How to delete a member, non-member, or staff

Ron M. - 2023-03-24 - FAQs

If a person was added into your organization in error, please follow the steps below to learn how to delete them.

Deleting a Member

1. From the Administrator dashboard, click **Members**, **Non-Members**, **Staff**, or another list to find the person.

2. On the list, find the person by using the filters.

3. On the same line as the record, click the **down arrow** beside the **View** button, then click **Delete.** You could also go into the person's profile by clicking the their name or the **View** button, then click the **down arrow** at the top right and click **Delete**.

Warning

We do not recommend deleting past members.
We are not able to recover delete data, so make sure the record should be deleted.
Consider financial implications, such as if the member has an outstanding invoice or balance.

Related Content

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