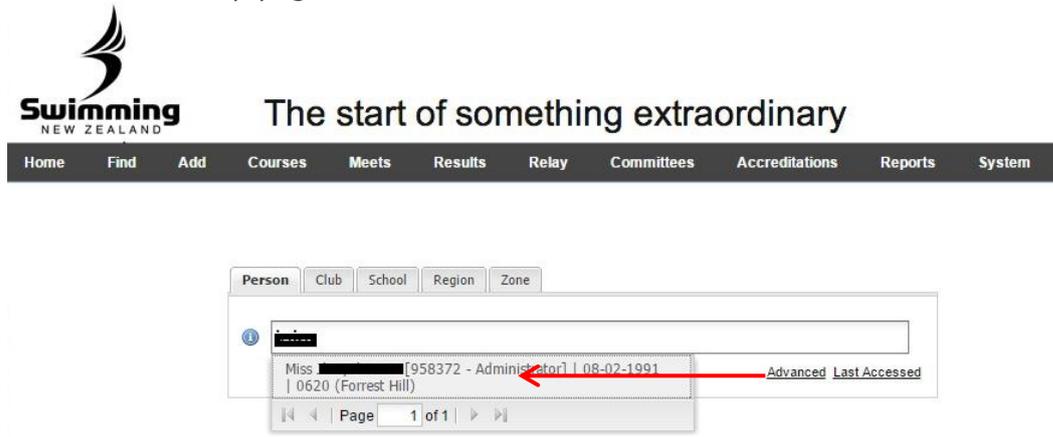


# How do I lapse a member?

**NOTE: If subscriptions are paid by another member this must be deleted before you are able to lapse them.**

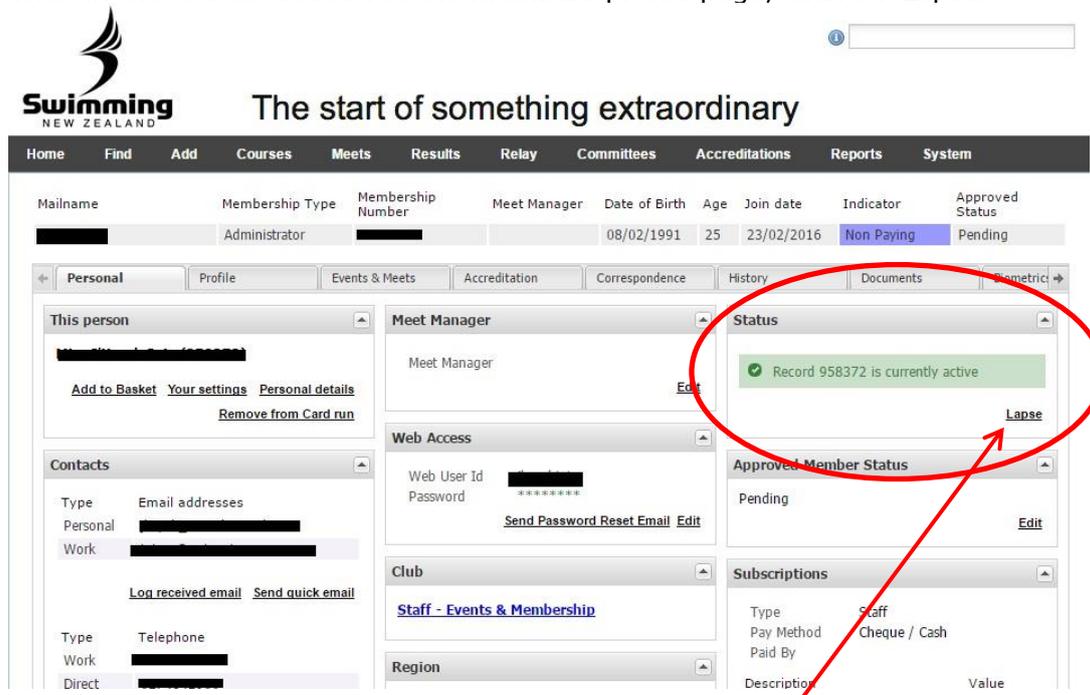
1

Under person, select the members name from the drop down menu on the Database start up page.



