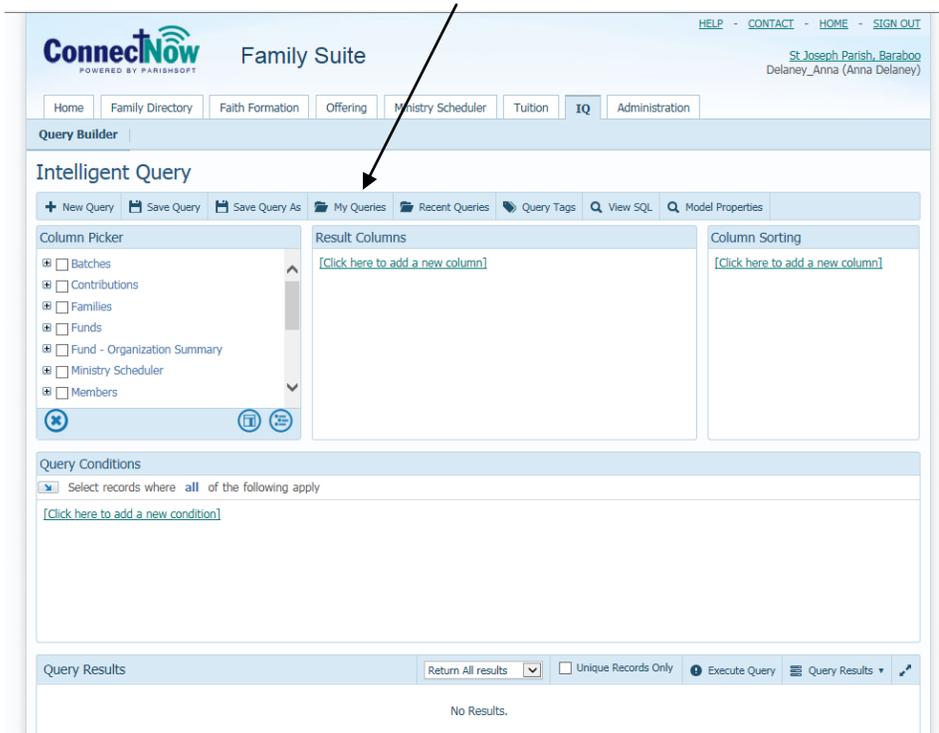


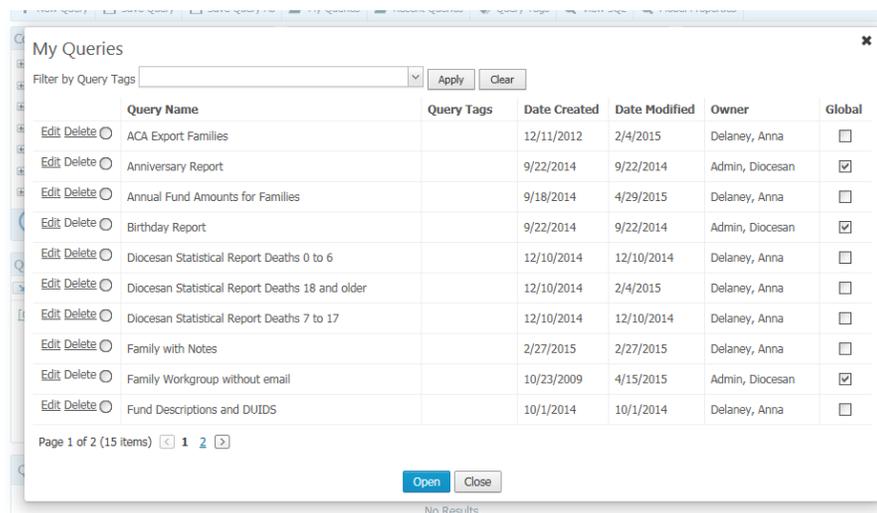
Labels of Families for Members within an Age range in Connect Now

Currently, on the member filter screen you can only search for one particular grad year at a time. In order to compile a list and send information to multiple members, for a specific range of Grad Years, please follow the directions listed below.

