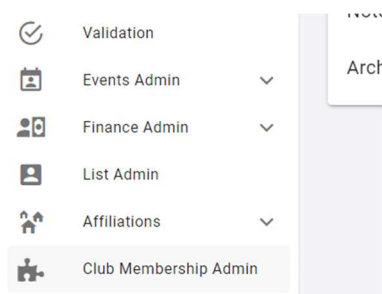# How to add an Honorary member

Sport80 is now able to take honorary members submitted by the club. This can also be used to add members who are struggling to join online.

Setting up an honorary membership type

Firstly the club will need to send up a membership type at just £25 (based on 2025 fees) so the club can just pay the fee directly to BRC. To do this you will need to log in to sport80 and switch into the club profile.

Go to club membership at the bottom of the list on the left hand side.

Click +Add Membership Type and enter the information to set up the membership type. Make sure it is clear in the title and description that members themselves should not be using this membership.

If you do not have a club card and would like to pay for honorary members by bank transfer you can turn that setting on. Please be aware this will only work for memberships of £25 (in 2025) as only BRC stripe is set up to take payments by BACS so a split cannot be sent to the club and therefore BACS will not work for other membership payments.

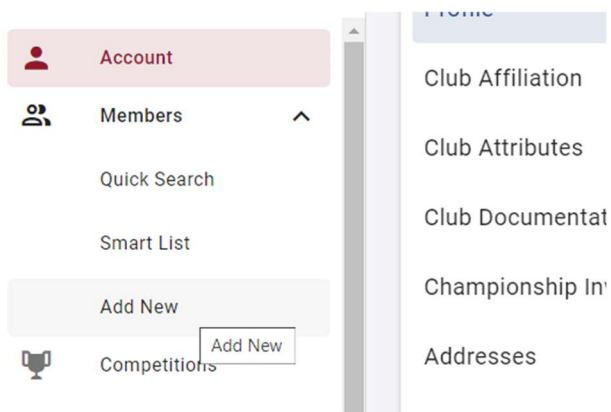If you do not wish to set up a specific membership for this in case members use it by mistake you can use other membership types for the next steps and any split going back to the club will return to the club account. However, this will be by card payment only.

Adding a new member (a member who is not currently on the club membership list at all)
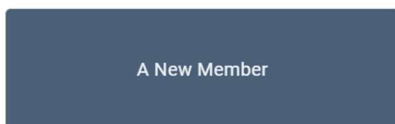
To add a member who is not in the club list click the drop down arrow next to members in the left hand side menu and select 'Add New'.

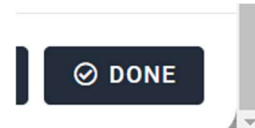Then click 'Add New Member'.

Add Member

Please Note: If you wish to access a member in order to enter then permissions will be granted immediately in some cases.

A New Member

Fill in the members details, then click next to add contact details and then address and finally their email communication preferences.

Once all the information is complete. Click Done.

This will then take you to the members profile where you can add a membership. You will need to click Club memberships on the menu. Then the blue '+Add Club Membership' button.

This brings up the option to complete their membership details. If you have set up an honorary membership this will be in the drop down list to choose from.

Once you have filled in all their information click the 'Add & Checkout' button. You can then choose whether to check out by BACS or card and enter the relevant details to complete the membership purchase.
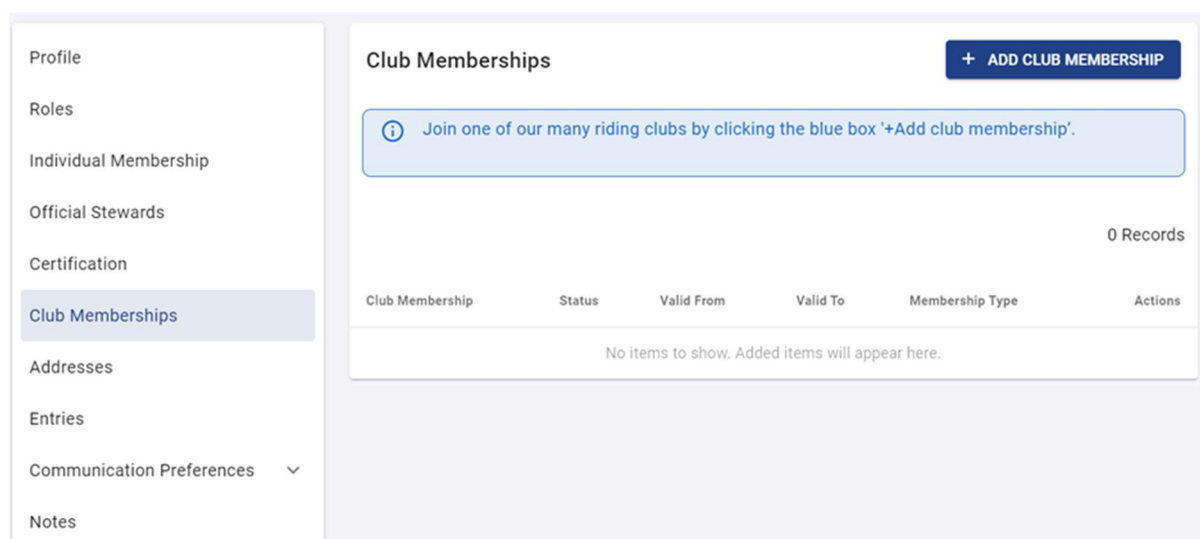

