



# **ATAMartialArts.com**

MEMBER USER GUIDE

VERSION 3.0

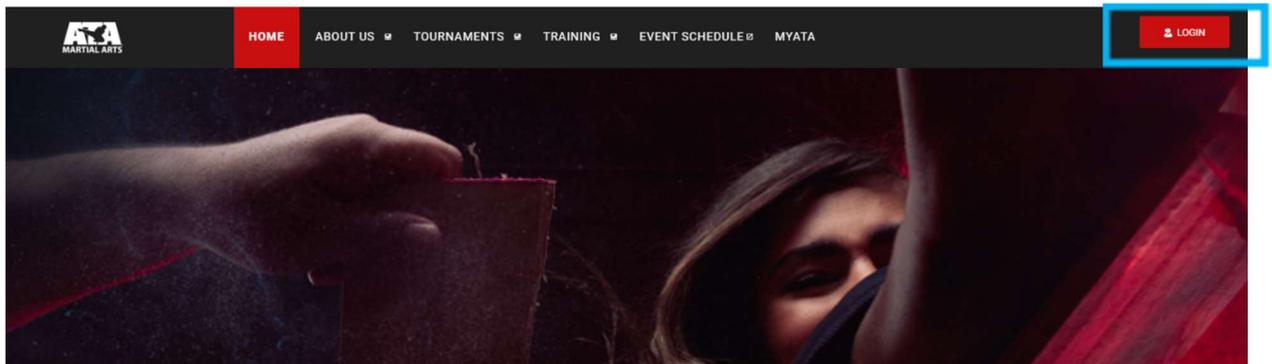
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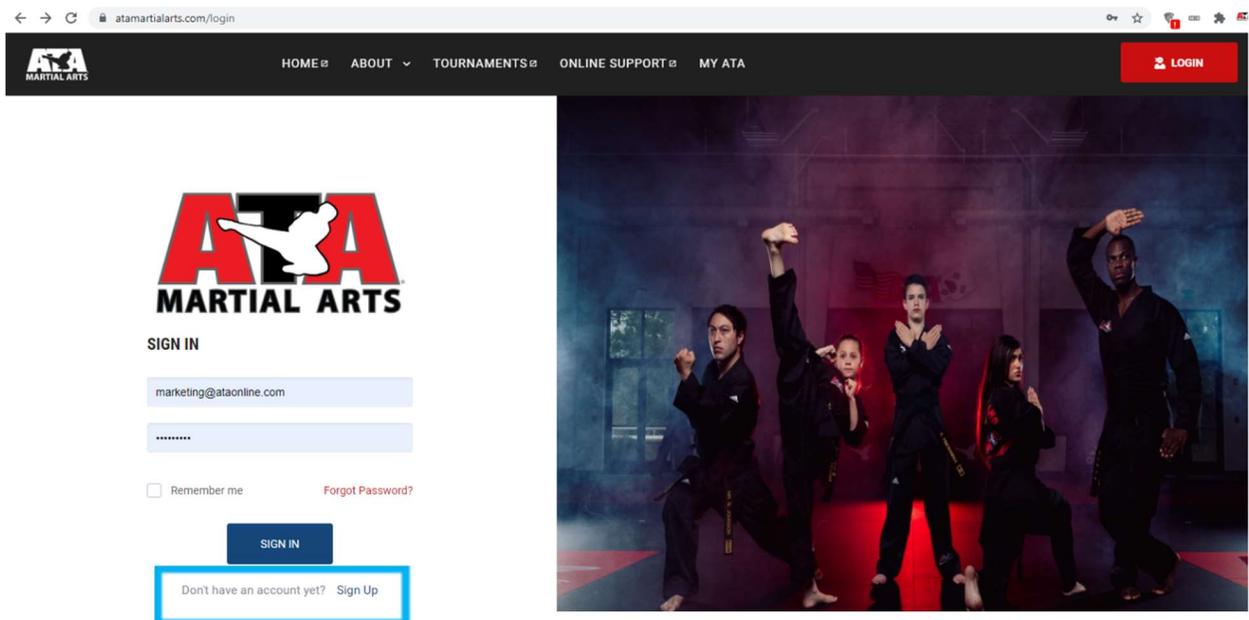
## CREATE AN ACCOUNT

To access role-specific content, users must register an ATAMartialsArts.com account. Manually completing a profile by entering the member’s name and address information creates the guest account. This account level has very limited access to protected ATA content. Once a user connects their ATA number, access is given to account-specific content according to the account profile.

1. Navigate to the <https://atamartialarts.com> and click “Login” button at the top right, the sign in screen will display.

