BRITISH JUDO

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.

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.

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.

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.

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"

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.