

Blue Ribbon Youth Enrollment - Tip Sheet

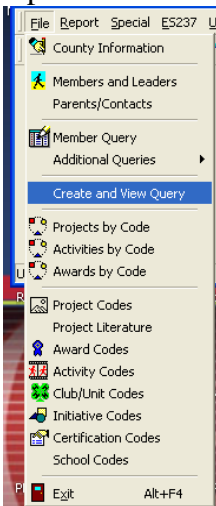
How to use the Create and View Query

“Selecting project information”

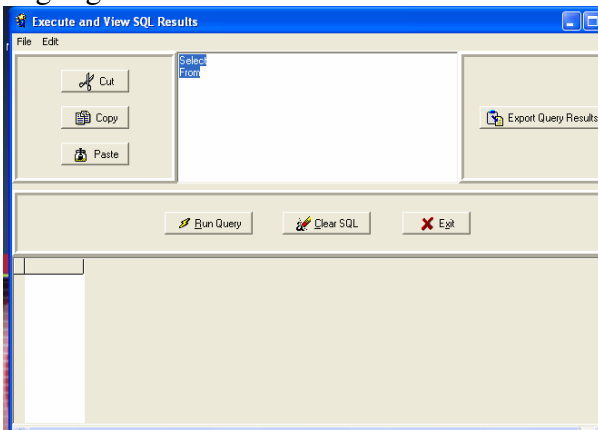
We are interested in obtaining a list of market hog 4-H members that are taking project 226. The information that we need is first name, last name and club name. We want to export the data to Excel so that we can use it to keep track of market hog members.

You can also use this same query for other projects by just changing the project number in the formula.

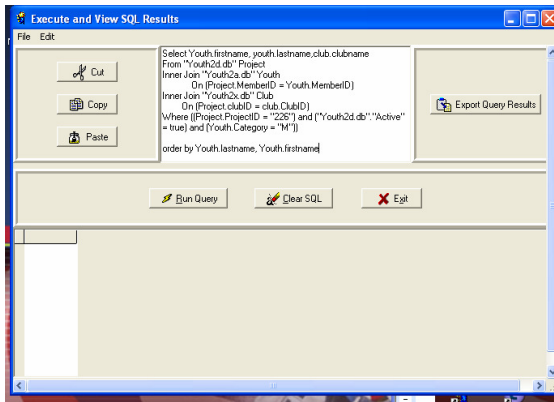
Open Youth Enrollment / file / create and view query



Highlight the select and from in the middle box and select delete



Copy the formula / select the run query button



Formula that needs copied if using one project:

```
Select Youth.firstname, youth.lastname,club.clubname
From "Youth2d.db" Project
Inner Join "Youth2a.db" Youth
    On (Project.MemberID = Youth.MemberID)
Inner Join "Youth2x.db" Club
    On (Project.clubID = club.ClubID)
Where ((Project.ProjectID = "226") and ("Youth2d.db"."Active" = true) and (Youth.Category = "M"))

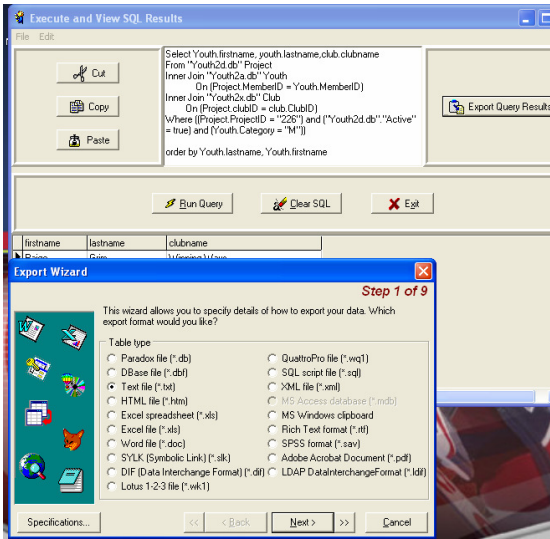
order by Youth.lastname, Youth.firstname
```

Use this formula if you want to use two projects:

