



# Introduction to DKJ Sensei

For Administrators (Senseis)

© Marco Pasin, August 2024

# Introduction

**DKJ Sensei** is a mobile application specifically designed for judo clubs to help track judoka progress, fees and shiai results.

## Key Features

- Includes detailed images, descriptions and videos of every judo technique. Images, descriptions and videos are as described by the Kodokan.
- Available for both iOS (Apple) and Android devices
- Responsive design - meaning it works on various device sizes in both portrait and landscape modes
- Works in online or offline mode
- Simple and consistent user interface, including help pages for every page
- Simplified login for regular judoka
- All password data and personal information is encrypted to minimize security risks
- Available as an 'App' and as a website. Certain features, as indicated in this document, are only supported in the web version. Click [here](#) to access the web version of DKJ Sensei. Use the same login credentials you use for the App.

DKJ Sensei is designed for two different types of users:

- Club Administrators: any designated club administrators and/or club senseis.
- Regular Judoka (non-administrators): all judoka in the club, including administrators and senseis.

This document describes the use of DKJ Sensei for Club Administrators. A separate document 'Introduction to DKJ Sensei - for Judokas' is available for Regular Judoka.

# Features and Benefits

## Key Features

- Sign-off a judoka's techniques (tachi-waza, ne-waza, ukemi and kata)
- Sign-off belt promotions
- Administer judoka fees
- Administer judoka
- Administer shiai results
- Publish notices (news)
- Maintain club name, logo, head sensei, club syllabus, mailing list and eTransfer credentials

## Benefits

- Minimize questions from judoka and judoka parents as to their belt status, promotion status and fees owed
- Improve judoka understanding of all techniques with the included images, descriptions and videos
- Simplify communications with news and mailing list features
- Improve judoka performance by using the shiai results features for advanced analysis

Details are described in the remainder of this document.

# Login Page

When launching DKJ Sensei for the first time, all users see the Login Page. Once you have logged in once you will not need to login again (as long as you don't explicitly logout).

Login instructions:

- Enter your first name, last name and birthdate into the appropriate boxes
- Pick your club from the Club drop-down. If your club is not listed, your club has not registered with the DKJ Sensei team. In that case please complete the form on the DKJ Sensei [Contact](#) page.
- For Club Code, enter the code provided to you by the DKJ Sensei team. **Note** - once you have set your password (next page) use that password in the Club Code field. This password will be unique to you and encrypted in the DKJ Sensei database.
- Click the Login button to Login. This will open the Password page.

First Name  
Joe

Last Name  
Duka

Birth Date  
1978-12-01

Club

Club Code  
\*\*\*\*\*

Login







Functions:

- Login: Login to DKJ Sensei

# Password



  **Set Password**  

Old Password (blank if first time)

---

New Password

---

New Password (repeat)

---

Club Administrators are presented with this page when they first login.

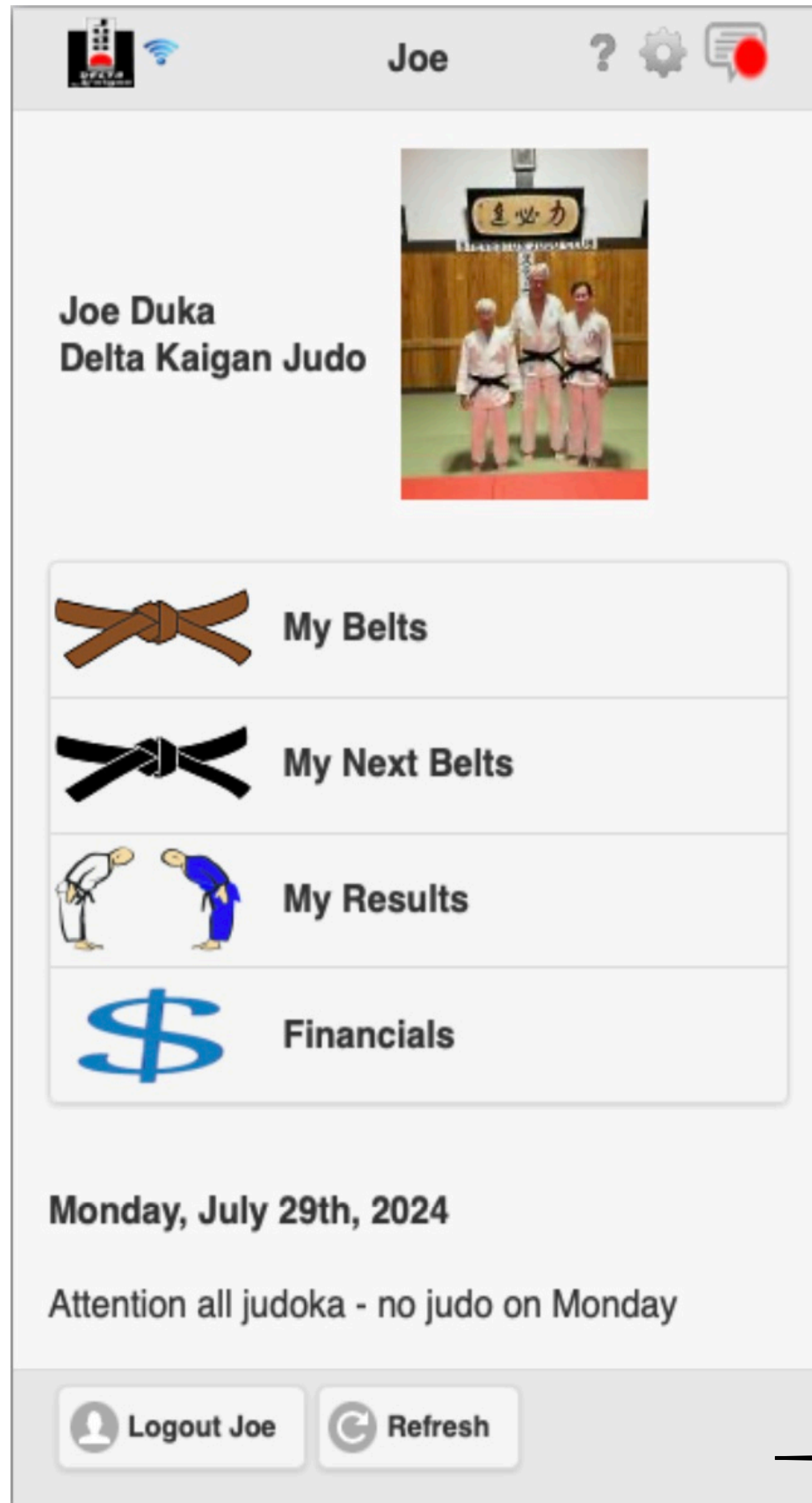
To set your password for the first time leave the Old Password field empty and complete the New Password and New Password (repeat) fields. Then click 'Save'.

