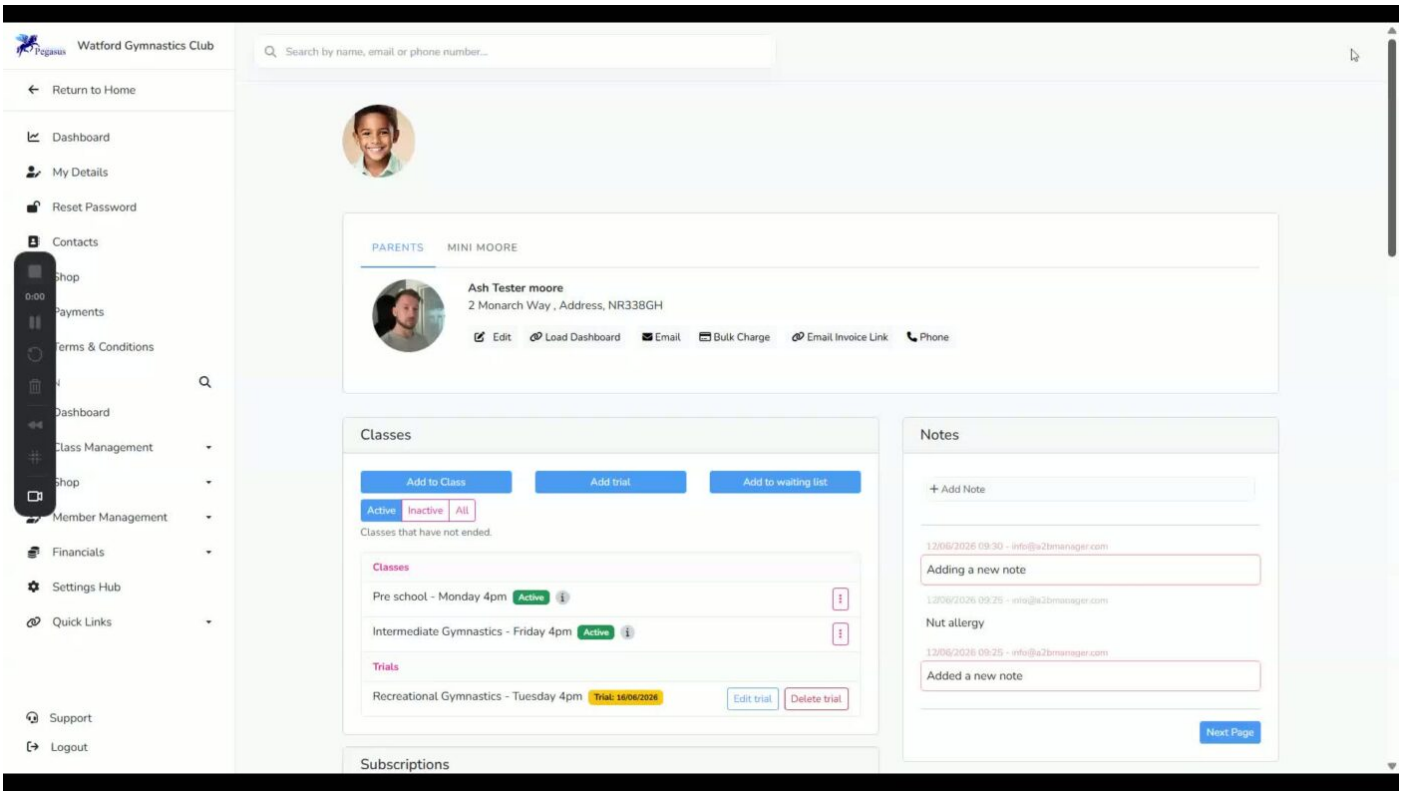
How to Add and Delete a Subscription in the Members Profile

Student Profile · https://a2bmanager.com/docs/how-to-add-and-delete-a-subscription-in-the-members-profile/

