

## Deleting a Club

As time passes, every county is going to be faced with the dilemma of having a club that disbands. The Club Memberships for the members need to be deleted. Many of these members need to be enrolled in new clubs.

A simple mistake to make is to delete the disbanded club from the Master Club File. All seems well because the club membership no longer appears on the member screen because it is now considered an invalid club code by the program. The irony is that the member/club links still exist in the club link file (Youth2xl.db). This causes 'phantom' clubs with no names to appear on reports.

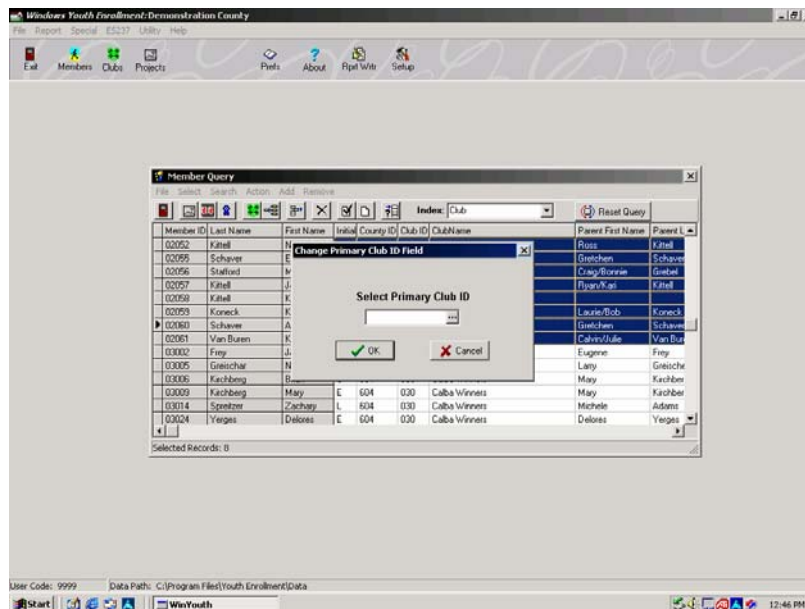
Also, you may have members enrolled in projects and activities that have been assigned to the disbanded club. Member projects by club will not print correctly if the member project records contain an invalid club code.

The program has now been set so that a Master Club Record can not be deleted if members are still linked to that club. Now the question arises as to how this can be done without finding each member record individually and deleting the club membership.

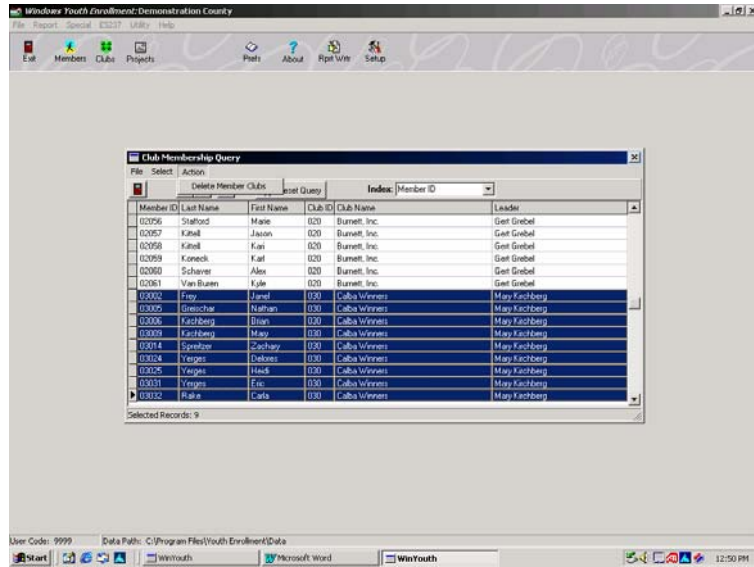
***Note: If these members are going to be added to a newly formed club, a club record must be created for this new club before continuing with the following process of removing members from the disbanded club. Go File/Club Code File to add the new club.***

