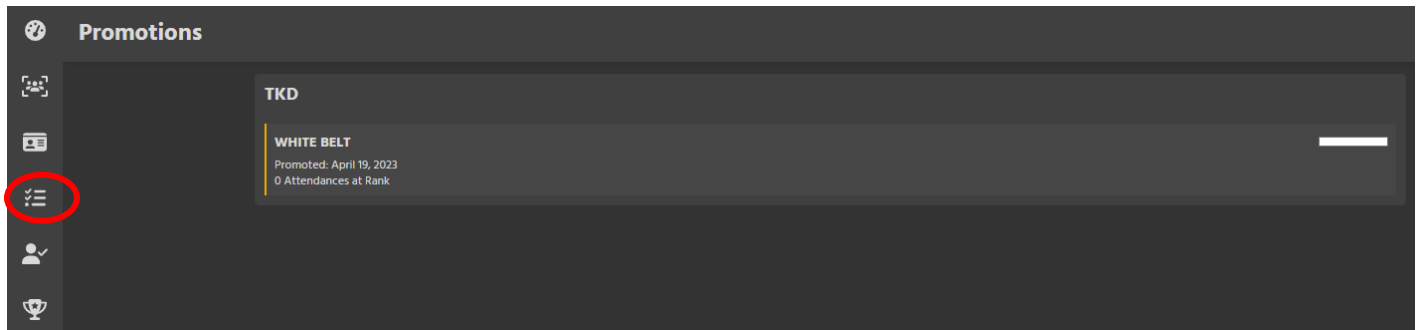


This page is the Dashboard page and will show all General Announcements that have been posted. You will also receive an email every time a General Announcement is made. Please make sure you are receiving emails from Karate Works. Check your Junk email and Spam folders and make Kicksite be an approved 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.



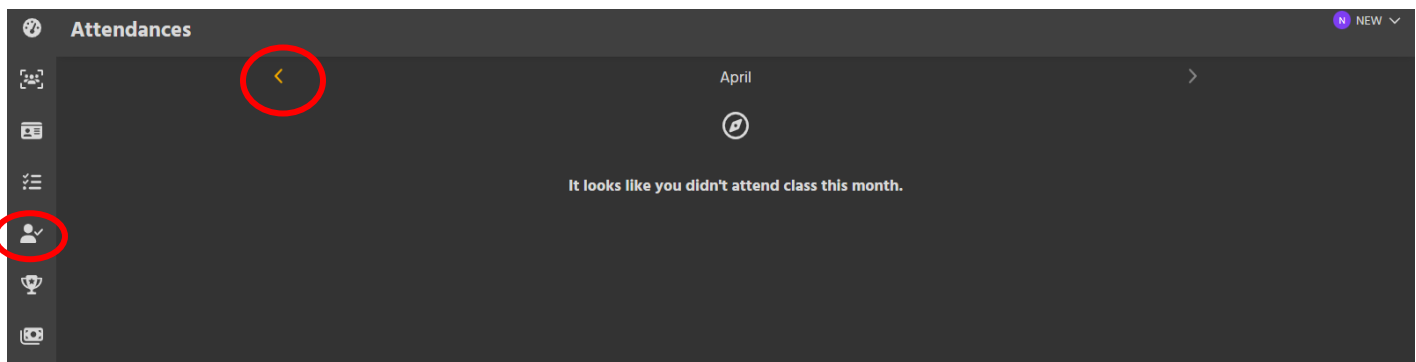
We do not use the CLASSES OR MEMBERSHIPS options, so there will not be anything under those pages.

PROMOTIONS:



