

Youth Enrollment Help Sheet

How to change club ID numbers

Open Youth Enrollment

Setup the new clubs by going to file / club /unit codes – find the old code club and click duplicate – put in the new number and click save

Go to File / member query

File / filter / club ID – under field value put in the old club number

Once you have filtered out the old club /

Go to select all / add / add club – add the new club number

Action / change primary club –

File / additional queries / club membership

Filter / club ID (old club id number) select all

Action / add secondary club / delete members clubs

Go to file / club/unit codes / bring up the club that you want to delete / select delete club – if all the club links are eliminated the program will allow you to delete the old club number

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