



# **RSPORTZ / SPORTS ID / WAKO**

# **New Registration Model**

**12 February 2026**

**WAKO Pass is required for all types of competition – local, national, international!**

**Competitions *at every level* must be managed in Sportdata Web (invitations, registrations, draw, scoring, results, reports).**

# WAKO Registration Model. Membership and Event Pass

NF membership and WAKO Event Pass are two different things:

- 1. NF membership:** an Athlete or Official belongs to a **National Federation**.
- 2. WAKO Event Pass:** the person **is allowed to compete at WAKO events**.

An athlete can **register for events** only if:

- Has a valid **NF membership**,
- Has a valid **WAKO Event Pass**

**Officials (non-competing) membership fee is 4 EUR.**

**Sportdata will not allow registration unless these conditions are met.**



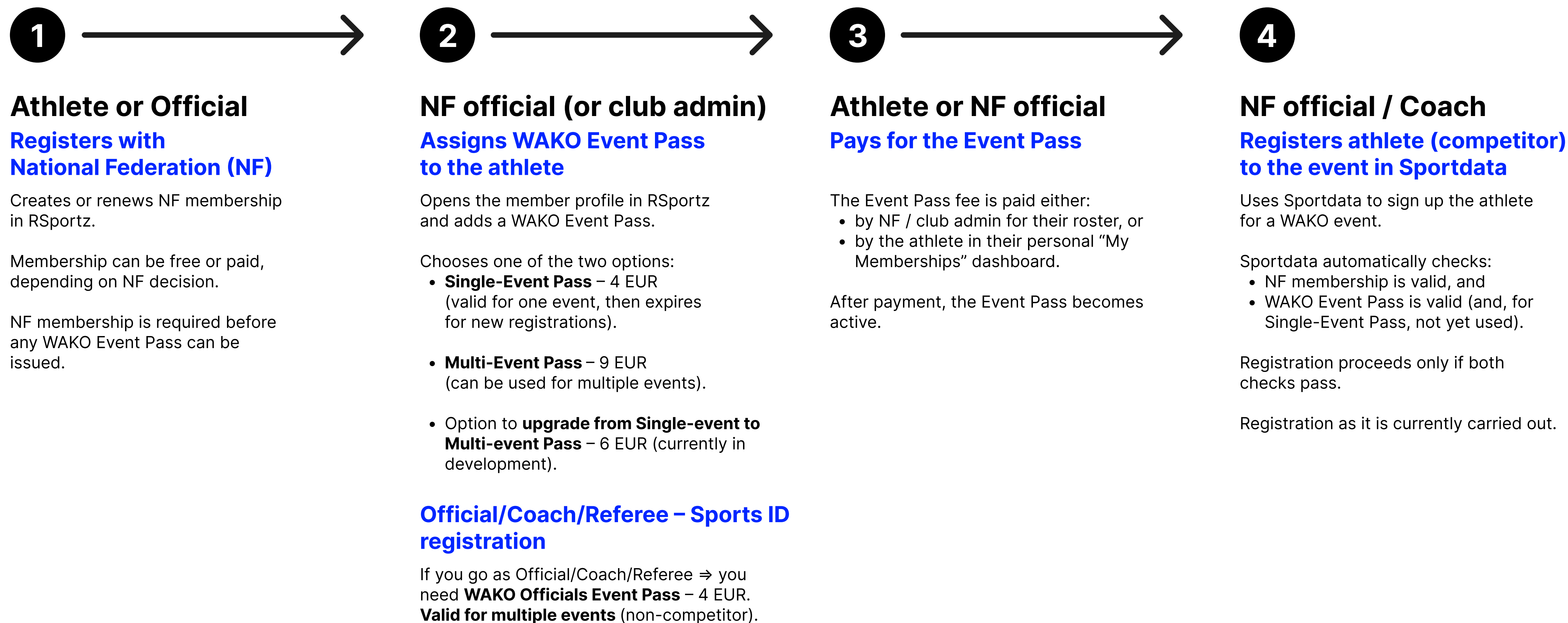
Link to WAKO tutorials:

<https://www.youtube.com/@rsportz-wakosupport9033>

## New Registration Model



# WAKO Registration Flow. Membership and Event Pass.





# 1. NF Membership. Prerequisite for Event Pass

NF membership is **managed only by National Federations.**

It can be free or paid, **decided by each NF.**

There is no WAKO or RSportz fee on NF memberships.

**All kickboxing athletes/officials should have NF membership.**

(Without valid NF membership it is not possible to take a WAKO pass and participate).

