

Archived Status

23/07/2026 9:08 am AEST

Learn how to organise your Products, Forms and various other components by archiving outdated files and restoring them when needed. This guide helps you maintain a clean dashboard while ensuring your important information remains accessible.

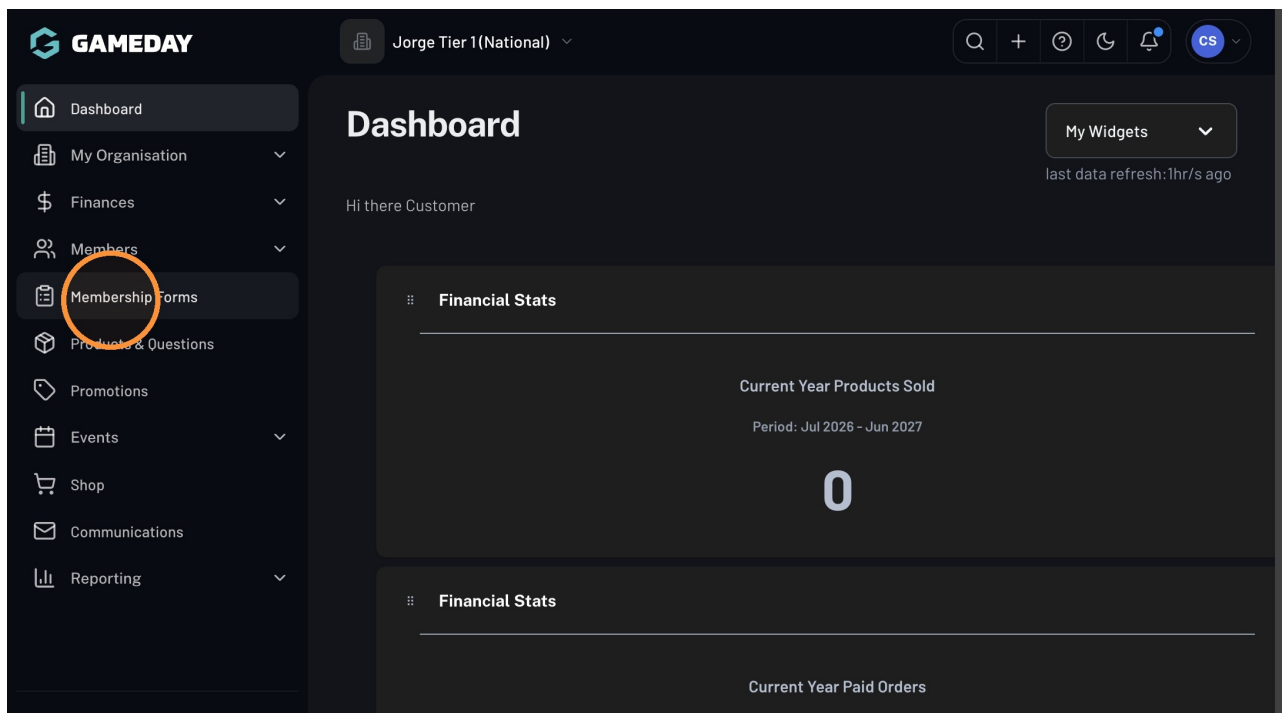


Note: Various components can be archived in the system by following the steps outlined below.
The following items can be archived.

