

## How to view, edit, and delete membership types

David H. - 2023-04-05 - Membership

You may need to manage the membership types in your organization to perform updates. This will allow you to view, edit and remove membership types.

### Modifying Membership Types

1. Click **Settings** or the **Gear** icon on the left menu.
2. In the Membership Management section, click **Membership Types and Plans**.
3. This will display a list of the current membership types. You can **view** or **delete** a membership type by clicking on the **down arrow** on the same line as the membership type. To edit or modify a membership type, click view first.
4. After clicking view, it displays the membership type's profile. There are two tabs:

### Details Tab

- **Membership Details**

- **Name** - The name of the membership type.
- **Code** - The code of the membership type.
- **Sequence** - The order which this membership will appear on forms with the rest of the membership types.

- **Membership Finance Settings**

- **Payment Account** - The financial account linked in MemberNova.
- **GL Account** - Payment for the membership type will be deposited into this account.

- **Membership Management Settings**

- **Record Type** - The record type that this membership type applies to.
- **Additional Roles to Assign** - Members who subscribe to this membership type will receive these additional membership roles.
- **Show Renewal Link on Login Page** - When a member with an expired subscription with this membership type attempts to log in, a link to the renewal form will be displayed on the login page.

- **Renewal Form** - Determines which renewal form will be displayed to the member to renew membership.
- **Description** - The description of the membership type.

## Plans

- [Price Plans](#) - This displays the Price Plans associated with the membership type. (E.g., Introductory, Monthly, Annual, etc.)

### Next Steps

Once your membership type is configured you will want to configure the [price plans](#) next.

### Related Content

- [How to add a member](#)
- [How to setup renewal reminders](#)
- [How to setup price plans](#)
- [How to search for a member](#)