

CLUB LOCATOR

Why you should add your club's details to the Club Locator

Adding your club's details to the British Taekwondo Club Locator is one of the simplest and most effective ways to boost your visibility and attract new members.

With every British Taekwondo club now automatically included on the system, this is your opportunity to stand out by making sure your profile is complete.

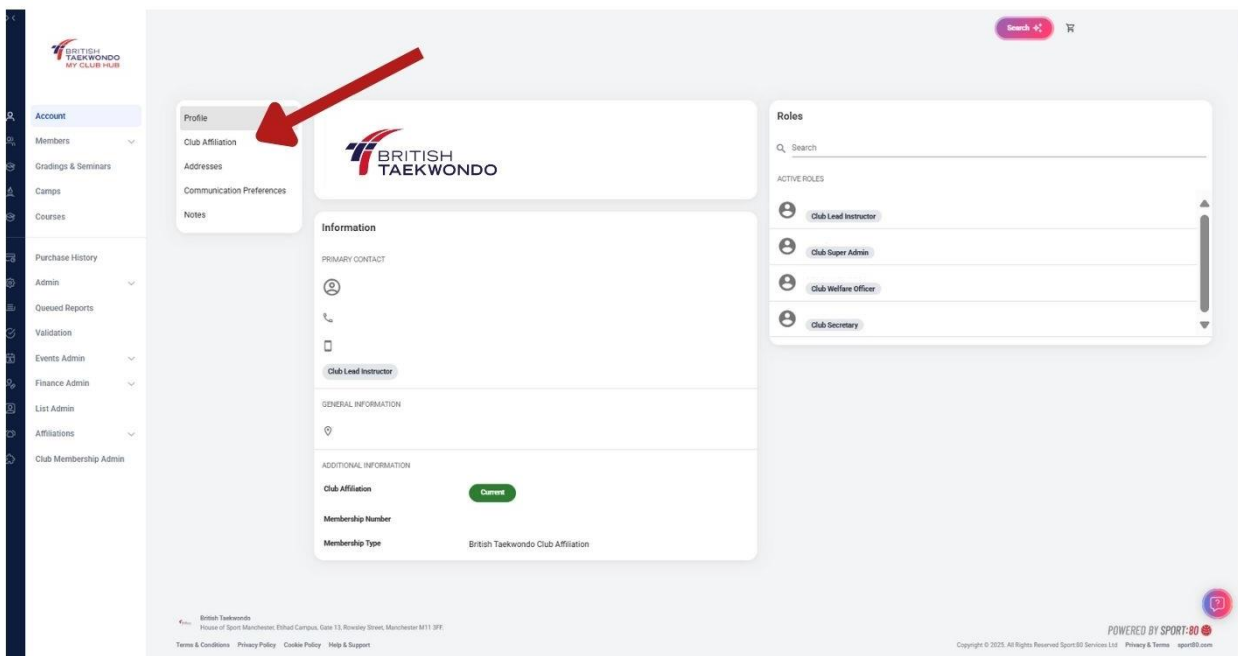
By uploading your club's logo, contact details, and website, you're making it as easy as possible for prospective members to find you and get in touch. For families and individuals searching for Taekwondo in their area, a detailed and up-to-date profile means your club is instantly more appealing and accessible.

Including your session times and venue information will also help potential members know exactly what to expect and when they can join in. This extra layer of detail can make the difference between someone just browsing and someone stepping onto the mats for the first time at your club.

Ensuring your profile is accurate and engaging is a vital step in growing your membership and strengthening your club's presence in the community.

