



British Gymnastics Removing an Existing Member Instructions

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British Gymnastics Removing an Existing Member Instructions



How do I remove a member from my club?

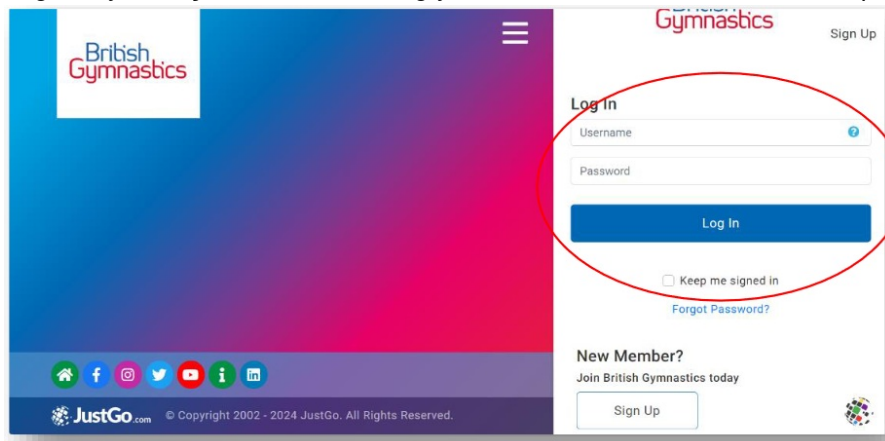
This guide will show you how to remove an existing member from your club's member list. This process is important to ensure you are not keeping data for longer than is necessary

The number of active members on 31st August will inform the price of Club Registration the proceeding membership year

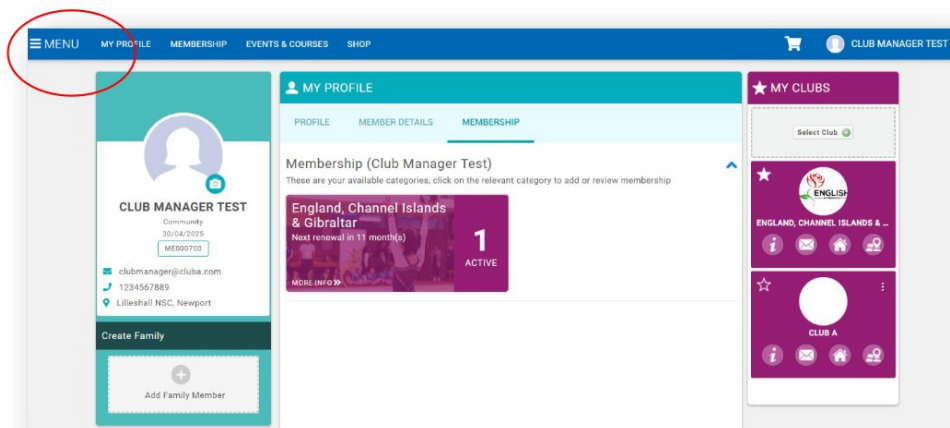
This guide will cover:

- How to log in
- How to view your members
- How to remove a member from your club

Log into your **My BG** account using your email address/ username and password

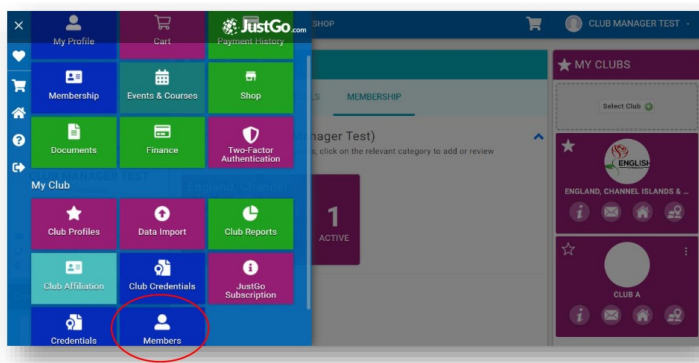


Once you have logged in, click on the **menu** button in the top left corner



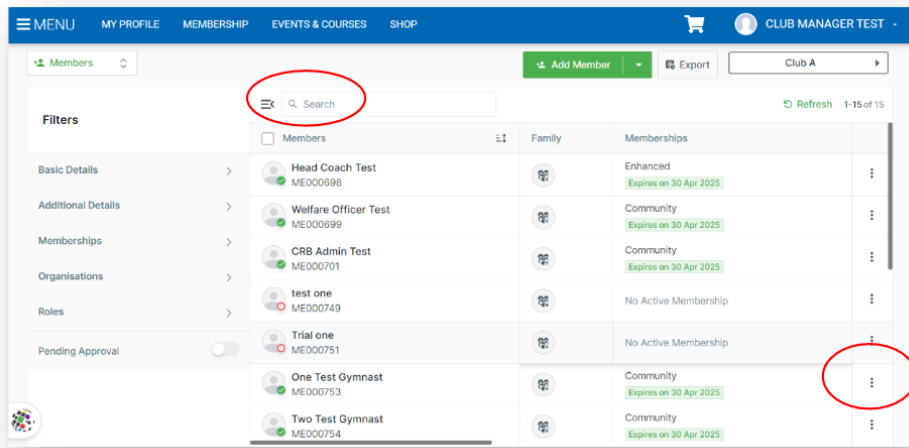
Scroll down to the '**My Club**' section

