Making Sign-in sheet for the General Meeting (Flag & Honorary Members only) 11-13-15

1. Open Database and select 'Search'

San Lu	is Yacl	t Club	Master L	Database	Manage	ment System
A	dd	Browse	Search	Sort	Printout	Display
 			1			
City	State	Zip	Phone	Ema	il	

2. Enter flag honorary in the "SEARCH by Keywords:" box, and select 'Member" field for the search

Choose any combination of Search terms to locate entries to edit.	
SEARCH by Keywords:	
🖕 flag honorary	
Search for documents containing \odot ANY or \odot ALL of these words or phrases.	
Search only in this Field Member -	
7	
	START SEARCH
	Shiri Seriton

3. This will result in a listing of all "Flag" and "Honorary" members, sorted by **LastName**.. If you go to the bottom of the Database page, you will see that there are around 215 entries (200 flag plus 15 or so Honorary entries).

							S	S an Lui Add	s Yacht Club M Browse	faster Database Managemen Search Sort Printout D	<i>t Syste</i> iisplay	em			
Edit	Delete	LastName	FirstName	Other	Address	City	State	Zip	Phone	Emsil	Member	AnivDate	DuesPaid	BoatInfo	SearchTerms
\bigcirc		Andresen	Sharon		1580 10th St	Los Osos	CA	93402	528-4728 756-2020(w) 459-3868(c)	sandrese@calpoly.edu	Honorary	2000	Exempt		e-mail insloc
\bigcirc		Anthony	Andrew & Cynthia		605 Cool Valley Drive	Paso Robles	CA	93446	459-0978(c) 610-0786(c)	cynthia_anthony@hotmail.com, aanthonymd@hotmail.com	Flag	1990	2015	'Sea Symphony' Pearson 30	e-mail insloc
\bigcirc		Anthony	Doug		418 Beech Street	Arroyo Grande	CA	93420	441-5567	danthony927.da@gmail.com	Flag	1980	2015	'Sea Symphony' Pearson 30	e-mail insloc
\bigcirc		Arthur	Bob & Cherrie		14315 Talon Grove Dr.	Bakersfield	CA	93306	661-872-4010 661-319-5949	rarthurl@bak.rr.com	Flag	1991	2015		e-mail outsloc
\bigcirc		Aycock	Anthony		558 S. 13th St.	Grover Beach	CA	93433	202-8435(h) 210-1689(c)	tonyaycock1@gmail.com	Flag	1989	2015	Kayak	e-mail insloc

4. Now you select the columns **LastName** thru **Member** fields to paste into a word doc. Do this by pressing Ctrl while using the mouse to select the LastName thru Member columns, from top to bottom and across. The selection will look similar to below (partial image).

							S	San Lui Add	s Yacht Club M Browse	Master Database Managemen Search Sort Printout C	<i>t Syste</i>)isplay	em.	
ldit	Delete	LastName	FirstName	Other	Address	City	State	Zip	Phone	Email	Member	AnivDate	DuesPa
0		Andresen	Sharon		1580 10th St	Los Osos	CA	93402	528-4728 756-2020(w) 459-3868(c)	sandrese@calpoly.edu	Honorary	2000	Exempt
0		Anthony	Andrew & Cynthia		605 Cool Valley Drive	Paso Robles	CA	93446	459-0978(c) 610-0786(c)	cynthia_anthony@hotmail.com, aanthonymd@hotmail.com	Flag	1990	2015
0		Anthony	Doug		418 Beech Street	Arroyo Grande	CA	93420	441-5567	danthony927.da@gmail.com	Flag	1980	2015
		Arthur	Bob & Cherrie		14315 Talon Grove Dr	Bakersfield	CA	93306	661-872-4010 661-319-5949	rarthur l@bak rr.com	Flag	1991	2015

5. After pasting into the word doc, it will look similar to below, where the table is too big for the width of the page. This is fixed by selecting 'Auto Fit', then selecting 'AutoFit - Contents'

LastNameCi	FirstNameCi	OtherD	AddressO	CityD	StateO	ZipÜ	Phonel
AndresenÖ	Sharon	α	1580·10th·St ^Q	Los Qaqa ^{CI}	CAX	93402 ^{IX}	528-4728·756-2020(w)· 459-38
AnthonyÖ	Andrew & Cynthis	¤	605 Cool Valley Drive	Paso-Robles ^(C)	CAÏ	9344 6 X	459-0978(c)·610-0786(c) ⁽
AnthonyÖ	Doug Q	¤	418-Beech-Street ^O	Arroyo Grande ^O	CAX	93420 ^(X)	441-55 6 7¤
Arthur	Bob & Cherrie ^Q	α	14315 Talon Grove Dr. D	BakersfieldÖ	CAX	9330 6 X	661-872-4010-661-319-5949Ö
AycockÖ	Anthony D	α	558·S.·13th·St.¤	Grover Beach 🖸	CAÏ	93433¤	202-8435(h)·710-1689(c) ^{CI}
BarrettÖ	Chris & Elizabeth 🖸	α	1340 Newport Ave	Arroyo Grande ^O	CAÏ	93420 ⁽)	878-9508Ö
BarterÖ	Jana & Graham	α	1233 Longview Ave.D	Pismo Beach Q	CAÏ	93449X	295-6655-550-5013(c)· 550-029
Baxter ⁽)	TomD	& Sheila McCann ^O	177-Santa-Rosa-St., Ste. 10	San Luis Obispo ⁽²⁾	CAX	93405XX	595-7896 ^(C)

 After selecting autofit contents, it will look like below. The next step is to delete the Address City State Zip Phone & Email columns, leaving LastNamd FirstName Other & Member columns. (The Other column includes second last names as applicable)

LastName	FirstName	Other	Address	City	State	Zip	Phone	Email	Member
Andresen	Sharon		1580 10th St	Los Qaoa	са	93402	528-4728 756- 2020(w) 459- 3868(c)	sandrese@calpoly.edu	Honorary
Anthony	Andrew & Cynthia		605 Cool Valley Drive	Paso Robles	CA	93446	459-0978(c) 610-0786(c)	cynthia_anthony@hotmail.com, aanthonymd@hotmail.com	Flag
Anthony	Doug		418 Beech Street	Arroyo Grande	CA	93420	441-5567	danthony927.da@gmail.com	Flag
Arthur	Bob & Cherrie		14315 Talon Grove Dr.	Bakersfield	CA	93306	661-872-4010 661-319-5949	rarthurl@bak.rr.com	Flag
Aycock	Anthony		558 S. 13th St.	Grover Beach	CA	93433	202-8435(h) 710-1689(c)	tonysycock1@gmsil.com	Flag

7. After removing the above columns, you are left with the desired fields. From here you can format the columns as desired for the "sign-in" sheet

LastName	FirstName	Other	Email	Member
Andresen	Sharon		sandrese@calpoly.edu	Honorary
Anthony	Andrew & Cynthia		cynthia_anthony@hotmail.com, aanthonymd@hotmail.com	Flag
Anthony	Doug		danthony927.da@gmail.com	Flag
Arthur	Bob & Cherrie		rarthurl@bak.rr.com	Flag
Aycock	Anthony		tonyaycockl@gmail.com	Flag
Barrett	Chris & Elizabeth		chris.e.barrett@lmco.com, ewbarrett@sbcglobal.net	Flag