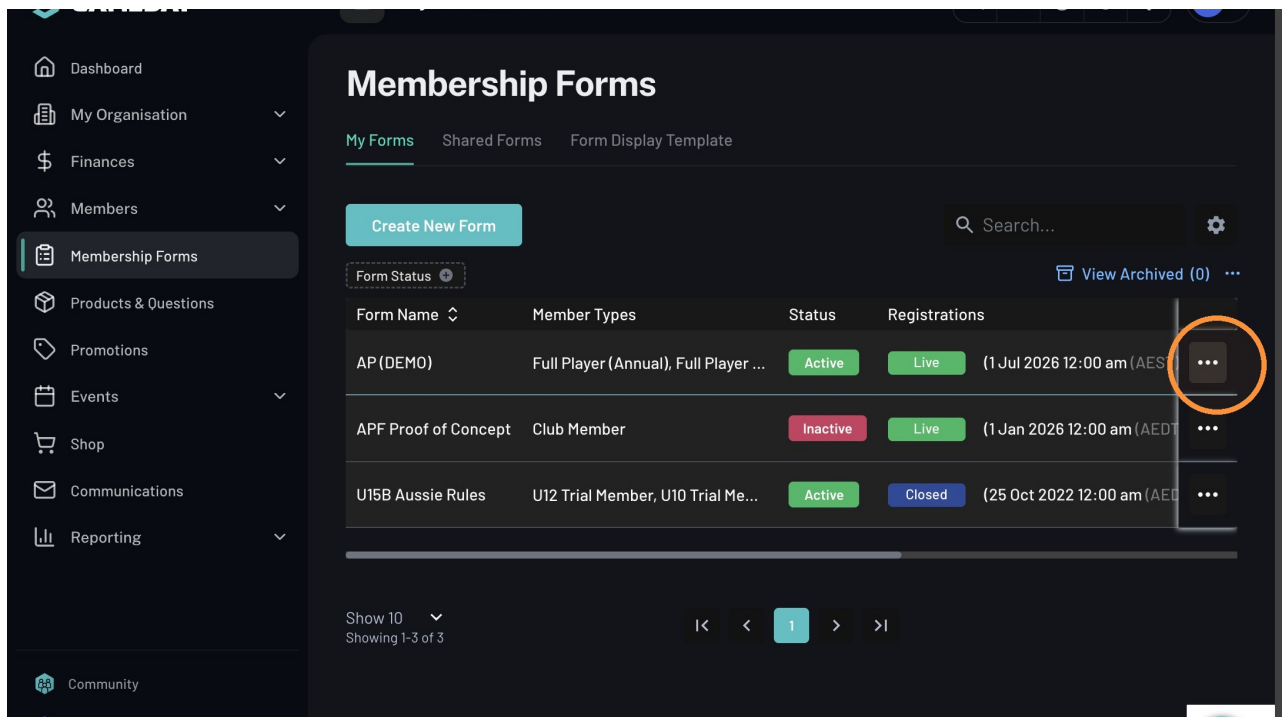
- Membership Form
- Shop Forms
- Products
- Email Templates
- Events
- Event Templates

Archive Form

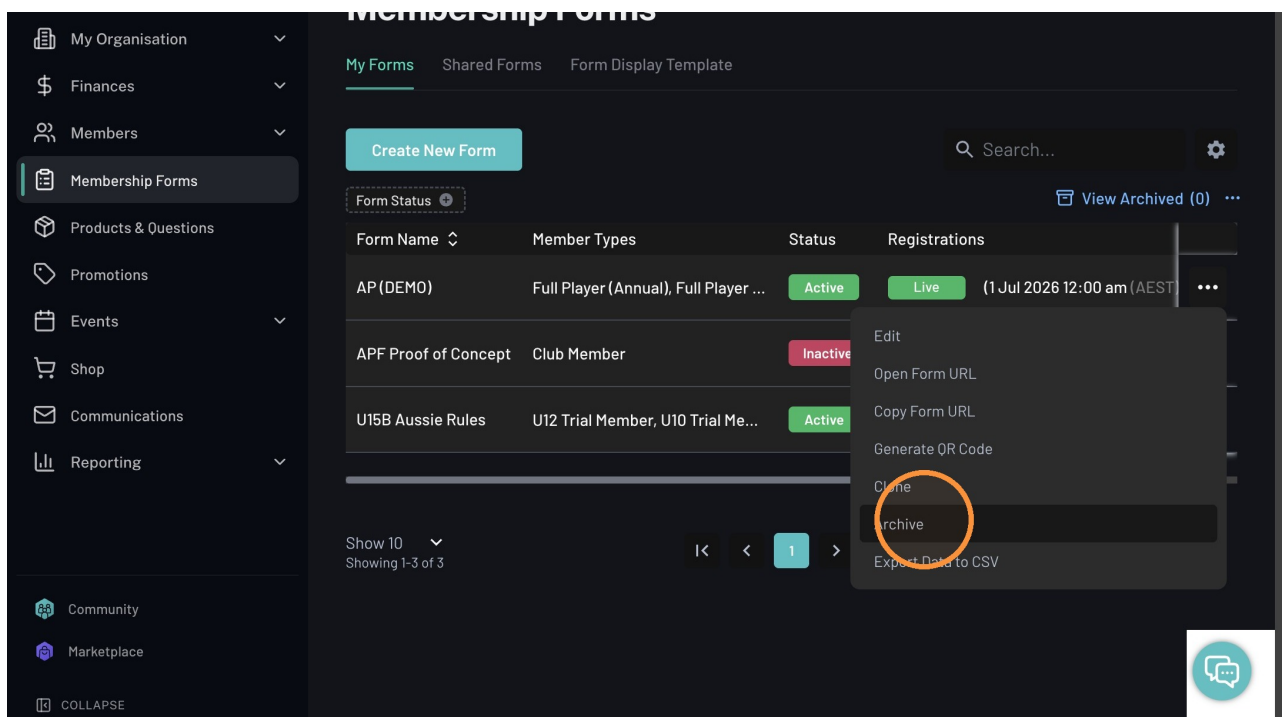
1. Click "Membership Forms"



