



# GUIDE TO THE VTТА ONLINE MEMBERSHIP SYSTEM

FOR MEMBERSHIP SECRETARIES

JON FAIRCLOUGH

7<sup>TH</sup> MARCH 2024

# AGENDA

- Admin Panel
- Dashboard
- Membership Categories
- Group and National Official membership functions:
  - Add Member
  - Edit Member Details
  - Renew Member
  - Member resigns or dies
  - Convert IM to JM and JM to IM
  - Convert IM/LM to IMV/HLM/DLM
  - Convert JM/JMLM to IMV/HLM/DLM
- Additional National Official membership functions:
  - Change Group
  - Merging Members
  - Deleting Members

- Group officials should read the whole of this guide so they understand what both group and national officials can do, so you can ask them to do it!

# ADMIN PANEL

The screenshot shows the website header with the logo and name "Veterans Time Trials Association" and the tagline "National Association for the over 40 year old racing cyclist". The navigation menu includes Home, News, Groups, Events/Results, Standards, Competitions, Records, and About. A user profile dropdown is visible with the name "Jon" and a white arrow pointing to it. The main content area features a background image of a cyclist and a paragraph describing the association. A "Quick Links" table is located on the right side of the page.

Veterans Time Trials Association  
National Association for the over 40 year old racing cyclist

Home News Groups Events/Results Standards Competitions Records About

The Veterans Time Trials Association is for anyone 40 years of age and over who has an interest in cycle racing, and specifically in time trialling.

If you are over 40 and interested in time trialling the VTTA is the organisation for you. We have 3000 members in our 16 regional groups. We promote 100 time trial events a year, 8 national championships, 3 season-long competitions, plus various competitions and trophies at regional level. We also organise individual challenges (called Standard medals) and national age records, and we produce four glossy magazines each year. It costs as little as £14 a year to join.

To join or renew click the 'Join or Renew' button. If you have logged in as an existing member and website user then click on your name and follow the My Profile link.

Please note that membership for the 2020 season is open from 1st October 2019 and your membership will then continue to 31st December 2020.

Quick Links
Forms
Find my Standard
CTT site
Time Trialling Forum

Click on your name to show the drop down with your options

- Admin Panel
- My Profile
- Payment
- History
- Logout
  
- Select Admin Panel

# ADMIN PANEL - DASHBOARD

The feed has been saved.

Filter

Free Search

Title	Created By	Created	Modified	Actions
New style Dashboard	Jon Fairclough	02/02/2020, 18:28	02/02/2020, 18:28	<a href="#">Edit</a> <a href="#">Delete</a>
Guide to the VTTA online membership system for Group Officials - Version 8	Jon Fairclough	07/02/2020, 11:02	07/02/2020, 11:02	<a href="#">Edit</a> <a href="#">Delete</a>

< previous next >

Page 1 of 1, showing 2 record(s) out of 2 total

Use the Dashboard to review the news feed items for officials

Click on each title for more info and use the back button to go back to the dashboard

View Feed

Guide to the VTTA online membership system for Group Officials - Version 8

**Created By** Jon Fairclough

**Created** 07/02/2020, 11:02

**Modified** 07/02/2020, 11:02

**Description** This has been reissued with additional guidance on converting members to HLMs, DLMs and IMVs, Merging Members and Deleting members. All officials who manage members should consult it before making changes to the member database

Groups this feed is visible to  
East Anglian

# MEMBERSHIP CATEGORIES

The table shows the membership categories that exist in the system and how they can be allocated

Membership Category	Acronym	Join?	Add Member?	Comment
Individual Membership	IM	Yes	Yes	Standard
Individual Membership (no Veteran)	IMV	No	Yes	If co-resident with HLM/DLMs
Joint Membership	JM	Yes	Yes	If co-resident
Honorary Life Membership	HLM	No	Yes	Group approves
Distinguished Life Membership	DLM	No	Yes	NEC approves
Life Membership	LM	No	No	Legacy
Joint Life Membership	JMLM	No	No	Legacy

# MEMBERSHIP FEES

Membership fees are decided by groups who ask a national admin to set it in the membership system.

