

How to Suspend a Members Account

A members account can be set to pending/suspend through the membership package.

If a member is no longer active at the club toggle their membership to **'Suspend'**

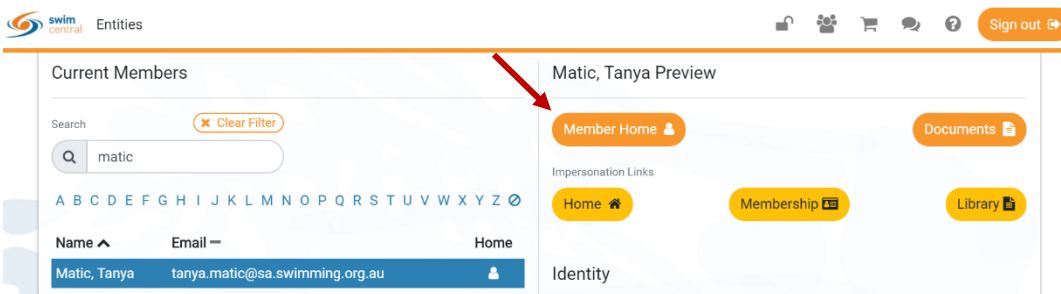
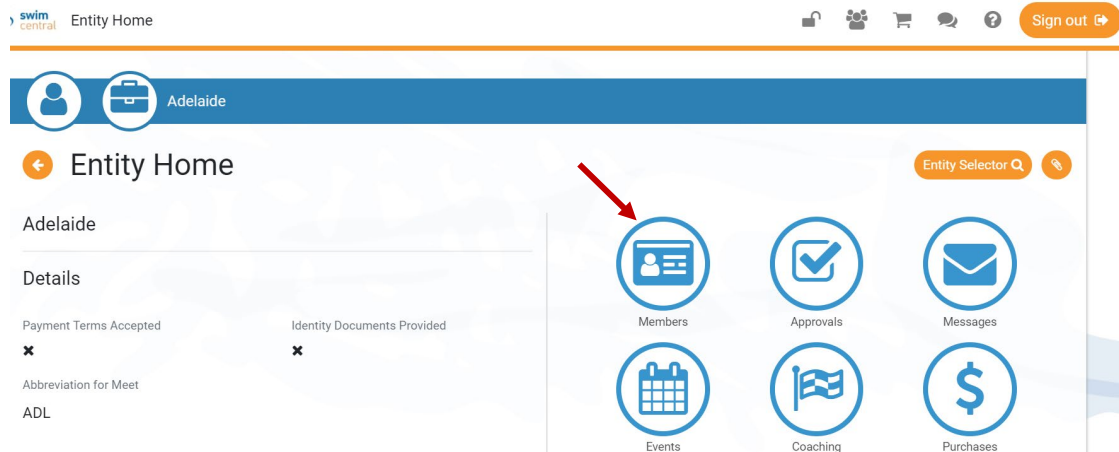
Login under the blue **'Entity Management'** icon

Under the clubs **'Entity Home'**

Click on **'Members'** icon

Search the relevant member

Click on **'Member Home'**

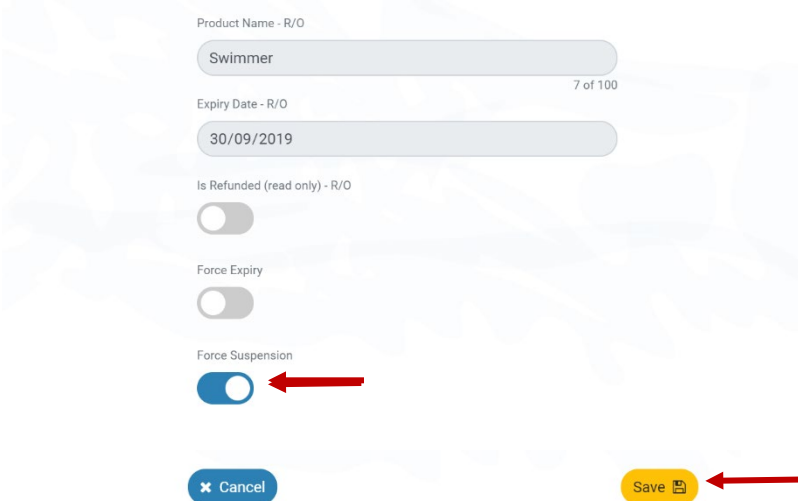


Select the relevant member package you wish to set to pending/suspend Click on **'Edit'**



Toggle **'Force Suspension'**

Click **'Save'**



Product Name - R/O
Swimmer 7 of 100

Expiry Date - R/O
30/09/2019

Is Refunded (read only) - R/O

Force Expiry

Force Suspension

To approve the member again the Entity can follow the above steps to **'Untoggle' Force Suspension**.

Please Note: Force Expiry = Lapsing in ClubLANE – FORCE EXPIRY IS NOT REVERSABLE

DO NOT 'Force Expire' a financial member before contacting SwimmingSA.

E: admin@sa.swimming.org.au