## Steps to Success:

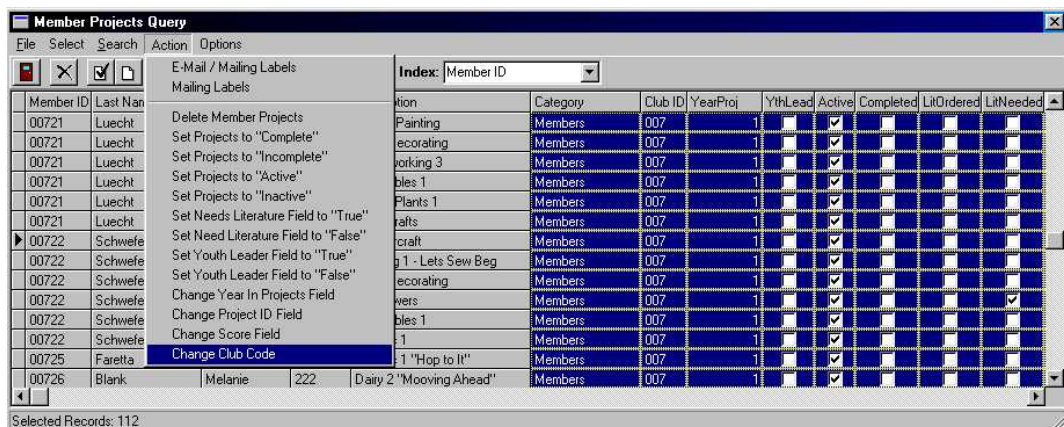
1. If members have this club as their primary club membership:
  - a. Go to the Member Query.
  - b. Filter the list by Club ID, entering the old club number.
  - c. Select the entire list.
  - d. Go Action|Change Primary Club.
  - e. Select the new primary club from the Pick List.
  - f. Click OK.
  - g. These members are now enrolled in a new Primary Club.
  - h. If some of the members are going to one club and some to another. Select the first group. Change the Primary Club. Then select the second group and change the Primary Club.



2. Deleting the club from members who have secondary club links.
  - a. Go **File|Additional Queries|Club Membership Query**.
  - b. Filter the list by Club ID, entering the old club number.
  - c. Select the entire list.
  - d. Go **Action|Delete Member Clubs**.
  - e. The club links have now been removed from all members and leaders.

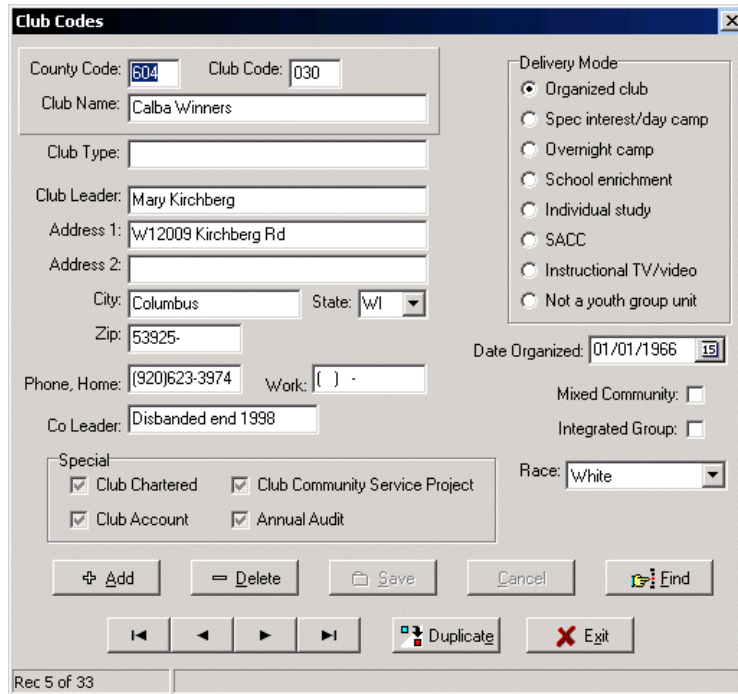


3. Change the project club code for those member projects associated with the disbanded club.
  - a. Go **File|Additional Queries| Member Project Query**.
  - b. Use the *Filter Option* to select projects associated with the old club number.
  - c. Go **Select|Select All**.
  - d. Go **Options|Edit Mode**. Click on *Edit Mode* to activate the edit options.
  - e. Go **Action|Change Club Code**.
  - f. Enter the new club code. Click *OK*.
  - g. The *Club ID* has now been changed in the member project records.



**Note:** The *Club ID* in the *Member Activity* records can also be changed by using the *Member Activity Query*.

4. The final step is deleting the Master Club Record.
  - a. Go **File|Club Code File**.
  - b. Use the **Find** option to retrieve the record of the disbanded club.
  - c. Click on the **Delete** button to remove the club record.



**Club Codes**

County Code: 604 Club Code: 030  
Club Name: Calba Winners  
Club Type:   
Club Leader: Mary Kirchberg  
Address 1: W12009 Kirchberg Rd  
Address 2:   
City: Columbus State: WI  
Zip: 53925  
Phone Home: (920)623-3974 Work: ( ) -  
Co Leader: Disbanded end 1998  
Date Organized: 01/01/1966  
Mixed Community:   
Integrated Group:   
Race: White

Special  
 Club Chartered  Club Community Service Project  
 Club Account  Annual Audit

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