

## Membership Modifiers

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# Membership Modifiers

*Find Member > Activities > Recurring Billing*

## Add Modifier (New Membership)

1. Follow steps to [Sell Membership](#).
2. **Select** the modifier from the drop down menu on the product details screen before the membership is added to the cart.

## Add Modifier (Existing Membership)

1. Find member
2. Click **Activities**
3. Click on the row of the currently active membership
4. Click **Recurring Billing**
5. Click **Adjustments**
6. Click **Add Modifier**
7. **Select Modifier** from drop down menu
8. Set Start Date
  - Start date can be backdated to membership start date if it should have been added initially, otherwise start date should be today or future date when member will become eligible for the modifier.
9. Set End Date to reflect approval length.
10. Click **Save**

## Edit Modifier Date Range

1. Find member
2. Click **Activities**
3. Click on the row of the currently active membership
4. Click **Recurring Billing**
5. Click **Adjustments**
6. Click the **edit pencil** next to the active modifier
7. Set end date
8. Click **Save**

## Change Modifier

1. Find member

2. Click **Activities**
  3. Click on the row of the currently active membership
  4. Click **Recurring Billing**
  5. Click **Adjustments**
  6. Click **Add Modifier**
  7. Select Modifier from drop down menu
  8. Set Start and end dates
  9. Click **Save**
  10. Click the edit pencil next to the active modifier
  11. Set end date to one day prior to start of new modifier
  12. Click **Save**
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**NOTE:**

- *Do not let modifiers overlap.*
  - ***Never delete a modifier** unless it should have NEVER been applied. Any prior discount will be removed and dues will be generated.*
  - *The discount will take effect on the start date and generate a credit if there was already a payment for the full amount.*
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