

## Printing Sacrament Certificates in Connect Now

1. Please login to your Connect Now site. You will see a screen similar to below

ConnectNow Family Suite  
 HELP - CONTACT - HOME - SIGN OUT  
 Sacred Heart, Grosse Pointe  
 User11 (Kimberly Spindler)

Home | Family Directory | Religious Ed. | Offering | Ministry Scheduler | Tuition | IQ | Administration

Home | Pictorial Directory | Organization Directory | Giving History

Home

Quick Links  
[Home](#)  
[My Own Church](#)  
[Family List](#)  
[Member List](#)

Suspense Activity  
 Families With Suspense Activity (1) Show Details ▼  
[View Suspense Family List](#)  
 New Users In Suspense (1) Show Details ▼  
[View User Registrations in Suspense](#)

2. Click on the **Family Directory** tab and then the **Sacrament** area as seen below:

ConnectNow Family Suite  
 HELP - CONTACT - HOME - SIGN OUT  
 St Joseph Parish, Baraboo  
 Delaney\_Anna (Anna Delaney)

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

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

Sacraments St Gabriel Parish, Lake Mills

Before adding new sacrament records you must do a search to make sure it does not exist. Search below.

Sacrament Last Name Maiden Name First Name Completed On  
 Baptism [ ] [ ] [ ] [ ] Include Date Range Search Clear

3. Click the drop down and select the sacrament type you wish to find. You can search either by a date range or by family last name, first name, etc. Click the **Search** button to find your information.

ConnectNow Family Suite  
 HELP - CONTACT - HOME - SIGN OUT  
 St Joseph Parish, Baraboo  
 Delaney\_Anna (Anna Delaney)

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

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

Sacraments St Gabriel Parish, Lake Mills

Before adding new sacrament records you must do a search to make sure it does not exist. Search below.

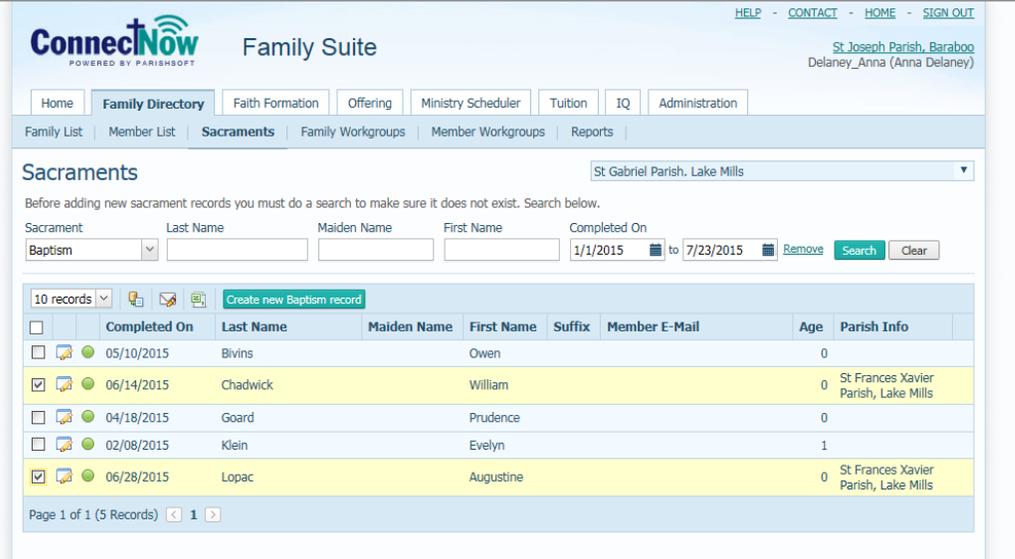
Sacrament Last Name Maiden Name First Name Completed On  
 Baptism [ ] [ ] [ ] [ ] 1/1/2015 to 7/23/2015 Remove Search Clear

