



January 8th 2016

To: Presidents, Secretaries General and GMS Administrators,
WTF Member National Associations (MNA's)

Re: WTF Event Registration LIVE - Register your members NOW

Dear Sir/madam,

I wish you all a Happy and prosperous New Year from the WTF GMS Team. The continual growth and expansion of the GMS is due to the support we receive from each of you and we thank you for that.

We begin 2016 at full speed and we already have 11 WTF recognized tournaments LIVE in the GMS. For a list of those tournaments and their deadline dates please take careful note of below:

Date of Tournament	Tournament Name	Registration Deadline	Time Zone
2 nd -7 th February 2016	2016 US Open & US Para Taekwondo Open	21 st January 2016, 11:59 pm	Colorado Time
6 th to 7 th February 2016	African Qualification Tournament for Rio 2016 Olympic Games	10 th January 2016, 5:00 pm	Swiss Time
11 th – 14 th February 2016	2016 Canada Open & Para Taekwondo Open	Early Bird – 15 th January 2016, 11:59 pm Regular – 25 th January 2016, 11:59pm Late – 8 th February 2016, 11:59 pm	Toronto Time
18 th – 20 th February 2016	6 th Asia Club Championships	30 th January 2016, 6:00 pm	UAE Time
20 th – 21 st February 2016	Aquece Rio Open Series (Rio Test Event)	13 th January 2016, 5:00 pm	Swiss Time
23 rd – 25 th February 2016	4 th Fujairah Open	Regular - 26 th January 2016, 6:00 pm Late – 20 th February 2016, 9:00 pm	UAE Time
27 th February 2016	Oceania Qualification Tournament for Rio 2016 Olympic Games	Regular – 10 th February 2016, 5.00pm	Melbourne Time

4 th – 6 th March 2016	3 rd Luxor Open	Regular - 20 th January 2016, 5:00 pm Late – 10 th February 2016, 5:00 pm	Egypt Time
10 th – 11 th March 2016	Pan Am Qualification Tournament for Rio 2016 Olympic Games	28 th February 2016, 9:00 pm	Mexico City Time
7 th – 10 th April 2016	WTF President's Cup	24 th March 2016, 6:00 pm	Central European Time

Many more events will be opening shortly including Dutch, Mexico, Qatar & Belgian Open and more. See attached and [HERE](#) the latest WTF Events Calendar of events where an approved WTF Global Licence is required to register.

I strongly request that you inform your members to urgently renew/register their WTF Global Licence NOW, if not already done.

To ensure that your members can register prior to an event registration deadline, the MNA order from the shopping cart for their licence should be placed at least 1 week prior to the registration deadline date and ensure that all the required documents are uploaded to allow sufficient time for approvals of documentation.

As a reminder, all participants (athletes and officials) wishing to register for any WTF G Ranked tournament which is through the WTF Event Registration System MUST first have an **approved WTF Global Licence** and the following documents MUST be uploaded & approved on the member`s profile before they are able to register.

All Participants registering:

- 1) Current and Approved Passport **OR** National ID (e.g. residence permit, Drivers Licence etc) of the MNA been registered for. If Promoted Event (e.g. World Champs, Grand Prix etc) then the athlete requires the Passport of the MNA to be uploaded.
- 2) Clear Colour Portrait ID picture (236 x 295 pixels in size)
- 3) **NEW** WTF G Ranked Event Waiver – 5 year validity – **Page 3** must be completed, signed, scanned and uploaded to the WTF GMS. If individual is minor it must also be signed by the legal guardian – Form attached and available [HERE](#) and also on GMS home page.

The workload of registering/renewing by your National Federation GMS admin only would be extremely time consuming. I strongly recommend that you open up individual or Club Admin WTF Licence Registration and/or renewal which will greatly reduce the work load on your GMS



MNA Admin but still enable you to retain 100% control in the approval of their WTF Licence application.

As a reminder please refer to the list of **FAQ`s on the WTF GMS** infographic in the following **8 languages**:

ENGLISH	FRENCH	KOREAN	SPANISH
ARABIC	GERMAN	PORTUGUESE	RUSSIAN

Please ensure you approve members at MNA level if they have **YES, MNA Approved or NA** under either Kukkiwon Dan rank, CU Coach Level or WTF IR Level. If it is NO, then it means they or you must upload supporting document for the licence to be approved, admins are requested to ensure that when they are placing orders they ensure the members have the necessary documents otherwise the licence will not be approved which will stop an order from being processed further for printing and shipping in case the licence cards have been ordered

52 results found																
Records per page: 100 Export to Excel																
Select	Action	Member #	Member Name ▲	Membership Type	Club	Registration Date	Start Date	End Date	Colour Portrait ID picture	Passport/NationalID	CU Coach	WTF IR	Kukkiwon Dan/Poom Certificate or Card	Paid	Status of Membership Card	Member Registered By
<input type="checkbox"/>	View	IRI-5286	ATOUSA FARAHMAND PARSA	WTF Global Official Licence - 1 year	Alborz	03 January 2016	02 January 2016	31 December 2016	Yes	MNA Approved	N/A	No	MNA Approved	Yes	Approved to Print	WTF Admin

I would like to also inform you that the Olympic Weight Division Selection window for athletes is now open and will be open till 15th January 2016 after which it will be closed again till the next window in the following year.

We do rely on each GMS MNA admin to do their job diligently as your members rely on you for their licence to be approved in a timely manner to allow them to register for events in 2016.

For any questions on the above please contact Mr Kabir Kar at gmsadmin@wtf.org.

Yours Sincerely

Justin Tenbeth

Director – WTF Global Membership System (GMS)