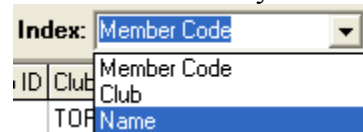
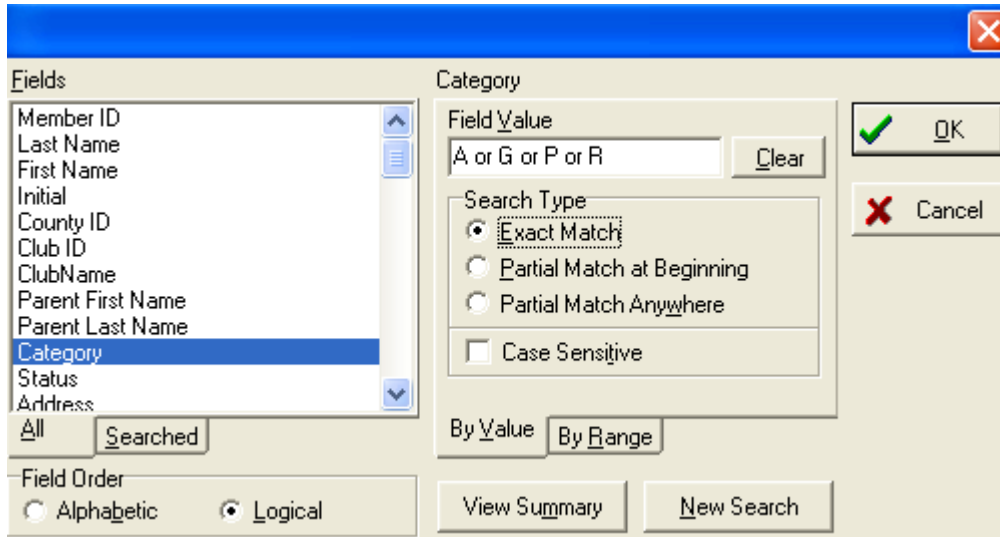


Generating an Alpha Leader List through Blue Ribbon

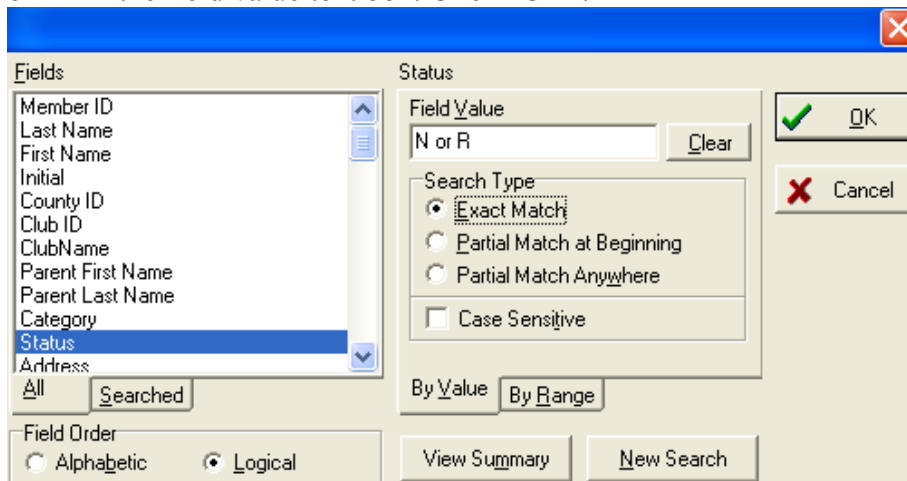
- 1) Open Blue Ribbon.
- 2) Select File | Member Query.
- 3) Select File | Filter.
- 4) Change the Index to sort by Name



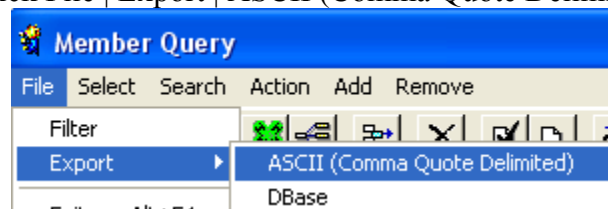
- 5) Locate and single click on “Category”, click “Exact Match” under search type and type “A or G or P or R” in the field value text box. This will filter out the list of all leaders. Click “OK”.



- 6) Locate and single click on “Status”, click “Exact Match” under search type and type “N or R” in the field value text box. Click “OK”.