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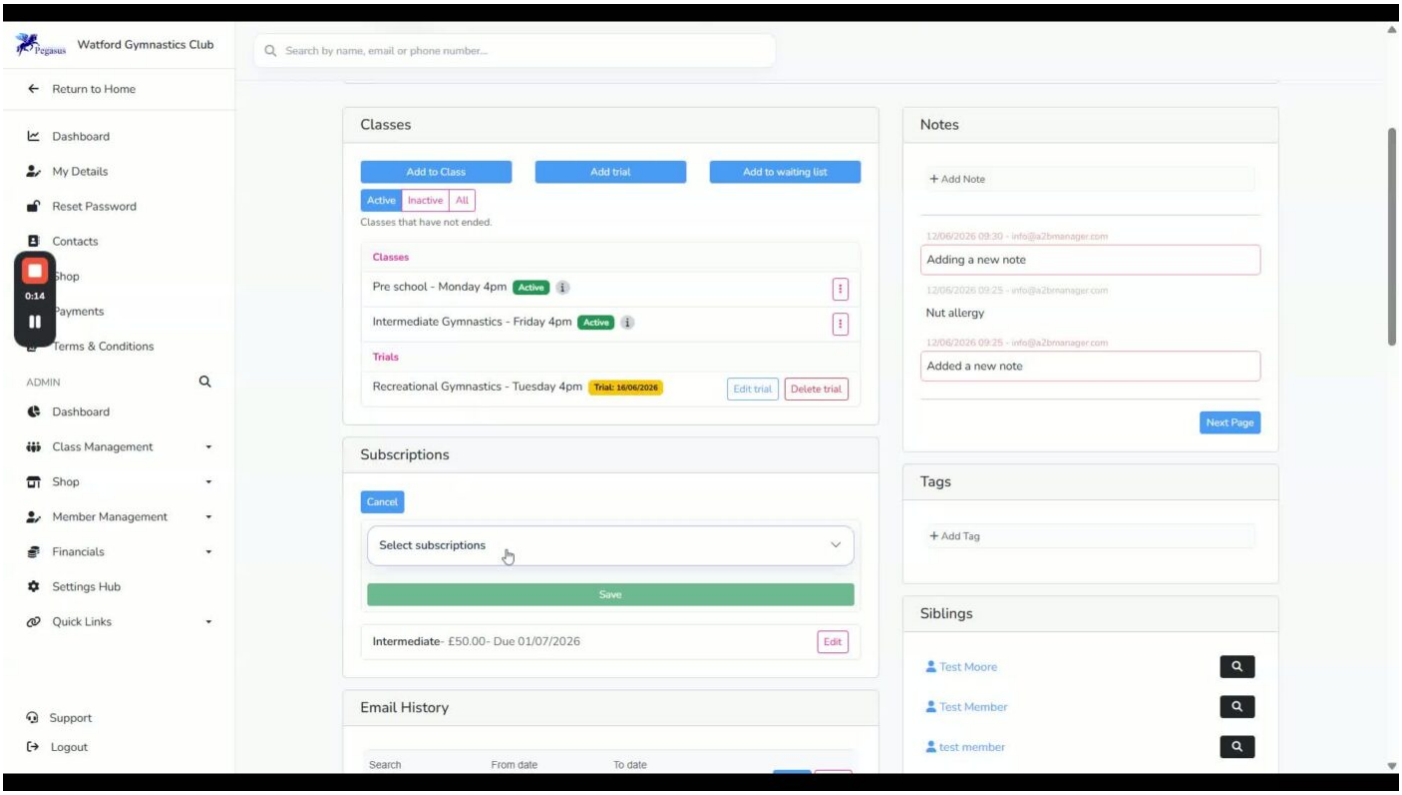
How to Add or Delete a Subscription on a Member Profile

