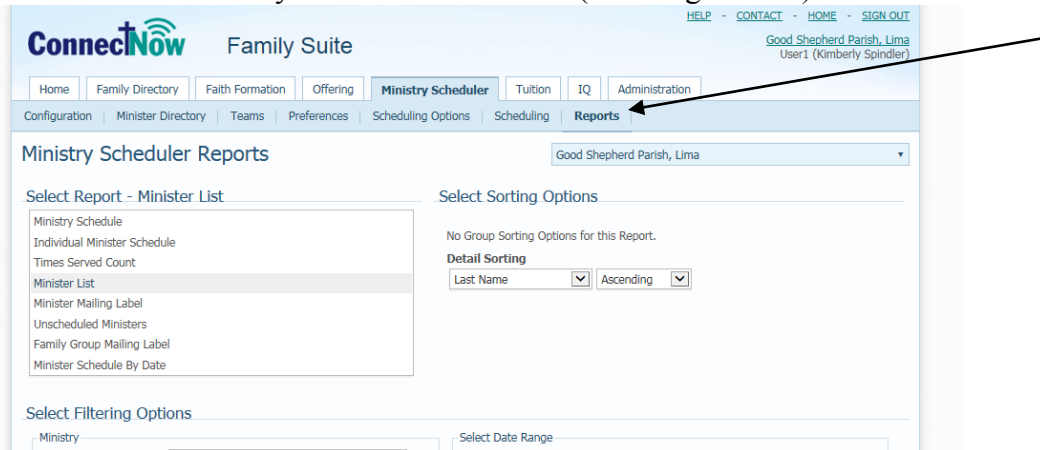


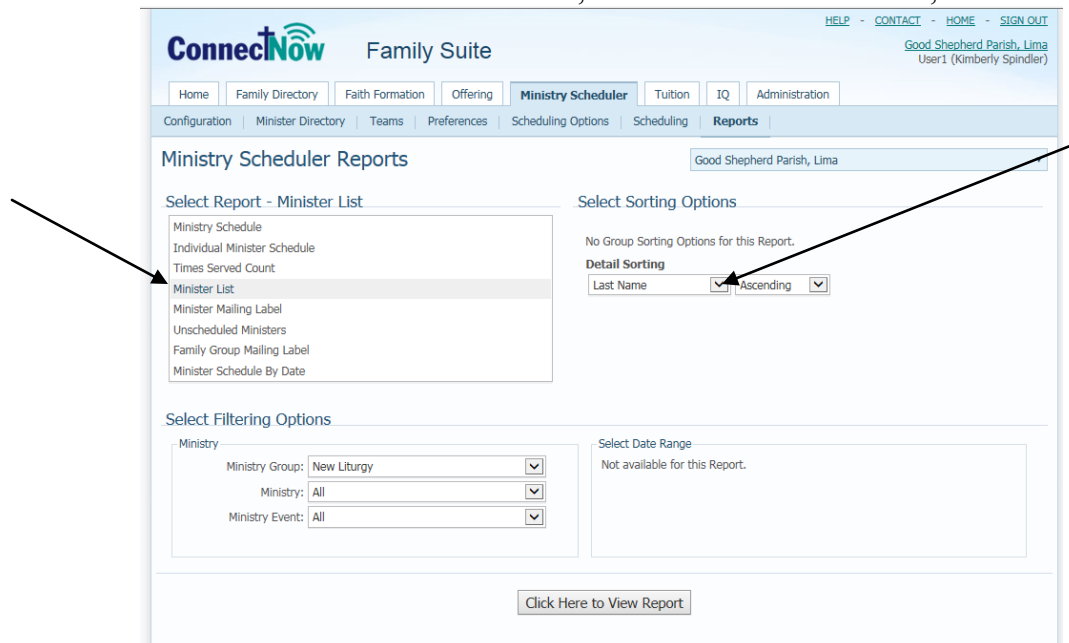
Printing lists of Ministries in Connect Now

To print off a report of current ministers in Ministry scheduler, please follow the steps listed below:

1. Log into Connect Now and go to **Ministry Scheduler** then select **Reports** in the area below the Ministry Scheduler tab in blue.(see image below)



2. Your screen will appear similar to the one seen above. Under the **Select Report – Minister List** area on the left side, click on the **Minister List**, seen below



3. On the right side, under the **Select Sorting Options**, if you wish to view this report via the minister's last name, click **Last Name** in the drop down indicated above.
4. Under the **Select Filtering Options** select the Minister's Group/Ministry and or Event to either have a very specific or large listing of ministers in your system. (in the example below, we want to look specifically for the Cotton Candy booth at the Festival for the parish, which we've selected below)

ConnectNow Family Suite HELP - CONTACT - HOME - SIGN OUT
Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home | Family Directory | Faith Formation | Offering | **Ministry Scheduler** | Tuition | IQ | Administration

Configuration | Minister Directory | Teams | Preferences | Scheduling Options | Scheduling | **Reports**

Ministry Scheduler Reports Good Shepherd Parish, Lima

Select Report - Minister List

- Ministry Schedule
- Individual Minister Schedule
- Times Served Count
- Minister List**
- Minister Mailing Label
- Unscheduled Ministers
- Family Group Mailing Label
- Minister Schedule By Date

Select Sorting Options

No Group Sorting Options for this Report.

Detail Sorting
Last Name Ascending

Select Filtering Options

Ministry

Ministry Group: Festival

Ministry: Cotton Candy

Ministry Event: All

Select Date Range
Not available for this Report.

[Click Here to View Report](#)

5. Finally click the button that says: **Click Here to View Report** and you will see the following report appear as a popup in your browser.

Minister List Report - Internet Explorer
https://connectnow.parishsoft.com/SandBox/ViewReport.aspx ParishSOFT LLC [US]

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Minister List
Good Shepherd Parish
Lima

Ministry Group	Ministry	Event Description	Time	Last Name	First Name	Phone	E-Mail Address
Festival	Cotton Candy	2PM - 4PM	2:00 PM	Backes	Kaylan	555-2222	Backes-Smith@demoemailaddress.com
Festival	Cotton Candy	12PM - 2PM	12:00 PM	Backes	Mike	555-2222	Backes-Smith@demoemailaddress.com
Festival	Cotton Candy	10AM - 12PM	10:00 AM	Backes	Mindy	555-2222	Backes-Smith@demoemailaddress.com
Festival	Cotton Candy	4PM - 6PM	4:00 PM	Bahun	Bobbi	555-2222	Bahun@demoemailaddress.com
Festival	Cotton Candy	6PM - 8PM	6:00 PM	Bahun	Sean	555-2222	Bahun@demoemailaddress.com
Festival	Cotton Candy	12PM - 2PM	12:00 PM	Beeber	Mary Ann	555-2222	
Festival	Cotton Candy	4PM - 6PM	4:00 PM	Brehm	Debby	555-2222	
Festival	Cotton Candy	2PM - 4PM	2:00 PM	Brehm	John	555-2222	
Festival	Cotton Candy	10AM - 12PM	10:00 AM	Christensen	Linda	555-2222	Christensen@demoemailaddr

6. To print the list, click on the print icon indicated above. If you wish to save the document, use the options on the right side of the screen to indicate the format for your document, then click the Save icon.