

Online grading application process


The following guidelines have been created to assist you through the new online grading application process.

1. Click on the “Kendo Grading App.” button.


- a. Upon logging in, you will find new menu items as shown below. The number of new menu items will be dependant on the number of disciplines you practice. The menu items will be available all year, however, information about grading will only be available during or around grading months. To proceed, select the application that applies to you.

Kendo Grading App	Iaido Grading App
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2. You will be redirected to the page below:



CANADIAN KENDO FEDERATION



Kendo Grading Application Form

Please READ carefully BEFORE submitting

Important!
The Canadian Kendo Federation reserves the right to change this information at any time to match the ranking information on CKF records. If any discrepancies please contact the CKF.

Member Name	CIGLIUTTI, EDUARDO	Member ID	1283
Current Rank	Kendo: NiDan Graduation Date: 12-2007	Iaido:	Below 1st Kyu Graduation Date: 6-2008

Examination for: Kendo SanDan If this IS NOT the rank you are applying for please, cancel this application and [contact us](#) immediately

Select Grading Location (*)

Region: EASTERN **Province:** ON **Location:** TEST2, 333 CALLE, TORONTO
Reg. Time: 10:00 **Grad.Sarts:** 12:00 **Grading Date:** JUNE-06-2009 **Deadline:** May-12-2009 **Details:** Ikkyu to NiDan

Region: WESTERN **Province:** BC **Location:** TEST, 1234 Vancouver st, Vancouver
Reg. Time: 12:00 **Grad.Sarts:** 13:00 **Grading Date:** JULY-10-2009 **Deadline:** July-01-2009 **Details:** All Ranks

I want my certificate written in Japanese (optional ShoDan to SanDan only) You MUST provide your name written in Japanese to the CKF

My Sensei approves and recommends my application for the rank of SanDan

3. Verify your information and select your grading location. (Mandatory)

- a. Some basic information will be displayed (Name, MemberID, current rank per discipline). Below this information, the rank you are grading for will be displayed. This field is populated automatically, meaning that if your current rank is 1-Dan, the only logical rank you can apply for is 2-Dan, and so on. Should you notice an error in the rank indicated, you **MUST** contact the CKF immediately.
- b. Below the rank information, you will be asked to select your grading location. As this is a nation wide database, multiple locations may be listed depending on the time of year, as other provinces may be holding grading sessions in the same month. Members are not restricted to the grading session in their geographic location and, with prior approval from their sensei, are free to grade in any of the available locations.

Member Name	CIGLIUTTI, EDUARDO	Member ID	1283			
Current Rank	Kendo: NiDan	Graduation Date:	12-2007	Iaido: Below 1st Kyu	Graduation Date:	6-2008
Examination for:	Kendo SanDan If this IS NOT the rank you are applying for please, cancel this application and contact us immediately					
Select Grading Location (*)	Region: WESTERN Province: BC Location: STEVESTON KENDO CLUB, 1234 BURNABY ST, VANCOUVER Reg. Time: 09:00 Grad.Sarts: 10:00 Grading Date: JUNE-12-2009 Deadline:					

4. Click on the Japanese certificate box. (Optional)

- a. As shown below, you will be asked to specify whether a Japanese certificate is required. Please note that the optional Japanese certificate option applies only to those applying from 1-Dan to 3-Dan. This option will not be visible for 1-kyu or 4-Dan and above.

5. Click the Sensei's Acknowledgement box. (Mandatory)

- a. Finally, in order to proceed, you **MUST** check the Sensei's acknowledgement box. It is the responsibility of the applicant to obtain approval from their respective sensei(s) prior to applying for grading. **The CKF is not responsible for any misunderstandings between the applicant and sensei regarding this matter.**

<input type="checkbox"/>	I want my certificate written in Japanese (optional ShoDan to SanDan only)
<input checked="" type="checkbox"/>	My Sensei approves and recommends my application for the rank of SanDan

6. Click on Submit.

- a. Once you have completed the appropriate fields, click "Submit" button.

7. Select the “Buy Now” button or revise your transaction prior to payment. Proceed with payment.

- a. A Paypal payment page, such as the one below, will be shown. Details of the application items you have selected, along with the appropriate amount to be paid, will be displayed. Click on the “Buy Now” button and you will be redirected to PayPal to complete the transaction. The payments for grading will be processed in the same manner as the membership or dojo fees. Should you want to revise any of your selections, select the “Back to Grading Options” button, rather than hitting the back button. Please use the navigational buttons provided as it will allow the CKF to monitor user activity/traffic.



8. Check your email to ensure you receive a copy of your payment transaction.

- a. Upon successful payment, you will receive an email from PayPal that will reflect the details of your payment transaction. Please keep this email for your records.

To summarize:

1. Click on the “Kendo Grading App.” button
2. Select your grading location (Mandatory)
3. Click on the Japanese certificate box (Optional)
4. Click the Sensei’s Acknowledgement box (Mandatory)
5. Click on Submit
6. Select the “Buy Now” button or revise your transaction prior to payment Proceed with payment
7. Check your email to ensure you receive a copy of your payment transaction.

Note for Dojo Administrators:

Dojo Administrators will see an extra button on their menu items that will allow you to see a list of members of your Dojo who are going to grade:

