

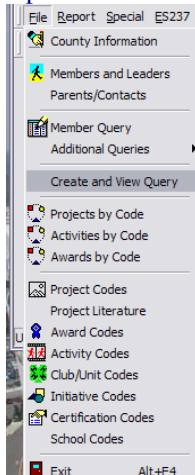
This Create and View Query will give you club name, first & last name, youth age, project ID and project description for all members and their projects

***** - It is best to copy and paste the SQL into Word first and then copy and paste from Word into Youth Enrollment.**

```
Select Club.Clubname, Youth.firstname, youth.lastname,  
Youth.age, MemberProject.ProjectID,Project."Desc"  
From "Youth2d.db" MemberProject  
Inner Join "Youth2a.db" Youth  
On (MemberProject.MemberID = Youth.MemberID)  
Inner Join "Youth2c.db" Project  
On (MemberProject.ProjectID = Project.ProjectID)  
Inner Join "Youth2bl.db" ParentLink  
On (ParentLink.MemberID = MemberProject.MemberID)  
Inner Join "Youth2b.db" Parent  
On (Parentlink.ParentID = Parent.ParentID)  
Inner Join "Youth2x.db" Club  
On (MemberProject.clubID = club.ClubID)  
order by Youth.lastname, Youth.firstname
```

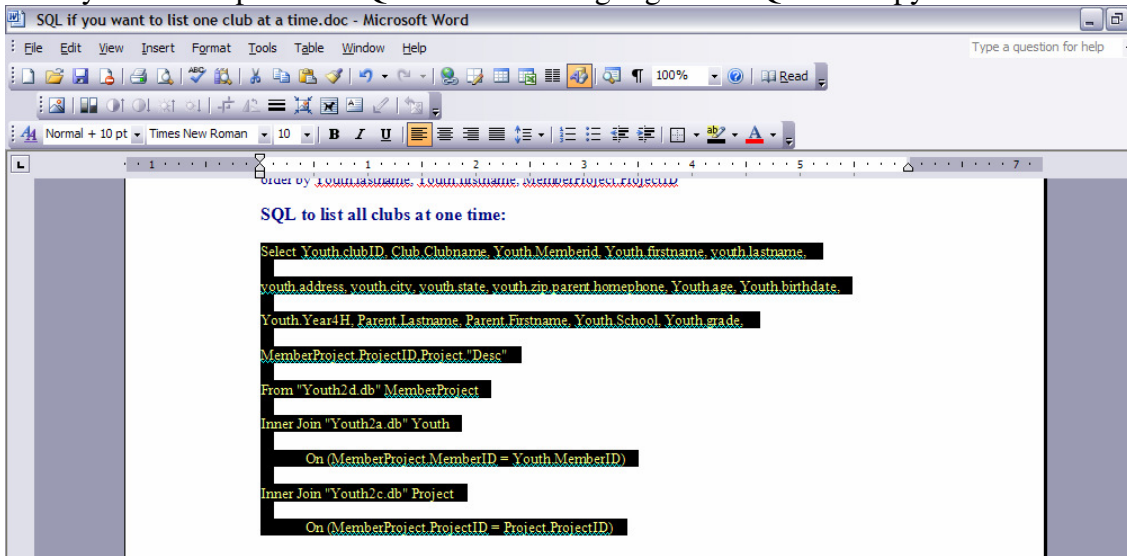
The following directions will guide you through the process of creating a project member list that can be saved as an Excel file.

Open Youth Enrollment / select Create and View Query

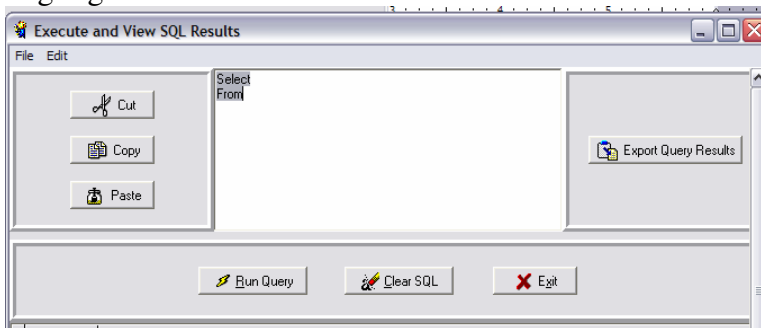


Highlight and copy the SQL information that you want to run from the top of this page and paste the information into Word.

