

Dear Norwegian Martial Arts Federation WT GMS Club Administrator,

We are pleased to inform you that as a recognized and official club of Norwegian Martial Arts Federation you can **register and renew at any time your members for a WT Global Licence** in the World Taekwondo GMS.

When you [log in to the GMS](#) on your Dashboard you will now see additional widgets including one for Adding New members and one for Renewing members.

In order to enable a smooth WT Licence Registration/Renewal process we recommend to complete the following tasks as follows:

1. Click on **Renew Members** and first watch the video [HERE](#) on how to renew your existing WT Licence members. We advise you to renew all members at one time (ideally) that require or would like a 2018 WT Global Licence.
2. Click on **Add New Member** to register your members in the GMS if they are not already registered. You can watch the video [HERE](#).
3. Once a new member has been registered by you, then an order will need to be placed and paid for. Start the process for placing the order by clicking on **World Taekwondo Licences Registered**. You can watch the tutorial video by clicking [HERE](#).
4. For any licence to be approved you will need to ensure that the profile meets the approval requirements. These requirements include uploading **Documents**, agreeing to the **Waivers** from the members profile. You can watch the tutorial video for approval requirements by clicking [HERE](#).
5. If you want the licence card to be printed, please order at the time of renewal or registration of the member. In case it was not ordered at the time of registration/renewal you may order it later from the members profile.
6. Please note that we will place periodical orders for the cards to be shipped to us first and you will be informed of the deadline to place any orders by.
7. The WT Event Pass is required **ONLY** for members who will or may attend any official WT recognized events (this includes Greece Open (G-1), Presidents Cup (Athens). You can order the WT Event Pass at the time of registration or renewal or at a later time for a valid membership.
8. The licences that you order will only be processed further for approval to World Taekwondo once all requirements are met (documents, waivers) and **payment** has to be made at the time of placing and order.
9. Be ready to register for events by creating your team on the **Team Widget**. Watch the tutorial video for the team creation [HERE](#).

If you have any questions please contact us at [Helle.Borgen@kampsport.no](mailto:Helle.Borgen@kampsport.no).

Yours sincerely,

Norwegian Martial Arts Federation