

# How do I lock a membership?

When a membership is expired, it is best practice to lock the account. This will remove the member's name from the search bar but the data still exists in the database.

- \* Search for the member's name using the Search bar at the top of your homepage.
- \* Click on Membership history on the left hand side of the page.
- \* Scroll to the bottom of the page and hit the Lock membership green button. You can use the current day's date or amend to the date that reflects the end of the membership.

## Ahmad Auer & Laverne Harvey

Membership Type: Annual Whanau Membership

Exp: Wed, 22 May 2024

Balance: **-\$994.00** [Create Transaction](#)

## Membership History

Membership Type	Date start	Date end	Duration	Edit	Delete
Extended	Sat, 14 Oct 2017	Sun, 14 Oct 2018	11 months, 4 weeks, 2 days	<a href="#">Edit</a>	<a href="#">Delete</a>
Annual Whanau Membership	Fri, 22 May 2020	Sat, 22 May 2021	11 months, 4 weeks, 2 days	<a href="#">Edit</a>	<a href="#">Delete</a>
Annual Whanau Membership	Sat, 22 May 2021	Sun, 22 May 2022	11 months, 4 weeks, 2 days	<a href="#">Edit</a>	<a href="#">Delete</a>
Annual Whanau Membership	Sun, 22 May 2022	Mon, 22 May 2023	11 months, 4 weeks, 2 days	<a href="#">Edit</a>	<a href="#">Delete</a>
Annual Whanau Membership	Mon, 22 May 2023	Wed, 22 May 2024	1 year	<a href="#">Edit</a>	<a href="#">Delete</a>

Renew membership

Membership Type

Annual Whanau Membership (Full year unlimited rentals) ▼

[Renew membership](#)

Lock membership

Lock date

22-05-2024

[Lock membership](#)

If you need to find this member (for example if they rejoin), choose Members from the main menu then Members (first option on the dropdown)> Other Member Lists and then ALL members including Locked.

More information on Locking and Unlocking members can be found [here](#).

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