



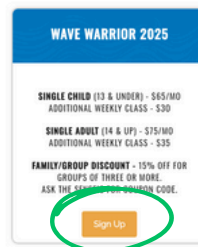
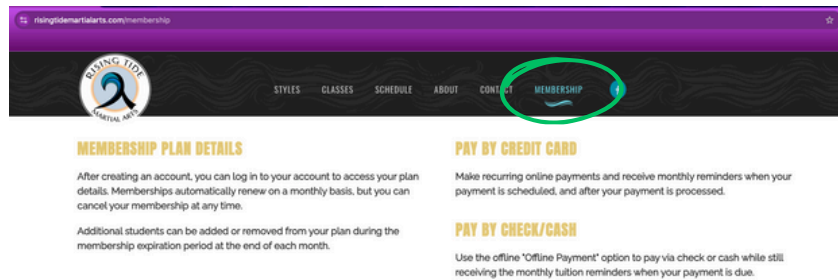
# RISING TIDE MARTIAL ARTS

## Signing Up for a Membership

### 1 Getting Started




- Go to the membership page: [risingtidemartialarts.com/membership](https://risingtidemartialarts.com/membership)
- Click “Sign Up”

Important: **you will create one account for all students that are being paid for by the same person.** You CANNOT make multiple accounts using the same email address.



### 2 Account Information

- Fill out the information for the person who will be paying for the membership (the “payee”). This may be a person who is attending classes themselves, or someone who is creating an account for others (such as a parent/guardian, friend, etc.).

Username *	JohnUserName
Password *	..... 
Retype Password *	..... 
Payee First Name *	Nariyoshi
Payee Last Name *	Miyagi
Payee Address *	123 W. Karate Kid Ave
Address2	
Payee City *	Los Angeles
Payee State *	California 
Payee Zip *	90069
Payee Phone *	(970) 123-4567
Payee Email *	miyagi-do@email.com



# RISING TIDE MARTIAL ARTS

## Signing Up for a Membership

### 3

#### Signing Up Students:

- **Basic Information:**

- Adult vs. Kid Memberships and Classes
  - Memberships and classes use different definitions of adults/kids, to make classes as affordable as possible for families/friends.
  - Membership definitions:
    - Adults are students 14 years old and older
    - Kids are students 13 years old or younger
  - Class definitions:
    - The adult class and kids class (“Sea Samurai”) are divided based on individual performance and retention of curriculum. Students can join adult class at younger ages if they are able to keep up, and students can stay in the kids class until they are comfortable/able to move up.
- Number of Students and Add an Additional Day
  - Students can attend classes either once per week, or twice per week.
  - Put the total number of students attending under “Number of Adults” or “Number of Kids” - this reflects students attending once per week.
  - If students want to attend twice per week, put the number of students who will be attending twice per week under “Add a Second Day”
  - Example – for one adult attending with two children, with one child attending twice per week and the adult and other child attending once per week:
    - Number of Adults = 1
    - Adult - Add a Second Day = 0
    - Number of Kids = 2
    - Kids - Add a Second Day = 1
- Textboxes (“Additional Adult/Jrs” or “Additional Kids”) 

Number of Adults  
(14 & Up)

Adult - Add a Second Day  
Add the number of people you want to attend an extra day during the week. \$35 each

  - Since only the name and contact information for the payee is included, these textboxes are for you to include the name, age, and contact info for students who are not the payee.
  - Example:
    - Additional Kids = “Mira (age 7), Zoey (age 14)  
zoey@email.com”

Additional Adults/Jrs.  
PLEASE LIST ADDITIONAL STUDENTS  
NAMES, AGES, AND IF APPROPRIATE, CELL  
& EMAIL - EACH STUDENT ON SEPARATE  
LINES



# RISING TIDE MARTIAL ARTS

## Signing Up for a Membership

- **Adult Student Info**

- Number of Adults: total number of adult students who will be joining classes 1 day/week
  - Keep at “0” if no adults are attending class
  - Price: \$75/month to attend 1x/week
- Adult - Add a Second Day: the number of adults who will be joining classes 2x/week
  - Keep at “0” if no adults are attending class
  - Price: additional \$35 to attend 2x/week (total \$110/month)
- Additional Adults/Jrs: put the names/emails/phone numbers for adults whose information differs from the payee

Number of Adults \*  
(14 & Up)

2

Adult - Add a Second Day  
Add the number of people you want  
to attend an extra day during the  
week. \$35 each

1

Additional Adults/Jrs.  
PLEASE LIST ADDITIONAL STUDENTS  
NAMES, AGES, AND IF APPROPRIATE, CELL  
& EMAIL - EACH STUDENT ON SEPARATE  
LINES

Nariyoshi Miyagi (2 days/week) - adult  
Daniel LaRusso (1 day/week) - adult, dlarusso@email.com, 970-098-7654

- **Child Student Information**

- Number of Children: total number of adult students who will be joining classes 1 day/week
  - Keep at “0” if no kids are attending class
  - Price: \$65/month to attend 1x/week
- Child - Add a Second Day: the number of adults who will be joining classes 2x/week
  - Keep at “0” if no kids are attending class
  - Price: additional \$30 to attend 2x/week (total \$95/month)
- Additional Kids: put the names and ages of all kids who will be attending (since their information is different than the payee), include contact if they have their own

Number of Children \*  
(13 & Under)

1

Child - Add a second day  
Add the number of people you want  
to attend an extra day during the  
week. \$30 each

