**Labels for only some members in Connect Now**

There are two main approaches you can best use when printing labels for only "some" members in Connect Now. We will look at the first two ways, which is quickest to produce Member labels.

A. Filtering Families or Members through Main Screens

1. After logging into your Connect Now site. You will see a screen similar to below

2. Click on the **Family Directory** tab and then the **Member List** area as seen below:
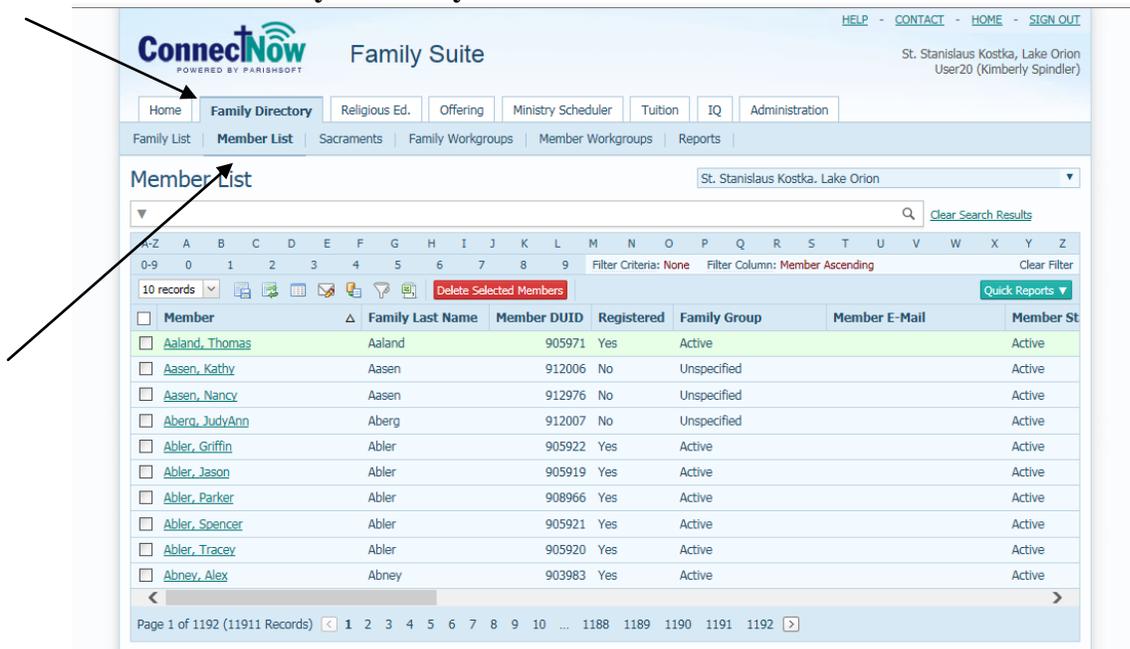
3. Next, if you can "filter" the list so that it's only the members you wish to print labels for, that will be ideal as the "Quick Reports" button will select "all" the members shown on the main screen. (the quick reports does not have an option right now to just select members you've clicked on in the member view area)

4. Your filter screen will show similar to below:

Please note that this area has an option to select the Member workgroups from this screen, along with selecting gender, age range (in the Advanced Options) etc. Please play with the different filters to see if you can get the set group of people you wish to communicate through this manner first.

5. In the example below I am picking only the Registered/Active families that have Members in the "Festival Committee" workgroup. And I'm also selecting only the Men in the group between 18 and 45. The reason is that we have a large heavy sign and I want to see who in this group has the "muscles" to lift it in.

