Changing Clubs

Created: October 27, 2014

OVERVIEW
Sometimes a member wants to change clubs, but not reselect all their projects. Instead of deleting the club and losing all the projects, you can make the club change on the Data tab.

CHANGING A CLUB MEMBERSHIP, RETAINING PROJECT INFO
To change a member's club without deleting all their projects, follow these instructions:

1. Click on the Data Tab.
2. Click on the Member Options icon.
3. Begin entering the first letters of the person's name (either first or last name).
4. When the popup list of possible matching names shows up, click on the correct one.
5. Click the orange Select Member button.
6. Click on the bottom option “Switch Club”.
7. Enter the member's original club, the new club, and click Switch Club.
8. That’s “it”. The only way you know it was done is the info bar at the top of the screen:

   ✅ Club and club projects have been switched to the new club. 11/16/2012 11:17:58 AM

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