



Community Discussion Event – Club Admins Using Sport80

January 2025



Agenda

- New Membership Checker
- Transfers and Affiliations
- Access and Roles

New Membership Checker

- *Access through Club Account*
- *Left Hand Side Bar*
- *Able to enter multiple membership numbers/emails at once*
- *See Validity, Membership Type and Expiry Date*



British Fencing

- Account
- Athletes
- Home Countries
- Clubs
- Events
- Trips
- Online Store
- Results & Rankings
- Upcoming Courses
- Learning Zone
- Membership Checker
- Event Organiser Memb...

Membership Checker

Membership Checker

Search



Name ↑

Select Filters

Remove All

Memb No.(s) or Email(s) *

Enter a comma or space separated list of Memb No.s numbers or emails

Apply

0 Records

Membership Number

Rows per page: 20



HONESTY
RESPECT
EXCELLENCE

Transfers and Affiliations

- *Members can select a primary club on their profile*
- *Any additional clubs (e.g. Schools or University Clubs can be added via access management)*
- *Transfers are requested via the member's profile*
- *Club Admins are able to approve transfers from their club account*

Transfers as a Club Admin

- *To view active transfers, login and switch into the club account*
- *On the left-hand menu bar click 'Transfers' (this will be near the bottom of the list)*
- *Click 'Active Transfers'*
- *Under 'Actions' you will be able to approve or reject the transfer*
- *The Transfer will be completed after both club admins have approved the transfer*
- *Where the Transfer remains unapproved after 21 days – this will automatically go through*

Affiliations as a Club Admin

- *To view affiliations, login and switch into the club account*
- *On the left-hand menu bar click 'Affiliations' (this will be near the bottom of the list)*
- *Click 'Affiliations'*
- *Under Affiliations, you can see members who are currently affiliated to your club. You can also affiliate members to your club.*

Affiliation Blocks as a Club Admin

- *To view affiliations, login and switch into the club account*
- *On the left-hand menu bar click 'Affiliations' (this will be near the bottom of the list)*
- *Click 'Blocks'*
- *Here you can block memberships who no longer attend your club*

Club Administration Roles

- *Access roles from the club profile*
- *The club super admin can change/update roles*
- *The primary contact will receive communications from British Fencing (E.g. Club Digest)*
- *Other roles may also receive communications relevant to their role (e.g. Welfare Officers)*
- *You can list the following roles on the club profile:*
 - *Club Super Admin*
 - *Club Finance Admin*
 - *Club Welfare Officer*
 - *Club Administrator*
 - *Club Secretary*

Like a session to run through your club setup?

Contact
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