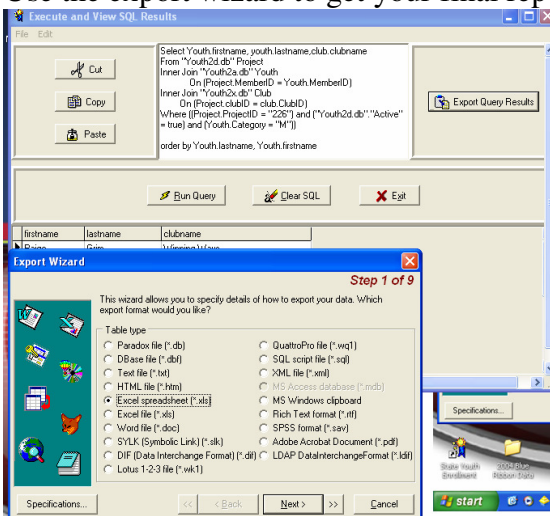
```
Select Youth.firstname, youth.lastname,club.clubname
From "Youth2d.db" Project
Inner Join "Youth2a.db" Youth
    On (Project.MemberID = Youth.MemberID)
Inner Join "Youth2x.db" Club
    On (Project.clubID = club.ClubID)
Where (((Project.ProjectID = "225") or (Project.ProjectID = "227")) and ("Youth2d.db"."Active" = true)
and (Youth.Category = "M"))

order by Youth.lastname, Youth.firstname
```

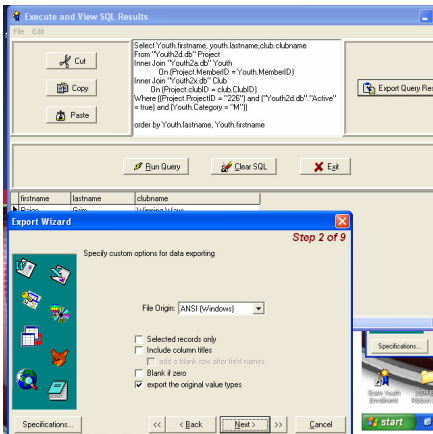
Then select export query results



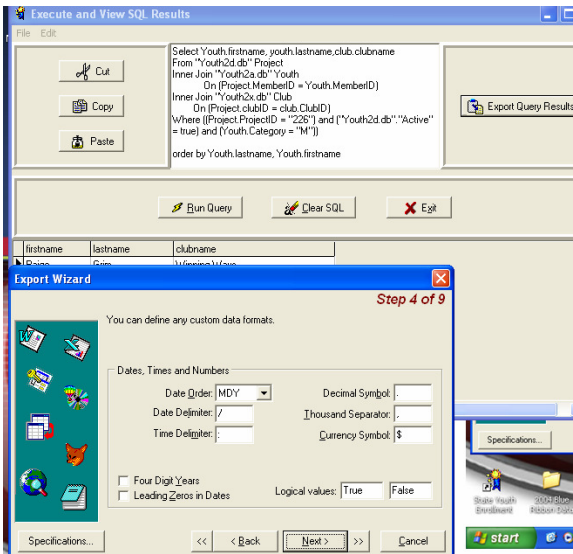
Use the export wizard to get your final report / select Excel Spreadsheet