10 records Create new Baptism record

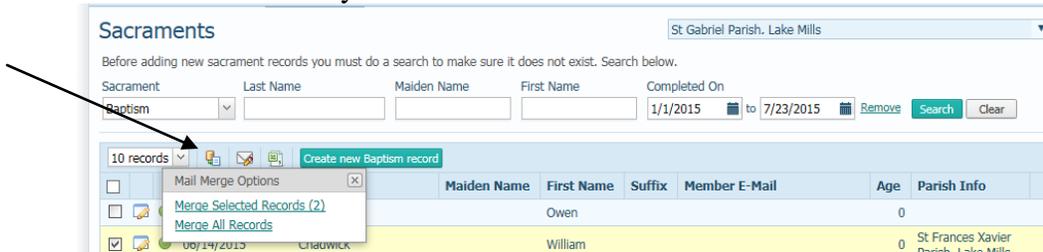
	Completed On	Last Name	Maiden Name	First Name	Suffix	Member E-Mail	Age	Parish Info
<input type="checkbox"/>	05/10/2015	Bivins		Owen			0	
<input type="checkbox"/>	06/14/2015	Chadwick		William			0	St Frances Xavier Parish, Lake Mills
<input type="checkbox"/>	04/18/2015	Goard		Prudence			0	
<input type="checkbox"/>	02/08/2015	Klein		Evelyn			1	
<input type="checkbox"/>	06/28/2015	Lopac		Augustine			0	St Frances Xavier Parish, Lake Mills

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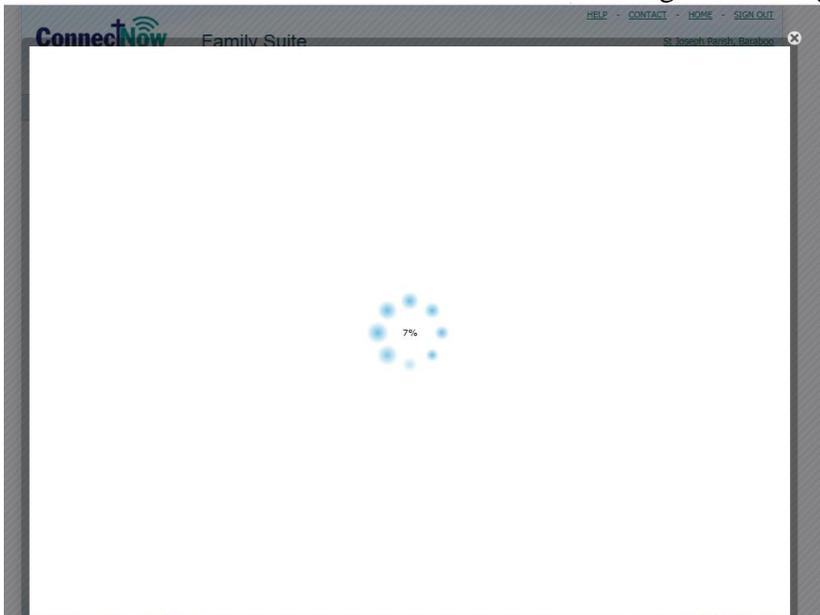
- The results of your search will appear, similar to the image above. Choose the members you'd like to print the sacrament for. You can either select one or multiple, as seen below by clicking the selection box on the far left of the screen.



