How to Remove a Member from a Class on Their Profile

Student Profile · https://a2bmanager.com/docs/delete-class-sessions-on-member-profile/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/delete-class-sessions-walkthrough-v3.mp4

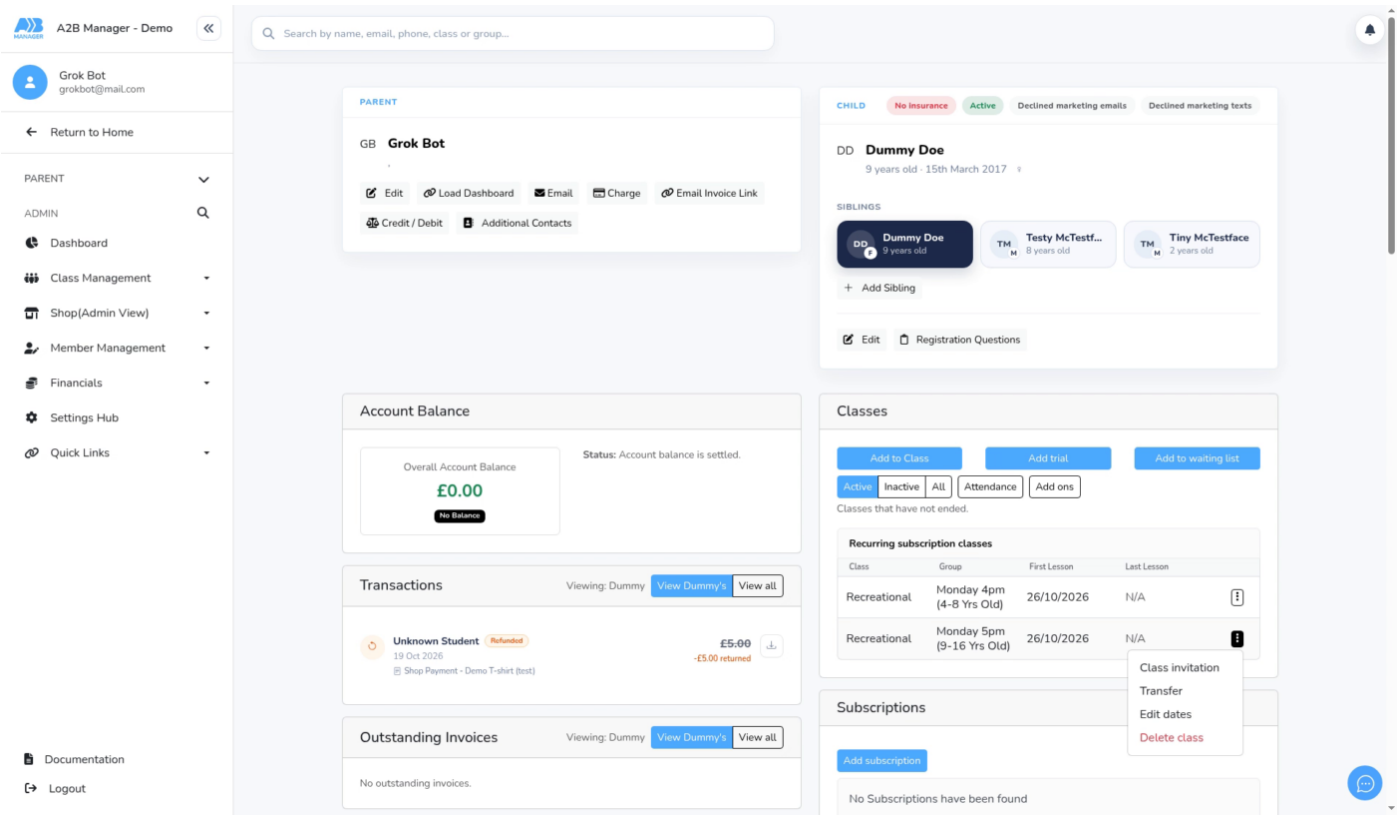
Video walkthrough: removing a member from a class

End a member's place in a class from their profile, either straight away or after a last lesson you choose.

