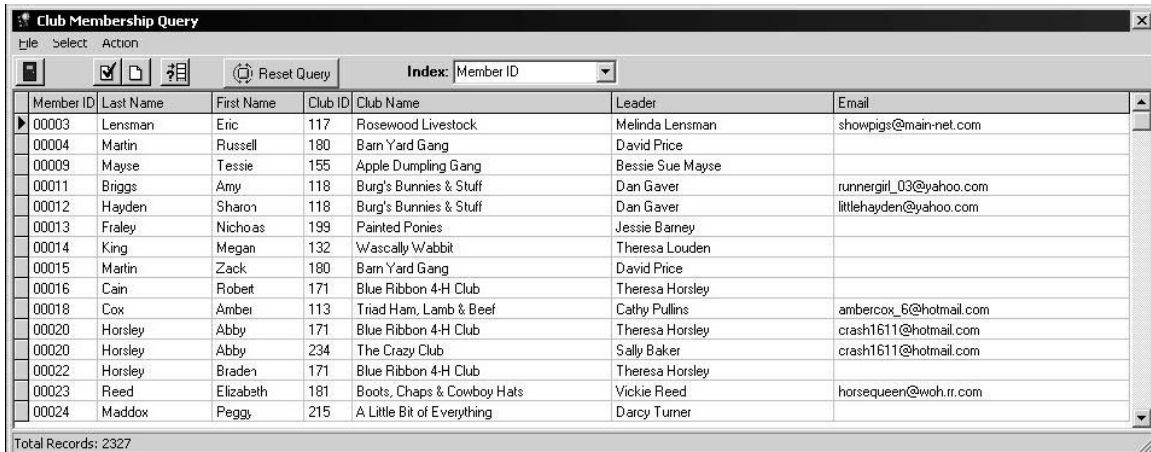


Using the Club Query to Delete a Disbanded Club

Note: You are working with live data in any of the queries. ALWAYS make sure you have made a complete backup of your data files before you use any of the query-editing features.

Club Query



The screenshot shows a window titled "Club Membership Query" with a menu bar (File, Select, Action) and a toolbar. The "Index" dropdown is set to "Member ID". Below the toolbar is a table with the following data:

Member ID	Last Name	First Name	Club ID	Club Name	Leader	Email
00003	Lensman	Eric	117	Rosewood Livestock	Melinda Lensman	showpigs@main-net.com
00004	Martin	Russell	180	Barn Yard Gang	David Price	
00009	Mayse	Tessie	155	Apple Dumpling Gang	Bessie Sue Mayse	
00011	Briggs	Amy	118	Burg's Bunnies & Stuff	Dan Gaver	runnergirl_03@yahoo.com
00012	Hayden	Sharon	118	Burg's Bunnies & Stuff	Dan Gaver	littlehayden@yahoo.com
00013	Fraley	Nicholas	199	Painted Ponies	Jessie Barney	
00014	King	Megan	132	Wascally Wabbit	Theresa Louden	
00015	Martin	Zack	180	Barn Yard Gang	David Price	
00016	Cain	Robert	171	Blue Ribbon 4-H Club	Theresa Horsley	
00018	Cox	Amber	113	Triad Ham, Lamb & Beef	Cathy Pullins	ambercox_6@hotmail.com
00020	Horsley	Abby	171	Blue Ribbon 4-H Club	Theresa Horsley	crash1611@hotmail.com
00020	Horsley	Abby	234	The Crazy Club	Sally Baker	crash1611@hotmail.com
00022	Horsley	Braden	171	Blue Ribbon 4-H Club	Theresa Horsley	
00023	Reed	Elizabeth	181	Boots, Chaps & Cowboy Hats	Vickie Reed	horsequeen@woh.tr.com
00024	Maddox	Peggy	215	A Little Bit of Everything	Darcy Turner	

Total Records: 2327

The Club Query lists all members and leaders with all club memberships. The query list can be sorted by club code for proofing club memberships. The **Action** options that are available include deleting a secondary club membership, adding a secondary club membership and changing a secondary club to a primary club.

