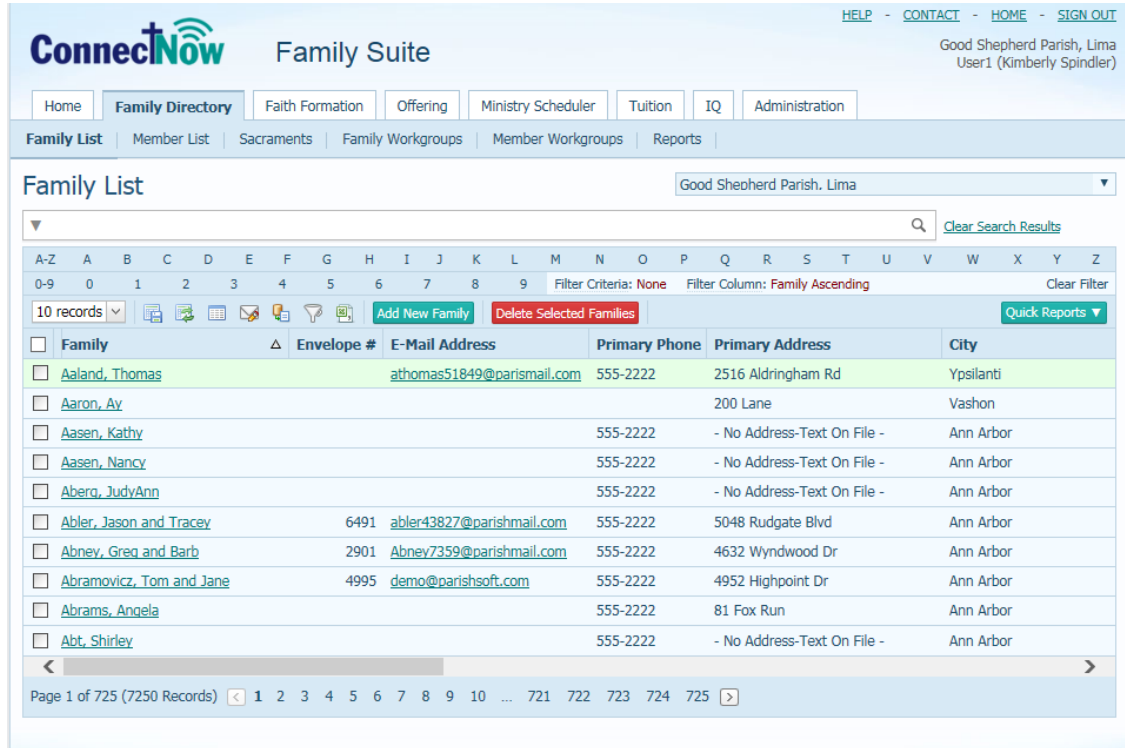


Printing Pre-filled in Registration Forms in Connect Now

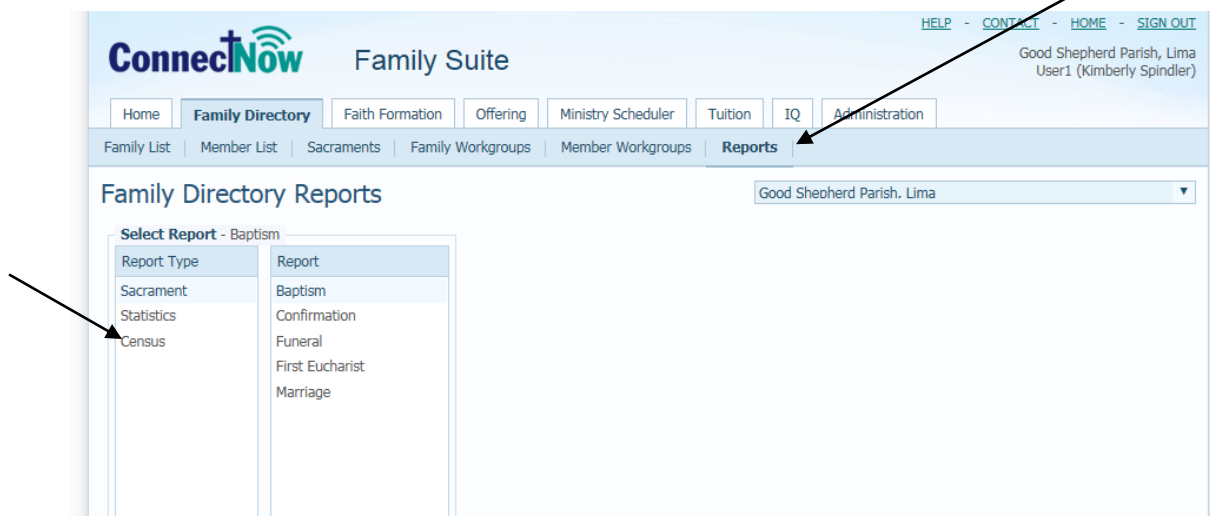
1. Log into Connect Now and you should be at the main **Home** screen. Click on the **Family Directory** tab. Your screen should appear similar to the one below:



The screenshot shows the 'Family List' page in the Connect Now Family Suite. The page header includes the logo, navigation tabs (Home, Family Directory, Faith Formation, Offering, Ministry Scheduler, Tuition, IQ, Administration), and user information (Good Shepherd Parish, Lima, User1 (Kimberly Spindler)). Below the header, there are sub-tabs (Family List, Member List, Sacraments, Family Workgroups, Member Workgroups, Reports) and a search bar. The main content area displays a table of family records with columns for Family, Envelope #, E-Mail Address, Primary Phone, Primary Address, and City. The table is filtered to show 10 records, and the first record is highlighted. The page footer indicates 'Page 1 of 725 (7250 Records)'.

Family	Envelope #	E-Mail Address	Primary Phone	Primary Address	City
Aaland, Thomas		athomas51849@parismail.com	555-2222	2516 Aldringham Rd	Ypsilanti
Aaron, Av				200 Lane	Vashon
Aasen, Kathy			555-2222	- No Address-Text On File -	Ann Arbor
Aasen, Nancy			555-2222	- No Address-Text On File -	Ann Arbor
Aberg, JudyAnn			555-2222	- No Address-Text On File -	Ann Arbor
Abler, Jason and Tracey	6491	abler43827@parishmail.com	555-2222	5048 Rudgate Blvd	Ann Arbor
Abnev, Greg and Barb	2901	Abnev7359@parishmail.com	555-2222	4632 Wyndwood Dr	Ann Arbor
Abramovicz, Tom and Jane	4995	demo@parishsoft.com	555-2222	4952 Highpoint Dr	Ann Arbor
Abrams, Angela			555-2222	81 Fox Run	Ann Arbor
Abt, Shirley			555-2222	- No Address-Text On File -	Ann Arbor

2. Next click on the Reports section under the Family Directory to see the main reporting area:



The screenshot shows the 'Family Directory Reports' page in the Connect Now Family Suite. The page header is the same as the previous screenshot. The 'Reports' tab is selected, and a dropdown menu is open showing a list of report types. The 'Census' report type is highlighted. The page title is 'Family Directory Reports' and the location is 'Good Shepherd Parish, Lima'.

Report Type	Report
Sacrament	Baptism
Statistics	Confirmation
Census	Funeral
	First Eucharist
	Marriage

3. Under the **Select Report** section, seen above, click **Census** label. Your screen will be similar to the one below:

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home **Family Directory** Faith Formation Offering Ministry Scheduler Tuition IQ Administration

Family List Member List Sacraments Family Workgroups Member Workgroups **Reports**

Family Directory Reports

Good Shepherd Parish. Lima

Select Report - Parish Directory

Report Type	Report
Sacrament	Parish Directory
Statistics	Registration Forms
Census	

Family Options
Choose one or multiple family groups to display on the report

- Family group(s)
- Active
- Contributor Only
- Deceased
- Inactive
- Religious Ed Only
- School Only
- Staff
- Student
- Visitor

Member Options

Include Members

[Click Here to View Report](#)

4. Under the **Report** section, indicated above, click on **Registration Forms** your screen will be similar to below:

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home **Family Directory** Faith Formation Offering Ministry Scheduler Tuition IQ Administration

Family List Member List Sacraments Family Workgroups Member Workgroups **Reports**

Family Directory Reports

Good Shepherd Parish. Lima

Select Report - Registration Forms

Report Type	Report
Sacrament	Parish Directory
Statistics	Registration Forms
Census	

Families

<input type="checkbox"/>	Family	Primary Address	Envelope #
<input type="checkbox"/>			
<input type="checkbox"/>	Mr. Thomas Aaland	2516 Aldringham Rd	
<input type="checkbox"/>	Mr. Ay Aaron	200 Lane	
<input type="checkbox"/>	Ms. Nancy Aasen		
<input type="checkbox"/>	Ms. Kathy Aasen		
<input type="checkbox"/>	Ms. JudyAnn Aberg		
<input type="checkbox"/>	Mr. Jason Abler	5048 Rudgate Blvd	6491
<input type="checkbox"/>	Mr. Gregory Abney	4632 Wyndwood Dr	2901
<input type="checkbox"/>	Mr. Thomas Abramovicz	4952 Highpoint Dr	4995
<input type="checkbox"/>	Mrs. Angela Abrams	81 Fox Run	
<input type="checkbox"/>	Ms. Shirley Abt		

