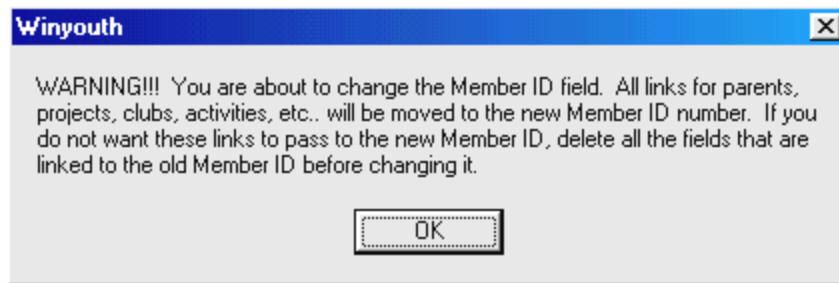
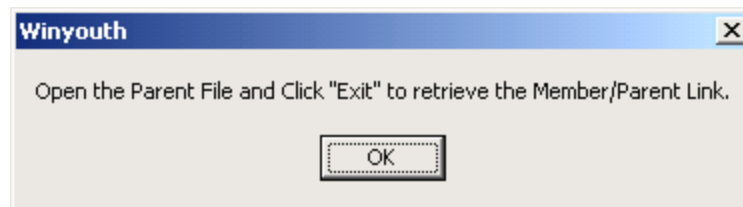


Some counties, when a child changes primary clubs, want to keep his ID number consistent with his new club membership. *(Note that this is not necessary from the state or program perspective, but is an individual county choice.)*

- ◆ On the Member/Leader screen, locate the little “key” button near the member ID field. Click on the Key button.
- ◆ Say OK to the warning screen that appears (below).



- ◆ Change the Member ID, and choose Save. You may see a “processing record” screen briefly.
- ◆ The parent link will not immediately appear on the member screen, but you will get a little “instructions” message that will help you fix that. The link is still there, but the screen has to be refreshed in order to see it. Click OK on the message shown below. You may again see a “processing record” screen appear briefly.



- ◆ Now, click on the Parent File button on the Member screen, then click Exit on the Parent screen. The parents will “reappear” on the member screen.