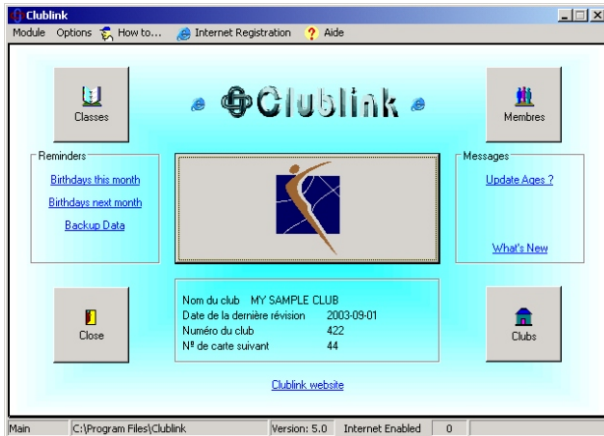




Mail Merges with Microsoft® Word

Getting more out of Clublink

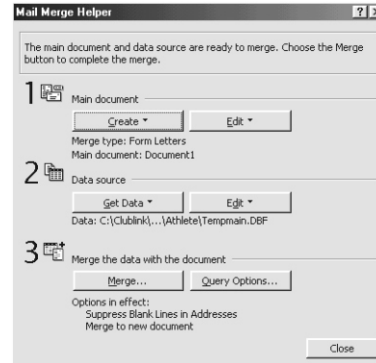


Integrated Sports Systems (ISS) Inc.

www.integratedsports.net

Mail Merge with Microsoft® Word Office 2000

1. Open Word.
2. Create a form letter (optional, can be created later).
3. Select (Tools | Mail Merge) from the Word main menu.



4. Press the **Create** button.
5. Select **Form Letters**.
6. Press **Active window** if the form letter is in the active window otherwise press **New Main Document**.
7. Press the **Get Data** button.
8. Select **Open Data Source...**
9. In the **Files of type** list box, select **dBase files** (see your Word documentation if dBase does not appear in the list).
10. Go to folder **c:\program files\clublink\Athlete**.
11. Select file **TempMain.dbf**
12. Confirm the data source as **dBase files via ODBC (*.dbf)**.
13. Select **Edit Main Document** to insert merge fields into your document.
14. Press **Insert Merge Fields** from the Word toolbar and select the appropriate field to merge.
15. When your document is ready, select (Tools | Mail Merge), press the **Merge** button and follow the instructions to merge the data.

Preparing Your Clublink Data for Merging

1. Open Clublink and proceed to **Member Level**.
2. Add all of the members that you would like included in the mail merge to any of the four **Drop Buttons**.
3. From the **File** menu in the open **Drop Button** window, select **Create Tempmain.dbf for Export**. *This will create a file that can be opened in Microsoft® Excel or used in a mail merge with Microsoft® Word. The file will contain the membership information for each member on the Drop Button.*
4. Click **Yes** when asked if you wish to view the folder containing the file **Tempmain.dbf**.
5. Make a note of the location of the file. It will be needed later if you are building a mail merge.

Normally

c:\program files\athlete\tempmain.dbf

If you want to see the data in Microsoft® Excel, it can be opened directly.

If you are building a mail merge or performing a mail merge, close Clublink and open Microsoft® Word.

Follow the mail merge instructions for your version of Microsoft® Word.

NOTICE

If you open tempmain.dbf in Microsoft® Excel, do a "Save As" and rename the file, otherwise Clublink will be damaged.

Mail Merge with Microsoft® Word 2007

1. Open Word.
2. Create a form letter (optional, can be created later).
3. Click **Mailings** from the main menu.
4. Click **Start Mail Merge**.
5. Select **Letters**.
6. Click Select Recipients.
7. Select **Use an Existing List**.
8. In the **Files of type** list box, select **dBase files**.
9. Go to folder **c:\program files\clublink\Athlete**.
10. Select file **TempMain.dbf**, then Next.
11. Compose your document. Click **Insert Merge Fields** to access a list of Clublink data fields.
12. When your document is ready, click **Finish and Merge** then select **Edit Individual Documents**.

Viewing Data with Microsoft® Excel

1. Select File | Open from the main menu in Excel.
2. In the **Files of type** list box, select **dBase files** (see your Excel documentation if dBase does not appear in the list).
3. Go to folder **c:\program files\clublink\Athlete**.
5. Select file **TempMain.dbf**.
6. Select File | Save As from the main menu.
7. In the **File of type** list box, choose **Microsoft Excel Workbook**, then save.

