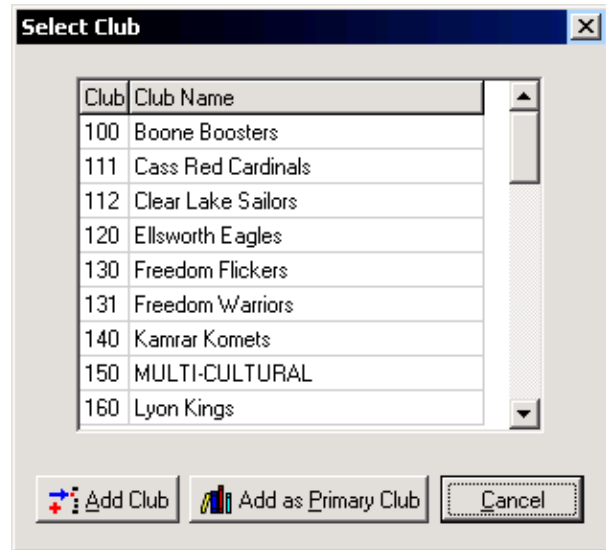


Adding the first (primary) club membership:

- ◆ Go to the Member/Leader screen. **Find** the member's record if it is not visible. Click on the **Club** tab.
- ◆ Click the **Add Club** button. A list of all the clubs in your county will come up.
- ◆ Choose the correct club, and then click **"Add as Primary Club"**. The member's 3-digit ClubID will reflect this club's number.



Adding a secondary club membership:

Some members in your counties will be members of more than one club—for instance, they might have a primary (organized community club) and a special interest membership (Horse Club, etc.).

- ◆ Go to the Member/Leader screen. **Find** the member's record if necessary. Click on the **Club** tab.
- ◆ Click the **Add Club** button. A list of all the clubs in your county will come up.
- ◆ Highlight the second club, and click on the **"Add Club"** button. Notice that the member's club ID number hasn't changed, but on the club tab, it shows two memberships.