

# Inactivate Delinquent Members

## Why inactivate delinquent members?

In Gym Assistant version 2.6.0 and higher only active member records are counted towards your database capacity. Inactive member records, on the other hand, can remain in Gym Assistant without reducing your database capacity.

You may currently have members with Billing Status ACTIVE who have been delinquent in payment for some time. Inactivating them releases those corresponding number of slots in your database while retaining their records in Gym Assistant.

Gym Assistant can hold the same number of inactive member records as active member records within your database capacity. For example, if your database capacity is 500 you will have 500 spaces for active members and an additional 500 spaces for inactive members.

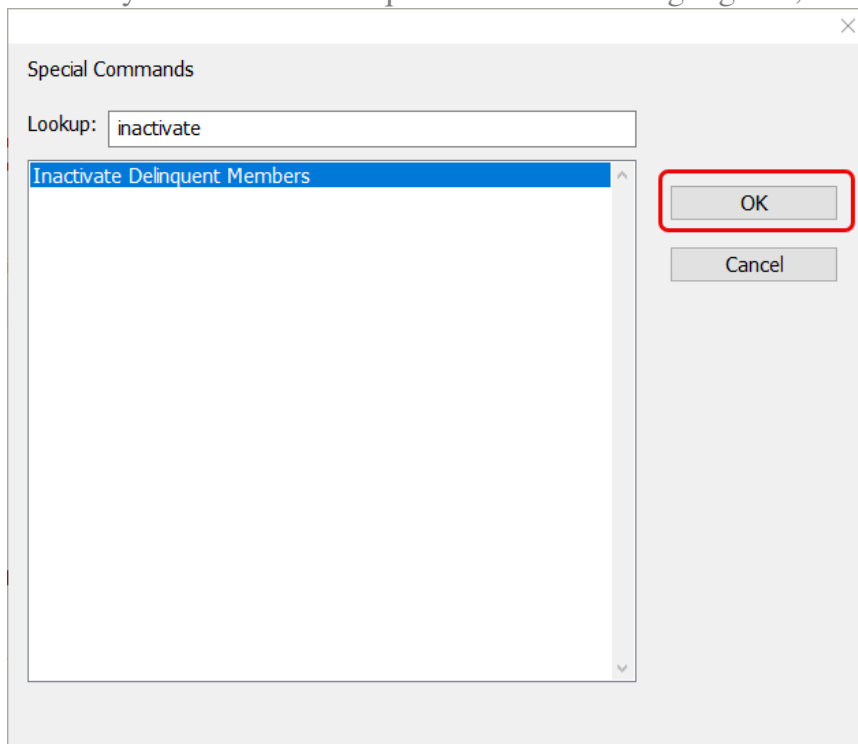
**EXTREMELY IMPORTANT: Do a backup first (File/ backup/ To disk) so you can recover in case you make a mistake.**

## Follow the steps below to inactivate member records:

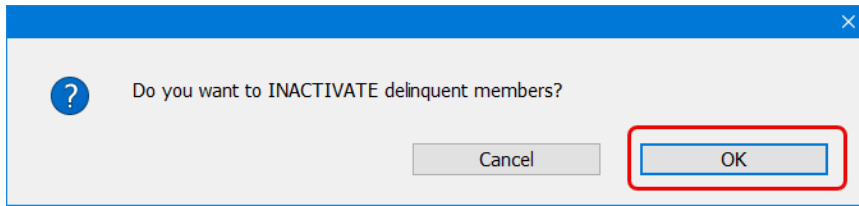
In Gym Assistant click Utilities/ Special Features/

In the lookup field enter “inactivate” (without quotation marks, not case sensitive)

