

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:

Your Student Name,

In an ongoing effort to always provide the highest standards, KARATE WORKS INC. has implemented Kicksite to enhance your martial arts education!

To sign up, simply click on the link below to create a username and password for your personal student account. Enjoy!

<https://karateworks.kicksite.net/invitations>

If you ever have challenges, please feel free to contact the Kicksite support team at <http://help.kicksite.net>

Once you click on the link provided in the email, you will be asked to create a Username and Password. If you ever forget your username and/or password, we can help reset it for you once the account has been created. You will receive a second email with instructions to "Bookmark" or "Favorite" the link provided. Once the account has been created, you will enter your username and password to log in to Kicksite. The below screenshot is the first thing you will see:

The screenshot shows the Kicksite Dashboard for Karate Works Inc. The top navigation bar includes links for Promotions, Documents, Profile, My Info, Help, and Sign Out. The main navigation menu features Dashboard (highlighted with a red circle), Communications, Memberships, Finance, Events, Attendance, Library, Billing, and Social Networking. The dashboard is divided into two main sections: Announcements and Upcoming Events. The Announcements section displays a list of recent announcements with dates and titles, including 'Extra Note', 'Testing Pictures Are Here!', 'Skate Party Friday June 19th', 'SPORTS T-SHIRT NIGHTS EXTENDED!!!', 'Sports T-Shirt Nights - June 15th & 16th', 'CONGRATULATIONS!!!', 'TESTING!!!', 'Mentor Night', 'Lil' Dragons confusion!', and 'Assessment Schedule for May 26-28th!'. The Upcoming Events section currently shows 'None found.' The footer includes the Kicksite logo and copyright information for 2005-2015.

| Announcements | |
|---------------|--|
| Jun 11 2015 | *****Extra Note***** |
| Jun 11 2015 | Testing Pictures Are Here! |
| Jun 11 2015 | Skate Party Friday June 19th SMS: SKATE PARTY at Rollerland West-Friday June 19th 5:30pm-7:30pm \$6.00 per skater, spectators free! |
| Jun 10 2015 | SPORTS T-SHIRT NIGHTS EXTENDED!!! |
| Jun 09 2015 | Sports T-Shirt Nights - June 15th & 16th |
| Jun 05 2015 | CONGRATULATIONS!!! |
| Jun 03 2015 | TESTING!!! |
| May 28 2015 | Mentor Night |
| May 26 2015 | Lil' Dragons confusion! |
| May 20 2015 | Assessment Schedule for May 26-28th! |

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. 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.

The next tab is Communications:

The screenshot shows the Karate Works Inc. dashboard with the 'Communications' tab selected and circled in red. The 'Messages' section is displayed, showing an empty inbox with the text 'Inbox is empty.' The top navigation bar includes links for Promotions, Documents, Profile, My Info, Help, and Sign Out. The footer includes the Kicksite logo and copyright information.

This tab is for all communications between you and our staff that is composed through Kicksite. If you have been sent an email from one of our staff (not the automated ones that Kicksite automatically generates), it will appear here. If we have emailed you directly from our Gmail, however, it will not show up here.

Next is the Membership tab:

The screenshot shows the Karate Works Inc. dashboard with the 'Memberships' tab selected and circled in red. The 'Memberships' section is displayed, showing a list of memberships. The top navigation bar includes links for Promotions, Documents, Profile, My Info, Help, and Sign Out. The footer includes the Kicksite logo and copyright information.

If you are under a 6 month or 12 month commitment pricing structure, you will be able to see how long until the membership will expire. Once the initial commitment has passed, you will then pay just month to month but at the locked in commitment pricing unless you choose to make another commitment.

Finance:

The screenshot shows the Karate Works Inc. dashboard with the 'Finance' tab selected and circled in red. The 'Invoices' section is displayed, showing a table of invoices. A red arrow points to the 'ID' column, which contains the value '3696'.

| Status | Invoice Date | ID | Name | Amount Paid | Invoice Total |
|--------|--------------|------|-----------------------|-------------|---------------|
| Closed | Sep 17 2015 | 3696 | ARCHER Angela Hubbard | \$1.00 | \$1.00 |

This page is the Finance tab and it will show any invoices that have been created for your account. If you click on the ID (Invoice number), it will pull up the detail of the invoice.

