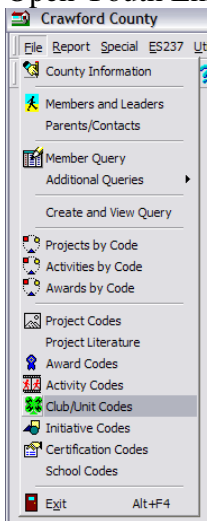


How to change a current club code name and then add that new code to a club or group and delete the old name.

Before you start this process make sure that you make a back up of your data file!!!

If you have a club code that has a spelling error or you want to shorten the name the following process will aid you.

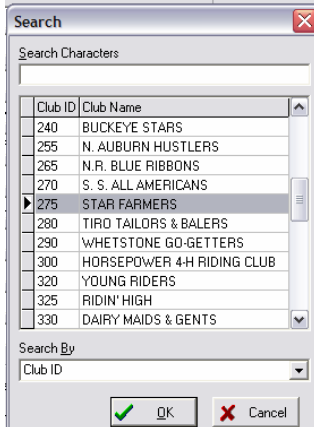
Open Youth Enrollment / go to file / club codes



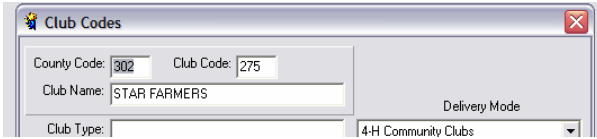
Find the old club name or group / if you just need to make spelling changes click on duplicate and change the spelling and give the club or group a new code number and save



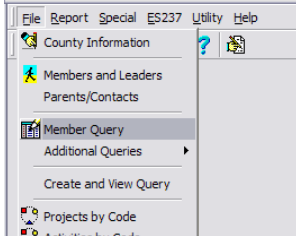
The find button will bring up the entire list of club codes



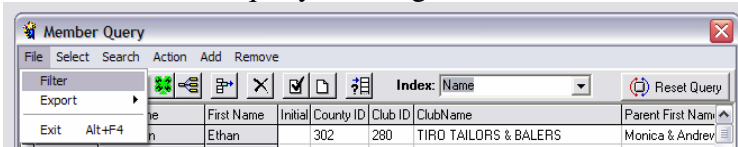
Click on duplicate / change the name or correct spelling / give this club a new code / select save



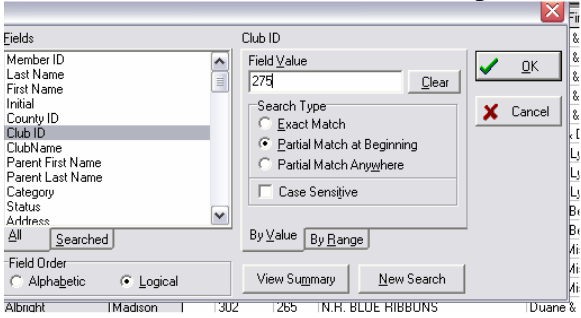
Click on file / member query



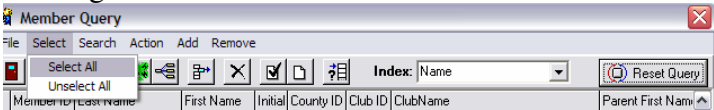
From the member query screen go to file / filter



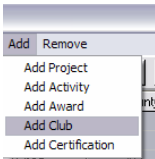
Click on club ID / under field value put in the old club code



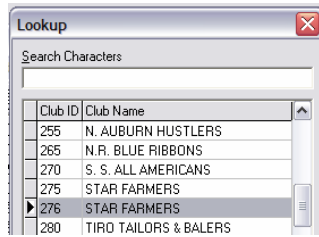
The list that you see is all the members in that club that you want to change to the new code / go to select / select all



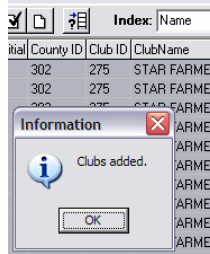
Go to add / add club



Select the club code for the new club or corrected spelling of the club name

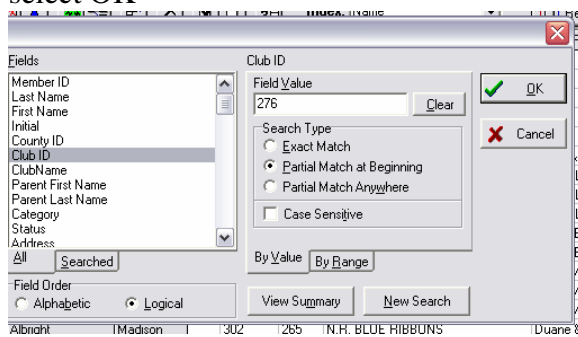


Club has been added / select ok

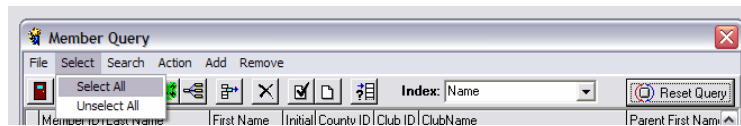


Click on reset query

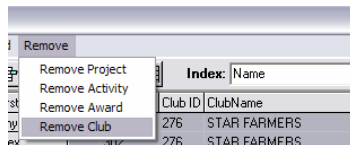
Go to file / filter under field value select the old club code that you want to remove / select OK



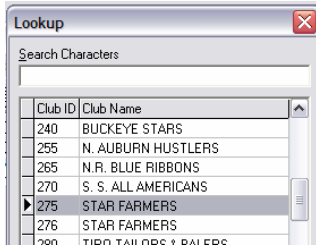
Go to select / select all



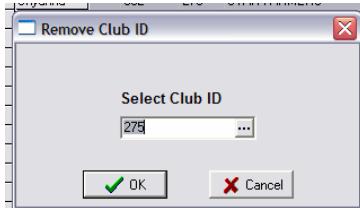
Go to Remove / select remove club



Select the old club code that you want to remove / select OK



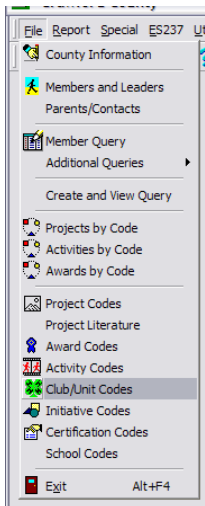
Once the old code is selected / click on OK



The club links to the old club code are now gone / select OK



Next we need to remove the old code from the main list of codes / go to file / Club / Unit Codes



Select the old code / click OK

Search

Search Characters

Club ID	Club Name
255	N. AUBURN HUSTLERS
265	N.R. BLUE RIBBONS
270	S. S. ALL AMERICANS
275	STAR FARMERS
276	STAR FARMERS
280	TIRD TAILORS & BALERS
290	WHESTONE GO-GETTERS
300	HORSEPOWER 4-H RIDING CLUB
320	YOUNG RIDERS
325	RIDIN' HIGH
330	DAIRY MAIDS & GENTS

Search By
Club ID

OK Cancel

Click on delete

Club Codes

County Code: 302 Club Code: 275

Club Name: STAR FARMERS

Delivery Mode

Club Type: 4-H Community Clubs

Click OK / the old code is now gone

Confirm

Delete Current Record?

Yes No