Removing the member

Step 1: Choose Delete class (0:00)

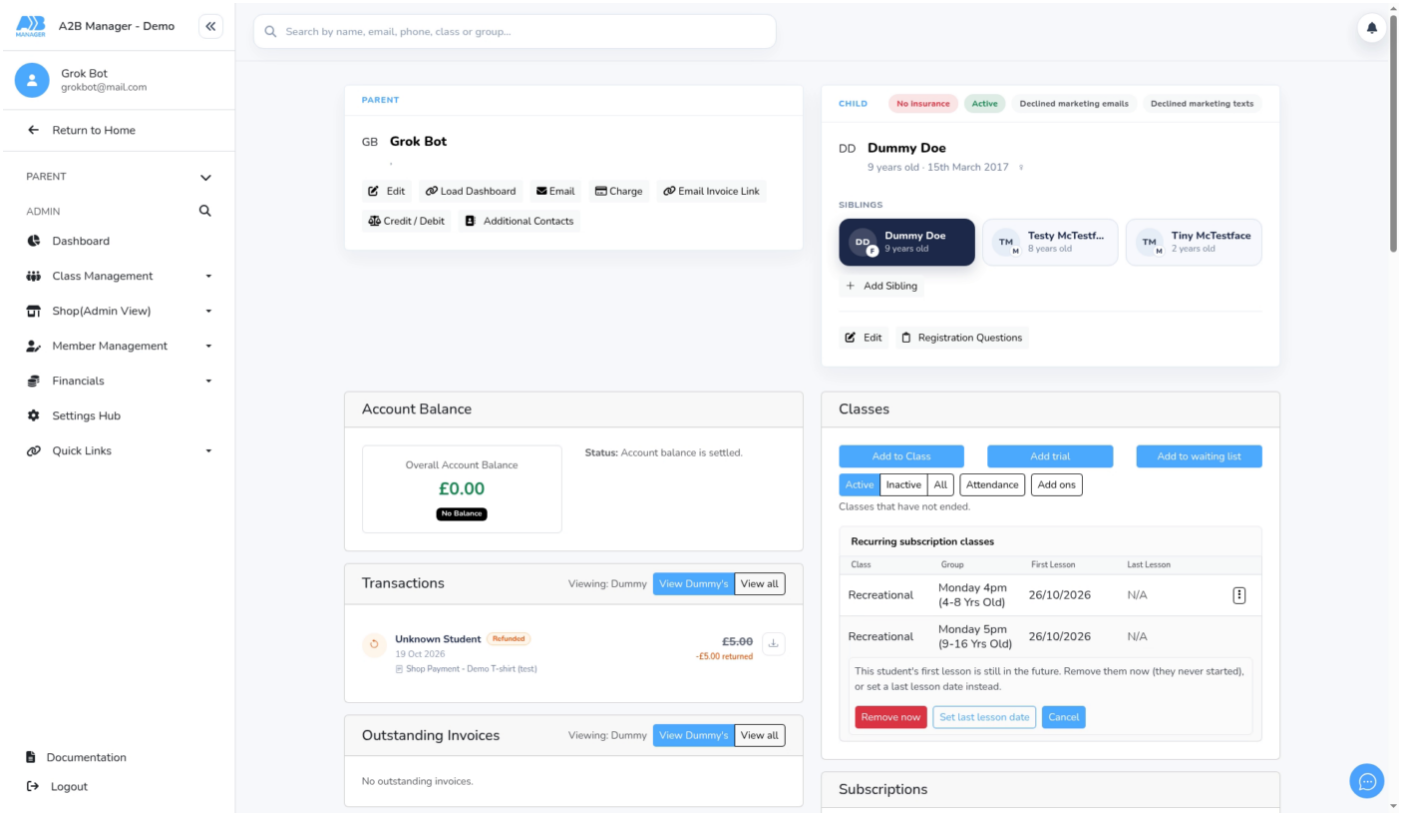
- Open the member's profile. In the **Classes** card, click the three dots next to the class and choose **Delete class**.