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

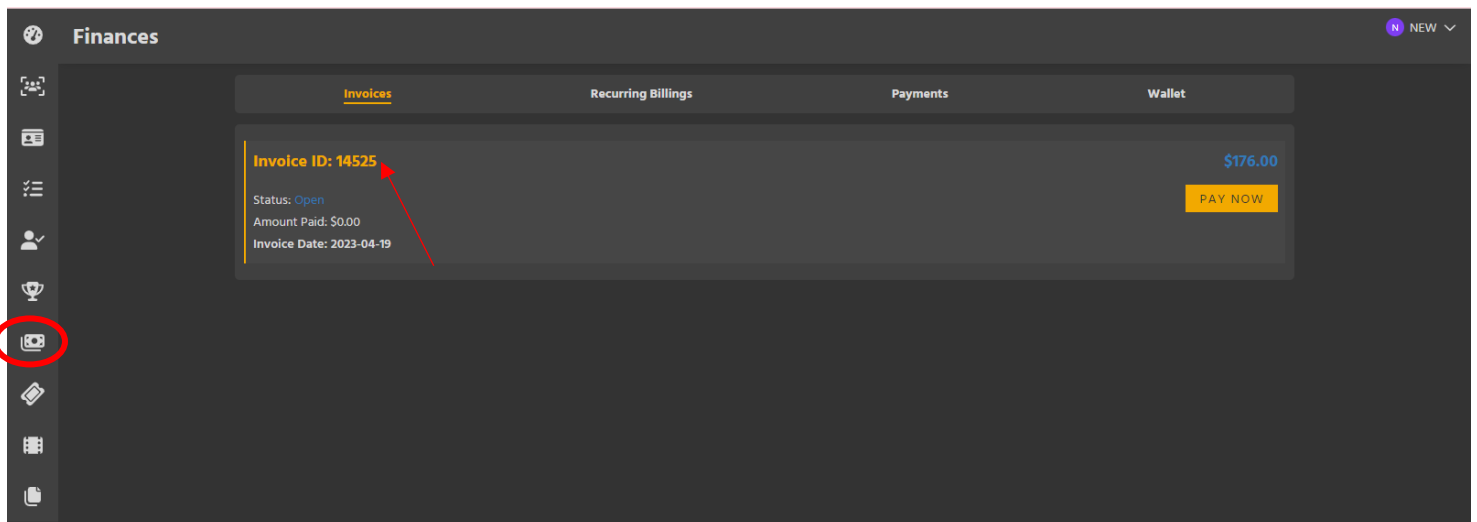
ATTENDANCE:



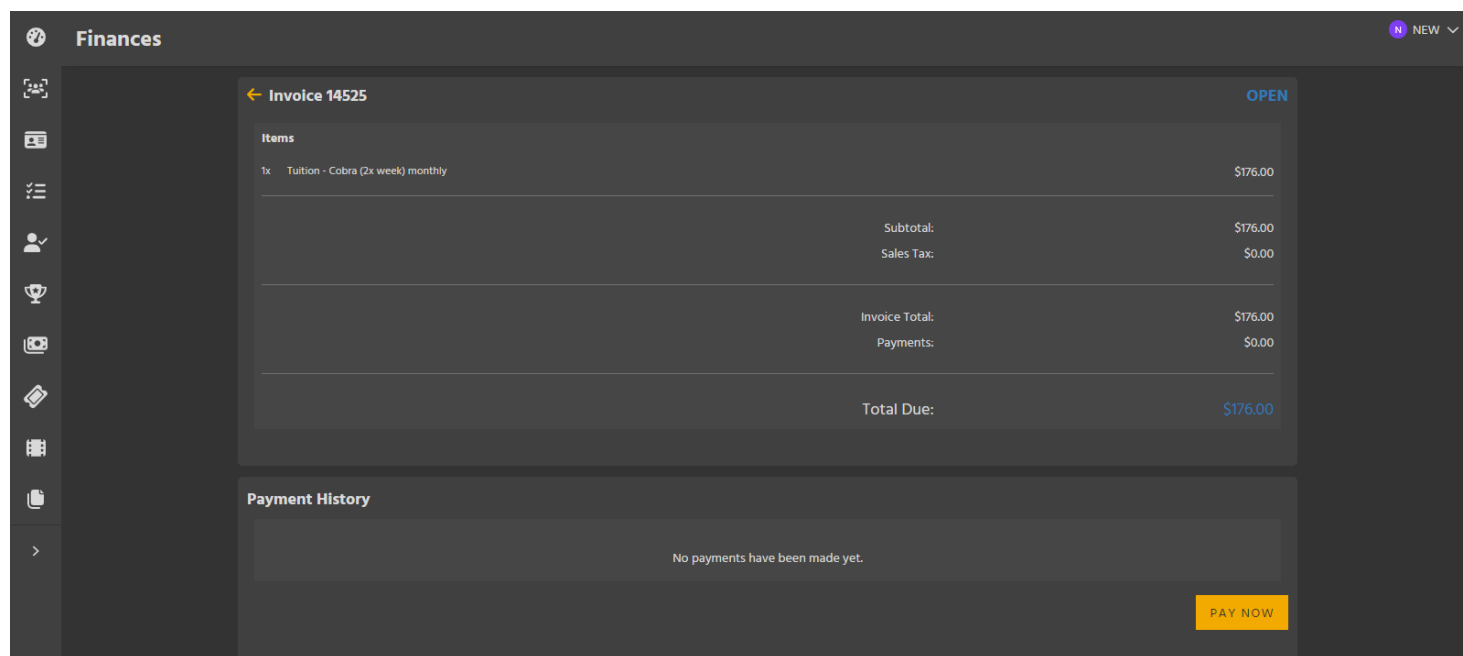
You can see how many classes your child has attended for the month. If you need to go back to previous months, just click on the arrow circled in the picture above. This is where you will be able to calculate how many make up classes you have by taking how many classes you pay for monthly and subtract 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:

