Removing someone who has left

When a member leaves, removing them deletes their personal details. The club's record of kit they hired stays.

Where

Members admin → **Committee & members**, the roster.

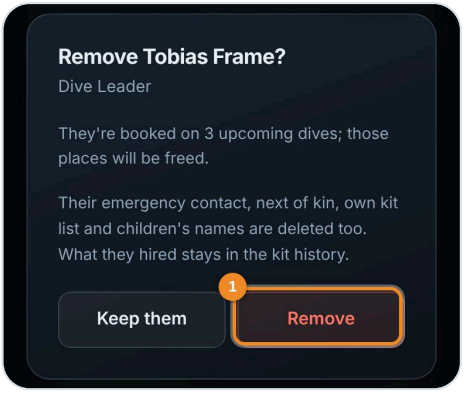
Before you start

If they still have club kit out, check it back in first (guide K3). If they owe a charge, settle it first (guide K4).

Removing them

1. **Press Remove on their row**
   Find them on the roster with **Find somebody** and press **Remove**.

2. **Confirm**
   The site tells you what will be deleted: emergency contact, next of kin, their own kit list and their children's names. Press **Remove**. Their sign-in stops working at once.



1 Remove, after reading what goes.

A copy for them first

If they ask for what the club holds about them, press **Their data** on the **Emergency contacts** tab before you remove them (guide C9).

FoxFace Diving how-to guides, guide C5. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.