

How to update your Club's Membership Information

BF send out updates to Club Admins, COVID-19 Officers and Welfare Officers via e-mail so make sure the right people are listed to be kept in the loop.

Step 1; Log into your Club's Sport80 Profile here; <https://bf.sport80.com/>

Step 2; Click on 'Memberships' on the menu. Then click on 'Current' This will bring up the Club Membership Information.

Profile

Memberships

Documents

Addresses

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Status

Current

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Step 3; On the left-hand side menu you can check the details assign to each position;

- To check the **Club Admin** click on 'Roles', here you can assign a primary contact and add any new Club Admins.
- Check your **Welfare Officer** details by clicking on 'Welfare Officer'. Ensure their e-mail contact is up to date so they don't miss out on any information.
- To assign your **COVID-19 Officer** or check their details click 'COVID-19 Officer'. As part of BF's commitment to returning to activity as safe as possible, all community clubs are required to register a COVID-19 Officer.

- Membership Details
- Roles
- Postal Address
- Venue Address
- Club Information
- Welfare Officer
- Marketing Information
- COVID-19 Officer
- Email Communications

Currently you can only assign one Welfare and COVID-19 Officer per club so please make sure that the contact knows to share any information to other officers.