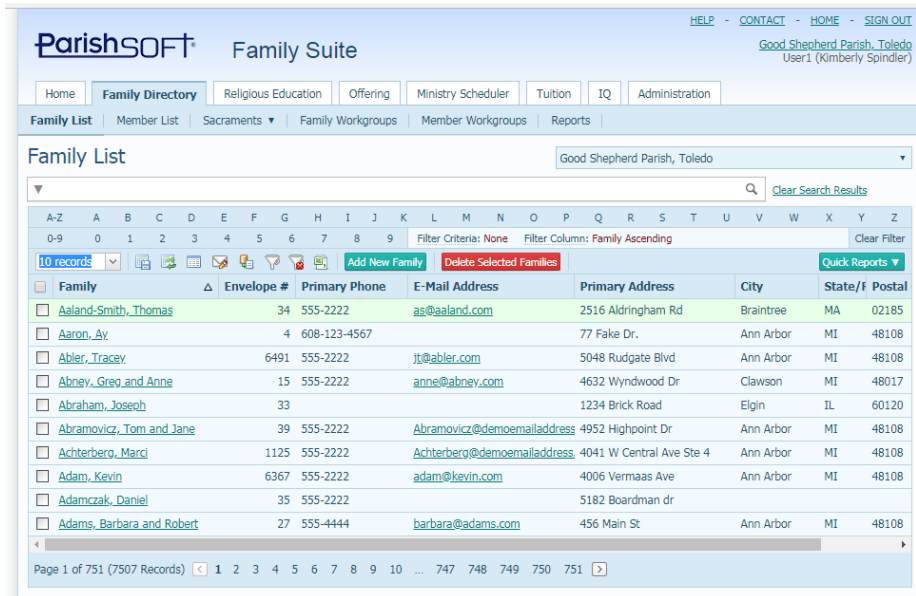


## Printing Pre-filled in Registration Forms in ParishSOFT

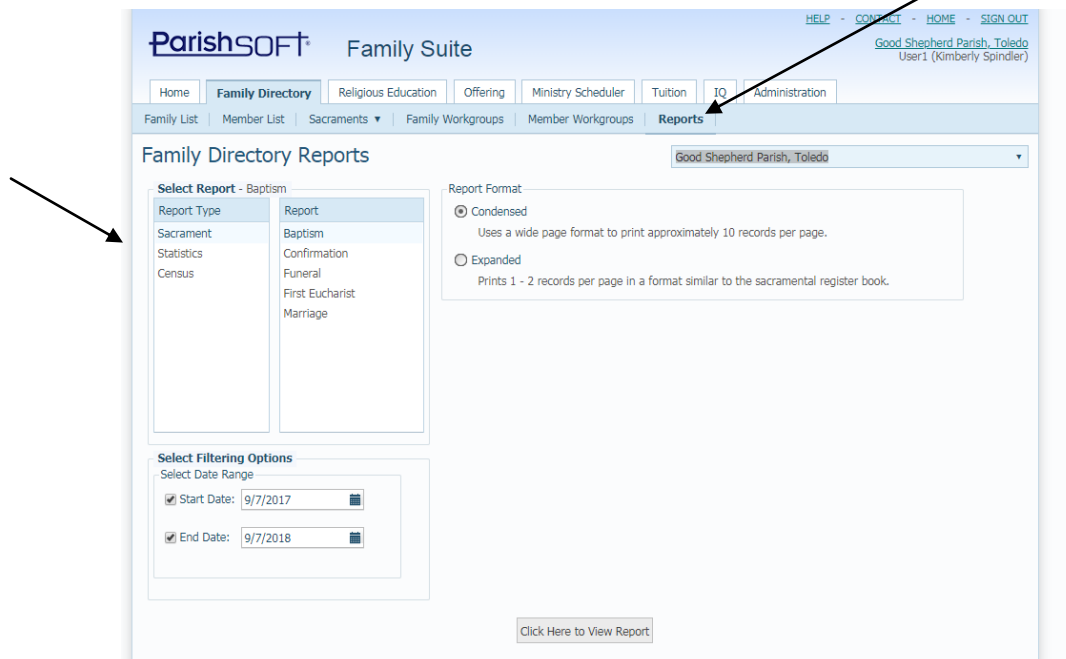
1. Log into ParishSOFT and you should be at the main **Home** screen. Click on the **Family Directory** tab. Your screen should appear similar to the one below:



The screenshot shows the ParishSOFT Family Suite interface. At the top, there are navigation links: HELP, CONTACT, HOME, and SIGN OUT. Below that, the user is identified as 'Good Shepherd Parish, Toledo' and 'User1 (Kimberly Spindler)'. The main navigation bar includes 'Home', 'Family Directory', 'Religious Education', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Under 'Family Directory', there are sub-tabs: 'Family List', 'Member List', 'Sacraments', 'Family Workgroups', 'Member Workgroups', and 'Reports'. The 'Family List' tab is active, showing a table of family records for 'Good Shepherd Parish, Toledo'. The table has columns for Family, Envelope #, Primary Phone, E-Mail Address, Primary Address, City, State/F, and Postal. The first row is highlighted in green.

Family	Envelope #	Primary Phone	E-Mail Address	Primary Address	City	State/F	Postal
Aaland-Smith, Thomas	34	555-2222	as@aaland.com	2516 Aldringham Rd	Braintree	MA	02185
Aaron, Av	4	608-123-4567		77 Fake Dr.	Ann Arbor	MI	48108
Abler, Tracey	6491	555-2222	jt@abler.com	5048 Rudgate Blvd	Ann Arbor	MI	48108
Abney, Greg and Anne	15	555-2222	anne@abney.com	4632 Wyndwood Dr	Clawson	MI	48017
Abraham, Joseph	33			1234 Brick Road	Elgin	IL	60120
Abramovicz, Tom and Jane	39	555-2222	Abramovicz@demoemailaddress	4952 Highpoint Dr	Ann Arbor	MI	48108
Achterberg, Marci	1125	555-2222	Achterberg@demoemailaddress	4041 W Central Ave Ste 4	Ann Arbor	MI	48108
Adam, Kevin	6367	555-2222	adam@kevin.com	4006 Vermaas Ave	Ann Arbor	MI	48108
Adamczak, Daniel	35	555-2222		5182 Boardman dr			
Adams, Barbara and Robert	27	555-4444	barbara@adams.com	456 Main St	Ann Arbor	MI	48108

2. Next click on the Reports section under the Family Directory to see the main reporting area:



The screenshot shows the ParishSOFT Family Suite interface with the 'Reports' tab selected under 'Family Directory'. The page is titled 'Family Directory Reports' and shows options for selecting a report type and format. A black arrow points to the 'Reports' tab in the navigation bar, and another black arrow points to the 'Census' label in the 'Select Report' section.

**Select Report - Baptism**

Report Type	Report
Sacrament	Baptism
Statistics	Confirmation
Census	Funeral
	First Eucharist
	Marriage

**Report Format**

Condensed  
Uses a wide page format to print approximately 10 records per page.

Expanded  
Prints 1 - 2 records per page in a format similar to the sacramental register book.

