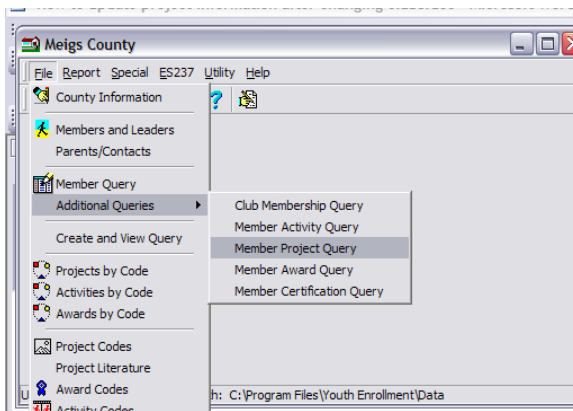
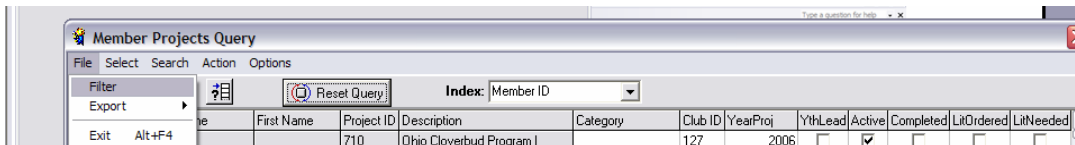


How to transfer a Members' Project Information from and old club to a new club

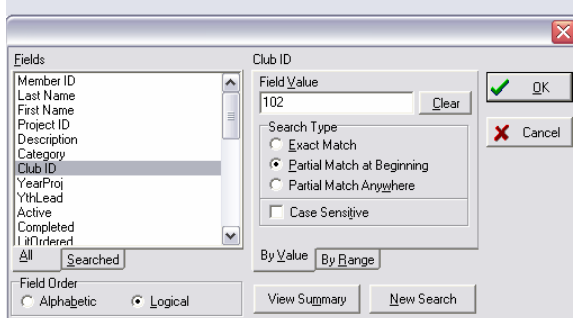
When members change from one club to another there are two important steps that are involved. **Make sure that you back up your data before you go through these steps.** The first is to make sure that you have added their new club and that at least one of the clubs are marked as their primary club. The second is that once all the club changes have been made it now time to change the projects assigned to that member so that they show up in the right club. To do this open Youth Enrollment / go to File / Additional Queries / Member Project Query



Click on File / Filter

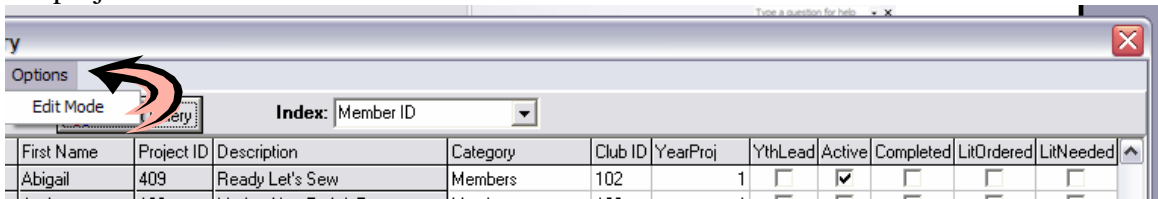


Under the Fields section (on the left) select club ID / on the right side under Field Value / put in the club number from the old club / click OK

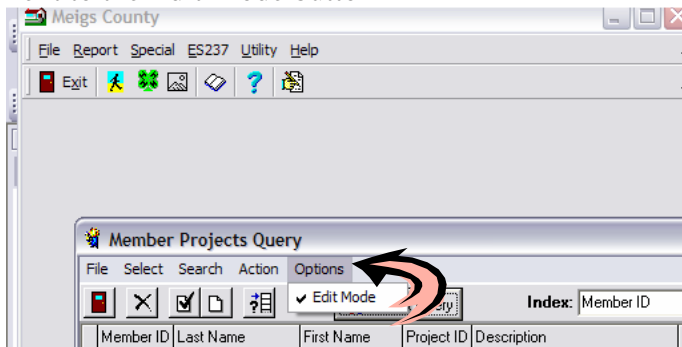


Find the name of the member that you want to change the projects from their old club number to the new club / select the members' information / if they have three projects that you want to transfer to the new club you will need to select all three.

