

# Setting a Subscription Type Online

Last Modified on 19/09/2016 11:41 am AEST

**Quick Steps: Subscriptions > Subscription Types > Edit > Include Subscription in Member's Portal = Yes > Save**

There may be times when you need to take certain Subscription Types off of the front end Portal as they are not currently available, or add in ones that have now become available.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Subscription Types** from the left menu.
2. Select **Edit** next to the Subscription Type that you wish to set to Online (or Offline, if turning the Subscription Type off).
3. Go to the **Member** tab in the edit screen.
4. Select **Yes** next to **Include Subscription in Member's Portal** (or No, if turning the Subscription Type off).
5. Click **Save** and your Subscription Type will now be available for members to select online.

**Note:** Setting a Subscription Type online allows your members to select this Subscription Type for their membership. If switched offline neither new or renewing members will be able to select it.

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