

## Replace Membership (Membership Type Change)

Last Modified on 01/07/2025 4:12 pm EST

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*Find Member > Offerings > Membership > Add*

1. Find member.
  2. Hover over **Offerings** > Click **Membership**.
  3. Click **Add** on the new membership type.
  4. Choose start date of new membership.
    - Choose **Replace Immediately** for membership upgrades. The member will owe a prorated amount in the cart to pay for today through the first draft on the new membership.
    - Choose **Replace Effective...** for membership downgrades. Set start date as the member's next draft date — they have already paid for the current billing cycle on their old membership. Nothing will be owed in the cart today.
  5. Follow the regular process for [selling a membership](#).
  6. Upon finalizing the transaction, the old membership is **cancelled** effective one day prior to the begin date of the new membership.
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