1. Log into Connect Now and you should be at the main **Home** screen. Click on the **IQ** tab and you will see a screen similar to the one below.



2. Click on the button indicated above which says **My Queries**. You will get a screen similar to the one below:



- Find the query named: **Reg, Active Members between Grad Years** as seen in the picture below. Click on the query and this will select the query and highlight it lightly, as seen in the image below. Click on **Open**.

Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Edit Delete Pledge Info via Fund		7/17/2015	8/4/2015	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete Pledge Info via Fund original		8/4/2015	8/4/2015	Delaney, Anna	<input type="checkbox"/>
Edit Delete RE Info Query		8/26/2015	8/26/2015	Delaney, Anna	<input type="checkbox"/>
Edit Delete RE Labels between birthdate range	Religious Education	7/15/2015	7/29/2016	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete RE Labels between grad years	Religious Education	7/29/2016	7/29/2016	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete RE Student Book Label		9/24/2015	9/30/2015	Delaney, Anna	<input type="checkbox"/>
Edit Delete RE Student Grade Room Class		9/24/2015	7/29/2016	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete RE Student Registration Form Info		4/5/2017	4/5/2017	Delaney, Anna	<input checked="" type="checkbox"/>
Edit Delete Reg and Contrib amount		10/8/2015	10/8/2015	Delaney, Anna	<input type="checkbox"/>
Edit Delete Reg, Active Members between Grad Years		4/20/2017	4/20/2017	Delaney, Anna	<input checked="" type="checkbox"/>

Page 9 of 11 (110 items) [1](#) [2](#) [3](#) ... [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [>](#)

[Open](#) [Close](#)

- You will see a screen while your content is loading:

Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Labels for RE Mailing		6/25/2015		Quinn, Pamela	<input type="checkbox"/>
Registered, Active, Members By Age		9/23/2014	7/15/2015	Fitzpatrick, Daniel	<input type="checkbox"/>
Registered, Active, Members By Age & Gender		2/4/2015	7/15/2015	Delaney, Anna	<input type="checkbox"/>

- Next, you will see the format of the query as seen in the screen below:

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
 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

Viewing Query **Reg, Active Members between Grad Years** Query Properties

Column Picker	Result Columns												
<ul style="list-style-type: none"> Batches Contributions Families Funds Fund - Organization Summary Members Ministry Scheduler Organization Pledges Religious Education Sacraments StatusAnnum Subscription Manager 	<table border="1"> <thead> <tr> <th>Expression</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Members First Name (Formal)</td> <td>Name</td> </tr> <tr> <td>Members First Name (Informal/Nickname)</td> <td>Nickname</td> </tr> <tr> <td>Members Last Name</td> <td>Last Name</td> </tr> <tr> <td>Members Age</td> <td>Age</td> </tr> <tr> <td>Members Birthdate</td> <td>Birthdate</td> </tr> </tbody> </table> <p>[Add new column]</p>	Expression	Title	Members First Name (Formal)	Name	Members First Name (Informal/Nickname)	Nickname	Members Last Name	Last Name	Members Age	Age	Members Birthdate	Birthdate
Expression	Title												
Members First Name (Formal)	Name												
Members First Name (Informal/Nickname)	Nickname												
Members Last Name	Last Name												
Members Age	Age												
Members Birthdate	Birthdate												

Query Conditions

Select records where **all** of the following apply + (+)

- Members Graduation Year is between 2017 and 2018
- 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

No Query Results

- Please note that the columns below highlighted in yellow, shows us the different pieces of information that the query will display for us, the “results”. The area highlighted in red, tells us how we’re restricting the information, or the “conditions” of our search for information.

