



YMMS Tutorial

Carolina Conference Pathfinder/Adventurer Deactivate/Reactivate a Club Member



Step 1

Log into your account at padcms.org

Step 2

In the shortcut Menu go to Members and click on **Manage**

Step 3

Look at the top left corner and change all the boxes to match the example below:

Click Filter Data Button

Step 4

All Active Members will be in **BLACK** text

To Inactivate click on the



Step 5

All Inactive Members will be in **RED** text

To Reactivate click on the



Notes

*Each time a member is inactivated or reactivated the member list will refresh to show only active members

*If you wish to inactivate/reactivate multiple members, you will need to start again at **Step 3** above and change their status one by one.