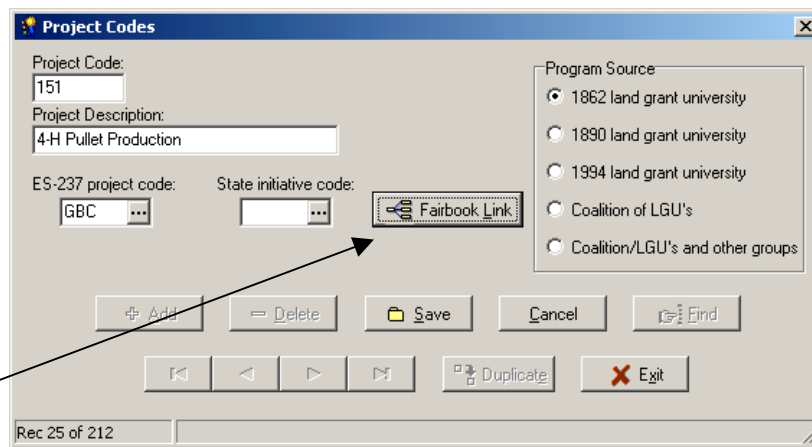


Merging Youth Enrollment Member Projects To Entries in the Fair Management Program

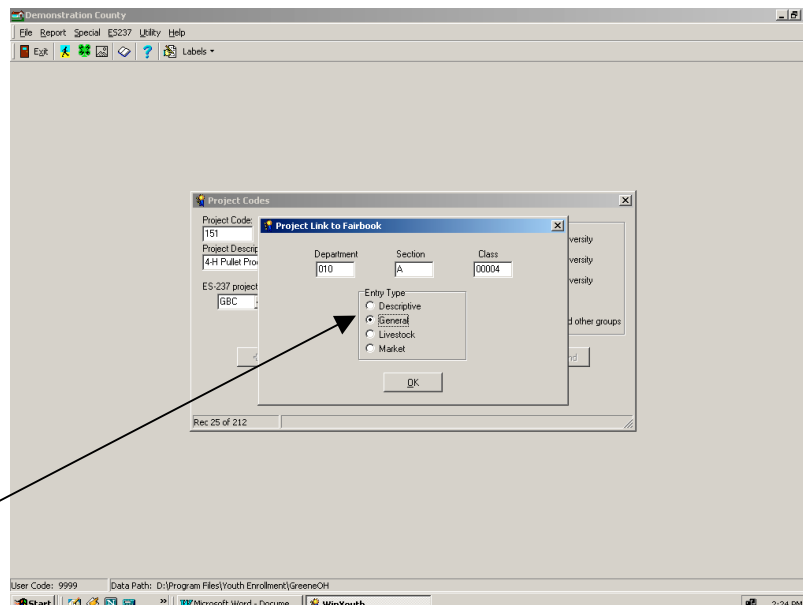
A new utility has been added to the Blue Ribbon Fair Management program to write Member Projects from Blue Ribbon Youth Enrollment to the Fair Management program as entries with a pre-defined Department/Section/Class designation. The data must be properly prepared in the Youth Enrollment program before you attempt to merge with Fair Management.

1. The Master Project Code file must be coordinated with the Fairbook. In Youth Enrollment, go **File|Project Codes**.



Click on the **Fairbook Link Button**.

2. Each project that is a viable fair entry must be linked to a fairbook listing. This link is required so the project will display properly as an entry in the Fair Management program.



Enter the *Department, Section, Class* code that is used to identify this project in the Fair Management program. Next, select the type of entry or entry file that this project is to be written to. Click **OK** to save the information.

