

The image features a large red triangle on the left side, containing the text 'BRITISH FENCING' and 'CLUB WELFARE OFFICER'. The background is a photograph of a fencer in a white uniform and mask, captured in a dynamic lunge position during a match. The fencer's right arm is extended forward, holding a foil. The background is dark and out of focus, showing other fencers and the structure of a fencing arena.

**BRITISH  
FENCING**

# *CLUB WELFARE OFFICER*

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*HOW TO GUIDE FOR CLUBS*

**GO TO...**

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***[www.bf.sport80.com](http://www.bf.sport80.com)***

LOG INTO YOUR ACCOUNT

# STEP 1

Make A Donation  
Click here to make a donation to British Fencing.

Login

Email

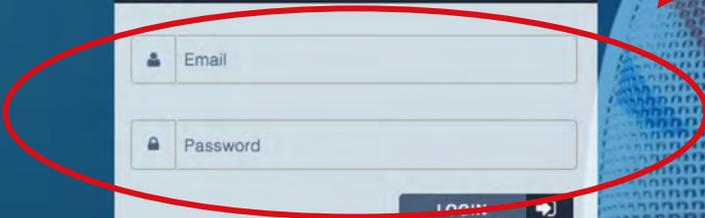
Password

LOGIN

Don't have an account?    Forgotten password?

Preview Upcoming Events

By logging in you are agreeing to our terms and conditions and privacy policy

Support

## SELECT YOUR CLUBS MEMBERSHIP...

# STEP 2

Make A Donation

Click here to make a donation to British Fencing.



### Select Account

We notice your account is joined to one or more organisation, select the account you wish to access. Please note once in the platform you can switch between accounts at any point using the dropdown in the top right of the screen.

Personal Account

British Fencing

Test Team

Test Team 2

Don't have an account?

Forgotten password?

Preview Upcoming Events

By logging in you are agreeing to our terms and conditions and privacy policy

**BRITISH  
FENCING**

# STEP 2.5

**IF YOU ARE NOT PROMPTED TO SELECT YOUR CLUBS MEMBERSHIP IN STEP 2... PLEASE CLICK ON THE 3 LINES AND SELECT YOUR CLUB FROM THE DROPDOWN**

Select Language

Dashboard

Purchases

Basket (0)

Search 1 Athletes

Saved Reports

Test Team

Personal Account

British Fencing

Test Team

Test Team 2

Settings

Logout

| First Name | Last Name | Memb No. | Exp Date                         | DOB        | Gender |
|------------|-----------|----------|----------------------------------|------------|--------|
| Joe        | Bloggs    | 141079   | 08/01/2019 <a href="#">Renew</a> | 01/01/2001 | Male   |

First Previous 1 Next Last

# STEP 3

CLICK ON MEMBERSHIPS

The screenshot shows the British Fencing website dashboard. The left sidebar contains navigation options: Profile, Memberships (circled in red), Addresses, Athletes, Events, and Trips. The main content area displays a table of athletes with columns for First Name, Last Name, Memb No., Exp Date, DOB, and Gender. A red arrow points to the 'Memberships' menu item and the 'Joe Bloggs' entry in the table. The table also includes a 'Renew' button for the selected athlete. At the top right, there are links for Purchases, Basket (0), Admin, and Support. Below the table, there are buttons for Saved Reports, Advanced Filter, and Add New Athlete. A pagination bar shows 'First', 'Previous', '1', 'Next', and 'Last'.

| First Name | Last Name | Memb No. | Exp Date                         | DOB        | Gender |
|------------|-----------|----------|----------------------------------|------------|--------|
| Joe        | Bloggs    | 141079   | 08/01/2019 <a href="#">Renew</a> | 01/01/2001 | Male   |

CLICK ON 'CURRENT'

# STEP 4

Select Language ▼

Dashboard Purchases Basket (0) Admin Support

ADD MEMBERSHIP +

## British Fencing Club Membership

|                        |   |
|------------------------|---|
| Membership Number      |   |
| Membership Type        | England Club Membership - British Fencing Club Membership |
| Home Country           | England   |
| First Joined           | 30/10/2014  |
| Valid From             | 31/10/2018  |
| Next Auto Renewal Date | 31/10/2019  |

**BRITISH FENCING**

# STEP 5

**CLICK ON WELFARE OFFICER & ENTER ALL THE DETAILS**

*N.B cannot be the head coach, or a close friend of relative of the head coach.*

The screenshot displays the 'British Fencing Club Membership' management interface. On the left sidebar, the 'Welfare Officer' option is circled in red. The main content area shows a form titled 'Welfare Officer' with the following fields: 'Welfare Officer Name', 'Welfare Officer Membership Number', 'Welfare Officer Primary Contact Number', and 'Welfare Officer Email'. A blue tooltip above the form states: 'Cannot be the Head Coach, or a close friend or relative of the Head Coach.' Below the form, there are 'PREV' and 'NEXT' buttons. At the bottom of the form, there are three buttons: 'RESEND MEMBERSHIP EMAIL', 'CANCEL AUTO RENEWAL', and 'SAVE'. The page number '6/8' is visible in the bottom right corner of the form area.

# STEP 6

CLICK SAVE

Select Language

British Fencing Club Membership

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

Welfare Officer

These fields are mandatory for *Cannot be the Head Coach, or a close friend or relative of the Head Coach.* and vulnerable adults

Welfare Officer Name

Welfare Officer Membership Number

Welfare Officer Primary Contact Number

Welfare Officer Email

PREV

6/8

Please ensure you complete all fields marked with \*

RESEND MEMBERSHIP EMAIL

CANCEL AUTO RENEWAL

SAVE