



## FAQ for the WTF Global Membership System (GMS)

<https://www.hangastar.com/WTF/>

### WTF Global Licence Registration

**Q. Who can register for a WTF Global Licence?**

**A. Anyone.** The only condition is registration must be completed through the WTF Member National Association. A WTF Global Licence can be issued by a WTF Member National Association (MNA) to an athlete or official that is one of the following: (a) corresponds to the individual's **country of citizenship**; or (b) corresponds to the individual's **country of residence**.

The National Federation has the option to decide whether or not an individual must also be a member of the National Federation in order to register for a WTF Global Licence.

**Q. Who needs a WTF Global Licence?**

**A.** Any individual (Athlete or Official – e.g. Coach, Doctor, Trainer etc.) planning to register for a WTF or Continental Union recognized tournament requires an Approved WTF Global Licence. If you're unsure please contact your National Federation GMS administrator. In each continent the WTF Global Licence may be required to be a member of your National Federation so please contact your National Federation GMS administrator to confirm.

**Q. How do I register for a WTF Global Licence?**

**A.** You can register yourself if Self-Registration is activated by your National Federation or you will need to fill out the request for WTF Licence form after choosing your National Federation from the dropdown list via the link below on the WTF GMS home page.

<https://www.hangastar.com/WTF/>

**Q. What is the step by step process to register for a WTF Global Licence?**

**A.** View the **WTF Licence Registration Process** infographic in the following **8 languages**:

<a href="#"><u>ENGLISH</u></a>	<a href="#"><u>FRENCH</u></a>	<a href="#"><u>KOREAN</u></a>	<a href="#"><u>SPANISH</u></a>
<a href="#"><u>ARABIC</u></a>	<a href="#"><u>GERMAN</u></a>	<a href="#"><u>PORTUGUESE</u></a>	<a href="#"><u>RUSSIAN</u></a>



**Q. Are there WTF Global Licence guidelines/rules that can be viewed?**

A. Yes, click on the link [HERE](#) to download. Any further questions on this document should be addressed to your National Federation GMS Administrator.

**Q. How can I pay for my WTF Global Licence to my National Federation?**

A. The payment options offered by each National Federation vary, hence please contact your National Federation GMS Administrator. The WTF accepts WTF Global Licence fee payments **ONLY** from our National Federation.

**Q. When should I apply for a WTF Global Licence?**

A. You should register/renew your WTF Global Licence no later than **2 months** before the start of the tournament that you plan to attend.

Remember that with an APPROVED WTF Global Licence you will still require to have uploaded and approved on your WTF GMS profile page at minimum the following for **all participants**:

- 1) Colour Photo ID picture
- 2) Passport **OR** National ID
- 3) WTF Signed Event Liability Waiver – valid for 5 years
- 4) For all athletes registering for WTF Promoted Championships (e.g. World Champs, Grand-Prix, World Cups etc.) then the Kukkiwon certificate/card is required also.

**Q. How can I check the status of my WTF Global Licence whether it is approved or not?**

A. You can check the status of your licence by logging in to the WTF GMS then click on the Registration Status tab. To do so you will require your WTF Licence number and password. If you don't know this you can request it through the WTF Home page by clicking on **Forgot Membership Number?** or **Forgot Password?** If you don't have the necessary info to reset this you can contact your National Federation GMS admin.

If your WTF Licence is expired and your National Federation hasn't activated self-renewal then a message will appear on the WTF GMS landing page stating your licence is expired and to contact your National Federation.



**Q. Do you require the WTF Global Licence Card to attend a WTF recognized (G Ranking event)?**

**A.** No, it is not mandatory but recommended. You need an Approved WTF Global Licence **number** in the WTF GMS to be able to register online for any WTF or Continental Union recognized tournaments or any tournament using the WTF Online registration system.

**Q. How do I register myself or someone else for a Kukkiwon Dan Certificate?**

**A.** Please contact your National Federation for further details.

**Q. Will my WTF Licence be approved as soon as I have paid my National Federation?**

**A. No,** your National Federation needs to pay to the WTF. Secondly payment is only one of the requirements to have an approved WTF Global Licence. Depending on your federation you may require additional documentation and if you register in the WTF GMS with a Kukkiwon Dan Rank, Continental Union Coach Level or WTF IR level you will need to upload and have approved proof of certification before your licence is approved.

**Q. Can a National Federation amend an order for WTF Global Licences once it is placed with the WTF GMS Team?\***

**A.** You may amend or make changes to an order once it is placed with the WTF no later than 48 hours after it has been made. After 48 hours under no circumstances an order be amended.

**Q. The National Federation placed an order with the WTF and requested for an invoice but now would like to pay by credit card. Is that possible?\***

**A.** Yes, you must contact the WTF Global Licence & Ranking Administration Manager so that the credit card can be charged manually.