**Select Filtering Options**

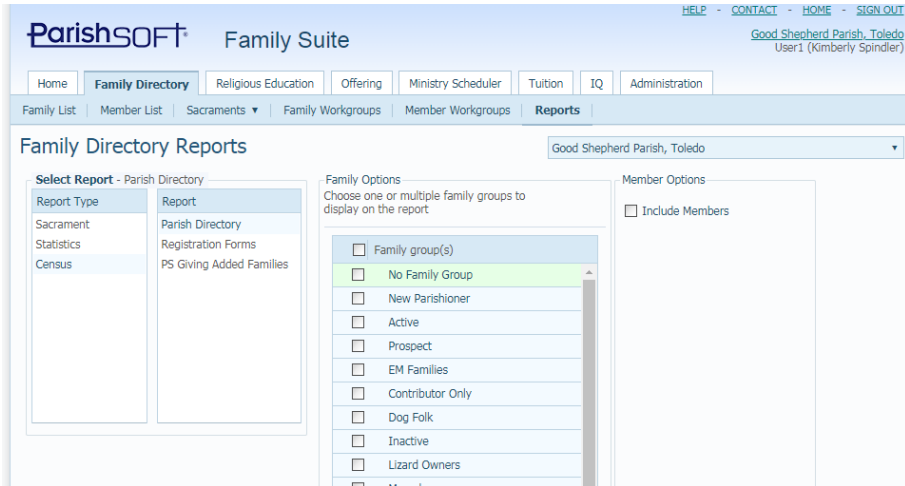
Select Date Range

Start Date: 9/7/2017

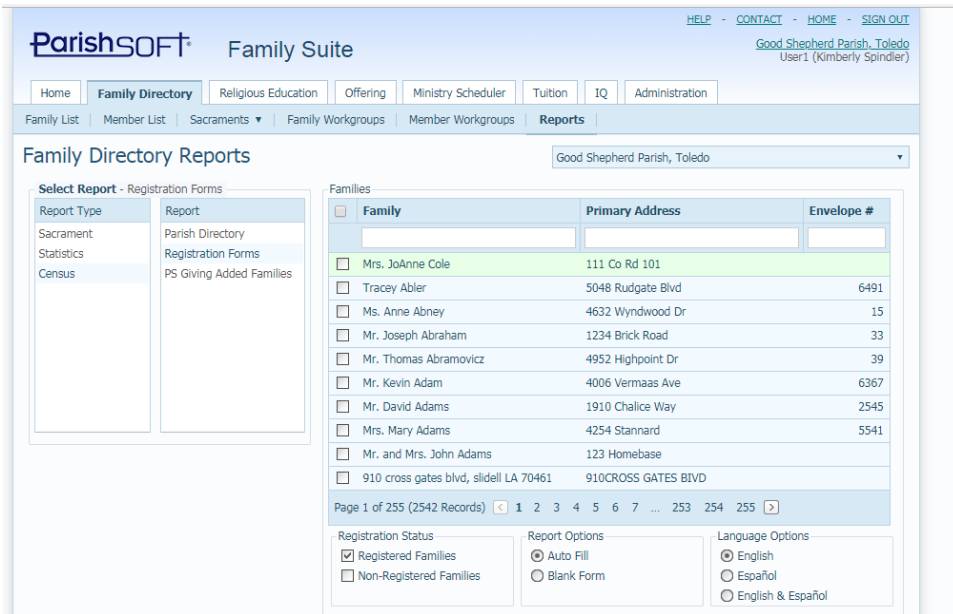
End Date: 9/7/2018

[Click Here to View Report](#)

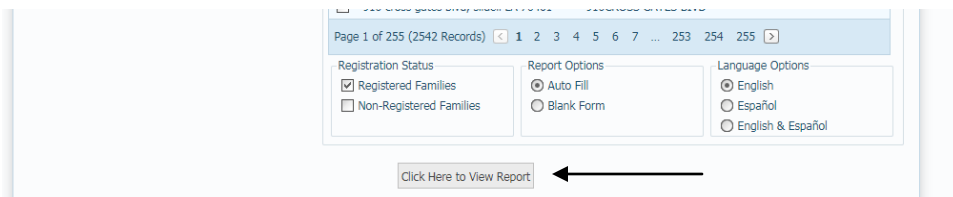
3. Under the **Select Report** section, seen above, click **Census** label. Your screen will be similar to the one below:



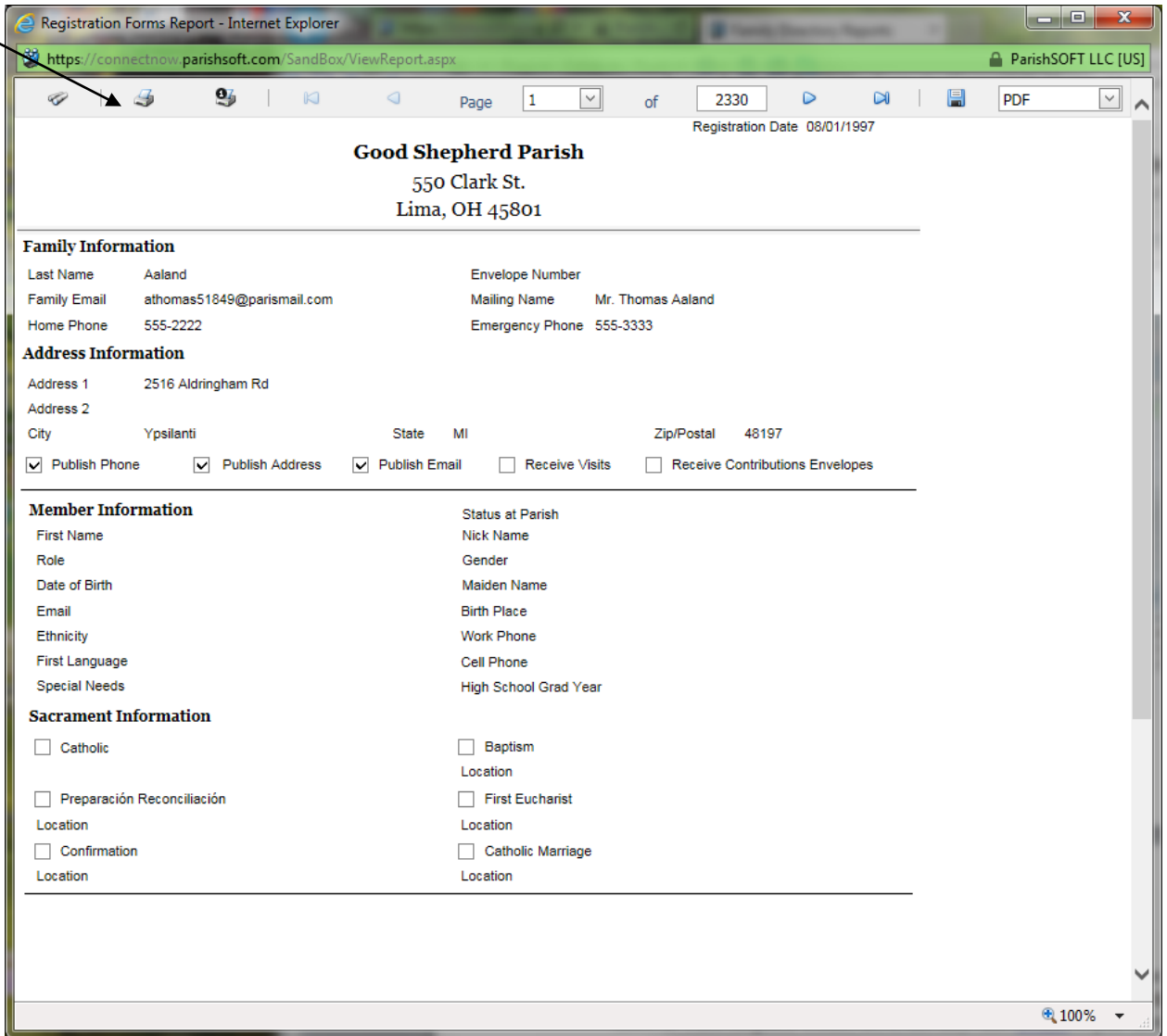
- Under the **Report** section, indicated above, click on **Registration Forms** your screen will be similar to below:



- In the bottom section, indicated above, select either the Registered or Non-Registered and the other Report and Language Options you'd like. Then click the button **Click Here to View Report**. Please note, this may take a while to pull the report, depending on the number of people in your parish.



6. Your report will show similar to the screen shot below:



To print this report, click on the Printer icon on the left side of the screen, as indicated above. If you'd like to first save this document to a pdf and then print it, please click the disk icon on the right side and name the document and location where you'd like to save it.

Note: If you want to print only specific families, on the main screen, check-mark those families you'd like to print and then click the button: **Click Here to View Report.**