**Functions:**

- **Cancel:** Discard changes
- **Save:** Save changes



# Judoka Profile (Home) Page



When first logging into DKJ Sensei, all judoka see their Profile Page.

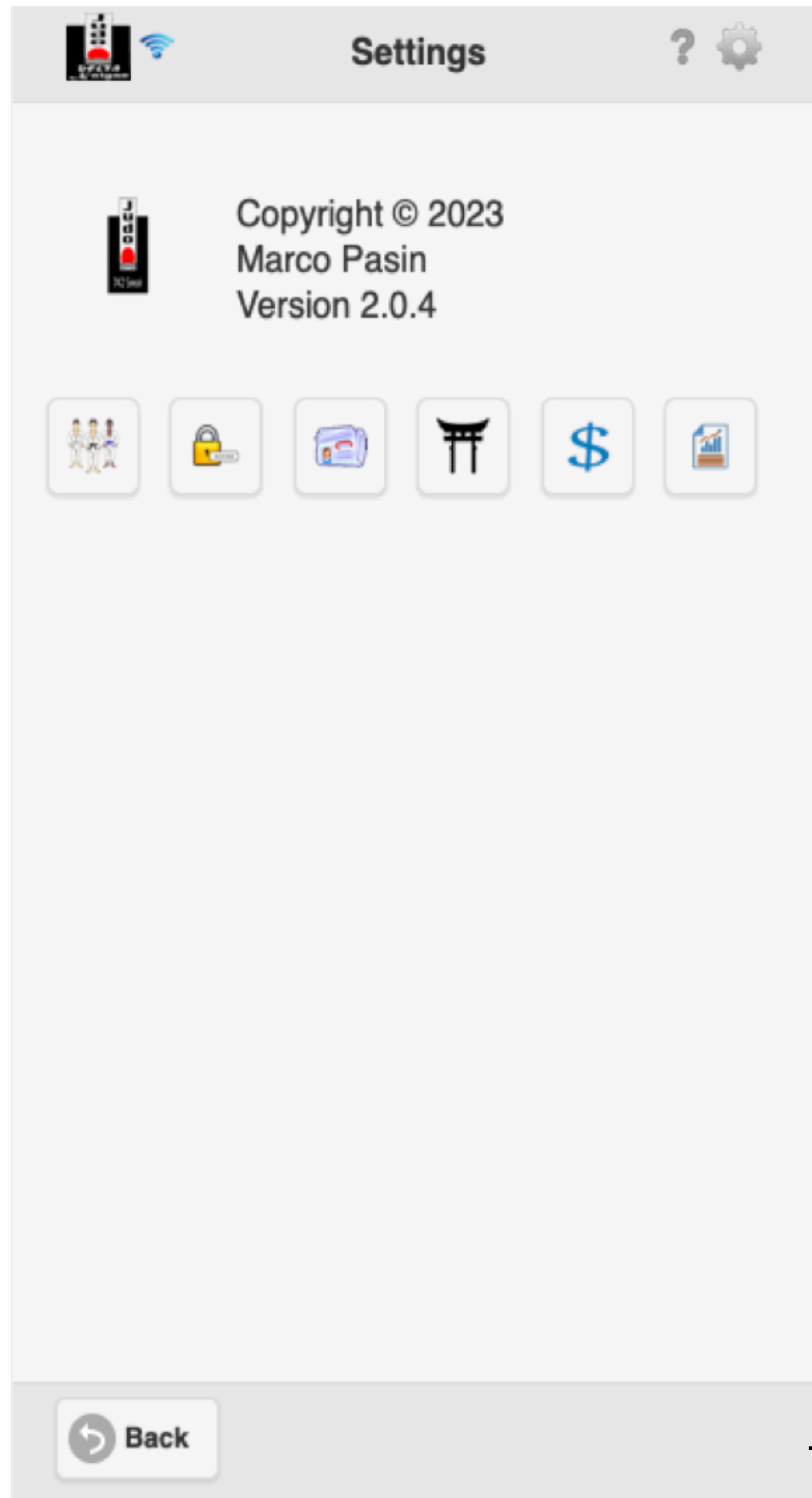
- The My Belts, My Next Belts, My Results and Financials buttons are described in the 'Introduction to DKJ Sensei - for Judokas' document.
- Bottom section is a scrolling news reel showing news relevant to the club.
- Every page in DKJ Sensei follows the same theme:
  - The title bar shows the club logo (setup in Club Administration Page)
    - Connected status (connected or not connected to internet)
    - Judoka name or Page Name
    - Help button. Clicking this button pops up a window describing current page.
    - Either a button to launch Administration Pages or icon indicating current page.
    - An optional red dot indicating sensei has left a note for judoka. Clicking on dot will display note and remove the red dot.
  - The footer bar show action buttons, depending on the page

The remainder of this document describes all the functions of the DKJ Sensei app when logged in as an Administrator.

## Functions:

- Click on category to show next set of pages
- Click on cog (⚙️) to open Settings page
- Logout: Logout of DKJ Sensei
- Refresh: Refresh page


# Setting Page (Administrator Version)



For Club Administrators (Senseis) clicking on cog on Profile Page (upper right-hand corner) opens Settings page.

