

TO: President's, Secretary General's and GMS Admins
World Taekwondo Member National Associations

RE: WT GMS Club Management System NOW available

Dear Sir/Madam,

We are pleased to inform you that the new WT GMS Club Management system is now available to your clubs in the GMS to use for FREE.

For clubs to access this new feature they need to be registered in the GMS with an admin assigned and that admin will have full access to the Club Management system from their club admin Dashboard. All members must have Active WT membership to register for any classes.

Some of the key features that are available for **GMS Club admins** in this initial release include:

- Ability to create club classes
- Determine eligibility criteria for classes (e.g. age, gender, belt requirements)
- Access list of eligible members for each class
- Easy registration for classes by club admin
- Determine pricing and discounts (if any) for classes and have members pay online (PayPal account required) or offline, pay once or in installments
- Record offline payments in GMS for record keeping
- View summary of payments at any time
- Track attendance of students for the classes
- Record notes for each student
- Ability to suspend /reinstate/remove member from class at any time
- Members can view classes they can register for

We have prepared introductory videos in English to this new feature which can be accessed from the below links.

Class Creation and Set Up of Fee Structure - <https://youtu.be/RCeA-ksgCz0>

Manage Class and Admin Functions for Club Class - <https://youtu.be/9Dl8p59rl5Q>

Member Registration for Club Class and Choosing Fee Structure - https://youtu.be/A8BUS_6VfpE

Please share these links with your clubs and if they have any questions they can contact us directly for support at wtfgmssupport@wtf.org.

If you have any questions, please contact your assigned GMS Team member and we look forward to receiving feedback from your clubs on this new feature.

Yours Sincerely,



Justin Tenbeth

Director - World Taekwondo Global Membership System