

VMS-Admin-06 – How To Process a Deceased Member

It is important to do this to make sure that family members and other are not bothered by any system or manually generated emails, phone calls or other notices of any kind.

1. Log into eCoordinator

2. Make sure you have the *Blackland Prairie* Folder selected

3. Select the Volunteer Tab

4. Select the member of interest

1. It sounds stupid, but make sure that the member selected is the one that is deceased
2. From the *Log Book*, approve any outstanding hours for the member as appropriate
3. From *Request/Approve, Unapprove* all opportunities for the member and click *Finish*
4. From *Edit*
 - Under the *Personal* Tab
 - Set *Activity Status* to Deceased
 - Remove the member's email
 - Remove the member's Phone number(s)
 - Under the *User Defined / Certifications* Tab & Group
 - Set *Master Naturalist Certification Level* to TMN-Inactive
 - Set *Master Naturalist Certification Comments* to show year of death if known
 - Click *Finish* and exit from the Edit Screen