The registration is valid for 1 year (364 days).

## 2. Creating a WAKO Event Pass in RSpportz

**WAKO Event Pass can be added only to a person who already has an NF membership in RSpportz.**

**WAKO Event Pass is issued only by WAKO International.**

**NF official/club can create a pass for a member in two ways:**

When inviting a new member, select “WAKO Event Pass (WAKO)” in Membership Option.

**There are three types of pass:**

- **Type 1. Multi-Event Pass** – 9 EUR (multiple events).
- **Type 2. Single-Event Pass** – 4 EUR (one event), upgrade from Single-event to Multi-event Pass – 6 EUR. (under development, contact support desk).
- **Type 3. Officials-Event Pass** – 4 EUR.

For an existing member, use the “**Event Pass**” icon on the Members page or membership detail screen.

Edit Membership for Roman Threebe
Add a WAKO Event Pass to athlete with No-event-access membership
Membership Back

Payments & Charges
Member Info
Memberships
Member Notes
Achievement Levels
Competition Documents
Suspension

Kickboxing GB Athlete
VALID

Invite Member by Email to Kickboxing Great Britain
Invite Members in Bulk
Done

\* Membership Option
\* Email

Insurance (KICKBOXING GB)
Kickboxing GB Coach - Affiliated no Insurance (KICKBOXING GB)
Kickboxing GB Instructor (KICKBOXING GB)
Officials / Referees (KICKBOXING GB)
Show more options
WAKO Event Pass (WAKO)

Click "Show more options" to display WAKO Event Pass from WAKO International

KICKBOXING GREAT BRITAIN
Tomas Vesely

Kickboxing GB
Members
Register at Sportdata
View other lists
Invite Member
Bulk Update
Export to CSV

FILTER
Musa Abbas
Membership Status
Gender
Age Group
Membership Option

Achievement Level
State

Question: Filter by question

Show Unverified?
Find
OR
RESET

Bulk Actions

NAME
COUNTRY
MEMBERSHIPS
DIVISION REGISTRATIONS

Gabriel
gabriel@gmail.com
Age 36 / Male
Cell Phone:
Additional Info

Number:
Membresia Atleta ADULTO WAKO CHILE (WAKOCHI)
Expires on 31-12-2024
Expired

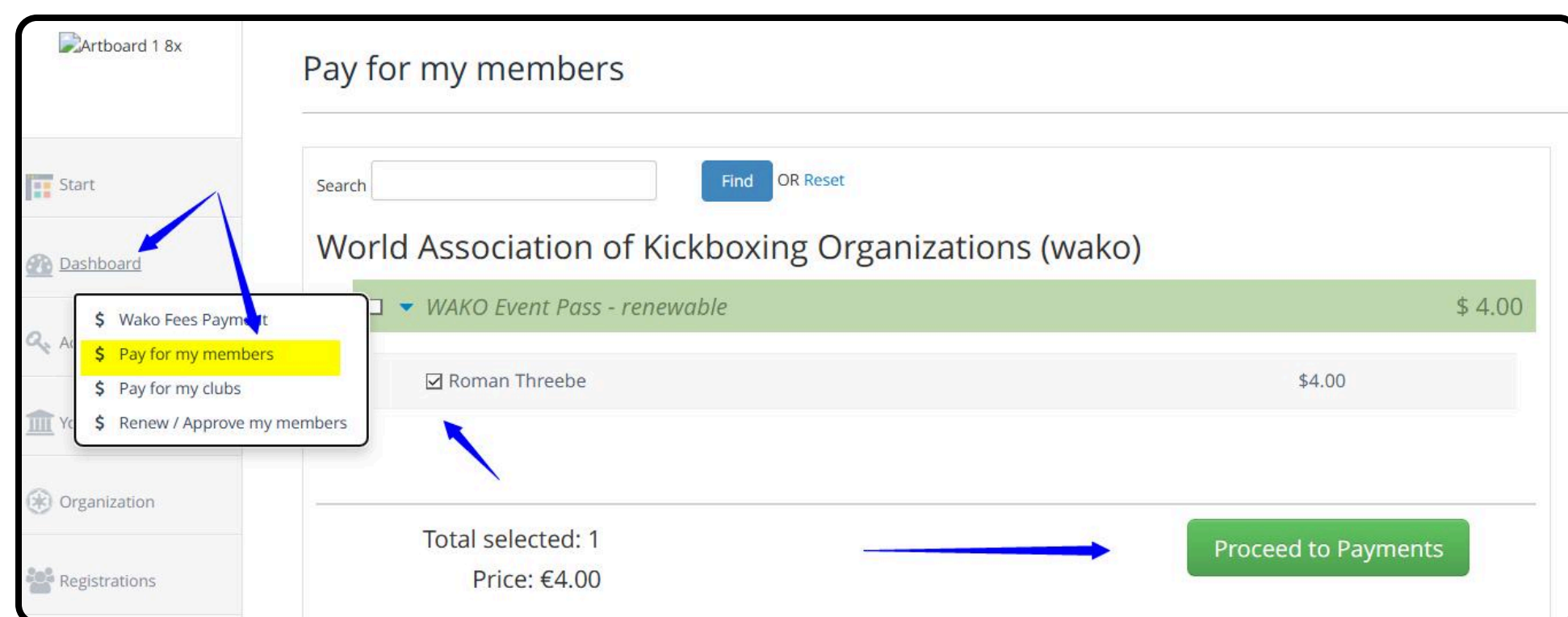
Event Pass Icon it will allow to add new event pass.