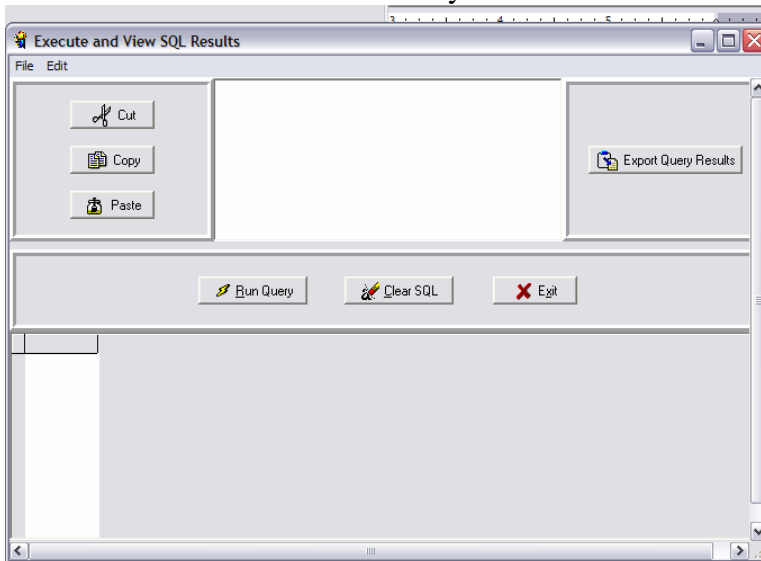
Once you have copied the SQL into Word / highlight the SQL and copy



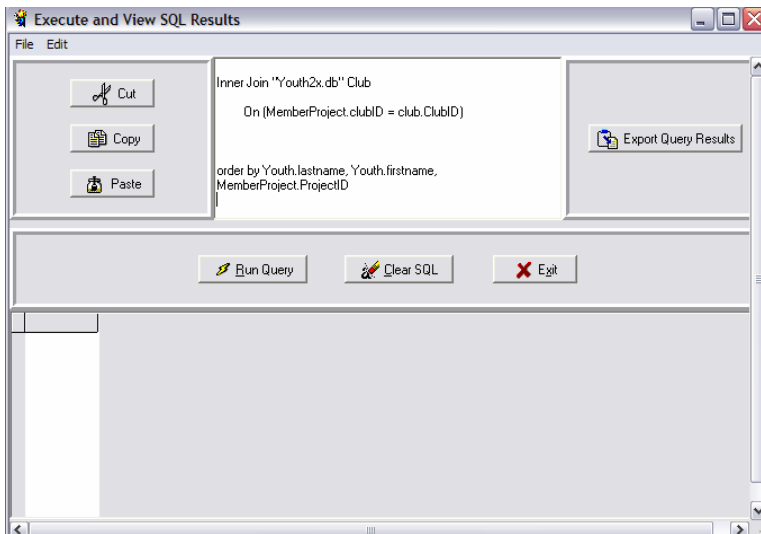
Highlight the words "Select and From" / then delete them



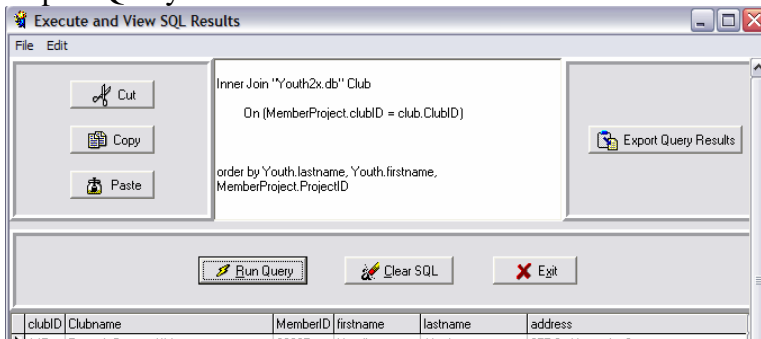
At this time there should not be any words inside the white box.



