

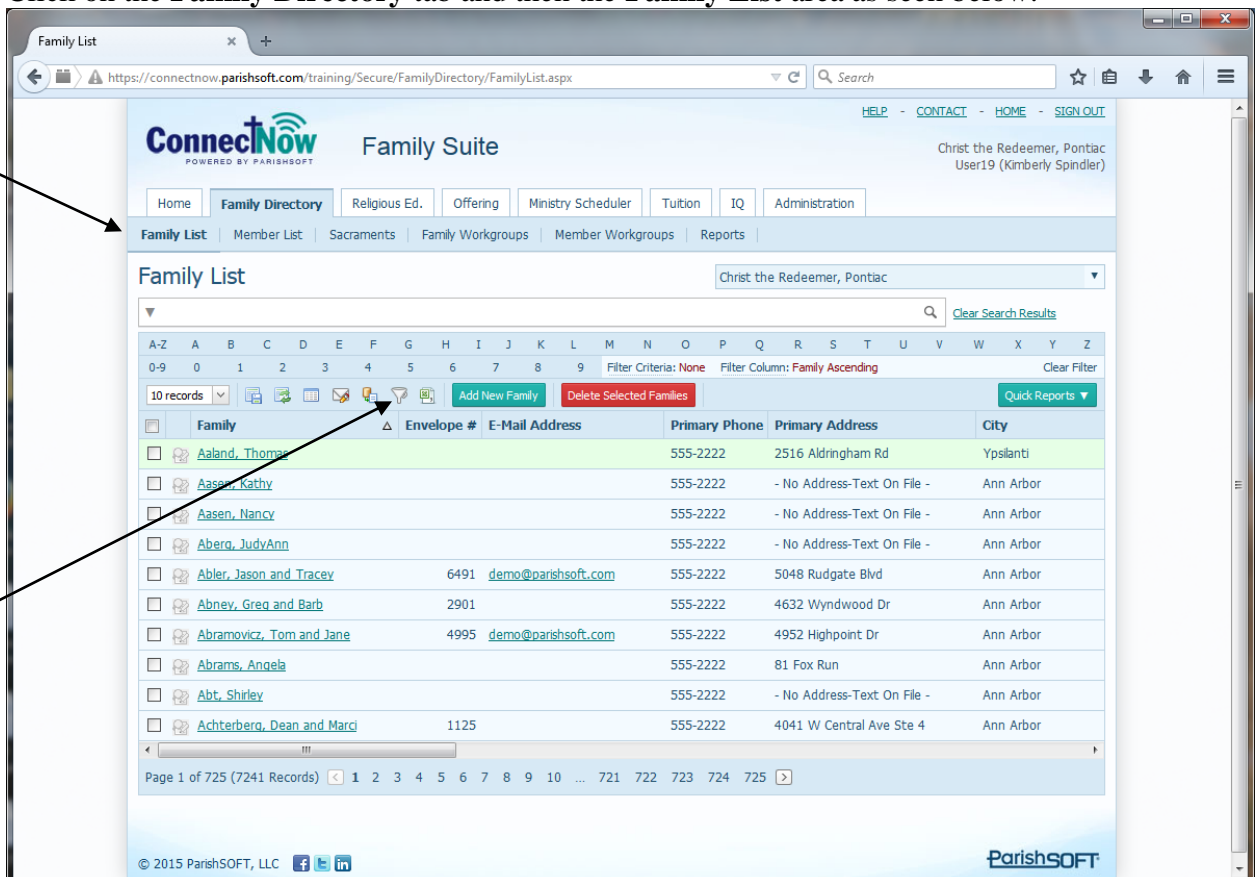
Labels for some Families in Connect Now

There will be some times when you need only labels for some families in your parish. The most common occurrence will be when you've sent emails out to the families and would like to send paper copies of whatever you've sent through email to the families without an email.

1. Please login to your Connect Now site. You will see a screen similar to below



2. Click on the **Family Directory** tab and then the **Family List** area as seen below:



3. Next you will want to “filter” the list shown on the screen so that it’s only the families you wish to send your label to. Click on the filter icon, as seen above.

4. Your filter screen will show similar to below:

The screenshot shows a 'Filter' window with the following fields: Membership: Registered, Family Group: Active, Send Envelopes: (Any). On the right, under 'Family Work Groups', there are checkboxes for CK Alumni, Dynamic Workflow Groups, and Family Workflow Groups. Below these is an 'Advanced Options' section with an 'Exact Search' checkbox. At the bottom are 'Apply', 'Clear', and 'Cancel' buttons.

5. If you wish the families to “NOT” have an email address, then click under the **Advanced Options** and in the bottom right side, select “Without E-mail” as seen in the screen below:

This screenshot shows the 'Filter' window with the 'Advanced Options' section expanded. It includes fields for Filter By ID (Envelope #), Enter ID, First Name, Last Name, Address, and Phone #. On the right, there are checkboxes for Deceased, Email Contribution Statement, and Friend of Congregation. Below these are fields for Registration Date, E-Mail Address, E-Mail (Any), Postal Code, City, and State/Region. At the bottom right, there are three dropdown menus: 'Show 'Send No Mail' Families:' (Any), 'Show 'Do Not Publish' Families:' (Any), and 'Show Families With E-Mail:' (Without E-Mail). An 'Exact Search' checkbox is at the bottom left. 'Apply', 'Clear', and 'Cancel' buttons are at the bottom.

6. In the search above, we’re finding all the families in the parish (or standard Registered/Active families that do NOT have an email)
7. After clicking **Apply**, the main screen will show only those families that no emails. If you click on the **Quick Reports** button and then select **Family Mailing Labels**. You will see labels for all those families.
8. If you wish to see only those families that are in a Family Workgroup, please include that on your filter option on the main family screen.