

Replace Membership (Membership Type Change)

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Find Member > Offerings > Membership > Add

1. Find member.
 2. Hover over **Offerings** > Click **Membership**.
 3. Click **Add** on the new membership type.
 4. Choose the start date of the new membership.
 - Choose **Replace Immediately** for membership upgrades. The member will owe a prorated amount in the cart to pay for today through the first draft of the new membership.
 - Choose **Replace Effective** for membership downgrades. Set the start date as the member's next draft date. The member has already paid for the current billing cycle on their old membership so that nothing will be owed in the cart today.
 5. Follow the regular process for [selling a membership](#).
 6. Upon finalizing the transaction, the old membership is **canceled**, effective one day before the beginning date of the new membership.
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