

How To: Record a Death

Summary

The actions to be taken when hearing of the death of a member, depend on the membership class and living arrangements. In the examples below, Anne has died. Examine Anne's membership record and follow the relevant paragraph below.

Anne is an Individual member, not sharing an address

Set Anne's **Status** to *Deceased*. Save.

Anne is an Individual member, sharing an address with Bill

Go to Bill's membership record and set his **Share address with** to *no-one*. Save. Return to Anne's record and set her **Status** to *Deceased*. Save.

Anne is a Joint member with Bill

Go to Bill's membership record and set his **Share address with** to *no-one* and **Class** to *Individual*. Save. You will get a warning message – acknowledge it and continue. Return to Anne's record and set her **Status** to *Deceased*. Save.