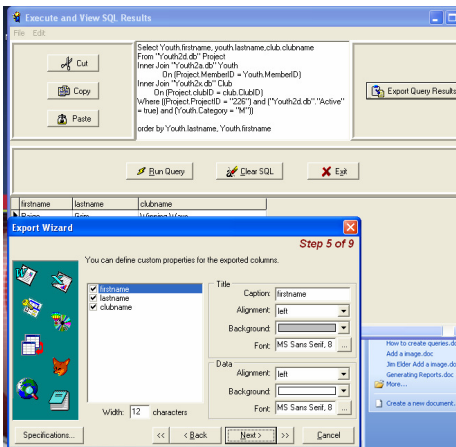
Select next



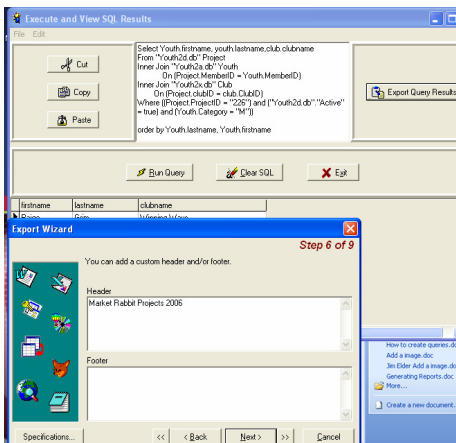
Select next



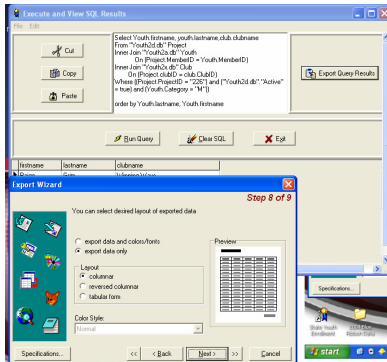
Select next



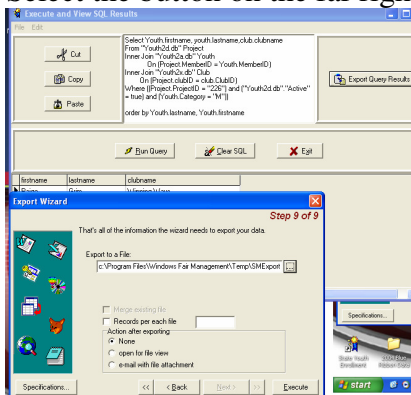
If you want to use a header you can type one here



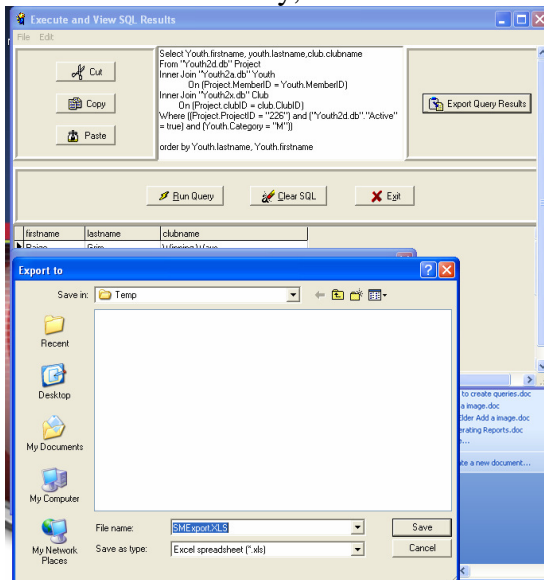
Select next



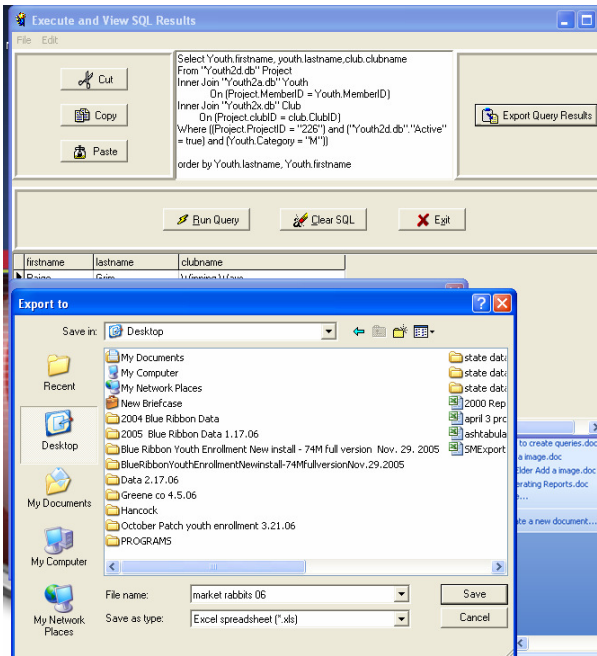
Select the button on the far right of the export to a file



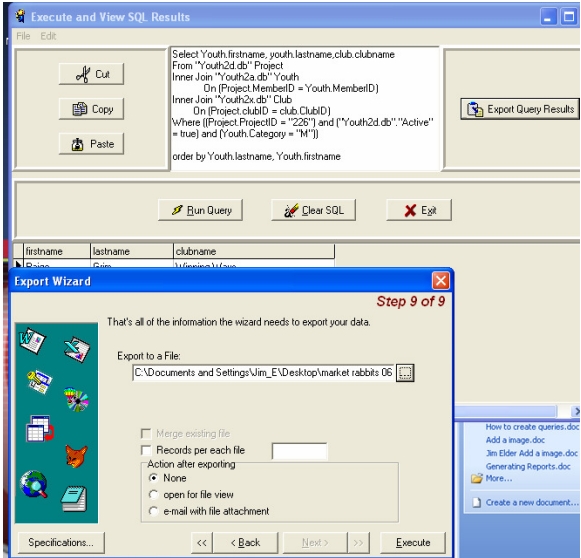
Export the file to a file that you will be able to find later, I like to save it to my desktop so that I can find it easily, then transfer it to a permeate file later.



Click save



Click execute



Open file – market rabbits 06

