



British Aikido Board

*Sport England Recognised
Governing Body for Aikido in the UK*

Association Administrators Guide for the BAB Website www.bab.org.uk/

What is an Association administrator?

An Association administrator can edit and update the details of his Association and its Clubs and Members, using a special Association login and password. This can only be used from the Association Update menu and will not work for an individual club update from within the Club Search menu as this is meant for individual Club administrators.

The login name should be set to your email address, so that if you forget the password, you can request it to be re-sent automatically to that address.

If you don't know your login details, you should contact your Head of Association for the currently issued ones or the BAB Webmaster, who can set up the login details for you.

Once logged in, you can change the email address and password to suit you.

How do I login?

From your computer, the first step is to access the website by typing www.bab.org.uk/ into your browser. From the Home page,



From the menu, Select **association** then you will see a screen something like the one below:



History and Styles of Associations

you are here > associations

The Associations listed below are members of the British Aikido Board. A brief history of each of the respective organisations and their style of practice is given in this section.

Association Name	Style	Website Address	Membership
Aikido Alive London	Iwama	click here to view	Probationary
Aikido Circle	Traditional	click here to view	Full
Aikido Circle Black Belt Academy	Traditional	click here to view	Probationary
Aikido Development Society	Tomiki	click here to view	Full
Aikido Fellowship GB	Traditional	click here to view	Full
Aikido For Daily Life	Ki / Traditional	click here to view	Full
Aikido GB	Traditional	none	Probationary
Aikido Research Federation	Traditional	click here to view	Full
Brighton Ki Society	Ki	click here to view	Probationary

The **Association Name** and **Website Address** are shown in blue and these are hyperlinks. The **Style** and **Membership** status are displayed for information only. The **Website Address** link will take you to the homepage of your own Association website, but, clicking on the **Association Name** link will bring you to your Association Information page something like the one below.

you are here > association history

Kai Shin Kai

[Back to Association List](#)

[Show Association Clubs](#)

[Show Association Members](#)

History

Kai Shin Kai - formerly called 'Yamarashi' - was founded in the 1960's by Mike Smith who was awarded his Nidan by Tielemans Sensei of Belgium. Shortly thereafter, Mike affiliated KSK to the British Aikido Association as a traditional group autonomous to, but working closely with the Tomiki-Kai. The BAA is recognised by the Japan Aikido Association - which later ratified future Dan promotions within the KSK. In 1994 the KSK left the BAA to establish itself as a separate school recognised by the BAB. Mike Smith resigned from the KSK in December 02 to reform his own group in the BAA. Bill Harris (7th Dan) is presently the KSK Chief Instructor/Chief Examiner and Roy Chandler (5th Dan) is the Deputy Chief Instructor.

Membership Type

Full Member

Style

KSK practices traditional Aikido in the manner of Hombu Dojo (Tokyo), where senior Shihan all have distinctive styles but nevertheless all follow the path of starting as a triangle, moving as a circle and finishing as a square (posture, movement and stability). That is, the KSK recognises that there are many ways of expressing both basic and advanced Aikido, none being incorrect as long as the tenets of Aikido as taught by O-Sensei are followed.

William Harris - Chief Instructor.

WebSite: [Kai Shin Kai](#)

[Back to Association List](#)

[Edit Association Details](#)

There are three buttons across the top of the page and these are:

Back to Association List Clicking on this takes you back to the previous screen.

Show Association Clubs Clicking on this shows you a listing of all your Clubs

Show Association Members Clicking on this takes you to your own list of your Members

At the bottom of the page, there are another two buttons:

Back to Association List Clicking on this takes you back to the previous screen.

Edit Association Details Clicking on this takes you to the Login Screen where you can make changes to the information that can be seen above.

home information club search associations coaching courses child protection general galleries news forum

you are here > edit your association

Edit the Kai Shin Kai

Enter your username and password (case sensitive)

Email Address:

Password:

Enter Reset Back

[Forgotten your login click here](#)

Clicking on the [Forgotten your login](#) link causes the current password to be sent automatically to the current email address held in the system.

Enter the email address and password to login.

You will now be presented with a screen similar to this:

This screen gives you access to all of the areas of your association data that you are able to modify.

Edit Association Details Clicking on this takes you to the Update Association Record page.

Edit Association Membership Clicking on this takes you to the Association Membership page.

Edit Association Club Data Clicking on this takes you to the Club Details for your Association page.

Edit Association Courses Clicking on this takes you to the Association Courses page.

Association Send Email Clicking on this takes you to the internal email system.

