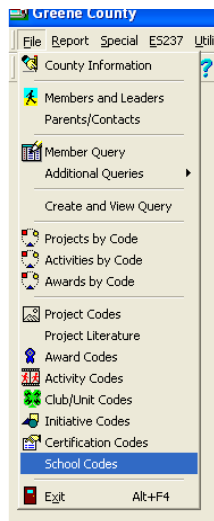


Youth Enrollment Help Sheet

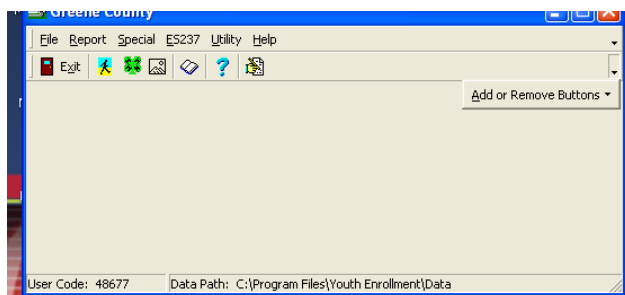
How to add School Codes

You will notice that this year you can't add school codes while in the members / leaders screen. You must add and delete them by first going to the file icon and selecting school codes.

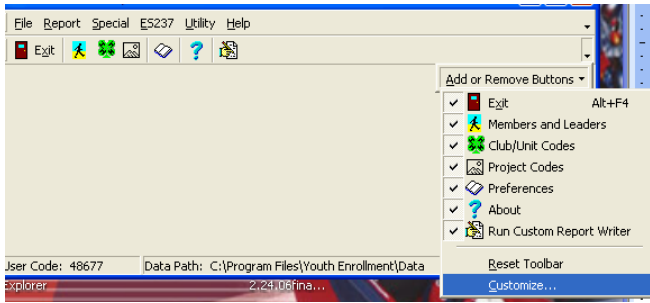
Check to make sure that you have an icon for adding school codes. You can check to see by clicking on file and looking for a school codes button. See example below.



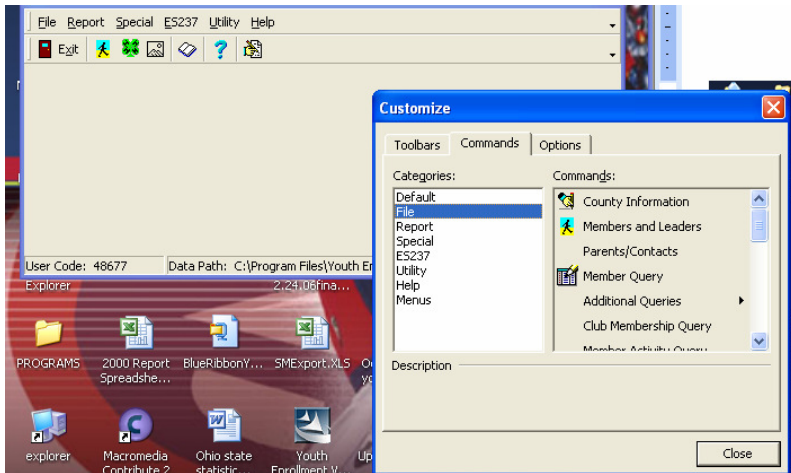
If you do not have a school codes button you can add one by following these steps:
Open Youth Enrollment/ place mouse pointer on the arrow on the left side of the screen. Add or Remove Buttons will appear.



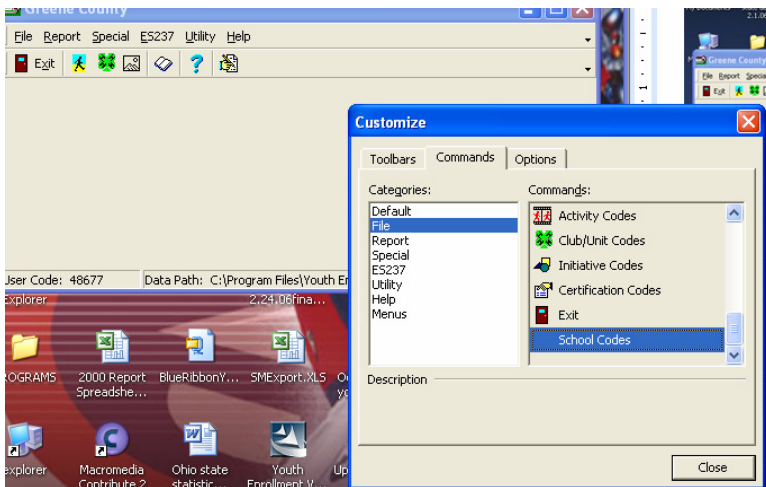
Click on Add or Remove Buttons, scroll down to the customize button and select ok



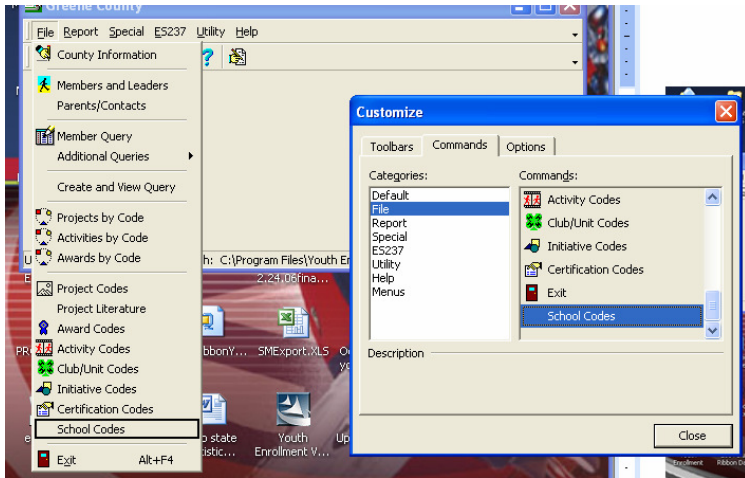
Click on the Commands tab and highlight File / on the right side you will see all of the icons, scroll down the list until you see the one for school codes.



The school codes button is toward the bottom of the list.

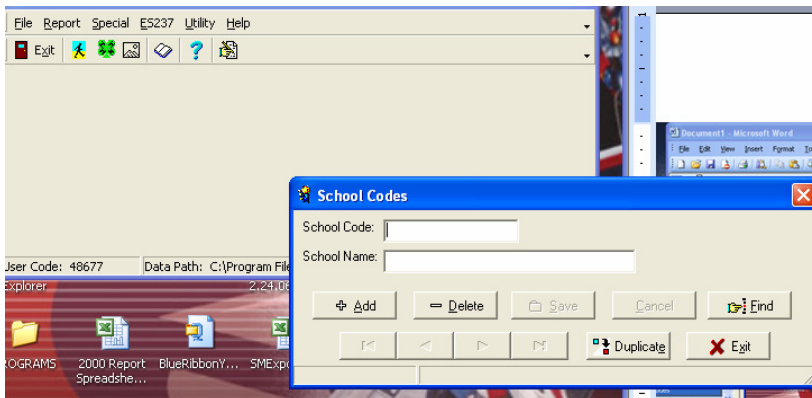


Left click the school codes button and drag it to the main programs file button/ scroll down the list while still holding on to the school codes button and drop it just after the certification codes button.



Close the customize screen.

Click on the file button and select the school codes button. From here you can add and delete school codes. *If you decide to change school codes you must make the change in the school codes master file and keep the codes you are changing until you have made all of the changes in the members /leaders program. Deleting a school code before making these changes will cause problems to your data.*



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