

# Renumber all member records

This article explains how to renumber all member records in your database.

*Why would you do this?*

If you already have preprinted barcode #s that you purchased before Gym Assistant then you may need to shift your membership #s to a range that will not conflict with your barcodes. Some membership systems use the barcode as the member's only identification number, but Gym Assistant has two numbers for each member: a membership number and a barcode (scancode) number. The membership # stays with a member forever (think a person's social security #). The barcode # however is disposable (think about a person's phone #). The SSN lives forever, but phone #s change often.

***Backup your data first! Be sure to backup your data before renumbering members.***

- Select **Special Features** from the **Utilities** menu.
- Select **Custom Command** from the list and click **OK**.
- Enter the command "**renumber all members**" (without quotes) and click **OK**.
- Click **Yes** to confirm.
- Backup your data when prompted, if you have not done so already.
- Enter the **New Beginning Membership Number** and click **OK**.
- Enter the word "**renumber**" (without quotes) and click **OK**.

Note that his process will take a considerable amount of time, so be patient.

Online URL: <https://gymassistant.phpkb.cloud/article/renumber-all-member-records.html>