Back to Association Clicking on this takes you back to the information screen prior to the login page. You will need to login again to make more changes.

Association Details

Edit Association Details Clicking on this takes you to the Update Association Record page.

Please update all the fields. Each of the job functions are required especially the email addresses as these are used by the automatic systems to contact the required association officers. The login email address and password are those required to access this area. Please keep them safe and **DO NOT** pass them to many members of your association.

you are here > [edit association record](#)

Update Association Record

Association	Aikido Development Society Last updated 10/07/2009 17:18:53
History Description	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>The Aikido Development Society was formed approximately twenty years ago and follows the teachings of Sensei Tomiki. Sensei Tomiki being one of the first students of O-Sensei Ueshiba, was also in his own right, a high ranking Judoka and very competitively motivated. The first Sensei to bring Tomiki Aikido into Great Britain was Santa Yamada. His teachings were more of an enjoyment form than competition.</p> </div>
Style	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>Path:</p> <p>Tomiki</p> </div>
Style Description	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>The style of Aikido practised by the Aikido Development Society was developed by Sensei Tomiki. He integrated the competitive aspects of Judo with Aikido thus enabling students at the Waseda University to practice "Contest Aikido". Following Santa Yamada's return to Japan, Sensei Naito arrived and taught the new contest format Randori No Kata (hand to hand Randori). Later, Tanto Randori (knife Randori) was introduced and is still practised today.</p> </div>
Signed By	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>Stephen Billett</p> </div>
Founder Member	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>No <input type="checkbox"/> Club mark clubs in the association No <input type="checkbox"/></p> </div>
Website	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>http://www.aikido-development-society.org/Gallery/folkestone2009/folkestone</p> </div>
Chairman / Principal Name	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>Stephen Billett</p> </div>
Chairman's Phone / Email	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>99999 999999 99999 / sbillett@aikido-development-society.org</p> </div>
Chairman's Address	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>Chingford London E4 6NY</p> </div>
CLO's Name	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>Stephen Billett</p> </div>
CLO's Phone / Email	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B ≡ ≡ ≡ ≡ ≡ </div> <p>9999 99999 99999999 / sbillett@aikido-development-society.org</p> </div>

Association page continued.....

CLO's Address	<div style="border: 1px solid gray; padding: 5px;"><p>Chingford London E4 6NY</p><p>Path: p</p></div>
CPO's Name	<input type="text" value="Ann Billett"/>
CPO's Phone / Email	<input type="text" value="999 9999 9999 999"/> / <input type="text" value="ann.billett@croftonite.co.uk"/>
CPO's Address	<div style="border: 1px solid gray; padding: 5px;"><p>Chingford London E4 6NY</p><p>Path: p</p></div>
BAB Rep's Name	<input type="text" value="Paul Crayfourd"/>
BAB Rep's Phone / Email	<input type="text" value="999 9999 99999"/> / <input type="text" value="paul@crayfourds.co.uk"/>
BAB Rep's Address	<div style="border: 1px solid gray; padding: 5px;"><p>Buckhurst Hill Essex IG9</p><p>Path: p</p></div>
BAB Registrar's Name	<input type="text" value="Ann Billett"/>
BAB Registrar's Phone / Email	<input type="text" value="999 999 99999 9999"/> / <input type="text" value="ann.billett@croftonite.co.uk"/>
BAB Registrar's Address	<div style="border: 1px solid gray; padding: 5px;"><p>Chingford London E4 6NY</p><p>Path: p</p></div>
Login Username [email address]	<input type="text" value="name@email.com"/>
Login Password	<input type="password" value="*****"/> Repeat Password <input type="password" value="*****"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

None of the changes will take effect until the **Update** button at the bottom of the page has been clicked. **If you fill in all your data and go back without clicking on **Update**, None of those changes will be saved.**

Association Membership

Edit Association Membership Clicking on this takes you to the Association Membership page and displays the below page.

[you are here > edit membership by name](#)

Aikido Development Society Membership by Names

[Back to Menu](#)

[Add a New Member](#)

Select from below to list members details.

All

[Select Letter](#) [Clear](#)

ID	First name	Middle name	Surname	Grade	Postcode	Confirm	Edit	Remove
No Data Available								

Please click on the 'All' button and a list similar to this will be displayed.

Select from below to list members details.

All

All [Letter](#) [Clear](#)

First name	Middle name	Surname	Grade	Postcode	Confirm	Edit	Remove
No Data Available							

- A-F
- G-L
- M-S
- T-Z
- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O

You may select either a letter, group of letters or 'All' to display your Association Members. Then click on [Select Letter](#) to display a list of available members similar to those below.

