Your Members Portal — how-to guide

For parents and adult students of Forza Karate Club

forzakarate.co.uk/members

The Members Portal shows your licence, belt journey and certificates in one place, and lets you **register for grading** and **renew your licence** online — on a phone or computer.

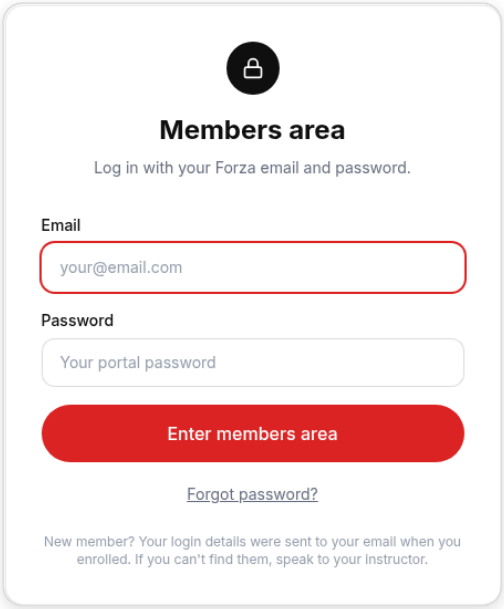
1 Log in · **2** My portal & licence · **3** Belt journey & grading · **4** Renew your licence & help

1 · Log in

1. Your login details were **sent to your email when you enrolled**. Can't find them? Check spam, or speak to your instructor.
2. Go to **forzakarate.co.uk/members**.
3. Type your **Email** and **Password**, then tap **Enter members area**.
4. You arrive on **My portal**.
5. **Forgotten your password?** Tap **Forgot password?** under the button and follow the steps.

Parents: log in with the email the club holds for your child's membership.

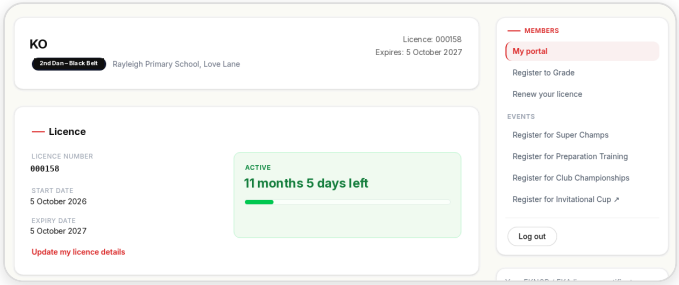
Use the ☰ **menu** (top right) to move between **My portal**, **Register to Grade** and **Renew your licence**. Tap **Log out** when you've finished on a shared device.



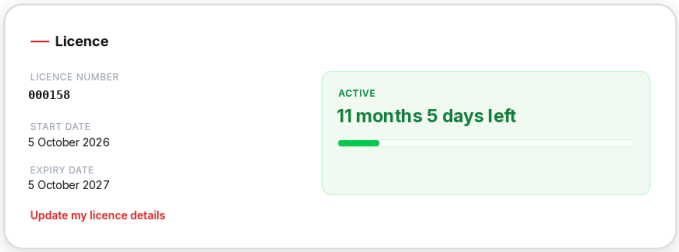
Live screen · forzakarate.co.uk/members

2 · My portal & your licence

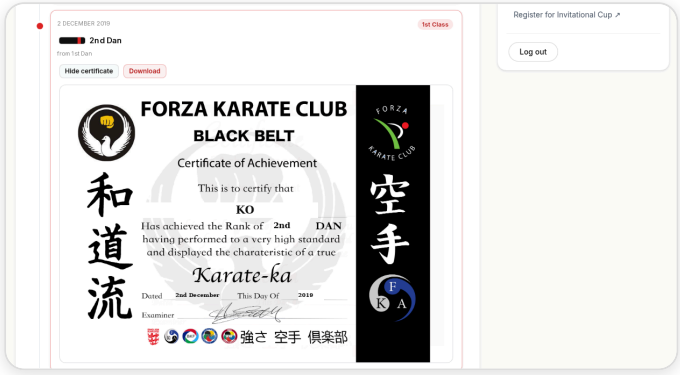
1. The top card shows the **member's name, grade badge and dojo**, plus **Licence number** and **Expires** date.
2. The **Licence** card shows licence number, start and expiry dates. A green **ACTIVE** bar tells you how long is left.
3. A detail wrong (address, phone, email)? Tap **Update my licence details** under the bar.
4. Your **licence certificate** preview (English Karate membership) is shown on the page — tap **Download** to save it, handy for competitions.



