

Archery Australia

My Archery

Deletion of Member Records Policy

Version 1

Deletion of Member Records

It must always be remembered that this is a shared membership system. As such all records for a member contain information for Club, State, National and the Member themselves.

This is why records should never be deleted from the system without the prior agreement of all the above mentioned parties.

It is preferable to make the Member “Inactive” and leave it intact so that any information and history remains intact. This allows the record to be searched if required and to reactivate the members status if he rejoins further down the track.

In the event of a member who will be no longer active at anytime, ie passed away, follow these steps to render the record in an **archived** state.

- Search for the member record involved.
- Click on edit.
- Go to the comments section and add the reason you are archiving this record.
- Copy the email address for the member and paste it into the comments section.
- Replace the members email address with a generic club one ie, secretary@
- If the member was a “Primary Member” and was linked to other family members undo the links.
- Click on save.
- Click “listing” and then under the status column for the member click on the green tick to change it to a red X.
- This then renders the record as “inactive”

Should you have any difficulties with this process then contact the Archery Australia Membership System Administrator at databaseadmin@archery.org.au to have them do it for you or answer any questions.