Aikido Development Society Membership by Names B

[Back to Menu](#)

[Add a New Member](#)

[Select again](#)

ID	First name	Middle name	Surname	Grade	Postcode		Confirm	Edit	Remove
355	Peter	-	Bacon-Darwin	2nd Dan	E10		Confirmed	Edit	Remove
2510	Ferdie	-	Baronette	1st Dan	E11		-	Edit	Remove
2539	bbbbbb	bbbbbb	bbbbbb	8th Kyu	-		-	Edit	Remove
2564	Amy	Catherine June	Billett	10th Dan	E174jn		-	Edit	Remove
232	Ann	Denise	Billett	1st Kyu	E4 6NY		Confirmed	Edit	Remove
2555	AStephen	-	Billett	8th Kyu	E4 6NY		-	Edit	Remove
2551	Stephen	-	Billett	9th Dan	E4 6NY		-	Edit	Remove
2541	Stephen	-	Billett	4th Kyu	E4 6NY		-	Edit	Remove
2550	Stephen	-	Billett	10th Dan	E4 6NY		-	Edit	Remove
229	Stephen	Leslie	Billett	4th Dan	E4 6NY		Confirmed	Edit	Remove
2542	Stephen1	Middlename	Billett	4th Kyu	E4 6NY		-	Edit	Remove
2546	Stephen11	-	Billett	1st Dan	E4 6NY		-	Edit	Remove
2543	Stephen2	-	Billett	7th Kyu	E4 6NY		-	Edit	Remove
2552	Stephen222	-	Billett	1st Dan	E4 6NY		-	Edit	Remove
2544	Stephen4	-	Billett	5th Kyu	E4 6NY		-	Edit	Remove
2545	Stephen6	-	Billett	9th Kyu	E4 6NY		-	Edit	Remove
2553	Stephenaaaaa	-	Billett	8th Kyu	E4 6NY		Confirmed	Edit	Remove
2554	Stephenaaaabbbb	-	Billett	10th Dan	E4 6NY		Confirmed	Edit	Remove
2557	Steve	-	Billett	8th Kyu	E4 6NY		-	Edit	Remove
584	Don	-	Bishop	7th Dan	-		-	Edit	Remove
608	Keith	-	Burton	2nd Dan	-		-	Edit	Remove
2556	Steve	-	Bxxxxxxxx	1st Dan	E4 6NY		-	Edit	Remove

You may click on 'Edit' to update the member, 'Remove' to remove a from you Association or

[Add a New Member](#)

to add a new members details.

In the above screen you will see the confirmed column; this displays the current status of the member details. The Members System can be updated by each individual member, emails are send to the club of the member and the association with the data they change or add. This column shows the current status.

Confirmed = Previously Confirmed

Unconfirmed = Edited by the member but not yet confirmed by association or club

Denied = Member advised that some data is deemed incorrect and needs revising.

Confirm the data by editing and saving the record. It will now be shown as confirmed.

If you click on the 'Edit' button you will see the following screen.

ID No	000
First name	<input type="text" value="Peter"/>
Middle name	<input type="text"/>
Surname	<input type="text" value="Bacon-Darwin"/>
Nick Name - If this is completed then your first & middle name will not be displayed in the clubs area.	<input type="text"/>
Grade	<input type="text" value="2nd Dan"/>
Date Of Birth	<input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="1930"/>
Junior	<input type="text" value="No"/>
Address	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text" value="E10"/>
Mobile	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text" value="email@email.co.uk"/>
User Password	<input type="text" value="password"/>
CRB Certificate	No Information
Membership No	None Registered
BAB Tutor	No
Association Tutor	Yes Issued 1 January 1900
ClubMark Assessor	No
Registered Grade Cert. No.	None Registered
Qualifications	
Association	<input type="text" value="Aikido Development Society"/>
Main Club	<input type="text" value="London Aikido Dojo - Rotherhithe"/>
Second Club	<input type="text" value="London Aikido Dojo - Southwark"/>
Third Club	<input type="text" value="Select your Club(s)"/>
Fourth Club	<input type="text" value="Select your Club(s)"/>
Information	<input type="text"/>
Last Updated	10/03/2010 00:47:00
Last Updated By	<input type="text" value="Added from Instuctors"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

No changes will take effect until the **Update** button at the bottom of the page has been clicked. **If you fill in all your data and go back without clicking on **Update**, None of those changes will be saved.** You will then be returned to the membership menu. Add a new member works the same way.

Association Club Data

Edit Association Club Data Clicking on this takes you to the Club Details for your Association page.

