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:

![Home Screen](image1.png)

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

![IQ Reporting Area](image2.png)

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) You screen will be similar to the screen below:
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:
9) To generate labels off of this query, (and to remember which families we’ve sent this letter to) we’ll create a new family workgroup out of the query. Under the **Query Results** area, click **Create Family Workgroup**.

10) Name the workgroup, then click **Create**.

11) Next, go to the **Family Directory**, then the **Family List**. Click the filter icon, and set in the following parameters in the image below, making sure to select your new Family Work Group you created, then click **Apply**

![Filter Options Image]

12) Your screen should refresh with just the families that fulfill that criteria

![Family List Image]

13) Under the **Quick Reports** on the right side, select **Family Mailing Labels** then with the popup screen, click the Print icon (indicated below)
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.