



How to take your 2020/21 membership schemes off sale

If you are ready to take your 2020/21 membership schemes off sale before the end of August 2021, please follow this guidance.

1. Log into ENgage on a laptop or computer device
2. In the 'My Organisations' box, select the thumbnail next to your club's name
3. Click on the 3x3 grid of squares in the top left corner
4. Click on the 'Finance' tile
5. Select 'Membership Schemes' from the menu on the left-hand side
6. Click the title of a membership scheme (under the Name column)
7. In the Prices section, select the pen and paper icon, located directly under the 2020-2021 row
8. In the 'Effective To' field, enter today's date
9. Click 'Save'

Please repeat steps 5-9 for each membership package.