



Setting Up Your Training Log

Before you can enter your Training Hours, you must first submit your request to register for an account (see Figure 1).

Once your status as a Recruit in the Samurai Cop Self-Defense Academy is verified, your registration will be processed and you will be granted access to the Black Belt Training Log. Processing your application involves a number of steps:

1. Visit the Samurai Cop web site (www.samuraicop.com) and click on “Request Account” (see Figure 1)
2. Enter your First and Last Names (see Figure 2)
3. Enter your current Rank.
4. Enter a username of your choice, 5 to 12 alphanumeric characters (numbers are not mandatory).
5. Enter a password of your choice, 6 to 12 characters (with a minimum of one alpha character and at least one number).
6. Enter a valid Email address. One email address per family is acceptable, but individual email addresses are also accepted. (If you need additional email accounts, there are a number of free providers including Google's Gmail, Yahoo, Windows Live Hotmail, and GMX.)



Figure 1 – Link to the Request Account page.



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Submit a Request for an Account Which Will Give You Access to the Members area of the Samurai Cop Self-Defense Academy

Each Recruit is required to have his/her own account.

(After successfully supplying all information, you will be redirected to a "Success" page. On that page you will see all the information you just entered. Also, you will be sent an email with this same information (Sensei Hayes will receive a copy of this email to inform him of your request for an account.)

First Name:
Last Name:
Current Rank:
Username:
Password:
Email Address:

Forgot Your Password?
No problem... [click here](#).

REQUEST ACCOUNT

NOTE: Be sure to enter a valid email address.
If you forget or misplace your Username or Password,
this will be the fastest way to retrieve it.

Do you have a question regarding this Online Black Belt log? Is something not working as it should? Would like to make a comment or a suggestion for improvement?
[Please contact Sensei Hayes.](#)

For all other questions/comments/concerns,
please [contact Sensei Dye](#)

Figure 2 – Request an account to use the Training Log

After filling in all fields properly and clicking the "Request Account" button, you will be sent to a successful registration page (see Figure 3). We recommend you print this page or write down the information and save it in a safe place. If you forget your login information, or misplace your written records, you may request your password be resent to you (see Figure 4).



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**You have successfully submitted your account request information.
Here is the information you submitted. Please print it out and save it for future reference.**

First Name: <input type="text" value="Jonathan"/>
Last Name: <input type="text" value="Roberts"/>
Current Rank: <input type="text" value="1st kyu"/>
Username: <input type="text" value="jroberts"/>
Password: <input type="text" value="jroberts1"/>
Email Address: <input type="text" value="jroberts@worldj.com"/>

Your information has been sent to Sensei Hayes.
He will set up your account and email you when it is ready for use.

If you would like to apply for another account, [click here](#).

Figure 3 – Registration Successful

An email will be automatically generated and sent to Sensei Hayes with your login information. He will create your account for you and send you an email stating your account is ready for use.

Forgotten Password

If you forget your Password, click on the forgotten password link on the Account Registration page (see Figure 2). You will see a page similar to that shown in Figure 4.

After you enter your Username and click submit, an email with your Username and Password will be sent to the email address you have on file in your Account. It will not be displayed to your computer screen for security purposes.



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Did You Forget Your Password?

No problem! Submit a Request to have your Password Sent to you.

Enter the Username you chose when you signed up for your account.
Your password will immediately be sent to the email address on file.

Username:

SUBMIT

Figure 4 – Forgotten Password Request

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Forgotten Password Request Success!

**Your Password has been sent to the email address you gave us
when you signed up for your account.
It is not being displayed here for security reasons.**

Figure 5 – Forgotten Password Success



Entering Your Training Hours

To enter your Training Hours, visit the Samurai Cop web site at www.samuraicop.com, and click on the "Training Hours" link in the navigation menu under, "For Students" (see Figure 1). A dialog box will pop-up asking for the Username and Password you chose when you created your account (see Figure 6).