All other judoka only see copyright and version details.

The remaining pages in this document describe the DKJ Sensei Administration pages in the following order. This is the recommended order to use when setting up a club for the first time.





- 1  Password
- 2  Club
- 3  Financials
- 4  Judokas
- 5  News
- 6  Reports

Functions:

- Back: Return to previous page

# Password



  **Set Password**  

Old Password (blank if first time)

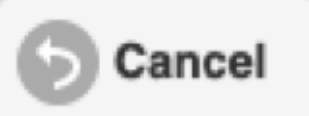

---

New Password

---

New Password (repeat)

---

This page is used by administrators to change their own password. Passwords are encrypted in the DKJ database.

Regular judoka (non-administrators) login using the Club Code set on the Club Page + their name and birthdate.

## Functions:

- **Cancel:** Discard changes
- **Save:** Save changes





# Club

The Club Page is used to configure the following:

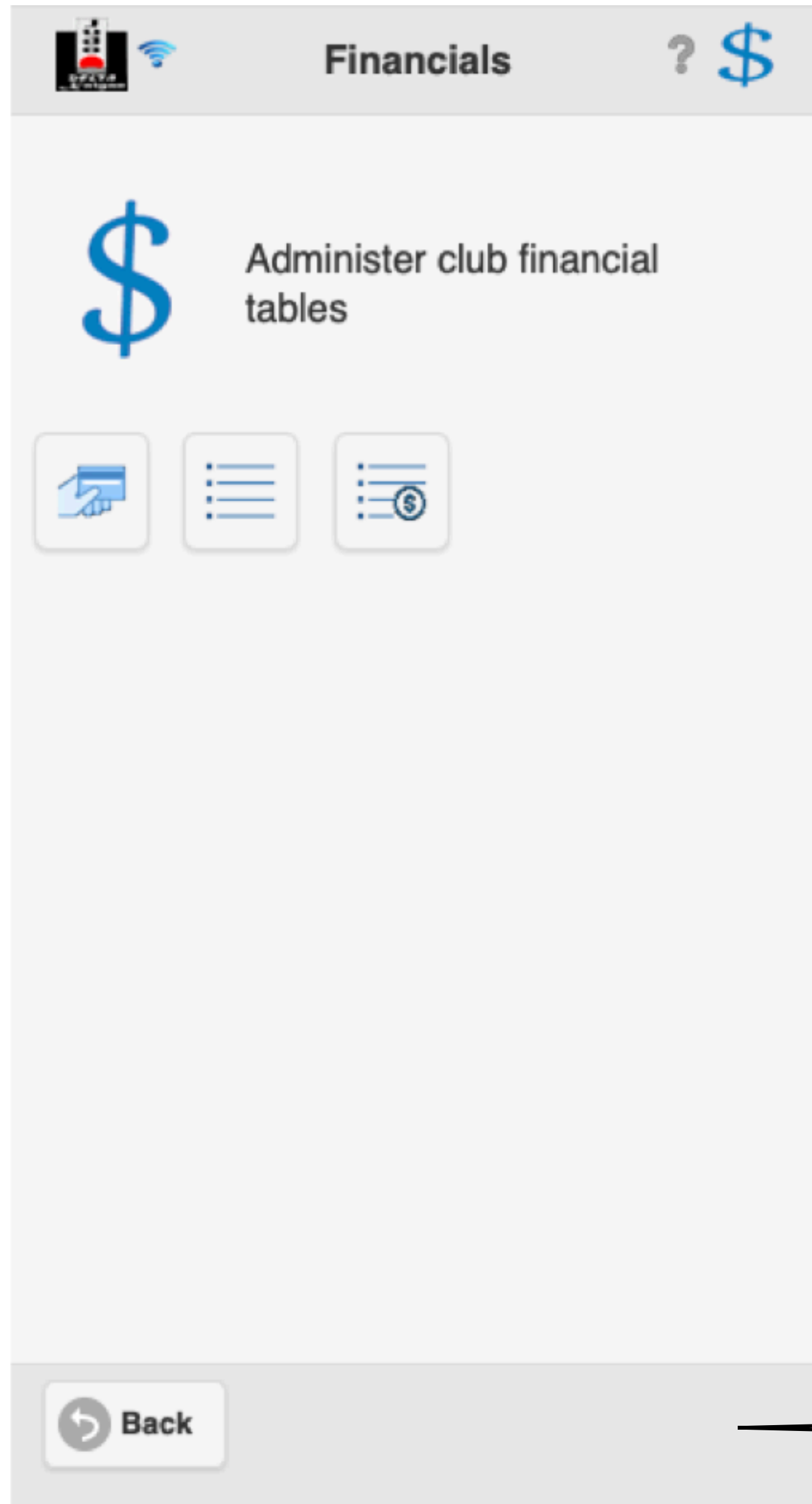
- Club Name
- Club Logo
- Club Code (used by regular judoka to login)
- Whether or not to use DKJ Sensei to track judoka financials
- Whether or not to use DKJ Sensei to track judoka shiai results
- Judo syllabus used by this club (from drop-down). Available syllabus are as follows (click on link to show syllabus):
  - [Delta Kaigan](#)
  - [Judo Canada](#)
  - [Kodokan](#)
- More syllabus can be added as required
- Head Sensei. This person will receive emails every time a belt promotion occurs.
- Mailing List Email Address and associated credentials
- eTransfer Email Address and associated credentials

The screenshot shows a web interface for configuring a club. At the top, there's a header with a logo, a Wi-Fi icon, the title "Club Details", a question mark, and a torii icon. Below the header, there are two main sections: "Club Name" and "Club Logo". The "Club Name" field contains "Delta Kaigan Judo". The "Club Logo" field shows a small image of the club's logo. Below these is a "Club Details" section with several fields: "Club Code" (BF-1), "Maintain Financials?" (checked), "Maintain Results?" (checked), "Syllabus" (Delta Kaigan), and "Head Sensei" (Senin Say). The next section is "Mailing List Details" with "Mailing List Email Address" (members@deltajudo.com), "CPanel Domain" (deltajudo.com), "CPanel Port" (2082), "CPanel UserID" (masked with asterisks), and "CPanel Password" (masked with asterisks). The final section is "eTransfer Details" with "Mailbox Name" (mail.deltajudo.com), "Mailbox Port" (993), "eTransfer Email" (etransfer@deltajudo), and "eTransfer Password" (masked with asterisks). At the bottom, there are five buttons: "Back", "Refresh", "Ref Mail List", "eTransfer", and "Edit".

## Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Ref Mail List: Refresh mailing list (if Mailing List section has been completed)
- eTransfer: Process eTransfers (if eTransfer section has been completed)
- Edit: Edit club details

# Financials



Main Financial Administration Page. From this page the following is configured:

- Payment Types
- Items (Fee) Type for club
- Item Costs

Functions:

- Back: Return to previous page

# Payment Types



Description	Active?	Used Count
Cash	<input checked="" type="checkbox"/>	14
Cheque	<input checked="" type="checkbox"/>	8
eTransfer	<input checked="" type="checkbox"/>	6

Navigation: Back, Refresh, Add

## List of Payment Types accepted by club

- Used Count column indicates the number of times this Payment Type has been used for this club.
- If Used Count is non-zero Payment Type cannot be deleted, but it can be set as Inactive so it can no longer be used.

### Functions:

- Click on Payment Type line to edit/delete
- Back: Return to previous page
- Refresh: Refresh page
- Add: Add new payment type

# Items



Items						
Description	Term	Start Month	End Month	Display Order	Active?	Used Count
Club Annual	Annual	September	August	1	<input checked="" type="checkbox"/>	11
JudoBC+Can	Annual	September	August	2	<input checked="" type="checkbox"/>	11
Oct-Dec	Monthly	October	December	3	<input checked="" type="checkbox"/>	11
Jan-Mar	Monthly	January	March	4	<input checked="" type="checkbox"/>	8
Apr-Jun	Monthly	April	June	5	<input checked="" type="checkbox"/>	8
JudoGi w/Welcome Package	One-Off			6	<input checked="" type="checkbox"/>	1
JudoGi	One-Off			7	<input checked="" type="checkbox"/>	2
Adjustment	Special			10	<input checked="" type="checkbox"/>	1

Back Refresh Add

List of all possible Fee Items chargeable by club

- Fee Items can be Annual, Monthly, One-Off or Special
- Used Count column indicates the number of times this Item has been used for this club.
- If Used Count is non-zero Item cannot be deleted, but it can be set as Inactive so it can no longer be used.

#### Functions:

- Click on Item line to edit/delete
- Back: Return to previous page
- Refresh: Refresh page
- Add: Add new Item



# Annual Costs



Annual Item Costs							
Judo Year: 2023-2024							
Item	Term	Start Month	End Month	Youth?	Amount	Active?	Used Count
Club Annual	Annual	September	August	<input checked="" type="checkbox"/>	\$30.00	<input checked="" type="checkbox"/>	1
Club Annual	Annual	September	August	<input type="checkbox"/>	\$30.00	<input checked="" type="checkbox"/>	1
JudoBC+Can	Annual	September	August	<input type="checkbox"/>	\$85.00	<input checked="" type="checkbox"/>	2
JudoBC+Can	Annual	September	August	<input checked="" type="checkbox"/>	\$85.00	<input checked="" type="checkbox"/>	2
Oct-Dec	Monthly	October	December	<input checked="" type="checkbox"/>	\$35.00	<input checked="" type="checkbox"/>	0
Oct-Dec	Monthly	October	December	<input type="checkbox"/>	\$40.00	<input checked="" type="checkbox"/>	3

Back Refresh Add Copy

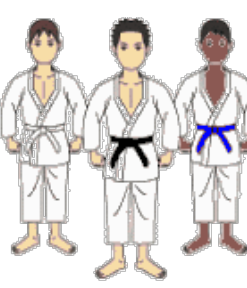
List of all costs for Fee Items charged by club for selected judo year

- Used Count column indicates the number of times this Item has been used for this club.
- If Used Count is non-zero Item cannot be deleted, but it can be set as Inactive so it can no longer be used.

Functions:

- Click on Item Cost line to edit/delete
- Back: Return to previous page
- Refresh: Refresh page
- Add: Add new Item Cost
- Copy: Copy fees from previous year

# Judokas



Judoka List		
Burt	Lupton	
Cat	Unduino	
Clover	Delmaccio	
Edwin	Capstan	
Gupinder	Banderwich	
Jaxson	Walderstoven	
Jaxston	Walderstoven	
Joe	Duka	
Johan	Duke	

Back Refresh Export

Import Add

List of all active judoka in club. Inactive judoka display at the end of list in grey.

- Clicking on column header sorts by that column

## Functions:

- Click on judoka to edit/delete
- Back: Return to previous page
- Refresh: Refresh page
- Export: export to Excel (web only)
- Import: import from Excel (web only)
- Add: add new judoka



# Judoka Detail

Details of judoka 'Joe Duka'.

From this window, administrators can:

- Edit judoka details (name, address, etc)
- Take photo of judoka (if required)
- Record internal note about judoka - only seen by Administrator
- Record note for judoka - will be viewable by judoka on their Profile page behind a red dot
- Set judoka as Active/Inactive
- Define whether or not judoka is an Administrator
- Define whether or not judoka would like to be promoted with half-belts (youth only, white-yellow, yellow-orange etc)
- Maintain judoka belts (signed off, not signed off)
- Maintain judoka techniques (signed off, not signed off, notes)
- Maintain judoka financials
- Maintain judoka shiai results

Joe's Details (Adult) ?

