

APPROVALS – CLUBS GUIDE

When an individual wishes to purchase their BT membership and be linked to your club, they may use the Sport:80 system to do so.

Following this, you will receive a notification email that X has requested to join.

Their name **New Transfer Request**

Hi **Your name**

Their name has requested a transfer from **Old club** to **Your club** the request will be automatically processed on **10 days from today** if no action is taken.

Click the link below to Approve

Approve

If the link does not work please paste the following into your browser:

link

Click the link below to Reject

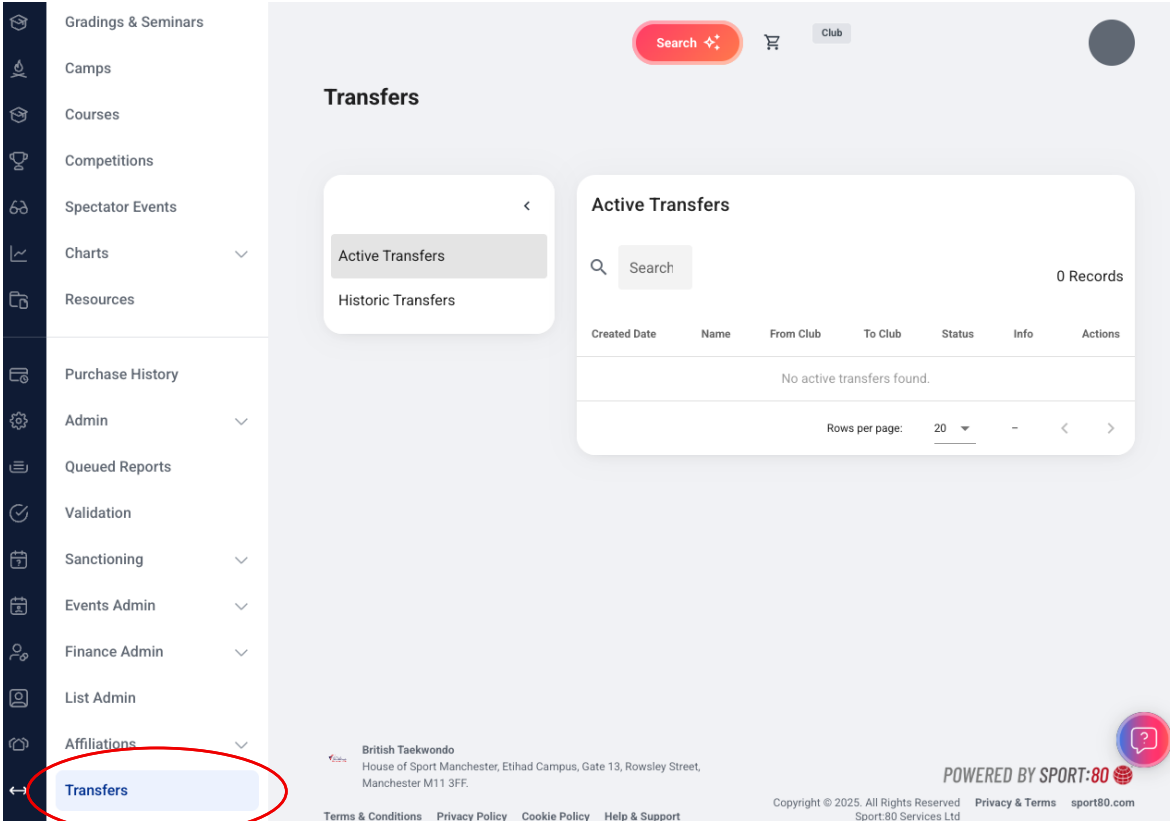
Reject

If the link does not work please paste the following into your browser:

link

Login to your account - <https://britishtaekwondo.sport80.com/>

This can also be viewed in the 'Transfers' section of the club



The screenshot shows the 'Transfers' section of the club management system. On the left is a navigation menu with 'Transfers' highlighted in blue and circled in red. The main content area is titled 'Transfers' and includes a search bar, a 'Club' dropdown, and a toggle for 'Active Transfers' (selected) and 'Historic Transfers'. Below this is a table for 'Active Transfers' with columns: Created Date, Name, From Club, To Club, Status, Info, and Actions. The table currently shows 'No active transfers found.' and a pagination control for 'Rows per page' set to 20. The footer contains contact information for British Taekwondo and copyright details for Sport:80 Services Ltd.

If the club does not approve them within 10 days, they are auto-approved.

Approved:

If the request is approved, the individual will be notified via email.
The club is updated automatically in your membership list

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Declined:

If the request is declined, you must provide a reason for rejection, a text box pop-up is triggered when the rejection is clicked.

The Individual receives email notifying of rejection and the reason and will remain in their original club, prior to the transfer

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

Member joining would be:

1. Log in, create an account
2. Select 'Add Membership', fill out the form, and then add to basket
 - a. When adding to basket, You will receive an email that user has affiliated with your club - this is the prompt for the club to go in to complete payment on behalf of the user
3. User does not complete payment, but leaves membership in basket.

Note: The user **should** do nothing further - **but there is no prompt to stop them completing checkout and paying** - this will need to be emphasised by the club to their members - i.e. **do not pay**.

Process for a Club Admin once user process is completed:

1. You will receive an email confirming user has affiliated with the club
2. Club admin logs in, switches into the club account
3. Search for user (using name from the email) in the member quick search
4. Click on their profile, and then on their membership, which will be in an 'Invalid - Pending Payment' state
5. Follow the prompts on the form, admin should then select 'Add and checkout'
 - a. This takes the item from the user basket to the club basket
6. Club admin can now complete checkout and pay for the user
7. Once they have paid, they will then need to go back to the user profile and approve the individual membership (this is not automatic when paid)
8. Once admin approves, user will receive an email with their BT e-pass and membership details