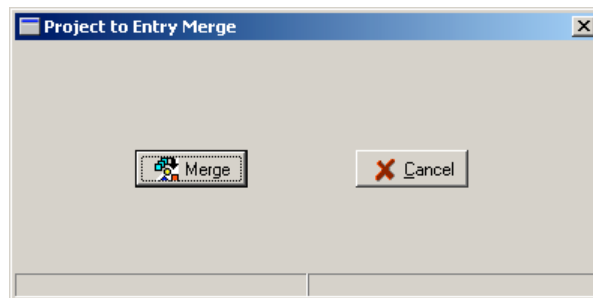
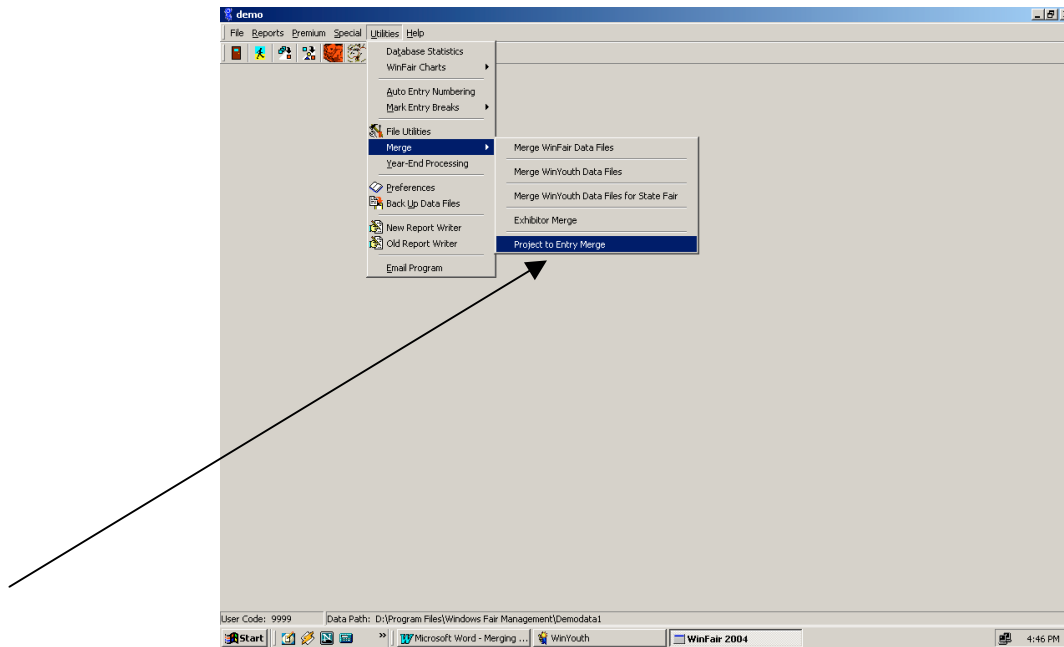
3. All projects in the **Master Project Code** file that are to be written to entry files, must be coded in the above manner. Any Project Code record that does not have Fairbook Link information will not merge to the entry files.
4. The following files, from the Youth Enrollment data folder, must be made available to the Fair Management program:

Youth2a.db
Youth2a.px
Youth2a.XG0
Youth2a.XG1
Youth2a.YG0
Youth2a.YG1
Youth2c.db
Youth2c.px
Youth2d.db

If both programs are on the same computer or the data from programs is stored on the same network server, the data from the Youth program can simply be read by the Fair program. If the data is on two separate computers, the Youth data will have to be made available to the Fair program in one of the following ways:

- a. Write the above data files to a CD. Read the data from the CD on the computer containing the Fair program.
 - b. Write the above data to a zip drive. Take the zip drive to the computer containing the Fair program and read the data.
 - c. Use Winzip to backup the data to a diskette. Unzip the data to a temporary folder on the computer containing the Fair program. When using a Winzip backup, the data must be unzipped (restored) to a location on the other computer. The Fair program can not read the data when it is in a compressed format in a Winzip file.
5. As you ALWAYS do when using any data file utility, make a complete backup of the Fair Management data folder before beginning to merge in the Youth Enrollment data. If the merge does not finish cleanly or an error occurs, you have the backup Fair data that can be restored. You can then start over with the merge process.

6. Open the Blue Ribbon Fair Management program. Go **Utilities|Merge|Project to Entry Merge**.



7. Click the **Merge** Button.
8. Use the *Directory Tree* to select the location of the Youth Enrollment data.



Click **OK**. The merge will proceed.

9. This above process only merges the member projects to entries. You will also need to complete the Merge WinYouth Data Files utility to get Youth Enrollment members merged in as Fair Exhibitors. Complete instructions for using this utility can be found on Page 7-16 of the Blue Ribbon Fair Management User's Manual.

