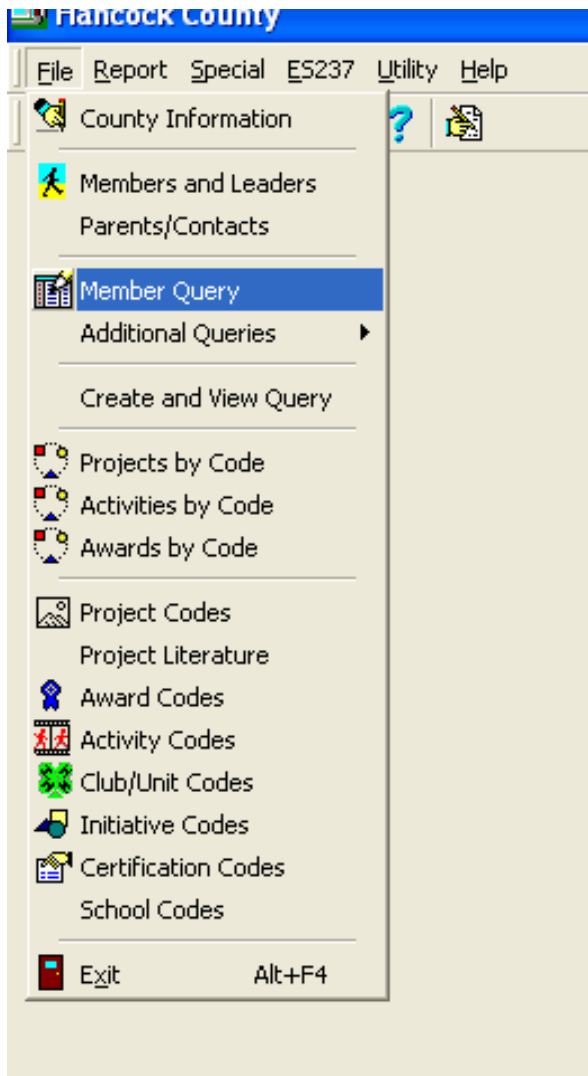
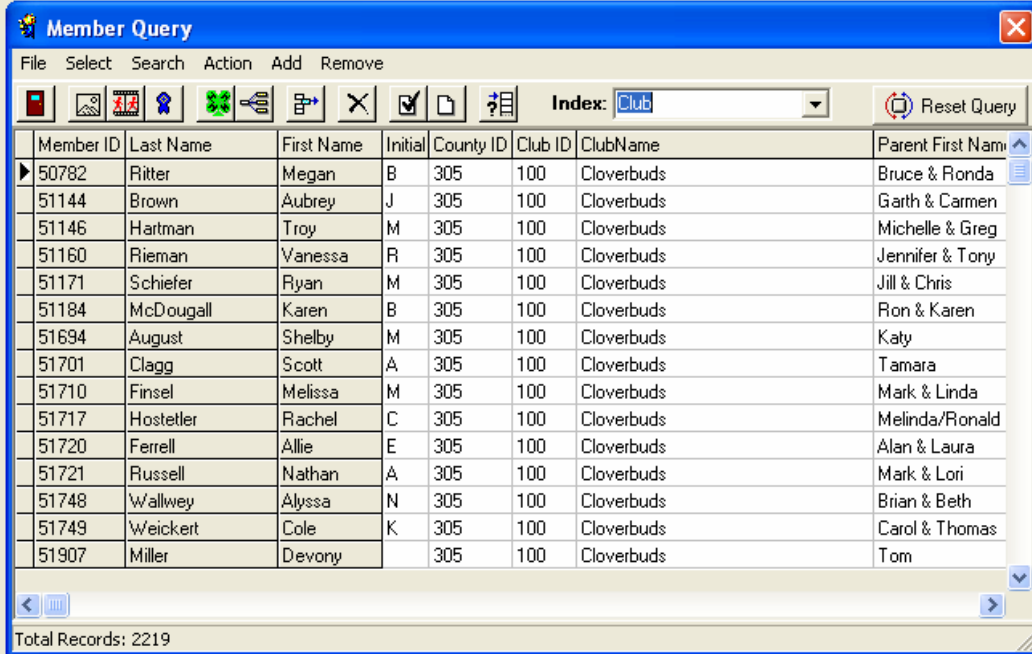


Adding a single project to more than one member.

