

Archiving a Subscription Type

Archiving a Subscription Type results in it being 'filed' away and hidden from the listing as it is no longer deemed as active by the club. This is normally done at the end of a playing season or calendar year. Archiving is particularly useful in ensuring only active Subscription Types display in the management console and registration portal, reducing the confusion for what membership options are valid for a given season. It is recommended that you archive your inactive Subscription Types at the end of the season in preparation for the beginning of the new season.

Step 1: Log in to your club's OST console and select **MemberDesq** then click on **Subscriptions -> Subscription Types**.

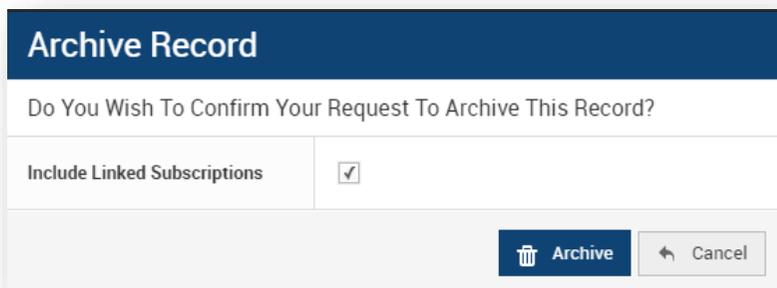
Step 2: For the individual Subscription Type you wish to archive select the **Actions** drop down menu.

Step 3: Click **Archive**.

The screenshot shows the NE Sport Technology MemberDesq interface. The navigation menu on the left has 'Subscription Types' selected. The main content area displays a table of subscription types. The table has columns for Listing Type, Code, Amount, and Order. The 'Actions' column contains a dropdown menu for each row. The 'Archive' option is highlighted in the dropdown menu for the 'ehc Club Umpire' row.

Listing Type	Code	Amount	Order	Actions
Existing Registration	21749	\$0.00	3	Actions
Non-Playing Member Registration	21750	\$0.00	4	Actions
HV Summer Senior Player Registration (over 18 as at 31st December 2014)	21746	\$15.00	1	Actions
HV Summer Junior Player Registration (under 18 as at 31st December 2014)	21747	\$10.00	2	Actions
Dual Registration (Junior)	227	\$0.00	0	Actions
Dual Registration (Masters)	228	\$0.00	0	Actions
Dual Registration (Senior)	229	\$0.00	0	Actions
EH Club 2015 Junior Membership	239	\$0.00	0	Actions
EH Club 2015 Master Membership	17971	\$0.00	0	Actions
EH Club 2015 Senior Membership	17970	\$0.00	0	Actions
ehc Club Umpire	9982	\$0.01	96	Actions

Step 4: If you have organisations linked beneath you in the organisation hierarchy (i.e. you are an association with member clubs) and have distributed this particular Subscription type to any organisations below your own, you will receive an option to **Include Linked Subscriptions**. Checking this box will result in archiving of the Subscription type within every organisation below your own in the hierarchy.



The image shows a dialog box titled "Archive Record". It contains the question "Do You Wish To Confirm Your Request To Archive This Record?". Below this is a checkbox labeled "Include Linked Subscriptions" which is checked. At the bottom right, there are two buttons: "Archive" (with a trash icon) and "Cancel" (with a back arrow icon).

Step 5: You will now see that this Subscription type no longer displays in your Subscription Type Listing screen. If you wish to view this Subscription Type, select **Actions** in the top right corner then **Archive Listing**.