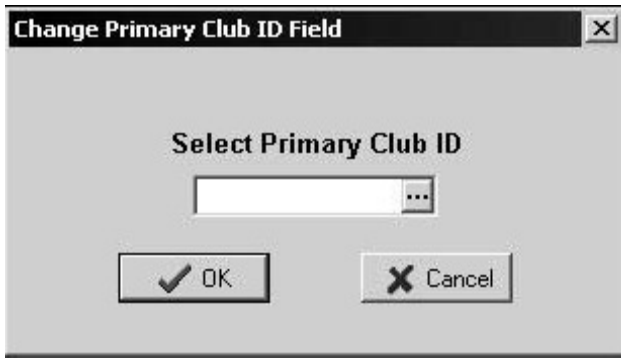
Using the Club Query to Delete a Disbanded Club

As time passes, every county is going to be faced with the dilemma of having a club/unit that disbands. The club memberships for members and leaders associated with the club must be deleted. If any of the members or leaders are joining another club, they must be reassigned to that club. This process can be done very efficiently using the queries. A simple mistake that is often made is to delete the disbanded club from the Master Club file. All seems well because the club membership no longer appears on the member screen under the Club Tab because it is now considered an invalid club code by the program. The irony is that the member/club links still exist in the club link file (Youth2x1.db). This causes 'phantom' clubs with no names to appear on reports. Also, you may have members enrolled in projects and activities that have been assigned to the disbanded club. Member projects by club will not print correctly if the member project records contain an invalid club code. The program has now been set so that a Master Club Record can not be deleted if members are still linked to that club. Now the question arises as to how this can be done without finding each member record individually and deleting the club memberships.

Note: If these members are going to be added to a newly formed club, a club record must be created for the new club before continuing with the following process of removing members from the disbanded club. Go File\Club Code File to add the new club.

Steps to Success

- **Deleting the Primary Club Memberships** - Some members may be enrolled in the disbanded club as their primary club designation. If some of these members are joining another club as their primary club, the switch can be made through the Member Query.
- Go **File|Member Query**. • **Filter** the list by **Club ID**. Enter the disbanded club code in the **Field View**. (Refer to the Member Query - Section M for complete directions for using the query filter.) • From the club range that has been retrieved, select (highlight) the records of the members/leaders that will be joining another club as their primary club. • Go **Action|Change Primary Club**.



On the input screen that displays, use the pick list to select the new primary club that is to be assigned the highlighted members.

- Click **OK**. • These members/leaders are now assigned a new primary club.

The new club code will display with their member record. • If some of the members in the disbanded club are joining a different primary club, follow the above steps for those members to link them with their new primary club also.

- **Deleting the Secondary Club Memberships** - Some members may have joined the disbanded club as their secondary club. These memberships must also be deleted.
- Go **File|Additional Queries|Club Membership Query**. • **Filter** the list by **Club ID**, entering the disbanded club code in the **Field View**. • Select (highlight) the entire group listed with that club code.

Club Membership Query							
File Select Action							
Delete Member Clubs Reset Query							
Index: Member ID							
Member ID	Last Name	First Name	Club ID	Club Name	Leader	Email	
00009	Werkema	Patricia	035	Boots & Saddles (Horse Club)	Jodi Rogers	Pwerkema@unc.com	
00721	Wierzbicki	Justin	035	Boots & Saddles (Horse Club)	Jodi Rogers		
50705	Rogers	Nathan	035	Boots & Saddles (Horse Club)	Jodi Rogers		
50818	Bykerk	Betsy	035	Boots & Saddles (Horse Club)	Jodi Rogers	thestraberryroan@unc.com	
51411	Kaechele	Kristine	035	Boots & Saddles (Horse Club)	Jodi Rogers		
51413	Werkema	Heather	035	Boots & Saddles (Horse Club)	Jodi Rogers		
51699	Rogers	Clayton	035	Boots & Saddles (Horse Club)	Jodi Rogers		
51700	VandenToorn	Colby	035	Boots & Saddles (Horse Club)	Jodi Rogers		
51701	VandenToorn	Elizabeth	035	Boots & Saddles (Horse Club)	Jodi Rogers		
51702	VandenToorn	Iris	035	Boots & Saddles (Horse Club)	Jodi Rogers		
51854	Keith	Autumn	035	Boots & Saddles (Horse Club)	Jodi Rogers		
80162	Bolt	Stephanie	035	Boots & Saddles (Horse Club)	Jodi Rogers		
83295	Bird	Savannah	035	Boots & Saddles (Horse Club)	Jodi Rogers		
C0711	Cox	Brandon	035	Boots & Saddles (Horse Club)	Jodi Rogers		
D2606	Deppe	Megan	035	Boots & Saddles (Horse Club)	Jodi Rogers		