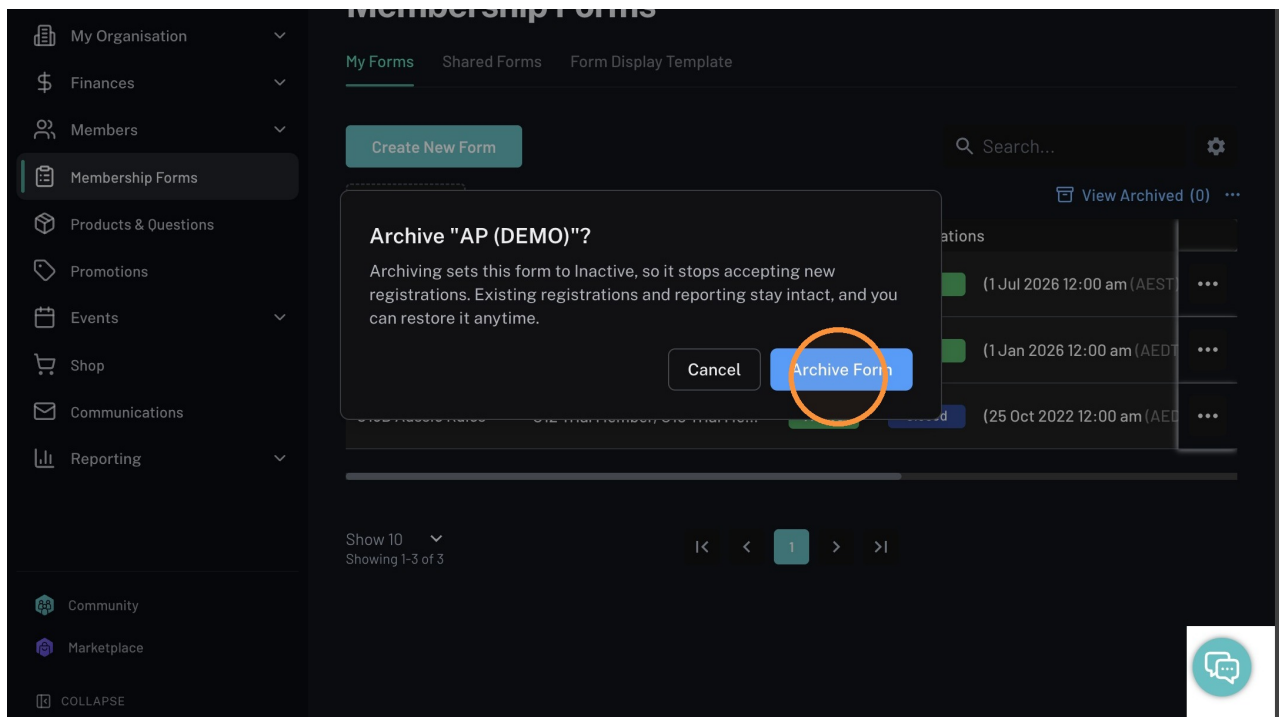
2. Click this icon.