When entering club enrollment data you can use these steps to add the same project to several members. If you have a club that is taking a group project you can add that project to the whole club using the following process. Click on file / member query.



This screen will pop up.



Member Query

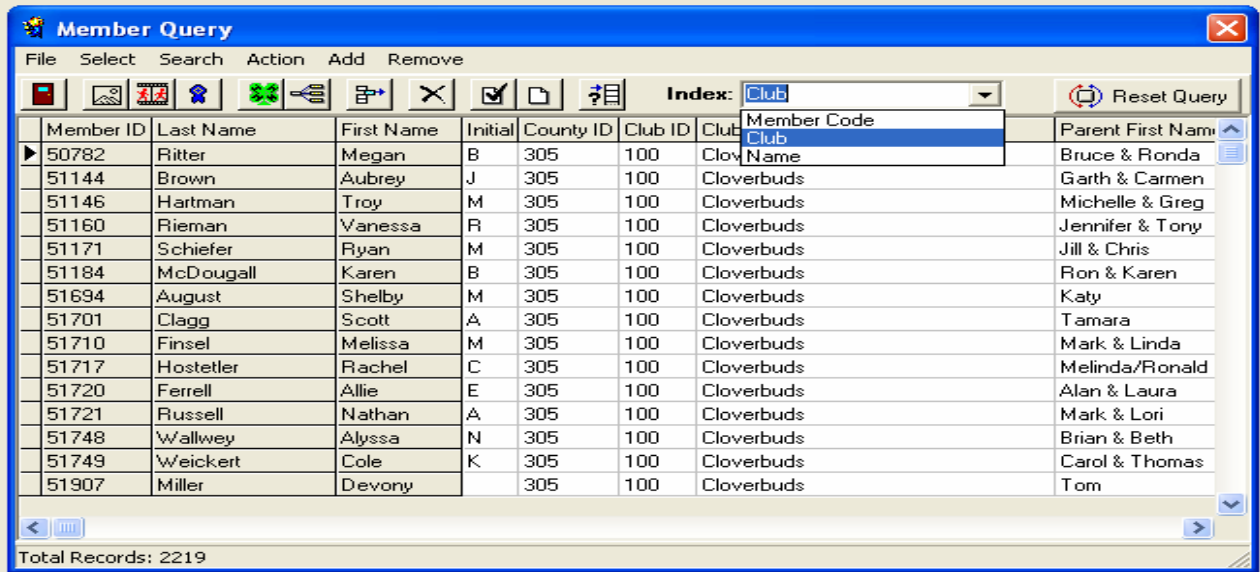
File Select Search Action Add Remove

Index: Club

Member ID	Last Name	First Name	Initial	County ID	Club ID	ClubName	Parent First Nam
50782	Ritter	Megan	B	305	100	Cloverbuds	Bruce & Ronda
51144	Brown	Aubrey	J	305	100	Cloverbuds	Garth & Carmen
51146	Hartman	Troy	M	305	100	Cloverbuds	Michelle & Greg
51160	Rieman	Vanessa	R	305	100	Cloverbuds	Jennifer & Tony
51171	Schiefer	Ryan	M	305	100	Cloverbuds	Jill & Chris
51184	McDougall	Karen	B	305	100	Cloverbuds	Ron & Karen
51694	August	Shelby	M	305	100	Cloverbuds	Katy
51701	Clagg	Scott	A	305	100	Cloverbuds	Tamara
51710	Finsel	Melissa	M	305	100	Cloverbuds	Mark & Linda
51717	Hostetler	Rachel	C	305	100	Cloverbuds	Melinda/Ronald
51720	Ferrell	Allie	E	305	100	Cloverbuds	Alan & Laura
51721	Russell	Nathan	A	305	100	Cloverbuds	Mark & Lori
51748	Wallwey	Alyssa	N	305	100	Cloverbuds	Brian & Beth
51749	Weickert	Cole	K	305	100	Cloverbuds	Carol & Thomas
51907	Miller	Devony		305	100	Cloverbuds	Tom

Total Records: 2219

Change the index to club.