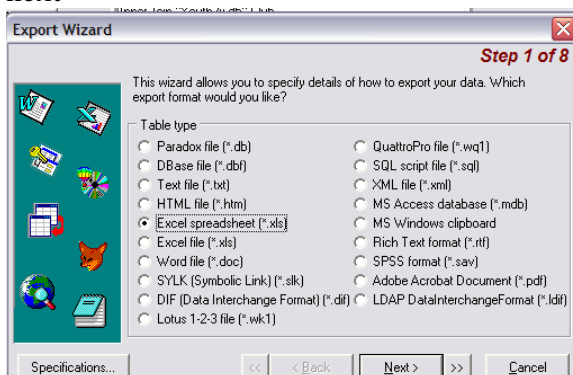
Place the cursor inside the white box and right mouse click / paste the SQL statement from the Word document into the white box



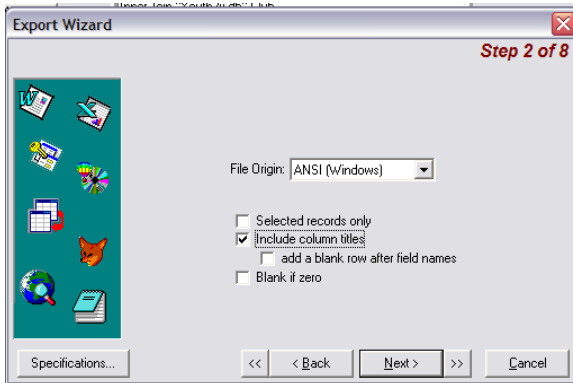
Click on the Run Query button / once the query information appears below / select the Export Query Results button



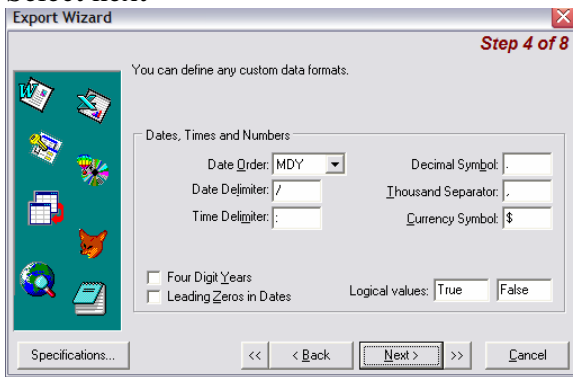
The Export Wizard will help you to export your data into a variety of file types / select the file type that you want to use. In this example click on Excel spreadsheet (xls) / click next



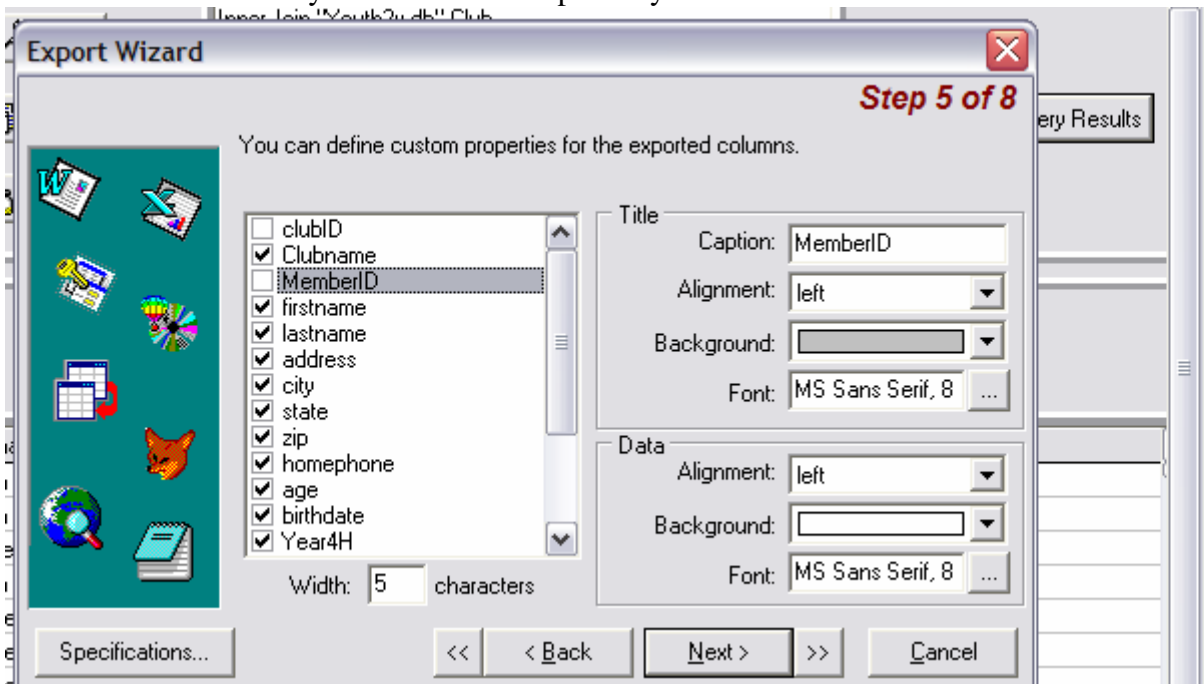
Put a check mark in the box marked "Include column titles / select next



