

Use the "Search" field at the top right to search for a help topic.

## Delete/Terminate a Member

1. My CLUB Tab --> Club Member Icon



2. In the Action column of your current member list, you will see a red X for terminate.

Active/Honorary Members		RYE	Other Me
#	<input checked="" type="checkbox"/>	Action	Member Name
1	<input checked="" type="checkbox"/>		Aniston, Jennifer
2	<input checked="" type="checkbox"/>		Another, Yet
3	<input checked="" type="checkbox"/>		Baba, Ali
4	<input checked="" type="checkbox"/>		Brosnan, Pierce
5	<input checked="" type="checkbox"/>		Cage, Nicolas
6	<input checked="" type="checkbox"/>		Craig, Daniel

3. Click the red "X" to open the Termination Screen.

4. Enter the termination date and reason - *these are required by RI.*

Complete the member termination process by entering the term date and term reason below.  
 1) Termination Date cannot be more than 30 days prior or after the current date (current date +/- 30)  
 2) Termination Date cannot be earlier than the admission date in this club.

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**Member Information:**

Member ID: 0	Gender: Female
Name: Aniston, Jennifer	Admission Date: Jun 04, 2016
Business Name:	Club Name: Hollywood
Address: 9150 Wilshire Blvd Brillstein-Grey Entertainment Beverly Hills CA 90212	

**Termination Data:**

\* Date of Termination:  mm/dd/yyyy - required field - please make sure this is correct  
Term dates **MUST BE** +/- 30 days of today, per RI termination rules.

\* Reason for Termination:

- Health
- By club for cause
- Lack of participation
- Relocation (Term Letter Sent)
- Joining New Club (Term Letter Sent)
- Family Obligations (Term Letter Sent)
- Personal
- Non-attendance
- Business Obligations (Term Letter Sent)
- Deceased
- Non-payment of club dues
- Duplicate Member in DACdb

5. Click the yellow "Terminate" button.