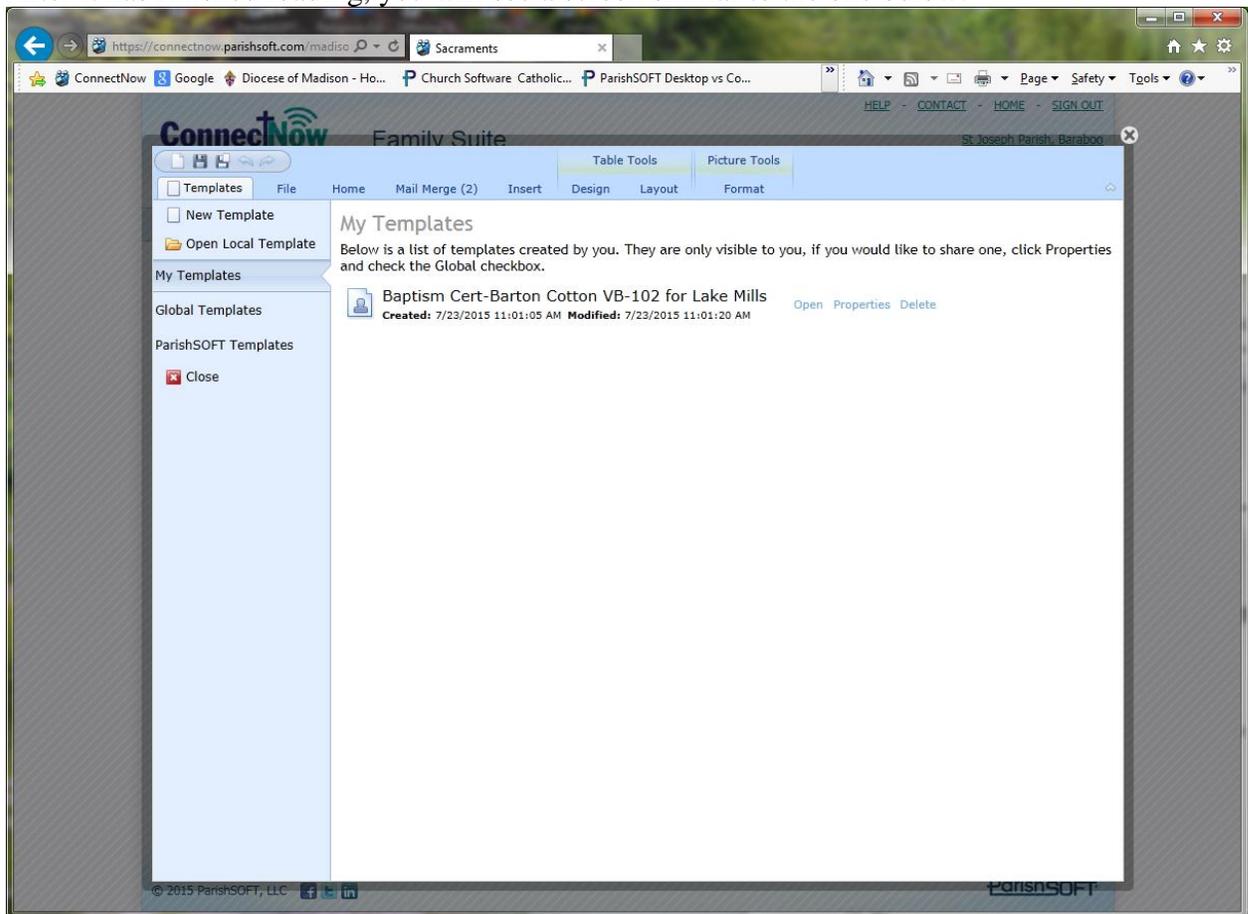
- Next, click on the Mail Merge icon , you will be given an option of either mail merging all the records or only some of them.



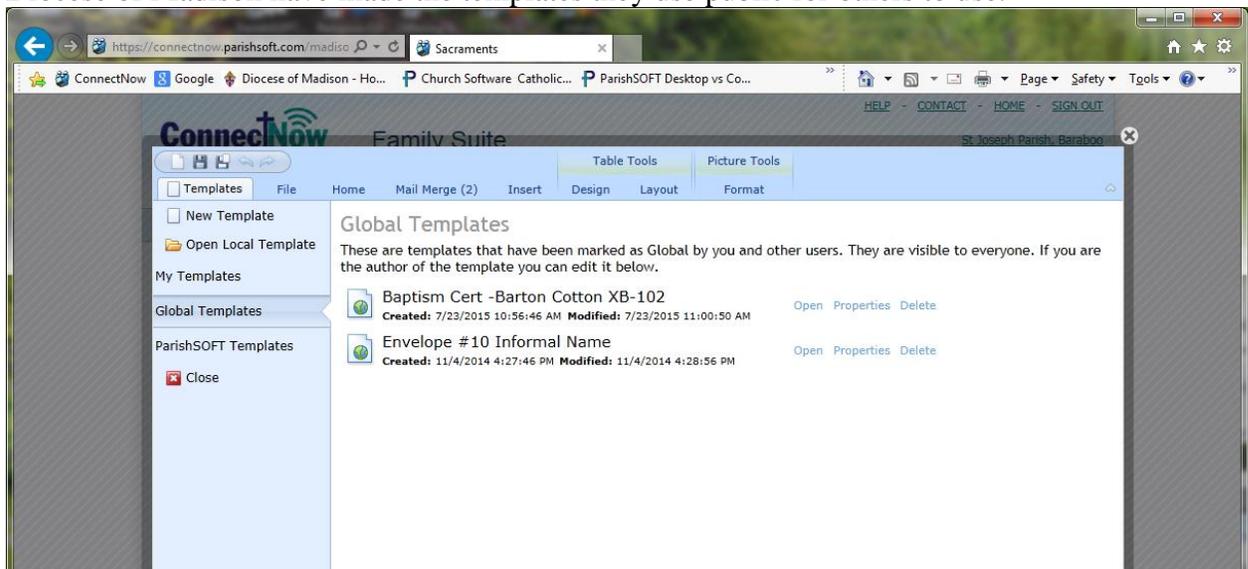
- You will next see a screen where Microsoft Silverlight is loading:



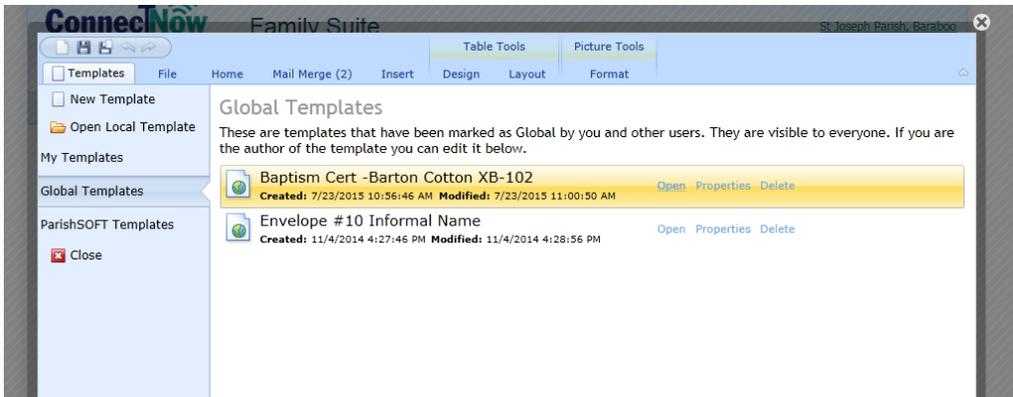
7. After it has finished loading, you will see a screen similar to the one below:



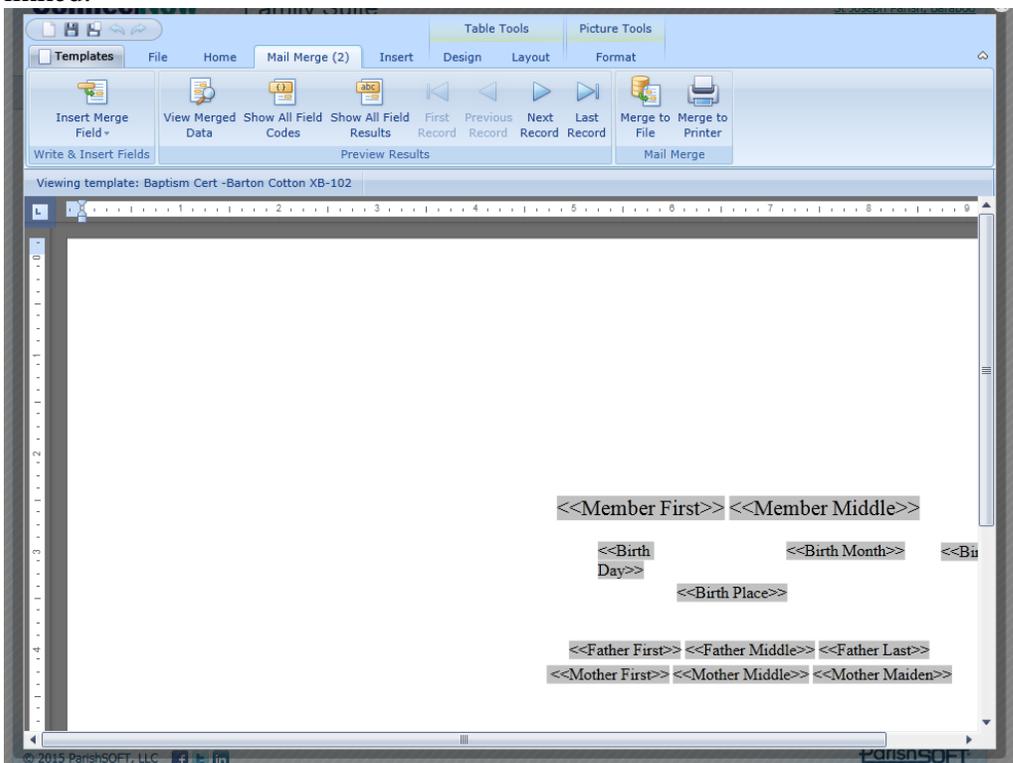
8. Click on the section marked **Global Templates** this is the section where parishes in the Diocese of Madison have made the templates they use public for others to use.