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Invoice 3696

Student: ARCHER Angela Hubbard
Date: September 17, 2015
Due Date: September 17, 2015 (NET 0)

Notes:
Thanks so much!

Line Items

| Qty | Description | Price | Amount |
|-------------------|--------------|--------|--------|
| 1 | Test invoice | \$1.00 | \$1.00 |
| Line Items Total: | | | \$1.00 |
| Line Items: | | | \$1.00 |
| Grand Total: | | | \$1.00 |
| Payments | | | \$1.00 |
| Total Due: | | | \$0.00 |

Payments

| Date | Reason | Method | Amount |
|----------------|---------|-----------------|--------|
| Sep 17 2015 | Tuition | Cash - In House | \$1.00 |
| Payment Total: | | | \$1.00 |

\$0.00 Closed

Print Invoice
All Invoices

You will be able to see the date the invoice was paid, the payment method, and reason for the invoice. If you are set up on Automatic Draft, that information will be under the Billing Tab which we will get to later in this document.

Events:

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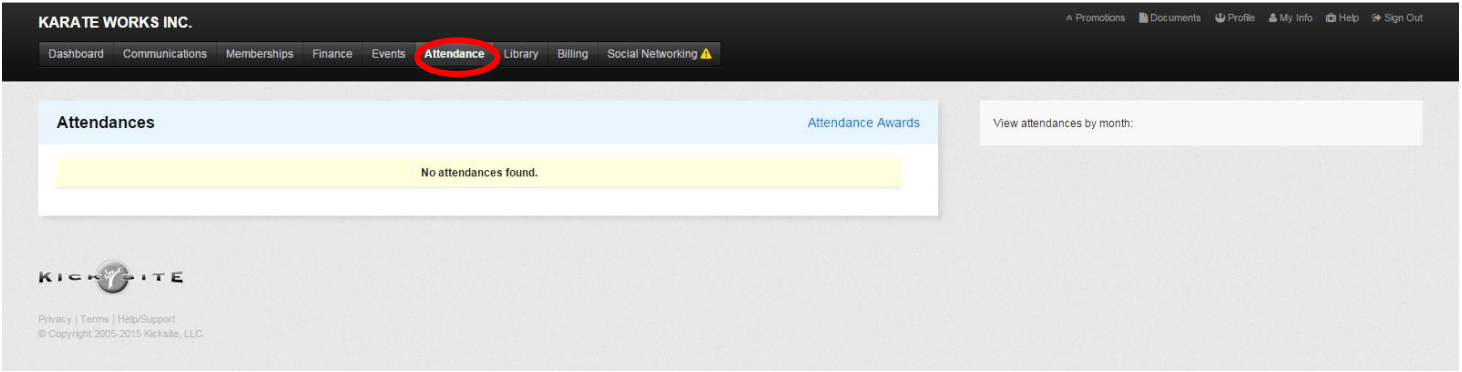
Events

| Name | Status | Start Date | Start Time |
|------|--------|------------|------------|
|------|--------|------------|------------|