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

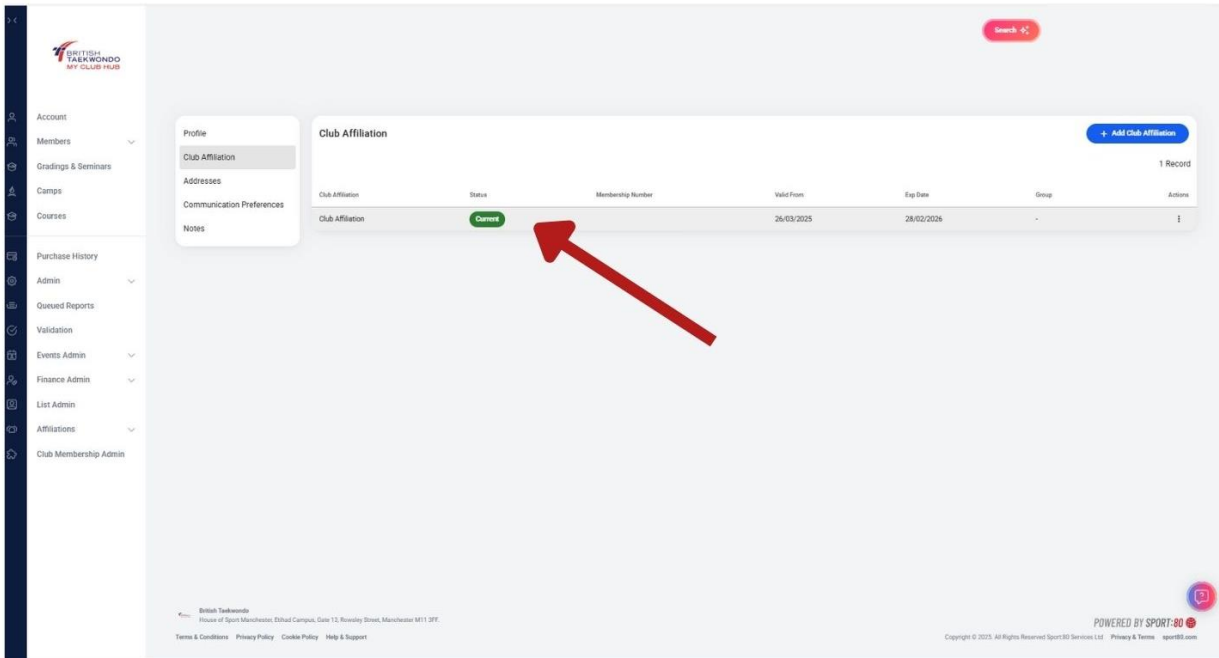
1. Login to your account - <https://britishtaekwondo.sport80.com/>
2. Switch to your club administrator profile
3. From the dashboard, navigate to the <Club Affiliation> section on the left.



The screenshot displays the British Taekwondo Club Locator dashboard. On the left, a vertical navigation menu lists various sections: Account, Members, Gradings & Seminars, Camps, Courses, Purchase History, Admin, Queued Reports, Validation, Events Admin, Finance Admin, List Admin, Affiliations, and Club Membership Admin. The 'Affiliations' section is highlighted with a red arrow. The main content area shows the 'Profile' section for a club administrator, with a red arrow pointing to the 'Club Affiliation' link. The profile includes fields for 'Club Affiliation', 'Addresses', 'Communication Preferences', and 'Notes'. Below this is the 'Information' section, which contains 'PRIMARY CONTACT' (with a 'Club Lead Instructor' role), 'GENERAL INFORMATION', and 'ADDITIONAL INFORMATION' (with fields for 'Club Affiliation', 'Membership Number', and 'Membership Type'). The 'Roles' section on the right lists 'ACTIVE ROLES' such as 'Club Lead Instructor', 'Club Super Admin', 'Club Welfare Officer', and 'Club Secretary'. The footer contains the British Taekwondo logo, address, and copyright information.