Club Details for the 'Kai Shin Kai'

[Back to Association Menu](#) [Add a New Club](#)

No	Club Name	Town	County	Association	Edit	Delete
473	Aicho Bedford	Bedford	Bedfordshire	Kai Shin Kai	Edit	Delete
112	Aylesbury Aikido	Aylesbury	Buckinghamshire	Kai Shin Kai	Edit	Delete
52	Bicester Shintaiki Aikido Club	Bicester	Oxfordshire	Kai Shin Kai	Edit	Delete
351	Budokai Aikido Ryu	Gatwick	Sussex	Kai Shin Kai	Edit	Delete
440	Central Berkshire Aikido Club	Maidenhead	Berkshire	Kai Shin Kai	Edit	Delete
133	Chippenham Aikido Club	Chippenham	Wiltshire	Kai Shin Kai	Edit	Delete
246	Chowa Ryutsu Ryu	Coventry	West Midlands	Kai Shin Kai	Edit	Delete

You are given the option to

Back to Association Menu This takes you back to the previous screen.

Add a New Club This gives you the option of creating a new record for a new club. You also see this option when editing an existing club record.

Delete This deletes the club record and care should be used with this option.

When you delete a club, it doesn't actually disappear altogether as this would potentially cause computer problems with members still associated with that club. Although it appears to be deleted, it is actually stored in a "recycle bin". None of this is of any concern unless the club "re-activates" for some reason. For example, there may have been venue issues or the instructor has quit but later a new one is found. In these cases, the obvious move would be to re-create the club and all of its details, however, if the club name and town remain the same, it will appear to the computer to be a duplicate in the system and because of the problems that can cause, this is not a good situation to be in!

If you should delete a club by accident or need to resurrect one for any reason, please contact the Webmaster who will 'restore' it from the 'recycle bin' for you.

Edit Clicking on this link allows you to amend the existing club data .

The concept here is that you are presented with a page of data (with some sub pages), which you may fill in or change. None of those changes will take effect until the **Update** button at the bottom of the page has been clicked. **If you fill in all your data and go back without clicking on **Update**, None of those changes will be saved.**

Update Club Record

[Add a New Club ?](#)

Club Name ?

Address

Town ?

County

Post Code ?

Location

Map Satellite Hybrid ?

Website ?

Additional Information

Path:

Association

Contact Name ?

Address ... ? [Edit Contact Person](#)

Telephone ,Email , pinner.aikido@ntworld.com

[Add a New Contact Person ?](#)

Training Times Friday 8:00 PM to 10:00 PM Adults

[Add / Edit Training Times ?](#)

Instructors

Bob Salloway - 2nd Dan	
Coach Level 1	BAB 000421
Young People	BAB 002914
Coaching Disabled People	BAB 003038
Coach Level 2	BAB 003295

[Add/Edit/Remove Instructors ?](#)

Login Username [email address] ?

Login Password Repeat Password ?

Last Updated 02/03/2010 09:55:17

Last Updated By

The very first entry is on the right hand side in blue and is “Add a new club”. This gives you a completely blank form to create another club. This would be used for example if your club has decided to run another class at a different venue or one of your coaches has obtained permission to start a new club within your association. Since the data to be entered is identical in format, I won’t expand on this option but will continue with the current page.

Please Note. Not all fields are available straight away. If you want to add data but the field isn’t there, click , and then return to editing. You will find the fields become available.

Club Name

Put in the name you want your club to be known by.

Please note that your Club will be listed in the “Club Search” under the “Town Name”. If there is more than one club in that Town, they will be sorted into ascending Club name order. For this reason and for respect to other existing clubs, please ensure that you choose a unique club name.

Address

Put in the club Address

Town

Put in the Town the club is in. You must fill in this field as it is used to display the “Clubs by Town” selection in the “Club Search”.

County

Put in the County the club is in

Post Code

Put in the club Post Code. This is a very important field to fill in. If it remains blank you will not get a map showing the club location. You will be able to set the position of the pointer on the map, so if you aren’t sure of the exact Post Code, it’s better to put a nearby one in, than have none at all.

Remember. Not all fields are available straight away. If you want to add or change data but the field isn’t there, click , and then return to editing. You will find the fields become available.

Google Map

This is the usual type of Google Map display, so you can move around it by ‘grabbing’ a bit of the map, holding the left mouse button down and dragging a new bit of the map into view, or by using the direction arrows in the top left. You can also enlarge or reduce the scale using the or buttons in the top left.