Page 1 of 725 (7250 Records) 1 2 3 4 5 6 7 ... 723 724 725

Registration Status

Registered Families

Non-Registered Families

Report Options

Auto Fill

Blank Form

Language Options

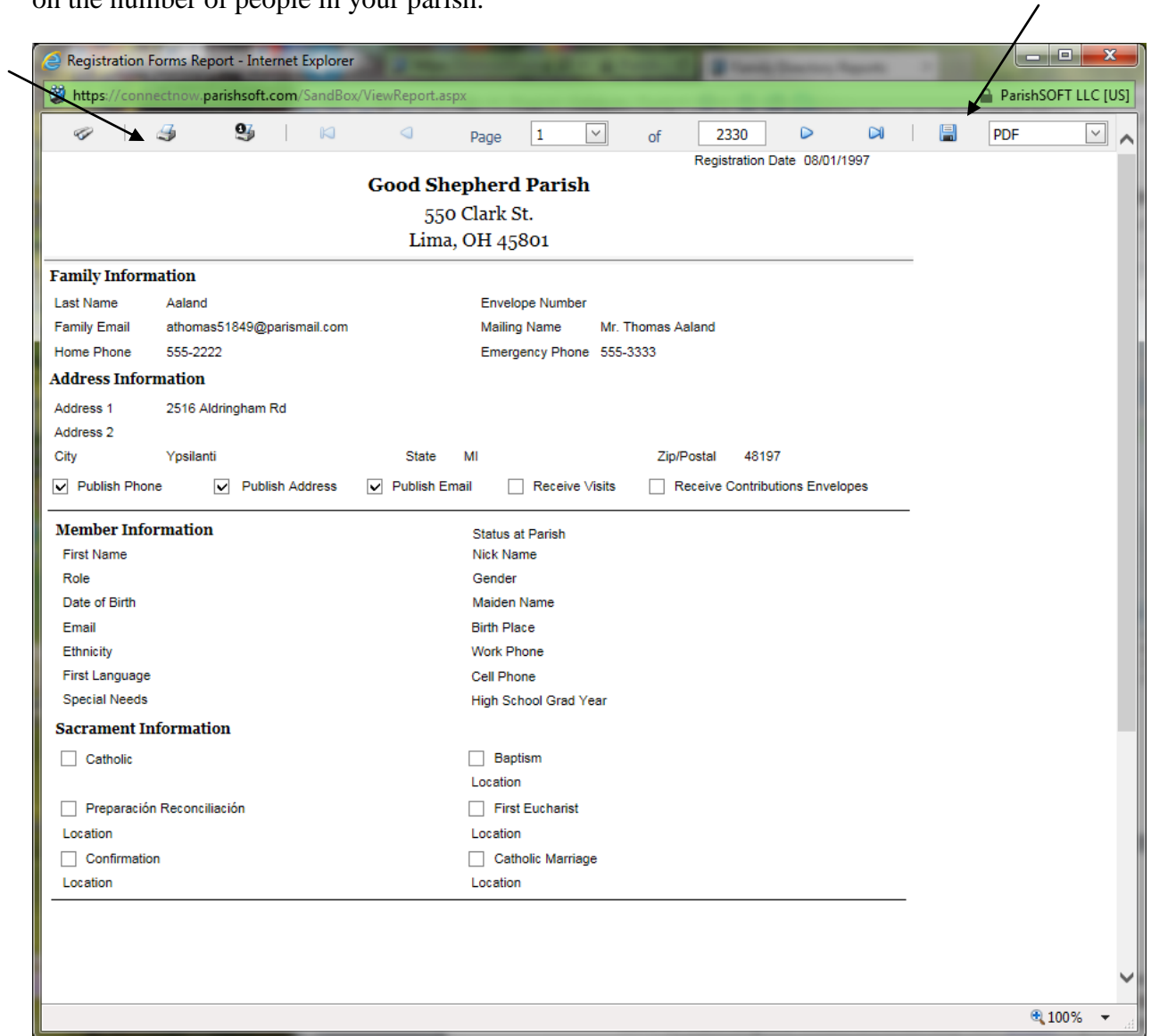
English

Español

English & Español

[Click Here to View Report](#)

- In the bottom section, indicated above, select either the Registered or Non-Registered and the other Report and Language Options you'd like. Then click the button **Click Here to View Report**. Please note, this may take awhile to pull the report, depending on the number of people in your parish.



To print this report, click on the Printer icon on the left side of the screen, as indicated above. If you'd like to first save this document to a pdf and then print it, please click the disk icon on the right side and name the document and location where you'd like to save it.

Note: If you want to print only specific families, on the main screen, check-mark those families you'd like to print and then click the button: **Click Here to View Report**.