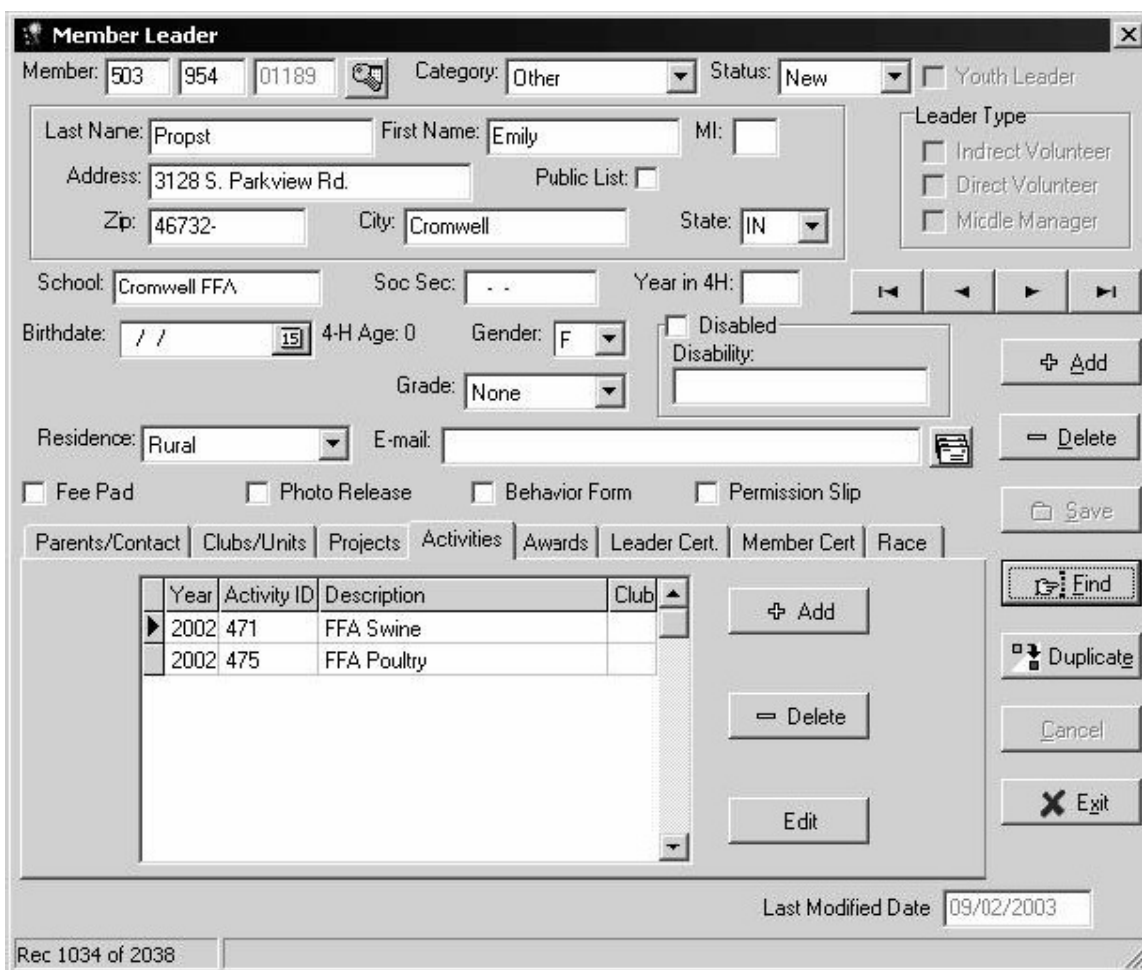


Youth Enrollment Help Sheet

ADDING OTHERS INTO THE MEMBER FILE

Names and addresses for special groups such as Advisory Board Members, FFA Instructors, Endowment Committee Members, Sr. Fair Board members, Alumni Committee, etc. can be added to the member file for the purpose of printing mailing labels for these groups.



Member Leader

Member: 503 954 01189 Category: Other Status: New Youth Leader

Last Name: Propst First Name: Emily MI:

Address: 3128 S. Parkview Rd. Public List:

Zip: 46732- City: Cromwell State: IN

School: Cromwell FFA Soc Sec: . . Year in 4H:

Birthdate: / / 4-H Age: 0 Gender: F Disabled Disability:

Grade: None

Residence: Rural E-mail:

Fee Pad Photo Release Behavior Form Permission Slip

Parents/Contact Clubs/Units Projects Activities Awards Leader Cert. Member Cert. Race

Year	Activity ID	Description	Club
2002	471	FFA Swine	
2002	475	FFA Poultry	

Buttons: Add, Delete, Save, Find, Duplicate, Cancel, Exit

Last Modified Date 09/02/2003

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The first step is to establish a club code for these people who are not associated with a particular organized club. A good idea may be to establish a club code in the Club Code file for all 'Unassociated' people. For this example, club number 500 is the 'Unassociated' club. Anyone not belonging to an organized club would fall under this club code. The second step is to establish an

activity code number and description for each of these groups. For example, enter a code such as 410, and the description, Advisory Board, into the **Activity Codes** file. Then enter each member of the advisory board into the member file. Type the member number code assigned to each advisory board member, remembering to keep the five-digit member code unique. Type O (Other) for the category item. Complete the record by adding the name and address and any pertinent information. The status of *Others* in the data file is either New or Returned. This status remains and does not change to Inactive during the year-end processing. Activity codes can be added to records of category *Other* using the same methods as adding activities for member records. An unlimited number of mailing lists can be established in this manner, assigning a different activity number for each list created. To print the mailing list, select **Special Mailing Labels** from the menu and proceed to print labels by activity code. Refer to *Chapter 5 Special Forms and Reports* in the manual for complete instruction on printing labels. **NOTE: A parent/family record must be created and linked to the member/ leader if you wish to print labels one set per family. This requirement also includes people classified as 'Others'. Even if the 'Other' member is an adult or a single person, he/she still must be linked to a parent/family record in order for one-set-per-family labels to print. It is allowable, for this purpose, to have a parent/family record with the exact same information as the 'Other' member record.**

Parent/Family Screen

County: 503 Parent Code: 00004 Home Phone: (937)834-2264 Fax: () -

Last Name: Shanahan Parent 1 First Name: Melissa Legal Guardian
 Address: 6449 St. Rt. 4 Parent 2 First Name: Public List
 City: Mechanicsburg State: SC Zip: 43044- Send Mailing

Parent 1 Parent 2 Cell Phone:
 Occupation: Occupation: () -
 Work Phone: () - Ext. Work Phone: () - Ext. Beeper #: () -

Children/Family: Comment: E-Mail: shanahan@main.com

Member ID	Name
00348	Adams, Amanda
02969	Shanahan, Jessica
02968	Shanahan, Katlyn
02966	Shanahan, Melissa

 Relationship: < < > >

+ Add - Delete Save Cancel Find X Exit

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FileParent File allows direct access to parent/family records. This file allows easy access to viewing parent/family information. The children/family box in the lower left corner displays the family links. The parent/family information can be edited from this screen. Parent/family records can also be deleted using this direct file access. If a parent/family record is deleted, all

existing links to member/leader records are also deleted. ***NOTE: This file access can only be used for viewing and editing the parent/family record. No family links can be made between member/leader records and parent/family records from this screen. ALL parent/family links must be made through the member/leader file. Refer to Section D for more information.***

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