

# REGISTRATION GUIDE – www.smbtkd.com

**Step 1** – Select your preferred payment plan.

These are the standard membership payment plans.

Use this one if you would prefer to continue dropping checks in “the box”, or if you have a special arrangement for payment.

This one is if you are taking a break from TKD, but would still like to have access to the website.

Then click “Next”.

\* Membership level

- A. One month - Individual or Family - \$82.00 (USD)**  
Bundle (unlimited)  
Subscription period: Monthly  
No recurring payments  
Dues paid monthly, prior to service.  
No continuing commitment.
- B. Three Month - Individual or Family - \$231.00 (USD)**  
Bundle (unlimited)  
Subscription period: Quarterly  
No recurring payments  
Dues paid in full every three months (77.00 per month x 3), prior to service.  
No continuing commitment.
- C. Monthly Ongoing - Individual or Family - \$67.00 (USD)**  
Bundle (unlimited)  
Subscription period: Monthly  
No recurring payments  
Dues paid monthly, prior to service.  
Requires a minimum 12 month commitment, month-to-month after that.
- D. Offline - Individual - Free**  
Subscription period: Unlimited  
This is for students that are paying offline, or by special arrangement with the school.
- E. Inactive - Individual - Free**  
Subscription period: Unlimited  
This is for former students, or students taking a hiatus from TKD, that would like to stay connected to the SMB community via this website.

**Step 2** – Enter your email address.

This should be the email address of the primary account holder (i.e. the person that will be making the payments). This is where we will send all correspondence.

Then click “Next”.

Enter your email \* Mandatory fields

e-Mail

Security check

\* Code

Type the 6 characters you see in the picture

**Step 3 – Enter your contact info.**

This should be for the primary account holder.

If you are a SMB student, check “Yes” here. If you are paying the dues for someone else, check “No”.

Select the number of participating family members, and list their names (you do not need to include your own name).

This will only show up if you have selected the Monthly Ongoing plan.

Have you already paid for one or more upcoming months? If so, indicate that here.

Then click “Next”.

The screenshot shows a registration form with the following fields and options:

- \* First name**: Text input field.
- \* Last name**: Text input field.
- e-Mail**: Text input field containing "test@mail.com".
- \* Are you a participating student?**: Radio button options for "Yes" and "No". A black arrow points to the "Yes" option.
- \* Primary Phone**: Text input field.
- Cell Phone**: Text input field.
- \* Mailing Address**: Large text area for mailing address. Below it is the instruction: "Enter your mailing address, or a PO Box if you prefer."
- Street Address**: Text area for street address. Below it is the instruction: "Enter your street address ONLY if it is different from your mailing address."
- \* Membership Type**: Radio button options:
  - Individual \$0.00 (USD)
  - Family (2 people) \$15.00 (USD)
  - Family (3 people) \$30.00 (USD)
  - Family (4 people) \$45.00 (USD)
  - Family (5 or more) \$60.00 (USD)Below these is the instruction: "Select membership type."
- Additional Family Members**: Text area for listing family members. Below it is the instruction: "Please enter the names (LAST, FIRST) of any additional family members covered by this account."
- Initial 12-month contract expiration**: Text input field. A red arrow points to this field. A red highlight box contains the text: "If you are in the middle of your initial 12-month commitment, your rates will not be increased until the 12 months have elapsed. If this applies to you, please indicate when the 12 months will have elapsed (e.g., the end of June 2014, etc.)."
- Previously paid tuition**: Text input field. A black arrow points to this field. Below it is the instruction: "If you are switching over from the old payment system, how far have you previously paid? (e.g., up through the end of March 2014, up through 4/12/14, etc.)."

At the bottom of the form are three buttons: "Cancel", "Back", and "Next". A black arrow points to the "Next" button.

**Step 4** – Verify that your information is correct.

**Member Registration**

**Review and confirm**

Level: C. Monthly ongoing - Individual or family - \$87.00 (USD)  
Duration (unlimited)  
Subscription period: Monthly  
For more details please refer to

Total amount: \$87.00 (USD)

Payment instructions: For membership application and renewals, and renewal levels etc.

Cancel      Back      **Confirm and proceed with payment**

Then click here.

**Step 5** – Your first invoice.

You do not need to pay this immediately.

You will receive an invoice by email every month (or every three months). You may access your invoices at any time via your member profile.

**My profile** **Balance due: \$87.00**

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

**Balance due (1 items): \$87.00**  
General payment instructions go here.  
[Pay online](#)

Search  Records found: 1

Date	Transaction	Balance due	<input checked="" type="checkbox"/>
2023-01-01	Invoice 202301 Member application C. Monthly Ongoing - Individual or family	\$87.00	<input checked="" type="checkbox"/>

For membership applications and renewals, and manual invoices.

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