

Activate or Inactivate Member Records

With this process, you can activate or inactivate multiple member records. For example, if some members visit in the summer months, you can place them on an Inactive roster for the winter months.

Useful Information

All active members in the database must belong to active families. Therefore, if you activate members of an inactive family, you can automatically activate the families at the same time.

In the Members & Constituents navigation pane, click **Processes > Activate/Inactivate**. Select whether you want to use [automatic updating](#) or [individual entry](#).

This process alters data. We recommend backing up your data before proceeding.

1. Select the automatic updating method option, and click **Next**.
2. Select whether to make members active or inactive, and select an option for inactive families. Click **Next**.
3. Select to include all members or only those you select. Click **Next**.

Useful Information

For help selecting members, see the Additional Selections tab on [Select Records to Print](#).

4. Review your list. When you're ready to process the selected records, click **Next**.
5. To post the new member statuses, click **Finish**.

This process alters data. We recommend backing up your data before proceeding.

1. Select the individual entry method option, and click **Next**.
2. Select whether to make members active or inactive, and select an option for inactive families. Click **Next**.
3. Select a member, and click **Add Member to List**. Repeat this for each member you want to process. When you're finished, click **Next**.
4. Review your list. When you're ready to process the selected records, click **Next**.
5. To post the new member statuses, click **Finish**.

Related Topics

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