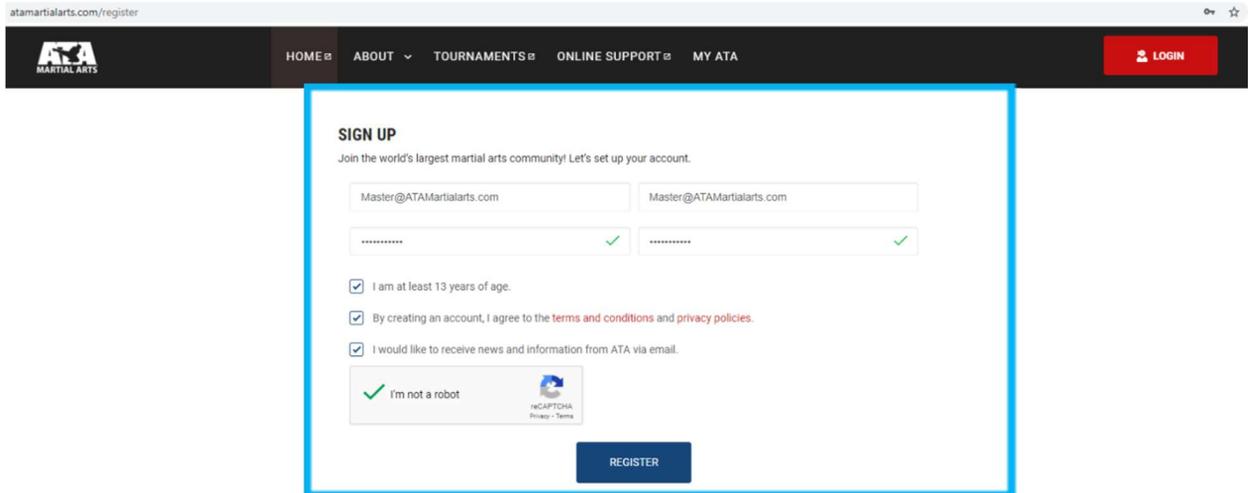


2. Click the “Sign Up” link under “Sign In.”

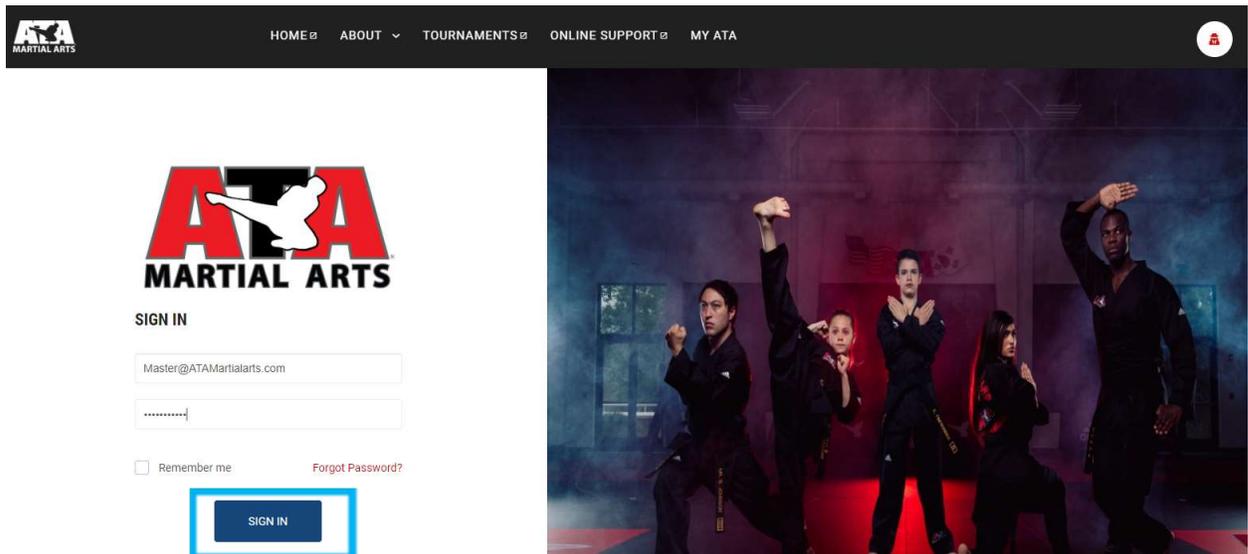


3. Complete the “Sign Up” fields listed below.
  - a. Enter member email.
  - b. Confirm email.
  - c. Create password.

- d. Confirm password.
- e. Check all the boxes that apply.
  - i. I am at least 13 years of age.
  - ii. By creating an account, I agree to the terms and conditions and privacy policies.
  - iii. I would like to receive news and information from ATA via email.
  - iv. I'm not a robot and complete CAPTCHA.

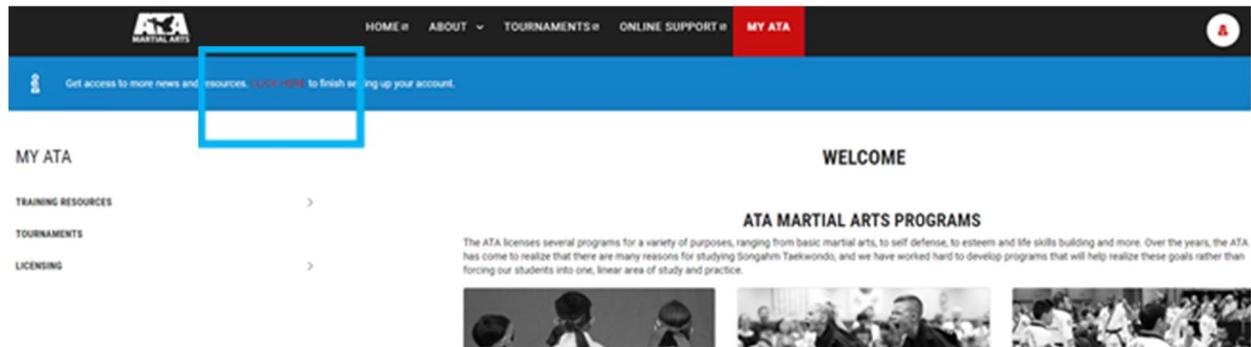


- 4. Click "Register." ATAMartialArts.com will send a "confirm your email address" email.
- 5. Login to the email account and click "confirm your email address". User will be brought to the sign in site with a message stating "Account Verified."
- 6. Login using authorized email address and password.



- 7. Click "Sign In."

8. Click the “CLICK HERE” link within the blue bar under the ATA Martial Arts logo located in the upper left part of your screen.



**NOTE: To access role-specific content, users must complete their profile by associating their ATA number to their account to register as an ATA member.**

Role Definitions:

- Member – Accounts connected to an active, not expired ATA membership number. The Member role provides the ability to view My Profile and see the details of Testing, Seminar, and Tournament history and standings.
- Leader – Members submitted into the Leadership program. The Leader role provides content for Leadership program.
- Legacy - Members submitted into the Legacy program (Legacy member, Level 1, Level 2, and Level 3. The Legacy role provides content for Legacy program.
- Master – Members with a Master, Senior Master, Chief Master, or Grand Master title. The Master role provides early access to High Rank Testing and Midterm scores along with training video content.

Licensee – Members that have an active, not expired License. The Licensee role provides access to the School Dashboard allowing the licensee to manage their members via processing tests and program applications. Licensees can also access business, marketing, and training content to help manage and grow their licensed location(s). Facilitator – Licensees who have become Legacy Facilitator and who are not expired. The Facilitator role provides a licensee with teaching and training materials focusing on the Legacy program. Guest – Guest accounts do not provide any personalized content and are created by “Completing My Profile.” To access role specific content, it is required that “Connect My ATA Number” is completed.

