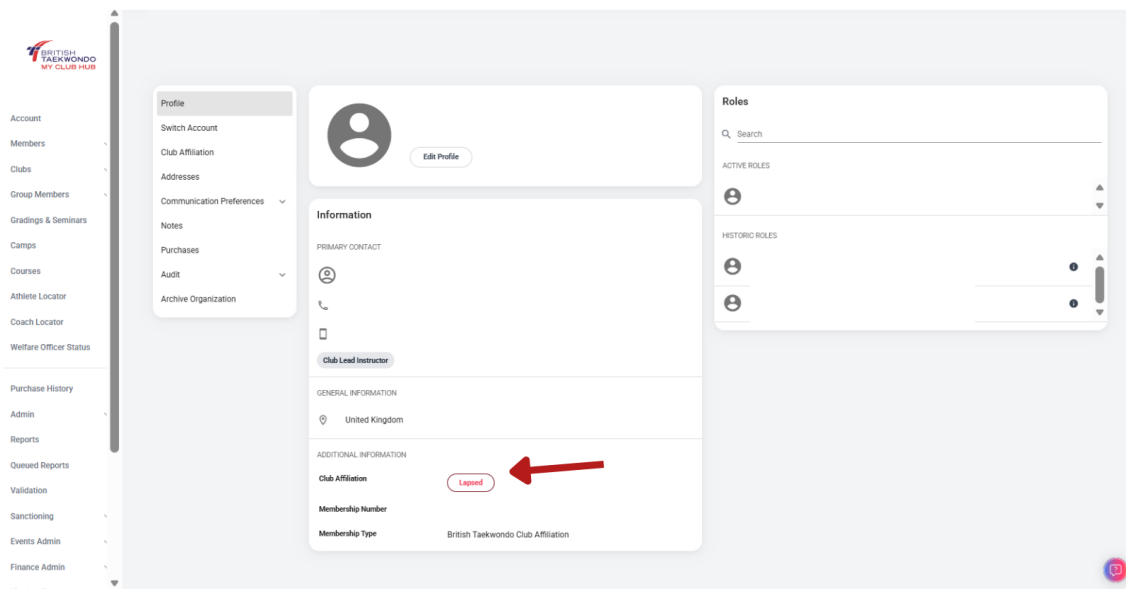


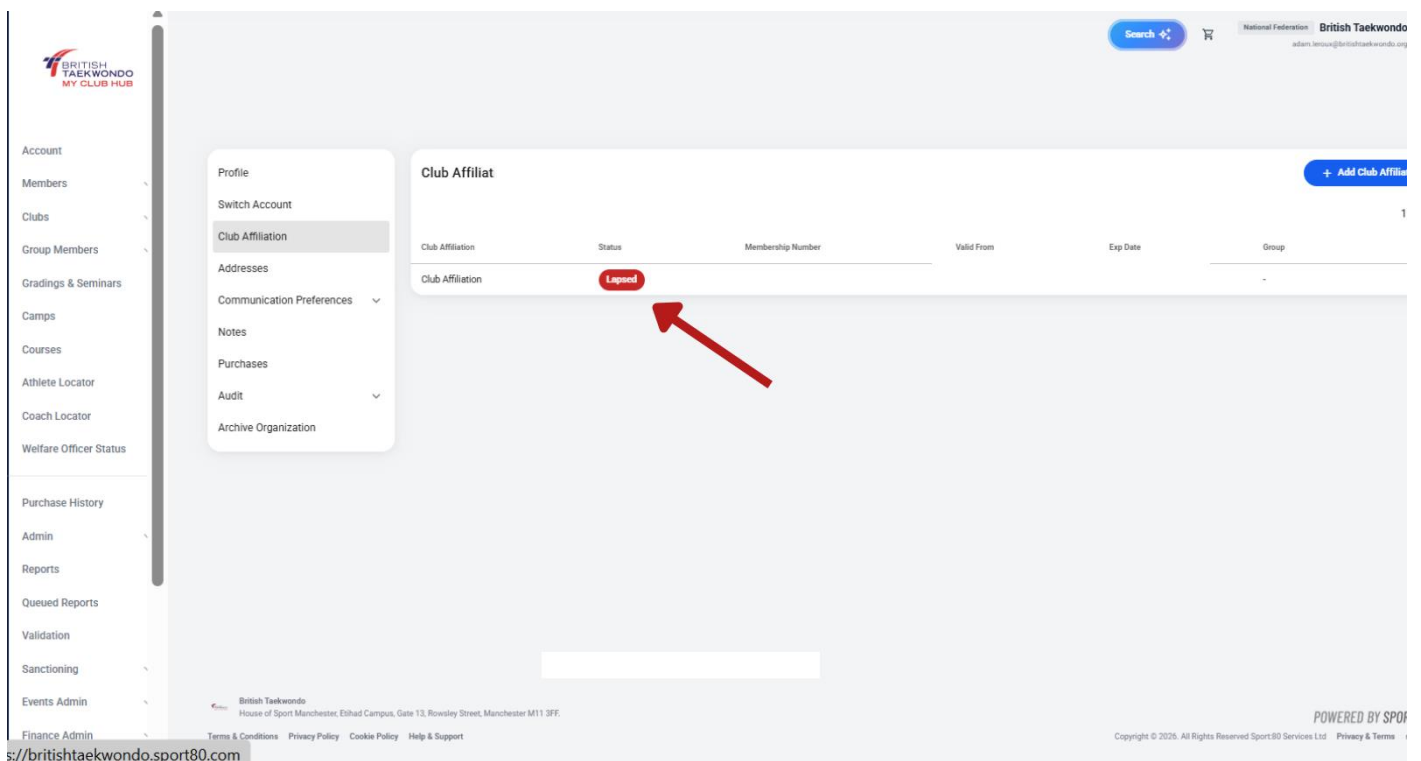
RENEW CLUB AFFILIATION

Each year, your club will have to renew its affiliation with British Taekwondo. This is done via the My Club Hub system following the steps 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 you wish to renew the affiliation of