3. Click "Archive"

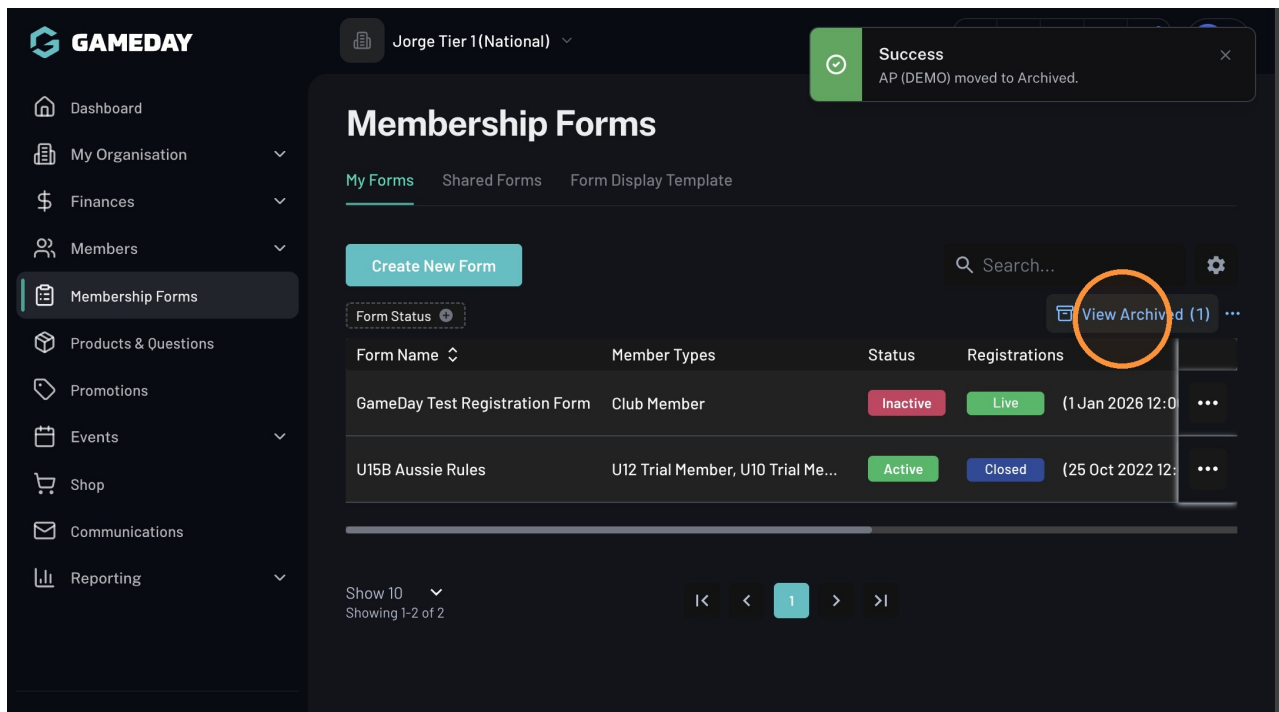


4. Click "Archive Form"

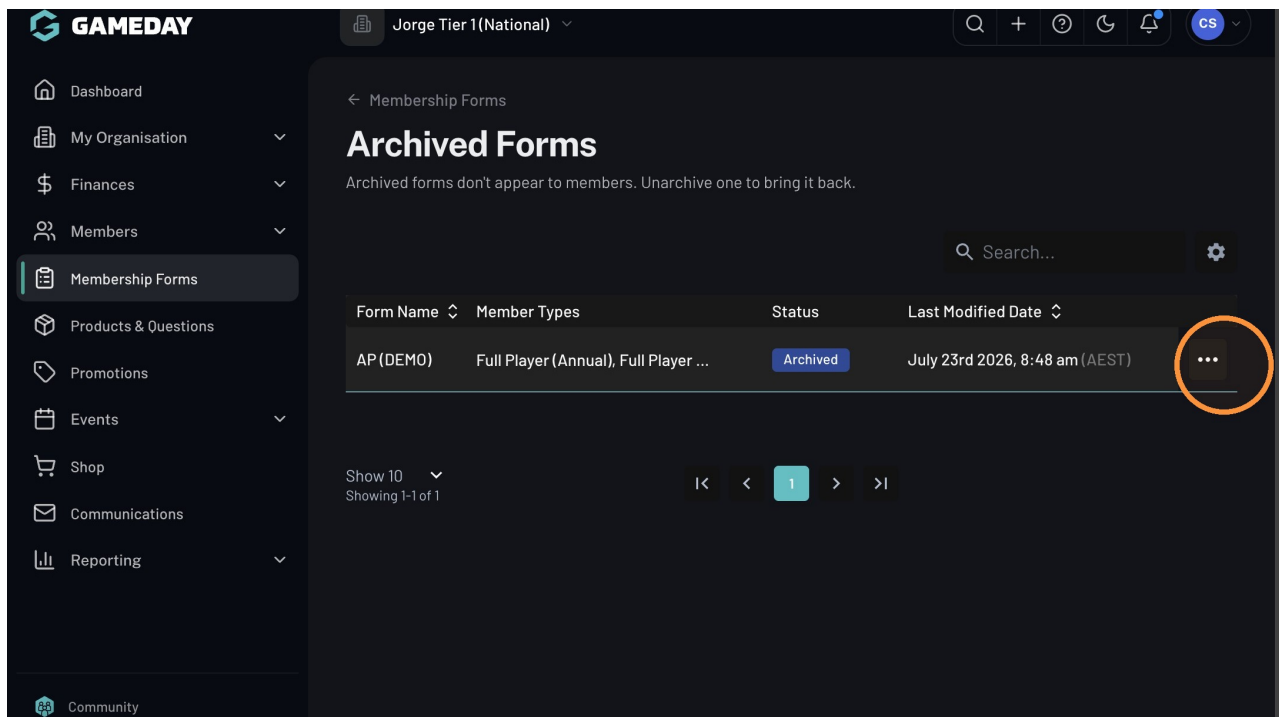