9. To access role specific content, complete the fields listed below to finish connecting the account.
  - a. ATA number – This will cause the first name and last name fields to populate, verify that this is the member’s name.
  - b. Choose one of the following to describe this account:
    - i. This is my account
    - ii. This is my child’s account (NOTE: This would be for a parent or guardian creating their child’s account.)
  - c. Answer verification question.

10. Click “Connect” to link the account with the member’s ATA number.

## CONNECT MY ATA NUMBER

[Or Complete My Profile.](#)

You're almost finish, this will hardly take a minute.

ATA Number

2101-138240

This is my account.

This is my child's account.

First Name

GRIGGS

Last Name

RITCHIE

Verification Question

When was your last testing or midterm transaction date?

mm/yyyy

CONNECT

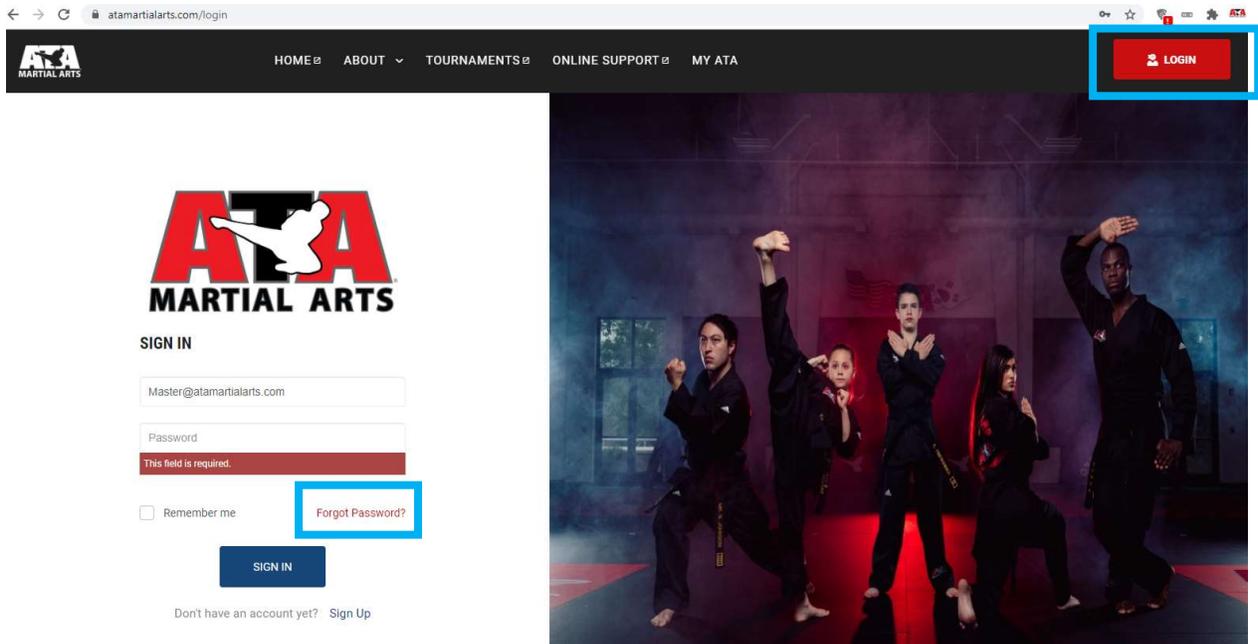
11. When the account is successfully linked with the ATA number, the screen will display a successful message and direct the user to the MyATA page of ATAMartialArts.com!

*If there are any issues creating an account, please contact [Webmaster@ataonline.com](mailto:Webmaster@ataonline.com).*

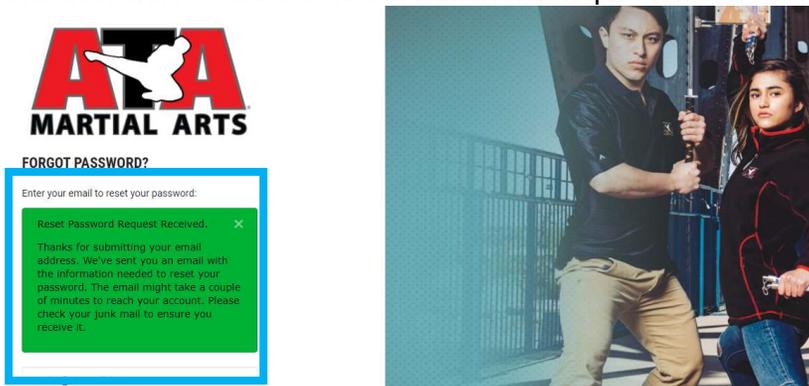
## RESET PASSWORD

If a user cannot remember their password, they can submit a Forgot Password request. This sends a link to the user's email account with a link to create a new password. The user can then log in with the new email/password combination.

1. Click "Login" at the top right. The Sign In screen will display.
2. Click "Forgot Password?" link above the Sign In button.



3. Enter the email address associated to the account.
4. Click "Reset."  
The user will receive the "Reset Password Request Received" message on screen.



5. ATAMartialArts.com will send a Reset Password link to the email account.
6. Click "Reset Password." The user will be taken to the "Reset Your Password" page.
7. Enter new password twice.
8. Click "Update Password."
9. The user will see the "Password successfully changed" message on screen.

10. Enter email address and new password.
  11. Click "Sign In." The user should be logged into account.
- *If the user enters an email address NOT associated to an account, the user will not receive a forgot password email.*
  - *If the user does not know the email address used when creating account OR if the user would like to update the email address prior to performing the Forgot Password function, please contact [WebMaster@ataonline.com](mailto:WebMaster@ataonline.com).*
  - *If the user attempts to log in to ATAMartialArts.com 5 times unsuccessfully, the account will automatically lock. The user will receive a message that states they must contact ATA International with the contact information, please contact [WebMaster@ataonline.com](mailto:WebMaster@ataonline.com).*

## UPDATE LOGIN

Members and Licensees can update their login credentials (email address and password).