## 3.1 Paying for the WAKO Event Pass

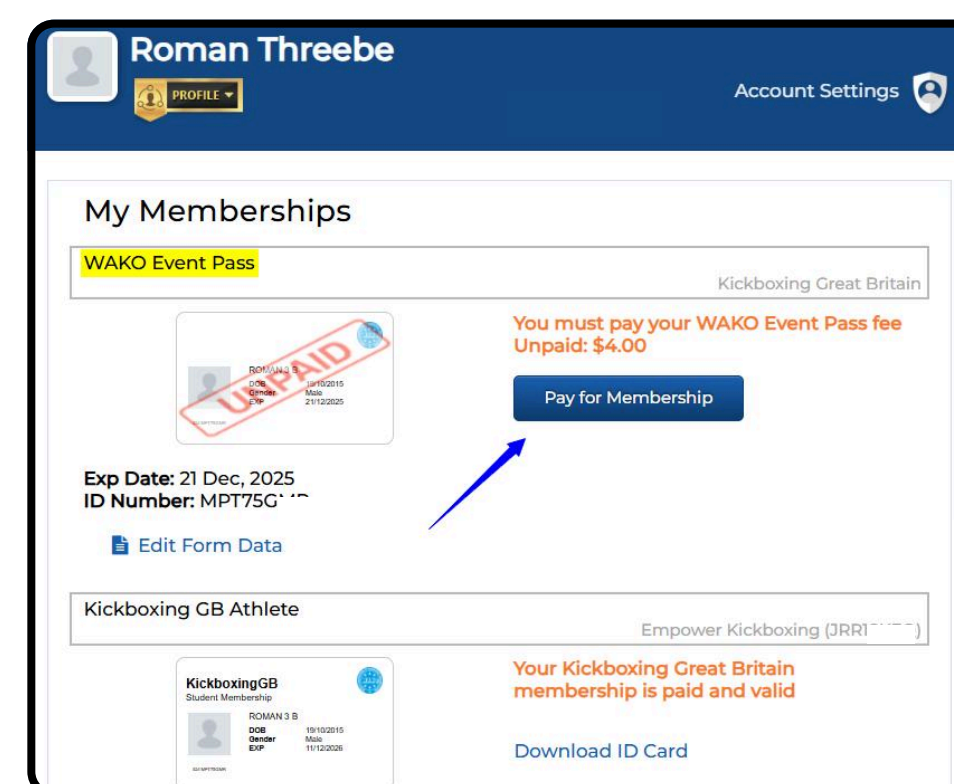
After a pass is added, it must be paid to become valid.

The pass is usually paid by the club or NF, but the member can also pay.



### Org admin payment

- NF or club admin opens “Pay for my members” in the dashboard.
- They see a list of members with WAKO Event Passes and select one or more names.
- Admin clicks “Proceed to Payments” to pay on behalf of the members.



### Member payment

- On “My Memberships” the athlete sees the “WAKO Event Pass” card.
- The card shows the unpaid amount (for example “Unpaid: 4.00”).
- The athlete clicks “Pay for Membership” to pay online.

There is an ambition for all athletes and clubs to pay online directly on the platform. Any exceptions should be approved by WAKO International.



## 3.2 Paying for the Members in Bulk

Pay for my members

Search  [Find](#) [OR Reset](#)

World Association of Kickboxing Organizations (wako)

☐ [WAKO Multi-Events Pass - renewable](#) €18.00

☒ Tset Tse €9.00

☒ Tomtest TestTom €9.00

Total selected: 2  
Price: €18.00

[Proceed to Payments](#)

### Pay for my members

- **Club:** pay for WAKO Pass or pay for NF Membership.
- **NF:** Pay for WAKO Pass (online).

