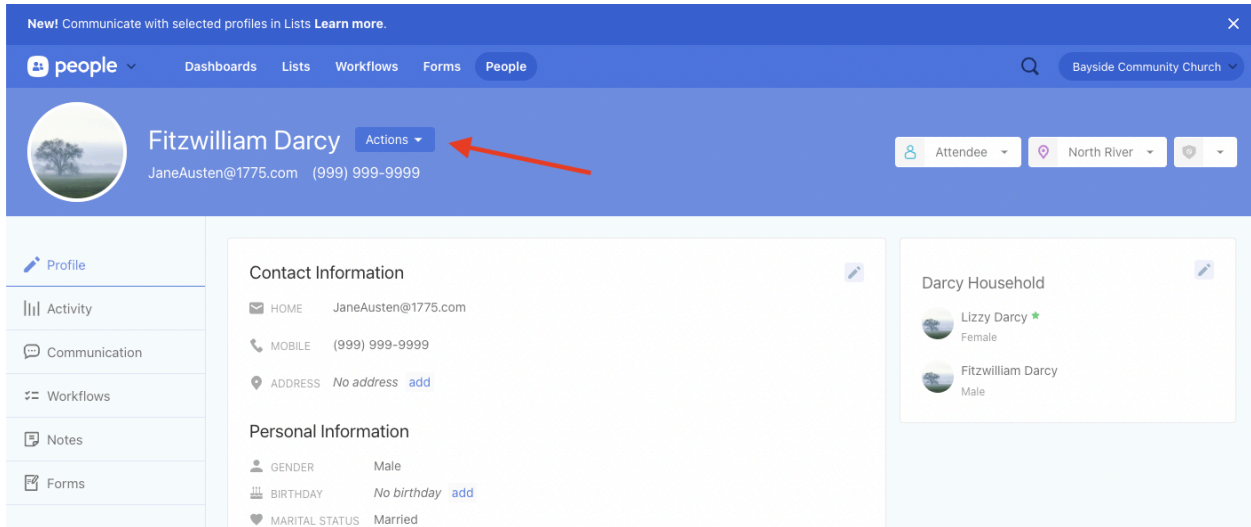


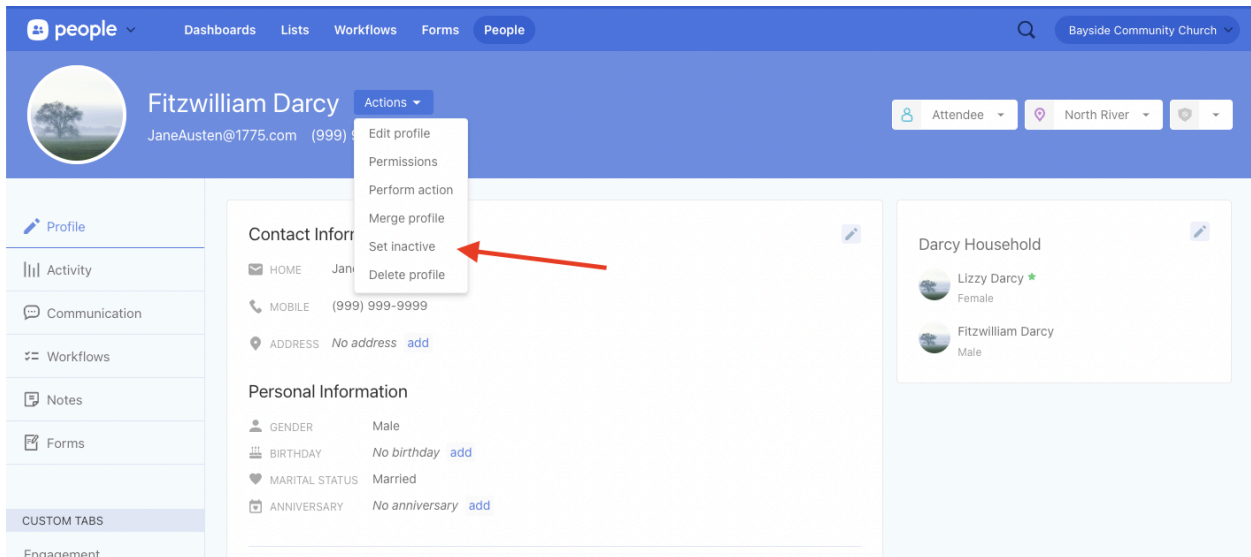
Marking a Profile Deceased

Be very careful not to mark someone deceased inaccurately. If someone with elevated access is marked deceased, they will lose all Planning Center access.