Membership Category	Fee	Comment
Individual Membership	Set by Group	Includes fee paid to National
Individual Membership (no Veteran)	Set by Group*	Includes fee paid to National
Joint Membership	Set by Group	Includes fee paid to National
Honorary Life Membership	Free	Get the Veteran for free and National makes no charge
Distinguished Life Membership	Free	Get the Veteran for free and National makes no charge
Life Membership	Free	Must buy a subscription to the Veteran if they want it
Joint Life Membership	Free	Must buy a subscription to the Veteran if they want it

\* A group may set the IMV fee to a nominal amount (e.g. £1) to subsidise it's IMVs

# GROUP & NATIONAL OFFICIAL MEMBERSHIP FUNCTIONS

ADD MEMBER  
EDIT MEMBER DETAILS  
RENEW MEMBER  
MEMBER RESIGNS OR DIES  
CONVERT IM TO JM AND JM TO IM  
CONVERT IM/LM TO IMV/HLM/DLM  
CONVERT JM/JMLM TO IMV/HLM/DLM

VTTA ONLINE MEMBERSHIP SYSTEM FOR MEMBERSHIP SECRETARIES

# ADMIN PANEL – VTTA MEMBERS – ADD MEMBER 1

**VTTA admin** | Jon Fairclough

**VTTA Members**

Report Criteria

Free Search

Membership Status: Nothing selected

Group: --All--

Regenerate Report

Members List

Show 100 entries

Previous 1 2 3 4 5 ... 20 Next

Last name	First name	ID	Group	DOB	Gender	Category	Expires	Status	Actions
Redacted					Male	HLM - Individual Membership	--	✓ Paid Up	Manage
Redacted					Female	Individual Membership (No Veteran)	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2017	⚠ Lapsed	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	Individual Membership	31/12/2018	✓ Paid Up	Manage
Redacted					Male	HLM - Individual Membership	--	✓ Paid Up	Manage

Select VTTA members

If you have received an application form, click on Add New VTTA Member to enter the details

# ADMIN PANEL - VTTA MEMBERS – ADD MEMBER 2

**VTTA admin** Jon Fairclough

Dashboard > Members > Add Member

**Add Members**

**Member details**

**Title**  
Mr

**First Name**

**Middle Name**

**Last Name**

**Dob**

**Gender**  
Male

**Email**

**Club**

**Legacy Vtta Number**

Standards: One attempt at one distance  
 Standards: Unlimited attempts at one distance  
 Standards: Unlimited attempts at any distance

**Help: Add Member**

Fill in the fields using the data from the form and click submit

Leave the legacy VTTA number blank for new members

# ADMIN PANEL - VTТА MEMBERS – ADD MEMBER 3

VTТА admin

Member: TestFirstName TestLastName

The member has been saved. Please click "payment received" for any items which the member has made payment

TestFirstName TestLastName  
VTTA ID: 12630

Joined date

End date

Status Pending

Last Paid Date

Member details

Email  
test@email.com

Date of Birth  
01/01/1978

Member Payments

Outstanding Invoices

Paid Invoices

Pending Manual Payment Invoices

#	Member	Invoice Description	Due On	Amount
3320	TestFirstName TestLastName	Individual Membership membership from: 01/05/2018 - 31/12/2018		£16.00

Add invoices

Add membership invoice

Add donation invoice

Add membership extra invoice

- If payment includes donation click Add Donation Invoice
- If payment includes standards, click Add Membership Extra

# ADMIN PANEL - VTTA MEMBERS – ADD MEMBER 4

The screenshot displays the VTTA admin interface. On the left is a navigation sidebar with categories: MEMBERSHIP (VTTA Members, Donations, Payment Logs), CONTENT (Content, News, Forms, Documents), USERS & GROUPS (Groups, Website Users, Officials), EVENTS (Events, Competitions), TO ACTION (Approve results), and SETUP (Membership Categories, Standards & The Veterans). The main content area is titled 'Member: TestFirstName TestLastName' and includes a green notification bar stating 'The donation has been saved.' Below this is a profile card with a silhouette icon, the name 'TestFirstName TestLastName', and 'VTTA ID: 12630'. Fields for 'Joined date', 'End date', 'Status' (marked as Pending), and 'Last Paid Date' are visible. A 'Member details' section shows 'Email: test@email.com' and 'Date of Birth: 01/01/1978'. At the top right, there are tabs for 'Details', 'Payments', and 'Account'. The 'Payments' tab is active, showing 'Member Payments' with two tables. The first table, 'Outstanding Invoices', lists two invoices: #3321 for 'Standards: Unlimited attempts at any distance' (£10.00) and #3322 for 'Donation' (£10.00), both with 'payment received' buttons. The second table, 'Paid Invoices', is currently empty. Below that, 'Pending Manual Payment Invoices' shows one invoice: #3320 for 'Individual Membership membership from: 01/05/2018 - 31/12/2018' (£16.00) with a 'payment received' button. At the bottom, an 'Add invoices' section contains three buttons: 'Add membership invoice', 'Add donation invoice', and 'Add membership extra invoice'.