**MEMBER INFORMATION** ✎

 <p><b>JAHNG SOO</b> Master 1ST DEGREE BLACK BELT - D Legacy Level 3 ATA#: 2101-138240 Expiration Date: 01/01/2024</p>	<p><b>MASTER SOO'S ATA TAEKWONDO ACADEMY</b> (3997) Licensee: JAHNG SOO Royalty Instructor: Master JAHNG SOO (10282)</p>	<p><b>MASTER@ATAMARTIALARTS.COM</b> 6210 FOUNDERS LANE ORLANDO, FL 72215 US 📞 501-568-2821 👤 Male 📅 07/20/1936</p>
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1. Once logged in, click on the pencil icon in the upper right corner. This will open the Edit Profile page.
2. On the right side, two boxes will display "Account Information" and "Change Password."
3. To change the email address, click "Edit Account."

**ACCOUNT INFORMATION**

Email Address:  
MASTER@ATAMARTIALARTS.COM

[EDIT ACCOUNT](#)

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**CHANGE PASSWORD**

Press the button below to receive a password change email.

[CHANGE PASSWORD](#)

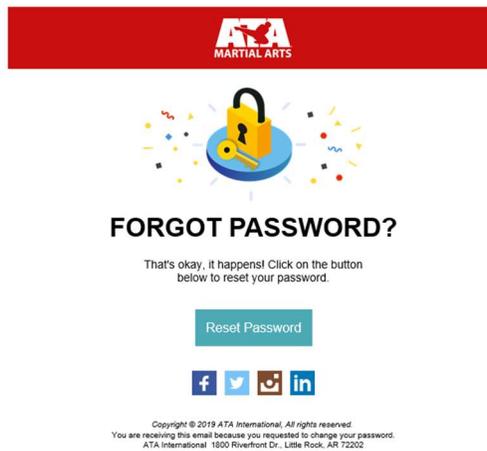
- a. The "Email Address" and "Enter your password" fields will display.
- b. Change the email address.
- c. Enter the current password.
- d. Click "Submit."
  - i. Clicking "Cancel" will NOT make any changes.

### ACCOUNT INFORMATION

Email Address

Enter your password

4. To change the login password, click “Change Password.” This will send an email to the login email with a link to change the password.



- a. Click “Reset Password.” This will direct the user to the Reset Password screen.
- b. Enter the new password twice.
- c. Click “Submit.” This will direct the user to sign back into the account with the new password.

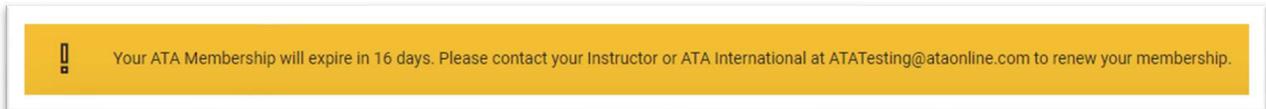
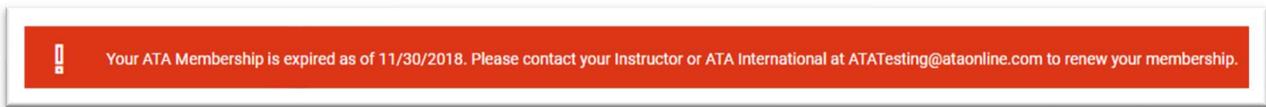
## MY PROFILE

### Notifications

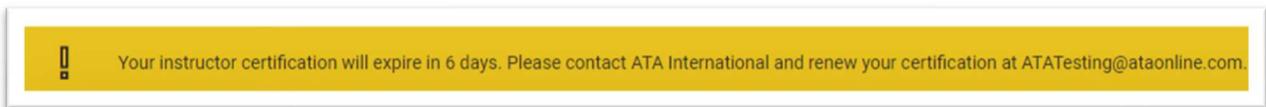
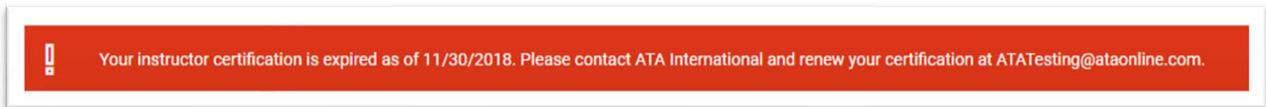
There are two types of notifications that might appear when a member logs into the website.

1. Membership Expiration Notifications:

**NOTE: A member cannot access content associated to them while their membership is expired. They must renew their membership to be able to access their member dashboard and role-specific content.**

2. Level 3 Expiration Notifications:

### My Profile Dashboard

Once an account holder who has an ATA # associated to their account logs in, they can navigate to their profile by clicking “My Profile” on the left side navigation.

If a member has questions about information displayed on their profile, please review the [Manage Issues and Support](#) section of this user guide.

### Member Information Pod

Data in Member Information:

First and Last Name	School Name and License #	Email Address
Title	Licensee’s First and Last Name	Address
Current Rank	Royalty Instructor’s Title, First and Last Name (If member is a Level 3)	Phone #
Program Application Level (If member does not have a Status Code on their profile, this will display “Basic Member”.)		Gender
ATA #		DOB
Membership Expiration Date		

**MEMBER INFORMATION**



**CHEERI CHEETAH**  
CHEERI BELT  
Basic Member  
ATA#: 2101-138248  
Expiration Date: 08/15/2021

**MASTER SOO'S ATA TAEKWONDO ACADEMY**  
(3997)  
Licensee: JAHNG SOO

**CHEERI@ATAMARTIALARTS.COM**  
1969 ROUND ROCK ROAD  
ORLANDO, FL 32208 US  
501-568-2821  
Female  
03/03/2016

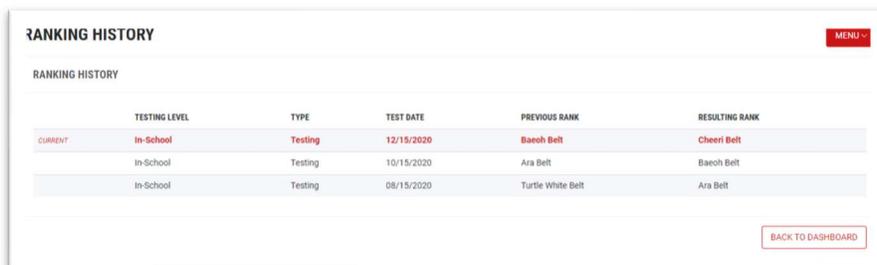
Member can click “Edit” to open the Edit Profile page. Member can change their email and password which will update their login credentials.

