



4-H Online Merge into Windows Fair Management

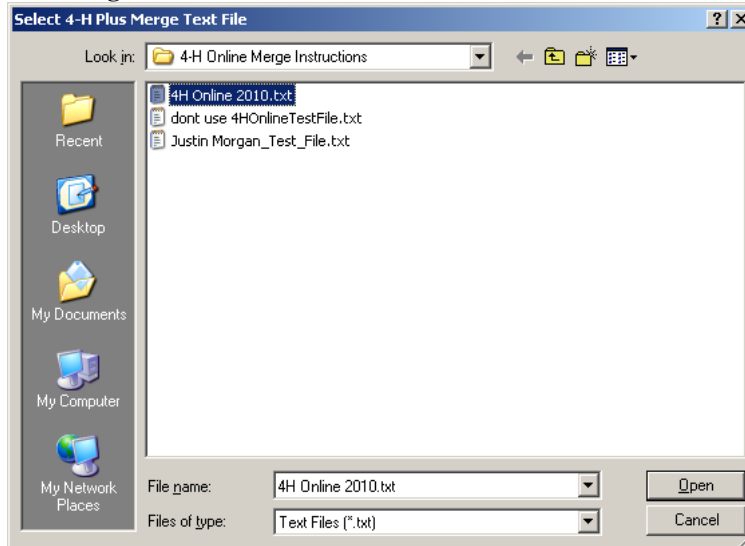
The Merge of 4-H Online information into Windows Fair Management will merge Exhibitor Information and also Project information for printing on entry forms.

**** It is always recommended the you create a backup of your current data before running year end processing and/or attempting any type of merge of information into the Windows Fair Management Data.**

- 1) **A tab delimited text file must be created from the 4-H Online program.**
 - a. **The column names in the exported file must be:**
 - MemberID
 - LastName
 - FirstName
 - MiddleInit
 - Address
 - City
 - State
 - Zip
 - Phone
 - Birthdate
 - Age
 - Sex
 - Grade
 - Year in 4H
 - Email
 - parentfirstname
 - parentlastname
 - ClubID
 - FarmName
 - CountyID
 - ProjectID
 - ProjectDesc
 - b. **The farmname in the export file will be the clubname for the member.**
 - c. **The memberid in the export file will be 6 characters long.**
 - d. **Clubid and Projectid will be blank.**
- 2) **Make sure you have completed Year End Processing in Windows Fair Management.**
 - a. **Utilities – Year End Processing**
 - b. **Reset Year End Files**
 - c. **Enter the year of your last years fair in Enter “End of Fair” Year:**
 - d. **Click OK**
- 3) **Make sure you have deleted the 4H Exhibitors from the previous year in Windows Fair Management.**
 - a. **Utilities – Year End Processing**
 - b. **Delete Exhibitor Records**
 - c. **Click OK**
- 4) **Merge 4-H Online information into Windows Fair Management.**
 - a. **Utilities – Merge – 4-H Online File Merge**

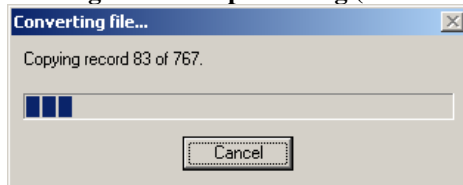


b. Click Merge

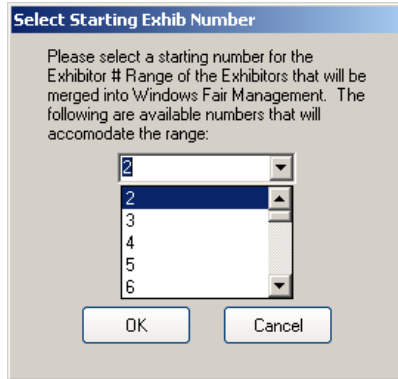


c. Locate the .txt file created from 4-H Online, Click on the .txt file, Click Open.

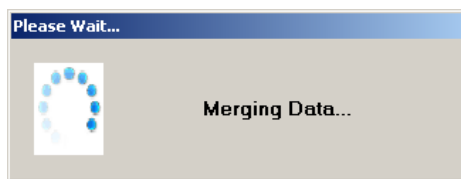
d. The merge will start processing (numbers displayed will vary)



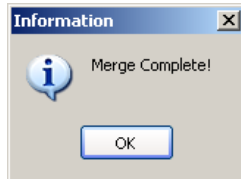
e. You will need to select a Starting Exhibitor number from the list. The list will show all available exhibitor numbers where the range of numbers is large enough to accommodate all the member records from the input file. You may type in a starting number but if the number entered is not in a range that will accommodate all the new exhibitor numbers consecutively then the number typed in will not be accepted.



- f. Click OK to start the merge.



- g. Close OK when the merge has finished.



- h. Click Close to exit the Merge function.