If you have received a cheque payment for sub, donation and standards, then click the payment received buttons

# ADMIN PANEL - VTTA MEMBERS – ADD MEMBER 5

**VTTA admin** Jon Fairclough

**Member: TestFirstName TestLastName** Dashboard > Members > TestFirstName TestLastName > Members > Add Member

**Account** (Selected)

**Warning:** This member's account is not associated with a user account. This means the member cannot login to administer their account. You should either assign them to an existing user account or generate a new one (user will be notified)

[Assign Account](#)

[Generate User Account](#)

**Other members**

There are no other members associated with this account

**Member Details:**

- Joined date:** 01/05/2018
- End date:** 31/12/2018
- Status:** Paid Up
- Last Paid Date:** 01/05/2018 22:12

**Member details:**

- Email:** test@email.com
- Date of Birth:** 01/01/1978

Click on the Account Tab and Generate a Website User Account for the new member if they have provided an email address

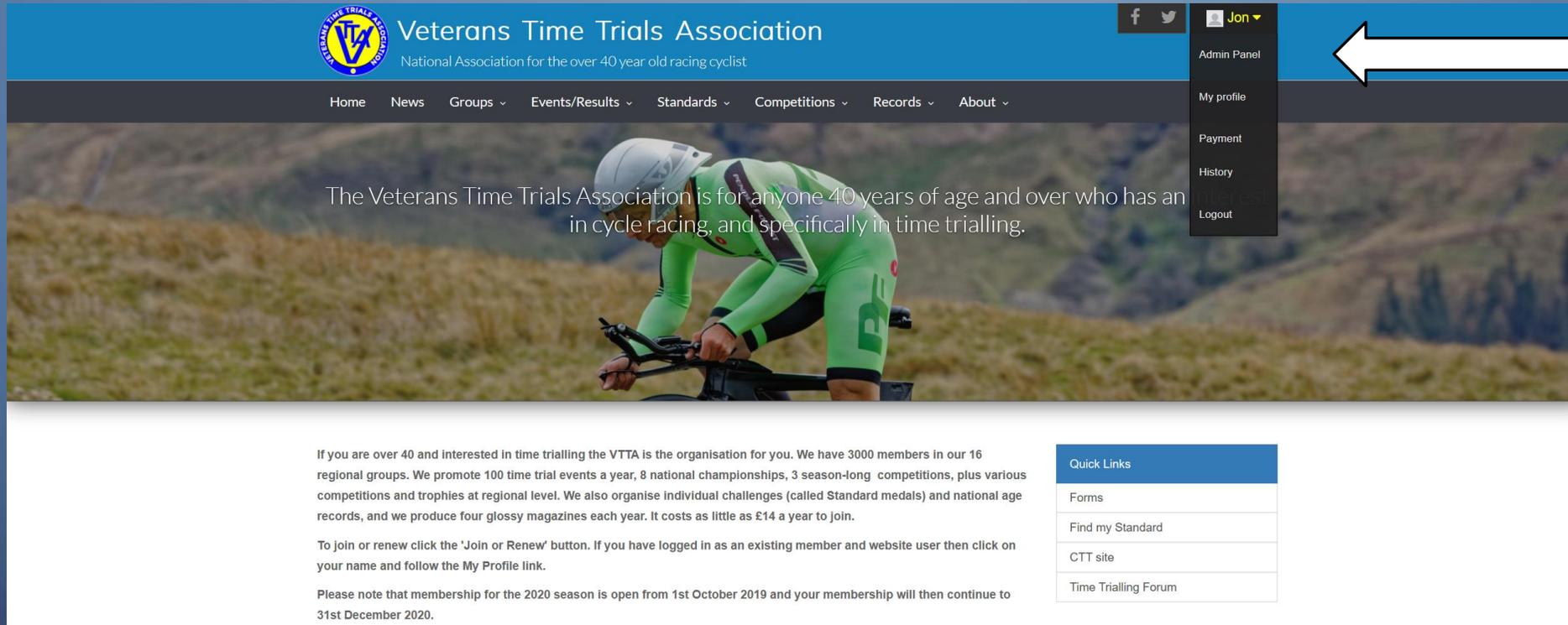
# ADMIN PANEL - VTTA MEMBERS – ADD MEMBER 6

