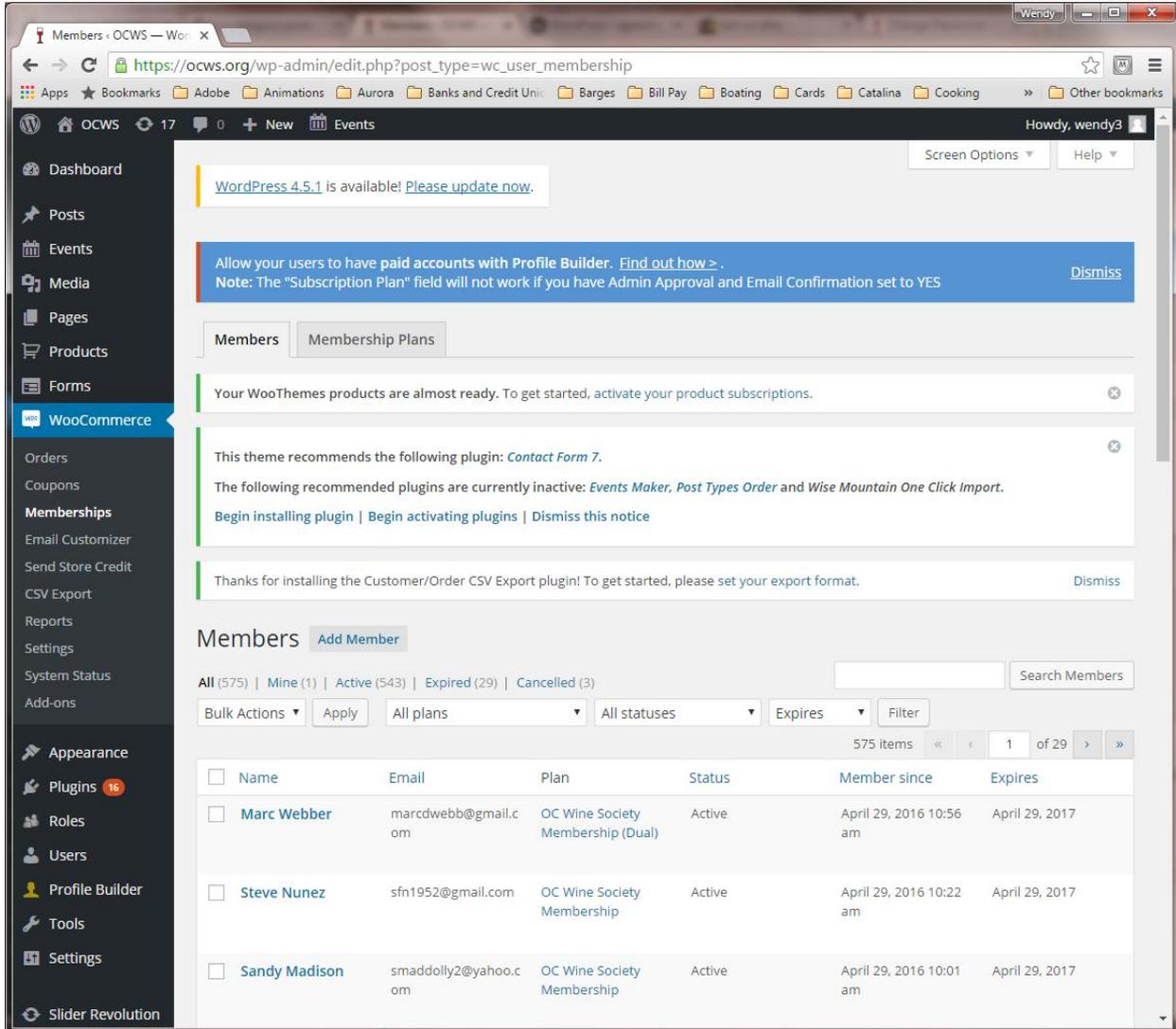


# Membership Update Date (Paid by Check)

Select WooCommerce, Membership. Search for member name.



