

Archiving a member

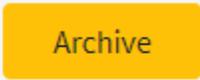
1. Go to a member record.
2. Click on **Profile**.
3. Scroll to the bottom and click on the **Archive** button.

Member List

Profile

Events

4-H



Archive

4. You will get a message asking if you want to archive the member. Click on the **Confirm** button.
5. The member is now archived.

Unarchiving a Member

1. Go to an archived member record from either the member search screen or the family member list screen.
2. Click on Profile.
3. Scroll to the bottom and click on **Reactivate** button.



Reactivate

4. You will get a message asking if you want to reactivate the member. Click on the **Confirm** button.
5. The member is now reactivated and can re-enroll.

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