6. After filtering my list, I can see that there's only one member that qualifies for this criteria, as seen below:
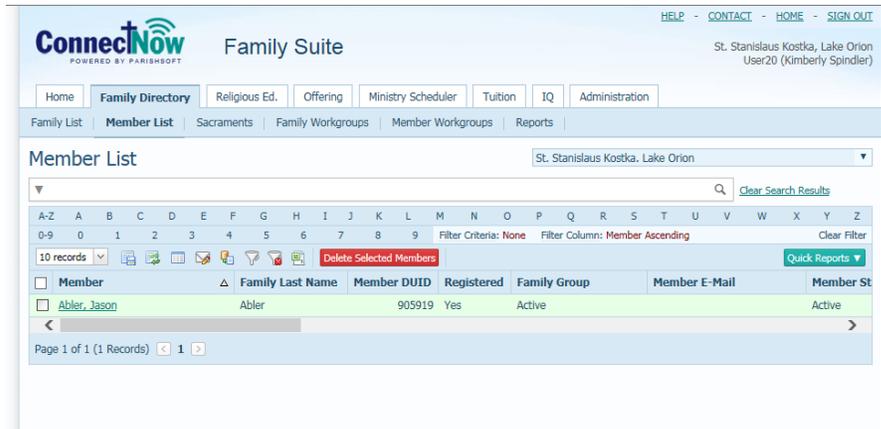
7. If I click on Quick Reports, then click on Member Mailing Labels. The following screen shows up with only that member's information in the label.
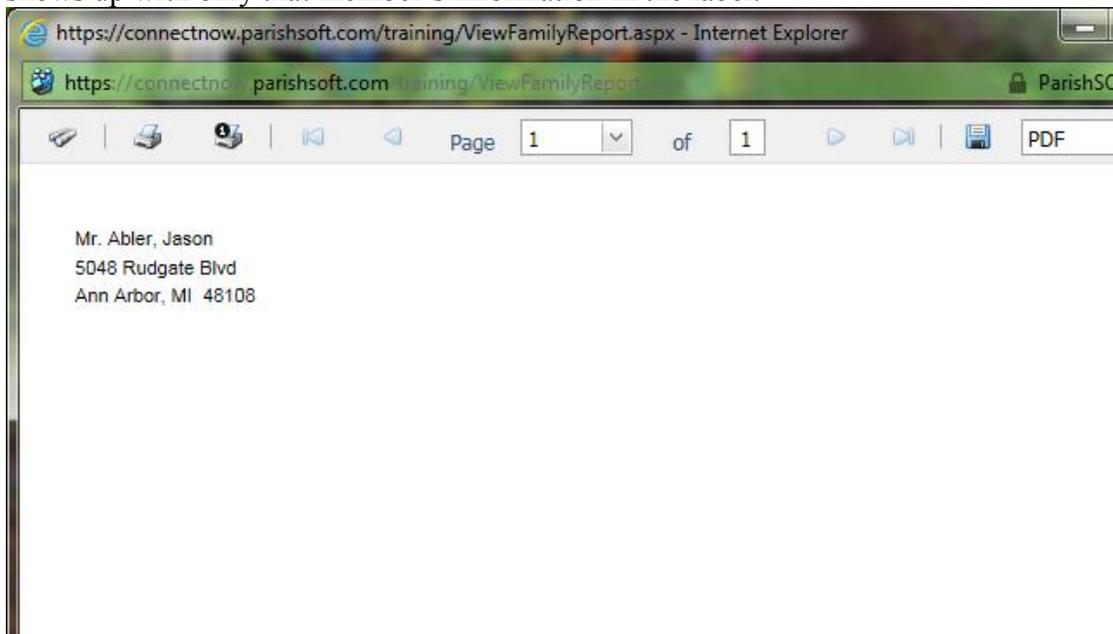
8. Click the print icon to print out the label.

**B. Creating Family or Member Workgroups**

1. Second, if you wish to create a specific group you can define that group by creating a family or member workgroup.
2. Under the **Family Directory**, click on either **Family Workgroups** or **Member Workgroups**
3. Click on the area on the right under workgroup with the green plus sign and add a new workgroup.
4. Next, select the new workgroup and add in the members. (only include those members you wish to see on your labels)
5. If you wish to send labels to only "part" of a workgroup, then with the new workgroup name selected, click on the original workgroup and select the members you wish to have labels for.
6. Next click the **Manage Selected Members** button.
7. You will see all the members you selected in the screen as seen below
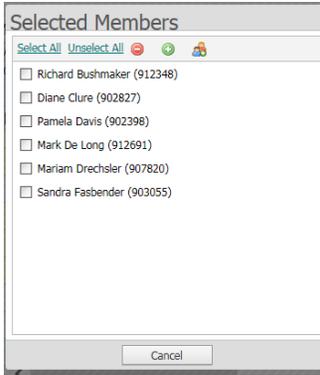
8. Click on the Select All option and then click the workgroup icon at the top.
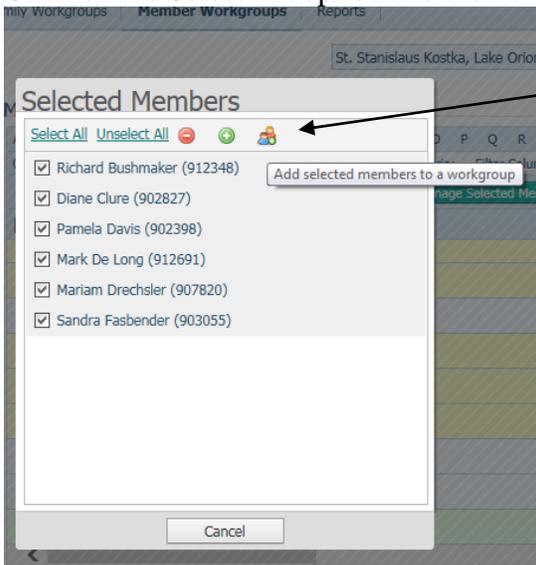
9. You will see a screen similar to the following, where you can select a workgroup where you can add the members. Select your new workgroup and then click **Save.** The members will be copied into the new workgroup.
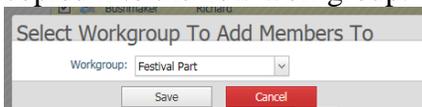
10. Next, click on the new workgroup and then click the **Quick Reports** then **Member Workgroup Mailing Label.** (this selection will print all in the members in the workgroup)