The member website user account name has been added

You can tell the member that they can go to the site and access their record. They can use the forgot password feature to set their own password – send them the member guide

The screenshot displays the VTTA admin interface. On the left is a dark sidebar with a menu including Dashboard, MEMBERSHIP (VTTA Members, Donations, Payment Logs), CONTENT (Content, News, Forms, Documents), USERS & GROUPS (Groups, Website Users, Officials), EVENTS (Events, Competitions), TO ACTION (Approve results), and SETUP. The main content area is titled 'Member: TestFirstName TestLastName' and includes a breadcrumb trail: Dashboard > Members > TestFirstName TestLastName > Members > Add Member. The user 'Jon Fairclough' is logged in. The 'Account' tab is active, showing fields for 'Accessed By Account' (test@email.com) and 'Password' (masked). A 'Reassign Account' button is present. Below this is an 'Other members' section with the text 'There are no other members associated with this account'. A 'Member details' section shows: Email (test@email.com) and Date of Birth (01/01/1978). A separate box displays membership information: TestFirstName TestLastName, VTTA ID: 12630, Individual Membership, Joined date: 01/05/2018, End date: 31/12/2018, Status: Paid Up, and Last Paid Date: 01/05/2018 22:12.

# ADMIN PANEL - VTTA MEMBERS - EDIT MEMBER DETAILS - 1



The screenshot shows the website header for the Veterans Time Trials Association. The logo is on the left, followed by the name and tagline. A navigation menu is below the header. A user profile dropdown is open, showing options like 'Admin Panel', 'My profile', 'Payment', 'History', and 'Logout'. A white arrow points from the 'Admin Panel' option to the right. Below the header is a large image of a cyclist in a green jersey. Below the image is a paragraph of text about the association. To the right of the text is a 'Quick Links' section with a table of links.

Veterans Time Trials Association  
National Association for the over 40 year old racing cyclist

Home News Groups Events/Results Standards Competitions Records About

The Veterans Time Trials Association is for anyone 40 years of age and over who has an in cycle racing, and specifically in time trialling.

If you are over 40 and interested in time trialling the VTTA is the organisation for you. We have 3000 members in our 16 regional groups. We promote 100 time trial events a year, 8 national championships, 3 season-long competitions, plus various competitions and trophies at regional level. We also organise individual challenges (called Standard medals) and national age records, and we produce four glossy magazines each year. It costs as little as £14 a year to join.

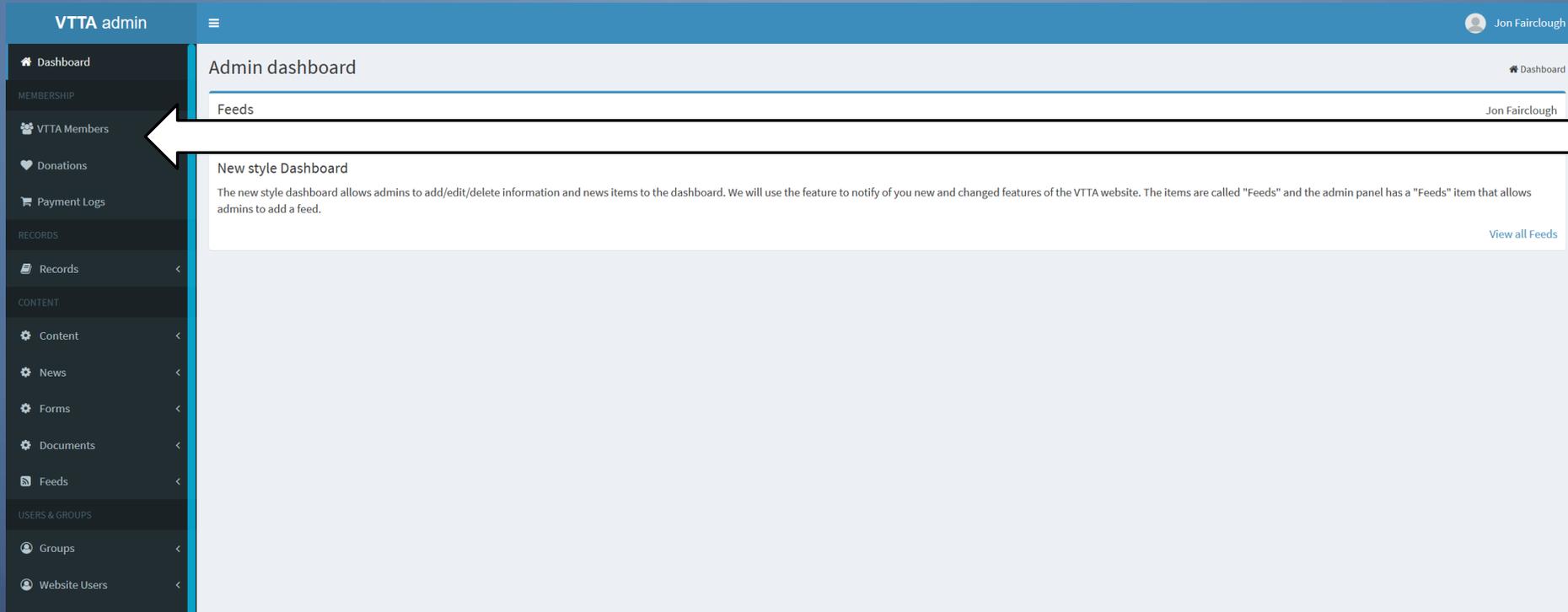
To join or renew click the 'Join or Renew' button. If you have logged in as an existing member and website user then click on your name and follow the My Profile link.

