


Schools Essential Membership

Using TT Membership System

powered by sport:80 

Welcome!



Table Tennis England are delighted to welcome you to our new Schools' Membership.

There are **2** main parts to registration;

- 1. Create a profile for yourself**
- 2. Add your School**

Please follow the step-by-step guides to create your Schools' Membership.

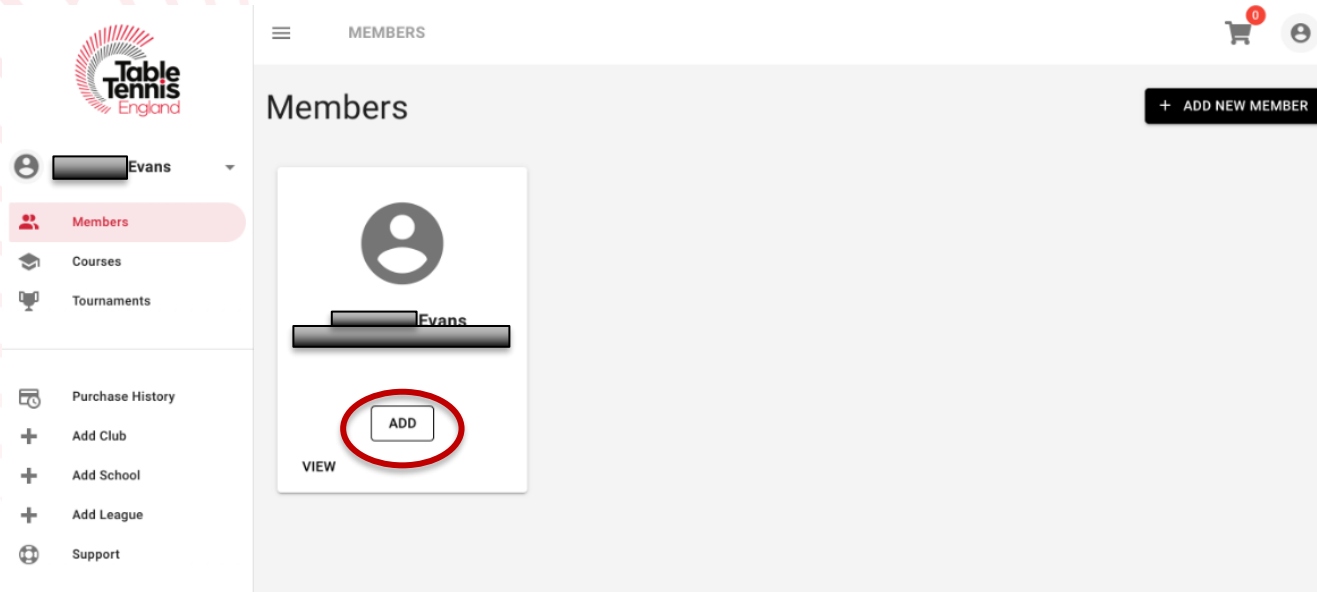
Many Thanks,

Clubs, Leagues & Schools Team

Step 1: Visit <https://tabletennisengland.sport80.com/login> and 'SIGN UP' for an account – make a note of your login details for quicker access thereafter.

A screenshot of the login page for Table Tennis England. The page features the organization's logo at the top. Below it are two input fields for username and password, each preceded by an icon (a person and a lock). A "Remember me" checkbox is located below the password field. A black "LOGIN" button is positioned below the input fields. A link for "Forgot password?" is located below the login button. A horizontal line separates the login section from the registration section. Below the line, the text "Don't have an account?" is displayed. A "SIGN UP" button is highlighted with a red circle. Below this button is a link for "Recover Account From Previous System?". Another horizontal line separates this section from the "Preview Upcoming Events" link. At the bottom, there is a "Support" link with a globe icon, followed by the text "POWERED BY SPORT:80" with a globe icon, and a small copyright notice: "© 2020 Sport:80. All rights reserved."

Step 1.1: Once you have created your account – click on ‘ADD’ and fill in the required details on each page to complete your individual profile.



Step 2: Add a School



A screenshot of the Table Tennis England website's 'Members' page. The left sidebar contains a navigation menu with the following items: 'Sharon Evans' (user profile), 'Members' (highlighted in pink), 'Courses', 'Tournaments', 'Purchase History', 'Add Club', 'Add School' (circled in red), 'Add League', and 'Support'. The main content area is titled 'Members' and features a profile card for 'Sharon Evans' with the email 'sharon.evans@tabletennisengla...'. The card shows a date '31/07/2021' and a 'CURRENT' status. A 'VIEW' button is at the bottom of the card. In the top right corner of the main area, there is a '+ ADD NEW MEMBER' button. The top of the page has a 'MEMBERS' header and a shopping cart icon with a red notification bubble.

