



2/28/2018

Dear Federation Representatives:

As was discussed in the message [here](#), we are excited to keep making progress on the online registration portal. If your federation hasn't done so, we strongly encourage you to go online. The online system significantly reduces the amount of work for all parties involved, allows individual kenshi to keep their profile current, and strengthens data security by eliminating multiple file exchanges. Going forward, we plan to use this system to implement online registrations for promotion and other events.

This year, we are still allowing two methods for registration. You can either let individual members register and pay online or use the spreadsheet-based method. Seven federations have already signed up to do it the new way.

If you choose to start the online registration, here is the instruction you need to follow.

- 1) Set up your bank account to accept payment from Stripe. There is a form in the admin that allows you to do this, however, the Stripe API is causing problems and won't allow the completion of this process. Due to this issue either Travis Stronach (travis.stronach@gmail.com) or Steve Hoff (smhoff256@gmail.com) will have to get the necessary information from you to complete the process through Stripes website. The information should be communicated to either Travis or Steve via telephone at a mutually convenient time. They will need the following for the bank account holder:

Name (first, middle, and last), birthdate, SSN, phone number, email, address (street, city, state, and zip), bank name, account number, routing number, and tax id (EIN).

Along with that information you must provide a photo copy of a passport or a picture of your driver's license (both front and back).

- 2) Provide your federation's waiver text in the admin. Go to the detail page of your federation to do this.

- 3) Set up products in the admin for membership (different products for different ages and membership types). Note, there is help sections in the admin for this and other features. The product price must be for both the AUSKF portion of the payment and your federation's payment. Just to be safe, do not set the products as "active" until it is reviewed by either Travis or Steve.
- 4) Utilize the dojo merge feature and user merge feature. There are still some duplicate records that were imported from the old database. Cleaning up these duplicates before your members create a login would be a good idea.
- 5) Review and edit the generic waiver and release form as some states require more explicit language or other forms for legal purposes.

For the seven federations that have started last year, you do not need to take any action. The products you created for 2017 membership will still apply unless you set an expiration date or changed their active flag. When those products are purchased the membership record created for the individual will be for the current membership year (2018 in this case).

In case your federation still chooses to do the old way, you must follow the strict guideline for spreadsheet formatting. The detailed instructions are provided [here](#). In the past, files of vastly different qualities have been submitted, causing multiple problems (time-consuming cleaning efforts and inaccuracies). Please kindly follow the instruction to minimize such problems.

Membership fees for the AUSKF are the following:

Adult (18 years and over)	\$60
Children (17 years and under)	\$30
Full time students	\$30
One time Initiation Fee	\$10

Below is a summary of information about the registration process.

1. Online Registration Start Date (3/15/2018):

The 2018 membership runs from 4/1/2018 through 3/31/2019. We will roll out the online registrations for individual members on March 15, 2018. This means that the federation representatives need to talk with Travis Stronach (phone 608-217-7270) to set up their bank account and fee schedules BEFORE the roll-out. Note that the 2017 registration will be closed as of 3/14/2018. If an individual wants to register for the remaining two weeks of the last year's membership, please consult with Travis Stronach.

2. Membership fees:

Adult (18 years and over)	\$60
Children (17 years and under)	\$30
Full time students	\$30
One time Initiation Fee	\$10

Age will be that as of the timing of registration.

3. Due date: March 31, 2018

Per AUSKF Policies and Procedures, annual membership is due March 31st each year. The annual AUSKF insurance count is based on these numbers.

4. Payment Address (for collective checks):

If your federation decides to register collectively via spreadsheet, refer to the [instructions](#) for how to submit your file, send your payment to the address below, and email xlsadmin@auskf.org for notification.

Keiko Umemura
330 West 85th St., Apt. 4B, New York, NY 10024

5. One Check Policy (collective registrations only):

Please make checks payable to All United States Kendo Federation (or AUSKF). Please make sure that your federation collects all fees from individual dojos and submits one federation check. AUSKF will not accept checks from individuals or dojos.

6. Late Registration for 2018

If a person wishes to be registered after the deadline of 3/31/2018, you can use new Supplemental Registration Form (see [instructions](#)). Alternatively, you can let the individuals register online. We strongly encourage members to register as soon as possible. Members will not be eligible for promotion and other regional events unless they are paid and registered.

Lastly, Travis Stronach and Steve Hoff, who have been developing the online app and acting as customer service representatives, can use some helping hands. In further adding new features and maintaining the existing system, they would like to add more people with following skills and working experiences in the following areas:

- [MVC.NET](#) and C#
- AngularJS and Angular 4
- .NET Web Api
- Experience with .NET Core is desired.

- MS Sql Server
- Entity Framework
- A good understanding of SOLID principles and common software patterns.
- Talent in UI design/HTML/CSS is a plus

We would appreciate it if you could ask your members about this volunteering opportunities for the benefit of the general membership of the AUSKF.