MY CLUB

Members

[Register at Sportdata](#) [View other lists](#)

FILTER:

[Find](#) [OR RESET](#)

[Bulk Actions](#)

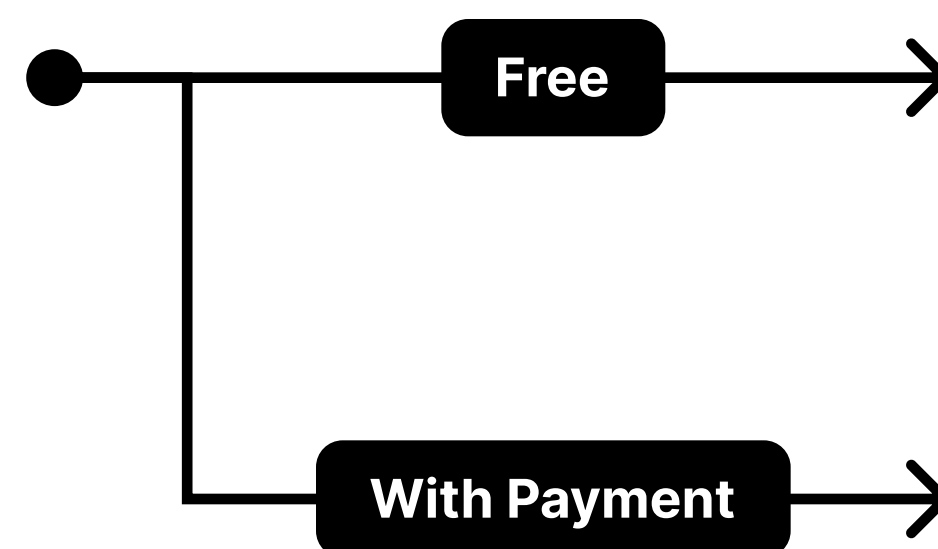
NAME	COUNTRY	MEMBERSHIPS	DIVISION REGISTRATIONS
Tomtest TestTom tomas+222586@rsportz.com Unverified Resend invitation Age 39 / Male / 1986 Aug. 15	NO	Number QWWY21MX Wako Norway (WAKONOR) Expires on 15.01.2026 Expired	
Testik Tomik tomas-nor1222@rsportz.com Unverified Resend invitation Age 26 / Male / 1999 Mar. 14	NO	Number 5Z5TK3Z6 Wako Norway (WAKONOR) Expires on 31.12.2026 FREE	

### Renew / Approve my members

- **Club:** renew free membership of the NF.
- **NF:** approve offline payments of NF membership (approved by WAKO International).

## National Federation Membership

Free or with Payment



### Renew/Approve members by Club or National Federation

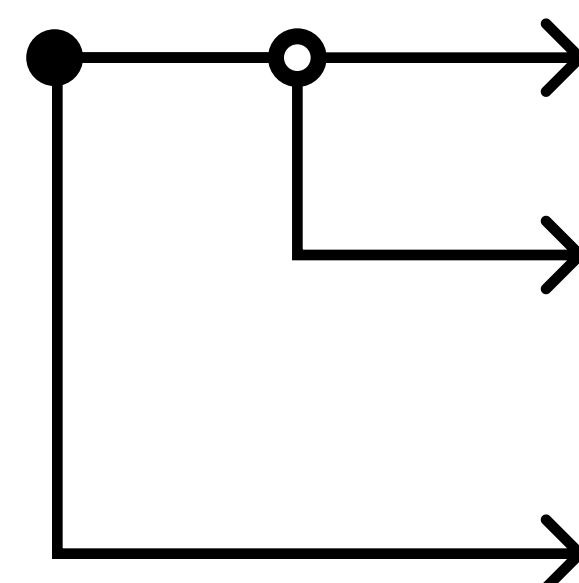
- Renew from Member Dashboard

### Pay for my member - by Club

- Pay my membership - Member Dashboard
- Approve/Renew my members - By National Federation, when payment received by bank transfer or cash

## WAKO Pass - by WAKO International

Payment - Pay for my members - by Club or National Federation



a) Online (club or National Federation) - preferable

b) Offline - request invoice (only National Federation)

Pay my membership - Member Dashboard



# 4.1 Sportdata Check. Valid Event Pass Required

Coach signs up the athlete for a WAKO event in Sportdata.