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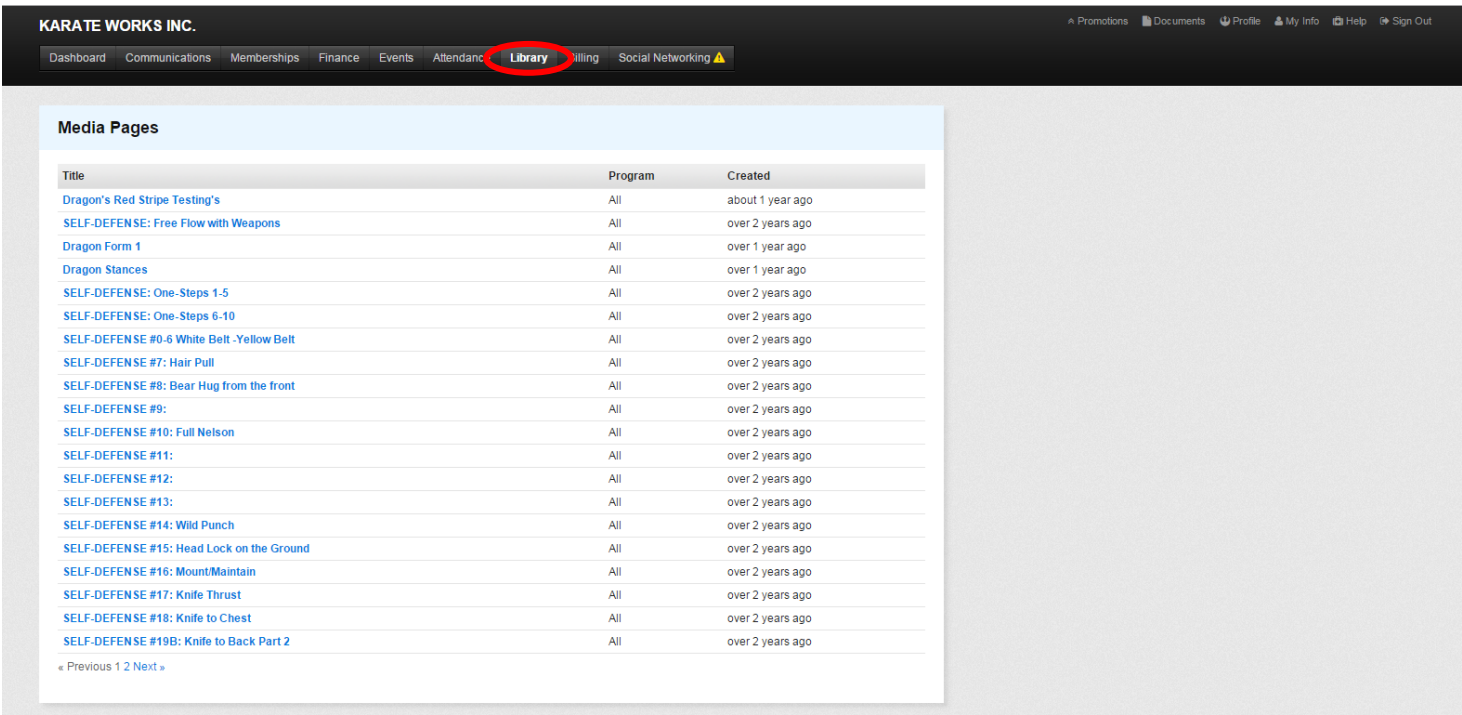
This tab will show any upcoming events we have scheduled. We have not been utilizing this feature of Kicksite, but it may be used in the future so keep a look out! Events will also show up under the Dashboard page, which is the first page open as soon as you log in.

Attendance:



