

Making an Instalment Schedule Inactive

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Quick Steps: Subscriptions > Instalments

Making an instalment schedule inactive means that the automated routine that debits a members card, will no longer pick up a particular member for future payments. The steps involved in this process differ depending on the current status of a members schedule (Active or Rejected).

If Instalment is Active

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
2. Select **Schedule** or **Recurring** from the expanded left menu.
3. By default this will take you to the **Active** screen.
4. Search for the member you wish to make inactive.
5. Click on **Status** next to the person's name for each future payment. This will move the member into inactive and disable future payments.

SportsTG - Sample System

Logged in as: System Administrator

Log Off

Home Website Members **Subscriptions** Shop Auctions TicketDesq Events Registrations Results Competitions Tools Administration SportsTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Instalments
Schedule
Recurring
Manual
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options

Schedule Instalments - Active

Inactive Completed Rejected Archived Export Email

Search For: In: Name

Records: 1-1 of 1

Member	Next Date	Next Amount	Total Paid	Balance	View	Email	Status
Test, Terrence	22-Sep-2016	\$100.00	\$100.00	\$100.00	<input type="button" value="👁"/>	<input type="button" value="✉"/>	<input checked="" type="button" value="✅"/>

Records: 1-1 of 1

Change Record Status

If Instalment is Rejected

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
2. Select **Schedule** or **Recurring** from the expanded left menu.

3. Click **Rejected** at the top of the page.

4. Search for the member you wish to make inactive and click **View** next to their name.

5. Click the **Inactive** button. This will move the member into inactive and disable future payments.

Note: When deactivating instalments, make sure that all future payments are set to inactive to ensure that the member is not charged for any further payments.

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