### Static Pods

Static pods display the same data sections for all members and display on all members’ dashboards. User may click on any of the static pods to open a page for each type of data.

#### 1. Rank History

- a. Below is a screenshot of the page that displays when the user clicks “Rank History” pod.



	TESTING LEVEL	TYPE	TEST DATE	PREVIOUS RANK	RESULTING RANK
CURRENT	In-School	Testing	12/15/2020	Baeh Belt	Cheeri Belt
	In-School	Testing	10/15/2020	Ara Belt	Baeh Belt
	In-School	Testing	08/15/2020	Turtle White Belt	Ara Belt

- b. If the member has no Ranking History, their page will display as below:



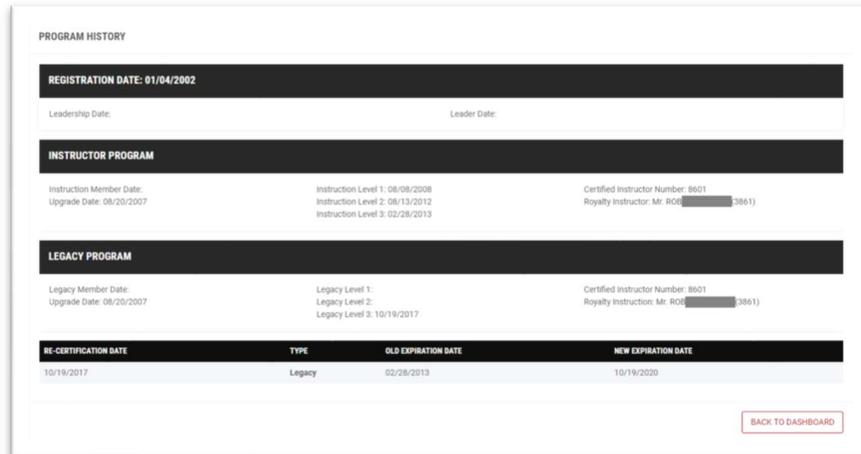
TESTING LEVEL	TYPE	TEST DATE	PREVIOUS RANK	RESULTING RANK
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#### Rank History Data Notes:

- Rank History circa 2001-2002 and prior did not collect previous rank data, therefore, this column may display as blank for data entered during this time.
- Rank History data migrated from the former database did not have a Testing Level and therefore all display the Testing Level as “World.” Rank History data after 2018 will display the appropriate Testing Level.

#### 2. Program History:

- a. Below is a screenshot of the page that displays when the user clicks “Program History” pod.

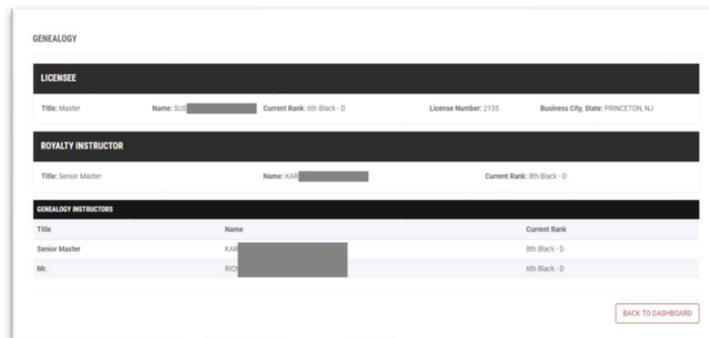


- b. If the member has no Program History, the page will have nothing to list and will display as below:



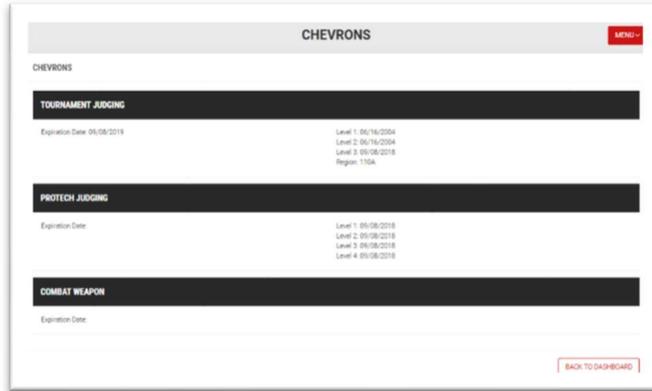
**3. Genealogy:**

- a. Below is a screenshot of the page that displays when the user clicks the "Genealogy" pod.



- b. **Chevrons:**

- i. Below is a screenshot of the page that displays when the user clicks "Chevrons" pod.



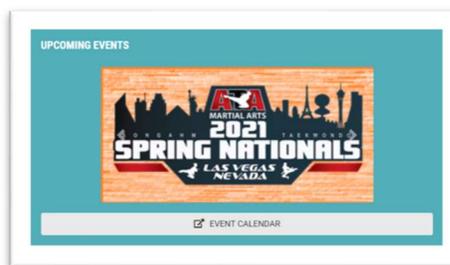
- a. If there is no Chevron data, the page will have nothing to list and will display as below:



## Dynamic Pods

Dynamic pods change the details shown based on the member’s profile data.

### 1. Upcoming Events

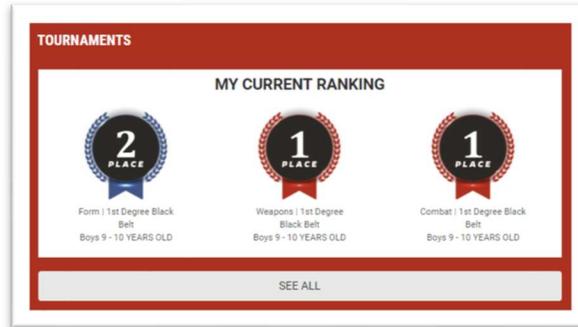


This pod displays the current Upcoming Events. Click the button to visit the full Event Calendar.