- In the **Query conditions** area, verify the range of the member’s graduation years which you wish to find. In the example above, it’s only searching for the 11th and 12th graders (if it’s the current 2016/2017 school year) If you need to change the years, click on the number, type a new number, then hit tab or enter (or click elsewhere) and the number will save.
- After verifying the member’s graduation year range, click the **Execute Query** button in the bottom section called **Query Result** (seen below) and verify a couple of your results in the members displayed. (you will see the number of members fulfilling this query on the left side...in the example below, 470)

Name	Nickname	Last Name	Age	Birthdate	Gender	Member Type	Member Status	Contact Info Email Address
Jacob	Jacob	Koch			M	Son	Active	
Carter	Carter	Pinten	16	10/5/2000	M	Son	Active	apinten@yahoo.com
Carter	Carter	Pinten	16	10/5/2000	M	Son	Active	apinten@yahoo.com
Laurel	Laurel	Masters	16	7/9/2000	F	Daughter	Active	jmm2425@yahoo.com
Helen	Helen	Budig	16	4/29/2000	F	Daughter	Active	
Mariah	Mariah	Calkins	16	7/6/2000	F	Daughter	Active	

- If you scroll over, you can see additional information about the members, to verify your results.
- If this is correct, under the **Query Results** area, select **Create Family Workgroup**

Query Results - 823 results

Return All results Unique Records Only Execute Query Query Results

Members Last Name	Members First Name (Informal/Nickname)	Members Age	Members is Active	Families is Register
Accola	Asiah	15	1	<input checked="" type="checkbox"/>
Brunner	Sierra	14	1	<input checked="" type="checkbox"/>
Adams	Connor	8	1	<input checked="" type="checkbox"/>
Adams	Ashley	15	1	<input checked="" type="checkbox"/>
Adams	Kyle	12	1	<input checked="" type="checkbox"/>
Alonso	Edison	9	1	<input checked="" type="checkbox"/>
Alvarez	Maura	13	1	<input checked="" type="checkbox"/>
Arnold	Edward	8	1	<input checked="" type="checkbox"/>
Arnold	Elizabeth	10	1	<input checked="" type="checkbox"/>

Export to CSV
Mail Merge
Generate Email Address List
Create Family Workgroup
Create Member Workgroup

- You will get popup that allows you to name the workgroup, as seen below: Enter in a name and click **Create**

Following apply

and

1

l to

Create Family Workgroup ✕

Workgroup Name:

Owner Organization:

- When finished creating the Family Workgroup, go to the top of Connect Now and click on **Family Directory** then click on **Family Workgroups**. Select the workgroup that you created so you see it on the right side, as seen below

ConnectNow Family Suite

HELP - CONTACT - HOME - SIGN OUT

Good Shepherd Parish, Toledo
User1 (Kimberly Spindler)

Home **Family Directory** Religious Education Offering Ministry Scheduler Tuition IQ Administration

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

Family Workgroups Good Shepherd Parish, Toledo

Workgroups

- All School Families
- Baptism Class 2017
- CK Alumni
- Deceased
- Families-Grad Year 2017/18**
- Festival
- Finance council
- Lectors
- New Fam
- new merged group
- New Test

Families in Workgroup: **Families-Grad Year 2017/18**

A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: Filter Column: Clear Filter

25 records

	Last Name	First Name	E-Mail	Phone	Address	City, State
<input type="checkbox"/>	Aaland-Smith	Thomas	as@aaland.com		2516 Aldringham	Braintree M
<input type="checkbox"/>	Abney	Greg and Barb	gb@abney.com	555-2222	4632 Wyndwood	Clawson MI
<input type="checkbox"/>	Adams	Barbara and Robe	barbara@adams.c	555-2222	456 Main St	Ann Arbor MI
<input type="checkbox"/>	Adams	Mary	mary@adams.com	555-2222	4254 Stannard	Ann Arbor MI
<input type="checkbox"/>	Faivre	Karen		555-2222	4923 San Joaquin	Ann Arbor MI
<input type="checkbox"/>	Farmer	Helen		555-2222	2604 Isha Laye V	Ann Arbor MI
<input type="checkbox"/>	Felber	Alice		555-2222	4203 Talmadge V	Ann Arbor MI

13. Next, in the right side select: **Quick Reports** and then **Family Workgroup Mailing Labels**

The screenshot shows the 'Family Suite' interface for 'Good Shepherd Parish, Toledo'. The 'Family Workgroups' section is active, displaying a list of workgroups on the left and a table of families in the 'Families-Grad Year 2017/18' group on the right. The 'Quick Reports' button is highlighted with a black arrow.

