Listing Age range and family information in ParishSOFT

1. Log into and you should be at the main **Home** screen. Click on the **Family Directory** tab then click the **Member List** area in blue ribbon. Your screen should be similar to below.

![Family Directory Screen](image1.png)

2. Click the **Filter** icon as seen below:

![Filter Icon](image2.png)

3. Under the main filter settings, select your Registered/Active families, as seen below. Along with the **Active** Members.

![Filter Settings](image3.png)
4. Click on arrow next to the **Advanced Options**. You will see a screen similar to the one listed below. Select the **Age Range** box, and it will expand to show areas to fill in the age range you wish to search upon.
5. After clicking the **Apply** button you will see a listing of the members on your screen that fulfill the criteria, as seen below. (We can see there are 2146 members in the search below by looking in the bottom left corner.)

![Member List Screen](image)

6. If you wish to send this information off to someone in an Excel format, please click the X icon (indicated below) to export this information.

![Member List Screen](image)

7. You will see a warning screen, as seen below:
8. Or under **Quick Reports**, you can pick an option from there.(mailing labels, etc.)