Please note that memberships paid for by BACS will remain in pending until the payment has been processed (can take up to 7 working days) and the individual membership status of the member will remain lapsed until this has finished processing.

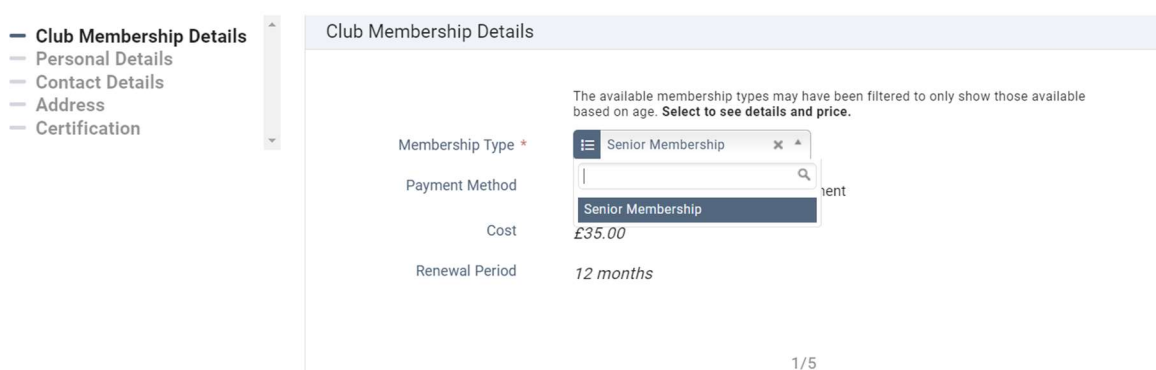<u>Renewing a manually added member (a member who is on the club list but has lapsed)</u>

This section applies to members who were manually added in 2024 or lapsed in 2023 and not members who purchased their own membership in 2024 on sport80.

First find the member on the list and click on their name to go to their profile. You will need to click Club memberships on the menu. Then the blue '+Add Club Membership' button.

This brings up the option to complete their membership details. If you have set up an honorary membership this will be in the drop down list to choose from. Once you have chosen this will give you the option to auto-renew this membership or just pay a one-time payment.

Once you have filled in all their information click the 'Add & Checkout' button. You can then choose whether to check out by BACS or card and enter the relevant details to complete the membership purchase.
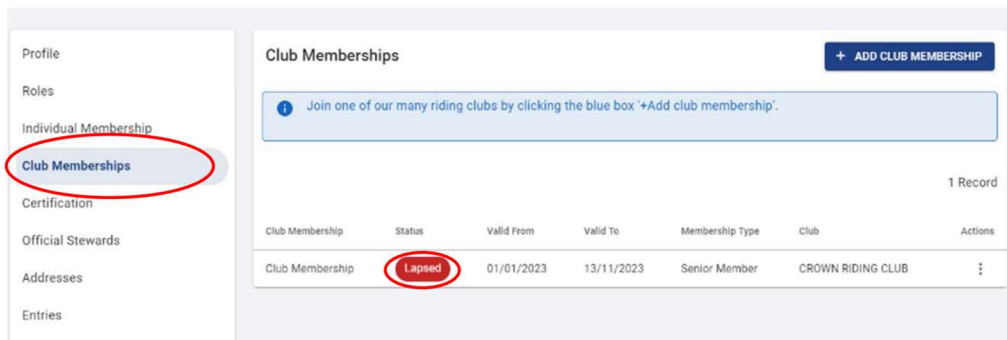

Please note that memberships paid for by BACS will remain in pending until the payment has been processed (can take up to 7 working days) and the individual membership status of the member will remain lapsed until this has finished processing.

Renewing a member who has previously purchased their membership on sport80

You will be able to renew a sport80 purchased membership up to 30 days before it runs out. To do this go onto the profile of the member you would like to renew and click on the club memberships tab to view existing memberships.

If the sport80 purchased membership is in the last 30 days and can be renewed, its status will appear as 'Renew' giving you the option to renew it by clicking this. If the membership has lapsed you can also renew by clicking the red 'Lapsed' button.

You can then renew the membership by clicking next and checking all the details and then the blue add button to add to your basket. You can then do the same for any other members your wish to renew.

Once they are all added to the basket you can click on the basket in the top right to checkout.