The new “Search for Clubs using Google Maps” feature from the main menu has meant that the application interface with Google is unfortunately less accurate than using Google Maps directly. The marker peg, which displays the Post Code location, may be out of place by up to half a mile. The good news is that you can move the peg into the correct position merely by dragging it there and of course making sure that you click , before leaving the ‘Club Edit’ page.

Website

If you have one, enter the full url for your website. (include http://)


Additional Information

If you don't have a website, you can use this text box to give additional information you think is important, maybe for newcomers or visitors.

Association

If you should change your association, you can change how it displays here. You should also, of course, as a minimum, notify the heads of both old and new associations and also the BAB registrar.

Contact Name

To the right of the Contact Name, there is a Grey down arrow button like this 

When you click on it, a drop down list will appear of names in surname order. Select your club contact from this list.



The screenshot shows a web form with several fields: Contact Name, Address, Telephone ,Email, Training Times, and Instructors. The Contact Name field is active, and a dropdown menu is open, displaying a list of names in surname order. The selected name is "Salloway, Bob - in - of the Kai Shin Kai". A question mark icon is visible in the top right corner of the dropdown menu.

Field	Value
Contact Name	Salloway, Bob - in - of the Kai Shin Kai
Address	
Telephone ,Email	
Training Times	
Instructors	

- Salloway, Bob - in - of the Kai Shin Kai
- Roberts, Steff - in - Penygraig of the Welsh Aikido Society
- Robertson, Deirdre - in - Edinburgh of the Institute of Aikido
- Robertson, Keith - in - Washington of the United Kingdom Aikido Union
- Robinson, Leigh - in - Worcester Park of the British Aikido Association
- Robson, Ken - in - Nottingham of the Shudokan Institute of Aikido
- Roebuck, Michelle - in - London of the Tetsushinkan / MovingEast
- Rogers Kaiden, Brian - in - of the Aikido Research Federation
- Rowley, Amanda - in - Tytherington of the British Aikido Federation
- Rowley, Amanda - in - Mossley, Congleton of the British Aikido Federation
- Rubens, David - in - London of the Meidokan
- Sabin, Jane - in - Rushey Mead of the British Aikido Federation
- Sacre, Eddie - in - Chirbury of the British Aikido Federation
- Salloway, Bob - in - of the Kai Shin Kai
- Saunders, John - in - of the Kai Shin Kai
- Saunders, Kevin - in - Bradmore of the Shun Poo Kan
- Savchenko, Alex - in - of the KSMBDA Kolesnikov's School
- Savery, Jay - in - Virginia Park of the Ken Shin Kai
- Saville, Rebecca - in - Finchamstead of the British Aikido Federation
- Saville, Stephen - in - Aberystwyth of the British Aikido Federation
- Saw, Bjorn - in - London of the Aikido Alive London

If some of the details of the Club Contact have changed, click on the blue "Edit Contact Person" button, amend the details and then click **Update** to save the changes.

The "Edit Club Contact" screen is the same as that for adding a New Contact Person, referred to in the following section and you can see a screen shot of the Update Form below that.

If the Contact Name isn't displayed in the drop down list at all, you can add a new name to the list by creating a new record. Click on the blue button "Add a New Contact Person" situated on the 'Address' line, to access the "Update Contact Record" screen.

Fill in the details of your Contact person and click the click **Update** to save the record

After you have created and saved your new contact, you may find that they don't then appear in the drop down list.

In this event, you must click **Update** to save the entire Club Record and then go back into it. You will then find the newly created club contact is in the drop down list.

A screenshot of the 'Create a New Contact' is shown below

you are here > [pop edit club contact record](#)

Update Contact Record

Firstname	<input type="text" value="Bob"/>
Surname	<input type="text" value="Salloway"/>
Address	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text" value="pinner.aikido@ntlworld.com"/>
Association	<input type="text" value="Kai Shin Kai"/>
Last Updated	15/01/2008 17:05:36
Last Updated By	<input type="text" value="Admin"/>

Address

This displays the Address that is currently in the “Contact Name” details. If it is incorrect, you can update it by clicking on the blue “Edit Contact Person” button, amending the details and then clicking on the button to save the changes.

Telephone, email

This displays the Telephone and email address that is currently in the “Contact Name” details. If they are incorrect, you can update them by clicking on the blue “Edit Contact Person” button, amending the details and then clicking to save the changes.

