



4-H Online Merge Exhibitors into Blue Ribbon Windows Fair Management will merge exhibitor Information and also project information for printing on entry forms. The projects merged are only viewable on entry forms and not on any other report or as any other part of the exhibitor information.

For those fairs that want to merge projects into Windows Fair Management as actual entries, there are additional steps to be followed after the Merge of Exhibitor Information. See the documentation for “4-H Online - Windows Fair Management Project to Entry Merge”.

Important note about Club ID/Club Number: Since club id/club code does not exist in 4-H Online, the Windows Fair Management merge will attempt to match the club name (farmname) from the 4-H online file with a club name entered in the Master Club Code File in Windows Fair Management. The spelling would have to be exactly the same for Windows Fair Management to find a match. If a match is found, the merge will use the club code for the club from the master club code file. If a match is not found, the merge will create a new master club code file record for the club assigning a new number/club code that is higher than the highest club code already in the master club code file. If you would want to insure that club numbers do not change from year to year, you would have to make sure that the club name (farmname column) in the 4H online file matches exactly the spelling of the club name entered in the Windows Fair Management Master Club Code file. You can print a list of the clubs from Windows Fair Management under Reports – Master Club List to review your club names from the master club code file.

Before performing the Exhibitor merge you will need to prepare your Windows Fair Management Data and prepare a file that is exported from the 4-H Online program.

1. Make sure you have a backup copy of your current data.
2. Make sure you have completed Year End Processing in Windows Fair Management.
 - a. Utilities – Year End Processing.
 - b. Reset Year End Files.
 - c. In “Enter End of Fair Year”, enter the year in which your last fair occurred.
 - d. Click OK
 - e. Follow the prompts to complete year end processing.
3. Make sure you have deleted the previous year’s 4H Exhibitors from Windows Fair Management.
 - a. Utilities – Year End Processing.
 - b. Delete Exhibitor Records.
 - c. Select the Record Type that represents your 4H Exhibitors.
 - d. Click **OK**.
4. A file must be created from the 4-H ONLINE program containing the 4H exhibitor information. The file must then be modified in Excel to meet the requirements for the Merge into Windows Fair Management

In the Excel file, modify the names of the columns coming from 4-H ONLINE to match the equivalent Column Names required for Windows Fair Management. The order of the



columns and the case of the letters is not significant but all of the columns listed under the heading "Column Names for Windows Fair Management Merge" must exist and must be spelled correctly as defined in the list. If the file created from 4-H ONLINE does not have a corresponding column (such as the Project ID) then you will need to create a new column with that name in the excel file before you save the file for merging.

Data must be present in the columns below that have an asterisk (*) next to them. All other columns must exist but data in those columns is not required for a successful merge.

** Data is required in the column*

Column Names from 4-H Online

Column Names for Windows Fair Management Merge

Member: Membership ID	*	MemberID
Member: Last Name	*	LastName
Member: First Name	*	FirstName
<i>* (no column from 4-H Online)</i>		MiddleInit
Member: Mailing Address		Address
Member: City		City
Member: State		State
Member: Zip Code		Zip
Family: Primary Phone		Phone
Member: Birth date		Birthdate
Member: 4-H Age		Age
Member: Gender		Sex
Enrollment: School Grade		Grade
Member: Years in 4-H		Year in 4H
Family: Family Email		Email
Member: Parent 1 First Name		Parentfirstname
Member: Parent 1 Last Name		Parentlastname
<i>* (no column from 4-H Online)</i>		ClubID
Club: Title	*	Farmname
Member: 4-H County		CountyID
<i>* (no column from 4-H Online)</i>		ProjectID
Project: Title		ProjectDesc

In order for Grade information to merge correctly the grade column in the import file has to have the appropriate Grade information as follows:

Grade Classification

Grade Entry in Merge File

No Grade	-1
Kindergarten	0
1 st	1
2 nd	2
3 rd	3
4 th	4



5 th	5
6 th	6
7 th	7
8 th	8
9 th	9
10 th	10
11 th	11
12 th	12
Post High School	13
Not in School	14
Special	15

After the modifications to the Excel file to meet the requirements for merging into Windows Fair Management are completed, you will save the new file using the “Save As” function and selecting the file type of “Text (Tab delimited) (*.txt)”. The tab delimited text file is the file you will select when performing the 4-H Online File Merge.

5. Merge 4-H Online information into Windows Fair Management.
 - a. Utilities – Merge – 4-H Online File Merge.
 - b. Click **Merge**.
 - c. Locate the tab delimited .txt file and click on it one time.
 - d. Click **Open**.
 - e. The merge will start processing (numbers displayed will vary).

 - f. You will need to select a Starting Exhibitor number from the list. The list will show available starting exhibitor numbers where the range of numbers is large enough to accommodate the quantity of exhibitor records that will be merged from the input file. The list will display available starting numbers that are higher than the highest exhibitor number in the current exhibitor file. You may type in a starting number but if the number entered is not within a range that will accommodate all the new exhibitor numbers consecutively, then the number typed in will not be accepted.
 - g. Click **OK** to start the merge.
 - h. Close **OK** when the merge has finished.
 - i. Click **Close** to exit the merge function.