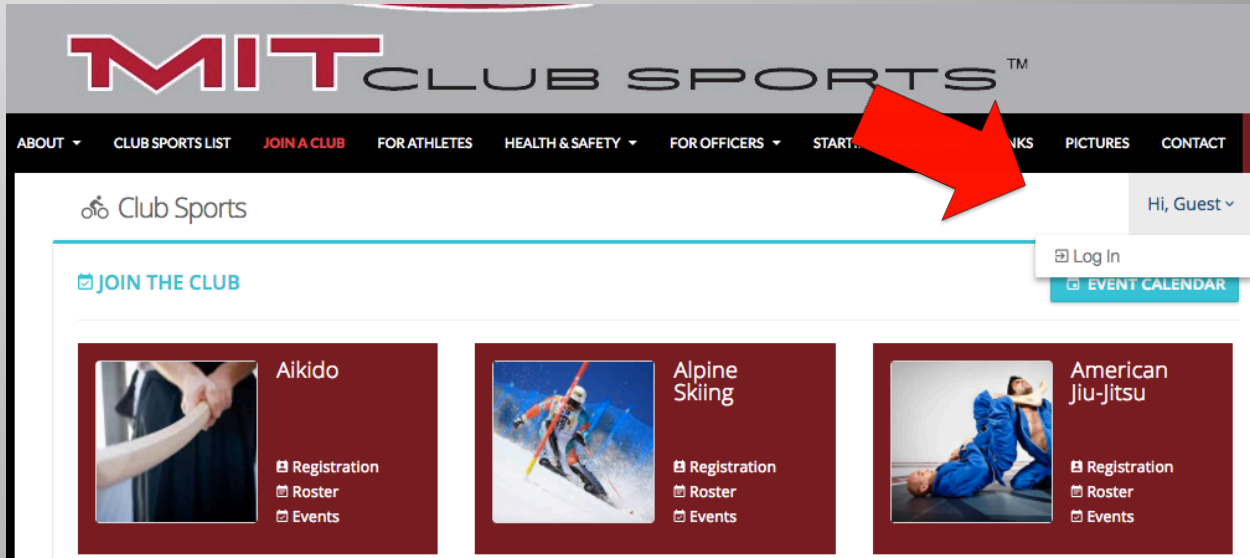


# To approve or deactivate members

1) Go go <http://clubsports.mit.edu/join-a-club>

2) Log in via Certificate



3) Click on



to see someone's profile

Continued on next page...

4) Within their profile, make sure each step was completed

Form	Status
Personal Info	COMPLETE
Additional Info	COMPLETE
Medical Info	COMPLETE
Risk & Conduct	COMPLETE

Last updated: (by Jamie Drahos on 8/22/2017, 08:52 AM)

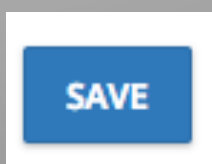


5) Select the appropriate status based on your club's membership criteria

#### Membership Status

☒ Approved ☐ Disapproved ☐ Incomplete/Pending ☐ Archived

6) Click



7) To make them inactive at a later point, go back into their profile and select 'Inactive'

Membership Status

☐ Active ☒ Inactive



8) Click