Training Times

Click on the blue “Add / Edit Training Times” button and select your training times and days. To add new times from scratch, or to add an additional Training Time, you will get to the following screen.

you are here > [pop add training times record](#)

Add Training Times Record

Day

Type

Start Time

Finish Time

BAB Ref No 476

Last Updated By

If you already have a training time set and want to amend it, just click on edit (to the right of your class ending time), which will bring you to the screen above.

you are here > [pop club training times information](#)



Club Training Times

BAB Ref no	Day	Type	Start	End	Edit	Delete
476	Friday	Adults	20:00:00	22:00:00	Edit	Delete

Please note that your update will not display on the edit page until it has been saved.

If you have more than one time or more than one training day at your club just add another record by clicking on the button

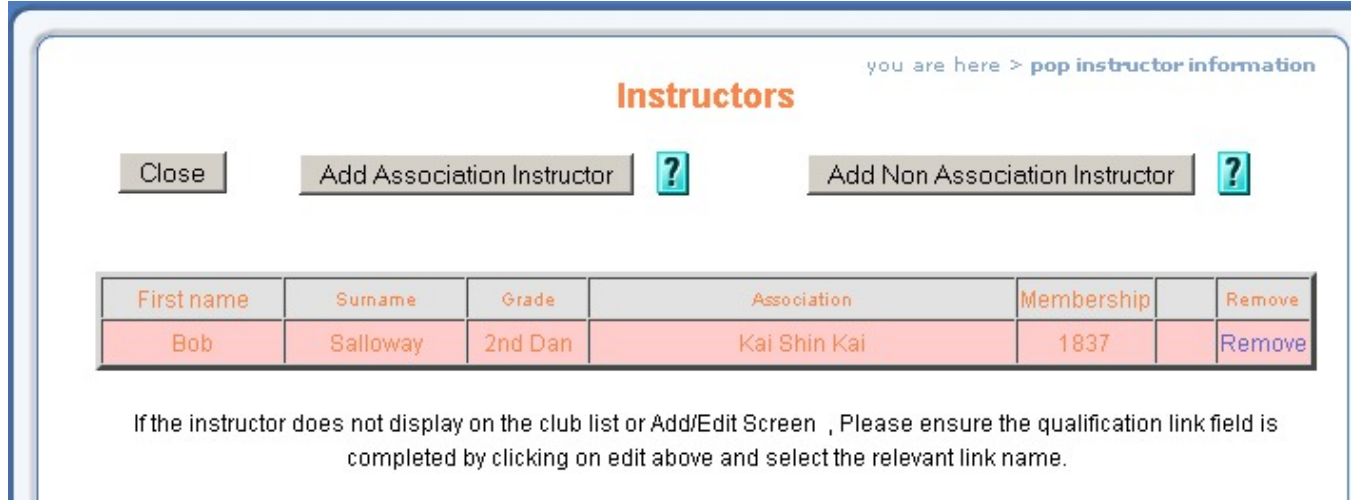
Note: The Icons that display about your club are controlled partly by the selection of the club Training Times Type. If you select a type that includes:-

Weapons this  icon will display, if you select juniors then  icon will display.

Instructors

You can Add, Edit or Remove club instructors. You can only add an instructor who is already listed in the BAB Qualifications Database. This is done after passing a coaching award so it means that all listed instructors are qualified to teach.

Click on the blue “Add/Edit/Remove Instructors” Button and you will see this screen

