

## Membership Hold

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### Membership Hold

*Find Member > Activities > Recurring Billing*

1. Find member.
  2. Click **Activities**.
  3. Click on the row of the currently active membership.
  4. Click **Recurring Billing**.
  5. Click the hold check box and enter the date range.
    - Holds should begin on the member's bill date (e.g., the 1st, 15th, etc.) and end on the last day of the billing cycle.
  6. Enter hold dates and reason in the comments section for additional reference.
  7. Click **Save**.
  8. Verify hold on the Profile screen.
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### Shorten or Extend a Hold

1. Find member.
  2. Click **Activities**.
  3. Click on the row of the currently active membership.
  4. Click **Recurring Billing**.
  5. Edit date range. Ensure the end date is on the last day of a billing cycle.
  6. Click **Save**.
  7. Verify changes on the profile screen.
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### Remove Hold

**NOTE:** A hold only needs to be removed if a member decides not to hold their membership. Expiring holds will be removed automatically after the end date.

1. Find member
  2. Click **Activities**
  3. Click on the row of the currently active membership
  4. Click **Recurring Billing**
  5. **Uncheck** the hold check box
  6. Click **Save**
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