

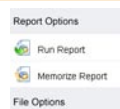
## Exporting data from 4HOnline to Fair Management

### Create the export file

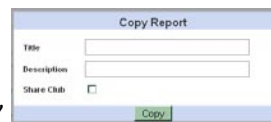
1. Use the Reports icon on the dashboard, and select Shared from the list on the left.

2. Locate the report named "Fair Management Export" - .

3. Click on the Report and select **Memorize Report** on the right.

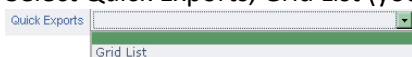


4. Give the Report a New Name such as "BoulderCounty\_FairManagementExport" , click 'Copy'. (This report is now saved under "Custom" if you would need to refer back to it later.)



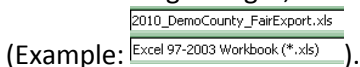
5. Select **Grid View** from the link options at the top of the screen.

6. Select Quick Exports, Grid List (you may have to scroll to the right in the web window to see that option).



7. Choose "Open" instead of "Save" because the "Save" option doesn't give you file name/location options and you're going to end up with your file named Grid\_List.XLS in someplace you can't find.

8. Before making changes, SAVE the file with a logical name in a logical location.



9. Clean it up for ease of use in a couple minutes—delete row 2, remove cell borders. Save again.

10. Now we need to add a few additional columns to our file. Currently, you should have Columns A-T, if you do not there was a problem in export from 4HOnline, repeat Steps 1-7.

11. Within the Excel file in Columns Q & R you should see 

Q	R
Member: Parent 1 Last Name	Club: Title

. Click on column "R", right click and 'insert', in the title type "ClubID", so now column "R" is 


R
ClubID

.

12. Next go to column "T", 

T
Member: 4-H County

. We need to change your county name to your county code. (example:

Larimer, 636). Highlight the column, click the  button (or press ctrl + f). Find your county and replace with your county code. Click "Replace All", close.



13. Click on column "U", right click and 'insert', in the title type "ProjectID", so now column "U" is 

U
ProjectID

.

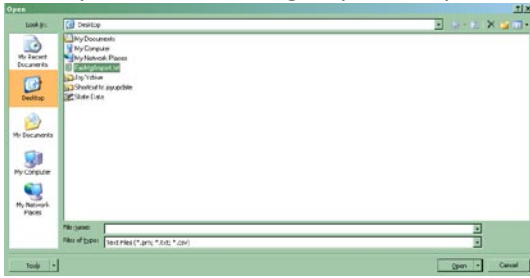
14. \*OPTIONAL\* At this point, you COULD remove specific records that you do not want included. That may or may not be worth the time. If you're removing a kid, you have to remove all the records for him/her.

### Put the data into the correct format for Fair Management

1. Go to <http://www.ext.colostate.edu/ye>. Locate and download the file labeled "Fair Management Import File".

2. Open the file (FairMgtImport.TXT) and **SAVE TO YOUR DESKTOP**.

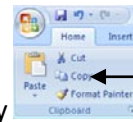
- Open Excel. Select File | Open. Verify you are looking for files on the 'Desktop'. Under 'Files of Type' switch to 'Text Files...'. Select the file you saved "FairMgtImpprt.txt", you should see a screen similar to the picture below. Click "Open".



- You will receive the following: **Text Import Wizard - Step 1 of 3**, simply click "Finish" in the bottom right corner.

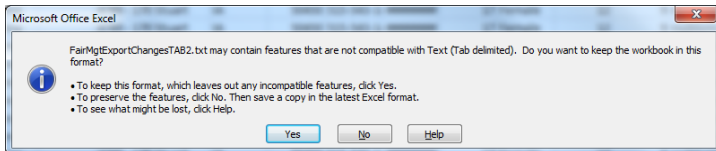
**DO NOT CHANGE THE HEADER TEXT OR THE ORDER OF THE COLUMNS.**

- You should see A – V columns listed. If you closed the 4HOnline Export file, reopen that file. Starting with Line 2 and using



your Shift and Page Down or Down Arrow button select "ALL ROWS WITH DATA." Copy and paste into FMImport.TXT file placing your cursor on Line 2, Column A.

- Save** the File keeping the .txt format. Give it a logical name (ie: DemoCounty\_FairImport\_2010.txt) for finding it quickly.
- When you Exit Excel, you'll be asked about saving again, even though you just did. Assuming you just saved, say No to that dialog.



## Import into Fair Management

At this point, you have the file you need. You will follow the instructions in Fair Management about using their 4HOnline import utility. You just need to know what this file is named, and where it is.