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\* These questions are relevant only for National Federation GMS administrators.



## **WTF Online Registration**

**Q. What is the step by step process to register for a WTF recognized tournament using the WTF Online Registration system?**

**A. View the WTF Event Registration Process infographic in the following 8 languages:**

<a href="#"><u>ENGLISH</u></a>	<a href="#"><u>FRENCH</u></a>	<a href="#"><u>KOREAN</u></a>	<a href="#"><u>SPANISH</u></a>
<a href="#"><u>ARABIC</u></a>	<a href="#"><u>GERMAN</u></a>	<a href="#"><u>PORTUGUESE</u></a>	<a href="#"><u>RUSSIAN</u></a>

**Q. How do I register for an event using the WTF Online Registration System?**

**A.** Please refer to the [WTF TEAM Event Registration](#) and [WTF INDIVIDUAL Event Registration](#) user guides for the detailed process.

**Q. What are the requirements to register for a WTF recognized event through the WTF online registration system?**

**A.** The requirements to register for a WTF Sanctioned event depends on the event you wish to register for. The basic requirements to register are to have the following documents at least:

1. An APPROVED WTF Global Licence
2. Colour Portrait ID picture
3. Approved National ID or Passport
4. WTF Signed Event Liability Waiver – valid for 5 years

**Q. How do I check my Event Registration Status for myself or my team?**

**A.** Log into the WTF GMS using your WTF Global Licence number and password and click on the Events tab and then click on the left hand side beside the event you have registered for the wording “You have registered for this event, click here for details”.

**Q. Does my "PENDING" event registration status mean I cannot compete?**

**A.** No, once you have successfully registered for an event, the Organising Committee considers you a participant in that event. “Pending” status means the participant may need to provide documents/payment to complete their registration, “Confirmed” means all documents and payment have been received and/or verified by OC.



**Q. How do I find out what documents are missing from my event registration if my status says "pending"?**

**A.** Log into the WTF GMS using your WTF Global Licence number and click on “Registration Status” tab, then click on the sub tab “Event”. Under the "status" column, all boxes unchecked informs you of the documents that have not been approved or have not been received by the organising committee.

**Q. How do I go back and add a division if I skipped it during on-line registration process?**

**A.** Log into the WTF GMS using your WTF Global Licence number and click on the “Events” tab and then “You have registered for this event, click here for details “ for the event you have registered for. Then click on subtab “Event”. This will bring up a web page with links “Change my division”. Click this and update/add the needed division(s).

**Q. How can I see who is registered in my division/weight category or how many are registered in my division/weight category?**

**A.** Log into the WTF GMS using your WTF Global Licence and click on “Events” tab and then “View Weight Divisions" for the event you wish to view the individuals registered. Click this and then search for the division/weight category you wish to see.

**Q. How do I go back and make a payment by credit card if I skipped it during on-line registration process?**

**A.** Log into the WTF GMS using your WTF Global Licence number and click on “Events” tab and then “You have registered for this event, click here for details” for the event you wish to finalize your registration for by Payment. Then click on subtab “Event”. In the blue area, you will see text with a hyperlink that says “Make a payment”, click on the hyperlink, then check the box that says “athlete” or “coach” whichever applies. Click “continue" and you will now see the credit card processing page. Fill in the necessary information and click finalize your payment and finish you registration.



**Q. I wish to register for “... Tournament G-1”, but it gives me the message that I need a passport uploaded to compete in this event. How do I upload a passport (or any other document)?**

**A.** You can upload a passport or any document by logging in to the WTF GMS and then click on “UPLOAD PICTURES” on the left side of the home page.

**Q. I have uploaded my passport an hour back, and tried to register for an event, but I am not able to and am getting the following message “The country of citizenship and/or Passport Nation is not selected. Please contact your National Federation administrator to have this updated” How do I edit my profile?**

**A.** the Approval of documents from the National Federation and the WTF may take up to 7 days. If the approval of the document is URGENT then please contact your National Federation Administrator.

**Q. I am trying to register for an event, but in the system states “Passport expires on 08/09/2015 which is before the completion of the event you are registering for. Please upload a NEW Passport and allow up to 1 week for it to be approved.” but that is not the case, as the passport uploaded on my profile is valid, I tried to change the details but the system will not let me. What do I do?**

**A.** Certain field in a Profile can only be edited by the WTF Administrator, please contact the National Federation administrator for further help.

**Q. If I have any additional questions who should I contact?**

**A.** If you are an individual or club/ regional administrator please contact your National Federation GMS administrator.

If you don't know who they are then you can send them a message through the landing page of the WTF GMS – click [here](#).

Simply click the country/National Federation you belong or wish to belong to and complete the form.