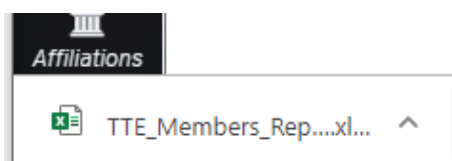


Annual Returns Help Guide



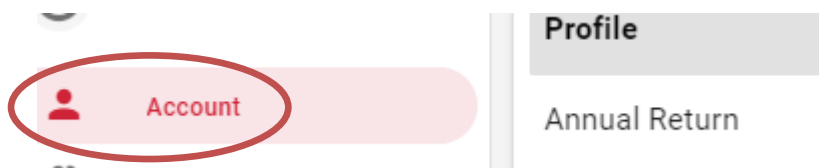
1. Sign in to your league in Sport80
2. Click on the custom reports in the bottom left hand panel
3. Click as highlighted below and it will download an Excel spreadsheet



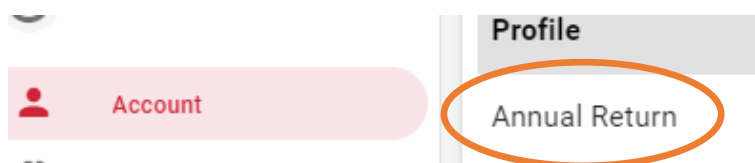
4. Click on the spreadsheet and it will download in the order you need to complete the annual return as below (except teams that you will need to input from your records).

TO COMPLETE THE ANNUAL RETURN

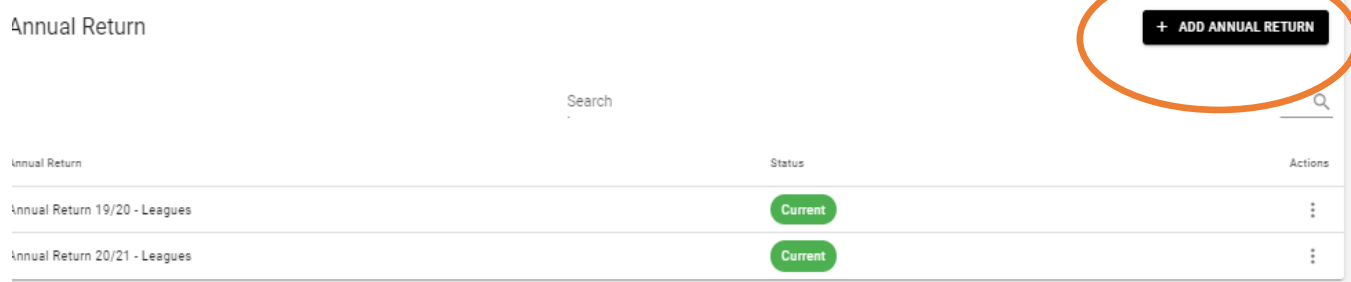
1. Click back into the account tab top left



2. Click on the Annual Return tab



3. Click where it says add annual return





4. Add the date you are completing - where it says Accurate as of:

Accurate as of:

5. Manually add in the number of teams you have

6. Complete the areas as per the spreadsheet you have downloaded, clicking next when each page is completed – If all Clubs aren't showing in your report, please link them to your league – if you are unable to please contact help@tabletennisengland.co.uk and they will help you administer this.

7. When all completed click add and your submission will go to current as below

Membership Summary

Supporter Membership * Members:	<input type="text" value="1"/>
Club Play Members: *	<input type="text" value="1"/>
Junior & Cadet Compete * Members:	<input type="text" value="1"/>
Senior Compete Members: *	<input type="text" value="1"/>
Cadet Compete Plus * Members:	<input type="text" value="1"/>
Junior Compete Plus * Members:	<input type="text" value="1"/>
Senior Compete Plus * Members:	<input type="text" value="1"/>

PREV 4/4 **ADD**

8. You have now completed your annual return

Profile

Annual Return

Affiliations

Addresses

Communication Preferences

Notes

Archive Organization

Annual Return

Search

Annual Return	Status	Actions
Annual Return 19/20 - Leagues	Current	⋮
Annual Return 20/21 - Leagues	Current	⋮
Annual Return 21/22 - Leagues	Current	⋮

+ ADD ANNUAL RETURN

9. We will then validate your return and add the details to the Electoral Register for the 1st April 2022.