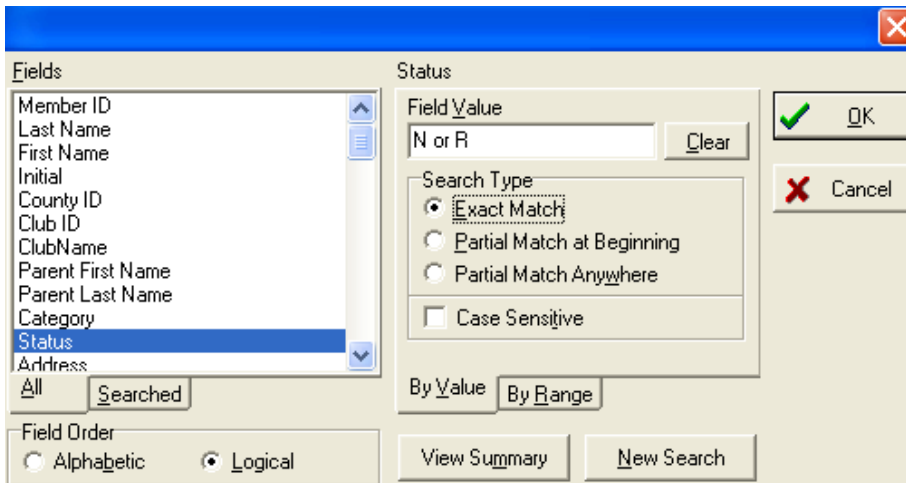


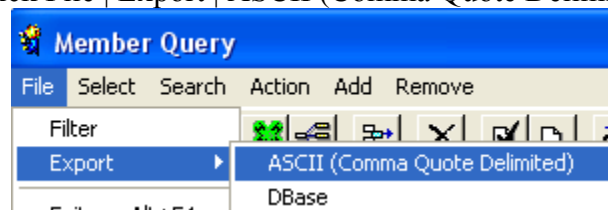
Generating a Member/Leader Address List through Blue Ribbon

- 1) Open Blue Ribbon.
- 2) Select File | Member Query.
- 3) Select File | Filter.
- 4) 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”.



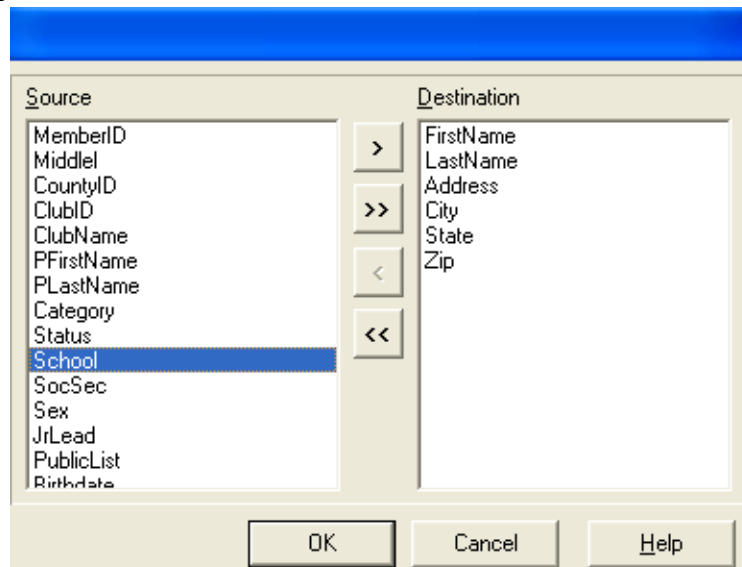
The screenshot shows the 'Status' dialog box. On the left, a list of fields includes Member ID, Last Name, First Name, Initial, County ID, Club ID, ClubName, Parent First Name, Parent Last Name, Category, Status (highlighted), and Address. Below this list are 'All' and 'Searched' buttons. The 'Field Order' section has radio buttons for 'Alphabetic' and 'Logical' (selected). The 'Status' section has a 'Field Value' text box containing 'N or R' and a 'Clear' button. Below that, the 'Search Type' section has radio buttons for 'Exact Match' (selected), 'Partial Match at Beginning', and 'Partial Match Anywhere'. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom of the dialog are 'By Value' and 'By Range' buttons, and 'View Summary' and 'New Search' buttons. On the right side, there are 'OK' and 'Cancel' buttons.

