
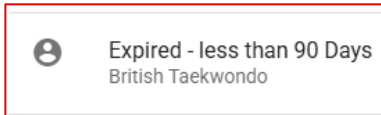


MEMBERSHIP RENEWALS

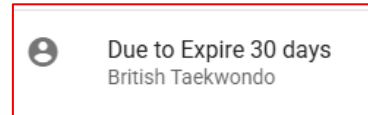
1. Login to your account - <https://britishtaekwondo.sport80.com/>
2. Switch to your club administrator profile
3. Select <Members> and then <Smart List>
4. From the 'load view', select the 'cloud and arrow' button 
5. Select one of the smart view presets

<Expired – less than 90 days>



*This will show you all that have **lapsed** in the last 90 days.*

<Due to Expire 30 days>



*This will show you all members **due to expire** in the next 30 days.*

6. Select member to open their profile
7. Select <British Taekwondo Membership>
 - Select <Lapsed> button when using the 'Expired' view
 - Select <Current> button when using the 'Due to Expire view'
8. Follow the prompts, input the data and select <renew>.
 - *That will add the renewal to your cart to purchase*
 - *If you have additional members to renew, repeat steps 6-9, or use the [Bulk Renewal](#) function*
9. When you have added all members who require a renewal, go to your cart (Shopping trolley icon at the top) and select <Checkout>
10. Fill out payment details and select <continue> / <pay now>

This completes the renewal.

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

A copy of the welcome email is below.

MEMBERSHIP RENEWALS



Example of email sent upon membership renewal.

From: British Taekwondo <noreply@sport80.com>
Sent: Thursday, June 26, 2025
To: S.Claus <S.Claus@northpole.org>
Subject: S.Claus New British Taekwondo Membership Confirmation

Hi S Claus,

Congratulations, you are now a member of British Taekwondo!

We are glad to have you join us, thank you for your support. Your membership details are shown below.

How to add your e-card to your Apple or Android smartphone

If you have an Apple iPhone follow these simple steps:

1. Click the e-card attachment on the email
2. Once downloaded, click the 'Add' option in the top right
3. You can now find your e-card in the Wallet app

If you have an Android Smartphone do the following:

1. Firstly, if you don't have a pass wallet app on your smartphone, click the following link and install the Pass2u app: <https://play.google.com/store/apps/details?id=com.passesalliance.wallet>
2. Once your app has installed, click the e-card attachment on the email
3. The Pass2u app will open and install the pass automatically

Your Membership Details

Name: S.Claus

Membership Number: 12/3456

Exp Date: 25/12/2026

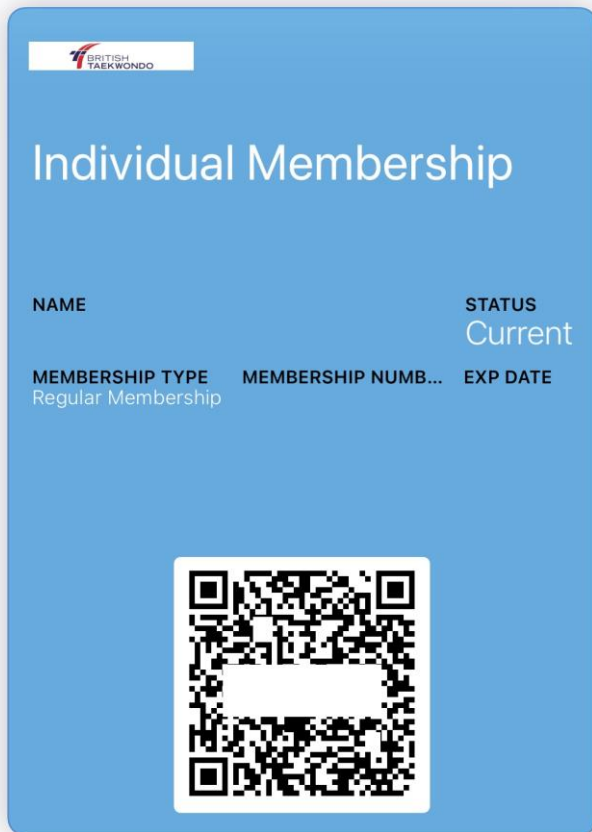
Membership Type: Regular Membership

Kind regards,

British Taekwondo

MEMBERSHIP RENEWALS

Example of E-pass



Example of Certificate