Step 2.1 – Once you have clicked on ‘Add a School’ the following warning message comes up – select ‘YES’

Please Note: This functionality is only for those wishing to register a new school that they wish to manage, and not for joining an individual's profile to the school. Do you wish to continue?

NO

YES

If at anytime you need help – help@tabletennisengland.co.uk, or for a more personal touch please do call one of the Schools team on 01908 208878

A screenshot of a web application interface showing a modal dialog box titled "Add Role". The dialog box has a close button (X) in the top right corner. Inside the dialog, the question "Is The Role For Yourself?" is displayed. Below the question are two buttons: "Yes" (highlighted with a red circle) and "No". Below these buttons is a dropdown menu labeled "Role" with the selected option "School Administrator - Full ...". Below the dropdown is a red "Please Note" message: "Please Note this role will provide the user access to this organisation. For more information please click the support icon and a member of our team will be able to provide you more information." At the bottom right of the dialog is an "ADD" button (highlighted with a red circle). The background of the application shows a sidebar with the "Table Tennis England" logo and a user profile for "Sharon Evans". The main content area has a tab labeled "Roles" and a section titled "New School Information". There are also buttons for "ADD NEW MEMBER" and "NEXT" visible in the background.

Simply navigate your way through the screens in the same way that you have now become familiar with- once you have completed the final 'Communications' page (5) 'NEXT' will be replaced with 'ADD'

A screenshot of the 'New School Information' form in the Table Tennis England system. The form is titled 'New School Information' and has a close button (X) in the top right corner. It contains five tabs: 'Roles', 'School Information', 'School Venue Address', 'School Postal Address', and 'Email Communications'. The 'Roles' tab is currently selected. Below the tabs, there is a text block explaining that roles are used to manage access to the organization's account and that one primary contact must be assigned. A list of roles is shown, including 'Yourself', 'School Administrator - Full Access', and 'Primary Contact'. The 'Primary Contact' role is highlighted with a red circle. Below the roles list is an 'ADD' button. At the bottom of the form, there is a 'NEXT' button, also highlighted with a red circle, and a footer note stating 'All fields marked with an * are required.' The footer also includes the text 'POWERED BY SPORT:80' and a globe icon.

Step 2.2: Membership – As you have selected the Essential Membership – please select ‘Memberships’ ...



ACCOUNT Form saved

Green School Test

Profile

- Programmes
- Memberships**
- Addresses
- Communication Preferences
- Notes
- Archive Organization

Green School Test COMPLETE

Primary Contact School Administrator - Full Access

Sharon Evans
sharon.evans@tabletennisengland.co.uk

Postal Address

Active Roles

Name	Role
Sharon Evans	School Administrator - Full Access

... and from this page use the dropdown box to select the correct membership type and navigate through the pages filling in as much information as you can – on the last page **NEXT** will be replaced by **ADD** or **SAVE**

A screenshot of the 'Green School Test' membership form on the Table Tennis England website. The form is titled 'Green School Test - School Membership' and is part of an 'ACCOUNT' section. It has tabs for 'Profile' and 'Memberships', with 'Memberships' being the active tab. A '+ ADD MEMBERSHIP' button is visible. The form is divided into sections: 'Membership Details' (which is expanded), 'Organisation Information', 'Postal Address', 'Additional Information', and 'Organisation Contacts'. The 'Membership Details' section contains a 'Membership Type *' label and a dropdown menu with the text 'Select to see details and price.' and 'Select a Membership Type'. This dropdown menu is circled in red. At the bottom of the form, there is a '1/5' indicator, a 'NEXT' button, and a 'SAVE' button with a circular arrow icon. The Table Tennis England logo is also present in the bottom right corner of the form area.

Step 2.3: Once you have clicked 'add', you will see the following confirmation message;

We are currently reviewing your request. Upon conclusion of our checks, the items status will change to either Complete or Incomplete. If you require more information on the decision made please use the support feature to contact us.

Once your application has been approved, you will receive a notification and 'pending approval' will change to 'current'

We are here to

help@tabletennisengland.co.uk



Thank you

A sport for all, for life!