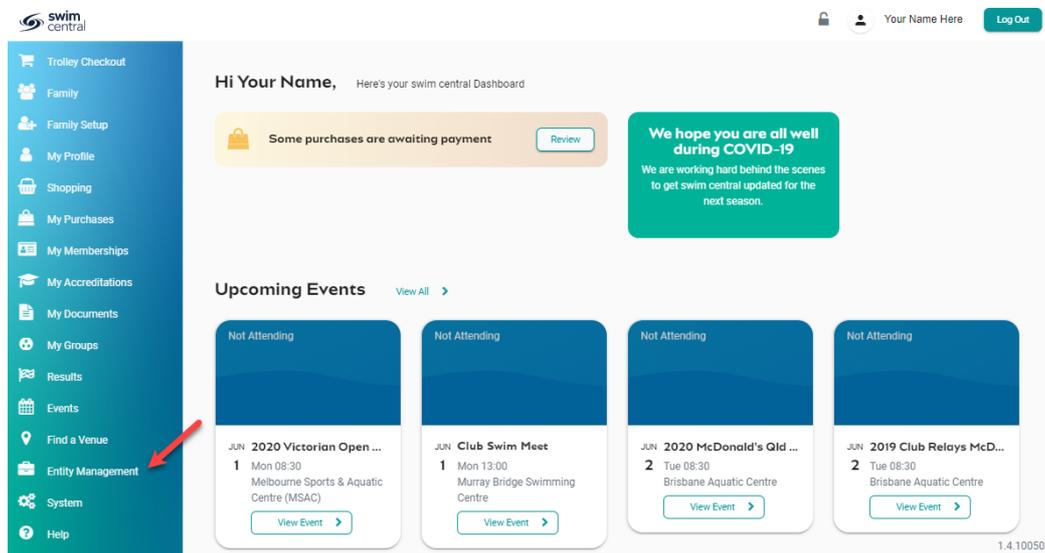


HOW TO SUSPEND OR FORCE EXPIRE MEMBERSHIP

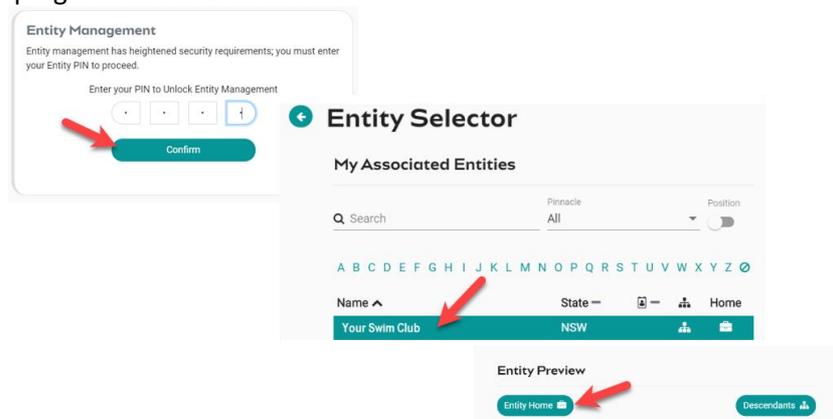
Lapsing member accounts is no longer possible in Swim Central. The reason for this is that members can maintain a relationship with other entities other than your Club (i.e., they may continue to have a relationship with the State or National body or even ASCTA). Instead of lapsing memberships, you can force suspend or force expire the direct relationship with your Club and the member only.

This help guide is for **Club Administrators** wanting to force suspend or force expire a membership with their Club in Swim Central.

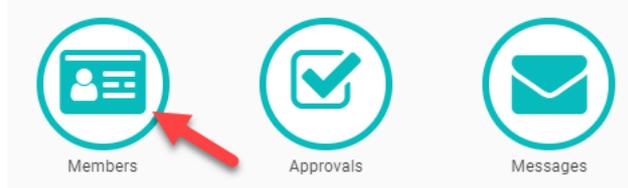
Login to Swim Central and **Unlock** your principal profile. From your dashboard home screen, select **Entity Management**



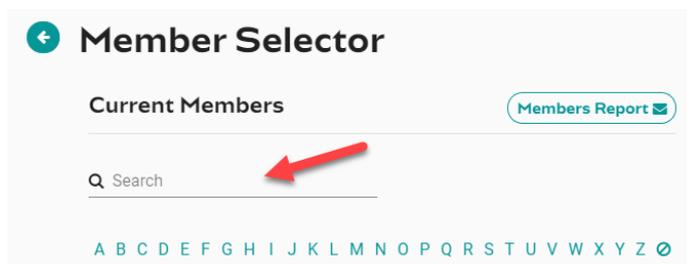
Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.



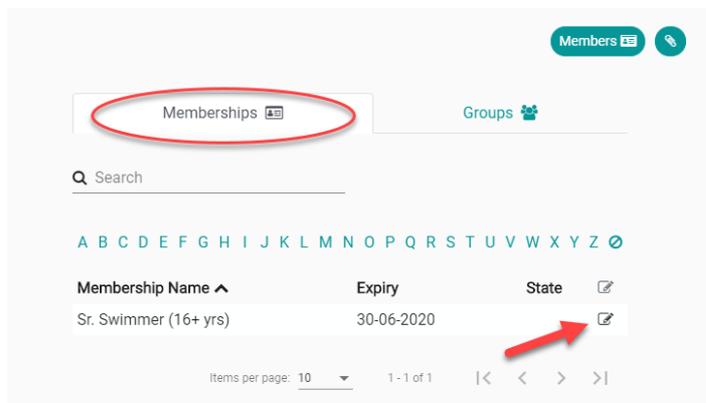
Select the **Members** icon to view the club's list of existing members



Use the *Member Selector* to find the member name within your list of club members.

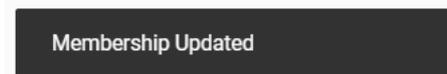


Click on the member in the member list and then select **Member Home**. On the memberships tab, select the **Edit** icon next to the appropriate membership.



Edit the membership details by toggling **ON** the appropriate situation for the membership (either Force Expiry or Force Suspension). Select **Save**

You will see a notice at the bottom of the screen that the membership has been updated.



This process can be reversed by simply editing the membership and toggling **OFF** the forced expiry/suspension.