

# Deleting a Member

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**Quick Steps: Members > Members Listing > Search for the Member > View > Delete**

Deleting a member will permanently remove that persons record from the database, preventing them from being able to login and preventing your organisation from being able to access their contact details and any attached notes going forward. For audit purposes, any transaction data such as Subscription Payments, Shop Orders or Events Entries will remain within the individual modules.

1. Within the Management Console, select **Members** from the top menu, then **Members Listing** from the left menu.
2. Search for the member that you wish to remove within the database.
3. Once found, click on **Status** icon next to the member's name. This should change them from an Active Status (green tick) to an Inactive Status (red cross).

The screenshot shows the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The 'Members' menu is selected in the top navigation bar. The left sidebar shows the 'Members Listing' menu item. The main content area displays 'Members Listing - Search Results' for the member 'Fredrick Flinstone'. The member's status is currently 'Active', indicated by a green tick icon in the 'Status' column. The 'Delete' icon is visible in the 'Delete' column next to the member's name. The 'Status' column icon is highlighted with a mouse cursor, indicating the next step in the deletion process.

Last Name	First Name	Edit	View	Delete	Status	Groups	History	Subs	Email
Flinstone	Fredrick								

4. When the member is inactive, click on the **Delete** icon which will now appear in the Delete column next to the member's name.

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Dashboard  
Members Listing  
Member Type  
Member Groups  
Member Qualifications  
Distribution Lists  
Send Email  
Export  
Query Builder  
Registration Declarations  
MemberDesq  
Network Search  
Member Transfers  
Options

**Member Search:**  
For:   
In:

### Members Listing - Search Results

**Filter**  
 Member Status:  All  Inactive  Active  Online  Pending  Deleted  Merged  
 Financial Status:  All  Unfinancial  Financial  
 Name:  ABCDEFGHIJKLMNOPQRSTUVWXYZ

Records: 1-1 of 1

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Flinstone	Fredrick								

Records: 1-1 of 1

5. Click on **Delete Record** to confirm that you wish to delete the member from your database.

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Member Type  
Member Groups  
Member Qualifications  
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Last Name	First Name	Edit	View	Delete	Status	Groups	History	Subs	Email
Flinstone	Fredrick								

Records: 1-1 of 1

**Record Deletion** ✕

Do You Wish To Confirm Your Request To Delete This Record ?

**Note:** Deleting a member is permanent and we would always recommend that rather than deleting a member, you stop at Step 3 and set the member to inactive within your database. Once a member has been deleted, their information cannot be recovered.

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