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# How To: Archive or Unarchive Users



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1 month ago · Updated

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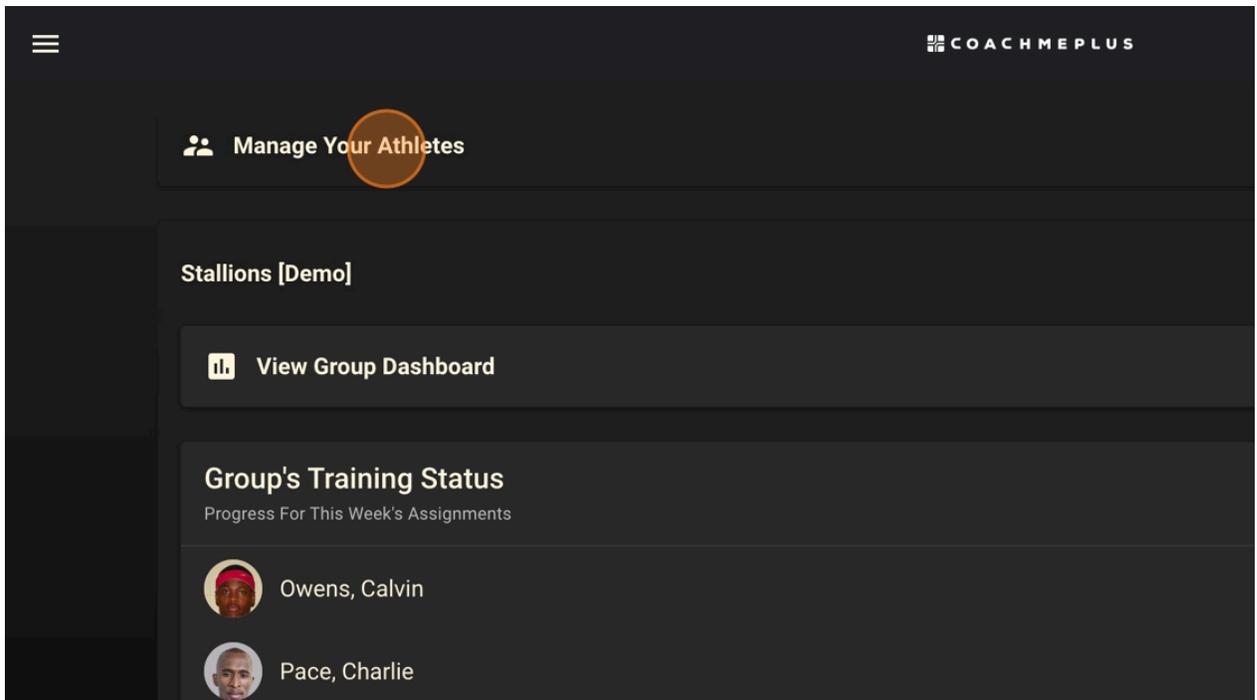
## How To: Archive or Unarchive Users

While you are using the **CoachMePlus** system, you may have individual leave your organization. This may be **Coaches, Athletes, Trainers, Front Office**, etc. When this happens, you may want to remove them from your system, but maintain their profiles and the data that is contained in them. This is where you are going to **Archive a User**.