Step 1: Delete class

Step 2: Remove now or set a last lesson date (0:10)

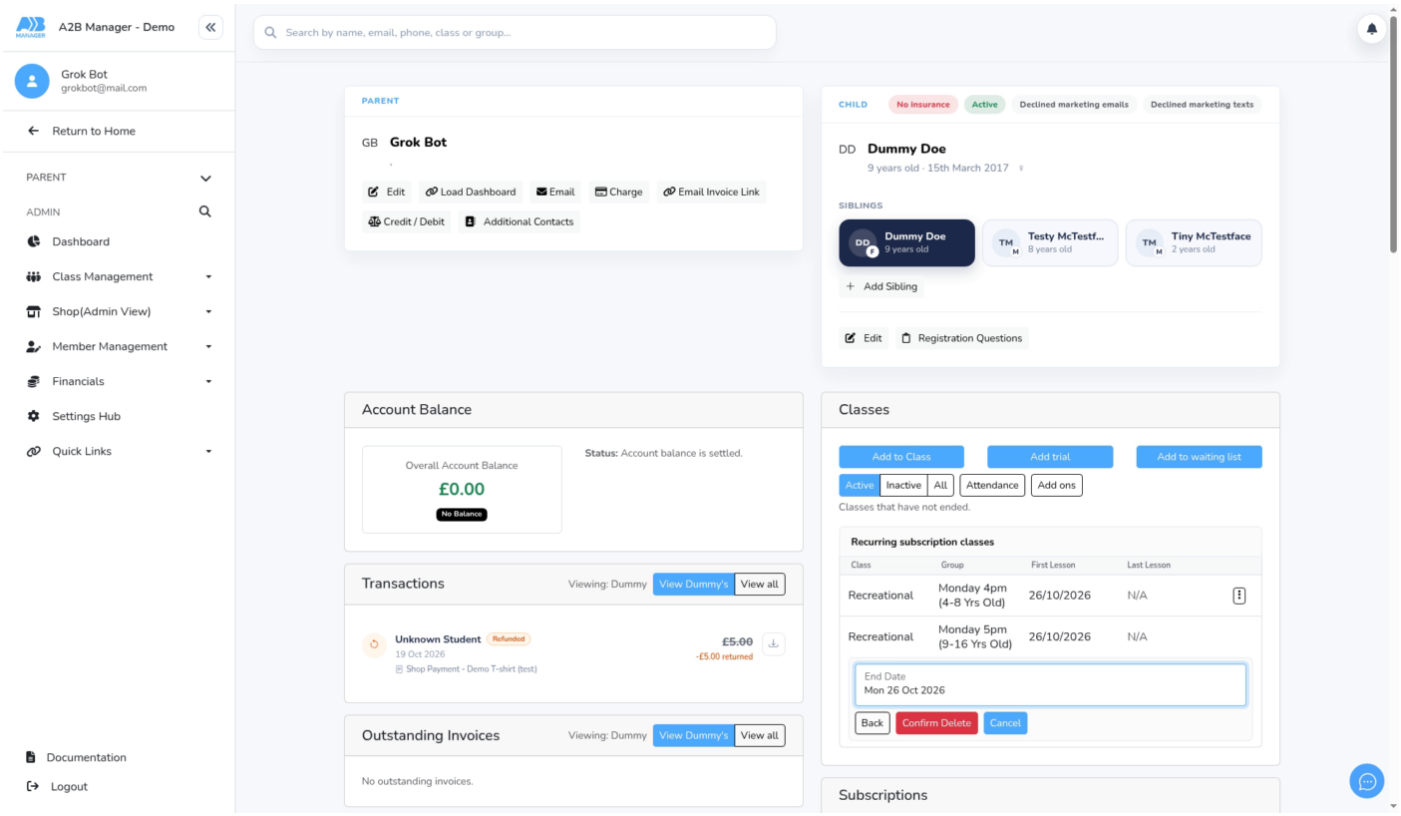
- If the member's first lesson is still in the future, you get two options:
- **Remove now** takes them off the class straight away. They never attend, and the place shows **Removed before start** under **Inactive**.
- **Set last lesson date** lets you choose the last session they'll attend.
- If the place has already started, you go straight to the **End Date** list.



