

TRANSFERS – INDIVIDUALS GUIDE



For individuals wishing to transfer their membership to another club, follow the below instructions to request a move.

1. Login to your account - <https://britishtaekwondo.sport80.com/>
2. Go to British Taekwondo Membership
3. Select the three dots under 'actions'
4. Click <**Transfers**>
5. Select <**Start transfer**>
6. Select new club from the list
7. Click <**Start Transfer**>

This completes the process for you.

Following this:

- A transfer approval notification will go to the new club
- The new club admin would then to approve/decline movement
 - Note: There is an auto-approval after 10 days.

Approved:

If the request is approved, you will be notified via email.
You will automatically be part of the new club.

Declined:

If the request is declined, you will be notified via email and given a reason by the new club.
You will remain in your original club, prior to the transfer
Note: There is no cool down on transfers, you could transfer to a different club is desired.

Note: Emails will be sent to the primary contact on your profile.