

Unsubscribing Members from a Distribution List

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Quick Steps: Members > Distribution Lists > Members from the relevant list > Status

Within Distribution Lists you don't remove the member from the list, but rather unsubscribe them. This then gives the option to easily add them back into the list at a later date as they will remain attached to that list, but in an unsubscribed state.

1. Within the Management Console, select **Members** from the top menu, then **Distribution Lists** from the left menu.
2. Select the list you wish to unsubscribe members from and click the **Members** icon next to that list.
3. Use the filters to find the members that you wish to remove from the Distribution List, then click on **Status** (the green tick icon) to unsubscribe the member from the list. This will change the icon to a red cross.

The screenshot shows the 'STG SAMPLE - Club' management interface. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various management options, with 'Members' selected. The main content area is titled 'Distribution Lists (Member Listing)'. It features a 'Filter' section with the following options:

- Member Status: All Inactive Active Online Pending
- Financial Status: All Unfinancial Financial
- Mailing List: Both Yes No
- Valid Email Address: Both Yes No
- Distribution List Status: Both Unsubscribed Subscribed
- Name: All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Below the filters, it shows 'Records: 181-200 of 215' and 'Pages: 1 2 3 4 5 6 7 8 9 10 11 | First | Previous | Next | Last'. A table displays the following members:

Name	Status
Stewart, Jennifer	✓
Stone, Danielle	✗
Stuart, Hocking	✓

Note: When a member is unsubscribed from a Distribution List, they still remain attached to the list but won't receive anything sent to the list. If the member goes to their subscription options page then they will be able to subscribe themselves back into this list or leave it as is.

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