



GAMEDAY

How do I cancel a scheduled Membership Payment Campaign?

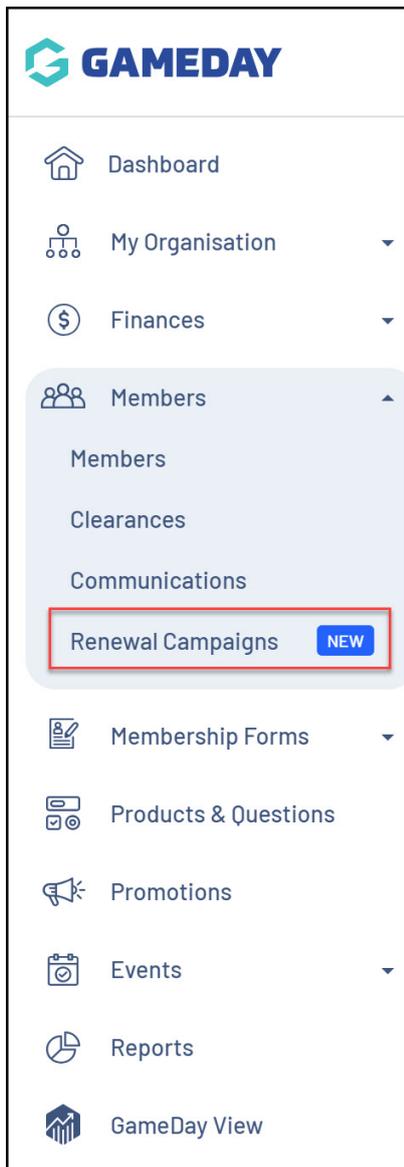
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Membership Payment Campaigns allow administrators to send an invoice email to members who need to renew their membership, which includes a link that directs users straight to a payment link without requiring them to complete another registration form each season.

If you have scheduled a Membership Payment Campaign and no longer wish to go ahead with sending the invoice emails, you can cancel the campaign as long as it has not yet been sent.

To cancel a scheduled Membership Payment Campaign:

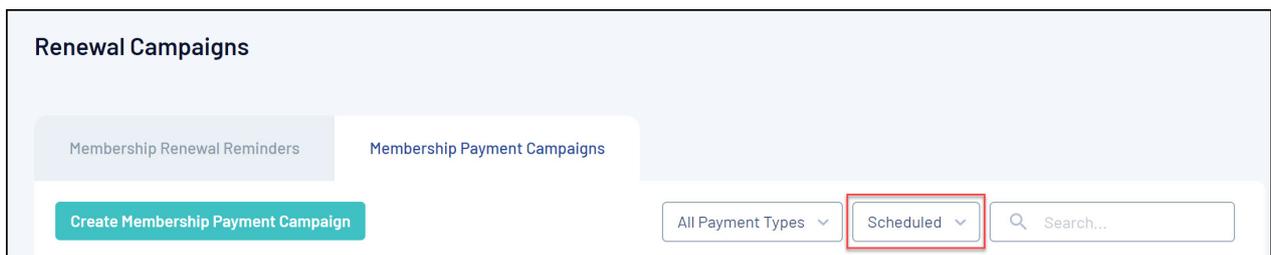
1. In the left-hand menu, open the **Members** section and click **RENEWAL CAMPAIGNS**



2. Toggle over to the **MEMBERSHIP PAYMENT CAMPAIGNS** tab



3. Set the **Status** filter to **SCHEDULED**



4. Find the campaign you wish to cancel, then expand the **ACTIONS** arrow on the right-hand side

The screenshot shows the 'Renewal Campaigns' interface. At the top, there are two tabs: 'Membership Renewal Reminders' and 'Membership Payment Campaigns'. Below the tabs is a 'Create Membership Payment Campaign' button. To the right, there are filters for 'All Payment Types' and 'Scheduled', along with a search bar. The main content is a table with the following columns: Campaign Name, Payment Type, Date Added, Previously Purchased Products, Renewal Products, # Members, # Emails, Status, and Action(s). The table contains one row for an 'Automatic Campaign' with a status of 'Scheduled'. The 'Action(s)' column for this row is expanded, showing a 'Cancel' button highlighted with a red box.

Campaign Name	Payment Type	Date Added	Previously Purchased Products	Renewal Products	# Members	# Emails	Status	Action(s)
Automatic Campaign	Automatic	6 December 2023	2023-24 Membership Fee	2024-25 Membership Fee	7	1	Scheduled	Cancel

5. Click **CANCEL**

This screenshot is similar to the previous one, but the 'Cancel' button in the 'Action(s)' column is now the primary focus, highlighted with a red box. The 'Scheduled' button is also visible next to it.

Campaign Name	Payment Type	Date Added	Previously Purchased Products	Renewal Products	# Members	# Emails	Status	Action(s)
Automatic Campaign	Automatic	6 December 2023	2023-24 Membership Fee	2024-25 Membership Fee	7	1	Scheduled	Cancel

This will stop the invoice emails from being sent, and the campaign will be moved to a **CANCELLED** status

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