Please note that membership for the 2020 season is open from 1st October 2019 and your membership will then continue to 31st December 2020.

Quick Links
Forms
Find my Standard
CTT site
Time Trialling Forum

Go to the home page and select Admin Panel

# ADMIN PANEL - VTTA MEMBERS - EDIT MEMBER DETAILS -2



Select VTTA members in the Admin Panel



# ADMIN PANEL - VTТА MEMBERS - EDIT MEMBER DETAILS -4

The listing shows the people with the last names.

Click Manage for the person you want to update

**VTTA admin** Jon Fairclough

**VTTA Members**

Report Criteria

Free Search: Fairclough

Membership Status: Nothing selected

Group: --All--

Regenerate Report

Members List

Show 100 entries

Previous 1 Next

Last name	First name	ID	Group	DOB	Gender	Category	Expires	Status	Actions
Redacted						Individual Membership	31/12/2018	Paid Up	Manage
Redacted						Individual Membership	31/12/2018	Paid Up	Manage

https://www.vtta.org.uk/admin/members/view/10191

# ADMIN PANEL - VTTA MEMBERS - EDIT MEMBER DETAILS -5

Select Edit Member Details

The screenshot displays the VTTA admin interface. On the left is a dark sidebar menu with categories: MEMBERSHIP (Dashboard, VTTA Members, Donations, Payment Logs), CONTENT (Content, News, Forms, Documents), USERS & GROUPS (Groups, Website Users, Officials), and EVENTS (Events, Competitions). The main content area shows the 'Member Details' page for a member named Jon Fairclough. The page has tabs for 'Details', 'Payments', and 'Account'. A large grey redaction box covers the member's personal information. The 'Edit Member Details' button is highlighted with an orange background and an arrow pointing to it from the text 'Select Edit Member Details'. Below the redaction, the following details are visible:

<b>Title</b>	
<b>First name</b>	
<b>Middle name</b>	
<b>Last name</b>	
<b>Member Email Address</b>	
<b>Group</b>	
<b>Club</b>	
<b>Date of birth</b>	
<b>Gender</b>	
<b>VTTA Number</b>	
<b>Membership Category</b>	Individual Membership
<b>Membership Status</b>	<span>✔ Paid Up</span> <span>♥ Set As Deceased</span> <span>👤 Set As Resigned</span>
<b>Expiry Date</b>	31/12/2018
<b>Last Paid Date</b>	23/12/2017 0:00
<b>Last Payment Method</b>	

# ADMIN PANEL - VTTA MEMBERS - EDIT MEMBER DETAILS -6

The screenshot displays the 'Edit Members' page in the VTTA admin panel. The left sidebar shows the navigation menu with categories: MEMBERSHIP (VTTA Members), DONATIONS (Payment Logs), CONTENT (Content, News, Forms, Documents), USERS & GROUPS (Groups, Website Users, Officials), and EVENTS (Events, Competitions). The main content area is titled 'Edit Members' and contains a form with the following fields:

- Title: Mr
- First Name: Redacted
- Middle Name:
- Last Name: Redacted
- Dob: Redacted
- Gender: Redacted
- Email: Redacted
- Club: Redacted
- Legacy Vtta Number: Redacted

A blue button labeled 'Help: Edit Member' is located on the right side of the form. The breadcrumb trail at the top right reads 'Dashboard > Members > Edit Member'.

