

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

1. Open Database and select 'Search'

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

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).

*San Luis Yacht Club Master Database Management System*

Add Browse Search Sort Printout Display

Edit	Delete	LastName	FirstName	Other	Address	City	State	Zip	Phone	Email	Member	AnivDate	DuesPaid	BoatInfo	SearchTerms
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	Anthony	Doug		418 Beech Street	Arroyo Grande	CA	93420	441-5567	danthony927.ds@gmail.com	Flag	1980	2015	'Sea Symphony' Pearson 30	e-mail insloc
<input type="checkbox"/>	<input type="checkbox"/>	Arthur	Bob & Cherrie		14315 Talon Grove Dr	Bakersfield	CA	93306	661-872-4010 661-319-5949	rarthur1@bak.rr.com	Flag	1991	2015		e-mail outslc
<input type="checkbox"/>	<input type="checkbox"/>	Aycock	Anthony		538 S. 13th St.	Grover Beach	CA	93433	202-843506 710-1680(c)	tonyaycock1@gmail.com	Flag	1989	2015	Kayak	e-mail insloc

- 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).

*San Luis Yacht Club Master Database Management System*

Edit	Delete	LastName	FirstName	Other	Address	City	State	Zip	Phone	Email	Member	AnivDate	DuesPa
<input type="checkbox"/>	<input type="checkbox"/>	Andresen	Sharon		1580 10th St	Los Osos	CA	93402	528-4728 756-2020(w) 459-3868(c)	sandrese@calpoly.edu	Honorary	2000	Exempt
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	Anthony	Doug		418 Beech Street	Arroyo Grande	CA	93420	441-5567	danthony927.da@gmail.com	Flag	1980	2015
<input type="checkbox"/>	<input type="checkbox"/>	Arthur	Bob & Cherrie		14315 Talon Grove Dr	Bakersfield	CA	93306	661-872-4010 661-319-5949	rarthur1@bak.rr.com	Flag	1991	2015

- 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'

LastName	FirstName	Other	Address	City	State	Zip	Phone
Andresen	Sharon		1580-10th-St	Los Osos	CA	93402	528-4728-756-2020(w)- 459-3868(c)
Anthony	Andrew & Cynthia		605 Cool Valley Drive	Paso Robles	CA	93446	459-0978(c)-610-0786(c)
Anthony	Doug		418 Beech Street	Arroyo Grande	CA	93420	441-5567
Arthur	Bob & Cherrie		14315 Talon Grove Dr.	Bakersfield	CA	93306	661-872-4010-661-319-5949
Aycock	Anthony		558 S. 13th St.	Grover Beach	CA	93433	202-8435(h)-710-1689(c)
Barrett	Chris & Elizabeth		1340 Newport Ave	Arroyo Grande	CA	93420	878-9508
Barter	Jana & Graham		1233 Longview Ave	Pismo Beach	CA	93449	295-6655-550-5013(c)-550-029
Baxter	Tom	& Sheila McCann	177 Santa Rosa St., Ste. 1	San Luis Obispo	CA	93405	595-7896

- After selecting autofit contents, it will look like below. The next step is to delete the **Address City State Zip Phone & Email** columns, leaving **LastName 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 Osos	CA	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, santhonymd@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	rarthur1@bak.rr.com	Flag
Aycock	Anthony		558 S. 13th St.	Grover Beach	CA	93433	202-8435(h) 710-1689(c)	tonyaycock1@gmail.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

+	<b>LastName</b>	<b>FirstName</b>	<b>Other</b>	<b>Email</b>	<b>Member</b>
	Andresen	Sharon		sandrese@calpoly.edu	Honorary
	Anthony	Andrew & Cynthia		cynthia_anthony@hotmail.com, santhonymd@hotmail.com	Flag
	Anthony	Doug		danthony927.da@gmail.com	Flag
	Arthur	Bob & Cherrie		rarthur1@bak.rr.com	Flag
	Aycock	Anthony		tonyaycock1@gmail.com	Flag
	Barrett	Chris & Elizabeth		chris.e.barrett@lmco.com, ewbarrett@sbcglobal.net	Flag