1

Additional Children  
PLEASE LIST ADDITIONAL STUDENTS  
NAMES, AGES, AND IF APPROPRIATE, CELL  
& EMAIL - EACH STUDENT ON SEPARATE  
LINES

Samantha LaRusso - 10 years old




# RISING TIDE MARTIAL ARTS

## Signing Up for a Membership

### 4 Payment Information & Finishing Up

- Family Coupon:
  - For those paying for **more than 3 students**, email us for a tuition discount!
- Payment Terms/ Regular Membership Price:
  - This will autocalculate your rate based on the number of students selected earlier
- Payment Method:
  - Offline payment – only select this option if you will NOT be paying through the membership system (ex: you'd prefer to pay via check each month)
  - Credit card – this is the **preferred method of payment**
    - Enter card number, expiration date, and 3 digit code on the back of your card
  - Agree to the Privacy Policy by checking the box, and complete the Captcha
- Once you have double-checked all your information (look carefully), click “Process Membership” at the bottom

**PAYMENT INFORMATION**

Family Coupon	<input type="text"/>
Payment Terms	\$280.00 per month
Regular membership price	\$ 280.00
Payment Method *	<input type="radio"/> Offline Payment - Check/Cash <input checked="" type="radio"/> Credit Card
Credit or debit card *	<input type="text" value="1234 5678 9101 1124"/> 01 / 29 123
<input type="checkbox"/> <a href="#">Privacy Policy</a>	REQUIRED - By signing up to this membership plan and agreeing to the Privacy Policy and how we store and use your information. We do NOT store credit card information on this site..
Captcha *	<input type="checkbox"/> I am human 
<b>PROCESS MEMBERSHIP</b>	

### 5 Confirming Your Account

- You will receive an email with a link to confirm your account. Refer to the email for instructions.

Thank you for becoming a member of Rising Tide Martial Arts. Your account has been created.

**You must activate it before your membership is complete and to be able to access/edit your member profile.**

**To activate the account select the following link or copy-paste it in your browser:**

[https://risingtidemartialarts.com/component/users/?task=registration\\_activate&token=b7d820350d582c2dbd0375970df512e3&Itemid=101](https://risingtidemartialarts.com/component/users/?task=registration_activate&token=b7d820350d582c2dbd0375970df512e3&Itemid=101)

After activation you may login to [your member profile here](#).

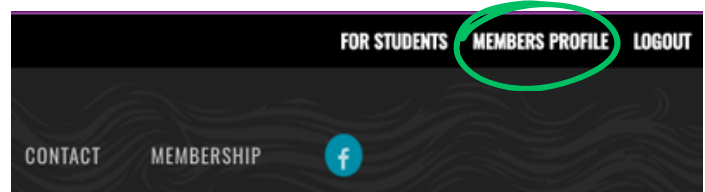


# RISING TIDE MARTIAL ARTS

## Editing Your Membership

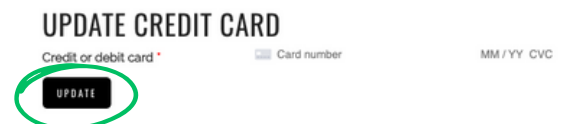
### Logging In

- Go to the Members Profile Page:  
<https://risingtidemartialarts.com/members-profile>
- Login with your RT Username and Password



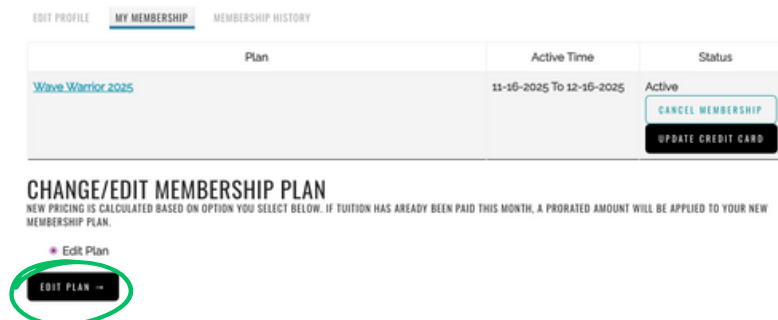
### Changing Credit Card

- Click the “My Membership” tab of the navigation bar and select “Update Credit Card”
- Put in the new credit card information and click “Update”



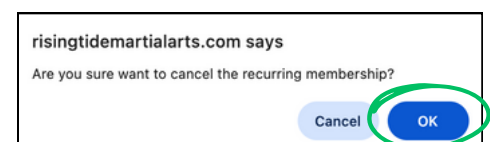
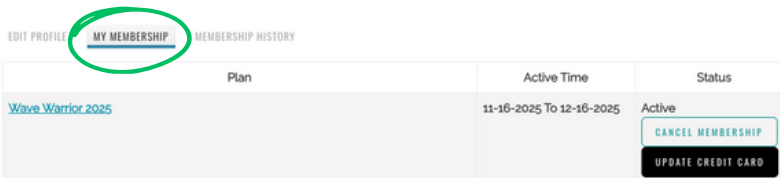
### Adding/Removing Members

- At the bottom of the “Edit Profile” or “My Membership” pages, click “Edit Plan”
- A similar form to the one you originally signed up with will appear – change the number of adults/children to reflect the updates you’d like to make, then click “Edit Plan” again at the bottom of the page



### Cancelling Plan

- Click the “My Membership” tab of the navigation bar and select “Cancel Membership”
- When the pop-up box appears in your browser, click “OK”



### Technical Support

- If you are experiencing difficulties, submit a technical support form at  
[risingtidemartialarts.com/support](https://risingtidemartialarts.com/support)