- 5) From menu click Select | Select All
- 6) From menu click File | Export | ASCII (Comma Quote Delimited)



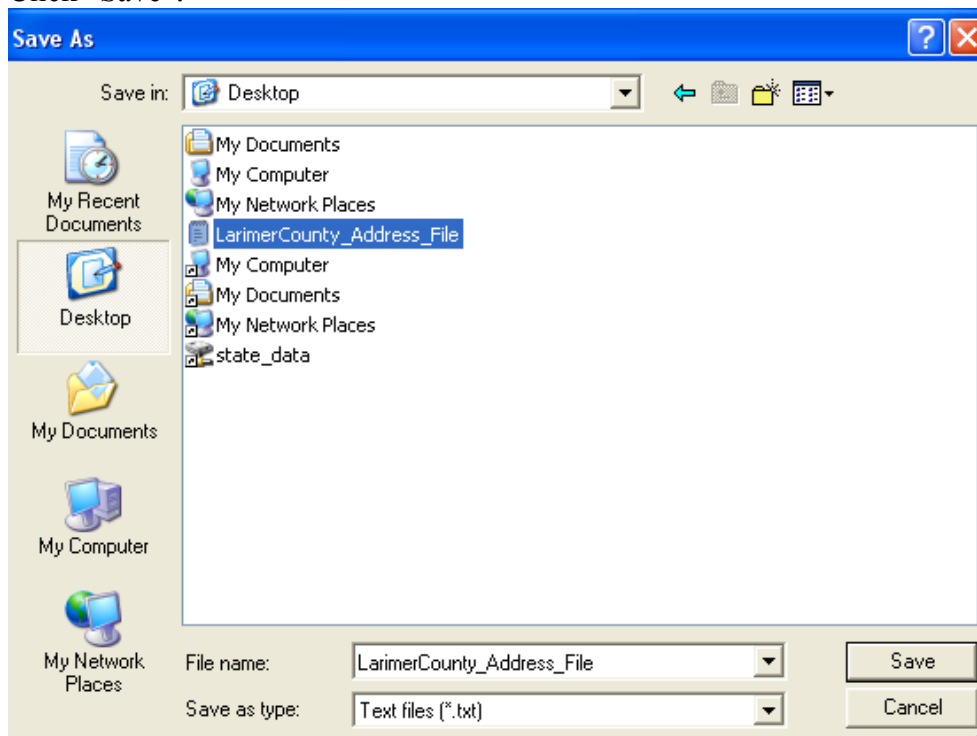
- 7) From the selection list, double click on the following:
 - a. FirstName
 - b. LastName
 - c. Address
 - d. City
 - e. State
 - f. Zip

Click “OK”

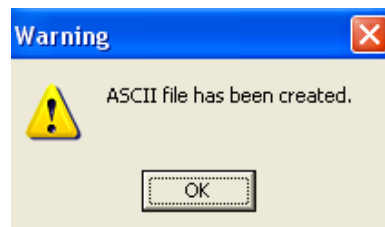


The screenshot shows the 'Source' and 'Destination' dialog box. The 'Source' list contains MemberID, Middle, CountyID, ClubID, ClubName, PFirstName, PLastName, Category, Status, School (highlighted), SocSec, Sex, JrLead, PublicList, and Birthdate. The 'Destination' list contains FirstName, LastName, Address, City, State, and Zip. There are four arrow buttons between the lists: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

