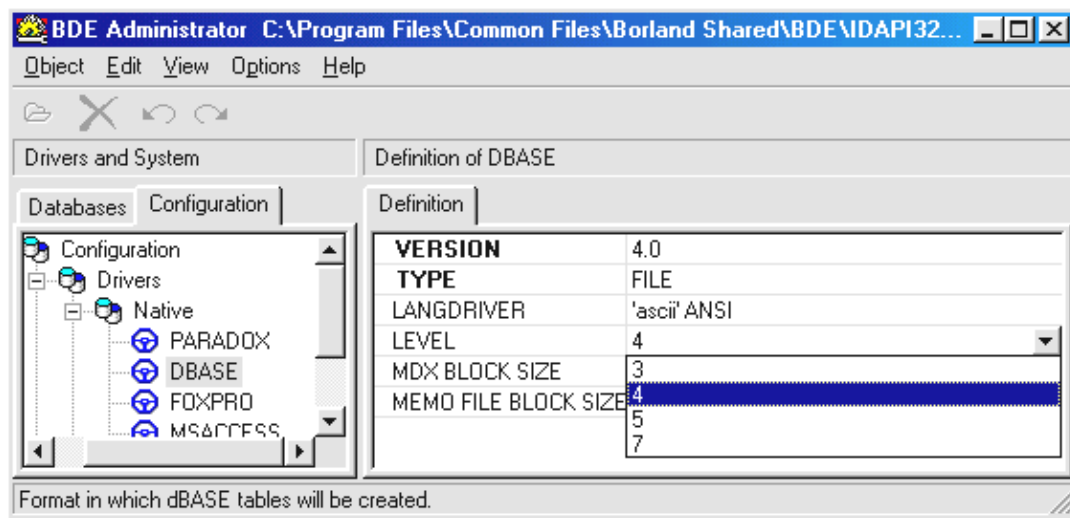


You can import information into a Filemaker database from a Member Query export if the information that you need can all be found in Member Query (basically, that's Youth2a.db PLUS the addition of the phone number and parent name from Youth2b.db, and the club name from Youth2x.db).

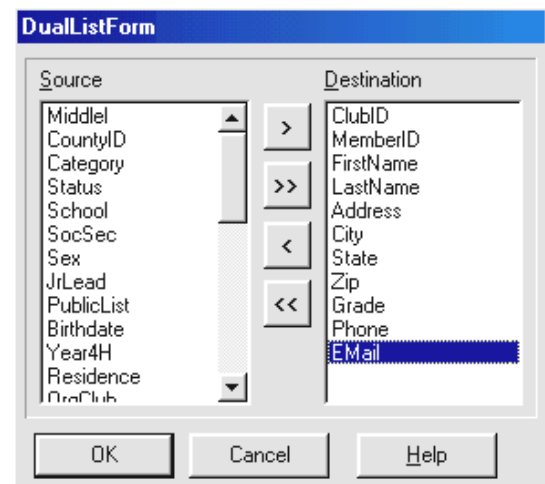
Set Preferences:

To use a .dbf file in either Excel or Filemaker, it must be in the correct "Level" of dBase and Paradox. The new YE2.2 program exports to Level 7, which is not readable by our programs. However, we can fix that. Go to Start/Programs/Youth Enrollment/BDE Admin. Choose the Configuration Tab, and set the preferences as shown on the screen below. Set the level for BOTH the Dbase and Paradox options to 4. Save all edits when asked. You will only have to do this one time (but check it after each time you do a program update!)



Export:

- ◆ Choose File|Member Query. Filter your records if you need to do that (see Filter.pdf for more information) Select|Select All (Nothing happens unless something's highlighted...)
- ◆ File|Export|DBase. You will see two columns. The computer is asking you to choose which fields from those listed on the left you want to export. Choose the ones you wish to use, and put them in a logical order as you go.
- ◆ The next screen asks you for a name and location for your file. Notice that you don't have any choice as far as file format (you chose that when you chose dBase earlier). Name it something logical, and save it where you will be able to find it soon.

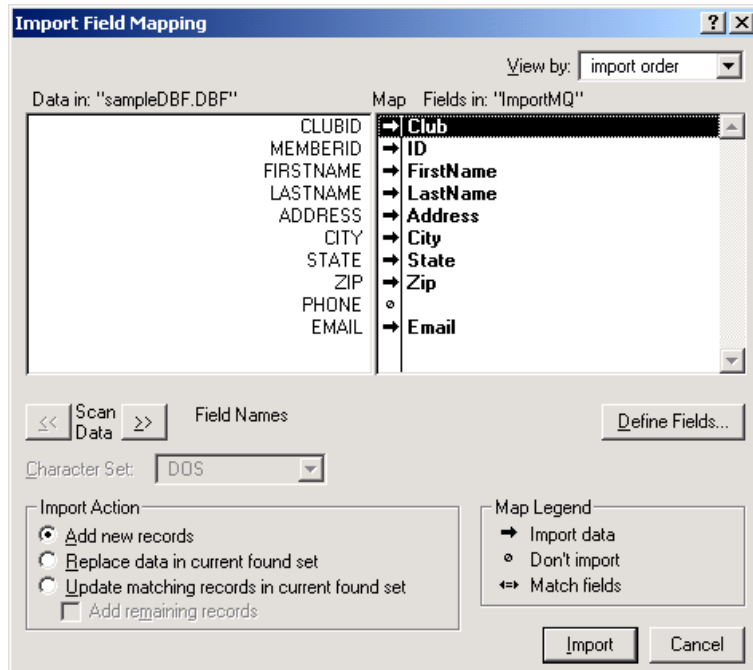


- ◆ Exit from Member Query, and Exit from Blue Ribbon. (Blue Ribbon does not like to sit in the background while other programs are running, so it's easier to close Blue Ribbon than to wait until it crashes.)
- ◆ Start Filemaker running, and choose File|Open. Open the database that you wish to fill with information from Blue Ribbon. (If this is a database that you have used previously, you may wish to delete all the records that are still in it before importing new ones.)

- ◆ Choose File|Import in Filemaker.

- ◆ Locate the DBF file that you created in Member Query.

- ◆ On the left side of the import screen will be listed the fields in your DBF (Blue Ribbon) file. On the right are the fields in the Filemaker database.



- ◆ Line up the corresponding fields by clicking & dragging the ones on the right side to match up with the ones on the left side. Be sure that any fields that you are going to import into are marked with the arrow (on the picture above, all but Phone are marked with an arrow.)
- ◆ When they are aligned correctly, click on the Import button at the bottom of the screen.