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4. On the next page click on your current Club Affiliation

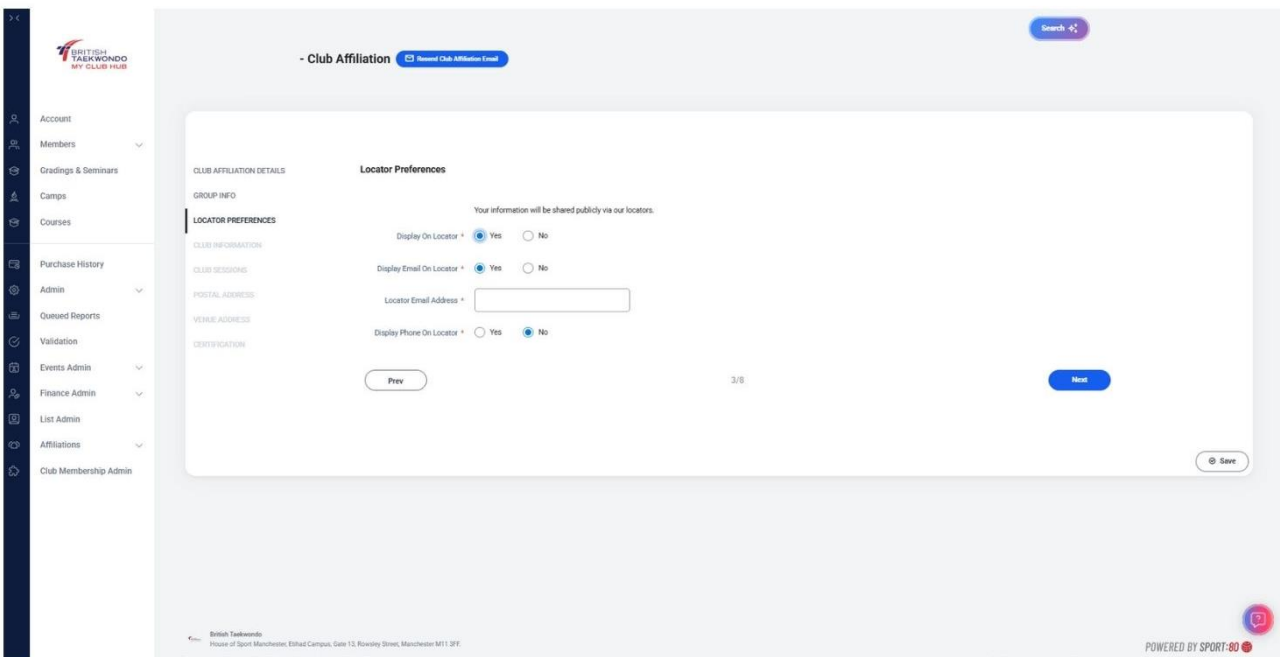


The screenshot shows the 'My Club Hub' interface. On the left is a navigation menu with categories like Account, Members, Gradings & Seminars, Camps, Courses, Purchase History, Admin, Queued Reports, Validation, Events Admin, Finance Admin, List Admin, Affiliations, and Club Membership Admin. The main content area is titled 'Club Affiliation' and features a '+ Add Club Affiliation' button. Below this is a table with columns for Club Affiliation, Status, Membership Number, Valid From, Exp. Date, Group, and Actions. A single row is visible with the status 'Current', which is highlighted by a red arrow. The footer contains contact information for British Taekwondo and a 'POWERED BY SPORT-80' logo.