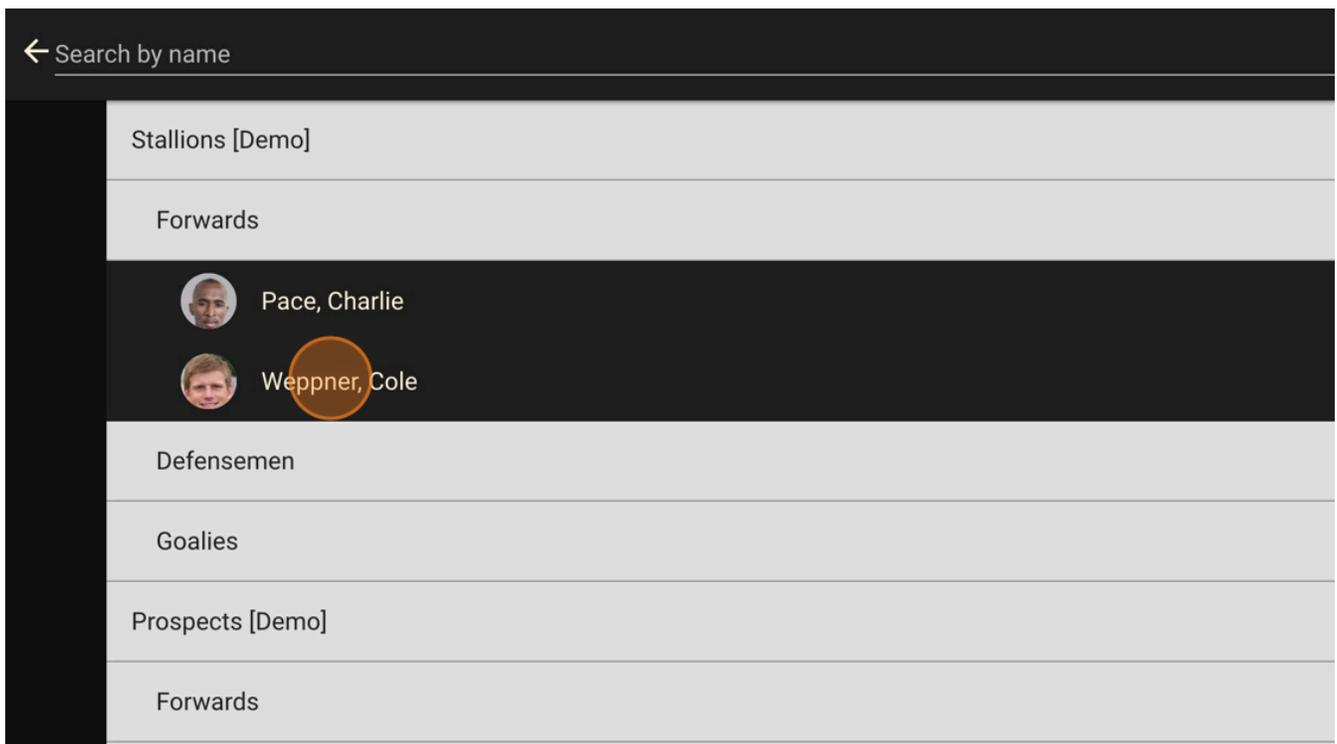
**Archiving** a user involves **deactivating their account**. It will prevent them from being able to access the system and hide them from appearing anywhere on the platform, until you **Unarchive/Reactivate** them. Archiving **Users** will allow you to retain user data, as well as prevent unwanted individuals from accessing your **CoachMePlus** system.

 **Help**

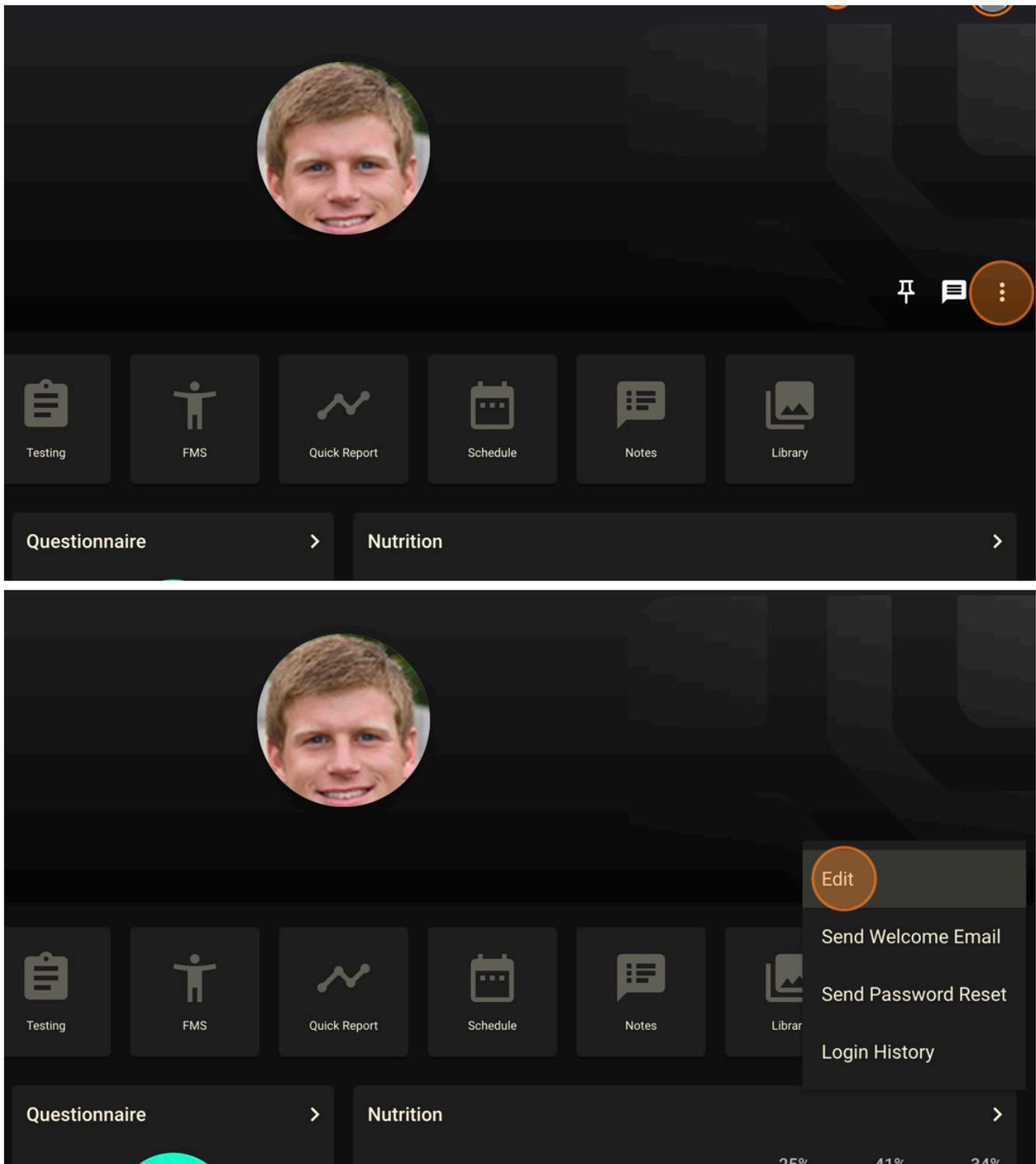
1. From your home screen, select **Manage Your Athletes**.



