Rolling over a Subscription Type

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Quick Steps: Subscriptions > Subscription Types > Edit

Getting a Subscription Type ready for your new season, requires a few updates within the Management Console. Updating the Financial End Date, Age Validations and Pricing for each Subscription Type ensures that you'll have no issues when members come onto your MemberDesq page to join or renew once you're new registration period begins.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Subscriptions Types** from the left menu.

2. Select **Edit** next to the first Subscription Type that you need to update for the new registration period.

3. Make sure to check or update each of the following settings:

- Title/Detail: if your title or detail includes the year of the Membership.
- Price: Update prices to reflect the new year's amounts
- Financial Status: if your organisation runs on a Financial End Date, ensure this is updated to the following year.
- Age Validation: if Date of Birth, ensure this is updated to reflect the new settings.
- Invoice/Receipt: if either of these mention the year of registration, ensure these are updated.

4. Once changes have all been made, click **Save**.

Note: When updating your Subscription Types for the start of a new year, always ensure that you check all areas of text to reflect the new year's information. If at a Tier 3 level, your Tier 1 and 2 Organisations will update their amounts separately in time for the new season.

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