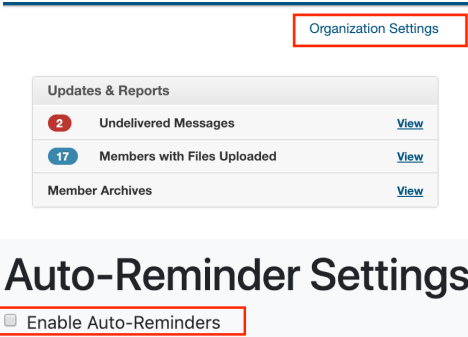# ePACT
your emergency network

END OF SEASON

Getting Your Account Ready for next year or next program

Certain licensing bodies & associations may require an archive of past emergency & medical history records for your members. Steps 1-3 will show you how to do this. This may NOT be a requirement for your association or club.

IF YOU DO NOT NEED TO ARCHIVE RECORDS, PLEASE GO STRAIGHT TO STEP 4 REMOVE ALL.

Step 1 Turn off Auto-Reminders

1. Go to "Organization Settings".

2. Click on Auto-Reminders and ensure "Enable Auto-Reminders" is NOT checked off.
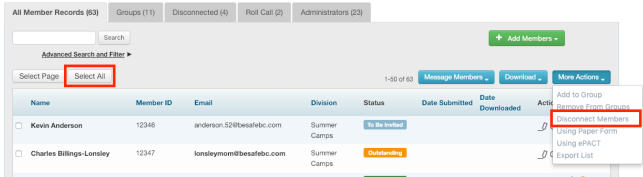

Step 2 Archiving Records & Files
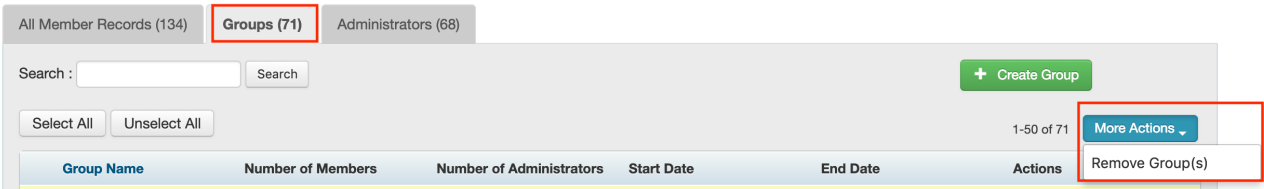
If needed, learn how to archive manually here.

For information on AUTO-ARCHIVING, click here.

Step 3 Disconnect All Members

1. Click on **Select All** in the All Member Records tab.

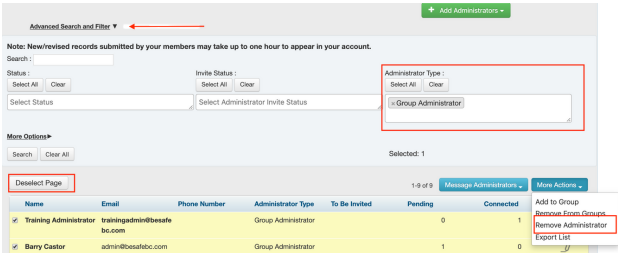2. Click on **More Actions>Disconnect,** followed by "Yes". This may take a few minutes.

Step 4 Remove Your Old Groups

1. Click on **Select All** in the Groups tab.

2. Click on **More Actions>Remove Groups** followed by "Yes". This may take a few minutes.

Step 5 Remove Admins that no longer need access

1. Select the Admins that no longer need access.

2. Click on **More Actions>Remove Administrators** followed by "Yes". This may take a few minutes.

Step 6 Get Ready to Start Again

CLICK HERE FOR A SUBSEQUENT YEAR LAUNCH CHECKLIST.

You're ready to go!

You can now send invites for a new program or you can rest assured your account is ready for next year!

For more information, please visit our Help Center or contact us at help@epactnetwork.com 1.855.773.7228.

ePACT
your emergency network