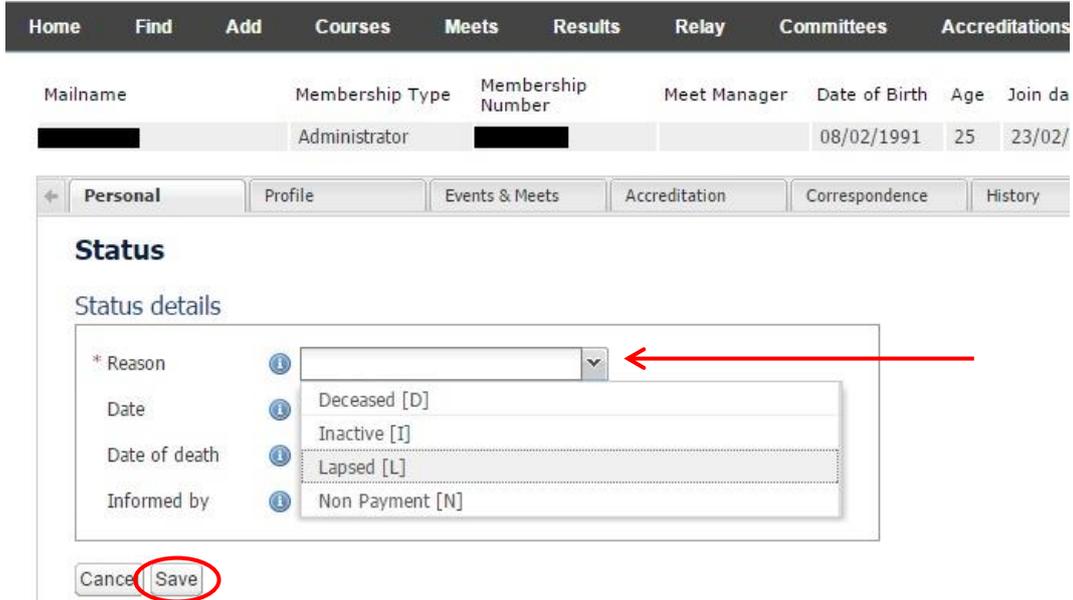
2

Then in the 'status' section of the members profile page, click on 'Lapse.'




3

Then in the 'Reason' drop down menu, click 'Lapse', then 'save'.



Home Find Add Courses Meets Results Relay Committees Accreditations

Mailname Membership Type Membership Number Meet Manager Date of Birth Age Join da

Administrator 08/02/1991 25 23/02/

Personal Profile Events & Meets Accreditation Correspondence History

**Status**

Status details

\* Reason  

Date Deceased [D]

Date of death Inactive [I]

Informed by Lapsed [L]

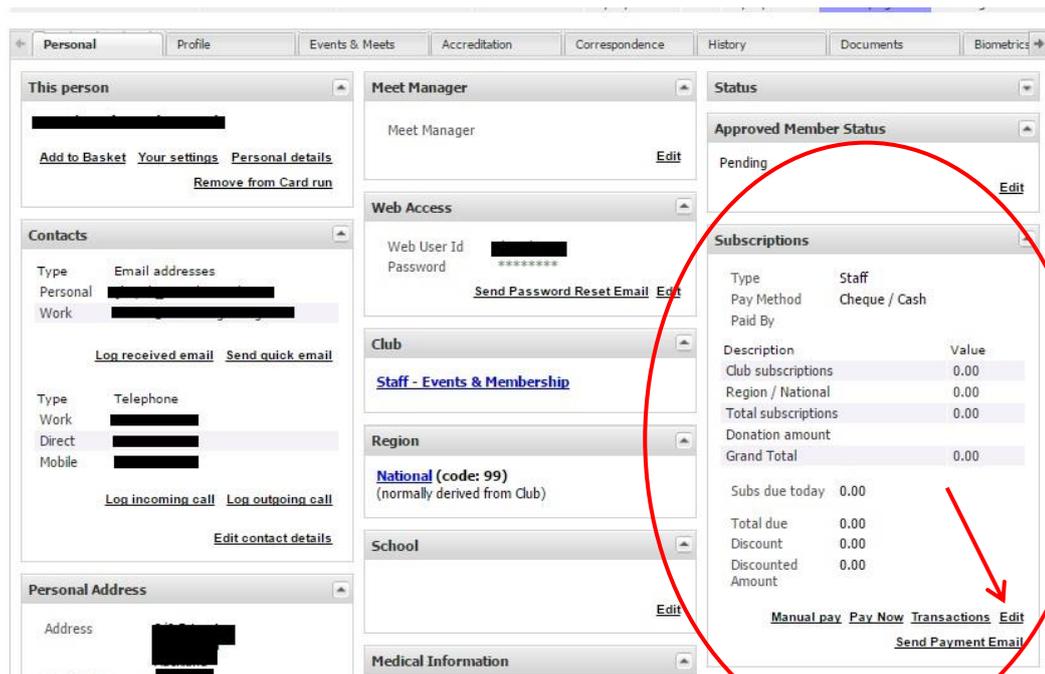
Non Payment [N]

Cancel **Save**

However, if the member's subscriptions are paid by someone else then complete the following steps...

4

Go back to the members profile and under 'Subscriptions', click 'Edit'.