The entry “Inactivate Delinquent Members” is highlighted, Click OK



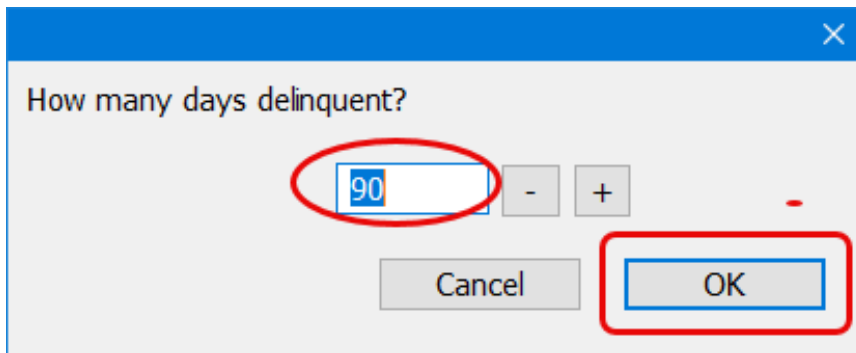
Click OK to the question “Do you want to INACTIVATE delinquent members”



Do you want to INACTIVATE delinquent members?

Cancel OK

Enter the number of days that members have to be delinquent before they are inactivated then click OK

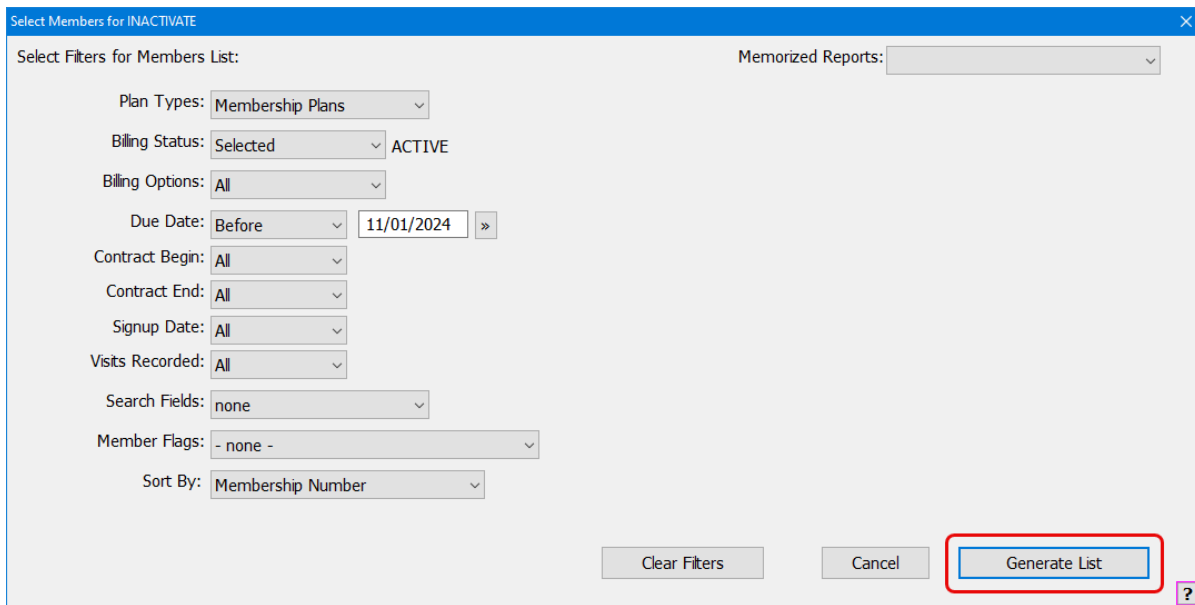


How many days delinquent?

90 - +

Cancel OK

On the next page it is not necessary to make any changes unless you wish to filter further. Click Generate List



Select Members for INACTIVATE

Select Filters for Members List: Memorized Reports: [dropdown]

Plan Types: Membership Plans [dropdown]

Billing Status: Selected [dropdown] ACTIVE

Billing Options: All [dropdown]

Due Date: Before [dropdown] 11/01/2024 [calendar icon]

Contract Begin: All [dropdown]

Contract End: All [dropdown]

Signup Date: All [dropdown]

Visits Recorded: All [dropdown]

Search Fields: none [dropdown]

Member Flags: - none - [dropdown]

Sort By: Membership Number [dropdown]

Clear Filters Cancel Generate List

If the list of members to be purged looks satisfactory click CONTINUE.

