

REGISTERING CLASS ATTENDANCE

Instructions



LOGGING IN TO YOUR MEMBER PORTAL

You will have received an email from Sangrok with your unique member portal and log-in code. *Please note, each member of your family will receive a separate member portal link and log-in code and these steps will need to be followed for each student.*

The login link for your Clubworx online member portal is included below:

[Click here to log in to your member portal now.](#)

Your PIN: 6542

Once you're at the login page, don't forget to add it to your phone or tablet's home screen - it'll make future logins quicker and easier.

Sangrok World Taekwondo Academy

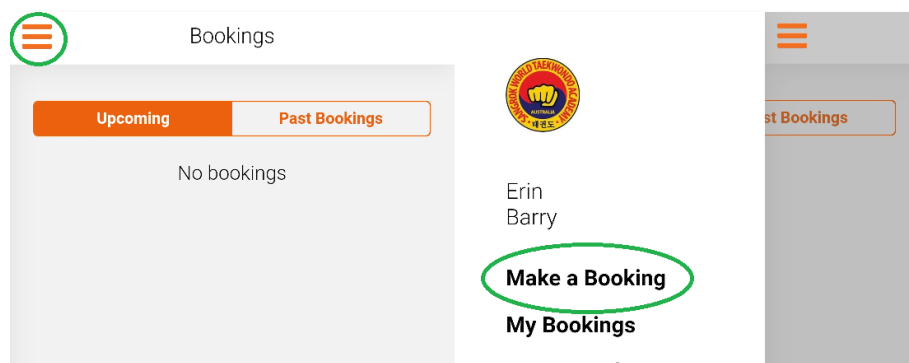
1. Click on the **LINK PROVIDED** in the email and enter your code.
2. Your current class bookings will appear on the home screen.

If you forget your member portal link or code, just send an email to the Sangrok team and it will be reissued.

REGISTERING FOR A CLASS

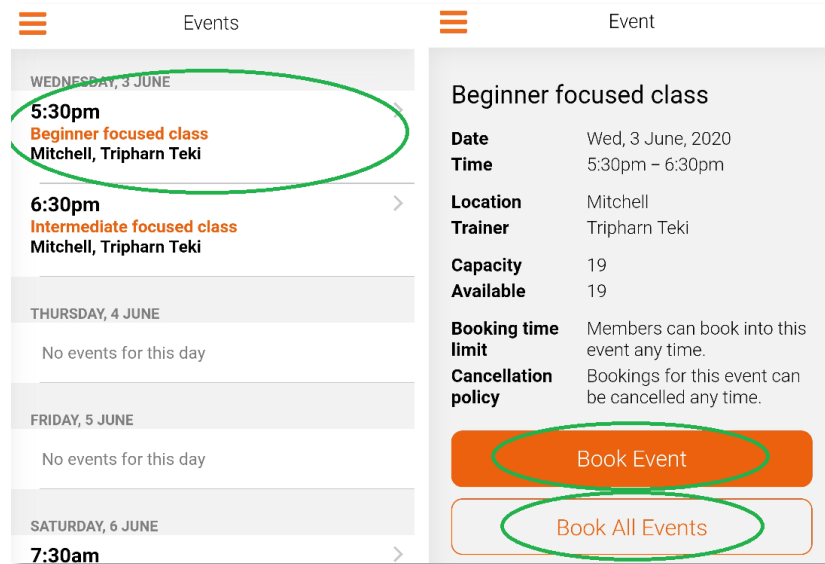
You can register for classes on an ad hoc basis, or you can choose to register for all upcoming classes, for example, making a recurring booking for all upcoming Monday 5:30pm classes.

1. Click on the menu icon (3 horizontal orange lines) and select **MAKE A BOOKING**.



2. Select the class you wish to attend

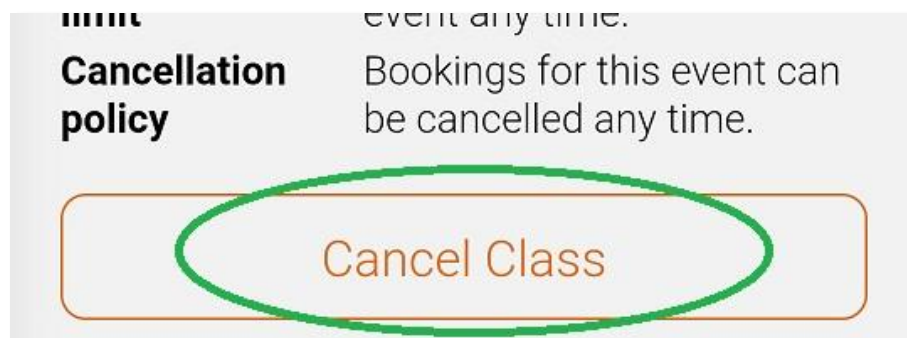
- To book a single class only choose **BOOK EVENT**
- To make a recurring booking choose **BOOK ALL EVENTS**
- If the maximum number of students has been reached you will be unable to register for the class.



CANCELLING CLASSES

If you will not be attending a class that you have registered for you will need to cancel your booking to ensure that students on the waitlist will have the opportunity to attend.

1. Select the class you wish to cancel from the **MY BOOKINGS** page and then press **CANCEL CLASS**.



Recurring bookings are current for 1 year. If you need to change or remove a recurring booking please email the Sangrok team.

SAVING YOUR MEMBER PORTAL

To make bookings easier you can save the member portal as a shortcut on your phone or device by going to the settings of your device browser and adding the portal to your bookmarks, home screen or quick access links (dependent on device).