Live · My portal header (example member KO)



Live · Licence card with ACTIVE bar



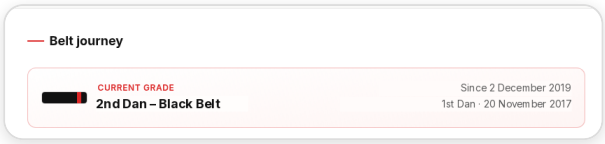
Live · licence certificate preview (example member KO)

> Bar running low? Renew before the expiry date so you (or your child) can keep training and grading — see page 4.

3 · Belt journey & register to grade

Belt journey & certificates

1. On **My portal**, scroll to the **Belt journey**. Your **Current grade** is at the top, then every grade with its date.
2. Tap **View certificate** to see a grading certificate.
3. Tap **Download** to save it to print or keep.

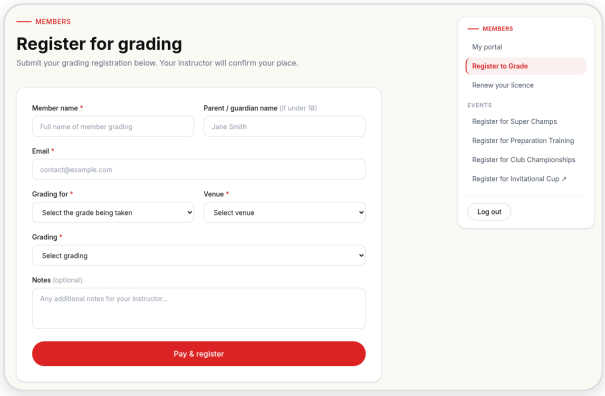


Live · Belt journey

Register for grading

1. Open **Register to Grade** from the menu.
2. Fill in **member name**, **parent / guardian name** (if under 18), **email**, **Grading for** (the grade being taken), **Venue** and **Grading** (the session); add any **Notes** (optional).
3. Tap **Pay & register** and pay securely online. Your instructor will confirm your place.

> Choose your venue and grading session from the drop-down lists on the form — the fee is taken when you tap **Pay & register**.



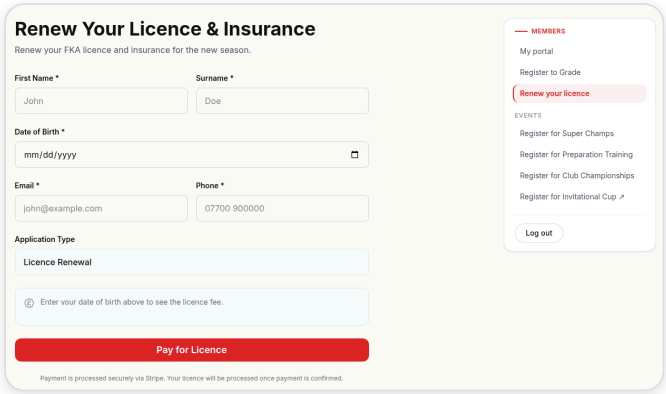
Live · Register for grading form

4 · Renew your licence

1. Open **Renew your licence** from the Members menu (forzakarate.co.uk/members/licence). This is the **Renew Your Licence & Insurance** page — separate from the **Update my licence details** link on your portal.
2. Fill in **First Name**, **Surname**, **Date of Birth**, **Email** and **Phone** (all required). **Application Type** shows **Licence Renewal**.
3. Once the date of birth is entered, the licence fee is shown on the form.
4. Tap **Pay for Licence**. You'll go to a secure **Stripe** card payment page to finish.

The fee depends on age (under 18 or adult) and is shown on the portal before you tap **Pay for Licence**.

Payment is processed securely via Stripe; your licence is processed once payment is confirmed.



Live · Renew Your Licence & Insurance

Payments: there is no payment history page in the portal — you pay when you **register to grade** or **renew your licence**. Keep the confirmation email as your receipt.

Help & quick fixes

Can't log in	Check the email address, then tap **Forgot password?** on the login page.
No login email	Check spam / junk. Still nothing? Speak to your instructor.
Wrong details on licence	Use **Update my licence details** on My portal.
Certificate missing or wrong	Tell your instructor and we'll correct it.
Anything else	sensei.everitt@forzakarate.co.uk

Stay safe: never share your password. The club will never ask for it by email or phone. Log out on shared devices.