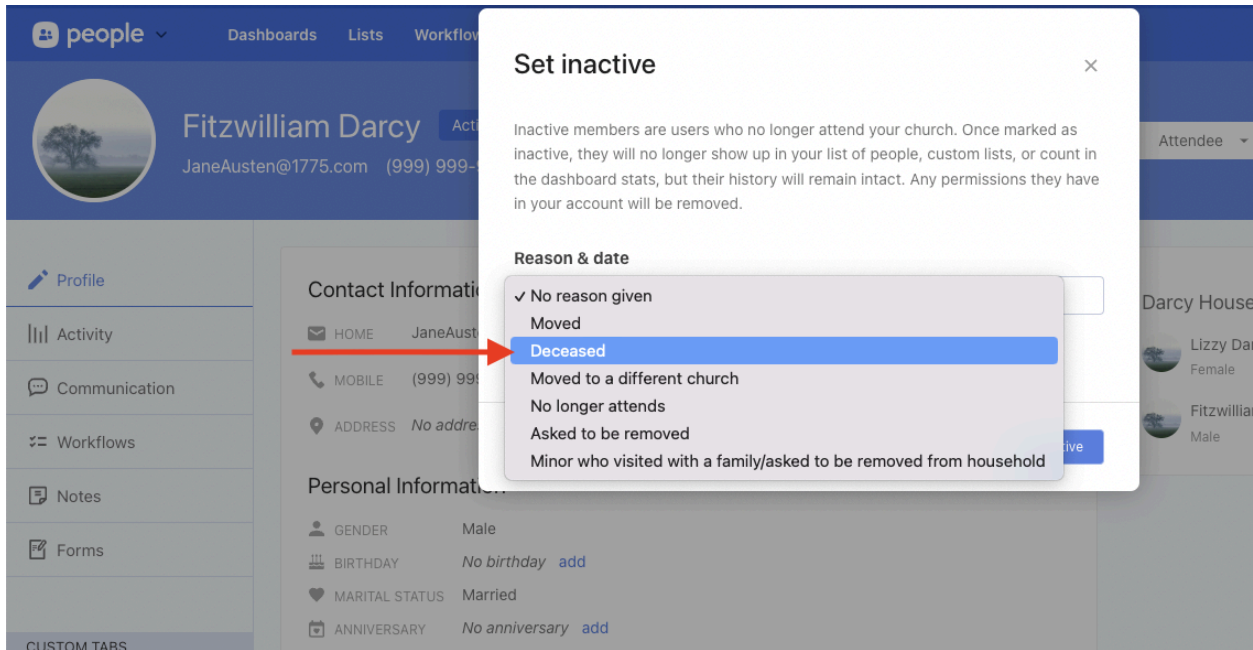
1) On the profile page of the deceased person, select the "Action" dropdown.



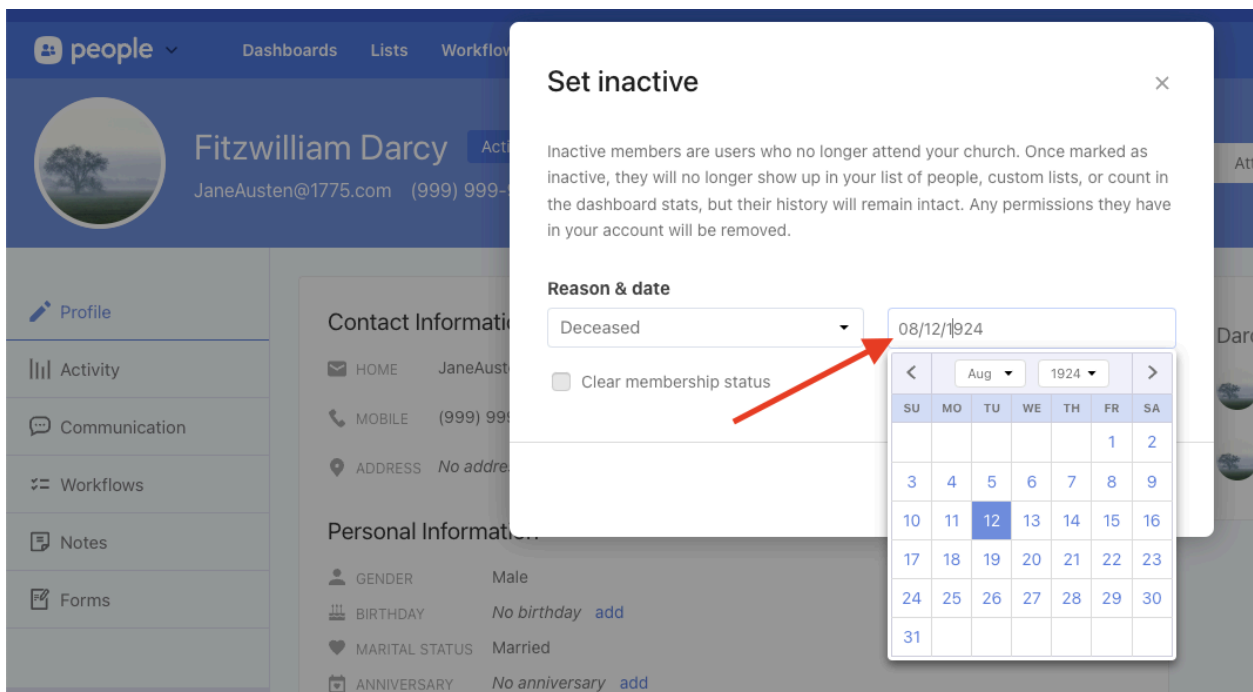
2) From the dropdown select, "Set inactive".



3) Select "Deceased" from the inactivation reason drop-down.



4) In the date field, enter the date of passing.



5) Select the blue "Set Inactive" button.

The screenshot shows a user profile for Fitzwilliam Darcy in a church management system. A modal dialog titled "Set inactive" is open, providing instructions on what happens when a member is marked as inactive. The dialog includes a "Reason & date" section with a dropdown menu currently set to "No reason given" and a date field containing "03/04/1925". There is also an unchecked checkbox for "Clear membership status". At the bottom of the dialog, there are two buttons: "Cancel" and "Set inactive". A red arrow points to the "Set inactive" button.