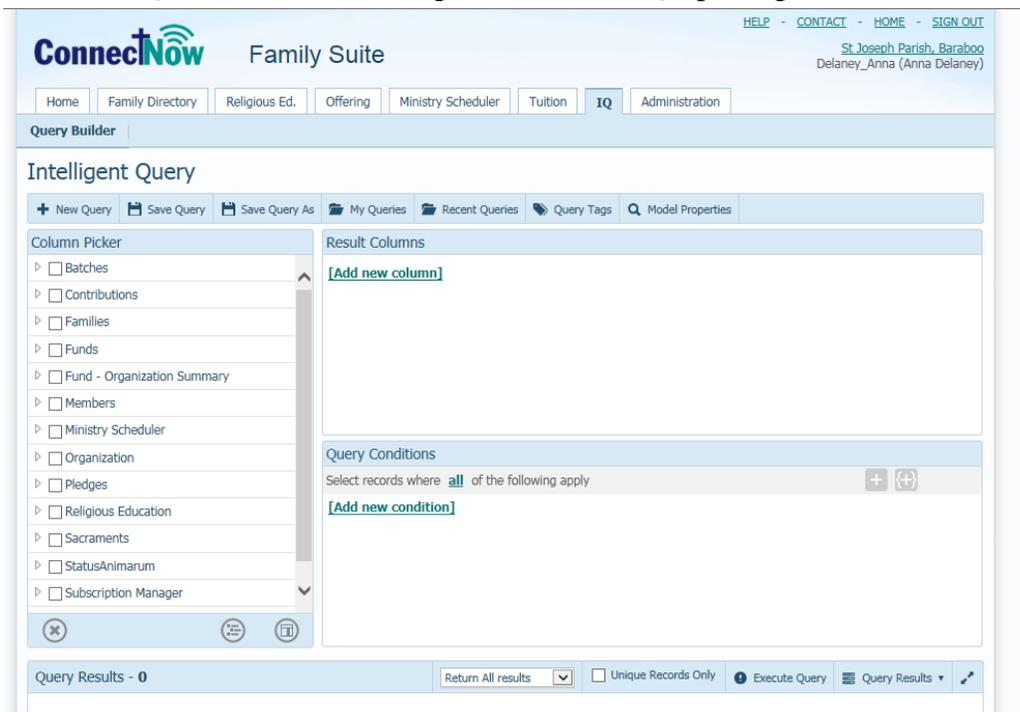


## Printing off labels for families of children in a specific age range in Connect Now

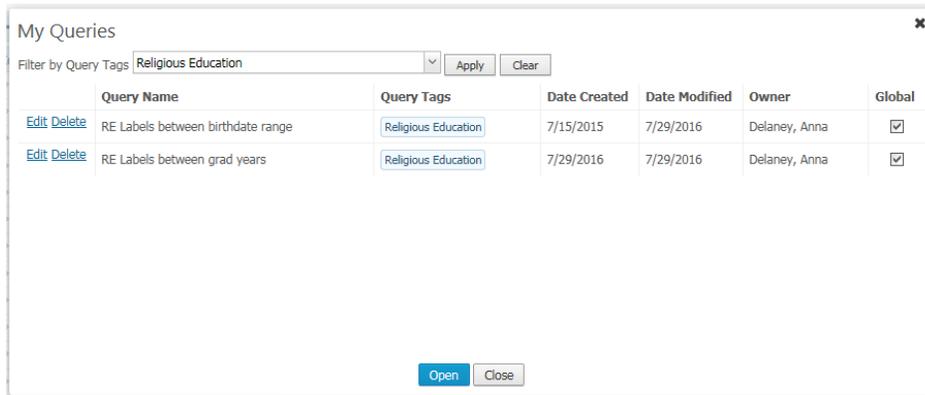
- 1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:



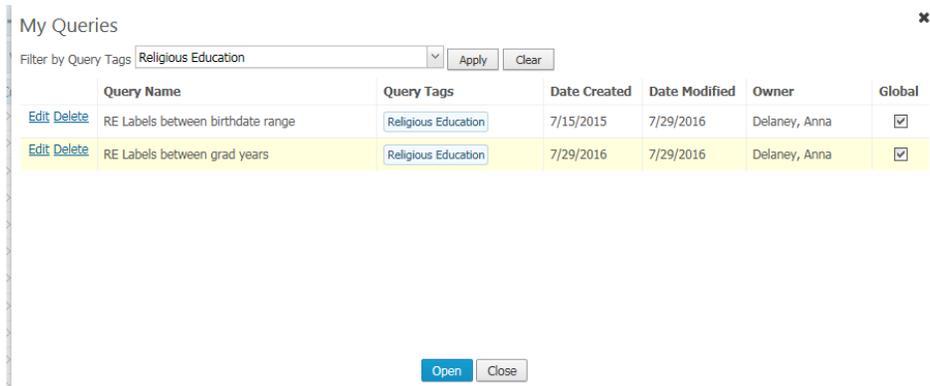
- 2) Click the IQ header tab above, to get to the main IQ reporting area, seen below:



- 3) Click the **My Queries** area indicated above, then you'll search for either the query labeled:
  - RE Labels between birthdate range
  - RE Labels between Grad Years
- 4) If you click the query tag area, then select Religious Education, then click apply, you will see the two queries, as seen below:



- 5) Select whichever means you wish to use to find the possible students for Religious Education which you are looking for. In the first query, you will be searching through all your families that are Registered/Active and in a specific date range. In the second query, you will be looking for all Active Members (regardless of their registration status or family group and then you'll select the members in a specific range of grad years. (please note, the grad years may be a simpler search, as they are calculated based off of the cut off date of 09/01 of each year)
- 6) In the example below, we're using the grad year search. Highlight the line/query you wish to open, then click Open.



- 7) Your screen will be similar to the screen below:

ConnectNow Family Suite

St. Joseph Parish, Baraboo  
Delaney, Anna (Anna Delaney)

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

Query Builder

Intelligent Query

+ New Query Save Query Save Query As My Queries Recent Queries Query Tags Model Properties

Viewing Query RE Labels between grad years Query Properties

Column Picker

- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
- Members
- Ministry Scheduler
- Organization
- Pledges
- Religious Education
- Sacraments
- StatusAnimarum
- Subscription Manager

Result Columns

Expression	Title
Members First Name (Formal)	Members First Name (Formal)
Members First Name (Informal/Nickname)	Members First Name (Informal/Nickname)
Members Last Name	Members Last Name
Members Age	Members Age
Members Birthdate	Members Birthdate

[Add new column]

Query Conditions

Select records where all of the following apply

Members Graduation Year is between 2017 and 2028

and Members is Active is equal to 1

and Families is Registered is equal to Yes

[Add new condition]

Query Results - 0 Return All results Unique Records Only Execute Query Query Results

- 8) Change the criteria for the graduation year, so the students fall in the range you would like, then click Execute Query, seen above. You will see results, as seen in the screen below:

Query Builder

Intelligent Query

+ New Query Save Query Save Query As My Queries Recent Queries Query Tags Model Properties

Viewing Query RE Labels between grad years Query Properties

Column Picker

- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
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Result Columns

Expression	Title
Members First Name (Formal)	Members First Name (Formal)
Members First Name (Informal/Nickname)	Members First Name (Informal/Nickname)
Members Last Name	Members Last Name
Members Age	Members Age
Members Birthdate	Members Birthdate

[Add new column]

Query Conditions

Select records where all of the following apply

Members Graduation Year is between 2017 and 2028

and Members is Active is equal to 1

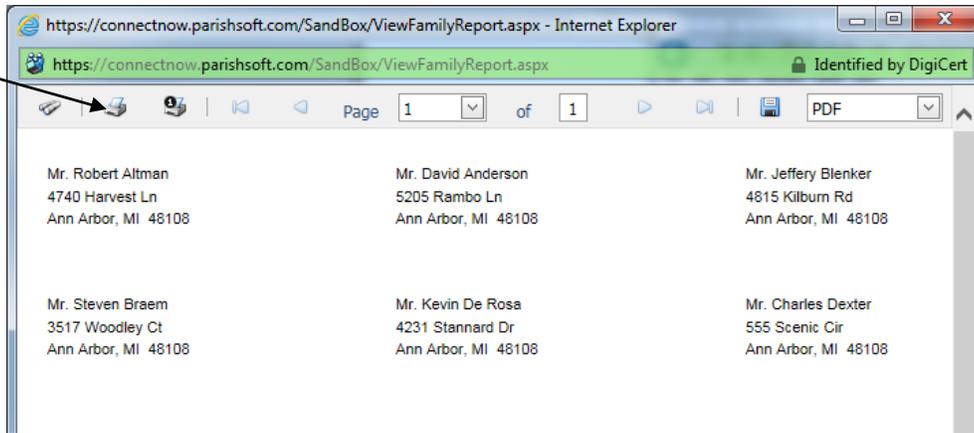
and Families is Registered is equal to Yes

[Add new condition]

Query Results - 3,657 Return All results Unique Records Only Execute Query Query Results

Members First Name (Formal)	Members First Name (Informal/Nickname)	Members Last Name	Members Age	Members Birthdate	Members
Colby	Colby	Gray	5	10/29/2010	Mr.
Catherine	Catherine	Neal	5	10/16/2010	Ms.
Blaise	Blaise	Maurice	5	11/21/2010	Mr.
Isla	Isla	Vezzetti	5	8/28/2010	Ms.
Jacob	Jacob	Ruhle	5	10/20/2010	Mr.





14) On the print screen, remember to click **Print Actual Size** so that the labels aren't off if there are more than 3 lines.