Review Archived Form

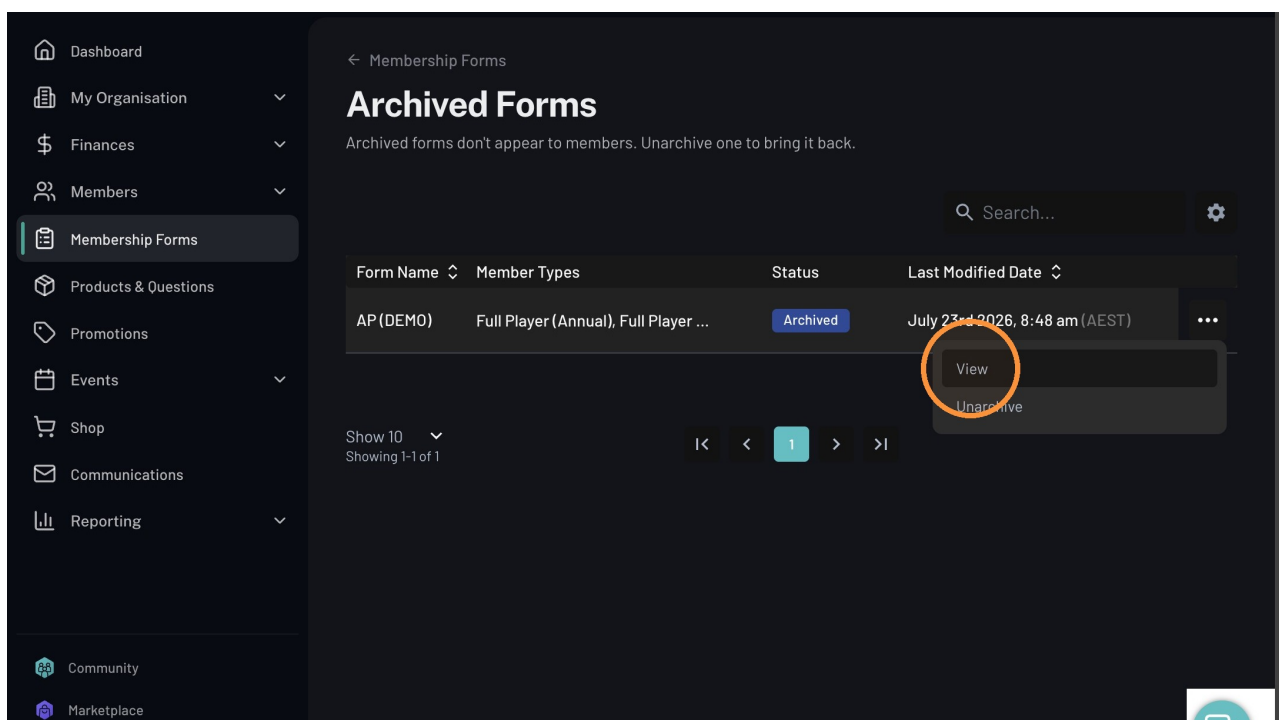
5. Click "View Archived(1)"