Name  
Joe Duka

Male Female

Address/Phone/Email  
10559 Manfred Pl  
Delta BC V4C 8M9  
(604)789-5654  
m@b.com

Internal Note

Note to Judoka

Joined Club Left Club Birthdate \*  
06Sep2000 26Dec1963

Active?  Admin?  Half?

Belts, Techniques, Shiai Results, Financials

Back Refresh Edit Delete

Functions:

- Click on category to open next set of pages. Category will show a red X if not complete or a green checkmark if completed for the judoka's next belt.
- Back: Return to previous page
- Refresh: Refresh page

# Judoka Belts



Joe's Belts		
	5th Kyu	04Mar2001
	4th Kyu	17Mar2003
	3rd Kyu	01Jun2004
	2nd Kyu	01Jan2010
	1st Kyu	25Feb2023
	Shodan	
	Nidan	
	Sandan	
	Yondan	
	Godan	
	Rokudan	
	Shichidan	
	Hachidan	
	Kudan	
	Judan	

Back Refresh Edit

## List of Joe's belts

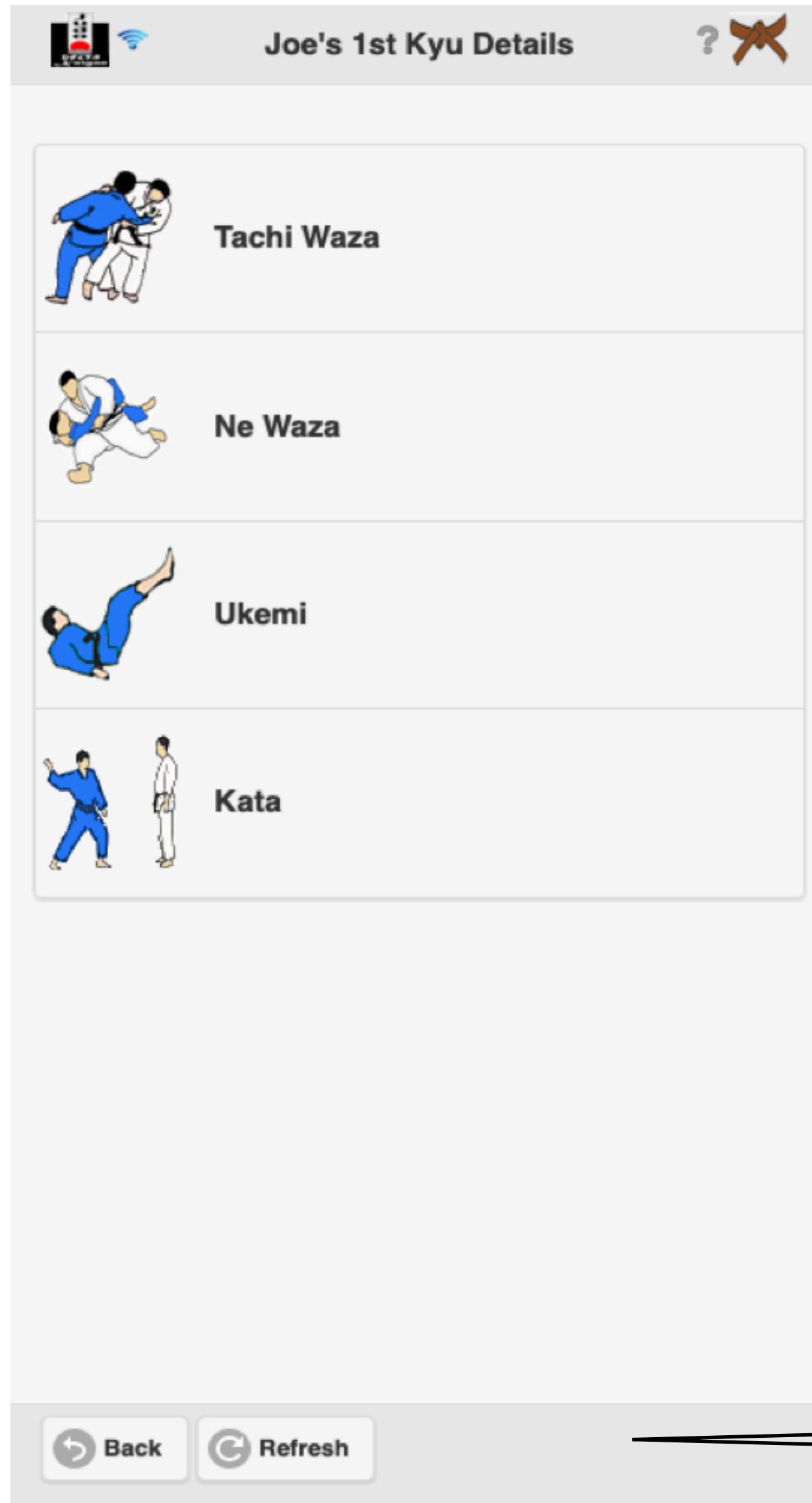
- If belt has been signed-off by sensei the sign-off date appears next to the belt

Clicking on a belt opens a page showing details of that belt.

### Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff judoka belt(s)

# Judoka Belt Details



Details for Joe's 1st Kyu (Brown belt)

- If kata is required for this belt (as defined in club syllabus) kata button will be displayed as shown in this screen shot.
















Clicking on Tachi Waza, Ne Waza, Ukemi or Kata buttons open the next set of pages.

## Functions:

- Click on category to open next set of pages
- Back: Return to previous page
- Refresh: Refresh page

# Joe's Tachi Waza



Throw	Name	Belt	OK
	De Ashi Harai		<input checked="" type="checkbox"/>
	Ippon seoi nage		<input checked="" type="checkbox"/>
	Kouchi makikomi		<input checked="" type="checkbox"/>
	O goshi		<input checked="" type="checkbox"/>
	Osoto otoshi		<input checked="" type="checkbox"/>
	Uchi gari		<input checked="" type="checkbox"/>
	Tai otoshi		<input checked="" type="checkbox"/>
	Tsurigoshi		<input checked="" type="checkbox"/>

Back Refresh Edit

List of tachi waza techniques (throws) required for Joe's 1st kyu and all his lower belts according to club syllabus.

