

Household Membership Composition

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CHANGE WHO IS PART OF A HOUSEHOLD MEMBERSHIP

1. Find member
2. Click “Activities”
3. Click on the row of the currently active membership
4. Click “Details”
5. Check and/or uncheck individuals as needed
6. Click “Save”

Note: If the number of members included will exceed the limit of the membership type, first mark individuals as override household limit allowed, then update the membership details.

OVERRIDE HOUSEHOLD LIMIT

This setting is used to mark an individual exempt from the number of adults limit on a household membership. Apply according to your YMCA’s policies.

1. Find or add member
 2. Click edit pencil next to name on profile
 3. Click “Override household membership count” and enter reason
 4. Click “Save”
 5. If needed, complete other steps per your YMCA’s policies (e.g. sell fee offering)
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