Offertory report via family workgroups in Connect Now

1) First, log into Connect Now and you will be at your typical homescreen:

   ![Connect Now homescreen](image1.png)

   - Click on **Offering** and then on **Reports** in the upper tabs. Your screen will be similar to below:

   ![Offering Reports](image2.png)

   2) Under the **Offering Reports** section on the left, you will want to select the **Category** marked **Contributions** and under the **Report** style you will select **Summary**. The screen will appear similar to the image below.
4) Under the **Fund** area in the middle section, select the fund you would like to report on. You can select singular fund or multiple.

5) Click **Next** in the bottom right corner and you will next be able to select the different filters you would like on the report. Here you can include a family workgroup. Anything on this screen will “narrow” down your results to only those in the workgroup. So, if you have members in a workgroup that are un-
registered or inactive families, then you will want to make sure the filter is set appropriately.

6) Click the **Next** button in the bottom right side. Then you will see the list of people who have given to that fund.

7) Click the header with the “box” if you’d like to select all members who have given, it will check mark the box in front of those families.
8) Click on **View Report** and you will see a report similar to the one listed below:

9) Click the second icon from the left side to print the report.