- If OK checked then technique has been signed-off.
- Clicking on a column header sorts by that column.

## Functions:

- Click on a technique to signoff/add notes and set flag
- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff judoka technique(s)



# Joe's De Ashi Harai





Joe's De Ashi Harai ? ✖




De Ashi Harai Front Foot Sweep

Signed off by Joe on 25Feb2023

Nice work!

 DE-ASHI HARAI 

In this technique, you force your opponent to step forward, then sweep his advancing foot out from under him. Timing is crucial in this and other throwing techniques. Your opponent must be just on the verge of placing his foot and most of his weight on the mat. This timing is applicable to sweeping the back foot as well. It is also important that you curve your left foot enough to catch his foot well below the ankle.

 Back  Refresh  Edit

## Details of Joe's De Ashi Harai technique

- If technique has been signed-off the date and sensei name will be displayed
- In this page sensei can record notes for the judoka ('more kuzushi', 'well done', etc)
- Sensei can also flag a technique as the next technique to be worked on
- Sensei can Signoff the technique from this page
- Clicking on the technique will play a short Kodokan video demonstrating the technique. This feature is available only if online as indicated by the red camera icon.



### Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff technique, add notes or set flag

# Joe's Ne Waza



Control	Name	Belt	OK
	Kuzure kesa gatame		<input checked="" type="checkbox"/>
	Yoko shiho gatame		<input checked="" type="checkbox"/>
	Kami shiho gatame		<input checked="" type="checkbox"/>
	Kata gatame		<input checked="" type="checkbox"/>
	Mune gatame		<input checked="" type="checkbox"/>
	Kuzure kami shiho gatame		<input checked="" type="checkbox"/>
	Nami juji jime		<input checked="" type="checkbox"/>
	Gyaku juji jime		<input checked="" type="checkbox"/>

Back Refresh Edit

List of ne waza techniques (holddowns) required for Joe's 1st kyu and all his lower belts according to club syllabus.

- If OK checked then technique has been signed-off.
- Clicking on a column header sorts by that column.

## Functions:

- Click on a technique to signoff/add notes and set flag
- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff judoka techniques




# Joe's Kuzure Kesa Gatame



Joe's Kuzure kesa gatame ? ✖

Kuzure kesa gatame Broken scarf hold

Signed off by Senin on 04Mar2002



From your opponent's right side, trap his right arm in your left armpit and slip your right arm under his left armpit. Extend your right leg forward and your left leg backward. Use the right side of your body to apply pressure and hold him down.

Back Refresh Edit

## Details of Joe's Kuzure Kesa Gatame technique

- If technique has been signed-off the date and sensei name will be displayed
- In this page sensei can record notes for the judoka ('more kuzushi', 'well done', etc)
- Sensei can also flag a technique as the next technique to be worked on
- Sensei can signoff the technique from this page
- Clicking on the technique will play a short Kodokan video demonstrating the technique. This feature is available only if online as indicated by the red camera icon.









### Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff technique, add notes or set flag

# Joe's Ukemi



Breakfall	Name	Belt	OK
	Yoko ukemi		<input checked="" type="checkbox"/>
	Zempo kaitan		<input checked="" type="checkbox"/>
	Koho ukemi		<input checked="" type="checkbox"/>

Back Refresh Edit

List of ukemi (breakfalls) for Joe's 1st kyu and all his lower belts according to club syllabus.

- If OK checked then technique has been signed-off.
- Clicking on a column header sorts by that column.

## Functions:

- Click on a technique to signoff/add notes and set flag
- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff judoka techniques

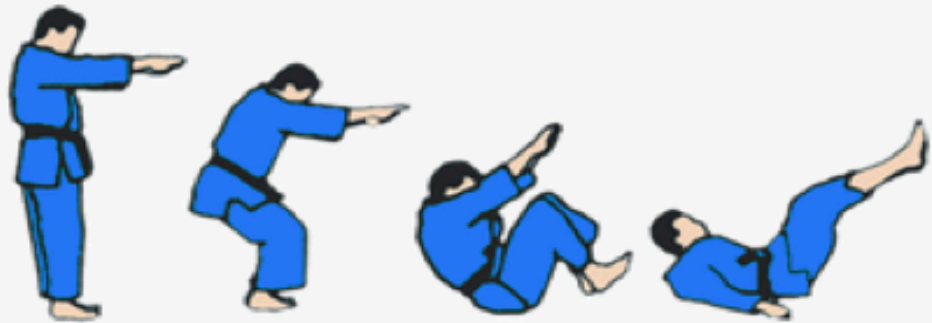
# Joe's Koho Ukemi



Joe's Koho ukemi ?

Koho ukemi Backward breakfall

Signed off by Joe on 04Mar2023



From a standing position. Stand naturally, with your feet close together. Put your arms out in front of you. Fall backward by lowering your hips. Tuck in your chin, curve your back, and slap hard with both hands and arms, letting your legs go up in the air.

Back Refresh Edit

## Details of Joe's Koho Ukemi technique

- If technique has been signed-off the date and sensei name will be displayed
- In this page sensei can record notes for the judoka ('more kuzushi', 'well done', etc)
- Sensei can also flag a technique as the next technique to be worked on
- Sensei can signoff the technique from this page
- Clicking on the technique will play a short Kodokan video demonstrating the technique. This feature is available only if online as indicated by the red camera icon.





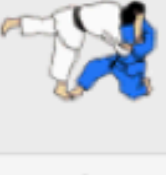





### Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff technique, add notes or set flag

# Joe's Katas



Kata	Name	Belt	OK
	Nage No Kata - All 5 sets		
	Nage No Kata - First 3 sets		
	Nage No Kata - 1st set		✓
	Nage No Kata - 2nd set		✓

Back Refresh Edit

List of katas for Joe's 1st kyu and all his lower belts according to club syllabus.

