



Using the Inactivate Tool



Check to make sure you don't have any saved selections.

1. Click the **Home** button on the menu and click the blue **My Selections** (top of screen.)
2. Click the **checkbox at the bottom of the screen** to any selections shown on this screen.
3. Click the **Actions** button and choose **Clear** and the **Clear** button.

Inactivate your family members

4. Open the Contacts and using the search box under the Display Name field, the individual or all members of the family you wish to inactivate.
5. Click the **Tools** button and choose the **Inactivate tool**.
6. Change the **Contact Status** to **Inactive**
7. Change **Participant Type** to **Dropped**.
8. Toggle the 3 options to **Yes**.
9. Enter the date they are leaving in the End date field;
10. Add the reason for inactivation if known in the Notes field.
11. Click **Save**.
12. Unselect the check boxes for everyone you just inactivated.

To reactivate – Do the following for each member of the family being reactivated.

1. Open a contact and click the **Edit**.
2. Change **Contact Status** to **Active** and click **Save**.
3. Click the blue link next to **Member Record** and click the **Edit** button.
4. Change the **Participant Type** to **Registered Member**.
5. Click the **X** next to **Member End Date** to remove the date and click **Save**.
6. Is this person the Head of House? If yes continue to step 8. If not repeat step 1 for the next member of the family.
7. Click the blue link next to the **Contact record** to enable the Faith magazine subscription.
 - a. Click the **Subscriptions** link across the top of the screen.
 - **Is there a Faith Magazine record**, open it, click Edit (pencil) & set **Unsubscribed** to **false**.
 - **If there ISN'T a Faith Magazine record**,
 1. Click the **General** link.
 2. Click the **Tools** button and choose **Connection Card**.
 3. Choose **Diocese** as the **Congregation**.
 4. Click the blue **Add Publication** link and choose **Faith Magazine** from the drop down menu.
 5. Click **Save**.