Change the details attribute to a new value, scroll down and select submit.

If you want to cancel a change, select the back button on the browser to back out.

# ADMIN PANEL – VTTA MEMBERS – RENEW MEMBER

Member: TestFirstName8 TestLastName8

Details Payments Account

Member Payments

Outstanding Invoices

#	Member	Invoice Description	Due On	Amount
4264	TestFirstName8 TestLastName8	Individual Membership membership from: 14/11/2018 - 31/12/2019		£15.00

Paid Invoices

Pending Manual Payment Invoices

Add invoices

- Add membership invoice
- Add donation invoice
- Add membership extra invoice

If you receive a cheque or cash renewal payment, do this:

- Login
- Admin panel
- VTTA members
- Select member
- Payment tab
- Select Add membership invoice
- Select Build membership invoice (similar for standards, donations, lunches)
- Select Payment received

Job done! The payment should appear in the payment log.

# MEMBER RESIGNS OR DIES

- Go to VTTA members, find the member and click on “Manage”
- Click on “Set as Resigned” or “Set as Deceased” as appropriate
- For members that have died:
  - Go to the Account tab
  - Reassign the account to “Unlinked Account”
  - Go to member Details and Select “Edit Member details”
  - Delete the email address (this prevents relatives accidentally receiving emails)
  - Click “Submit”

# CONVERT IM TO JM AND JM TO IM

## WHEN A MEMBER CONVERTS FROM IM TO A PRIMARY JM (note the secondary JM may be an existing IM or a new secondary member)

- go to the IM profile and set as resigned, unlink the website account and delete the email address from the IM profile, so it can be reused
- add a note recording the change in the IM record
- add the former individual member as primary joint member
- add the new secondary member if a new member
- If the secondary member is an existing individual member then set to resigned and then add as a secondary member to the primary member
- build the membership invoices for both members and mark them paid if the former IM was paid up
- depending on when the change happens in the membership year, the group official may charge the difference between the IM and JM fees to the new secondary member
- if the new secondary member was a paid up individual member, then no additional fee should be paid
- Advise members to relink their CTT accounts if they want to race

## WHEN A MEMBER CONVERTS FROM JM TO IM

- go to the JM profiles and set both as resigned,, unlink the website account and delete the email address from the JMprofile, so it can be reused
- add a note recording the change in the JM record
- add the member as an IM
- if a JM is ended by one member becoming an IM and the other resigning or passing away, then no correction fee is needed
- if a joint membership is ended with both members becoming IMs, then depending on when the change happens in the membership year, the group official may charge the person who was the secondary member the difference between the IM and JM fees
- Advise members to relink their CTT accounts if they want to race

# CONVERT IM/LM TO HLM/DLM

## CRITERIA FOR CONVERSION

- Criteria for HLM/DLM are defined in the VTTA regulations (note it is no longer automatic on reaching age 80)
- For HLM, the Group Committee must approve
- For DLM, the NEC must approve a written recommendation by the member's group

## PROCESS FOR CONVERSION

- Find the member in the VTTA member list and click on "Manage"
- Click on "Edit Member Details"
- Click on the Membership Category dropdown and select the new value HLM/DLM
- Click on "Submit"

# CONVERT JM/JMLM TO HLM/DLM (ALSO NEED TO CONVERT THEIR PARTNER TO AN IMV)

## CRITERIA FOR CONVERSION

- Criteria for HLM/DLM are defined in the VTTA regulations (note it is no longer automatic on reaching age 80)
- For HLM, the Group Committee must approve
- For DLM, the NEC must approve a written recommendation by the member's group

## PROCESS FOR CONVERSION

- Find each joint member in the VTTA member list and click on "Manage"
- Click on "Set as Resigned" for each member
- Unlink the website account and delete the email addresses from the JM profile, so they can be reused
- Add the member as a HLM/DLM as appropriate
- Add their previous joint member as an IMV
- Advise members to relink their CTT accounts if they want to race

# ADDITIONAL NATIONAL OFFICIAL MEMBERSHIP FUNCTIONS

CHANGE GROUP  
MERGE MEMBERS  
DELETE MEMBER

VTTA ONLINE MEMBERSHIP SYSTEM FOR MEMBERSHIP SECRETARIES

# ADMIN PANEL – VTTA MEMBERS – CHANGE GROUP

- A change of group cannot be actioned by a member or a group official. The member should contact the secretary of the group they want to move from or move to. That secretary should agree the change with the other group secretary and request a National official to make the change on the system.