Member Query

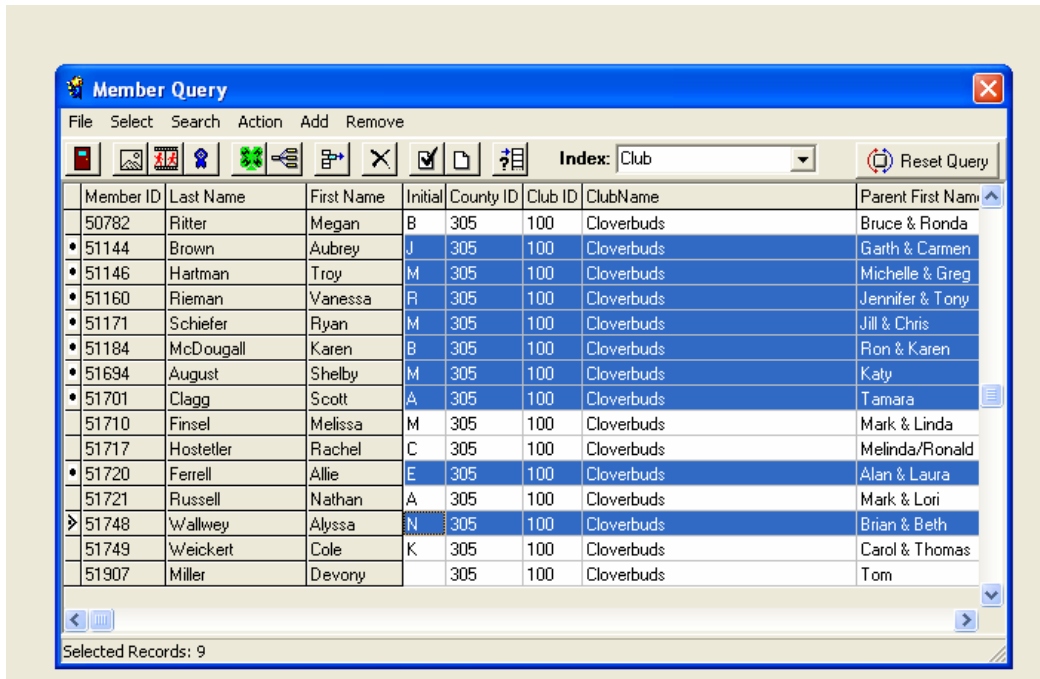
File Select Search Action Add Remove

Index: Club

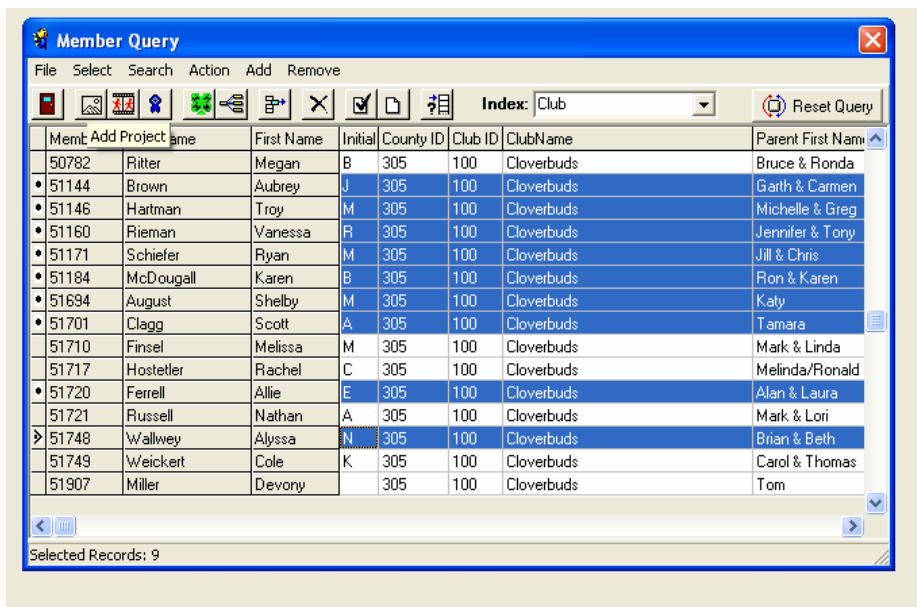
Member ID	Last Name	First Name	Initial	County ID	Club ID	Club	Member Code	Parent First Nam
50782	Ritter	Megan	B	305	100	Cloverbuds		Bruce & Ronda
51144	Brown	Aubrey	J	305	100	Cloverbuds		Garth & Carmen
51146	Hartman	Troy	M	305	100	Cloverbuds		Michelle & Greg
51160	Rieman	Vanessa	R	305	100	Cloverbuds		Jennifer & Tony
51171	Schiefer	Ryan	M	305	100	Cloverbuds		Jill & Chris
51184	McDougall	Karen	B	305	100	Cloverbuds		Ron & Karen