Members for INACTIVATE [Club Sarinah 01/30/2025]

Member Number	Member Name	Membership Type	Billing Status	Billing Option	Billing Amount	Due Date
799	Tambu, Azlinah	test	ACTIVE	Monthly	0.50	* 08/12/2023
806	Tmjddg, Gxx	test	ACTIVE	Credit Card	29.95	* 10/31/2024
807	Wwqpa, Azmgfyj	test	ACTIVE	Monthly	0.50	* 08/25/2023
808	Jwasik, Xdzo Djrtzr #9	Online Signup	ACTIVE	Monthly	2.00	* 08/31/2023
809	Mueeya, Oqcf	Online Signup	ACTIVE	Monthly	2.00	* 08/31/2023
810	Jajoj, Gcalsvb	Online Signup	ACTIVE	Monthly	2.00	* 09/17/2023
811	G, Y	test	ACTIVE	Monthly	0.50	* 09/24/2023
812	Nhvsqov, Qfowdslc	Online Signup	ACTIVE	Monthly	10.00 v	* 09/25/2023
813	Govus, Talyjjo	Online Signup	ACTIVE	Monthly	2.00	* 10/18/2023
814	Tambu, Sarinah	Online Signup	ACTIVE	Monthly	2.00	* 03/21/2024
815	#1, Dependent	test	ACTIVE	Monthly	0.50 d	* 04/25/2021
816	#5, Sssss	test	ACTIVE	Monthly	0.50 d	* 08/24/2023
817	Member, New	Special membership	ACTIVE	Monthly	30.00	* 04/07/2024
818	Tambu, Sarinah	Online Signup	ACTIVE	Monthly	2.00	* 04/12/2024

Search Criteria:

Membership Types: Membership  
Billing Status: ACTIVE  
Due Date: Before 11/01/2024  
Home Club: ALL

Sorted by: Membership Number

14 matches found

Print Save Copy View in Browser View Cancel **Continue**

Click CONTINUE again on the next page.

Select Members

Select Members:

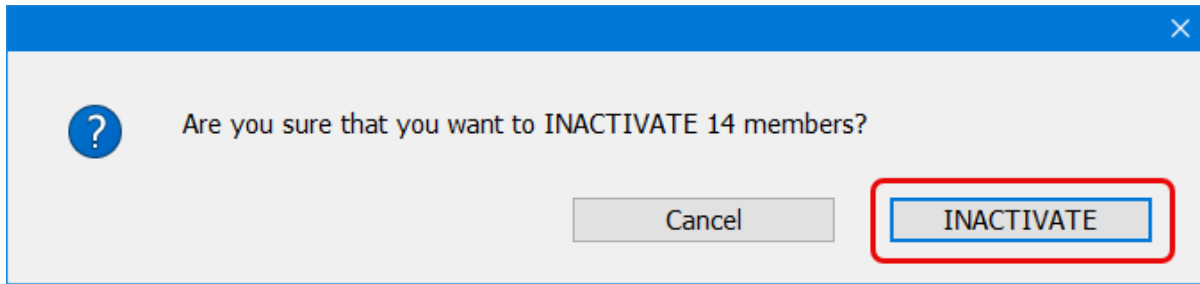
Hold down CTRL key while clicking to select/deselect list items

799	Tambu, Azlinah
806	Tmjddg, Gxx
807	Wwqpa, Azmgfyj
808	Jwasik, Xdzo Djrtzr #9
809	Mueeya, Oqcf
810	Jajoj, Gcalsvb
811	G, Y
812	Nhvsqov, Qfowdslc
813	Govus, Talyjjo
814	Tambu, Sarinah
815	#1, Dependent
816	#5, Sssss
817	Member, New
818	Tambu, Sarinah

