

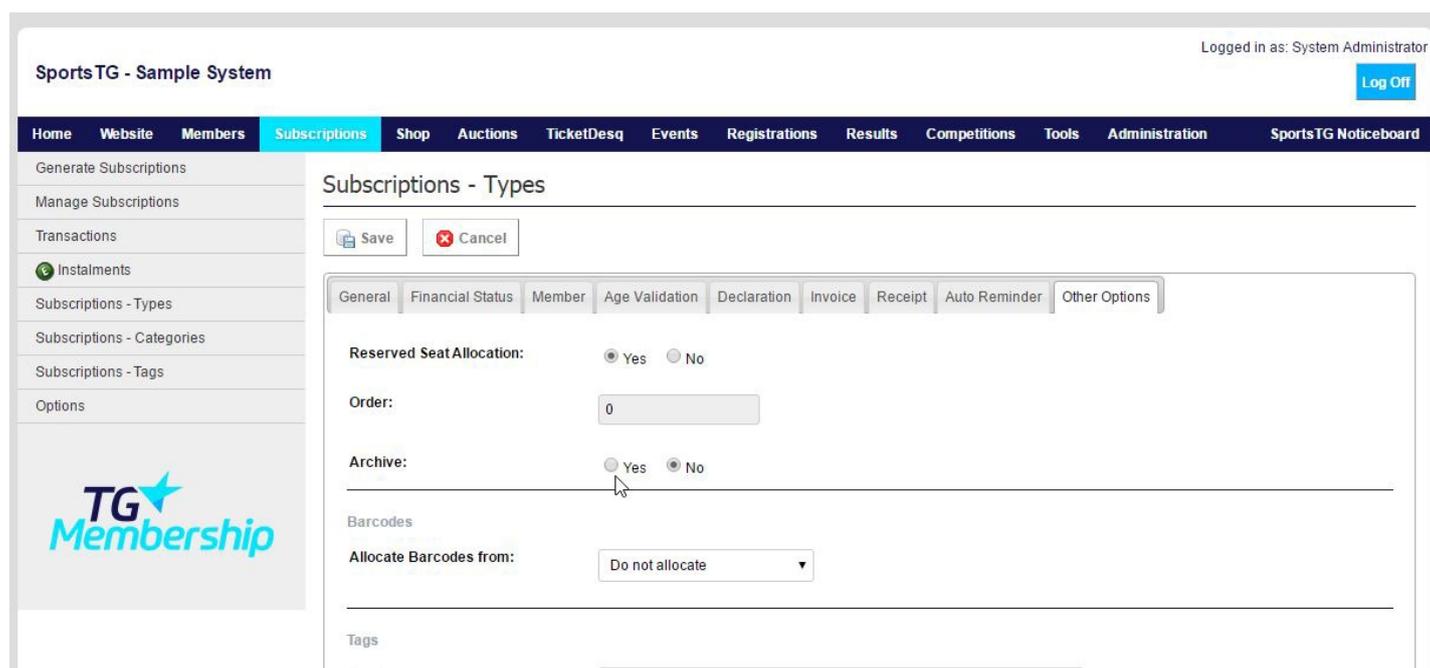
Archiving Subscription Types

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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Sometimes you'll have Subscription Types that are no longer valid for members.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.



The screenshot shows the 'SportsTG - Sample System' interface. The user is logged in as 'System Administrator'. The main navigation menu includes Home, Website, Members, Subscriptions (highlighted), Shop, Auctions, TicketDesq, Events, Registrations, Results, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar contains options like Generate Subscriptions, Manage Subscriptions, Transactions, Instalments, Subscriptions - Types (selected), Subscriptions - Categories, Subscriptions - Tags, and Options. The main content area is titled 'Subscriptions - Types' and features a 'Save' button and a 'Cancel' button. Below these are several tabs: General, Financial Status, Member, Age Validation, Declaration, Invoice, Receipt, Auto Reminder, and Other Options (selected). The 'Other Options' tab contains the following fields:

- Reserved Seat Allocation:** Radio buttons for Yes (selected) and No.
- Order:** A text input field containing the value '0'.
- Archive:** Radio buttons for Yes (selected) and No.
- Barcodes:** A section with a dropdown menu for 'Allocate Barcodes from:' set to 'Do not allocate'.
- Tags:** A section with a text input field.

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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