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

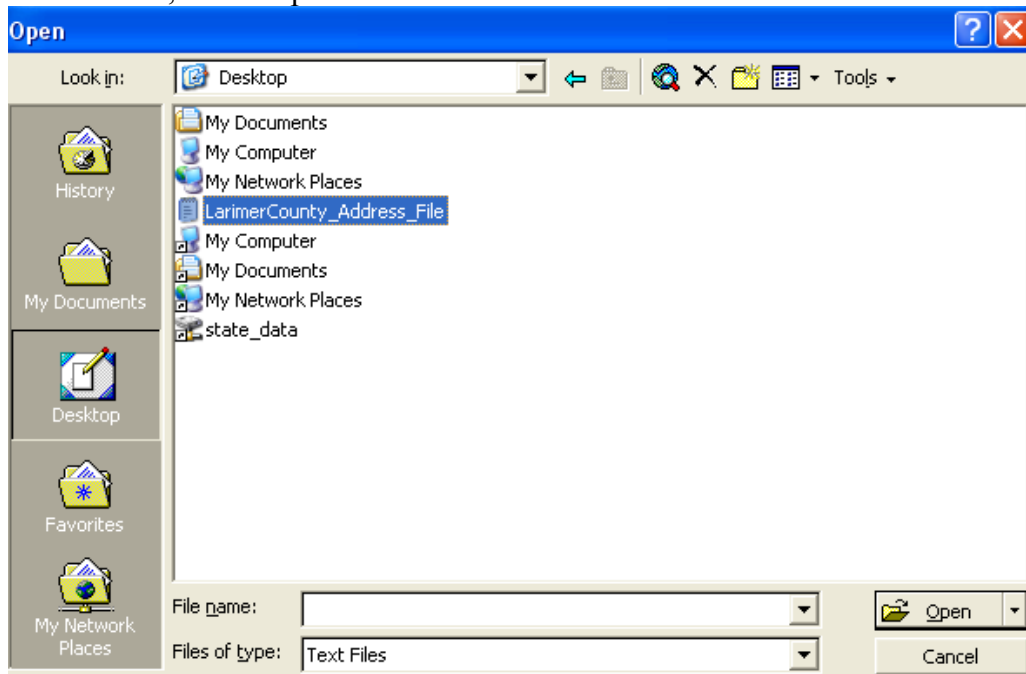


- 9) Process will run and a “Warning” pop up message will display when file is generated. This will take a few minutes, please be patient. Click “OK”. Close Member Query screen and Blue Ribbon. The txt file has been generated and you may not use as is or open in Excel.

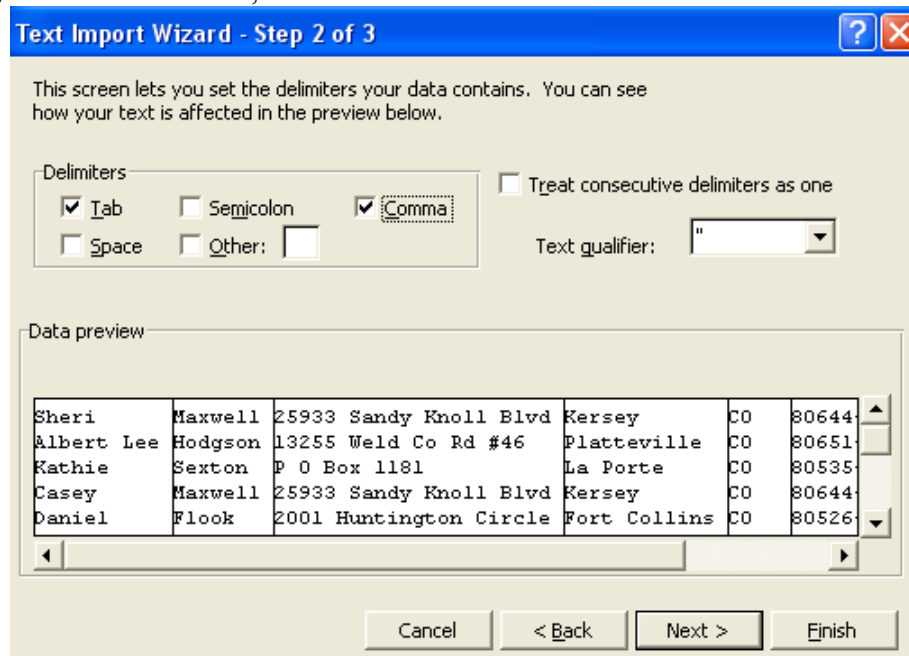


Opening Txt file within Excel

- 1) Open Excel
- 2) Find .txt file, click "Open"



- 3) Step 1, Delimited, Click "Next".
- 4) Step 2, Check comma box, Click "Next".



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