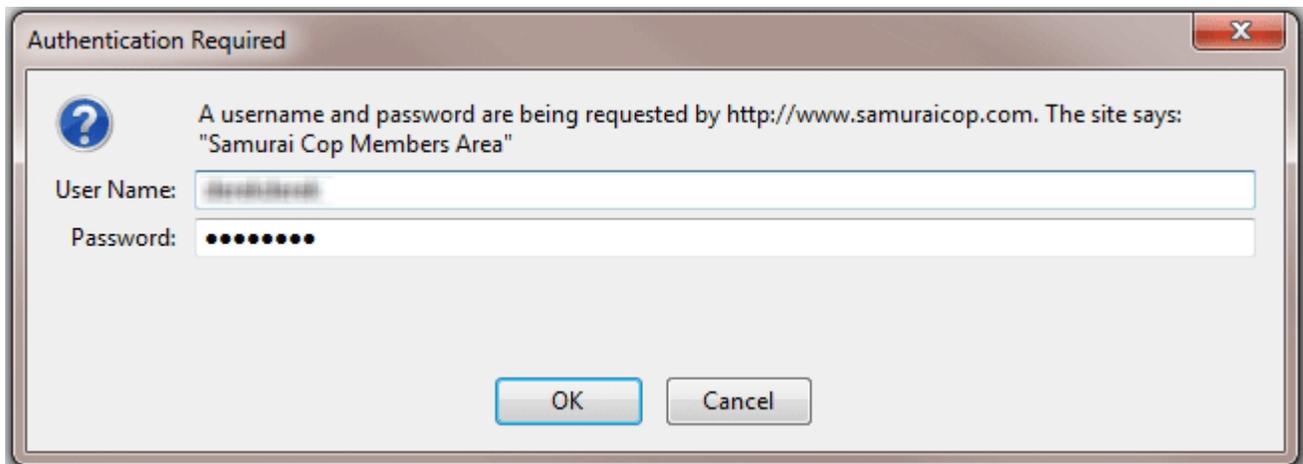


Figure 6 – Logging in to the Black Belt Training Log

After entering your Username and Password you will be taken to the main Training Hours page. The first time you visit this page, and with each new month, all checkboxes will be empty (unchecked). To record your training hours, simply check the box corresponding to the date(s) you trained. Weekdays represent 1 hour of class training and Saturday represents 1.5 hours for the Black Belt training class.

At any given point in time, there will be a two-week window of time (approximately) for which you will be able to enter your training hours. So, for example, at the first of the each month, you will be able to enter your training hours for the days starting on the 1st through the 15th. The days starting from the 16th to the end of the month will not be available for training hours entry. On the 16th of each month, the training days from the 1st to the 15th will be "locked out" and after midnight on the 15th (12:01 am on the 16th) you will not be able to change them. Starting at 12:01 a.m. on the 16th of each month, you will be able to enter your training hours from the 16th to the end of the month. Then starting at 12:01 a.m. on the 1st of the next month this moving two week window for hours entry will repeat.



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[Modify the information in my account.](#) [Print training hours for entry into your Academy Notebook.](#)

Training Hours for [Name] for January 2011

Check (or uncheck) the boxes below to add hours to (or delete hours from) your training records.

	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo							
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
				X		X												<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										

Regular training hours this month: 4.0 | Black Belt training hours this month: 0.0

Figure 7 – Training Hours Entry Example

Examining Figure 7, you will see a number of items of importance. a) First, in the upper left-hand corner of the page you will see a link where you will be able to modify the information you entered when you created your account (see Figure 8). For example, if you change your email address, in order to receive communications regarding your Training Hours, your email address must be current. Also, as you move up in rank, we would like you to update the entry reflecting your Current Rank. You are allowed to edit all the information in your account except for your Username (If this must be changed, you will have to contact Sensei Hayes directly by clicking on the link to an email contact form – see Figure 2).

Modify The Information in My Account

First Name:

Last Name:

Current Rank:

Username:

Password:

Email Address:

SUBMIT

Figure 8 – Modify My Account Information

Figure 8 shows the Recruit's Current Rank as 1st Kyu. After updating the information, Current Rank in Figure 9 now reflects the Recruit's new rank of Shodan.