- If OK checked then technique has been signed-off.
- Clicking on a column header sorts by that column.

## Functions:

- Click on a technique to signoff/add notes and set flag
- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff judoka techniques



# Joe's Nage No Kata - All 5 Sets






Joe's Nage No Kata - All 5 sets ? ✖

Nage No Kata - All 5 sets Te Waza, Koshi Waza, Ashi Waza, Ma-Sutemi-Waza and Yoko-Sutemi-Waza

Not signed off

📹

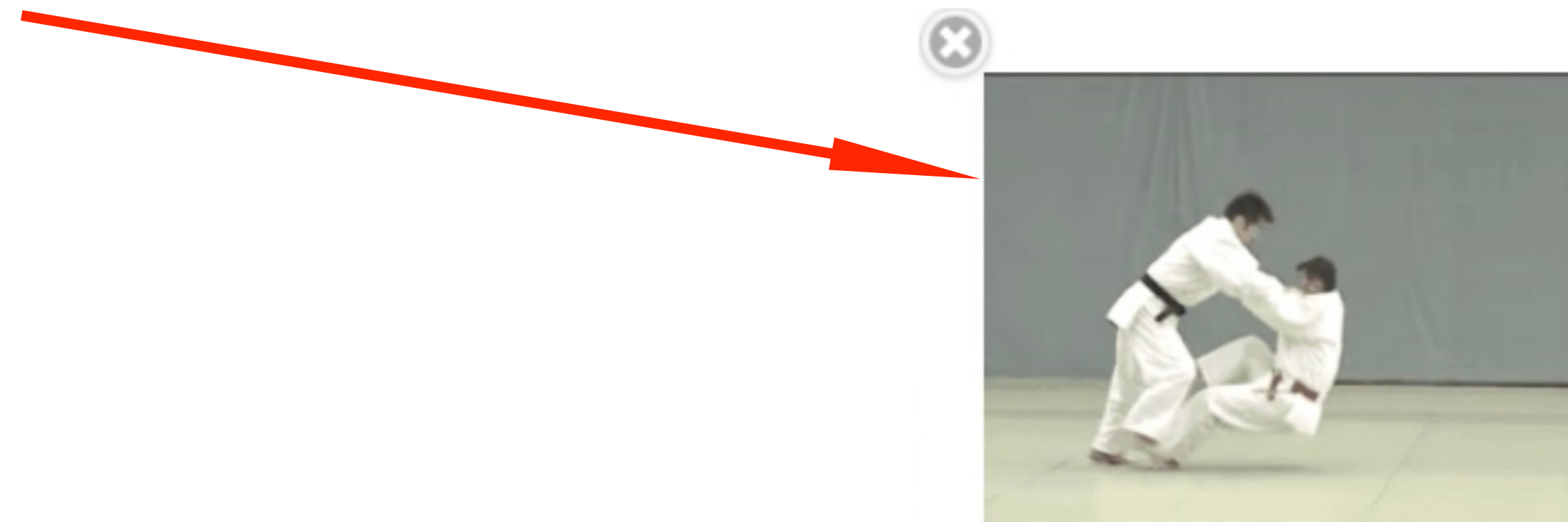
 UKI OTOSHI	 SEOI NAGE	 KATA GURUMA
 UKI GOSHI	 HARAI GOSHI	 TSURI KOMI GOSHI
 OKURI ASHI HARAI	 SASAE TSURI KOMI ASHI	 UCHIMATA
 TOMOE NAGE	 URA NAGE	 SUMI GAESHI
 YOKO GAKE	 YOKO GURUMA	 UKI WAZA

The fourth and fifth sets of 3 techniques (sacrifice techniques) of Nage-No-Kata are Tomoe Nage, Ura Nage and Sumi

⏪ Back ⏩ Refresh ✎ Edit

## Details of Joe's Nage No Kata - all 5 sets

- If technique has been signed-off the date and sensei name will be displayed
- In this page sensei can record notes for the judoka ('more kuzushi', 'well done', etc)
- Sensei can also flag a technique as the next technique to be worked on
- Sensei can signoff the technique from this page
- Clicking on the technique will play a short Kodokan video demonstrating the technique. This feature is available only if online as indicated by the red camera icon.



### Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Edit: Signoff/un-signoff technique, add notes or set flag

# Joe's Financials (Fees)



Joe's Payments ?

Judo Year:  Adult

Balance Due: \$85.00

Item	Due	Type	Paid	Date	Balance	Conf	Note
Club Annual	\$30.00	Cash	\$30.00	29Jul2024	\$0.00		
<b>Total Annual</b>	<b>\$30.00</b>		<b>\$30.00</b>		<b>\$0.00</b>		
Oct-Dec	\$40.00	eTransfer	\$40.00	29Jul2024	\$0.00		
<b>Total Monthly</b>	<b>\$40.00</b>		<b>\$40.00</b>		<b>\$0.00</b>		
JudoGi	\$85.00		\$0.00		\$85.00		
<b>Total One-off</b>	<b>\$85.00</b>		<b>\$0.00</b>		<b>\$85.00</b>		
<b>Total</b>	<b>\$155.00</b>		<b>\$70.00</b>		<b>\$85.00</b>		

This page is used to administer a judoka's fees.

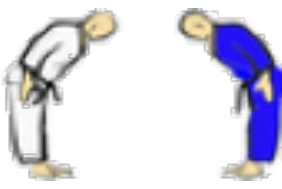
Financials for the entire club can be generated from Reports screen shown earlier.

