

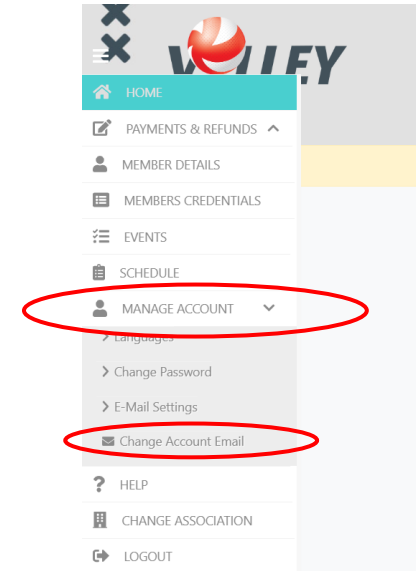


**How to** guide

## **How to Remove a Member from the Account**



# Removing a Member from the Account

- Log in to your individual account by clicking [here](#).
- On the top left corner of the homepage, click  the three vertical line icon.
- Click 'Member Account' from the list.
- To release a member's account, you have to simply update the username/account email to their own email address.
  - Click 'Change Account Email' from the drop-down list.
  - On the next page, click  next to the member's name whose email associated with the account you want to update.
  - In the permission, choose 'Assign over' if you want to give all access to the new email address.
  - Enter the new email address.
  - Click 'Submit Change'.



Member Access Permissions ← Back

Select Email Status

Member ID	First Name	Last Name	Latest Membership Status	Latest Season	Actions	Member ID	Member Name	Permission	Actions
V						VEU1301	Gillian Harrison	Assign Over	

Total 1 | 1 of 1

rows per page 15

Email that will be granted access to selected members

Enter new email

Submit Change