



Registration Form

A customized registration form can be set up using a mail merge file from the 4HPlus! program and a mail merge form developed in Microsoft Word. Using this method allows the registration form to show the current projects for 4-H members. Also, different registration forms can be created for different types of entries such as static exhibits or livestock.

4HPlus! Mail Merge File

Create the mail merge file in 4HPlus! using the Member's SQL section. Decide what information is needed on the registration form prior to running the SQL request.

1. Open the 4HPlus! program.
2. Click **Goto > Members > SQL > Request > Mail Merge**.
3. Select the criteria to generate the mail merge file. For example, it can be all current active members or all active members in certain projects.
4. Next, select the fields being used. For example, this can include first name, last name, street, city, state, zip, phone, age, primary club, and projects.
5. Select the sort order. Usually, sorting by last name first and first name second works well.
6. After processing the request, a message displays showing the location of the mail merge file. See Figure 1 on page 2.
7. Click **OK**, and close the program.

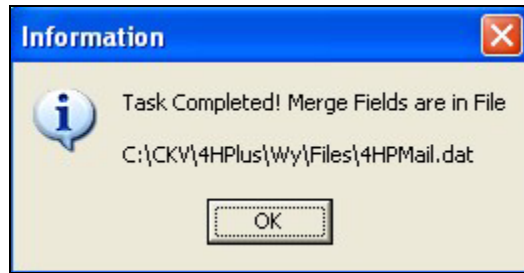


Figure 1. Mail Merge File Location

Sample Mail Merge Form

A sample template can be downloaded from the CES Technical Support site and modified to make setting up the mail merge form easier. It includes the mail merge fields. This is a good way to see how the process works. Changes can be made to the template prior to completing the mail merge, if desired.



Be sure a 4HPlus! mail merge file has been created and saved in the C:\CKV\4HPlus\WY\Files folder. Otherwise, this sample template will not work. It must include the following fields: first name, last name, street, city, state, zip, phone, age, primary club, and the 20 project fields.

1. Download the file from the technical support site and save it on the hard drive. Make a note of where the file is saved. As a suggestion, it can be saved in the My Documents folder.
2. Open Microsoft Word.
3. Click **File > Open**.
4. Navigate to the location of the sample template file.
5. Highlight the file and click **Open**.
6. Click **Yes** at the message, "Opening this document will run the following SQL command."
7. Click **View > Toolbars > Mail Merge**.
8. Click the **Merge to New Document** icon on the mail merge toolbar. See Figure 2 on page 3.

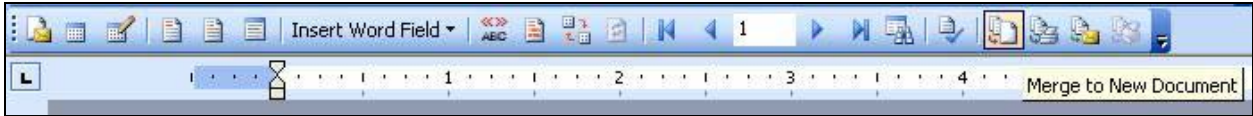


Figure 2. Merge to New Document

9. Click **OK** at the *Merge to New Document* window.
10. The merged registration forms are in a separate file. It can be saved and the forms can be printed.

Create a New Registration Form

Following are the directions to start a registration form from scratch.

1. Set up a form in Microsoft Word with the desired information. Customize it to meet the needs of your registration. More than one registration form can be used, if needed.
2. Click **Tools > Letters and Mailings > Mail Merge**. The mail merge wizard displays in the task pane.
3. Select the **Letters** radio button.
4. Click the **Next: Starting document** link.
5. Select the **Use the current document** radio button.
6. Click the **Next: Select recipients** link.
7. Select the **Use an existing list** radio button.
8. Navigate to the **C:\CKV\4HPlus\WY\Files** folder.
9. Change the *Files of type* to **All files (*.*)**.
10. Locate the **4HPMail.dat** file.
11. Click **Open**.
12. Click **Windows (default)** radio button in the *File Conversion* window and click **OK**.
13. Click **OK** at the *Mail Merge Recipients* window.

Write the Letter

1. Click the **Next: Write your letter** link.
2. Take these steps to insert the fields for the registration.
 - a. Click the **More items** link.

- b. Highlight the field to be inserted. For example, highlight **First** to insert the first name.
- c. Click **Insert**.
- d. Click **Close**.
- e. Repeat this process for each field.



There are 20 projects fields and each one is inserted separately so that all a member's projects print on the registration form.

3. Click the **Next: Preview your letters** link.
4. After previewing the letters, click the **Next: Complete the merge** link.
5. Click the **Edit individual letters** link.
6. Click **OK** at the *Merge to New Document* window.
7. Save the merged letters in a separate file and print them.