The screenshot shows the WordPress admin dashboard with the WooCommerce Membership page open. The left sidebar contains navigation menus for Dashboard, Posts, Events, Media, Pages, Products, Forms, WooCommerce, Orders, Coupons, Memberships, Email Customizer, Send Store Credit, CSV Export, Reports, Settings, System Status, Add-ons, Appearance, Plugins (16), Roles, Users, Profile Builder, Tools, Settings, and Slider Revolution. The main content area shows a notification for WordPress 4.5.1, a blue banner for Profile Builder, and a 'Members' section with tabs for 'Members' and 'Membership Plans'. Below the tabs are several notices regarding product subscriptions and recommended plugins. The 'Members' section includes a search bar, filters for Bulk Actions, Apply, All plans, All statuses, Expires, and Filter. A table lists 575 items, showing the first three members:

<input type="checkbox"/>	Name	Email	Plan	Status	Member since	Expires
<input type="checkbox"/>	Marc Webber	marcdwebb@gmail.com	OC Wine Society Membership (Dual)	Active	April 29, 2016 10:56 am	April 29, 2017
<input type="checkbox"/>	Steve Nunez	sfn1952@gmail.com	OC Wine Society Membership	Active	April 29, 2016 10:22 am	April 29, 2017
<input type="checkbox"/>	Sandy Madison	smaddolly2@yahoo.com	OC Wine Society Membership	Active	April 29, 2016 10:01 am	April 29, 2017

Select members name or select Edit to update membership date.

Members · OCWS — WordPress

https://ocws.org/wp-admin/edit.php?s=Strong&post\_status&post\_type=wc\_user\_membership&action=-1&post\_parent&expires&pa...

OCWS 17 0 + New Events Howdy, wendy3

Screen Options Help

WordPress 4.5.1 is available! [Please update now.](#)

Allow your users to have paid accounts with Profile Builder. [Find out how >](#). Dismiss  
 Note: The "Subscription Plan" field will not work if you have Admin Approval and Email Confirmation set to YES

Members Membership Plans

Your WooThemes products are almost ready. To get started, activate your product subscriptions. ✕

This theme recommends the following plugin: [Contact Form 7](#). ✕

The following recommended plugins are currently inactive: [Events Maker](#), [Post Types Order](#) and [Wise Mountain One Click Import](#).  
[Begin installing plugin](#) | [Begin activating plugins](#) | [Dismiss this notice](#)

Thanks for installing the Customer/Order CSV Export plugin! To get started, please set your export format. Dismiss

## Members

[Add Member](#) Search results for "Strong"

All (575) | Mine (1) | Active (543) | Expired (29) | Cancelled (3)  [Search Members](#)

