

Editing a Subscription Type

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Quick Steps: Subscriptions > Subscriptions Types > Edit

It is easy to make changes to a Subscription Type through the Management Console. You can make changes to any field within the Subscription Type and it will take effect for any registrations using that Type as soon as you click save.

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 make changes to.
3. Make any changes that need to be made, then click **Save**.

Note: Editing a Subscription Type makes those changes live as soon as you click Save. If you want to make changes to a Subscription Type but not allow members to access those changes yet, either wait to make the change or set the Subscription Type to offline until you want them live.

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