

Cancel Membership

Last Modified on 01/07/2025 3:50 pm EST

Cancel Membership

Find Member > Activities > Membership Activity

1. Click **Find Member** > Search for Member.
 2. Click **Activities**.
 3. Click on the row of the **membership** type the individual is canceling.
 4. Click the **Cancel** link.
 5. Choose a reason for cancellation from the dropdown list.
 6. **Change cancellation date**, if needed
 - Change cancellation date to last day of the member's final billing cycle. Any future sales already created beyond the cancellation date will automatically be reversed.
 7. Leave the Cancel Sales Transactions selection as is unless instructed otherwise.
 8. Click **Save**.
-