

How to Create A Membership Level

You can create the membership levels so you can limit the access of your website to some members only. You can have as many membership levels as you want.

Here's how:

Step 1: Go to "Setup" and click on "Membership Levels".



Step 2: Enter a name for your membership level in the textbox provided then click on the "Create Level" button.



A form with a text input field containing the placeholder text "Type in a new membership level here" and a "Create level" button. Red arrows point to both the text input and the button.

Step 3: You can modify your membership level by clicking on the "Edit" button.

Membership Level	Members			
Level 2	11	Manage Members	Edit	Delete
Level 1	20	Manage Members	Edit	Delete
cart#2	2	Manage Members	Edit	Delete
cart#1	4	Manage Members	Edit	Delete

A screenshot of a table listing membership levels. Each row has a 'Membership Level' column, a 'Members' column, and three action buttons: 'Manage Members', 'Edit', and 'Delete'. A red arrow points to the 'Edit' button for 'Level 2'.

Step 4: You have an option to remove your members from other levels if this one is granted, only tick the membership level which you want your subscribers to be removed from. If you don't check any other levels, they will remain in the current level even though they are assigned to this new level already. Then "**Save**" your changes.

Edit Membership Level ✕

Name ←

When a member is assigned to this level, remove them from the following membership level(s)

Level 1 cart#2 cart#1

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