Step 2: Remove now or Set last lesson date

Step 3: Choose the end date (0:20)

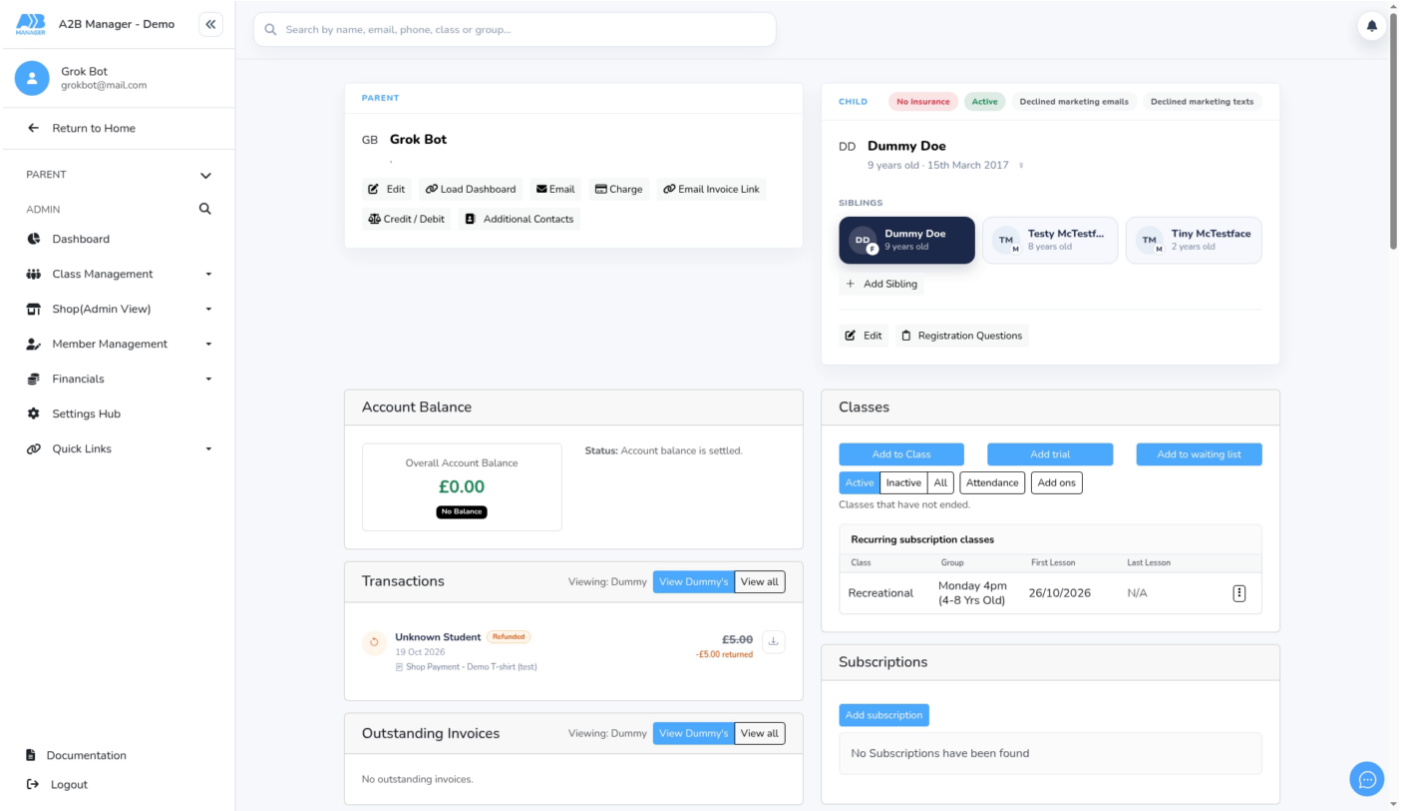
- Pick the last session in the **End Date** list. **Back** returns to the two options.



Step 3: End Date list

Step 4: Confirm (0:30)

- Click **Confirm Delete**. The class leaves the **Active** list and moves to **Inactive** once its last lesson has passed.



The Inactive list

- Click **Inactive** in the Classes card to see places that have ended, are in the past or belong to an inactive group.
- A place that was removed before it started shows **Removed before start** in the Last Lesson column.
- If a member was removed and then added back to the same group, you'll see the old place under Inactive and the new one under Active. This is expected.

Good to know

- Deleting a class doesn't cancel the member's subscription. Cancel it separately in the **Subscriptions** card if needed.
- If you choose the member's first lesson as the last lesson date, it's saved the same way as Remove now and shows Removed before start.

Download the PDF guide (optional)