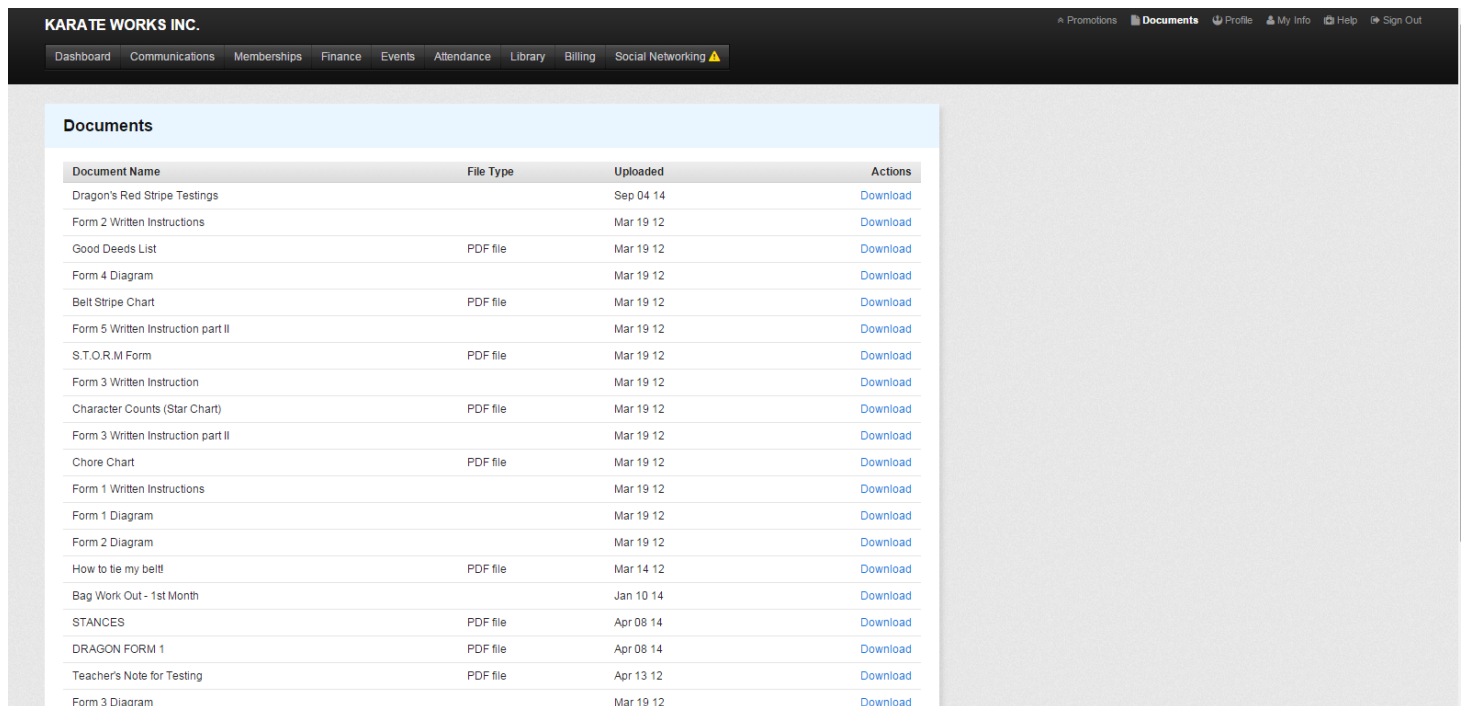
This tab will show all attendances that have been recorded under your student name.

Library: Videos



This is the primary reason most of our students use Kicksite. Under the Library tab, there are videos and documents. The videos will show all the forms, stances, 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 or even get ahead of what you have learned in class.

Library: Documents



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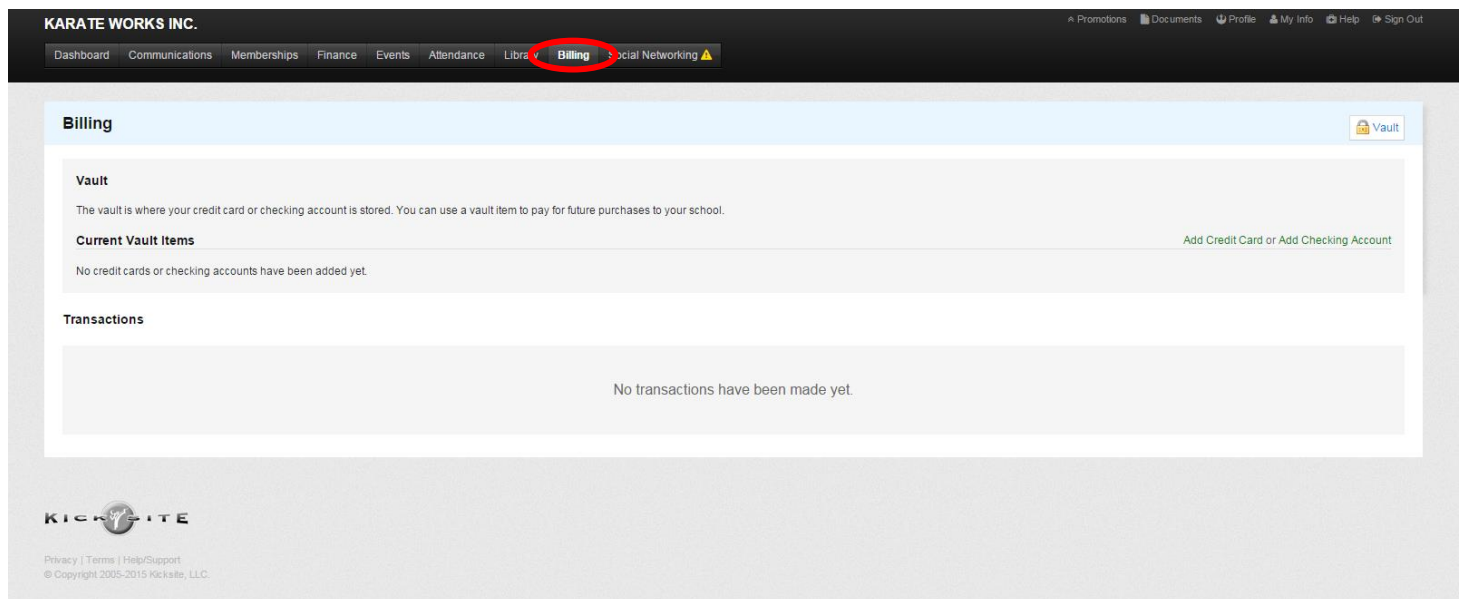
Dashboard Communications Memberships Finance Events Attendance Library **Billing** Social Networking

