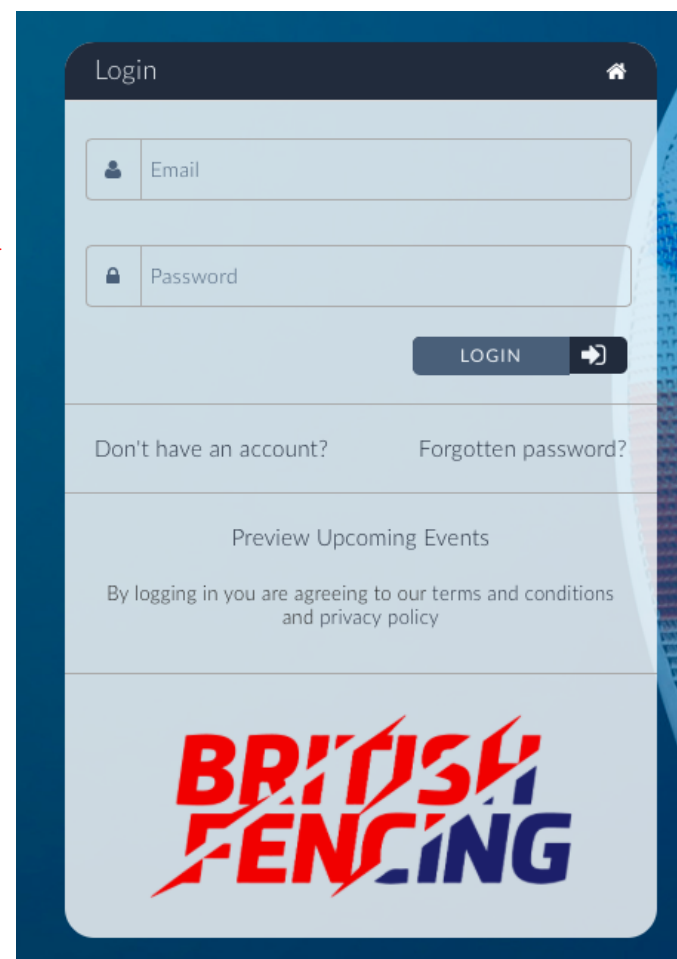


# Updating your Club Information

This is a quick guide to assist you to update your club's information on the Club Finder.