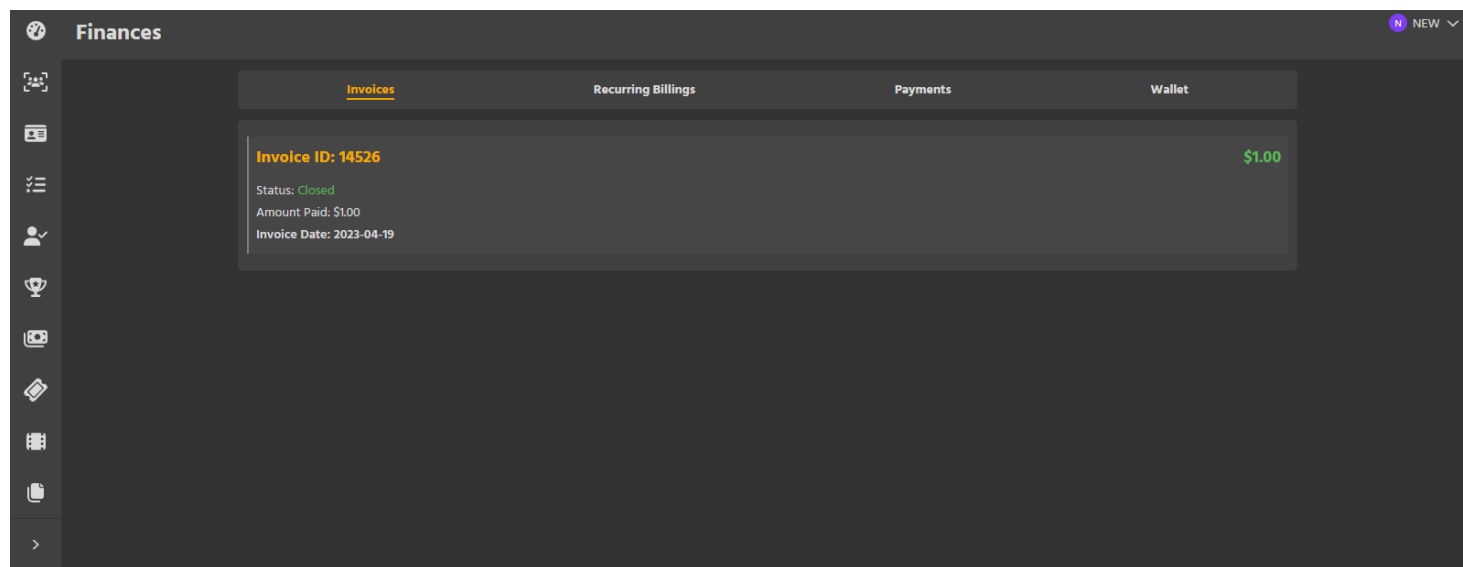


This page is the Finance tab and it will show any invoices that have been created for your account. The status will show OPEN, PAST DUE, or CLOSED. If you click on the ID (Invoice number), it will pull up the detail of the invoice. Once an invoice has been created, you will be able to pay online as well for your convenience.



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.

