

## Cancel Membership

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# Cancel Membership

*Find Member > Activities > Membership Activity*

1. Click **Find Member** and search for a member.
  2. Click **Activities**.
  3. Click on the row of the **membership** type the individual is canceling.
  4. Click the **Cancel** link.
  5. Choose a reason for cancellation from the dropdown list.
  6. **Change cancellation date** if needed
    - Change the cancellation date to the 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**.
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