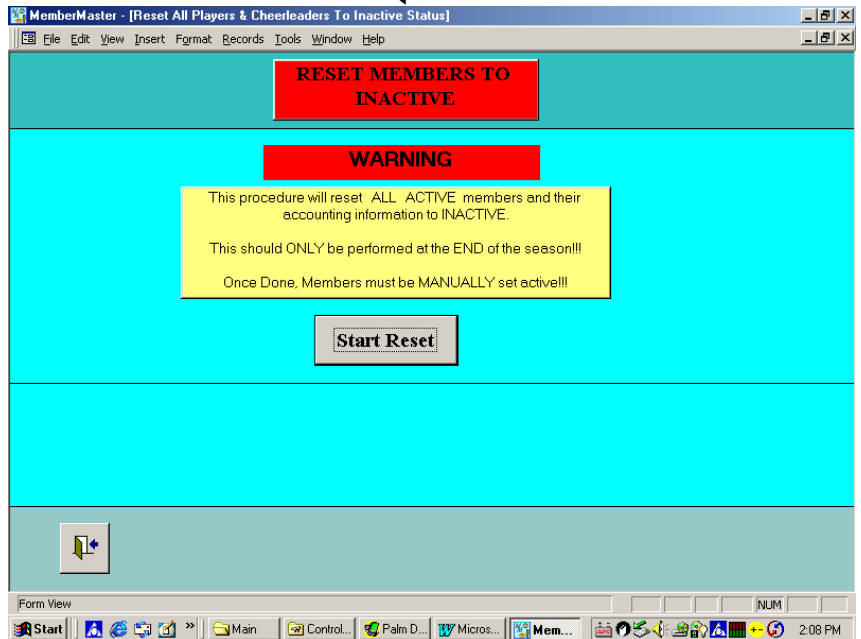
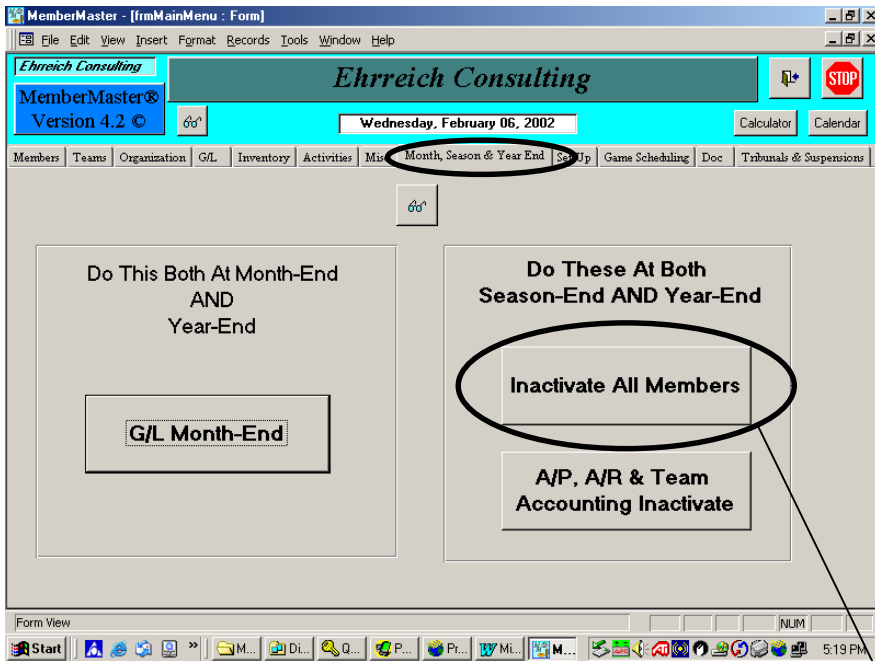


MemberMaster Membership Close Year End Procedure

At the end of each season (often times in January) you should run the Year-End processes for MemberMaster. This will ensure that your membership information is reset and ready for use in the next season. If you are planning to use the data given to you from your conference or federation you will need to import this data first before running your Year-End processes.