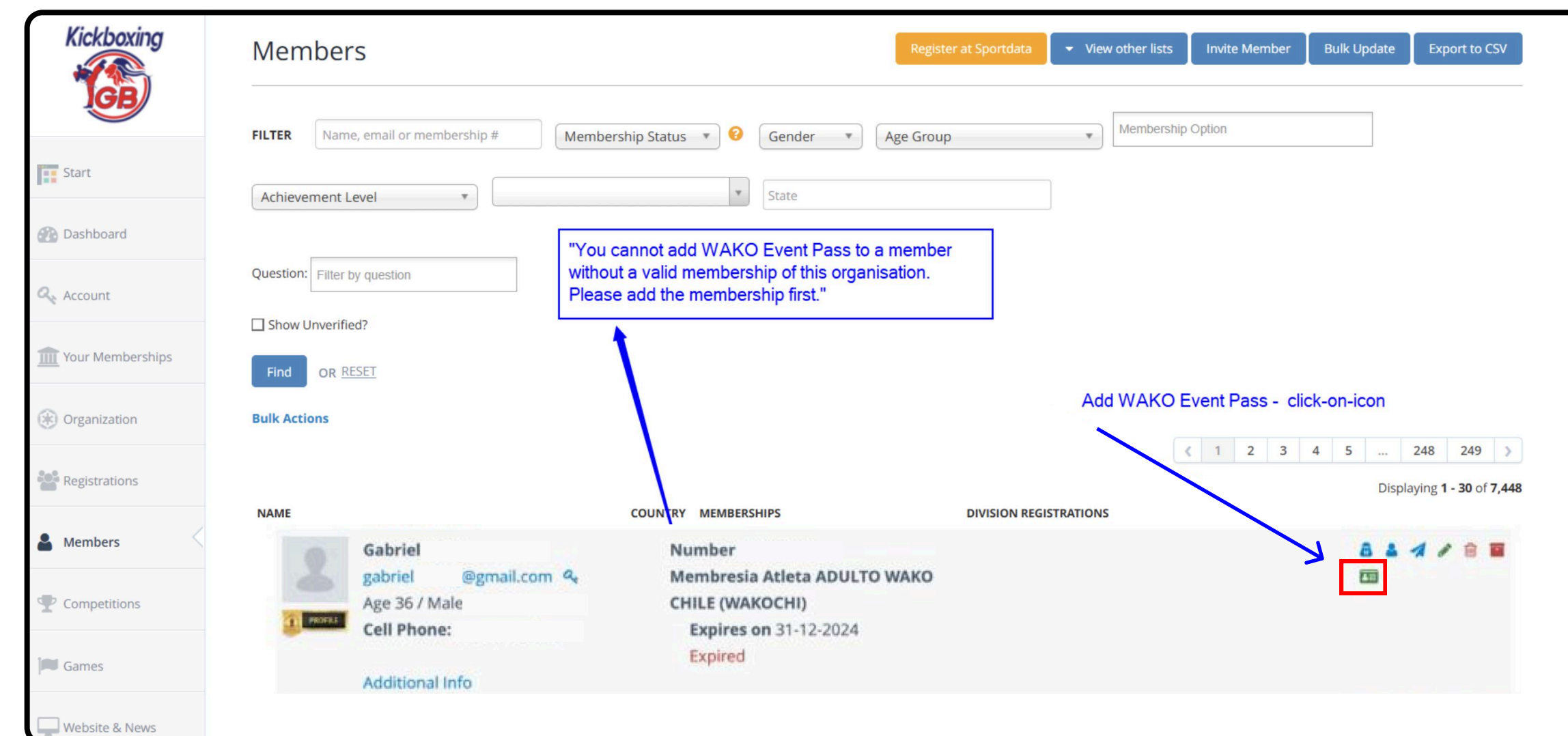
Sportdata receives information from RSportz and checks:

- NF membership is valid and (if required by NF) paid.
- WAKO Event Pass exists and is valid (Data exchange between platforms via API will be ready on February 28. Until then, it will be done manually).