3. When you have selected your club, you should see similar to the screen below, select the **<Lapsed>** button to start the renewal process. (This could also say 'Current' if you are renewing before your initial end date.)



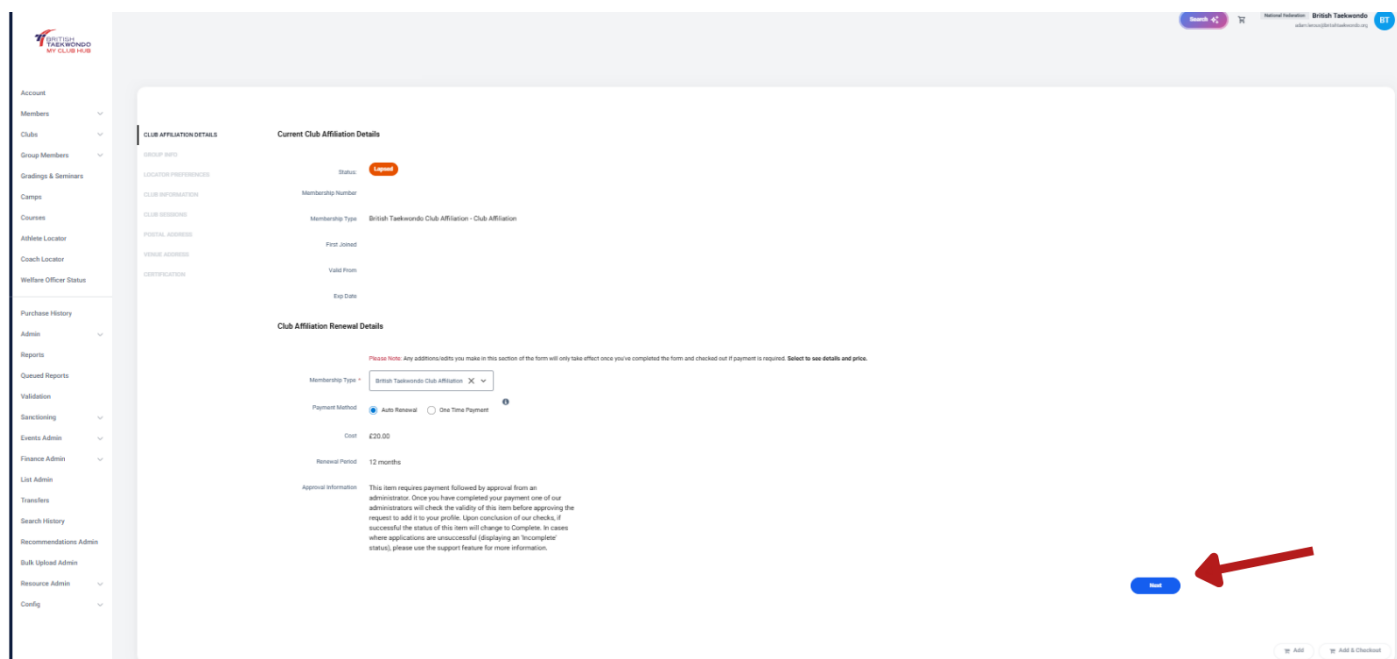
4. On the next page, click the same **<Lapsed>** icon to take continue the process