1. Open the Subscription Area and Start a New Subscription 0:00



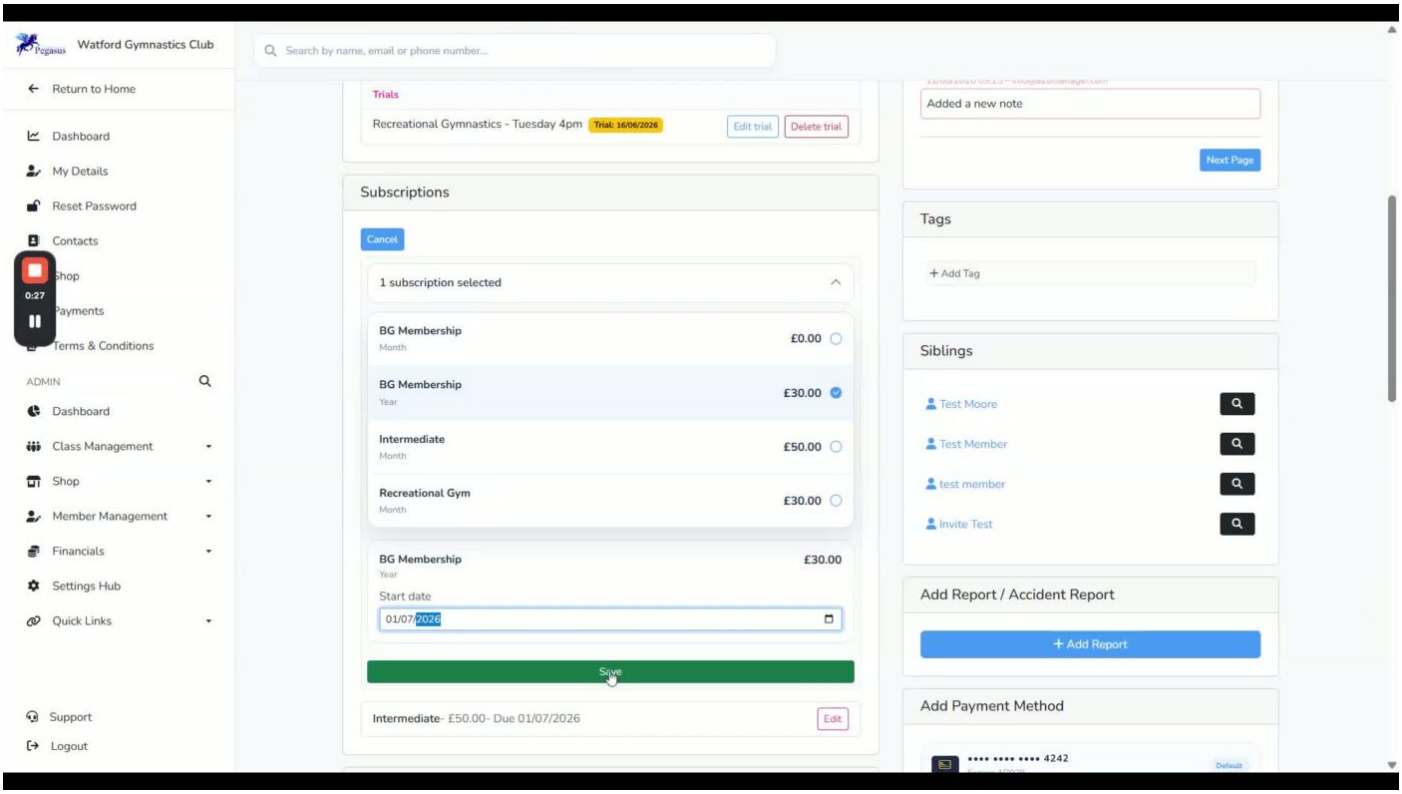
- Go to the member's **Subscription** area.
- Click **Add Subscription** to begin.
- This starts the process of attaching a subscription to the member's profile.