Display My Updated Account Information

First Name: [redacted]
Last Name: [redacted]
Current Rank: Shodan
Username: [redacted]
Password: [redacted]
Email Address: [redacted]

Figure 9 – Display My Updated Account Information

Examining Figure 7, continued – b) In the upper right-hand corner of the page you will see the link to print your Training Logs (see below for more on this subject). c) Also, you will see the two week rotating window of hours entry has passed by the first half of the month, “locking out” those days. No additional Training Hours can be entered for this time period and any training days that were entered are represented by “X’s”. These cannot be changed by Recruits. It can be seen that hours can be entered into the second half of the month as represented by the checkboxes. This Recruit has entered 4 hours of training so far this month.

After entering your training hours you must click the "Submit" button to save your training hours information to the log. Failure to do this will result in your training hours not being recorded.

When you are done recording your hours, you **MUST** close your browser. If you have multiple tabs open, closing just that one tab is not adequate. You **MUST** close your browser completely. Failure to do so will allow others to change your training hours account for as long as your browser is open and active. Currently there is no "Log Out" link or button.

NOTE: Until February 15, 2011, you will be able to enter your training hours for all of January and February 1 - 15. The two week rotating "window" for training hours entry will begin on February 16, 2011.

Correcting Training Hours Entries

If you placed a check in the wrong box, simply click the box again to clear (or remove) the checkmark. If you did not click the "Submit" button yet, the training hours for that date won't be recorded. If you did click the "Submit" button, uncheck the box and click the "Submit" button again to update your records.



This type of correction may only be made during the rotating two week window allowed for hours entry.

Printing Your Training Hour Records (This will be active as of February 1, 2011)

You must print out your training hours logs and have them verified and signed off by Sensei Dye prior to placing them in your Academy Notebook. Click on the link "Print training hours" to print your monthly logs in a format for placing in your Academy Notebook (see Figure 7).

The signed printout of your records you place in your Academy Notebook **MUST** match, with 100% accuracy, the Black Belt Training Log sign in sheet at the dojo. If the two training logs do not match, your Online Training log will be modified by Sensei Dye and you will not receive credit for training hours for the days when there is a conflict between the two logs. In these cases, after the Online Log has been modified, printed and signed off by Sensei Dye you will put it into your Academy Notebook.

Clicking on the "Print training hours" link as shown in Figure 7, will take you to the page represented by Figure 10. Here you will choose which month for which you would like to print your Training Hours.



Print Training Hours for ~~Year January~~ - First, Choose a Month

Month

- January
- February
- March

SUBMIT

Figure 10 – Choose a Month – Print Training Hours

After you choose a month to print out, you will see a page similar to that shown in Figure 11.



Training Hours for March 2011

	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
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30																								
31																								
March			X	X						X	X						X	X						X

This month: Regular training hours: **5.0** | Black Belt training hours: **6**
 Year To Date: Regular training hours: **9.0** | Black Belt training hours: **15** | +3

Hours verified by Sensei Dye,
 Chief Academy Officer _____

Figure 11 – Monthly Printout of Training Hours for Academy Notebook

This is the page you will print for your Academy Notebook. If you would like to print your Training Hours for another Month, click on the “Choose another Month to Print” link to return to the page represented by Figure 10. (For your information, some items displayed to the screen which are useful for navigation or information, such as this link just mentioned, are not needed for and will not appear on your printout. Also, the months listed on the page represented by Figure 10 will change depending on the current month. Only those months *prior to* the current month are listed.)

NOTE: All the links discussed above are also available in the area entitled “Shodan - 1st Degree Black Belt” (which is under the heading of “Courses” on the main navigation menu, and then under “Black Belt Course”) on the Samurai Cop Web site (see Figure 12).



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- Class Schedules
- Course Descriptions
- Course Techniques
- Basic Course
- Intermediate Course
- Advanced Course
- Black Belt Course**
- Women's Self-Defense
- Academy Staff Photos

quarters of the Samurai Cop Academy. The Academy offers classes in self-defense.

Samurai Cop Academy is to provide self-defense training for the youth in our communities to help them be prepared to face a crisis by learning to arm themselves with the knowledge and skills.

for testing, please note the following: [Membership Policy Chart](#)

Figure 12 – Shodan Area of the Samurai Cop Self-Defense Academy Web Site