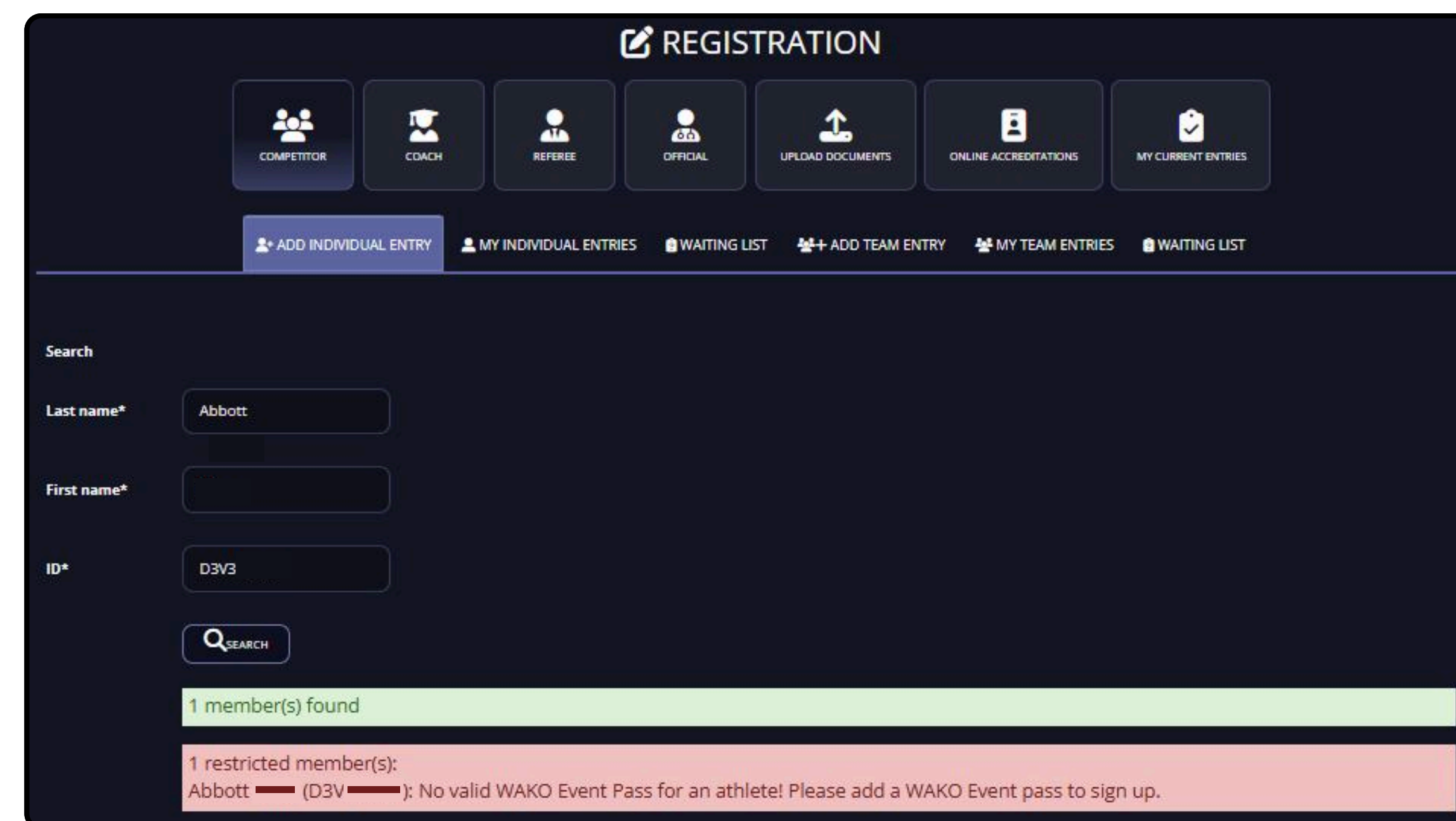
For Single-Event Pass: after a successful registration it is treated as used and cannot be used again.

If there is no valid WAKO Event Pass, Sportdata blocks registration and shows an error message, for example:  
**“No valid pass! Please add a WAKO Event pass to sign up for competition.”** – **if this message appears proceed to step 3.**

If no message is appearing please get a valid NF membership and Event Pass.



The screenshot shows the 'Members' page in the Sportdata interface. A member profile for 'Gabriel' is displayed, including details like age, gender, and membership status. A blue box highlights an error message: "You cannot add WAKO Event Pass to a member without a valid membership of this organisation. Please add the membership first." A blue arrow points from this message to the 'Add WAKO Event Pass' icon in the member's profile actions. Another blue arrow points to the 'Add WAKO Event Pass - click-on-icon' label.



The screenshot shows the 'REGISTRATION' page in the WAKO interface. It includes a search bar and a list of search results. A search for 'Abbott' with ID 'D3V3' is shown. The results indicate '1 member(s) found' but also show a restriction: '1 restricted member(s): Abbott (D3V3): No valid WAKO Event Pass for an athlete! Please add a WAKO Event pass to sign up.'