2. Select the Subscription and Set the Start Date 0:15



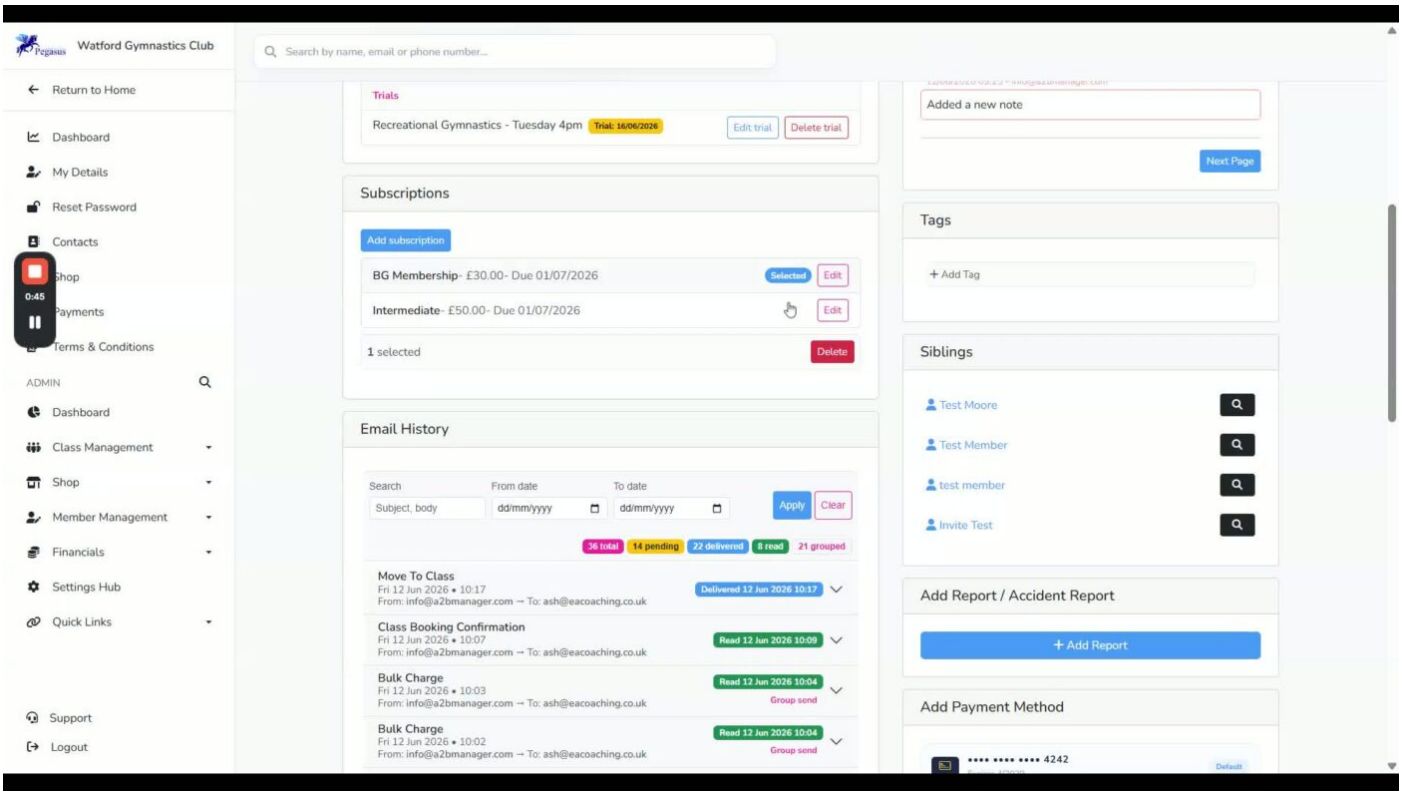
- Choose the correct subscription from the **drop-down menu**.
- Enter the **start date** for when the first payment is due.
- Double-check that the subscription and date are correct before saving.