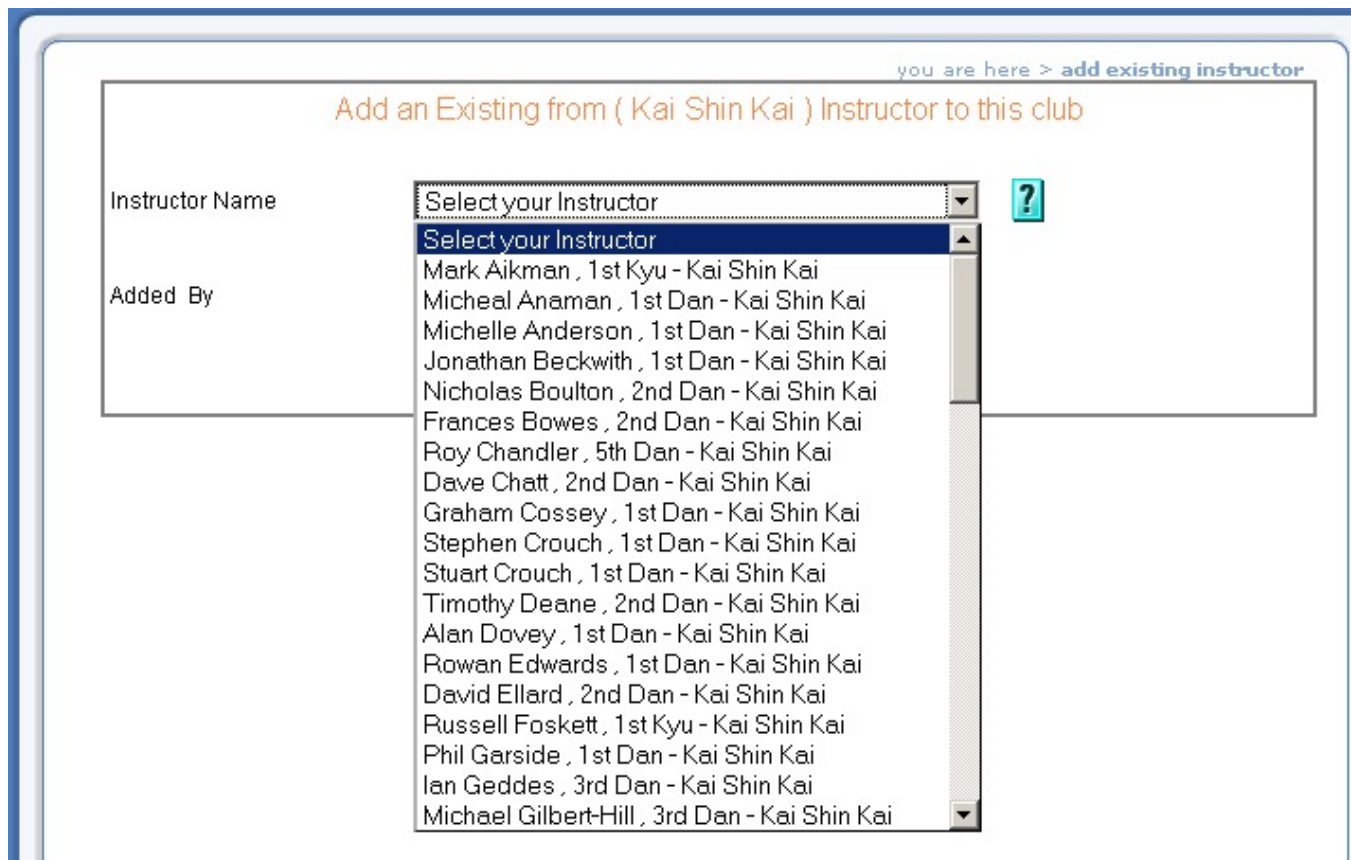


Instructors you are here > pop instructor information

First name	Surname	Grade	Association	Membership	Remove
Bob	Salloway	2nd Dan	Kai Shin Kai	1837	Remove

If the instructor does not display on the club list or Add/Edit Screen, Please ensure the qualification link field is completed by clicking on edit above and select the relevant link name.

The instructors for your association should already be linked to your association providing their details are correct. Click the button



Add Existing Instructor you are here > add existing instructor

Add an Existing from (Kai Shin Kai) Instructor to this club

Instructor Name

Added By

- Select your Instructor
- Mark Aikman , 1st Kyu - Kai Shin Kai
- Micheal Anaman , 1st Dan - Kai Shin Kai
- Michelle Anderson , 1st Dan - Kai Shin Kai
- Jonathan Beckwith , 1st Dan - Kai Shin Kai
- Nicholas Boulton , 2nd Dan - Kai Shin Kai
- Frances Bowes , 2nd Dan - Kai Shin Kai
- Roy Chandler , 5th Dan - Kai Shin Kai
- Dave Chatt , 2nd Dan - Kai Shin Kai
- Graham Cossey , 1st Dan - Kai Shin Kai
- Stephen Crouch , 1st Dan - Kai Shin Kai
- Stuart Crouch , 1st Dan - Kai Shin Kai
- Timothy Deane , 2nd Dan - Kai Shin Kai
- Alan Dovey , 1st Dan - Kai Shin Kai
- Rowan Edwards , 1st Dan - Kai Shin Kai
- David Ellard , 2nd Dan - Kai Shin Kai
- Russell Foskett , 1st Kyu - Kai Shin Kai
- Phil Garside , 1st Dan - Kai Shin Kai
- Ian Geddes , 3rd Dan - Kai Shin Kai
- Michael Gilbert-Hill , 3rd Dan - Kai Shin Kai

Select the instructor from the drop down list, put your name in the ‘added by’ field and click .

If the instructor you are looking for does not display on your association list, you can try clicking on the **Add Non Association Instructor** button

This lists all of the instructors from all the associations. If the instructor is BAB qualified but still cannot be found you should contact the BAB Coaching team to check it out.

If you have found your instructor and clicked **Add**, his details will be transferred to your own association.

