To approve or deactivate members

1) Go go [http://clubsports.mit.edu/join-a-club](http://clubsports.mit.edu/join-a-club)

2) Log in via Certificate

3) Click on ![View](image) to see someone’s profile

Continued on next page...
4) Within their profile, make sure each step was completed

5) Select the appropriate status based on your club’s membership criteria

6) Click

7) To make them in active at a later point, go back into their profile and select ‘Inactive’

8) Click