

Martech has added the capability for us to track Youth Development fees as they are paid to the county office. If you have another way of managing that information, you need not use it. It's there for those counties that want to make use of it.

To mark individual members as Paid:

- ◆ On the Member/Leader screen, look just above the tabs.

- ◆ Notice the Fee Paid box. If the box is “grayed out” or empty, it’s reading as “not paid”. If it’s checked, it’s reading “paid”.

To mark a group of members as Paid:

- ◆ Go to **File|Member Query**.
- ◆ Filter the records you wish to mark “Paid”. Most of the time that would be a club, so your filter would be ClubID = (whatever club). You can also selectively highlight and un-highlight members by using the CTL-click method.
- ◆ Choose **Action|Set Fee field to “True”**. That marks all those records as paid.

To print lists of members who have/have not paid:

◆ Report|Special Reports|Fee/Photo/Behavior Report.

- **Report Type:** Complete (everybody) or Primary Club (selected clubs).
- **Grouping:** All (everybody, listed as “True” or “False”), True only, False only.
- **Data Type:** Choose which report information you wish to use. The bottom one (New Checkbox) will actually be blank on your screen unless you have entered a caption on the Preferences screen.
- **Category:** Members only for most reports.
- **Sort Order:** by Member ID or alpha by name.