3. Save the Subscription 0:25



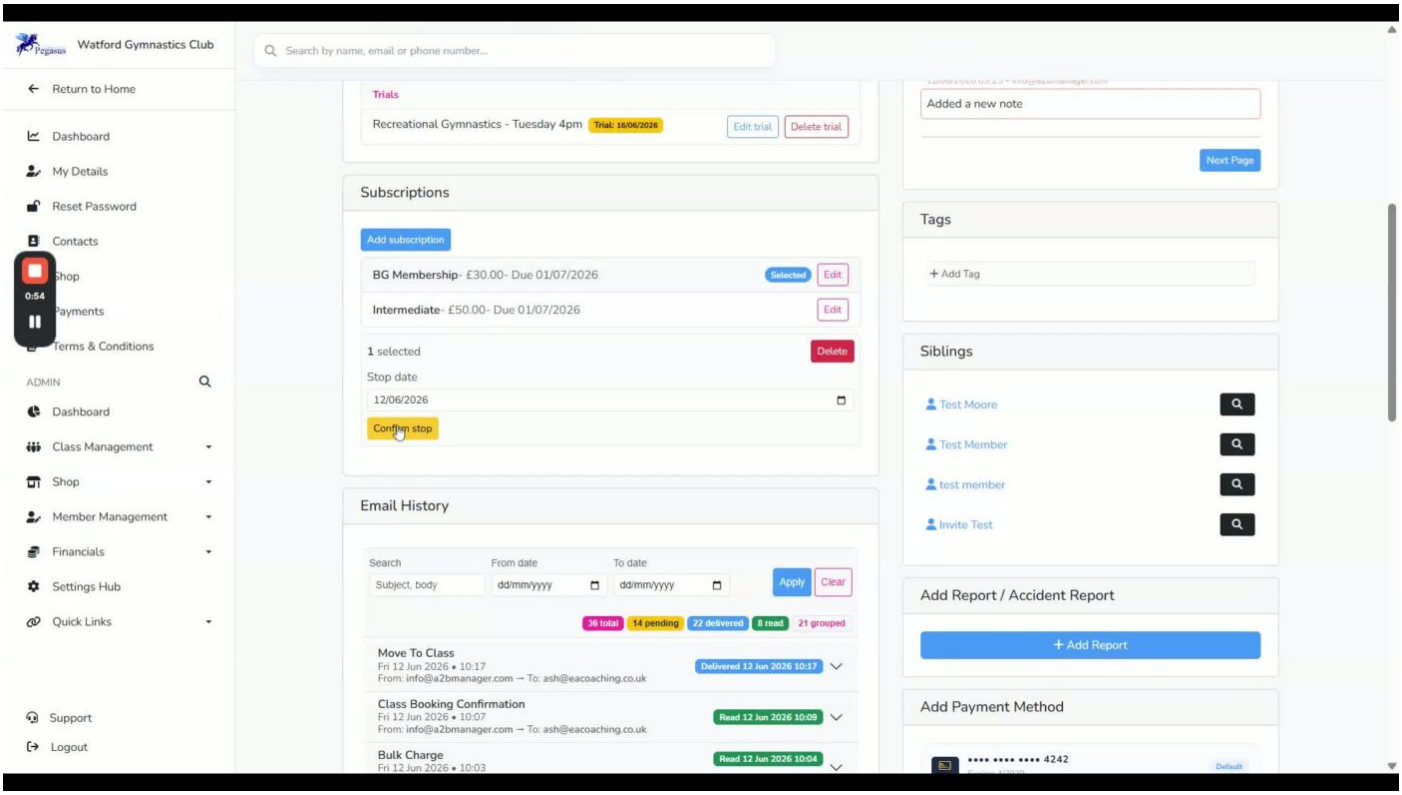
- Click **Save** to add the subscription to the member's profile.
- After saving, the subscription will appear in the subscription list.