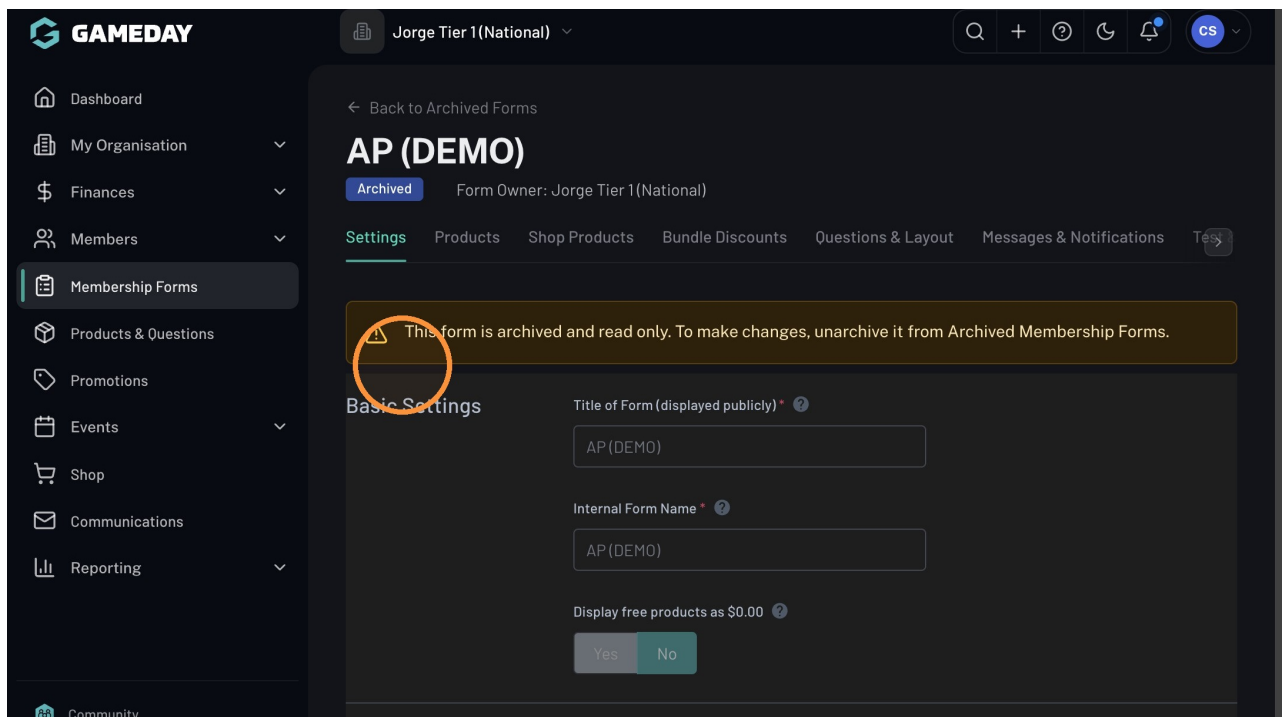
6. Click this icon.



