

# AUSKF 2024

## Spreadsheet-Based Membership Registration

### Required Downloadable Forms:

AUSKF Membership 2024 Annual Form [2024-AUSKF-Annual-Membership-Form.xlsx]  
AUSKF Membership 2024 Supplemental Form  
[2024-AUSKF-Supplemental-Membership-Form.xlsx]

## AUSKF 2024 Spreadsheet-Based Membership Registration

For AUSKF membership registration, member federations have the option of using the spreadsheet-based system or having their individual members use Sport:80 (<http://auskf.sport80.com/>). For both methods, the annual membership drive deadline is 3/31/2024.

This page provides instructions for spreadsheet-based registration.

- For the annual membership drive (for 2024 membership that runs from 4/1/2024 through 3/31/2025): see detailed Membership Drive Spreadsheet Registration notes below.

Brief summary:

1. Create your federation's initial spreadsheet using the 2023 membership data
2. Add "4/1/2024" under "registration day" to register a member;
3. enter "Y" under "college student" to indicate full time student
4. Submit the completed password-protected spreadsheet by the annual membership drive deadline

- To register members after the annual membership drive deadline, see supplemental registration notes below

If you have any questions, please email [xlsadmin@auskf.org](mailto:xlsadmin@auskf.org).

## 2024 Membership Drive Spreadsheet Registration

### Step 1: Download the 2024-AUSKF-Annual-Membership-Form.xlsx

Save the file with the name "FED-2023-AUSKF-Annual-Membership-Form.xlsx" where "FED" is the abbreviation for your federation.

### Step 2: Add 2023 membership information to the "2023" tab

Populating the "2023" tab with data from the AUSKF database will promote consistency of data going into 2024. It could also simplify the process at all levels of your federation. For the 2024 membership renewal, AUSKF IT Committee will download the membership data from Sport:80 and provide the information to the federation admins.

If you would like AUSKF to create a spreadsheet with your federation's 2023 data, please email [xlsadmin@auskf.org](mailto:xlsadmin@auskf.org).

### Step 3: Add 2024 membership data to the "2024" tab

Here are the instructions for entering your federation's registration for 2024.

- Enter your membership data in the **"2024" tab** - For returning 2023 members as well as new members, enter ID Number, Last Name, First Name, Date of Birth, Gender, Federation, and Dojo
- leave the ID Number blank for a new member who has never received an ID Number in the past
- Enter "4/1/2024" under "Registration Day" (column B) to register the member
- Enter "Y" under "college student" (column G) to indicate the member is 18 & over and a full-time student
- **Do not try to alter the auto fill section (highlighted in orange)**. Its formulas automatically calculate the fee for each member. The spreadsheet is protected to keep the auto fill section intact. If you are pasting from another sheet, you will need to do it in two pieces, for the columns to the left and right of the auto fill section.
- If a member does not have an ID number (column C is blank), auto fill will add the \$50 initiation fee. Please note that we have revised the one-time, initial membership fee to \$50 for the 2024 year and beyond.
- Highlight a cell **green** to indicate a **request to change** the AUSKF database, for example a new last name or a dojo change within your federation. (Note: If someone has moved out of your federation, DO NOT provide information about that person in the "2024" tab.)
- Rank information is not included in this form, since it is handled by a different process.
- Compare your spreadsheet entries against your "2023" tab and correct data as necessary, for example name spelling, date of birth, gender, etc.

- It is especially important that the dojo name matches the official spelling and punctuation already established in the AUSKF membership database; otherwise a new dojo will be created.

#### **Step 4: Submit the completed spreadsheet on or before the annual membership drive deadline**

- Password-protect your spreadsheet using the same password as in 2023
- Upload the file to your federation's DropBox folder
- Email [xlsadmin@auskf.org](mailto:xlsadmin@auskf.org) that the spreadsheet is ready
- Mail your membership check to Keiko Umemura, the AUSKF treasurer (who is automatically copied on emails sent to [xlsadmin@auskf.org](mailto:xlsadmin@auskf.org)). Please email [Keiko.Umemura@auskf.org](mailto:Keiko.Umemura@auskf.org) and obtain the mailing address for the payment.
- Mail one federation check made payable to All United States Kendo Federation
- For detailed information see the "AUSKF 2024 Registration Procedure.pdf".

## **2024 Supplemental Registration**

For 2024 membership registration after the deadline of 4/1/2024:

- Use the "2024 AUSKF Supplemental Membership Form" (2024-AUSKF-Supplemental-Membership-Form.xlsx) and follow the instructions in step 3 and step 4 above, except ▪ In the "Registration Date" column, instead of "4/1/2024", use the date of your supplemental registration submission, for example "7/15/2024" for registration submitted July 15th, 2024.
- Rename the file to "fed\_yyyymmdd\_supplemental.xlsx", where "fed" is the abbreviation for your federation and "yyymmdd" is the submission date, for example "20240715"
- Membership registration files will be imported into the online database between the 7th and 15th of the month following submission, provided the membership fees have been received by AUSKF.