

- ITA Students Registration Email Procedures –

How To Register My ITA Students for Membership, Online.

Head Instructors may register their students via email. Persons wishing to register their School with the ITA must follow these procedures:

1. Register yourself (Black Belts only), using our online Black Belt Registration Form.
2. Complete and Submit the Head Instructor/School Online Registration Form.
3. Submit an email of all students your are registering. (Procedure can be found below).
4. Use our Online “ITA Students Registration Form”.

<http://itatkd.com/register-ita-students-online-form.html>

This is for you to calculate the fees for your students and submit payments via Credit Card.

Once you are registered with the ITA and we have received your Head Instructor/School Registration Form and Payment, along with the email list of all of your students, and the ITA Students Registration Form, your memberships will be processed and returned to you.

How To Email A New Student Members List:

Open your email and copy the list below:

To: hq@itatkd.com
From: (Your Email Address)
Subject: **New ITA Members List**

HEAD INSTRUCTOR’S NAME: (Your Name Here)

HEAD INSTRUCTOR’S ITA REGISTRATION NUMBER: (Your ITA Reg. Number)

NAME OF ITA SCHOOL: (Your School Name Here)

The following is a list of New Members I wish to register with the ITA.

NEW STUDENTS LIST:

FIRST NAME:
MIDDLE INITIAL:
LAST NAME:
DATE OF BIRTH:
DOB MONTH:
DOB DAY:
DOB YEAR
RANK:
DATE OF RANK:
DOR MONTH:
DOR DAY:
DOR YEAR:

(Copy the Information section above for each student).

ONCE YOU HAVE LISTED ALL OF THE STUDENTS, CLOSE WITH THE FOLLOWING:

Number of Gups: _____ x \$20.00 = \$ _____
Number of DANS: _____ x \$95.00 = \$ _____
TOTAL AMOUNT: = \$ _____