7. Click "View"

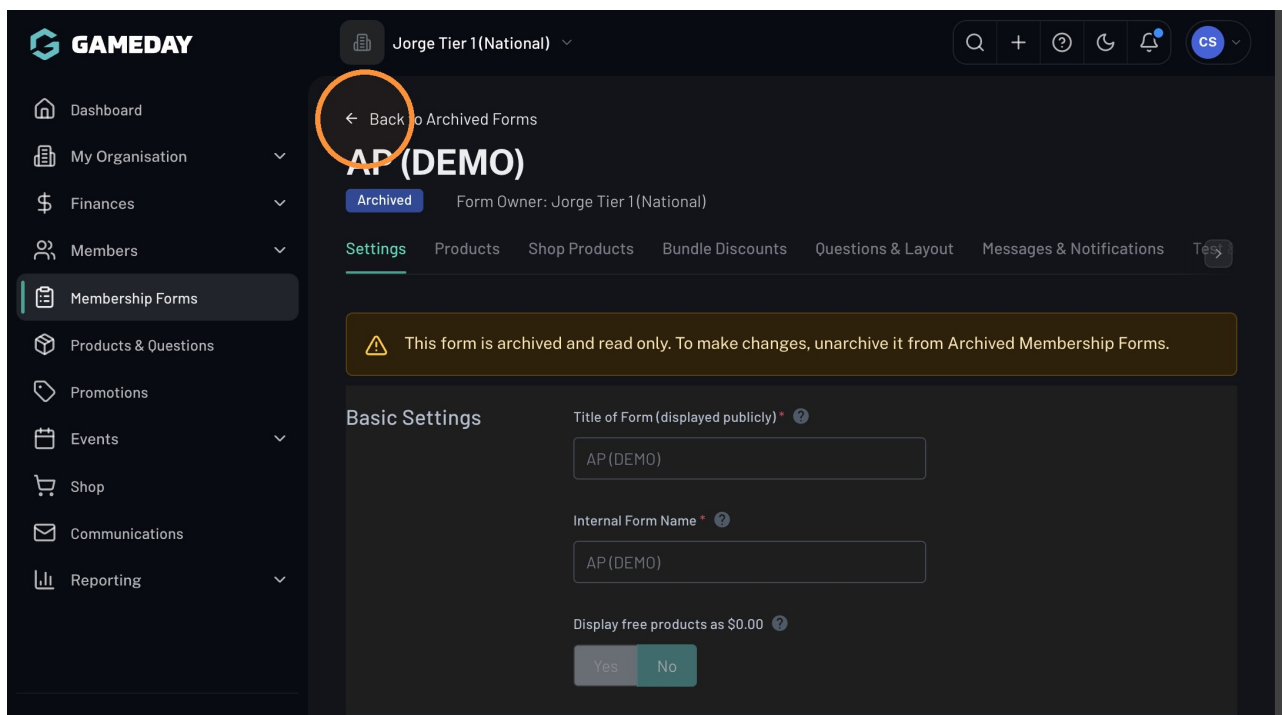


Note: When an item is moved to the "Archived" status, they are listed as read-only. Individual fields can be viewed but can only be edited once moved out of "Archived"