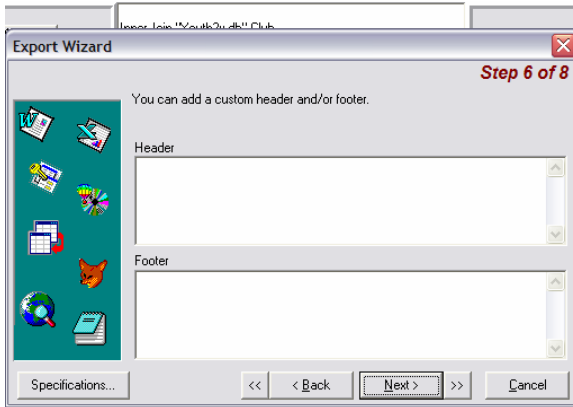
Select next



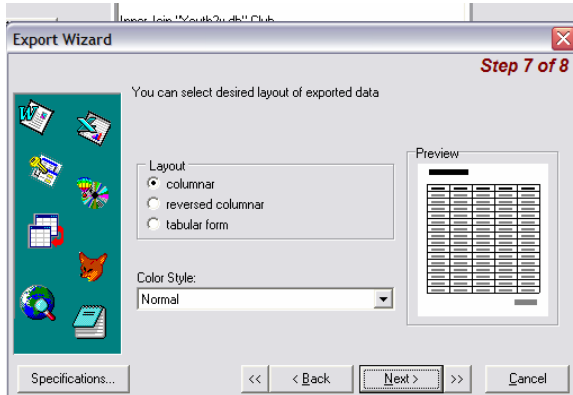
Uncheck the items that you do not want as part of your Excel document / select next



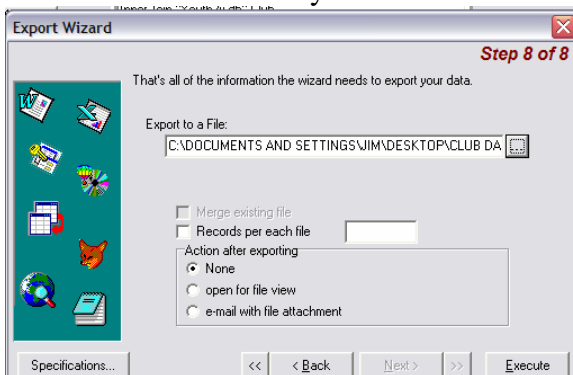
Select next



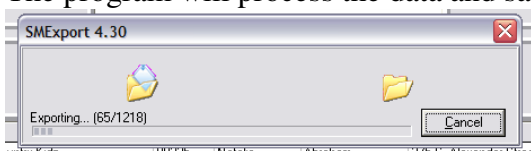
Select next



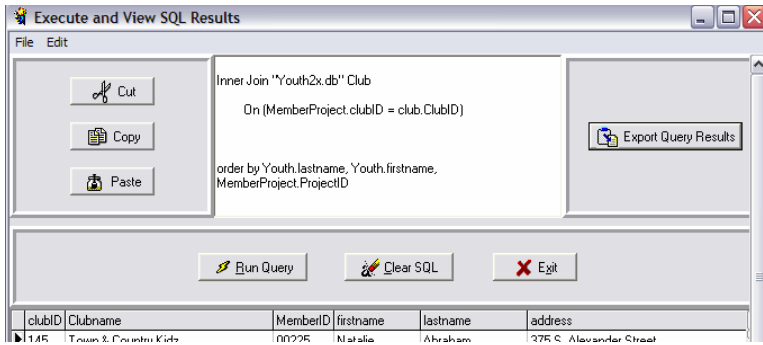
Under export to file, this is where you will want to save the newly created Excel file in a location that will be easy to find / select Execute



The program will process the data and save it to the location that you specified



Select exit / minimize Youth Enrollment



Open the new Excel file and view the results

