

K9-Club Membership program

K9-Membership is a simple, single file, standalone "exe" program used to store and print dog club membership information. It neither requires nor uses any system support files, registry entries or other "dll" files. It will not change or have any effect on any other programs.

Placing an Icon on the desktop

In windows explorer go to the c:\K9-Club folder and drag the k9c.exe file to the desktop.

Entering Data

Always use the "New Member" button (ALT-N or the INSERT key) to enter a new member. City, state and zip are entered as a single field to allow easier use of international addresses.

Moving around the Main Screen

The "Hot Keys" are provided for those who prefer to use the keyboard rather than the mouse

The ENTER key works like the TAB key. Holding down the shift key when typing TAB or ENTER will move backward through the TAB order.

The SPACE BAR toggles all check box values and toggles the attendance field from an "X" to a space.

ALT-S or the F3 key moves the cursor to the search box. Typing in this box will move to the name starting with the text.

ALT-A will open the attendance entry form for all club members.

CTRL-A will move the cursor to the Attendance Grid at the bottom of the page.

ALT-E toggles the "E-Mail Newsletter" check box.

ALT-M toggles the "Mail Newsletter" check box.

ALT-R toggles the "Breeder Referral" check box.

ALT-1 through ALT-0 will change the member status to the "nth" item.

CTRL-1 through CTRL-0 will toggle the "nth" interest item.

ALT-N or INSERT will add a new member.

ALT-P opens the "Print" window.

CTRL-I opens the Club Information page.

ALT-S toggles the form size in 80 pixel increments.

CTRL-H toggles the hints on and off.

ALT-K hot links to the K9-Ped web-site.

ALT-X exits the program.

The Page Up / Page Down keys move through the membership list. When used with the shift key, the list moves 15 members up or down.

Double-clicking a member's e-mail address will start an E-mail message to the selected address using your default mail server.

When the cursor is in one of the Status boxes the up and down arrow keys will also move through the choices. The space bar will change the value.

ENTER or TAB moves to the next field.

The seasonal address data are only visible when the household has a start and end month value.

Backing up and Restoring Backup Data

Click "File | Export copy of data file" to make a backup of the current data. Replace your current data file with this file to restore your database.

Importing Data from Version 1 (K9-Membership)

Click "File | Import V1 data" to import data in version one format.

Sharing Data

The database can be shared in two ways, all of the data or just selected data. You may want to share all of the data with other club officers. Simply provide a copy of the *.k9c file. With the program NOT RUNNING they should replace their data file with the one provided.

To share just the basic data for households selected by status, go to the "Print" form and click "Make Share File". This will produce a *.k9c file for the selected members without status, payment or attendance data. You can then send this file to club members who should just receive the basic data. With the program NOT RUNNING they should replace the *.k9c file with the new file. Your members can print their own phone lists or use the program for on-line lookup.

Printing

The print window allows the selection of which records to print and the type of output. The numbers near the check boxes indicate the number of households for each "Member Status". The number to the right in parentheses indicates the number of members in this category. The total at the top of the check boxes indicates the number of pieces to be mailed.

The radio buttons on the right are used to select the type of output. Depending on the type of output you may see additional check boxes to for additional information.

Club Information

The address information appears on all printouts that include a return address.

The renewal costs, web site and due date information are used for the renewal form.

You can transfer the status information for the current year to a selected year. This will not overwrite any existing status information for that year.

The Post Card Back information shows what will appear on the back of the Post Cards. Edit the PostCard.rtf file to change this information.

Program Data Structure (Techie Stuff)

The first time the program is run it will create the program "ini" file and one club data file (sample.k9c).

The club file contains all of the data for the club. Although it is formatted like an "ini" file it does not have the 16KB max size limitation of standard ini files.

The data are organized in sections. The individual data is separated by "pipes" ("|"). Do not use the pipe character in any data field.