1. Log into your Clubs Sport80 account via [www.bf.sport80.com](http://www.bf.sport80.com)



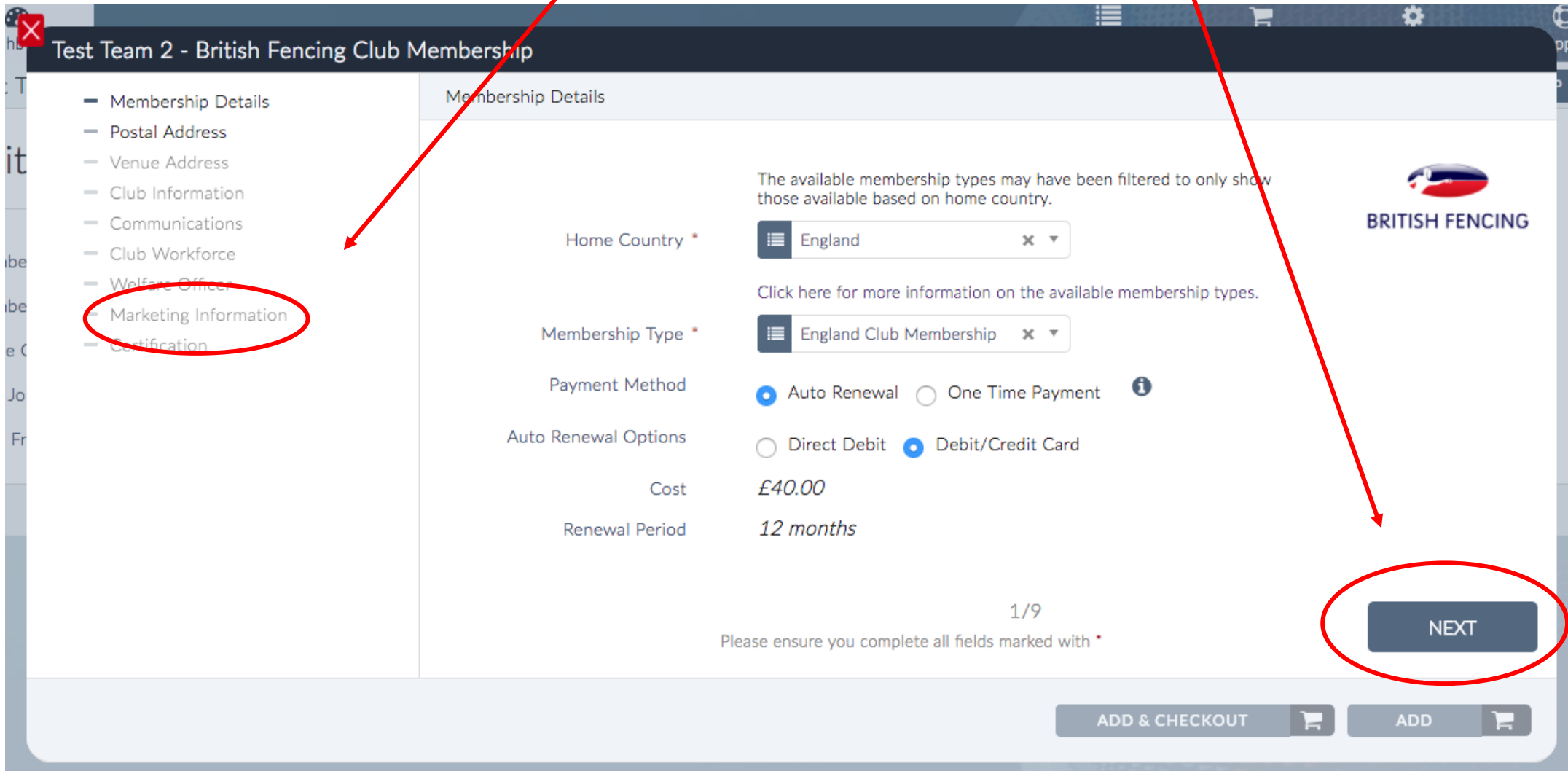
2. Click Memberships on the side bar

The screenshot shows the British Fencing website interface. On the left, a dark sidebar contains navigation options: Profile, Memberships (circled in red), Addresses, Athletes, Teams, Events, and Trips. The main content area is titled 'Test Team 2 Memberships' and 'British Fencing Club Membership'. A table lists membership details with values 'unset' for Membership Number, Membership Type, Home Country, First Joined, and Valid From. A 'COMPLETE' button (circled in red) is located to the right of the table. The top navigation bar includes 'Dashboard', 'Purchases', 'Basket (0)', 'Admin', and 'Support'. The bottom of the page features a footer with terms and conditions and a copyright notice.

Membership Number	<i>unset</i>
Membership Type	<i>unset</i>
Home Country	<i>unset</i>
First Joined	<i>unset</i>
Valid From	<i>unset</i>

3. Click on 'Complete'

4. Navigate down to Marketing Information using the next button



The screenshot shows a web form titled "Test Team 2 - British Fencing Club Membership". On the left is a navigation menu with the following items: Membership Details, Postal Address, Venue Address, Club Information, Communications, Club Workforce, Welfare Officer, Marketing Information (circled in red), and Certification. A red arrow points from the "Marketing Information" menu item to the "NEXT" button. The main form area is titled "Membership Details" and contains the following fields and options:

- Home Country \*
- Membership Type \*
- Payment Method:  Auto Renewal  One Time Payment
- Auto Renewal Options:  Direct Debit  Debit/Credit Card
- Cost: £40.00
- Renewal Period: 12 months

At the bottom right of the form, a "NEXT" button is circled in red. Below the form, there are two buttons: "ADD & CHECKOUT" and "ADD".



HONESTY  
RESPECT  
EXCELLENCE

5. Complete all the relevant information.

Test Team 2 - British Fencing Club Membership

- Membership Details
- Postal Address
- Venue Address
- Club Information
- Communications
- Club Workforce
- Welfare Officer
- Marketing Information
- Certification

Marketing Information

Publicity On Website \*  Yes  No *i*

Phone \*

Email \*

Description \*  *i*

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Please ensure you complete all fields marked with \*

PREV

NEXT

ADD & CHECKOUT

ADD

6. Click next and confirm all information is up to date.