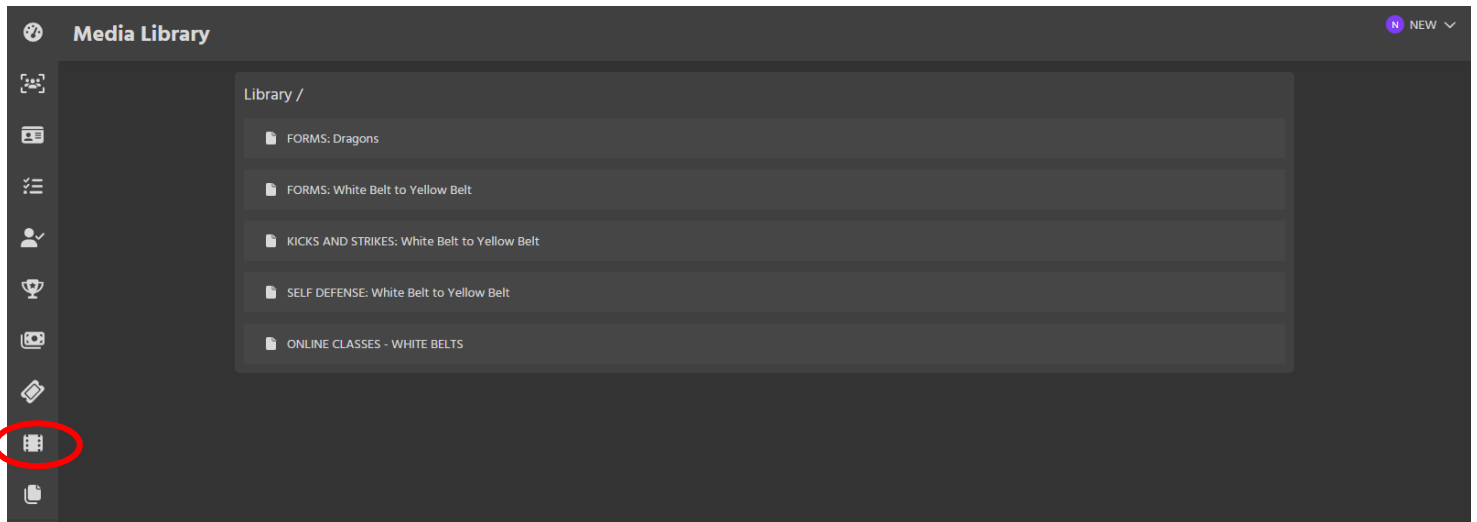


The Recurring Billings section will show any auto drafts that are listed under your account. If you have any questions about this section, please see one of our office staff to help you.

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.

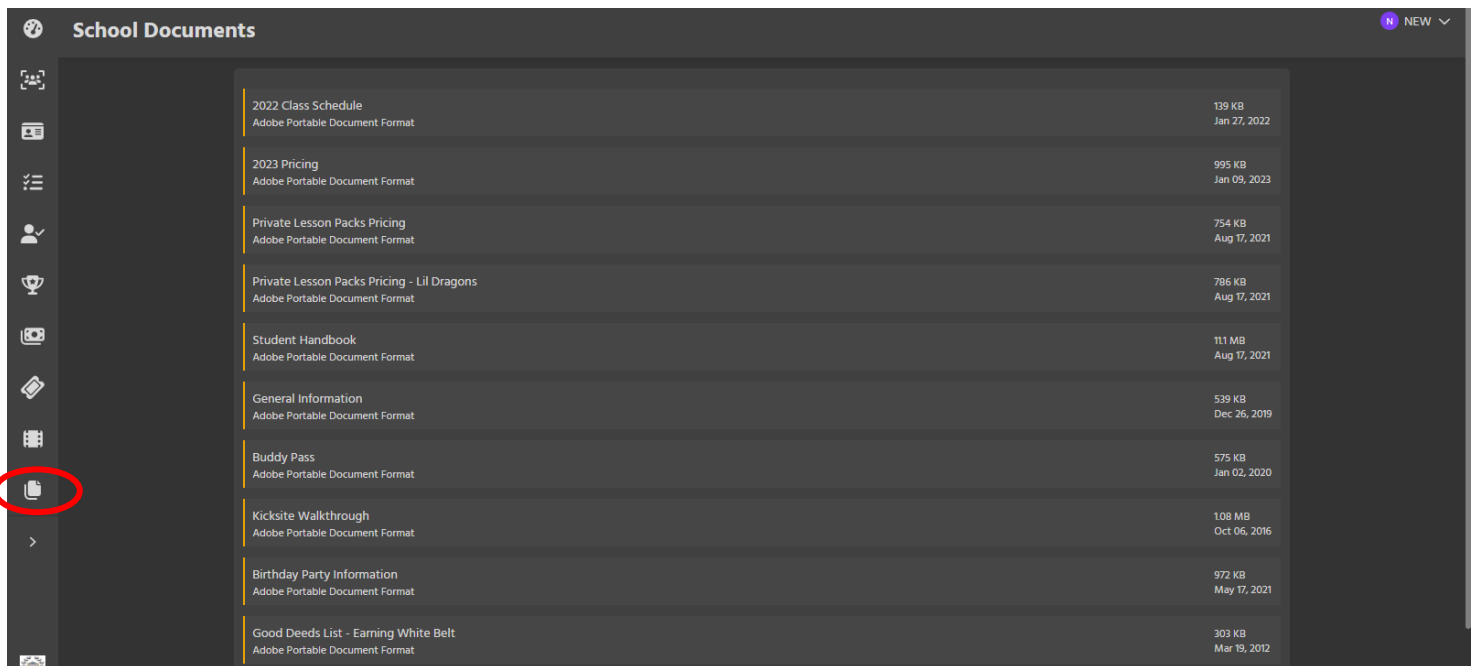
EVENTS: We do not use this feature

MEDIA LIBRARY:



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:



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!!