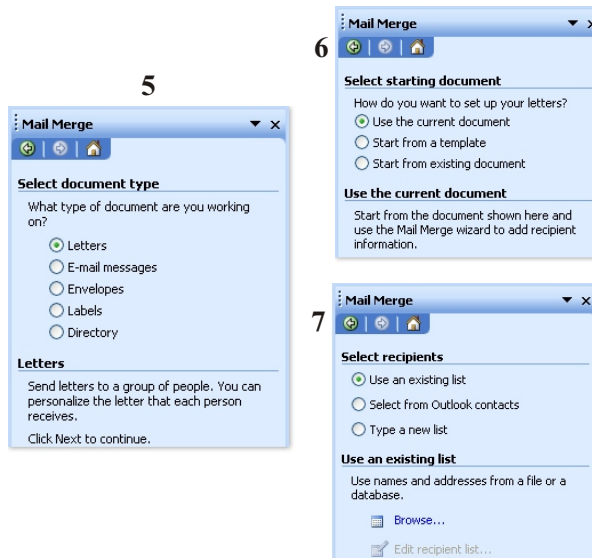


Integrated Sports Systems (ISS) Inc.

259 Marsh Ave
 Pointe-Claire, Quebec, Canada
 H9R 5Y2
 p: 514-398-0766
 f: 514-694-1106
 info@integratedsports.net

Mail Merge with Microsoft® Office Word 2003 Microsoft® Word 2002

1. Open Word.
2. Create a form letter (optional, can be created later).
3. Select (Tools | Letters and Mailings | Mail Merge) from the Word main menu.
4. Choose a document type.
5. Select **Letters**, then Next.
6. Select your starting document. If you already have a form letter open, select **Use the current document**, otherwise **Start from an Existing Document**, then Next.
7. Select **Use an Existing List**, then Browse.
8. In the **Files of type** list box, select **dBase files** (see your Word documentation if dBase does not appear in the list).
9. Go to folder **c:\program files\clublink\Athlete**.
10. Select file **TempMain.dbf**, then Next.
11. Compose your document. Select **More Items** to access a list of Clublink data fields. If you close the wizard, you can select **Insert Merge Fields** from the Word toolbar.
15. When your document is ready, select **Merge to New Document** from the Word toolbar.



Mail Merge & Report Examples

TWISTERS GYMNASTICS & TRAMPOLINE CLUB			
275 Alder Street, Orangeville, ON, L9W 1K1			
519-942-2477			
PARTICIPANT CONSENT & MEDICAL DATA RECORD			
Morris	Michael	MALE <input checked="" type="checkbox"/>	FEMALE <input type="checkbox"/>
SURNAME OF PARTICIPANT	FIRST NAME	BIRTHDATE (Y-M-D)	
259 Marsh Ave			
ADDRESS (STREET/PO BOX)			
Pointe-Claire	QC	H9R 5Y2	(514)398-0766
CITY/TOWN	PROVINCE	POSTAL CODE	TELEPHONE NO.
NAME OF PARENT/GUARDIAN		RELATIONSHIP	EMAIL ADDRESS
EMERGENCY CONTACT		RELATIONSHIP	PHONE NO.
DOES THE PARTICIPANT HAVE ANY PHYSICAL, MENTAL OR MEDICAL CONDITIONS THAT, FOR SAFETY REASONS SHOULD BE DISCLOSED?			
NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:			
HAS THE PARTICIPANT EVER HAD AN INJURY OR ACCIDENT REQUIRING ONGOING MEDICAL ATTENTION?			
NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:			
HAS THE PARTICIPANT EVER HAD SURGERY?			
NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:			
67776767676	Doc Adams	(250)111-2222	
HEALTH CARD NO.	NAME OF FAMILY PHYSICIAN	PHONE NO. OF PHYSICIAN	
PARENT/GUARDIAN CONSENT OF PARTICIPATION AND WAIVER			
By submitting and signing this form I acknowledge that I am aware that there are risks with gymnastics. I warrant that the participant named on this information form, is physically fit to participate in gymnastics. I declare that I have accurately disclosed all information regarding physical, mental or medical conditions affecting the named participant and acknowledge that this information will be used for the club's use in the delivery of a gymnastics program. I acknowledge that there is a potential risk for injury involved in training and competing in any sport. I understand that the Gymnastics Clubs has tried to create a safe and controlled environment for participation and that the club established rules for participation on and about the gymnastics area that must be followed by the participant at all times. I understand that failure to comply to any of the policies and rules of the club and/or GO may result in the termination of membership and waive the rights of the participant to damages or other costs in the event injury is caused due to participation in gymnastics or other involvement with the Federation.			
I hereby give permission for emergency medical treatment to be administered to my son/daughter, as may be determined in the reasonable discretion of the Coach/Supervising Coach. It is understood that whenever reasonably possible, Emergency Contact person or Parent will be contacted and informed of the problem and required medical treatment.			
I understand that it is my responsibility to ensure that the information on this form is kept current and I will notify the Club of any changes immediately.			
SIGNATURE OF PARENT	DATE (M/D/Y)	CLASS	DAY
CHEQUE NO.	CASH	MIC	TIME

Printed: 2004/05/17 Clublink - www.integratedsports.net