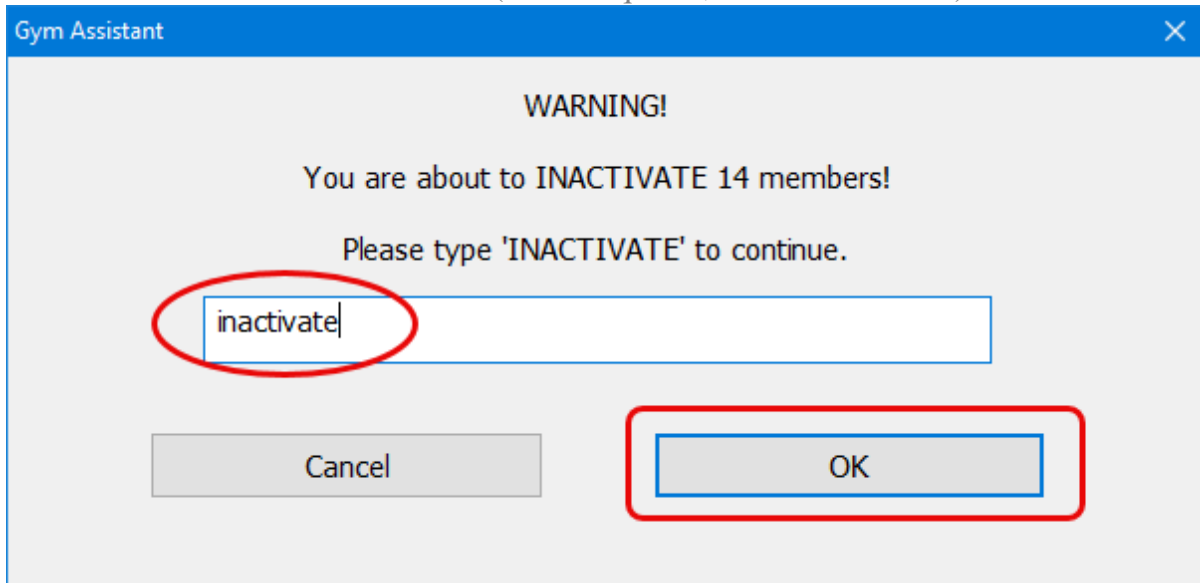
Select All  
Select None  
Select Filter  
Lookup  
**Continue**  
Cancel

14 members selected

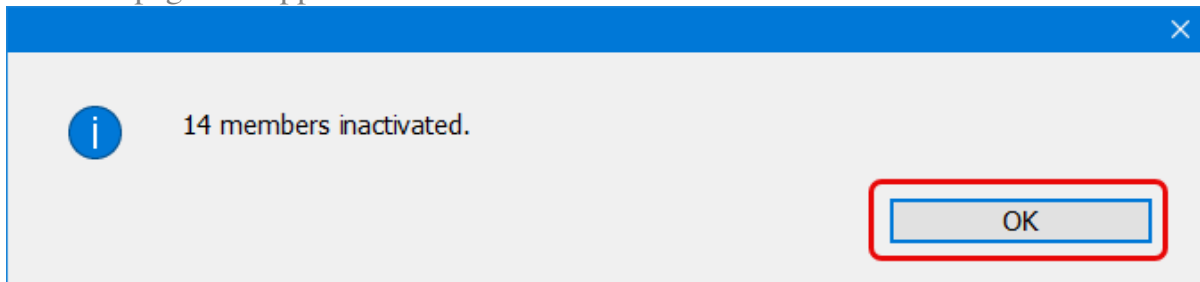
Click INACTIVATE.



In the blank field enter "inactivate" (without quotes, not case sensitive) then click OK.



The next page will appear. Click OK.



You have successfully inactivated member records of your choice.

Thank you for using Gym Assistant. Should you have any questions please call our Support line at 877-496-2778 ext.2, or email [support@gymassistant.com](mailto:support@gymassistant.com).

Online URL: <https://gymassistant.phpkb.cloud/article/inactivate-delinquent-members.html>