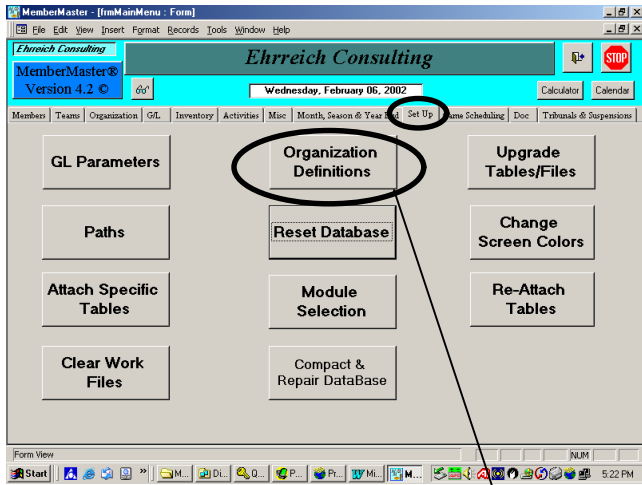
The three step process is enumerated below....

1. Inactivate Your Members

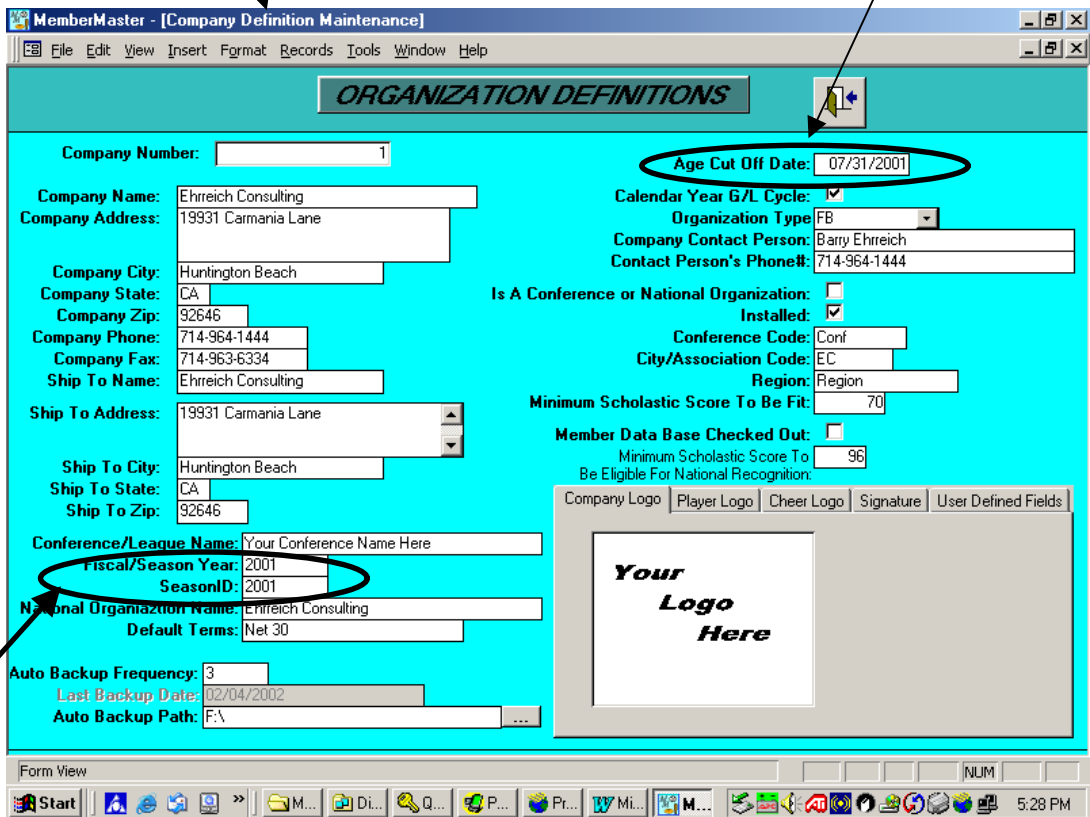


(OVER)

2. Reset Calendar Year Company Information (Password is "pamela")



Change To "07/31/2002"



Change Both To "2002"

3. Re-Compute Players & Cheerleaders League Ages Use "07/31/2002" as the cut off date.

