Cancel Membership

CANCEL MEMBERSHIP

1. Find member
2. Click "Activities"
3. Click on the row of the activity being cancelled
4. Click "Cancel" link
5. Choose cancellation reason from drop down list
6. Change cancellation date, if needed
   - Change cancellation date to last day of the member's final billing cycle. Any future sales already created beyond the cancellation date will automatically be reversed.
7. Leave the Cancel Sales Transactions selection as is unless instructed otherwise
8. Click "Save"