

Membership Modifiers

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Membership Modifiers

Find Member > Activities > Recurring Billing

Add Modifier (New Membership)

1. Follow the steps to [Sell a Membership](#).
 2. **Select** the modifier from the drop-down menu on the product details screen before adding the membership to the cart.
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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 the 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 the End Date to reflect the approval length.
 10. Click **Save**
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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**.
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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 the drop-down menu.
8. Set Start and end dates.
9. Click **Save**.
10. Click the edit pencil next to the active modifier.
11. Set the end date to one day before the start of the new modifier.
12. Click **Save**.

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 the full amount has already been paid.*
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