

Replace Activities in Individual Records

Because activities remain in the data from year to year, you may want to occasionally update the name of an activity or replace an old activity with a new one. For example, it is the beginning of a new school year and students who previously participated in junior varsity basketball will be participating in varsity basketball. In this case, you could replace the old activity with the new one.

1. On the File menu, select **Mass Change**. The Mass Change dialog box displays.
2. In the Available Fields list, expand **Activities**.
3. Click **Replace Activity**.
4. Select an Activity Type.
5. In the **Current** drop-down list, select the activity that you want to replace.
6. In the **Replace with** drop-down list, select the name of the new activity.
7. Click **Change**.