51694	August	Shelby	M	305	100	Cloverbuds		Katy
51701	Clagg	Scott	A	305	100	Cloverbuds		Tamara
51710	Finsel	Melissa	M	305	100	Cloverbuds		Mark & Linda
51717	Hostetler	Rachel	C	305	100	Cloverbuds		Melinda/Ronald
51720	Ferrell	Allie	E	305	100	Cloverbuds		Alan & Laura
51721	Russell	Nathan	A	305	100	Cloverbuds		Mark & Lori
51748	Wallwey	Alyssa	N	305	100	Cloverbuds		Brian & Beth
51749	Weickert	Cole	K	305	100	Cloverbuds		Carol & Thomas
51907	Miller	Devony		305	100	Cloverbuds		Tom

Total Records: 2219

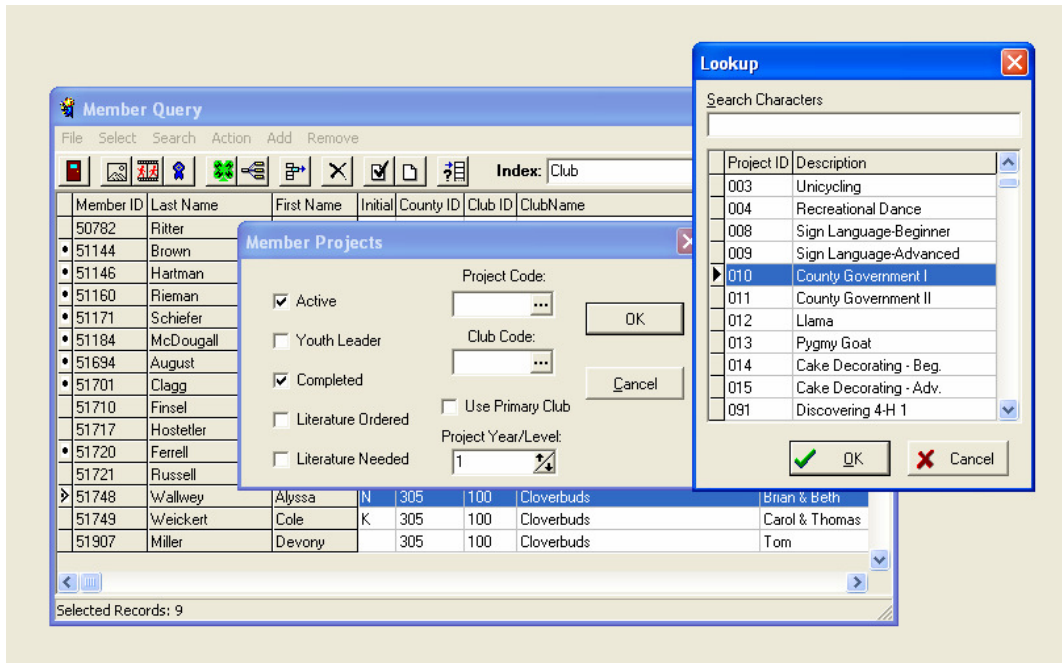
Highlight the members that you want to add this group project.



