



**GMS  
Clubhouse**

**Removing members from your Club**

## Introduction

The remove from club function enables the user to remove all affiliations for that individual at the club and for them not to appear in any grid at the club.

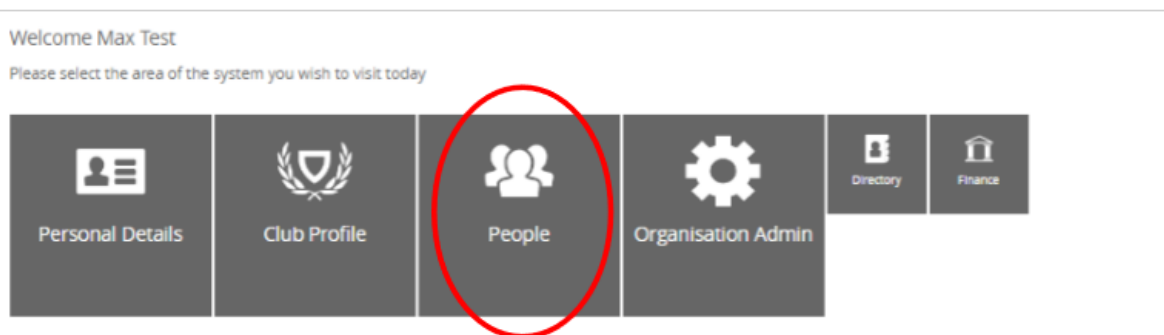
Remove from Club is only available for individuals that don't hold the following statuses

- Safeguarding Check
- Registered Player
- Mandatory Roles

If any of these are currently held by the individual then they must be removed first before they can be removed.

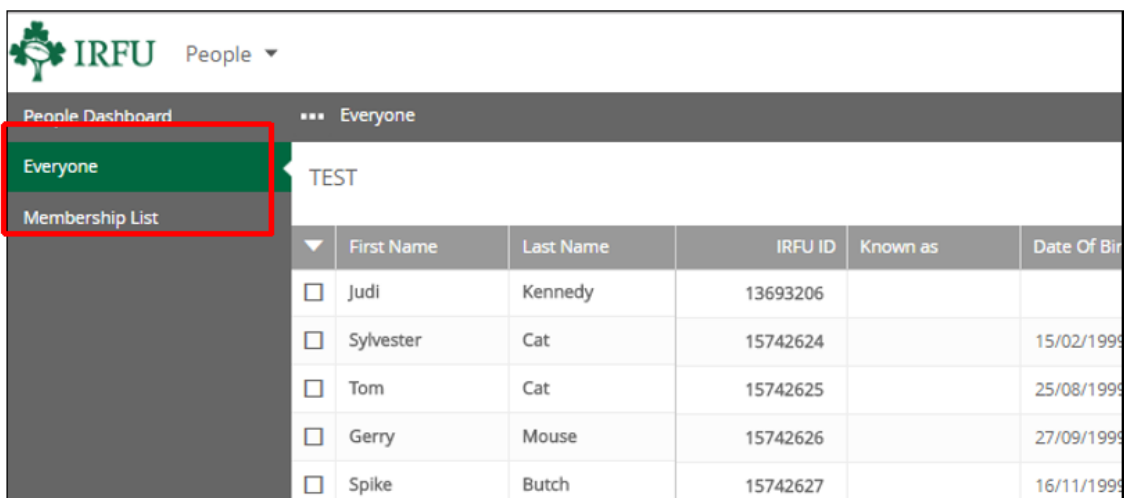
### 1. Remove from Club

To Remove an individual from the club, the user must select People



From People the Dashboard will load. Below the People Dashboard heading in the left hand navigation, there are a number of grids.

It is possible to Remove from Club, from any of the grids. To Remove from Club, **Select a Grid**



	First Name	Last Name	IRFU ID	Known as	Date Of Birth
<input type="checkbox"/>	Judi	Kennedy	13693206		
<input type="checkbox"/>	Sylvester	Cat	15742624		15/02/1999
<input type="checkbox"/>	Tom	Cat	15742625		25/08/1999
<input type="checkbox"/>	Gerry	Mouse	15742626		27/09/1999
<input type="checkbox"/>	Spike	Butch	15742627		16/11/1999



From the Grid, select the individual to be removed

	First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Role
<input checked="" type="checkbox"/>	Judi	Kennedy	1303206	-	-	-	061335644	judi.kennedy@irfu.ie	Remove From Club
<input type="checkbox"/>	Sylvester	Cat	15742624	-	15/02/1999	10 Mountain View Carc...	-	mburton@first-sports.com	Bulk Upload
<input type="checkbox"/>	Tom	Cat	15742625	-	25/08/1999	10 Mountain View Carc...	-	-	

The details screen will outline the details for the individual(s) these can then be checked. Once completed, select Ok

TEST

Changes

The individual(s) displayed within the People Affected panel will be Removed from the club; all Memberships and Roles will be Archived.

Comments

People Affected (1)

Ms Judi Kennedy

Test Scheme (Pending) Membership from 01/09/2016 to 01/09/2017

Registrar 23 June 2015

OK Cancel

The individual has then been completely removed from club, they will no longer appear in any of the grids

	First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Filters
		Starts With								Clear
		Kenn								Search

0 records found