

Membership Type Change

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REPLACE MEMBERSHIP

1. Find member
 2. Hover over "Offerings" > Click "Membership"
 3. Click "Add" on the new membership type
 4. Choose start date of 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 on the new membership.
 - Choose "Replace Effective..." for membership downgrades. Set start date as the member's next draft date — they have already paid for the current billing cycle on their old membership. Nothing will be owed in the cart today.
 5. Follow regular process for [Sell Membership](#)
 6. Upon finalizing the transaction, the old membership is cancelled effective one day prior to the begin date of the new membership.
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