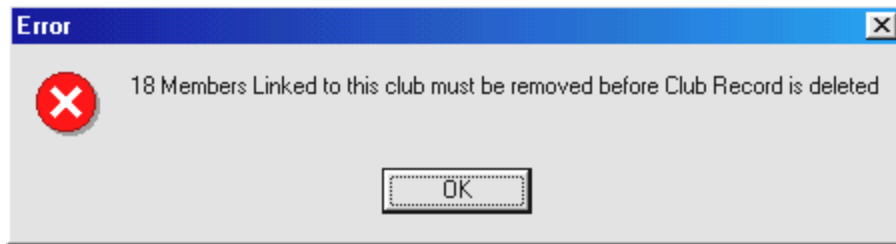


Martech has built in an error check to keep users from deleting a club that disbanded, without removing all members from it first. That has resulted in “phantom” club memberships showing up for old members.



Shortest way to delete a club that’s disbanded:

Before we take the kids “out” of a club, they have to be “in” another one... we don’t want anyone to be an orphan!

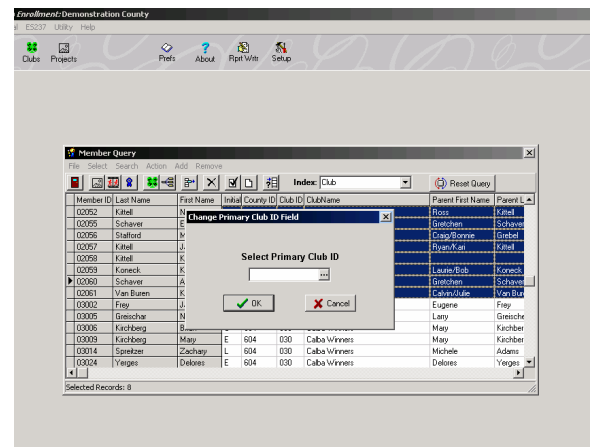
- ◆ If the club that’s disbanded is going to be replaced by another club, you must **first add that new club** to your records through File|Club Codes. (An example of this might be where two clubs join to form one new one.)
 - File|Club Codes: Add a new club, the number, the county number, the leader, integration, etc.

- ◆ **Give all the kids the new Club Membership:**
 - File|Member Query

 - File|Filter: Club ID = (old club ID)

 - Select|Select All (“nothing happens unless something’s highlighted”) *If some kids were going to one club, and some to another, you wouldn’t have selected all, but would have instead used the CTL-click method to highlight the ones you wanted.*

 - Action|Change Primary Club. Select the new club number from the list. OK.



◆ **Delete the old club membership from all kids (even those with secondary memberships).**

○ Go to File|Additional Queries|Club Membership Query.

○ Choose File|Filter.

○ Choose ClubID on the left, and enter the old club number on the right.

○ On the list that comes up, you will have all members (primary & secondary) of this club.

Member ID	Last Name	First Name	Club ID	Club Name	Leader
02056	Stefford	Mare	020	Bunett, Inc.	Gerit Griebel
02057	Kittel	Jason	020	Bunett, Inc.	Gerit Griebel
02058	Kittel	Kari	020	Bunett, Inc.	Gerit Griebel
02059	Koneck	Karl	020	Bunett, Inc.	Gerit Griebel
02060	Schaver	Alex	020	Bunett, Inc.	Gerit Griebel
02061	Van Buren	Kyle	020	Bunett, Inc.	Gerit Griebel
03002	Frey	Janel	030	Caba Winnes	Mary Kirchberg
03005	Greschar	Nathan	030	Caba Winnes	Mary Kirchberg
03006	Kirchberg	Blair	030	Caba Winnes	Mary Kirchberg
03009	Kirchberg	Mary	030	Caba Winnes	Mary Kirchberg
03014	Spreizer	Zachary	030	Caba Winnes	Mary Kirchberg
03024	Yerges	Dolores	030	Caba Winnes	Mary Kirchberg
03025	Yerges	Heidi	030	Caba Winnes	Mary Kirchberg
03031	Yerges	Eric	030	Caba Winnes	Mary Kirchberg
03032	Rake	Carlo	030	Caba Winnes	Mary Kirchberg

○ Select|Select All.

○ Choose Action|Delete Member Clubs. Yes, if you're sure you picked the right club.

◆ **Change the “club” assignment to all projects.**

○ Go to File|Additional Queries|Member Project Query.

○ File|Filter, ClubID = (old club number)

○ Select|Select All.

○ Options|Edit Mode. All you have to do is click on this to “unlock” the data file.

○ Action|Change Club Code. Enter (the new club number). OK.

Now, the kids are OUT of the old club, IN a new one, and their projects are assigned to the new one as well. You can now delete the club through File|Club Codes.