5. Head to Page 3 of the Club Affiliation section to find the 'Locator Preferences' section.

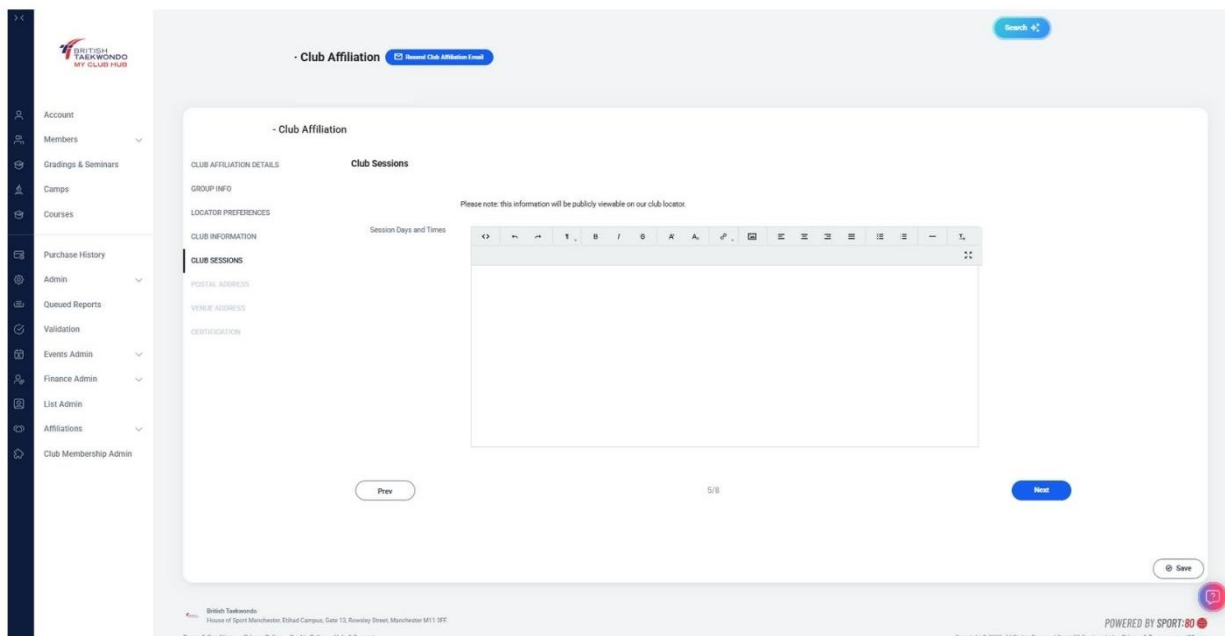
From now on, 'Display on Locator' will automatically be 'Yes', if you wish to opt out, you can select 'No'.

We encourage you to fill in your club's contact details in this section by clicking 'Yes' on 'Display Email on Locator' and 'Display Phone Number on Locator', you will then be asked to add those details.



The screenshot shows the 'Club Affiliation' page, specifically the 'Locator Preferences' section. The page title is '- Club Affiliation' with a 'Personal Club Affiliation' label. The 'Locator Preferences' section includes a warning: 'Your information will be shared publicly via our locators.' Below this are three radio button options: 'Display On Locator' (selected as 'Yes'), 'Display Email on Locator' (selected as 'Yes'), and 'Display Phone Number on Locator' (selected as 'No'). There is an input field for 'Locator Email Address'. At the bottom of the form are 'Prev' and 'Next' buttons, and a 'Save' button. The footer contains contact information for British Taekwondo and a 'POWERED BY SPORT-80' logo.

6. Click <next> to head to Page 4 where you can add your club's logo, website and social media handles, meaning your club can be found instantly
7. Click <next> to head to page 5 where you can add the dates and times of your club's sessions. The more information on this page the better!



The screenshot shows the 'Club Affiliation' form in the 'Club Sessions' section. The form is titled 'Club Sessions' and includes a note: 'Please note: this information will be publicly viewable on our club locator.' The form contains a text area for 'Session Days and Times' and a 'Save' button in the bottom right corner. The left sidebar shows navigation options: Account, Members, Grading & Seminars, Camps, Courses, Purchase History, Admin, Queued Reports, Validation, Events Admin, Finance Admin, List Admin, Affiliations, and Club Membership Admin. The footer includes the British Taekwondo address and copyright information.

8. When you have updated all your details, click <save> in the bottom right corner, and that will add your club's details to the Club Locator

This completes the process for adding your club's information to the Club Locator section. You should then be able to head to the [Club Locator](#) to see your information has been updated.