The screenshot shows the 'Edit Member profile' form in the VTTA admin panel. The form includes the following fields and sections:

- Gender:** Female
- Email:** Redacted
- Club:** Redacted
- Legacy Vtta Number:** Redacted
- Group:** Midlands
- Membership Category:** HLM - Individual Membership - Midlands
- Membership status:** active
- The members end date:** 28 February 2019

A yellow warning banner states: "When updating the member's group please update the membership category below to ensure they are charged correctly".

Arrows from the text on the right point to the 'Group' and 'Membership Category' fields.

The National official finds the member record in Admin Panel/VTTA members and selects Edit Member profile. They must change both the **Group** and the **Membership Category to the new group**. Then submit. Note the Member Category is suffixed with the group name to ensure the right sub is paid.

- If the person has not yet renewed, their new group secretary should tell them to now go in and renew, paying the correct sub.
- If the person has already renewed, then the two group secretaries should agree whether a corrective payment is needed.

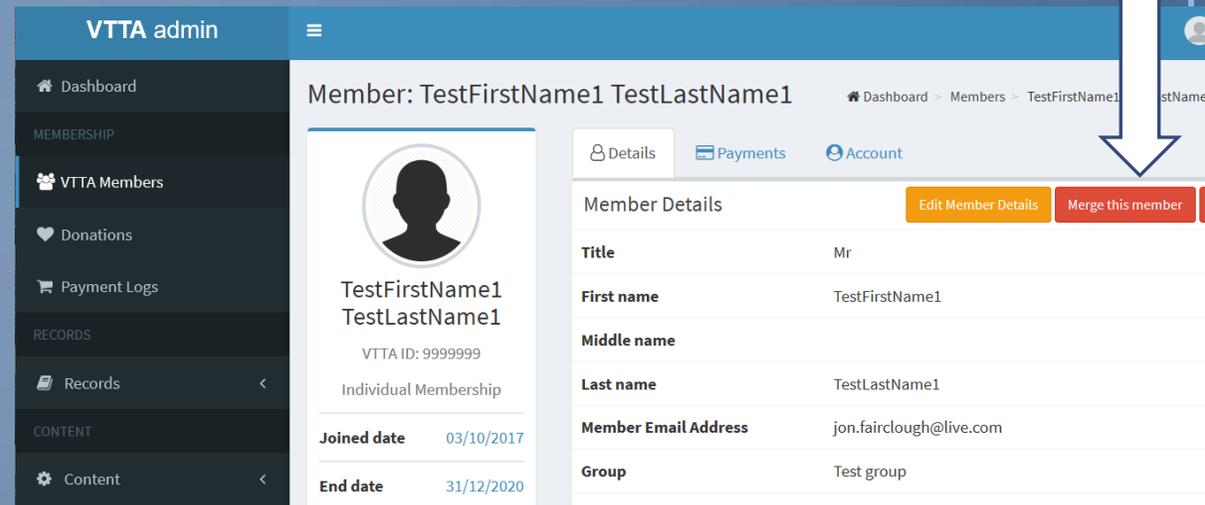
# MERGING MEMBERS

## • When to Merge Members

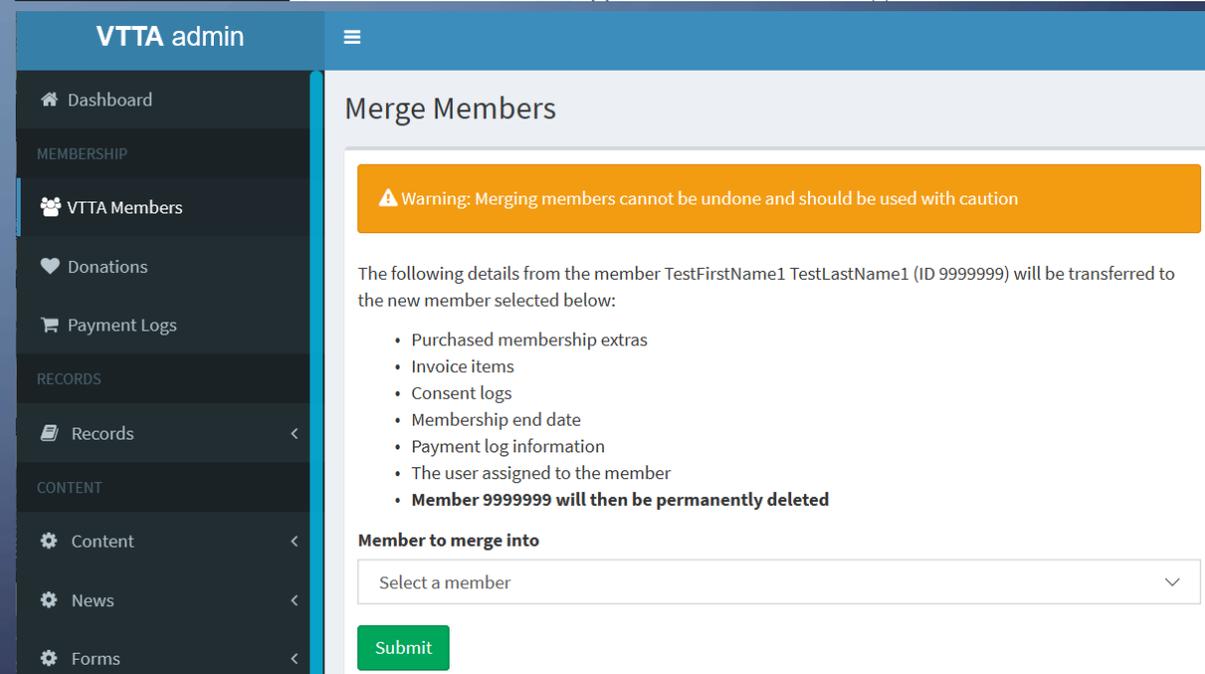
- Use the “Merge Members” feature to combine two member records for the same person
- Members can get two member records when they register twice by accident

## • Merge Member Process

- Find the duplicate member records and make a note of the VTTA numbers
- Decide which VTTA number you wish to retain (normally the lowest and oldest number)
- Find the member record with the VTTA number you wish to discard
- Click on “Manage” and “Merge this Member” and in the “Member to Merge into” box enter the VTTA number of the member record you wish to retain



The screenshot shows the VTTA admin interface. The left sidebar contains navigation options: Dashboard, MEMBERSHIP (VTTA Members, Donations, Payment Logs), RECORDS (Records), and CONTENT (Content). The main content area displays the profile for a member named TestFirstName1 TestLastName1. The profile includes a silhouette icon, the member's name, VTTA ID: 9999999, and membership type: Individual Membership. Below this, the joined date is 03/10/2017 and the end date is 31/12/2020. To the right, there are tabs for Details, Payments, and Account. The Member Details section shows: Title: Mr, First name: TestFirstName1, Middle name: (blank), Last name: TestLastName1, Member Email Address: jon.fairclough@live.com, and Group: Test group. A red button labeled 'Merge this member' is visible in the top right corner of the details section, with a red arrow pointing to it from the top right of the image.