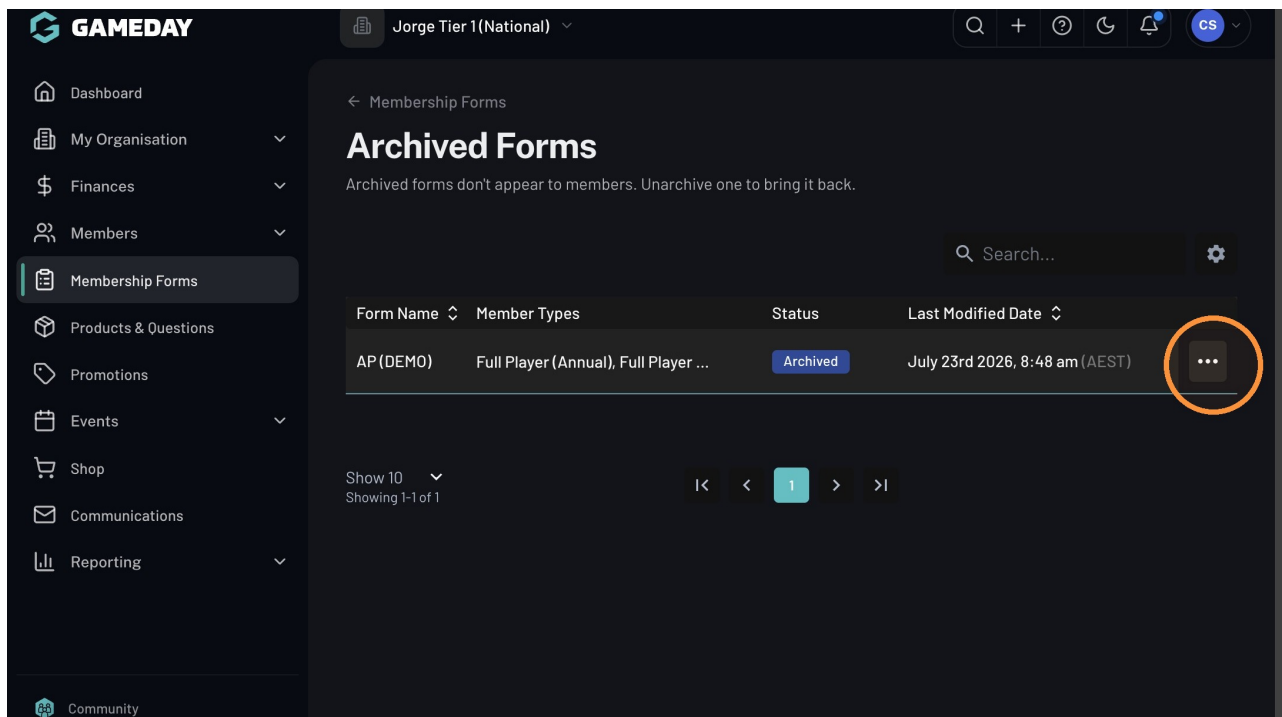


Restore Form

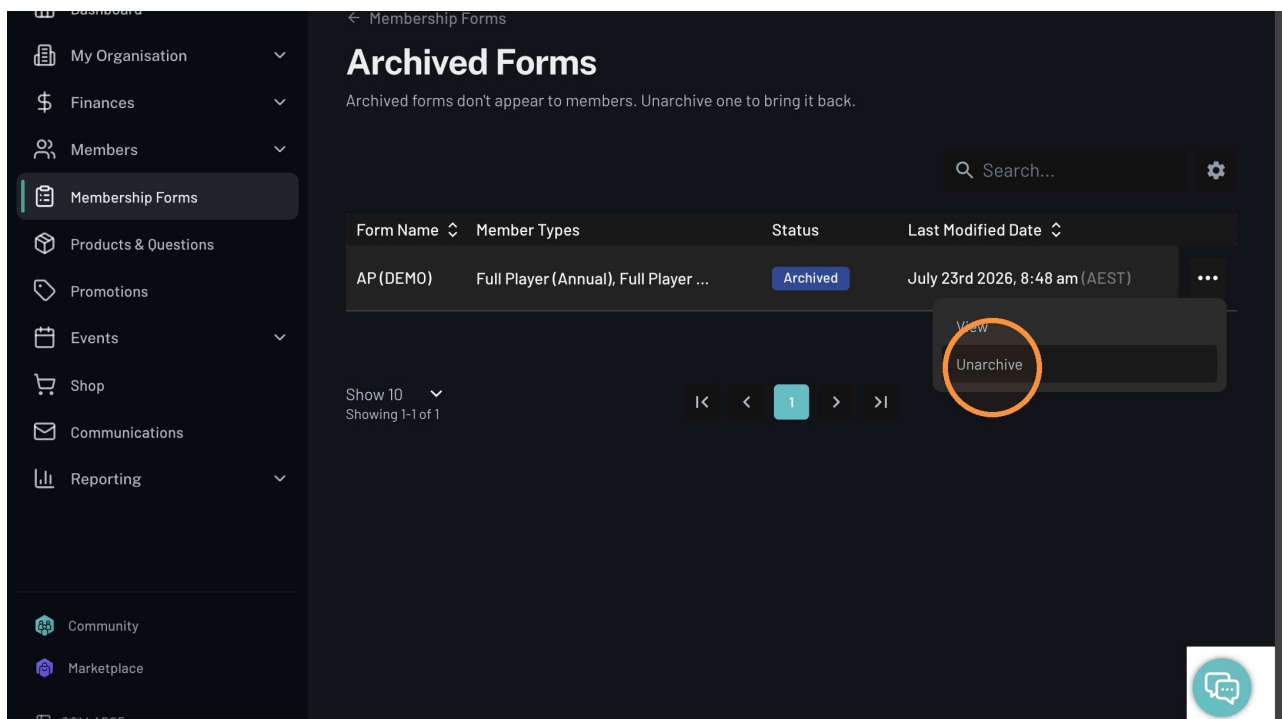
8. Click "Back to Archived Forms"



9. Click this icon.



10. Click "Unarchive"



11. Click "Unarchive Form"

My Organisation

Finances

Members

Membership Forms

Products & Questions

Promotions

Events

Shop

Communications

Reporting

Community

Marketplace

COLLAPSE

Archived Forms

Archived forms don't appear to members. Unarchive one to bring it back.

Search...

Modified Date

23rd 2026, 8:48 am (AEST)

Unarchive "AP (DEMO)"?

Unarchiving restores this form as Inactive. Reactivate it when you want it accepting registrations again.

Cancel

Unarchive Form