Under this section there is a '**members**' tile; click here to view your members



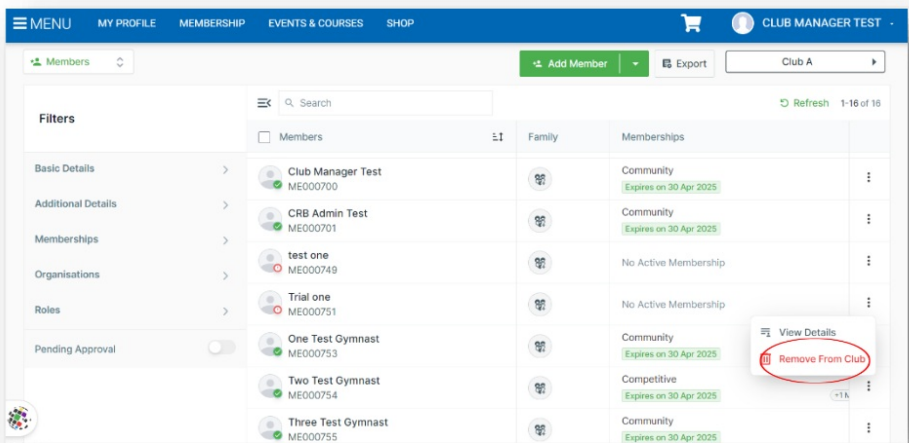
You will see a list of your members

You can search for the relevant member using the '**Search**' field at the top

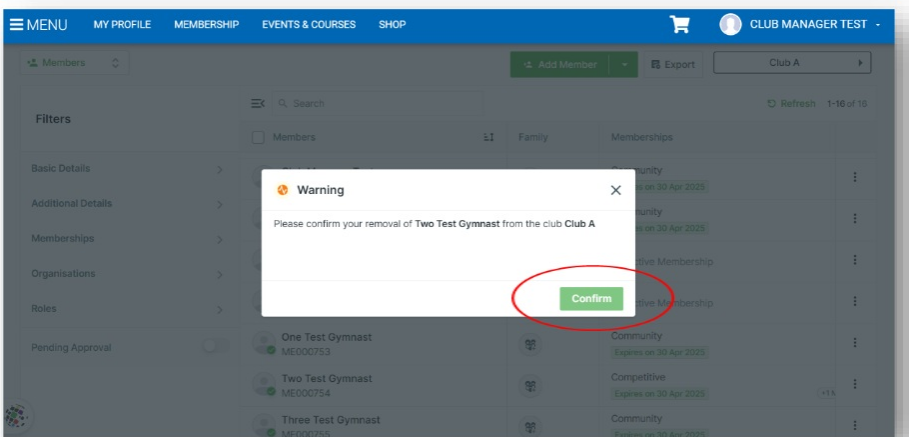


Click the 3 dots beside the member you wish to remove

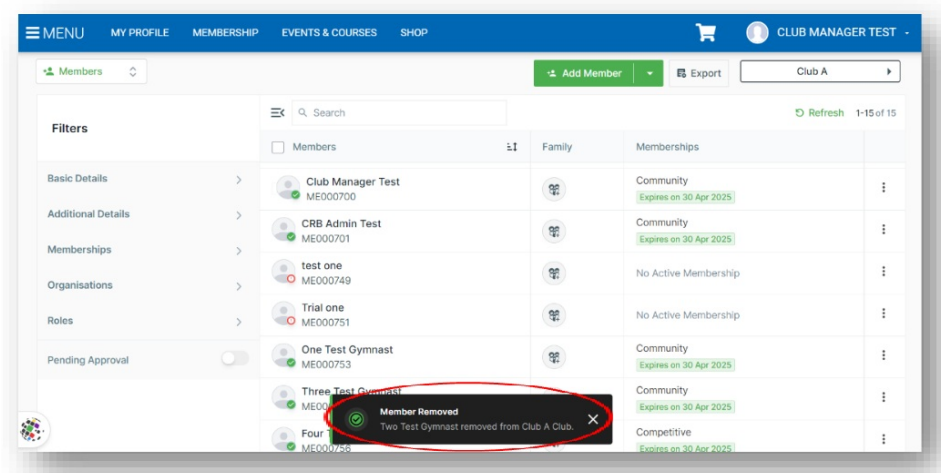
Select '**Remove from Club**' from the drop down that appears



Confirm that you wish to remove this member from your club by clicking the '**Confirm**' button



This pop-up will confirm that the member has been removed

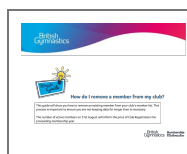


They are no longer in your member list

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Documents / Resources



[British Gymnastics Removing an Existing Member](#) [pdf] Instructions
Removing an Existing Member, Existing Member, Member

References

- [User Manual](#)

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