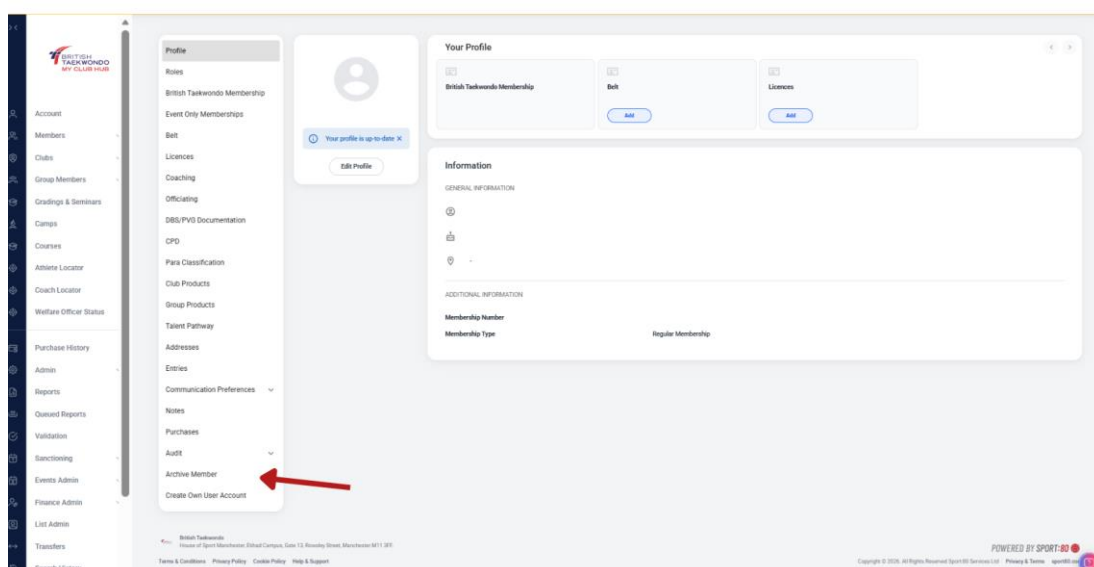


# ARCHIVE MEMBERS

If a member no longer trains at your club and their British Taekwondo membership has lapsed, you can archive them so you no longer see their profile on your member lists. This can be done by following the links below:

1. Login to your account - <https://britishtaekwondo.sport80.com/>
2. Switch to your club administrator profile. Please ensure you are controlling the club that the member in question attends.
3. Select **<Members>** on the left-hand menu and then **<Quick Search>** from the drop-down options, then enter the name of the member you want to archive
4. Once you have selected the member, find the **<Archive Member>** option on their profile page.



5. On the following page, select the blue **<Archive>** button to complete the archive process.

