



# **The Dojo -** Gradings



# How to process a grading

Moving forward, The Dojo will be the one-stop shop for all grading submissions.

To process a grading online:

1. Select the “Gradings” menu down the left hand side of the screen. This will display the below screen. Here is where you set up the background information for the grading sheet. This can be set up in advance of the day or after the grading has taken place.

The screenshot shows the 'Add Grading Sheet' form. The left sidebar contains navigation options: Account, Members, Clubs, Memberships, Gradings, Add, and List. The main form area is titled 'Grading / Add' and contains the following fields:

- Grading Sheet Name \***: Text input field with placeholder 'Please enter'.
- Grade Type \***: Dropdown menu with placeholder 'Please select'.
- Sheet Start Date \***: Text input field with placeholder 'Please enter'.
- Sheet End Date \***: Text input field with placeholder 'Please enter'.
- Date of Grading \***: Text input field with placeholder 'Please enter'.
- Official(s) \***: Dropdown menu with placeholder 'Please select'.

A blue 'Submit' button is located at the bottom of the form.

2. Enter the following details into the fields:

- Grading Sheet Name: This is where you enter the name of the grading event taking place - Enter the name of your club and the date of your grading i.e. “Redditch Judokwai Grading - 12/02/2019” - remember what you called your grading event as you will need to search for it later on.
- Grade type: Select the type of grading that you are submitting
- Sheet Start Date: Insert date of grading
- Sheet End Date: Insert date of grading
- Date of grading: Select the date of the grading
- Official: Type in the name of the official who has completed the grading. PLEASE NOTE: The official must be a registered Grading Assessor. If they are not, their name will not appear and you will not be able to complete the form.

3. Click “Submit” to complete the Grading Sheet and “Yes” to confirm. There will be a small green box appear in the top right hand corner of the screen to tell you that the grading sheet has been successful.

4. Upon submission, this will direct you to the “Attendance List” screen, shown below.

The screenshot shows the 'Attendance List - TEST - 12/02/2019' screen. It includes the following elements:

- Search Bar**: A text input field with placeholder 'Please start typing members name...' and a '+ Add' button.
- Checkout Section**: A section titled 'Checkout - Please checkout by selecting members (you can click on the rows) and after clicking "Proceed to checkout" button below.' It features a search bar with '10' and a magnifying glass icon, and an 'Excel' button.
- Table**: A table with columns: Name, Membership Number, Age, Grade, Cost (£), Payment Type, Paid, Passed, Fast Track, and Action. The table is currently empty, displaying 'No data available in table'.
- Summary**: A bar at the bottom showing 'Count: 0 | Total: £0.00', a 'Bulk Actions' dropdown, and a 'Proceed to checkout' button.

5. Type in the names or BJA membership numbers of each of the members that you are looking to grade. Their name should appear in the drop down menu. Simply select the name (make sure you select the correct member if there are several members with the same name - identify the member by their BJA membership number). Click on the name that you would like to add, and then continue to add names depending on how many members you would like to add to the list.

6. Once you are satisfied that you have added all members, click the green "Add" button. This will add all of the members into the list below. The grade displayed in the column will be their new grade along with the cost of each specific grading. If the grade that the members is progressing to is incorrect, click on the "Edit" button at the end of the row to amend it to the correct grade.

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Attendance List - TEST - 12/02/2019

Add Member(s) - You can add one or multiple members to grading by searching in the field below and clicking "add" button.

Please start typing members name...

Checkout - Please checkout by selecting members (you can click on the rows) and after clicking "Proceed to checkout" button below.

10

Name	Membership Number	Age	Grade	Cost (£)	Payment Type	Paid	Passed	Fast Track	Action
		-	1st Sho	0.00	-	✗	✗	<input type="checkbox"/>	<input type="button" value="Remove"/>
		26	4th Mon	6.00	-	✗	✗	<input type="checkbox"/>	<input type="button" value="Remove"/>
		10	5th Mon	12.00	-	✗	✗	<input type="checkbox"/>	<input type="button" value="Remove"/>
		49	5th Kyu	12.00	-	✗	✗	<input type="checkbox"/>	<input type="button" value="Remove"/>

Showing 1 to 4 of 4 entries

Count: 0 | Total: £0.00

7. Click on the row of each member - this should turn the row grey.

### Making Payment

8. Click "Proceed to Checkout"

9. Check the amount and click "Accept" along with clicking "Yes" to confirm.

Attendance List - TEST - 12/02/2019

Add Member(s) - You can add one or multiple members to grading by searching in the field below and clicking "add" button.

Please start typing members name...

Checkout - Please checkout by selecting members (you can click on the rows) and after clicking "Proceed to checkout" button below.

10

Member	Description	Unit Price	Amount
	TEST - 12/02/2019 attendance.	£0.00	£0.00
	TEST - 12/02/2019 attendance.	£6.00	£6.00
	TEST - 12/02/2019 attendance.	£12.00	£12.00
	TEST - 12/02/2019 attendance.	£12.00	£12.00
<b>Total</b>			<b>£30.00</b>

Showing 1 to 4 of 4 entries

Count: 4 | Total: £30.00

10. The card details box will now appear.

11. Upon completing the Card details, all members will have a tick in the “Paid” column. If you paid by cheque, to complete the process, click on “Bulk Actions” followed by “Mark all cheque payments as paid”

Attendance List - TEST - 12/02/2019

**Add Member(s)** - You can add one or multiple members to grading by searching in the field below and clicking "add" button.

Please start typing members name... + Add

**Checkout** - Please checkout by selecting members (you can click on the rows) and after clicking "Proceed to checkout" button below.

10  Excel

Name	Membership Number	Age	Grade	Cost (£)	Payment Type	Paid	Passed	Fast Track	Action
Ben Pollard	-	-	1st Sho	0.00	Cheque	✗	✗	<input type="checkbox"/>	<span style="background-color: #FFC107; padding: 2px;">Mark as Paid</span> <span style="background-color: #DC3545; color: white; padding: 2px;">Remove</span>
Adam Tester	L05762	26	4th Mon	6.00	Cheque	✗	✗	<input type="checkbox"/>	<span style="background-color: #FFC107; padding: 2px;">Mark as Paid</span> <span style="background-color: #DC3545; color: white; padding: 2px;">Remove</span>
Ben Whitestone	B150650	10	5th Mon	12.00	Cheque	✗	✗	<input type="checkbox"/>	<span style="background-color: #FFC107; padding: 2px;">Mark as Paid</span> <span style="background-color: #DC3545; color: white; padding: 2px;">Remove</span>
Alberto Testa	K120592	49	5th Kyu	12.00	Cheque	✗	✗	<input type="checkbox"/>	<span style="background-color: #FFC107; padding: 2px;">Mark as Paid</span> <span style="background-color: #DC3545; color: white; padding: 2px;">Remove</span>

Showing 1 to 4 of 4 entries Previous 1 Next

**Count: 0 | Total: £0.00** Bulk Actions Proceed to checkout

Mark all attendances as passed

12. Upon payment completion, simply highlight all of the rows again and select the “Bulk Actions” button and select “Mark all attendances as passed”. This will complete the grading process with all rows now displaying a green tick.

13. The process has now been completed and the individual profiles will now have been updated with their new grades, and their gradings will be processed by our Membership team who will send out the relevant certificates and grading packs.