Go **Action>Delete Member Clubs**. • The club links have now been removed from all members and leaders.

- **Changing the Club Code in Member Projects** - Members in the disbanded club may also have that club code listed with some of their projects. Projects listed with a disbanded club will not print on Project by Club reports.
- Go **File|Additional Queries|Member Project Query**.
- Use the **Filter Option** to select projects associated with the disbanded club code.
- Select (highlight) those member projects that are to be changed to a new club.
- Go **Options|Edit Mode**. Click on **Edit Mode** to activate the edit options

Member Projects Query										
File Select Search Action Options										
E-Mail / Mailing Labels Mailing Labels										
Index: Member ID										
Member ID	Last Name	Action	Category	Club ID	YearProj	YthLead	Active	Completed	LitOrdered	LitNeeded
00009	Werkema	Delete Member Projects	& Pony	Project Leader	035	23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50705	Rogers	Set Projects to "Complete"		Cloverbud/Mini	035	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50705	Rogers	Set Projects to "Incomplete"	& Pony	Cloverbud/Mini	035	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50705	Rogers	Set Projects to "Active"		Cloverbud/Mini	035	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51411	Kaechele	Set Projects to "Inactive"		Members	035	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51699	Rogers	Set Needs Literature Field to "True"		Cloverbud/Mini	035	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51699	Rogers	Set Need Literature Field to "False"	& Pony	Cloverbud/Mini	035	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51699	Rogers	Set Youth Leader Field to "True"		Cloverbud/Mini	035	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51700	VandenToorn	Set Youth Leader Field to "False"		Cloverbud/Mini	035	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51700	VandenToorn	Change Year In Projects Field	n-Fruit & Vegetables	Cloverbud/Mini	035	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51700	VandenToorn	Change Project ID Field	Science	Cloverbud/Mini	035	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51701	VandenToorn	Change Score Field	Crafts	Members	035	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51701	VandenToorn	Change Club Code		Members	035	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51701	VandenToorn	Add Associated Activity	s/Cavies	Members	035	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go **Action|Change Club Code**. • On the input screen that displays, use the pick list to select the club code that is to be assigned the highlighted member projects.

Click **OK**. • The **Club ID** has now been changed in the member project records. • If some of the projects in the club code range are to be assigned a different club code, repeat the above process with those records.

Note: The Club ID in Member Activity records can also be changed by using the Member Activity Query.

- **Deleting the Master Club Code Record** - The final step is deleting the master club code record in the Club File.
- Go **File|Club Code File**.

Club Codes

County Code: 041 Club Code: 001

Club Name: 4-H Achievers

Club Type: Delivery Mode: 4-H Community Clubs

Club Leader: Susan Celadilla

Address 1: 6640 Estate Drive

Address 2:

City: Byron Center State: MI

Zip: 49315

Date Organized: / / 19

Phone, Home: (616)532-3535 Work: () -

Racially Mixed Community:

Co Leader: April VanderMeulen Integrated Group:

Email:

Special

Club Chartered Club Community Service Project

Club Account Annual Audit

Add Delete Save Cancel Find

Duplicate Exit

Rec 1 of 100

Use the **Find** option to retrieve the record of the disbanded club.

- Click on the **Delete Key** to remove the club record from the file.