## 4.2 Event Registration Requirements

If registration is not possible please make sure all conditions are fulfilled.

### **User data:**

Name, Date of Birth, Gender, Photo

### **National Federation membership:**

Valid, Paid (if not free-of charge), not expired

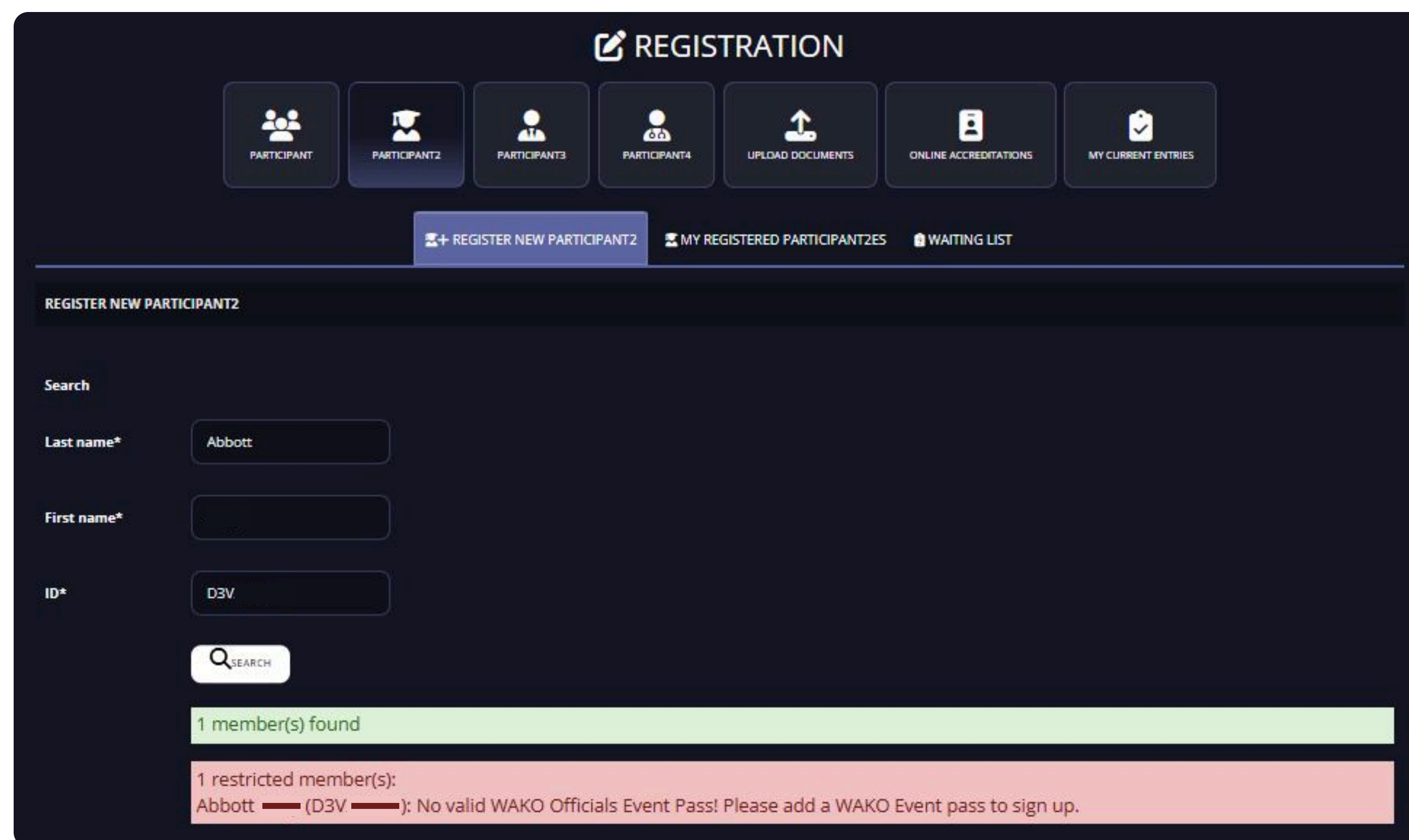
### **WAKO Pass:**

Valid, Paid, Not expired  
correct pass for the role (athlete vs official)

## 4.3 Official/Coach/Referee – Sportdata Event Registration

If you go as Official/Coach/Referee → you need WAKO Officials Event Pass.

