# Archiving Subscription Types

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**Quick Steps: Subscriptions > Subscription Types > Edit > Other Options > Archive**

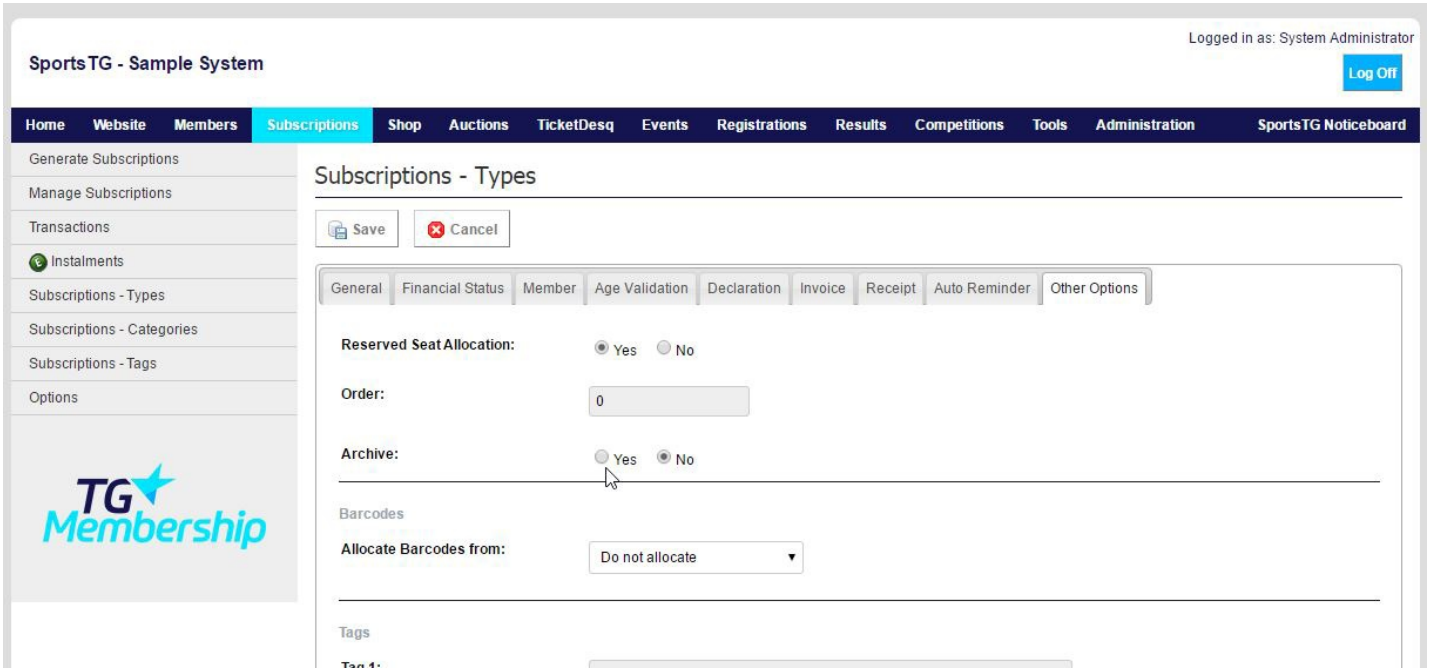
Sometimes you'll have Subscription Types that are no longer valid for members. To avoid errors in Member Profiles, you can Archive these Subscription Types so that they are no longer available for use, but so that you don't have to edit every member who is currently registered via that subscription type to update their membership.

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

2. Select **Edit** next to the Subscription Type that you wish to archive.

3. Go to the **Other Options** tab.

4. Select **Yes** next to Archive.




5. Click **Save** and your Subscription Type will have been moved into your Archived listing.

**Note:** You can unarchive a Subscription Type by clicking on the **Archive** button in the Subscription Types listing, editing the Subscription Type and switching Archive back to No.

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