Documents

| Document Name | File Type | Uploaded | Actions |
|------------------------------------|-----------|-----------|--------------------------|
| Dragon's Red Stripe Testings | | Sep 04 14 | Download |
| Form 2 Written Instructions | | Mar 19 12 | Download |
| Good Deeds List | PDF file | Mar 19 12 | Download |
| Form 4 Diagram | | Mar 19 12 | Download |
| Belt Stripe Chart | PDF file | Mar 19 12 | Download |
| Form 5 Written Instruction part II | | Mar 19 12 | Download |
| S.T.O.R.M Form | PDF file | Mar 19 12 | Download |
| Form 3 Written Instruction | | Mar 19 12 | Download |
| Character Counts (Star Chart) | PDF file | Mar 19 12 | Download |
| Form 3 Written Instruction part II | | Mar 19 12 | Download |
| Chore Chart | PDF file | Mar 19 12 | Download |
| Form 1 Written Instructions | | Mar 19 12 | Download |
| Form 1 Diagram | | Mar 19 12 | Download |
| Form 2 Diagram | | Mar 19 12 | Download |
| How to tie my belt! | PDF file | Mar 14 12 | Download |
| Bag Work Out - 1st Month | | Jan 10 14 | Download |
| STANCES | PDF file | Apr 08 14 | Download |
| DRAGON FORM 1 | PDF file | Apr 08 14 | Download |
| Teacher's Note for Testing | PDF file | Apr 13 12 | Download |
| Form 3 Diagram | | Mar 19 12 | Download |

Also under the Library tab, you can see a lot of documents that are part of our Intro Packet and Student Handbook that you can print directly from home.

Billing:



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Billing

[Vault](#)

Vault

The vault is where your credit card or checking account is stored. You can use a vault item to pay for future purchases to your school.

Current Vault Items [Add Credit Card or Add Checking Account](#)

No credit cards or checking accounts have been added yet.

Transactions

No transactions have been made yet.

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The Billing section of Kicksite is where you would see Auto Draft transactions, if that is how we have your account set up. You can also maintain your credit card or checking account information. If you make ANY changes to the card or account we have on file, you must contact the office manager to update your auto draft with the correct information to keep your account current. Also, it is important to contact the office so we can delete any cards or accounts that are no longer active. Even if you do not wish to have Auto Draft, we can have a card or account on file for you to make payments easier in the future. Your card or account will NEVER be charged without permission for any transaction except for Auto Drafts for monthly tuition.

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Vault – Add Credit Card

Credit Card

First Name

Last Name

Type

Number

Expiration

CVV [What is this?](#)

Street Address Associated with the billing address

Zip Code Associated with the billing address

or

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This is what the screen looks like to add or change your credit card. All fields must be filled out, except for the Street Address and Zip Code.

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Vault – Add Checking Account

Checking Account

First name

Last name

Routing #

Account #

Holder

Type

Store ☐ Check to store this checking account

or

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This is the screen to add a checking account to your file.

The final tab is listed as Social Networking. We do not utilize this in Kicksite so it is not necessary to set this up.

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!!