Personal Profile Events & Meets Accreditation Correspondence History Documents Biometric

**This person**

Meet Manager

Web Access

Club

Region

School

Medical Information

**Status**

Approved Member Status

Pending

**Subscriptions**

Type	Staff	Value
Club subscriptions	Cheque / Cash	0.00
Region / National		0.00
Total subscriptions		0.00
Donation amount		
Grand Total		0.00

Subs due today 0.00

Total due 0.00

Discount 0.00

Discounted Amount 0.00

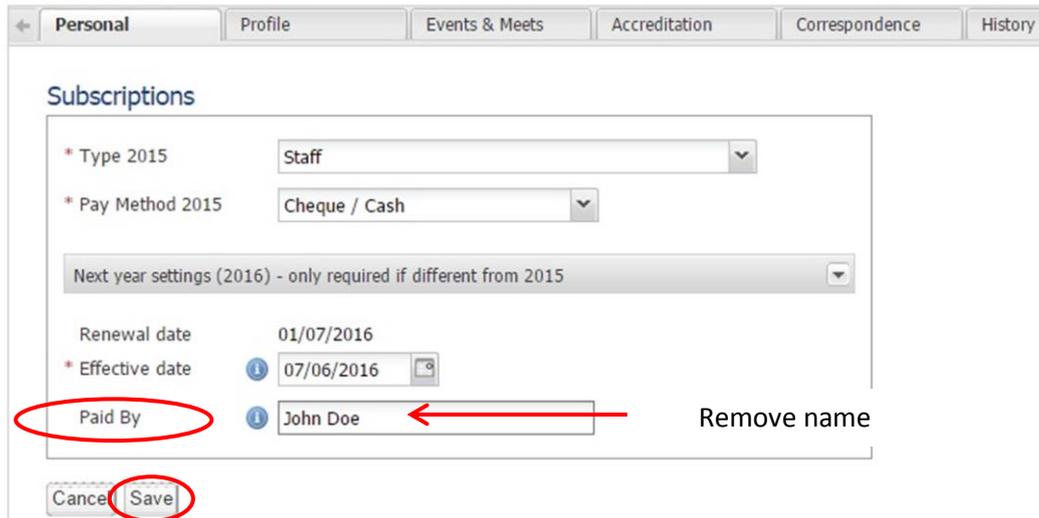
Manual pay Pay Now Transactions **Edit**

Send Payment Email



**5**

In here you will then remove the persons name in the 'paid by' section and then click 'save'.



Personal Profile Events & Meets Accreditation Correspondence History

### Subscriptions

\* Type 2015

\* Pay Method 2015

Next year settings (2016) - only required if different from 2015

Renewal date 01/07/2016

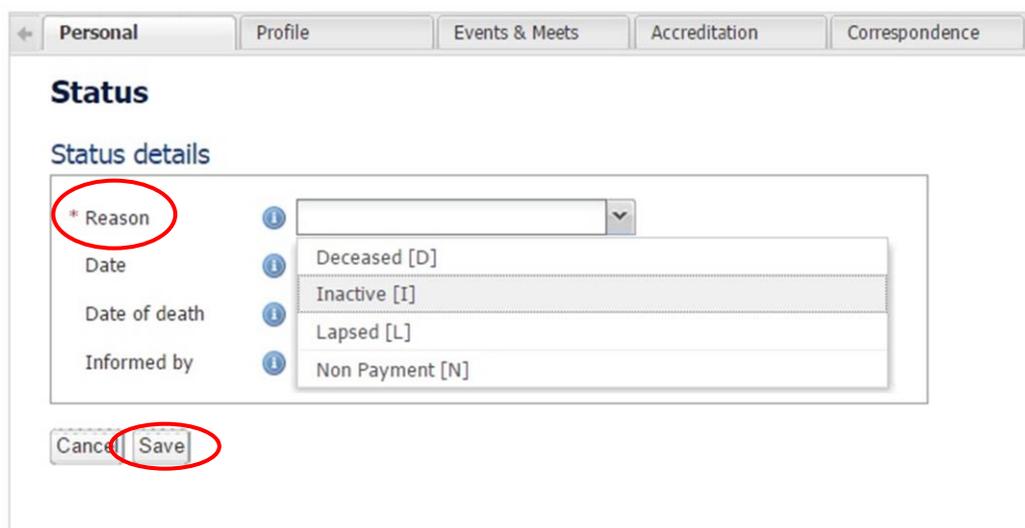
\* Effective date

**Paid By**  [Remove name](#)

**6**

Once the above steps are complete, then the member can be lapsed by going back to the 'status' section in the members profile page and clicking 'Lapse'.

You will then be taken to the below screen once again, where you can then lapse the member by selecting the reason from the drop down menu and then clicking save.



Personal Profile Events & Meets Accreditation Correspondence

### Status

#### Status details

\* Reason

Date

Date of death

Informed by

To reinstate the member, go to the members profile, and under the status box click 'reinstate' then hit save.