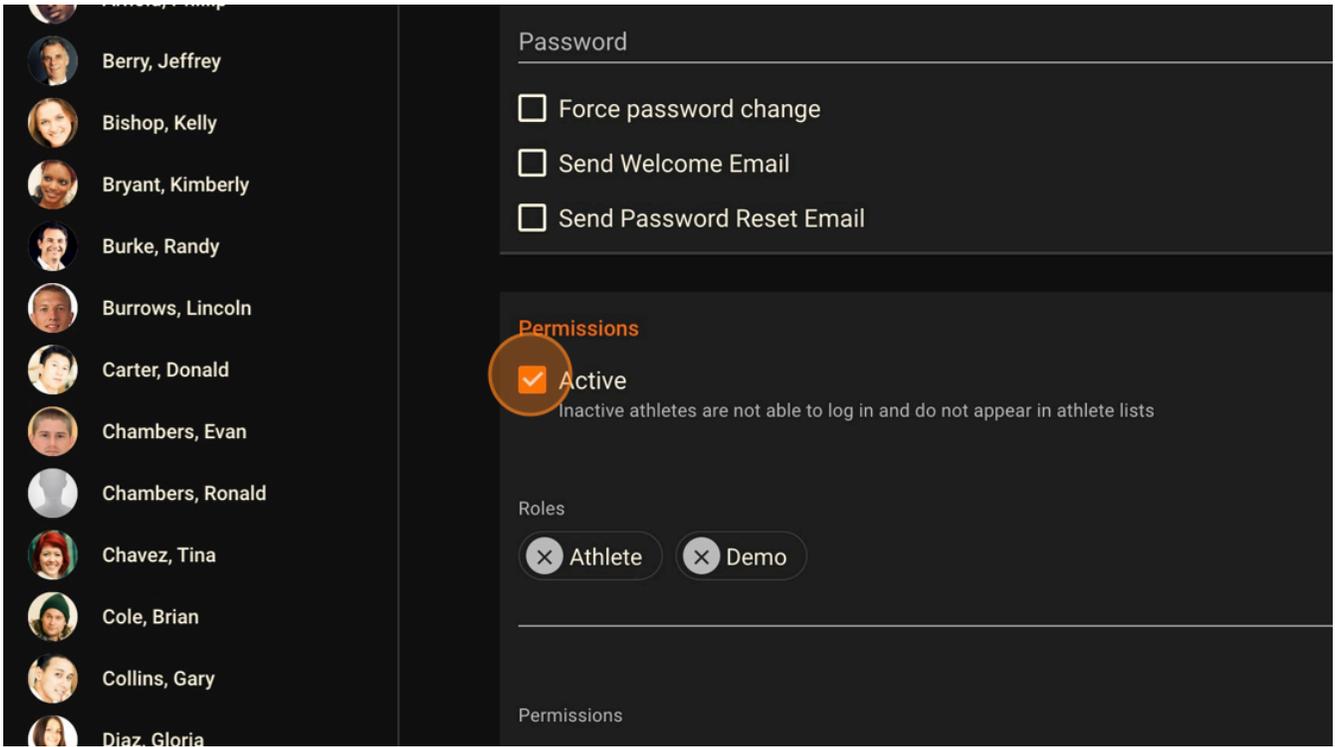
2. Find and select the **User** you would like to **Archive**. *Use the search bar to make this easier and quicker.*



