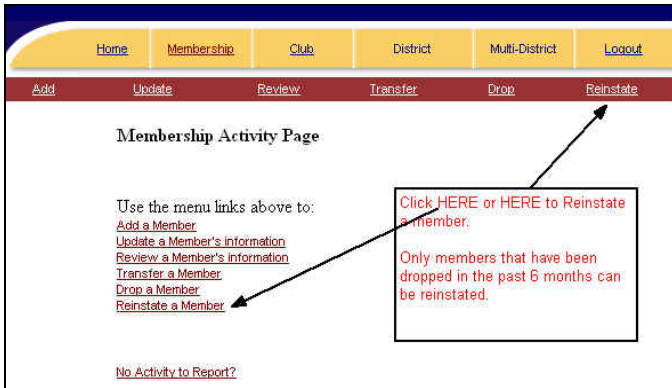


## Reinstating a Member

To reinstate a member, you will **Click** on the **Reinstate** link in the **red** menu bar, or the **Reinstate a Member** text link on the **Membership Activity Page**



If this window is correct, you will want to **Click** on the **Confirm Reinstatement** button. When you do that, you will be returned to the **Membership Activity Page**.

Having done that, you may be asked to choose the **Report Month**. This will happen if you have not chosen it for a previous function (you will not get this window if you have made a selection of the reporting month during this session).

The **Reinstate a Member** window looks like this, and only lists members that have been dropped in the **past six months**.



**Click** on each of the members that you wish to reinstate, then **Click** on **Reinstate Selected**.

You will get a confirmation window that indicates all that will be reinstated. The window is shown above, in the next column.