**Valid for multiple events.**



The screenshot shows the WAKO Registration Portal interface. At the top, there is a navigation bar with the title "REGISTRATION" and several icons for different roles: PARTICIPANT, PARTICIPANT2, PARTICIPANT3, PARTICIPANT4, UPLOAD DOCUMENTS, ONLINE ACCREDITATIONS, and MY CURRENT ENTRIES. Below this, there are three tabs: "REGISTER NEW PARTICIPANT2" (selected), "MY REGISTERED PARTICIPANT2ES", and "WAITING LIST". The main content area is titled "REGISTER NEW PARTICIPANT2" and contains a search form. The form has three input fields: "Last name\*" with the value "Abbott", "First name\*", and "ID\*" with the value "D3V". Below the input fields is a "SEARCH" button. The search results show "1 member(s) found" in a green bar, followed by a red bar indicating a restriction: "1 restricted member(s): Abbott (D3V): No valid WAKO Officials Event Pass! Please add a WAKO Event pass to sign up."



# General Information

Use filters to check for valid or unpaid passes, see example below

Members

Register at Sportdata

View other lists

Invite Member

Bulk Update

Export to CSV

FILTER

Name, email or membership #

Unpaid

?

From: Earliest

To: Today

Gender

Age Group

WAKO: WAKO Multi-event Pass

WAKO: WAKO Single-event Pass

Achievement Level

State

Question: Filter by question

Show Unverified?

Find

OR

RESET

Bulk Actions

Displaying all 2

NAME	COUNTRY	MEMBERSHIPS	DIVISION REGISTRATIONS
<div><div><div><div></div><div>Tomas Test</div><div>tomas+nor1@rsportz.com Unverified</div><div>Resend Invitation</div><div>Age 26 / Male / 2000 Jan. 5</div><div>Additional Info</div></div></div></div>	NO	<div>Number EXQFBZCB</div> <div>Wako Norway (WAKONOR)</div> <div>Expires on 31.12.2026</div> <div>FREE</div>	<div><div><div></div><div></div><div></div><div></div><div></div></div></div>
		<div>WAKO Multi-event Pass (WAKO)</div> <div>Expires on 14.01.2026</div> <div>Unpaid</div> <div>(SKIPPED)</div>	





# Offline Payments

**National Federations can make a WAKO Pass payments using a bank transfer based on the invoice from WAKO International.**

1. Select members you want to pay for by Bank transfer.  
You can combine Multi-events and Single-event passes in one payment request
2. Select "Skip online payment" option for further instruction and a PDF download
3. Contact WAKO office with the PDF and wait for official invoice
4. Make payment of the invoice
5. Your members will be approved by WAKO office once the payment reach WAKO bank account

**Registration to competitions is possible only after the payment approval by WAKO Office**

WAKO  
World Association of Kickboxing Organizations

**Kickboxing IGB**

**Kickboxing Great Britain  
MEMBERSHIP PAYMENT LIST  
COVER PAGE**

Payment Reference #: 4a7c

Payment Instructions:  
1. Download the list of members to be paid  
2. Contact WAKO Office, Barbara Falsoni: administration@wako.sport  
3. Attach your list of unpaid members, await for the official invoice to execute payment by bank transfer

SUMMARY	
Members:	3
Total:	€27.00

**Kickboxing Great Britain  
€27.00  
TOTAL**

Sincerely,  
World Association of Kickboxing Organizations

http://wako.sportz-test.com - Receipt Created by RSPORTZ

Pay for my members

Search  Find OR Reset

World Association of Kickboxing Organizations (wako)

<input type="checkbox"/> ▶ WAKO Single-Event Pass - renewable	€ 0.00
<input type="checkbox"/> ▼ WAKO Multi-Events Pass - renewable	€ 27.00

Payment Ref #: 7bab-46e7-a9c8

✓ Armin Ash	€9.00
✓ Sean	€9.00
✓ Rose	€9.00

Total selected: 3  
Price: €27.00

**Proceed to Payments** **Mark as Skipped Online Payment**

previous payment reference. Not approved yet by WAKO.

To proceed to bank transfer payment instructions

**Success**

**Payment Instructions:**

1. Download the list of members to be paid
2. Contact WAKO Office, Barbara Falsoni: administration@wako.sport
3. Attach your list of unpaid members, await for the official invoice to execute payment by bank transfer

Payment Reference #: 4a7c

**Pdf** **Okay** **Print**

**Proceed to Payments** **Mark as Skipped Online Payment**



**WAKO Pass validity check on Sportdata registration will be implemented in 18 February 2026.**

**Competitors who have registered for the Events before 18 February will have to pay online immediately.**

**In case of issue with registrations contact**  
**[wako-support@rsportz.com](mailto:wako-support@rsportz.com)**