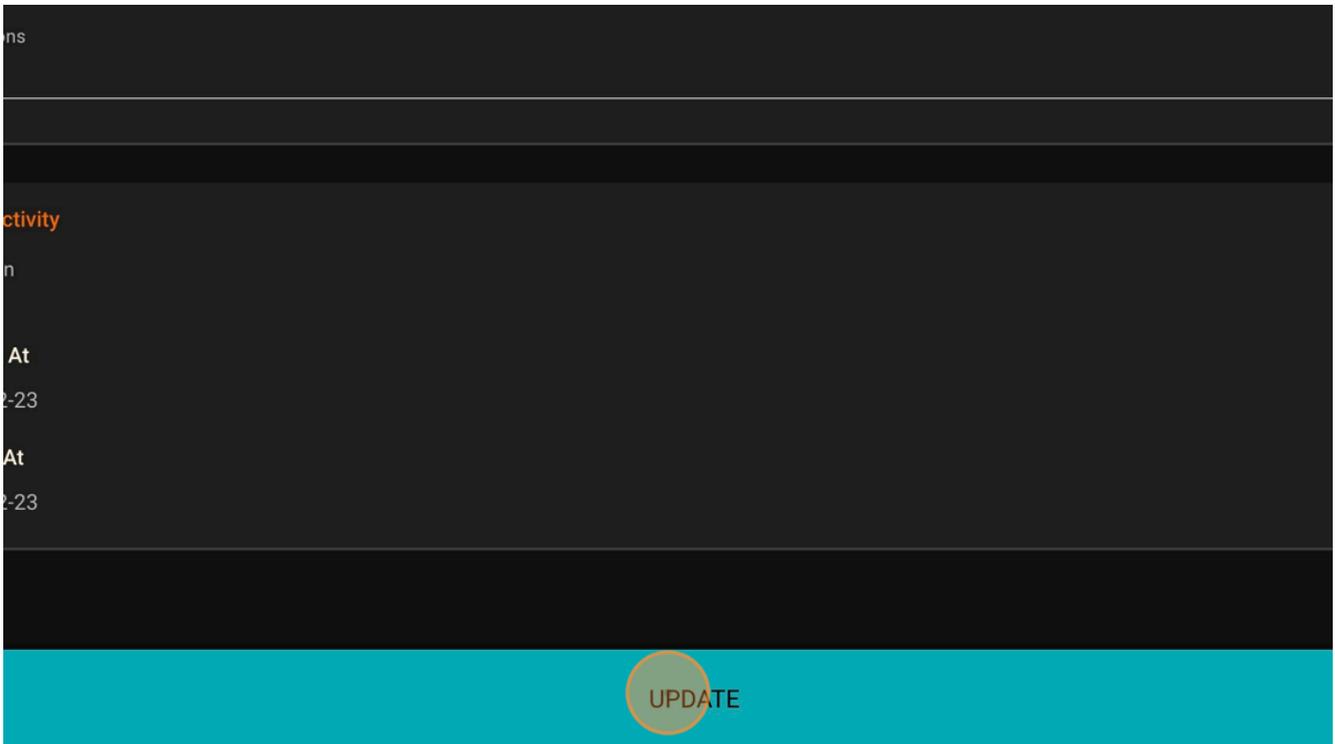
3. On the **Athlete Profile** page, select the 3 dots menu on the right side, then select **Edit**.



4. On the edit screen, scroll down until you see the checkbox for **Active**. Click on the back to **deactivate** the user.



5. To save this action, click **Update**.



**\*\* This will hide the user and all of their associated data. When you reactivate a user, their data will re-populate. \*\***



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