

Cancel or change membership

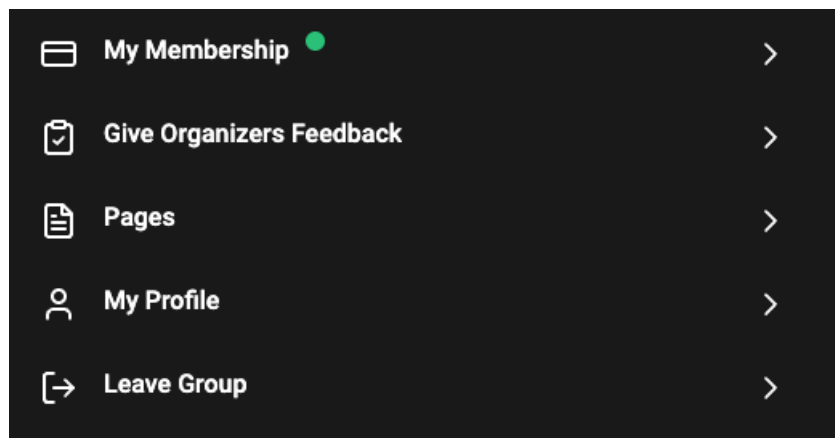
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A paid member can change or cancel a [membership](#) any time.

To cancel:

Paid members can cancel their membership at any time without request or intervention. When a membership is canceled, the paid member retains any access or benefits associated with the membership through the remaining billing period.

1. Navigate to My Account on the top left and scroll to the group
2. Tap the gear icon next to the group
3. Under "My membership", select "cancel"



Once canceled, payment info is no longer charged, and membership can be restarted anytime. Access to the group may be revoked in accordance with the group membership.

Changing membership plans

Navigate to "My membership" and select the option to change the plan.

- If changing plans with different billing intervals, e.g., monthly to annual, then the change will take effect on their next billing cycle.
- If changing plans with the same billing interval, then:
 - If downgrading to a cheaper plan, then billed on next billing cycle
 - If upgrading to a more expensive plan, then billed a prorated amount immediately

An admin can also adjust a member's membership plan by either visiting the member's [profile](#) and

tapping “manage member”, or by selecting “membership plans” from admin settings, viewing members, and selecting members to move to another plan.