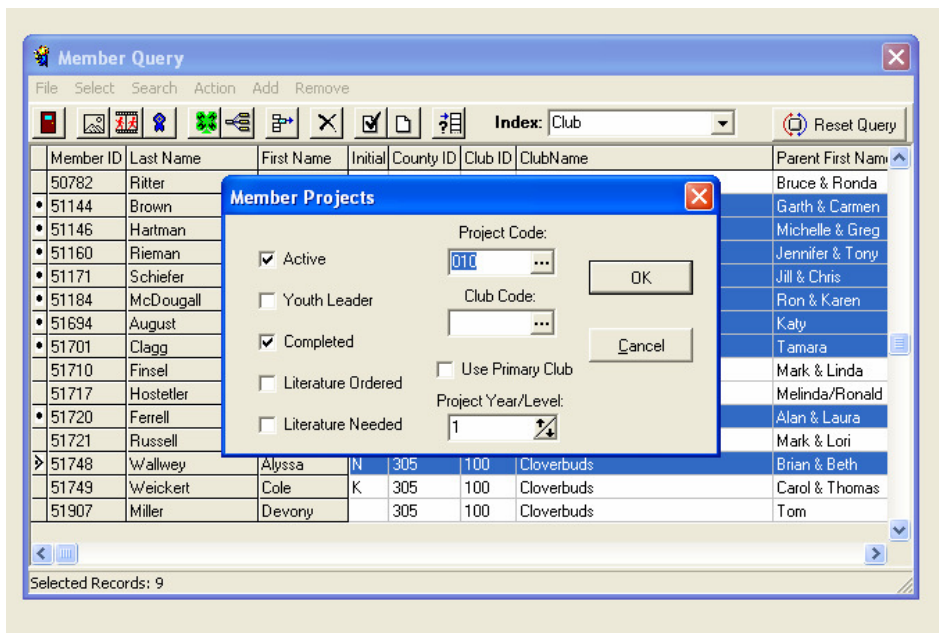
Once selected click on the add Project button.



Once at this screen click on Active, then select Project code and select the project that you want to add to all the members that are highlighted.



Click OK.



You will get a message that the project has been added to all the members that were highlighted. You can check that the projects were added by double clicking on any of the members that you added the project too. You can also add awards and activities to multiple members using the same process.

The screenshot shows a 'Member Query' window with a table of members. An 'Information' dialog box is overlaid on the table, displaying the message 'Projects Added.' and an 'OK' button. The table contains the following data:

Member ID	Last Name	First Name	Initial	County ID	Club ID	ClubName	Parent First Name
• 51184	McDougall	Karen	B	305	100	Cloverbuds	Ron & Karen
• 51694	August	Shelby	M	305	100	Cloverbuds	Katy
• 51701	Clagg	Scott	A	305	100	Cloverbuds	Tamara
51710	Finsel	Melissa	M	305	100	Cloverbuds	Mark & Linda
51717	Hostetler	Rachel	C	305	100	Cloverbuds	Melinda/Ronald
• 51720	Ferrell	Allie	E	305	100	Cloverbuds	Alan & Laura
51721	Russell	Nathan	A	305	100	Cloverbuds	Mark & Lori
▶ 51748	Wallwey	Alyssa	M	305	100	Cloverbuds	Brian & Beth
51749	Weickert	Cole	K	305	100	Cloverbuds	Carol & Thomas
51907	Miller	Devony		305	100	Cloverbuds	Tom
51946	Wise	Kaye Lynn		305	100	Cloverbuds	Tom & Carol
51983	Kilburn	Nicholas	M	305	100	Cloverbuds	Leslie
51984	Dates	Taylor	N	305	100	Cloverbuds	Doug & Stacy
52011	Begg	Drew	T	305	100	Cloverbuds	Tom & Bonnie
52012	Burkmier	Andy	M	305	100	Cloverbuds	Robert & Shari

The 'Information' dialog box contains the following text:

Information
Projects Added.
OK

Selected Records: 9