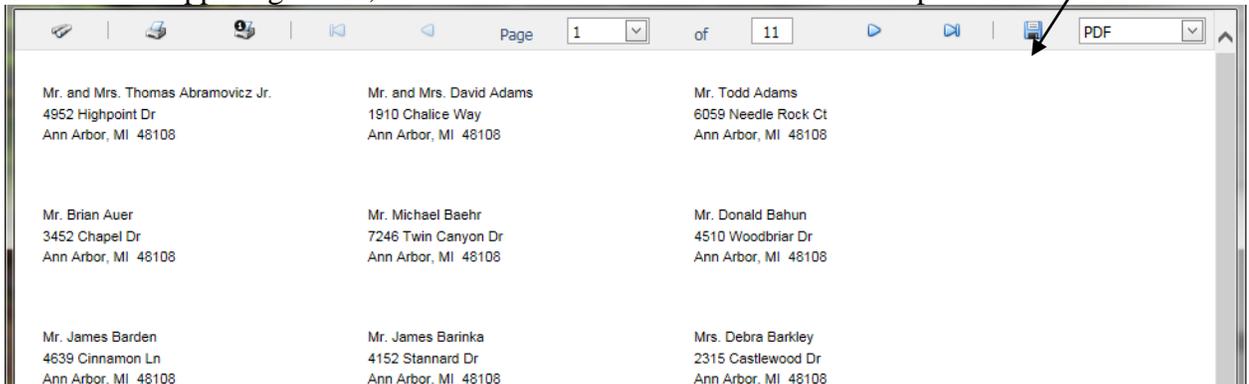
Last Name	First Name	E-Mail	Phone	Address	City, State
Aaland-Smith	Thomas	as@aaland.com		2516 Aldringham	Braintree M
Abney	Greg and Barb	gb@abney.com	555-2222	4632 Wyndwood	Clawson MI
Adams	Barbara and Robe	barbara@adams.c	555-2222	456 Main St	Ann Arbor MI
Adams	Mary	mary@adams.com	555-2222	4254 Stannard	Ann Arbor MI
Favre	Karen		555-2222	4923 San Joaquir	Ann Arbor MI
Farmer	Helen		555-2222	2604 Isha Laye V	Ann Arbor MI
Felber	Alice		555-2222	4203 Talmadge V	Ann Arbor MI

14. There will be a popup window that will show with the family labels, as similar to below:

The screenshot shows a web browser window displaying a family report page. The page contains a grid of family labels, organized into three columns and five rows. The browser address bar shows the URL: https://connectnow.parishsoft.com/SandBox/ViewFamilyReport.aspx.