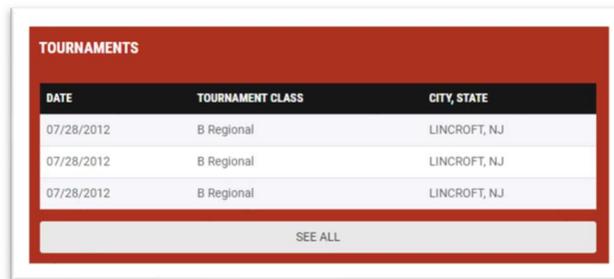
### 2. Tournament Results/Standings

- a. This pod displays World Standings results if member is 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> on the most recently calculated World Standings report.

**NOTE: If a member has more than 3 World Rankings, their Tournament pod will display the 3 of them randomly in the Tournaments pod.**



- b. If member is not 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> on the most recently calculated World Standings report, the pod will display the three most recent tournament records from the member’s tournament history. If the member has never participated in a tournament, this pod will not display/exist.



- c. When user clicks the “See All” link at the bottom of the pod, the Tournaments page displays. There are two tables on the Tournaments page:
  - i. Tournament Standings displays both World and State ranking along with the Division details.

**TOURNAMENT STANDINGS** Tournament Year: 2019

Result Updated: (World) (State)  
No tournament standings

YEAR	PLACE	POINT	AREA	DIVISION DESCRIPTION	DIVISION	DESCRIPTION
2019	1st	31	WORLD	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	1st	38	WORLD	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	1st	31	NEVADA	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	1st	38	NEVADA	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	1st	32	NEVADA	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	2nd	32	WORLD	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	2nd	13	NEVADA	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt
2019	10th	13	WORLD	Boys 9 - 10 YEARS OLD	B01B	1st Degree Black Belt

- ii. Tournament Results is broken down by Tournament Year selected in the drop-down field in the upper right of the table. User selects a tournament year, and the results update to display the member’s tournament results from the selected year.

**TOURNAMENT RESULTS** Tournament Year: 2019

DATE	TOUR #	TOURNAMENT CLASS	CITY, STATE	HOST	REGION	DIVISION DESCRIPTION	EVENT	PLACE	POINT
09/22/2018	19028	A Regional	PHOENIX, AZ	Mr. ANTI	8018	BOYS 1ST DEG - 09 to 10	Weapons	1st	8
09/22/2018	19028	A Regional	PHOENIX, AZ	Mr. ANTI	8018	BOYS 1ST DEG - 09 to 10	Sparring	1st	8
09/22/2018	19028	A Regional	PHOENIX, AZ	Mr. ANTI	8018	BOYS 1ST DEG - 09 to 10	Combat	1st	8
09/22/2018	19028	A Regional	PHOENIX, AZ	Mr. ANTI	8018	BOYS 1ST DEG - 09 to 10	Form	3rd	2
09/15/2018	19025	B Regional	VENTURA, CA	Mr. ROM	8018	BOYS 1ST DEG - 09 to 10	Form	1st	5
09/15/2018	19025	B Regional	VENTURA, CA	Mr. ROM	8018	BOYS 1ST DEG - 09 to 10	Weapons	1st	5
09/15/2018	19025	B Regional	VENTURA, CA	Mr. ROM	8018	BOYS 1ST DEG - 09 to 10	Sparring	1st	5
09/15/2018	19025	B Regional	VENTURA, CA	Mr. ROM	8018	BOYS 1ST DEG - 09 to 10	Combat	1st	5
08/18/2018	19014	B Regional	HENDERSON, NV	Master P	8018	BOYS 1ST DEG - 09 to 10	Form	1st	5
08/18/2018	19014	B Regional	HENDERSON, NV	Master P	8018	BOYS 1ST DEG - 09 to 10	Weapons	1st	5

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### 3. Seminars

**SEMINARS**

DATE	DESCRIPTION	POINTS
10/23/2015	TESTING JUDGE / INTERNATIONHQ	10
07/10/2015	TESTING JUDGE / INTERNATIONHQ	10
07/09/2015	WORLD CONFERENCE	20

[SEE ALL](#)

The Seminars pod displays the member’s Seminar attendance history. If there is no history, this pod will not display/exist.

- i. When user clicks the “See All” link at the bottom of the pod, the Seminars page displays. There are two tables on the Seminars page:
  1. The first table displays details of the attended seminars.

**SEMINARS**

DATE	TYPE	TOPIC	POINTS	DESCRIPTION	LOCATION	HOST
09/08/2018	JUDGE TRAINING	LEADERSHIP - REG T. JUDGE CLINIC	5	R110A - Forest Hills, MD	FOREST HILL, MD	Mr. JON
09/08/2018	JUDGE TRAINING	JUDGING CLINIC/TOURNAMENTS	5	R110A - Forest Hills, MD	FOREST HILL, MD	Mr. JON
07/12/2018	TKD PHYSICAL	Forms Clinic/ Instruction	5	2018 World Expo - Women's Free Sparring		
07/12/2018	WORLD CONFERENCE	LICENSEE VIP RECEPTION	10	2018 World Expo - Licensee Reception		
07/12/2018	TKD PHYSICAL	Forms Clinic/ Instruction	5	2018 World Expo - The Master Council - ATA Unity Workout		
04/22/2018	JUDGE TRAINING	LEADERSHIP - REG T. JUDGE CLINIC	10	R110A MARLBORO, NJ 4/22	MARLBORO, NJ	Senior M
04/21/2018	JUDGE TRAINING	LEADERSHIP - REG T. JUDGE CLINIC	10	R110A WEST CHESTER, PA	WEST CHESTER, PA	Senior M
03/24/2018	JUDGE TRAINING	LEADERSHIP - REG T. JUDGE CLINIC	10	REGION 110A - WINTER JUDGING CLINIC 03/24/18	MONMOUTH JUNCTION, NJ	Senior M #1106
03/24/2018	JUDGE TRAINING	JUDGING CLINIC/TOURNAMENTS	5	REGION 110A - WINTER JUDGING CLINIC 03/24/18	MONMOUTH JUNCTION, NJ	Senior M #1106
01/04/2018	JUDGE TRAINING	TOURNAMENT JUDGE TRAINING	20	2018 RTTL Meeting		

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2. The second table displays a tally of the seminar types the member has attended.