4. Select a Subscription to Delete 0:41



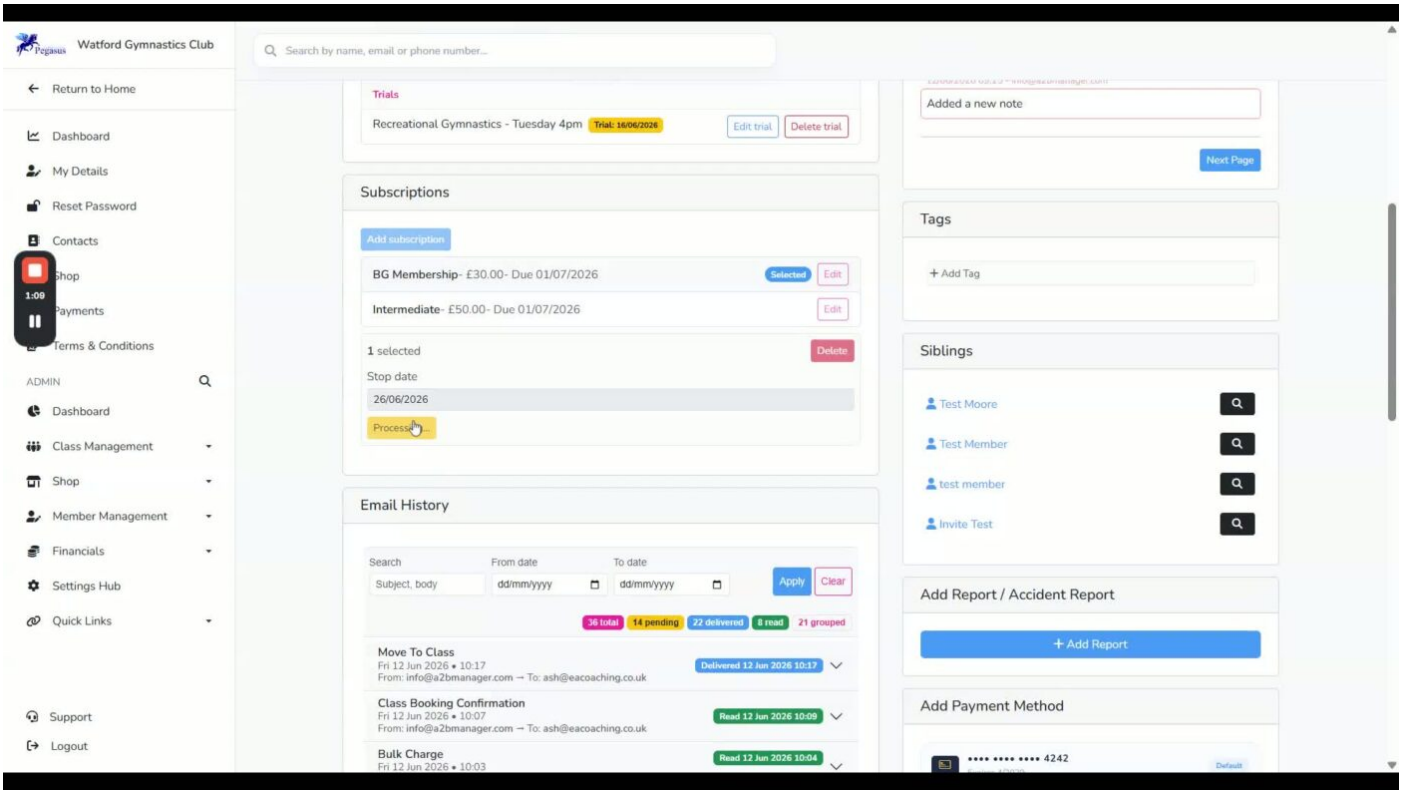
- If you need to remove a subscription, click the checkbox for the relevant subscription.
- Selecting one or more subscriptions will reveal the **Delete** option.
- The interface will show how many subscriptions are selected.

5. Choose When the Subscription Should Stop 0:50



- After choosing delete, a **stop date** will be shown.
- You can stop the subscription **immediately** or set a future stop date.
- Use a future date if you want the subscription to end before the member leaves.

6. Confirm the Cancellation Date 1:04



- Confirm the stop/cancellation action.
- The system will display the final cancellation date.
- In the example shown, the subscription is set to cancel on **26th June**.