## Functions:

- Click on fee line to edit/delete a fee
- Back: Return to previous page
- Refresh: Refresh page
- Add: Add new fee for judoka
- Add Missing: add missing fees (as setup for judo year)
- Print: Print a receipt



# Joe's Shiai Results



Date	Event Type	Opponent	Category	Technique	For/Against	Result	Win/Loss	Notes
06Sep2023	Randori	Jane	Throw	Hane goshi	For	Ippon	Loss	Got her
06Sep2023	Randori	Jane	Kata	Nage No Kata - 1st set	For			
06Sep2023	Randori	Jane	Kata	Nage No Kata - 1st set	For			
31Aug2023	Randori	June	Kata	Nage No Kata - 1st set	Against	Matte	Loss	Opps

Back Refresh Add Export

This page is used to administer judoka's shiai results

Shiai results for the entire club can be generated from Reports screen shown earlier.

## Functions:

- Click on result line to edit/delete a result
- Back: Return to previous page
- Refresh: Refresh page
- Add: Add new result for judoka
- Export: Export results to Excel

# News



News

Display?	Display Date	Effective Date	Expiration Date	News Item	URL
<input checked="" type="checkbox"/>	29Jul2024	29Jul2024	01Oct2025	Attention all judoka - no judo on Monday	
<input checked="" type="checkbox"/>	07Sep2023	08Sep2023	30Nov2023	who hoo222	http://www.deltajudo.com
<input checked="" type="checkbox"/>	08Feb2023	08Feb2023	14Feb2023	Judo starting up for 2022 season! First day of judo wil	
<input checked="" type="checkbox"/>	15Dec2021	13Dec2021	16Dec2021	DKJ Year-end party is Wednesday, Dec 15 at dojo, 6:3	
<input checked="" type="checkbox"/>	04Oct2021	05Aug2021	11Oct2021	Judo will now be Mondays and Wednesdays, starting (	

Note - When changes are saved active news Items will be emailed to all club members.

Back Refresh Edit

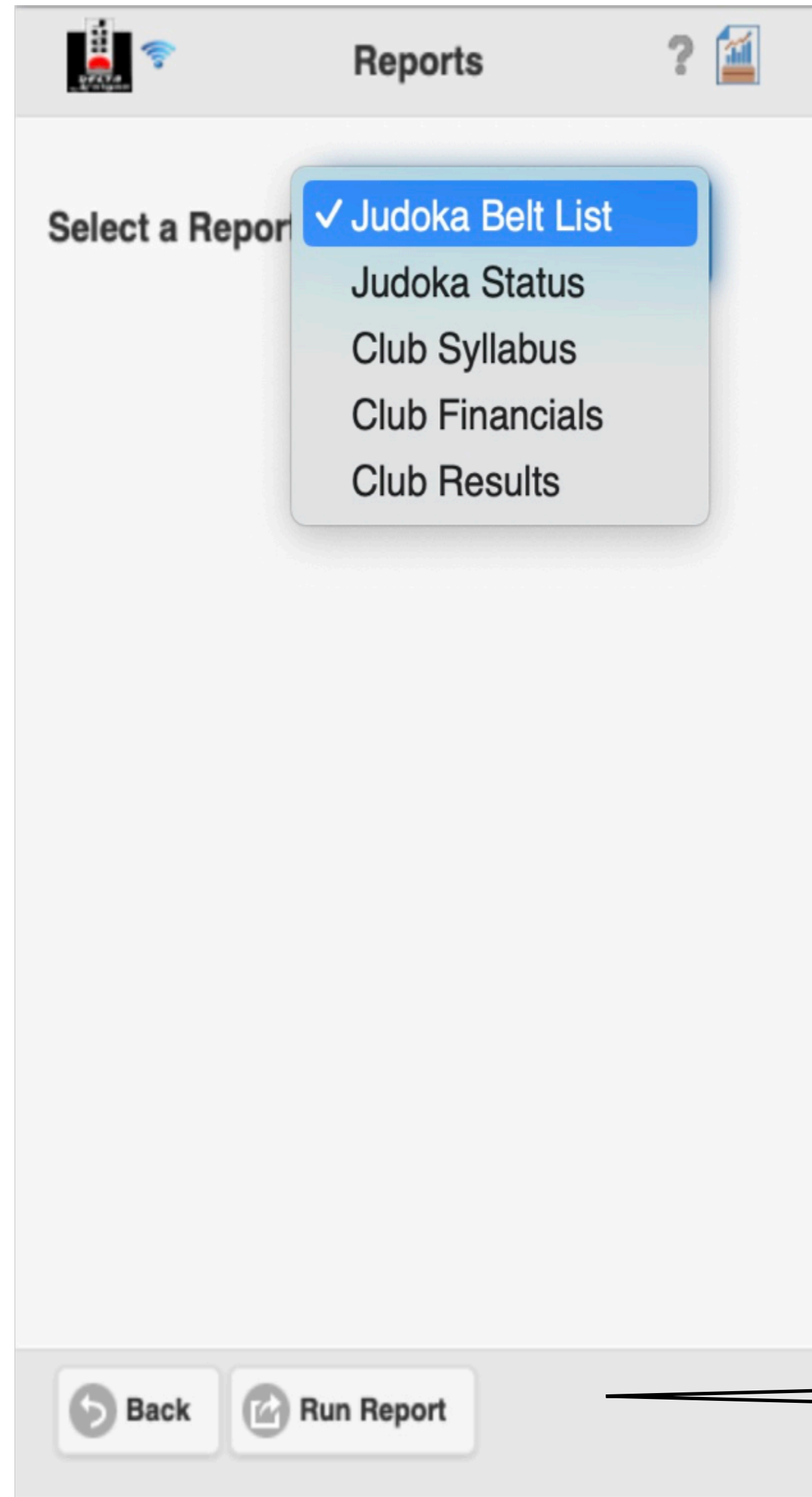
## Functions:

- Back: Return to previous page
- Refresh: Refresh page
- Edit: Edit News Items

Write up to 5 news items, which are displayed in a scroll on the bottom of the Profile Page based on Effective Date and Expiration Date.

New news items are automatically emailed to all active club members.

# Reports



List of all reports that can be generated by DKJ Sensei

- More reports can be built as needed
- Reports can be exported to Excel as necessary

Functions:

- **Back:** Return to previous page
- **Run Report:** run selected report and displays results in a browser