SEMINAR COUNTS

SEMINAR TYPE	COUNT
NONE	44
BUSINESS	16
INSTRUCTION	51
JUDGE TRAINING	7
NATIONAL CAMP	2
PROTECH	71
TKD PHYSICAL	2
WORLD CONFERENCE	2

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#### 4. Tournament Judging

TOURNAMENT JUDGE

DATE	CITY, ST	# RINGS
10/03/2015	BENTONVILLE, AR	4
03/24/2012	LAS VEGAS, NV	2
11/12/2011	DEL MAR, CA	4

[SEE ALL](#)

The Tournament Judging pod displays the member’s Tournament Judging history. If there is no history, this pod will not display.

- i. When user clicks the “See All” link at the bottom of the pod, the Judging page displays.

**NOTE: The Tournament and Testing Judging data display on the same page. Testing Judging at the top, Tournament Judging at the bottom.**

TOURNAMENT JUDGING

TOURNAMENT DATE	TOURNAMENT NUMBER	TOURNAMENT CLASS	TOURNAMENT LEVEL	HOST LICENSE NUMBER	HOST	CITY, STATE	# OF RINGS JUDGED
07/14/2018	19000	AAA	AAA World Championships	0305	Grand M	LITTLE ROCK, AR	5
07/12/2018	19001	AA	AA National	0305	Grand M	LITTLE ROCK, AR	5
02/24/2018	18078	C	C In-School	3321	Ms. LAL	MANHEIM, PA	1
02/19/2017	17071	A	A Regional	0900		LAS VEGAS, NV	5
10/21/2016	17037	A	A Regional	0900		ORLANDO, FL	1
09/09/2016	17020	C	C In-School	0983	Chief M	NASHUA, NH	3
06/04/2016	16202	A	A Regional	0305	Grand M	DISTRICT JUDGES, AR	3
07/09/2015	16999	AAA	AAA World Championships	0350		LITTLE ROCK, AR	14
06/06/2015	15116	A	A Regional	0305	Grand M	NORTHEAST DISTRICT	4
03/28/2015	15081	C	C In-School	0182	Chief M	MURRYSVILLE, PA	1

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#### 5. Testing Judging

TESTING JUDGE		
DATE	TEST LEVEL	LOCATION
08/18/2017	In-School	
03/04/2017	In-School	
09/01/2016	In-School	
<a href="#">SEE ALL</a>		

The Testing Judging pod displays the member’s Testing Judging history. If there is no history, this pod will not display/exist.

- i. When user clicks the “See All” link at the bottom of the pod, the Judging page displays.

TEST JUDGING						
TEST DATE	TEST NUMBER	TEST LEVEL	LICENSE NUMBER	LICENSEE		CITY, STATE
09/17/2018	192676	In-School	2135	Master S		PRINCETON, NJ
08/31/2018	191889	In-School	2135	Master S		PRINCETON, NJ
08/27/2018	192976	In-School	3240	Mr. MAR		WEST WINDSOR, NJ
08/22/2018	191667	In-School	2135	Master S		PRINCETON, NJ
08/14/2018	191186	In-School	2135	Master S		PRINCETON, NJ
08/04/2018	190740	In-School	2135	Master S		PRINCETON, NJ
07/15/2018	191828	In-School	3240	Mr. MAR		WEST WINDSOR, NJ
06/29/2018	189194	In-School	2135	Master S		PRINCETON, NJ
06/28/2018	191615	In-School	3240	Mr. MAR		WEST WINDSOR, NJ
06/19/2018	188811	In-School	2135	Master S		PRINCETON, NJ

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## NAVIGATE TOURNAMENT STANDINGS

The Tournament standings for State and World Championships are available on ATAMartialArts.com.

Standings pages are separated by World and State standings, by age/gender groups, then by the individual competition events in the following order:

- Forms
- Weapons
- Combat Weapons
- Sparring
- Creative Forms
- Creative Weapons
- X-Treme Forms
- X-Treme Weapons



### CURRENT STANDINGS

The Tournament Department works hard to keep the listings up to date as soon as possible. Sometimes there is a very large volume of emails and phone calls. We ask for your patience while point inquiries are researched and corrected. **CHECK BACK OFTEN TO SEE YOUR CURRENT STANDING**

Question regarding the standings? Email: [Tournaments@ataonline.com](mailto:Tournaments@ataonline.com)  
(Always consult your Instructor before emailing the Tournament Department)



WORLD STANDINGS

[VIEW](#)



STATE STANDINGS

[VIEW](#)



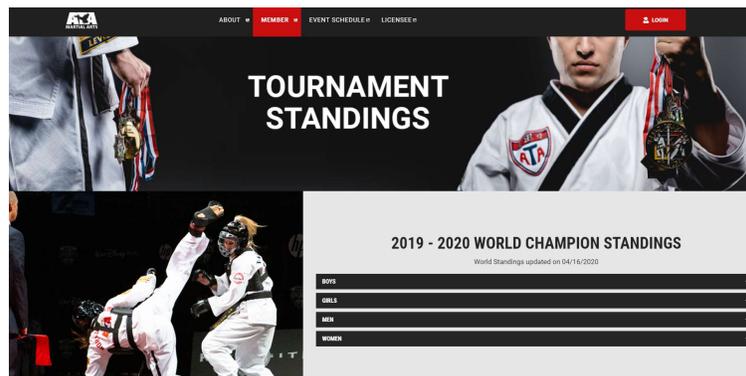
TEAM SPARRING

[VIEW](#)