Sort Sequence.

The instructors are listed in a pre-determined order, which cannot be changed by trying to alter their position within the edit table. The sequence is firstly by descending rank and secondly in ascending alphabetical order by surname. This isn't a perfect solution in all cases and an upgrade may well be implemented at a later date.

Login Username (email address)

This is for the Local Club Level Administrator. If you change this, he will not be able to login again without assistance from either yourself or the BAB Webmaster.

If you want to change your Association Administrators Login, you do it in the **Edit Association Details** which is found on the first screen after you have logged in as Association Administrator.

Whenever a change is made to the club record, a notification email will also be sent to this address.

Password & Repeat Password

Once again, this is for the Local Club Level Administrator. If you change this, he will not be able to login again without assistance from either yourself or the BAB Webmaster.

If you want to change your Association Administrators password, you do it in the **Edit Association Details** which is found on the first screen after you have logged in as Association Administrator.

Last Updated

Displays the date and time of when the **Update** button was last clicked

Last Updated by

Put your name in here so that the Webmaster knows who to contact if there are problems with the last update.

Update Button

Saves any amendments you have made to the Club record.

Cancel Button

Discards any amendments you have made since the last time you clicked on the **Update** button.

Delete this Club Button

Care should be used with this option. When you delete a club, it doesn't actually disappear altogether as this would potentially cause computer problems with members still associated with that club. Although it appears to be deleted, it is actually stored in a "recycle bin". None of this is of any concern unless the club "re-activates" for some reason. For example, there may have been venue issues or the instructor has quit but later a new one is found.

In these cases, the obvious move would be to re-create the club and all of its details, however, if the club name and town remain the same, it will appear to the computer to be a duplicate in the system and because of the problems that can cause, this is not a good situation to be in!

If you should delete a club by accident or need to resurrect one for any reason, please contact the Webmaster who will 'restore' it from the 'recycle bin' for you.

Return to Association Club List Button

This takes you back to the Association club listing, that is to say, the screen showing all of your clubs.

Association Courses

Edit Association Courses Clicking on this takes you to the Association Courses page similar to that shown below.

Date	Course	Times	Location	Edit	Delete
15-Apr-2010 to 15-Apr-2010	Dan Grade Training Course	13:00 - 17:00	Woodford County High School Epping New Road Wodford IG9	Edit	Delete

From here you may edit, delete an existing course or add a new one by clicking on the

Add a New Course button. These courses are shown on the main course page of the BAB website. Shown below is the Edit Screen.

Update 'Aikido Development Society' Course records

Display (Yes/No)

Display Title

Start Date

End Date

Course

B

Path:

Times

Location

B

Path:

Sensei

B

Path:

Contact / Information

B

Path:

Display Until

No changes will take effect until the **Update** button at the bottom of the page has been clicked. **If you fill in all your data and go back without clicking on **Update**, None of those changes will be saved.** You will then be returned to the course menu.

Association Send Email

Association Send Email Clicking on this takes you to the internal email system. By click on the boxes you can send an email to all your association Club Contacts, and other Association officers. IN the near future this system will be updated to send to Association members as well.

[you are here > send email system](#)

Aikido Development Society - Association Send Email

Address to :

Club Contacts	<input type="checkbox"/>
Chairman	<input type="checkbox"/>
Coaching Liaison Officer	<input type="checkbox"/>
Children Protection/Safety Officer	<input type="checkbox"/>
BAB Representative	<input type="checkbox"/>

Subject

B *I* [List Icons] | [Color Picker] [Font Size] [Text Color] [Background Color] [Link] [Image] [Table] [Code] | [Undo] [Redo] [Refresh] [Print]

[Image] [Link] [Table] [Code] | [HTML] [Image]

Path: p

Note :- Hyper links are acceptable, but it is not possible to add an attachment to this email system

Message sent by

Your Email Address

Troubleshooting & Miscellaneous

- Session Timeout.
Once you have logged in, you are allowed to stay in as long as you are actively doing something. After a period of inactivity, you will be denied access and have to log in again.

- Strange Computer Code appears when I try to update my details.
This indicates that there is a problem at that time. Go back to the main screen of the Club record and click to save any other details you have already entered. Logout and then try again, if you still have problems, leave it for a while (a couple of hours maybe) before trying again. If you still have a problem, notify the webmaster, letting him know what the error message said and what you were trying to do when it happened, so he can check it out and fix it.

- Automatic notification of changes to club details by email.
These are automatically sent both to the Club administrator using the club login email address and also to the Association administrator regardless of who actually changes the records.