The screenshot shows the VTTA admin interface for the 'Merge Members' process. The left sidebar is the same as in the previous screenshot. The main content area has a heading 'Merge Members' and a yellow warning box that says: 'Warning: Merging members cannot be undone and should be used with caution'. Below the warning, it states: 'The following details from the member TestFirstName1 TestLastName1 (ID 9999999) will be transferred to the new member selected below:'. A bulleted list of details to be transferred includes: Purchased membership extras, Invoice items, Consent logs, Membership end date, Payment log information, The user assigned to the member, and **Member 9999999 will then be permanently deleted**. Below this list is a section titled 'Member to merge into' with a dropdown menu labeled 'Select a member' and a green 'Submit' button.

# DELETING MEMBERS

- The Delete Member function should only be used to remove member records added in error or for test purposes
- Do not delete member records which have associated payment records – this creates anonymous records in the payment log which cannot be easily traced to a member
- Do not delete duplicating records – use the merge member function

The screenshot shows the VTTA admin interface. The left sidebar contains navigation options: Dashboard, VTTA Members, Donations, Payment Logs, Records, Content, News, Forms, and Documents. The main content area displays the details for a member named TestFirstName1 TestLastName1. The member's VTTA ID is 9999999, and they are an Individual Membership. Their status is Paid Up. The member's details include: Title (Mr), First name (TestFirstName1), Middle name, Last name (TestLastName1), Member Email Address (jon.fairclough@live.com), Group (Test group), Club (TestClub), Date of birth (01/01/1964), and Gender (Male). The member joined on 03/10/2017 and their end date is 31/12/2020. The last paid date is 07/02/2020 10:35. In the top right corner of the member details section, there are three buttons: Edit Member Details, Merge this member, and Delete member. A white arrow points down to the Delete member button.



THANK YOU!