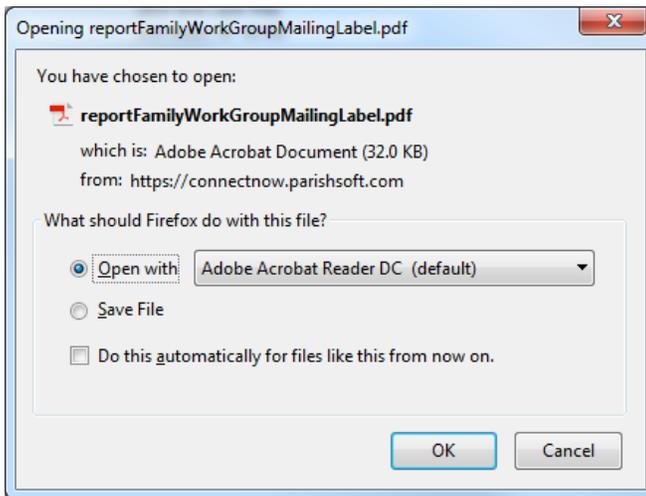
Mr. and Mrs. Thomas Abramovicz Jr. 4952 Highpoint Dr Ann Arbor, MI 48108	Mr. and Mrs. David Adams 1910 Chalice Way Ann Arbor, MI 48108	Mr. Todd Adams 6059 Needle Rock Ct Ann Arbor, MI 48108
Mr. Brian Auer 3452 Chapel Dr Ann Arbor, MI 48108	Mr. Michael Baehr 7246 Twin Canyon Dr Ann Arbor, MI 48108	Mr. Donald Bahun 4510 Woodbriar Dr Ann Arbor, MI 48108
Mr. James Barden 4639 Cinnamon Ln Ann Arbor, MI 48108	Mr. James Barinka 4152 Stannard Dr Ann Arbor, MI 48108	Mrs. Debra Barkley 2315 Castlewood Dr Ann Arbor, MI 48108
Mr. Thomas Bemowski 4045 Clegg Rd Ann Arbor, MI 48108	Mr. and Mrs. Robert Bernarde 4741 S Arville Dr Ann Arbor, MI 48108	Mr. Jeffrey Blanchard 2840 Wiltshire Dr Ann Arbor, MI 48108
Mrs. Mariann 7213 Whispering Oak Dr Ann Arbor, MI 48108	Mr. Jeff Borski 10216 Crabb Rd Ann Arbor, MI 48108	Mr. Jordan Borski 7221 Saint Roberts Ln Ann Arbor, MI 48108

15. Click on the upper right side, click the icon to the left of the PDF description.

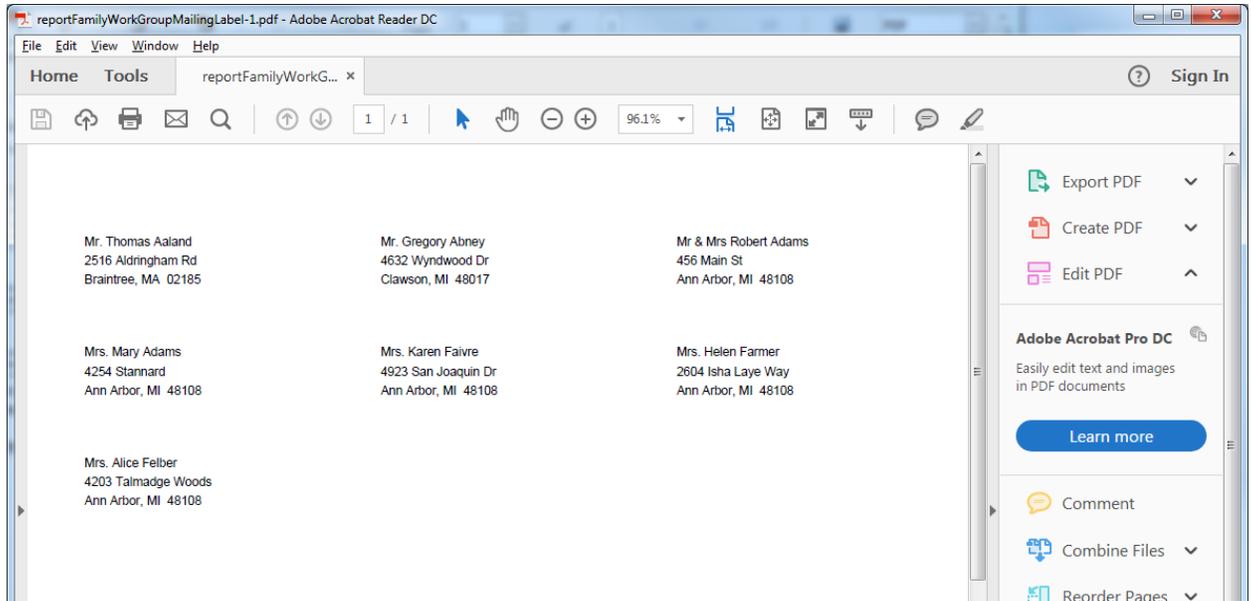


(saving it to a PDF prior to printing will enable the labels to print perfectly, as opposed to occasionally stretching on the screen, due to your internet settings)