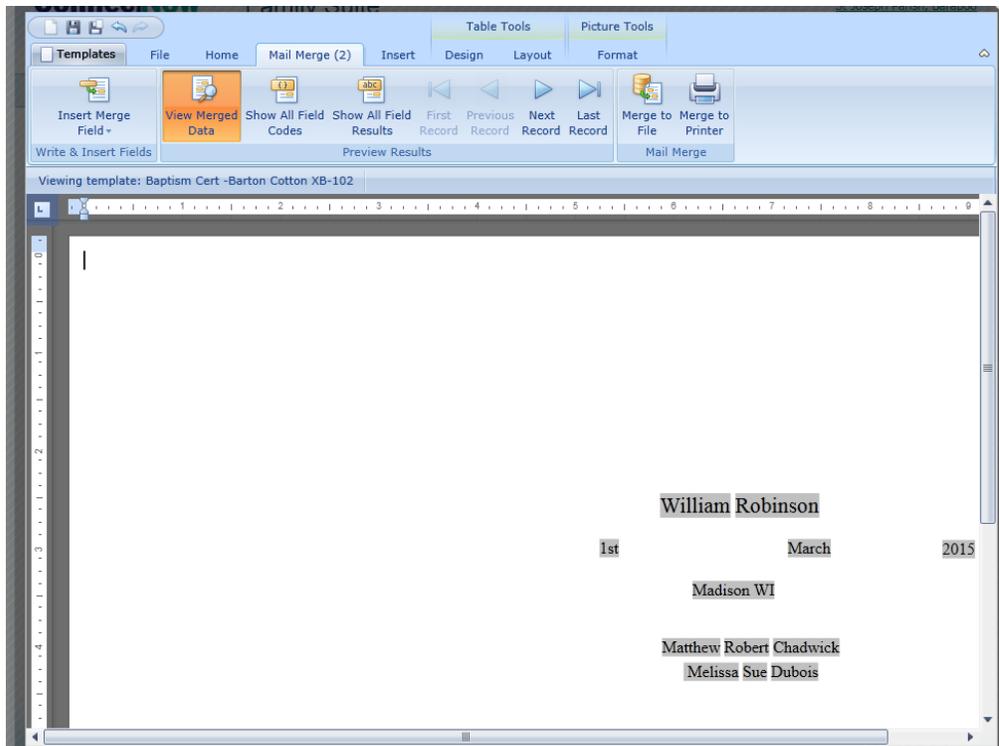
9. Please open and “Save As” the document if you wish to make changes to a global template. In the example above, we’ll open the **Baptism Cert –Barton Cotton XB-102** template. (click the blue Open option to the right of the template name)



10. The template will open, as seen below and will have your member's sacrament information linked.



11. To view the information linked, under the **Mail Merge** tab, click the **View Merged Data** area. Your screen will show you the merged data as seen below.



12. To print off the document, click **Merge to Printer**.
13. If you wish to make major changes to this document (layout,etc), click on the **File** tab, then click **Save (Local)** and from there, save it to your computer. Make the changes you wish through your computer, then upload the template again.