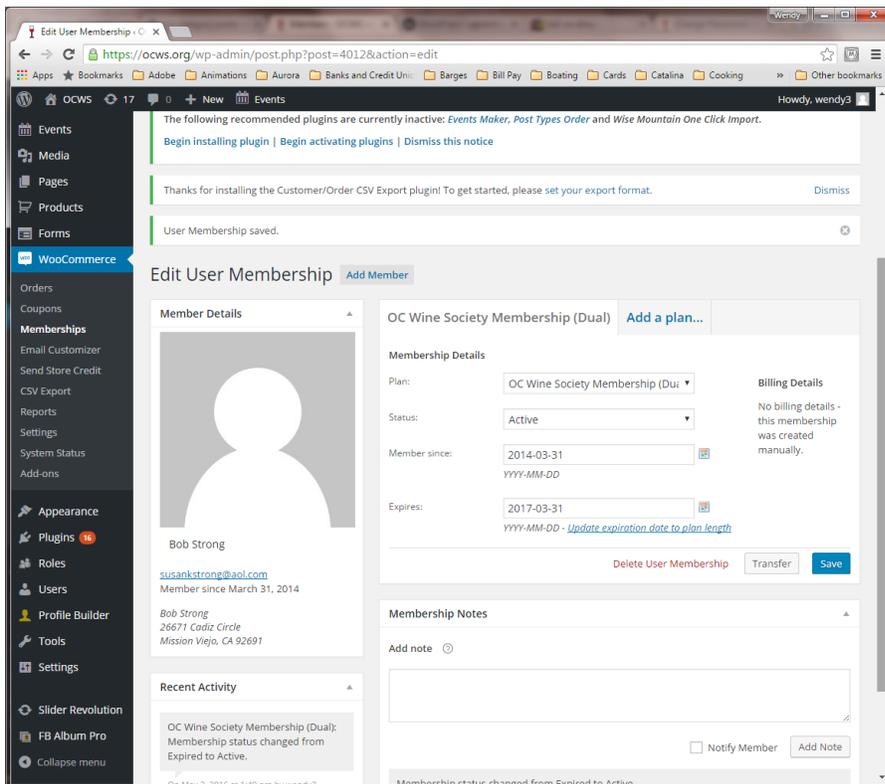
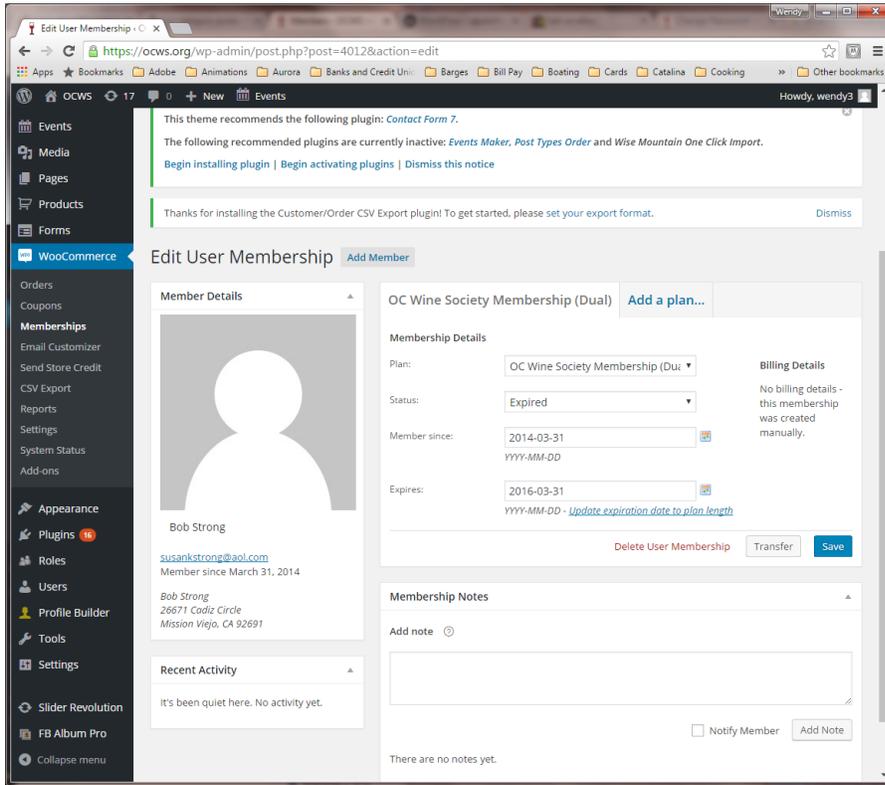
Bulk Actions  All plans  Expires  1 item

<input type="checkbox"/>	Name	Email	Plan	Status	Member since	Expires
<input type="checkbox"/>	<b>Bob Strong</b>	susankstrong@aol.com	OC Wine Society Membership (Dual)	Expired	March 31, 2014 5:00 pm	March 31, 2016
<a href="#">Edit</a>   <a href="#">Clone</a>   <a href="#">Pause</a>   <a href="#">Cancel</a>   <a href="#">Delete</a>						
<input type="checkbox"/>	Name	Email	Plan	Status	Member since	Expires

Bulk Actions  1 item

Appearance Plugins 16 Roles Users Profile Builder Tools Settings Slider Revolution

To update the user membership date the member has to be in active status. Then change date to appropriate date. Press Save



Tab back twice and refresh list to validate that member is updated properly.

The screenshot shows the WordPress admin interface for the 'Members' section. The left sidebar contains navigation menus for Dashboard, Posts, Events, Media, Pages, Products, Forms, WooCommerce, Orders, Coupons, Memberships, Appearance, Plugins (16), Roles, Users, Profile Builder, Tools, Settings, and Slider Revolution. The main content area displays a notification for WordPress 4.5.1, a blue banner about Profile Builder, and several notices regarding product subscriptions and plugins. Below these, the 'Members' section is active, showing a search for 'Strong' with 1 item found. The member list table contains one entry for Bob Strong.

<input type="checkbox"/>	Name	Email	Plan	Status	Member since	Expires
<input type="checkbox"/>	Bob Strong	susankstrong@aol.com	OC Wine Society Membership (Dual)	Active	March 31, 2014 12:00 am	March 31, 2017