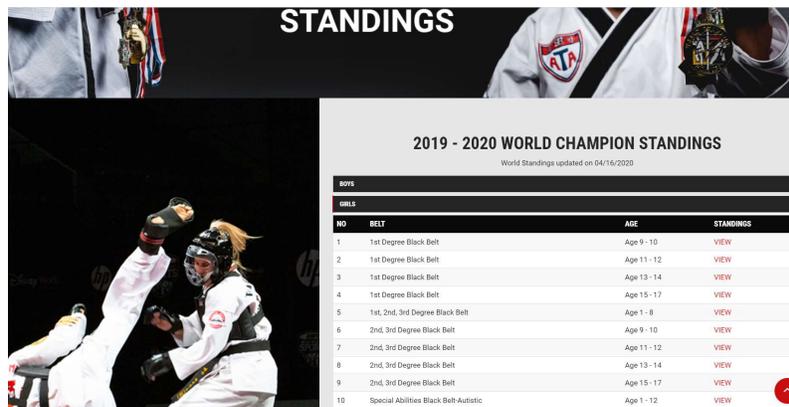
## REVIEW WORLD CHAMPION STANDINGS DATA

1. Hover over the “Events” link in the site header.
2. Click “Tournament Standings.”
3. Navigate to the World Standings box and click on “View.”



**Sections of World Champion Standings page**

- Standings details:
    - “2019-2020” will identify the years encompassed for the tournament year.
    - “World Standings updated on [mm/dd/yyyy]” states when the standings were last run for World Champion standings.
  - Gender/Age boxes:
    - Boys = males, 1-17
    - Girls = females, 1-17
    - Men = males, 18=
    - Women = females, 18+
4. Click on any of the boxes to expand the view and see the division options available to review.

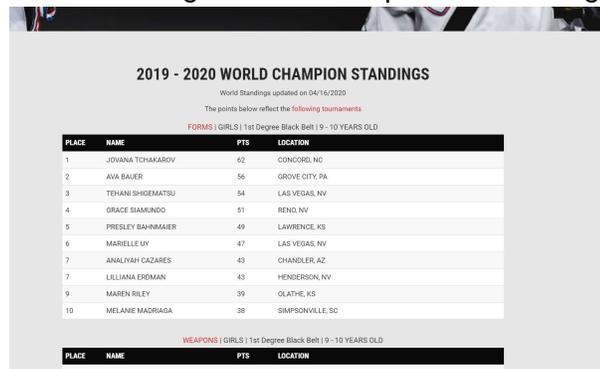


**NOTE: Creative and Xtreme events are now located with their respective Traditional events based on rank + age combos instead of on their own individual pages.**

For example, the girls black belt Creative and Xtreme events for 11-12 year olds will display on BOTH

- **1<sup>st</sup> Degree Black Belt Girls 11-12 year olds’ page**
- **2<sup>nd</sup> to 3<sup>rd</sup> Degree Belt Girls 11-12 year olds’ page**

5. Click “View” for any of the rank + age combos to open the standings page.



**REVIEW STATE CHAMPION STANDINGS DATA**

6. Hover over the “Events” link in the site header.
7. Click “Tournament Standings.”
8. Navigate to the State Standings box and click “view.”



2019 - 2020 STATE CHAMPION STANDINGS  
State Standings updated on 04/16/2020



**QUESTIONS OR COMMENTS ABOUT OUR TOURNAMENT STANDINGS?**

It is the responsibility of the competitor and/or the competitor's instructor to check his/her points on a regular basis. Any point corrections or inquiries must be made in writing to [tournaments@ataonline.com](mailto:tournaments@ataonline.com) within 30 days of the tournament being posted to ATAMartialArts.com. After 30 days of a tournament being posted, no additional correction requests can be made. For tournaments held in April, the competitor will have until May 5th to contact in writing the tournament department to request point corrections. **This rule applies for any errors including but not limited to wrong age, rank, & gender errors.**

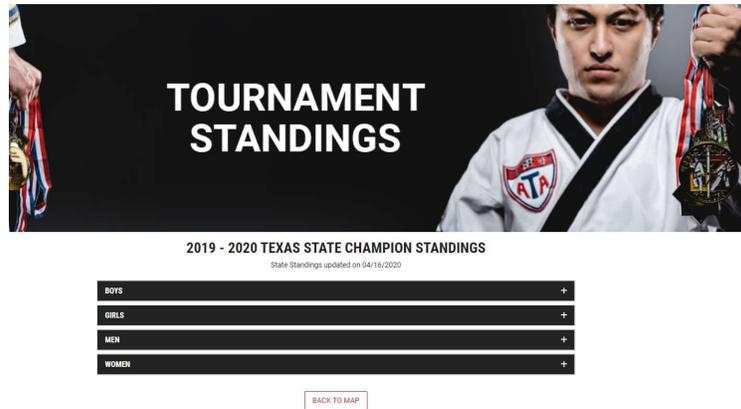
**HELPFUL TIPS:**

1. Check your points above.
2. Match these points against the current World/State Standings.
3. If there is a discrepancy, or if you feel that you are missing any points, please email the ATA Tournament Department immediately at [tournaments@ataonline.com](mailto:tournaments@ataonline.com) (please note the deadlines given above for point corrections).

**Sections of State Champion Standings page**

9. Click on a state or province on the map
10. Click on a gender/age:
  - a. Boys = males, 1-17
  - b. Girls = females, 1-17
  - c. Men = males, 18+

- d. Women = females, 18+
11. Click on any of the boxes to expand the view and see the division options available to review.



**NOTE: Creative and Xtreme events are now located with their respective Traditional events based on rank + age combos instead of on their own individual pages.**

**For example, the girls black belt Creative and Xtreme events for 11-12 year olds will display on BOTH**

- **1<sup>st</sup> Degree Black Belt Girls 11-12 year olds' page**
- **2<sup>nd</sup> to 3<sup>rd</sup> Degree Belt Girls 11-12 year olds' page**

12. Click "View" for any of the rank + age combos to open the standings page.

## ISSUES AND SUPPORT

If users encounter any issue while navigating the website or issue with functionality herein, please contact [Webmaster@ataonline.com](mailto:Webmaster@ataonline.com) with details about the incident.

If users encounter issues with data on their member profile, please contact your instructor.