Manage memberships

Go to **MemberSutra → Memberships → All Memberships**. The list shows every member across every plan with status, gateway, start and end dates, and totals such as members with access, active memberships and memberships expiring in 30 days.

Find a membership

Search by name or e-mail, or filter by start and end dates. Open a membership to see its plan, orders, notes and history.

Add a membership by hand

Click **Create membership**, choose the customer and the plan, and set the start and end dates. Useful for comps, migrations or customers who paid offline.

Pro feature: Adding memberships by hand needs Pro. Without Pro, memberships are created by orders and by the free-plan auto-assign setting.

Statuses

- **Active** – the member has access.
- **Expiring** – access continues, the end date is close.
- **Processing** – waiting for payment or manual approval.
- **Paused** – access is on hold until resumed.
- **Expired** / **Cancelled** – access has ended.

i Good to know: A daily status check moves memberships to expiring and expired at the right time. You can see and run it under **Memberships → Settings** (**Daily status check → Run now**).

Pro feature: Bulk actions on the list and importing members from a CSV file need Pro.