

BULK RENEWALS

What is the Bulk Renewal Tool?

The Bulk Renewal Tool lets administrators process renewals for many accounts at once (memberships and other add-ons).

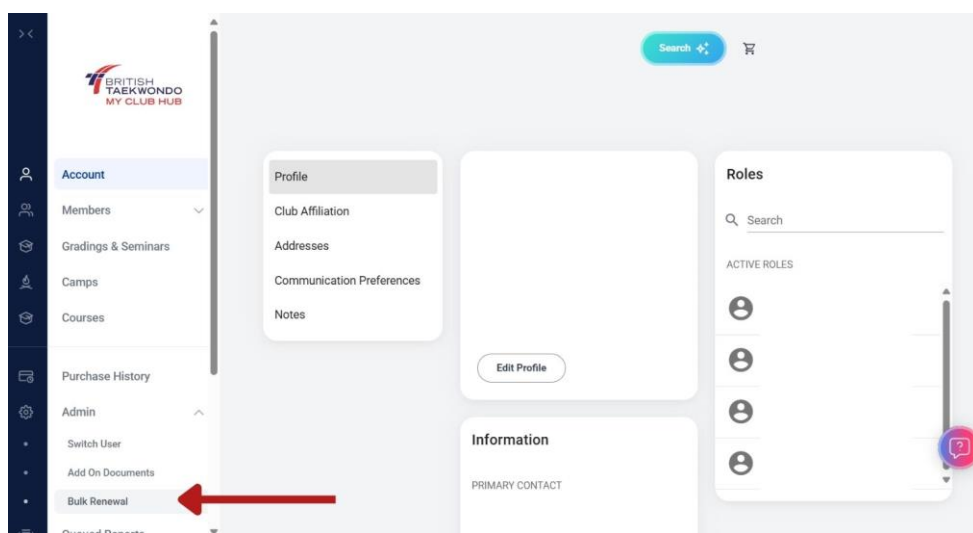
Instead of manually renewing individual member records, you select a group, confirm the renewals and run the operation in one go, reducing repetitive admin work and streamlining annual renewal cycles.

Who can access it?

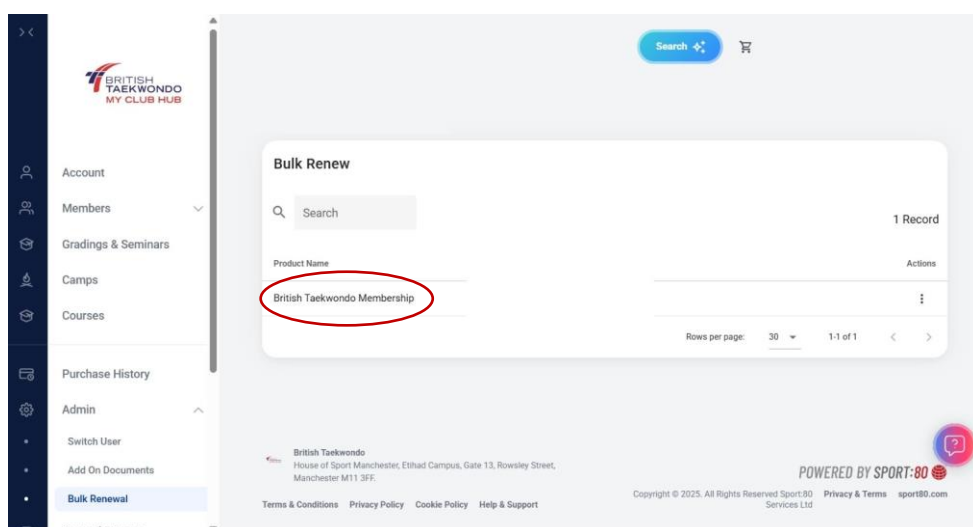
Access is for users with admin-level privileges (club admins and equivalent).

How to access and use it — step-by-step

1. Login to your account - <https://britishtaekwondo.sport80.com/>
2. Switch to your club administrator profile
3. From the dashboard, navigate to **<Admin>** in the left-hand menu and then **<Bulk Renewal>**



4. Select the renewal type, this will most likely be **<British Taekwondo Membership>**



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5. Select the individuals you want to renew. You can also change types of Membership here e.g. A Tots Member becoming a Regular Member due to their age.

Notes:

The order the users are displayed are those who are due for renewal within the next 30 days, followed by those who lapsed most recently, and the list will only show those who are eligible for renewal.

Only a maximum of 100 users can be bulk renewed at one time.

Bulk Renew NGB Membership Bulk Renew

Search

57675 Records

View Selected Items (7) Select all 57675 Items

<input type="checkbox"/>	Name	Age (Date of Birth)	Type	Next Type	Next Type Changed?	Start Date	Expiry Date	Primary Club
<input checked="" type="checkbox"/>	Phil Andrews	18 (11/12/2006)	England Compete U20	England Compete U20 ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input type="checkbox"/>	Penny Lane	17 (05/06/2008)	Northern Ireland Compete U20	Northern Ireland Compete U20 ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input type="checkbox"/>	David Lloyd	40 (25/07/1985)	England Compete Full	England Compete Full ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input checked="" type="checkbox"/>	Alastair Campbell	27 (28/06/1998)	Scotland Compete Full	Scotland Compete Full ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input checked="" type="checkbox"/>	Ana de Armas	17 (20/07/2008)	England Compete U20	England Compete U20 ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input type="checkbox"/>	Sebastian Stan	16 (17/04/2009)	England Compete U20	England Compete U20 ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input checked="" type="checkbox"/>	Brian May	16 (22/08/2008)	England U18 Supporter	England U18 Supporter ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input checked="" type="checkbox"/>	Harry Potter	14 (30/12/2010)	England U18 Recreational	England U18 Recreational ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input checked="" type="checkbox"/>	Laurie Nelson	12 (31/05/2013)	England U18 Recreational	England U18 Recreational ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC
<input checked="" type="checkbox"/>	Judi Dench	29 (19/09/1995)	England Compete Full	England Compete Full ↗	No ?	17/10/2024	17/10/2025	Dog & Duck FC

6. Once the desired individuals have been selected, click **<Bulk Renew>** in the top right of the page, you will then be able to review the preview/summary that shows which members will be renewed.
7. Click **<Done>** to execute the bulk renewal. The system will add these individuals to the basket for checkout.
8. Go to your cart (Shopping trolley icon at the top) and select **<Checkout>**
9. Fill out payment details and select **<continue>** / **<pay now>**

This completes the bulk renewal process.

An email will then be sent to the email of the 'primary contact' of each renewing member, welcoming them to British Taekwondo and will have a copy of their membership certificate attached.