

## Removing an employee from a club

You may from time-to-time find the need to remove an employee from a club. Perhaps they no longer work at that particular location, or perhaps you assigned them to the club in error.

To remove an employee's association from a particular club, follow these steps:

Part 1:

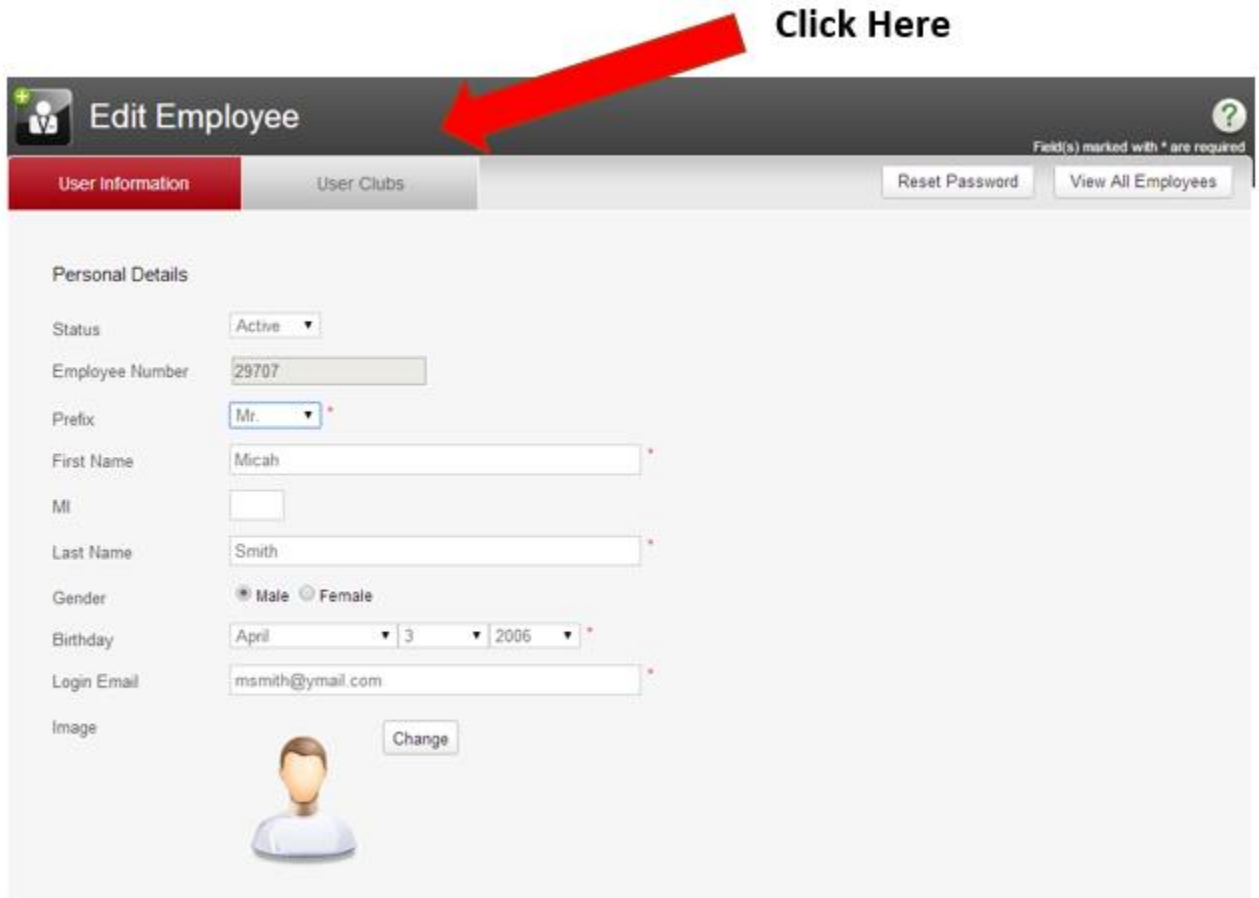
You will need to go to the club tier and terminate the Employee membership.

Part 2:

Go back to your OE tier.

1. From your Home Page, click **View All Employees**.
2. Click the icon in the *Edit* column next to the name of the employee you wish to remove from a club.
3. Click on the tab marked *User Clubs*:

**Click Here**



The screenshot shows the 'Edit Employee' interface. At the top, there is a header with a user icon and the text 'Edit Employee'. Below the header, there are two tabs: 'User Information' (highlighted in red) and 'User Clubs'. A red arrow points from the text 'Click Here' to the 'User Clubs' tab. The 'User Information' tab is active, displaying a form for 'Personal Details'. The form includes fields for Status (Active), Employee Number (29707), Prefix (Mr.), First Name (Micah), MI, Last Name (Smith), Gender (Male), Birthday (April 3, 2006), and Login Email (msmith@ymail.com). There is also an 'Image' field with a placeholder icon and a 'Change' button. A note at the bottom right of the form states 'Field(s) marked with \* are required'.

4. :example:

The screenshot shows a web application interface for managing employee club associations. At the top, there is a navigation bar with links for Home, Employee (highlighted), Club, Masters, Reports, and Settings. Below this is a header for 'Employee Club List' with a user icon and a help icon. The main content area has two tabs: 'User Information' and 'User Clubs' (highlighted). An 'Assign Club' button is in the top right. The employee's name is 'Micah Smith'. A table lists the clubs associated with the employee:

| Club Number | Club Name            | Club Role        | Status | Role | Commission | Bonus | Employee To Club Settings | Delete |
|-------------|----------------------|------------------|--------|------|------------|-------|---------------------------|--------|
| 9001        | Australian Test Club | Personal Trainer | Active |      |            |       |                           |        |
| 9000        | Test Club            | Club Manager     | Active |      |            |       |                           |        |

A red 'Done' button is located at the bottom right of the interface.

5. Click the icon in the *Delete* column next to the club for which you wish to remove this employee. This will **not** delete the employee; rather, it will simply remove their association with the selected club.
6. Click **Done** when finished.

Note: If you remove an employee's association with all clubs, they will no longer be able to log into the system, until you assign them to at least one club.