RENEW CLUB AFFILIATION

5. You will then see the page below, which outlines the 12-month club affiliation you are intending to purchase. You have the option to make this a payment that automatically renews at the same time each year, or a one-time payment, where you will have to repeat the process each year.

Once you have decided, select the blue **<Next>** button in the bottom corner to proceed.



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BRITISH TAEKWONDO MY CLUB HUB

Search

Current Club Affiliation Details

CLUB AFFILIATION DETAILS

GROUP INFO

STATUS: Upstart

CLUB INFORMATION

MEMBERSHIP TYPE: British Taekwondo Club Affiliation - Club Affiliation

PAYMENT METHOD: Auto Renewal (selected) / One Time Payment

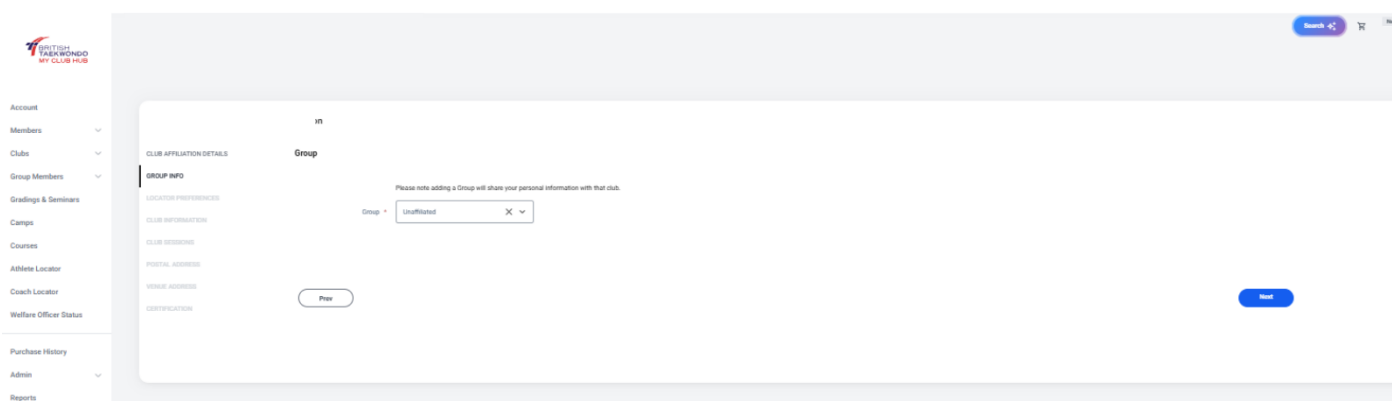
COST: £20.00

RENEWAL PERIOD: 12 months

APPROVAL INFORMATION: This item requires payment followed by approval from an administrator. Once you have completed your payment one of our administrators will check the validity of this item before approving the request to add it to your profile. Upon conclusion of our checks, if successful the status of this item will change to Complete. In cases where applications are unsuccessful (displaying an 'incomplete' status), please use the support feature for more information.

Next

6. You will then be asked to fill out your club's details to ensure they are up to date. On page 2, if you are not a member of a British Taekwondo group of clubs, simply select 'Unaffiliated' (see below)



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BRITISH TAEKWONDO MY CLUB HUB

Search

Group

CLUB AFFILIATION DETAILS

GROUP INFO

PLEASE NOTE: Adding a Group will share your personal information with that club.

GROUP: Unaffiliated

Next

RENEW CLUB AFFILIATION



7. When filling out these details, we encourage you to add your details to our Club Locator, as well as information on session times, this allows potential members to see your details here: [Club Locator | Sport:80](#)
8. Once you have filled out all the pages, select <**Add and Checkout**> at the bottom of the page, you will then be asked to enter your payment details to finalise your Club Affiliation request.
9. Once complete, a member of British Taekwondo Membership Services will review your request and validate your club's affiliation. Please allow two working days for this process to be completed.