16. You will be asked what to do with your PDF document, Open it, if given the option, as seen below:

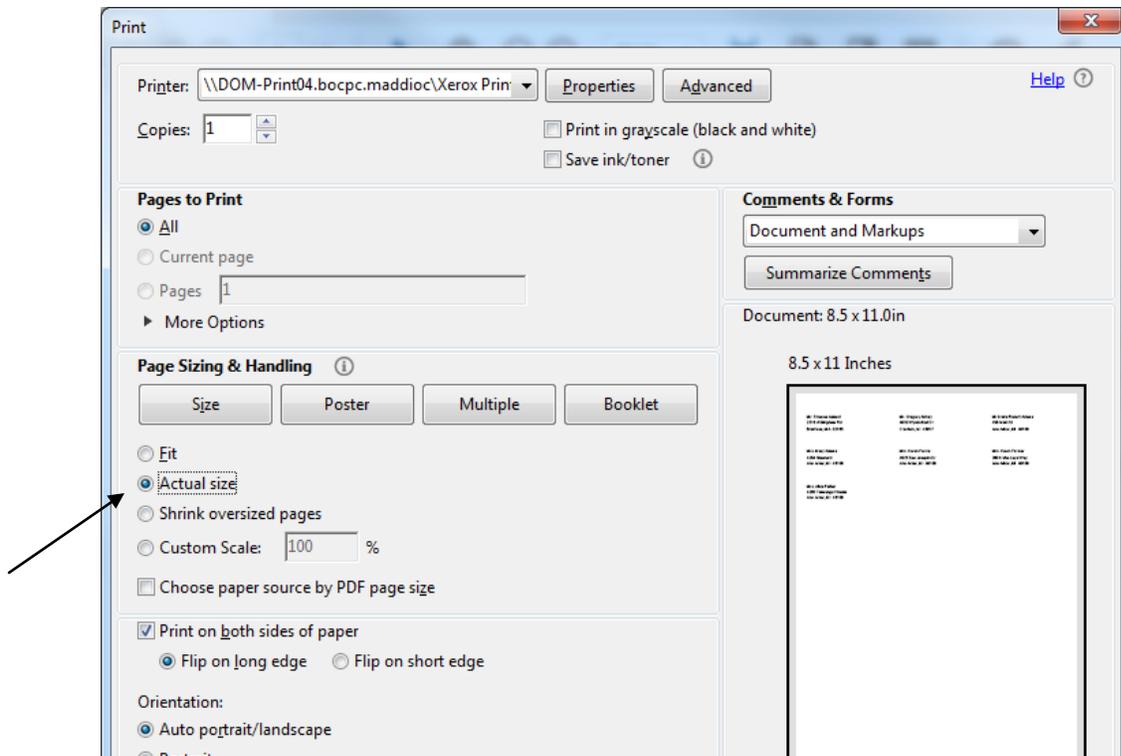


17. Your screen should appear similar to below, where it is opened in the Adobe Acrobat reader.



18. Click **File**, then **Print** to print the document.

19. If given the following type of screen, always click the **Please click “Actual Size” to make sure the labels will fit your standard labels**. If you do not click on this, the labels will be skewed and not in the same spot on each of the labels.



20. After printing, click the close button on the upper right side of the labels and you'll be back at the Family Workgroup screen.
21. Leave the newly created workgroup, until you're ready to delete it, as a reminder of whom you've mailed to.