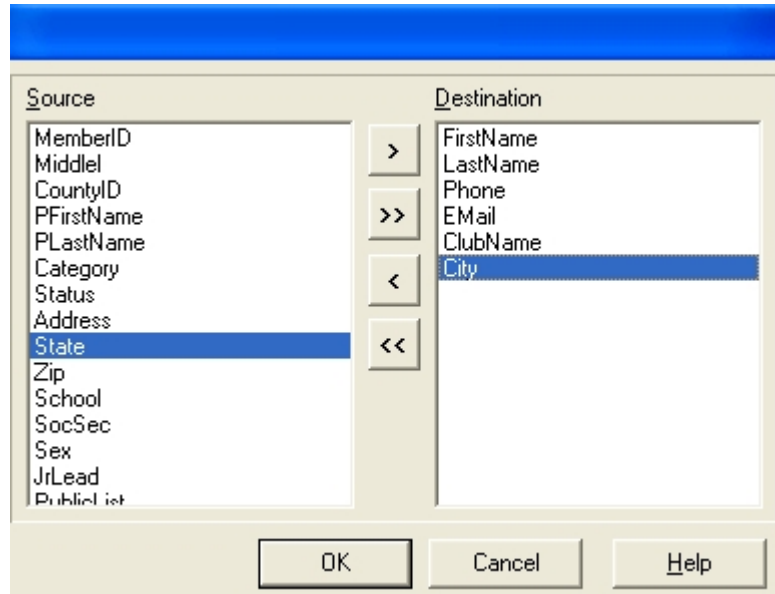
- 7) From menu click Select | Select All
- 8) From menu click File | Export | ASCII (Comma Quote Delimited)



9) From the selection list, double click on the following:

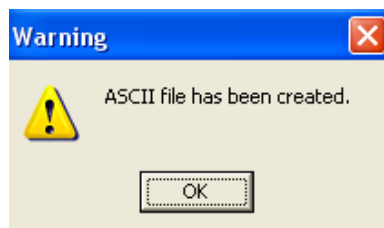
- a. FirstName
- b. LastName
- c. Phone
- d. Email
- e. ClubName
- f. City

Click “OK”



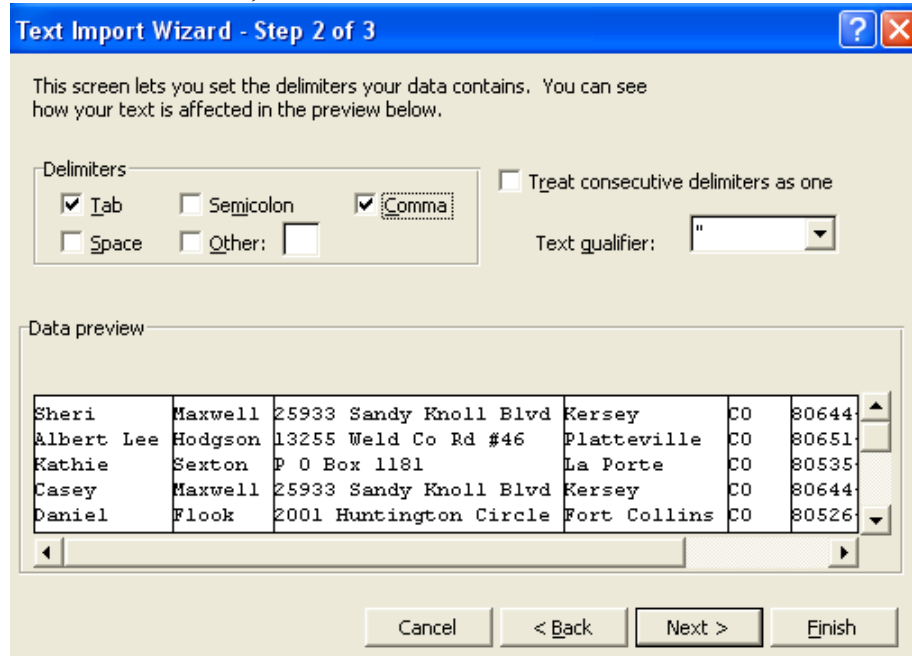
10) Under the “Save As” screen, save in your desired location and give appropriate file name. Click “Save”.

11) Process will run and a “Warning” pop up message will display when file is generated. This will take a few minutes, please be patient. Click “OK”. Close Member Query screen and Blue Ribbon. The txt file has been generated and you may not use as is or open in Excel.



Opening Txt file within Excel

- 1) Open Excel
- 2) Find .txt file you created in Step 10 above, click “Open”
- 3) Step 1, Delimited, Click “Next”.
- 4) Step 2, Check comma box, Click “Next”.



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma
 Space Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

| | | | | | |
|------------|---------|------------------------|--------------|----|-------|
| Sheri | Maxwell | 25933 Sandy Knoll Blvd | Kersey | CO | 80644 |
| Albert Lee | Hodgson | 13255 Weld Co Rd #46 | Platteville | CO | 80651 |
| Kathie | Sexton | P O Box 1181 | La Porte | CO | 80535 |
| Casey | Maxwell | 25933 Sandy Knoll Blvd | Kersey | CO | 80644 |
| Daniel | Flook | 2001 Huntington Circle | Fort Collins | CO | 80526 |

Cancel < Back Next > Finish

- 5) Step 3, Click “Finish”.
- 6) Insert row headers, if desired, and add columns if needed.
- 7) Save as an Excel file.