

## **4HPlus!**

### **Alumni SQL Request**

1. Build a mail-merge request with:

Age >= 18 AND (Active=Y OR Active =N)

2. Select the printable fields as follows.

- a. First
- b. Last
- c. Phone
- d. Email address
- e. Street
- f. City
- g. State
- h. Zip
- i. Date of birth
- j. Gender
- k. 4H years
- l. Current year
- m. Ethnicity
- n. White
- o. Black/African-American
- p. American Indian or Alaskan Native
- q. Asian
- r. Native Hawaiian/OPI
- s. Projects
- t. Achievements

3. Select Sort by Last.
4. Process. Note the output file name. It is C:\CKV\4HPlus\WY\Files\4HPMail.dat.
5. Click on Queue
6. Click Add.
7. Give this request a name (something descriptive like Alumni List).
8. Save.