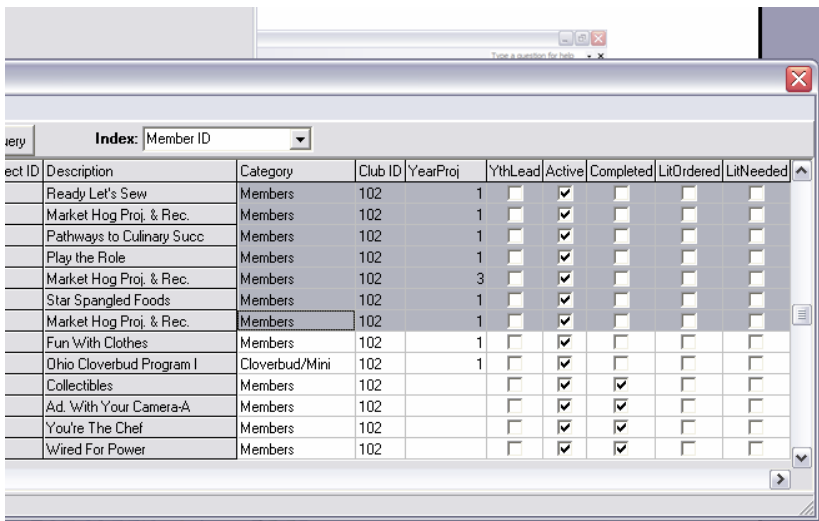
Click on the Option button and highlight Edit Mode / this will allow you to make edits in the project data



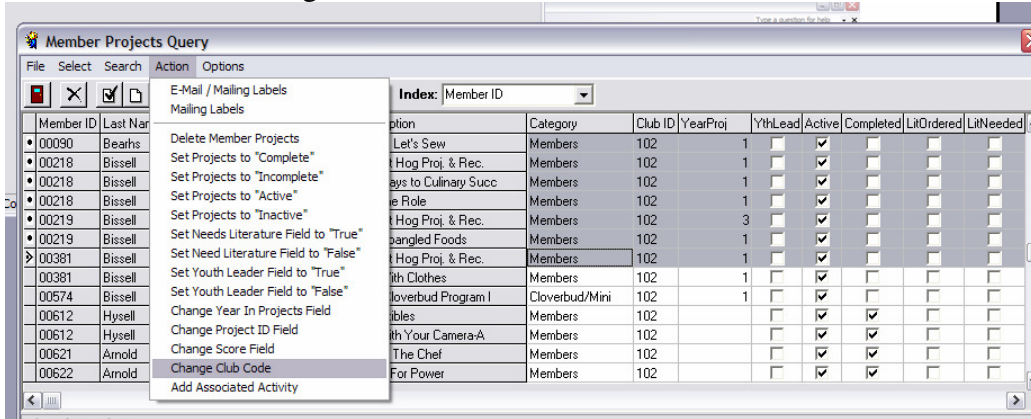
To make sure that you are in edit mode / click on Options / there should be a check mark next to the Edit Mode button



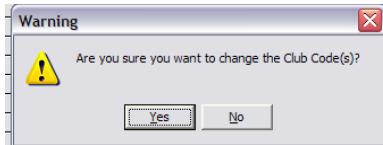
Highlight the members that need their projects changed to match their new club



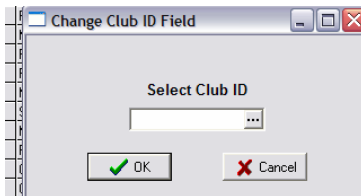
Click on Action / Change Club Code



Click on Yes



Select the new club ID number that the member should be assigned to take their projects / click ok / go back into the program to make sure that the projects were changed to the appropriate club / click OK



Click OK

