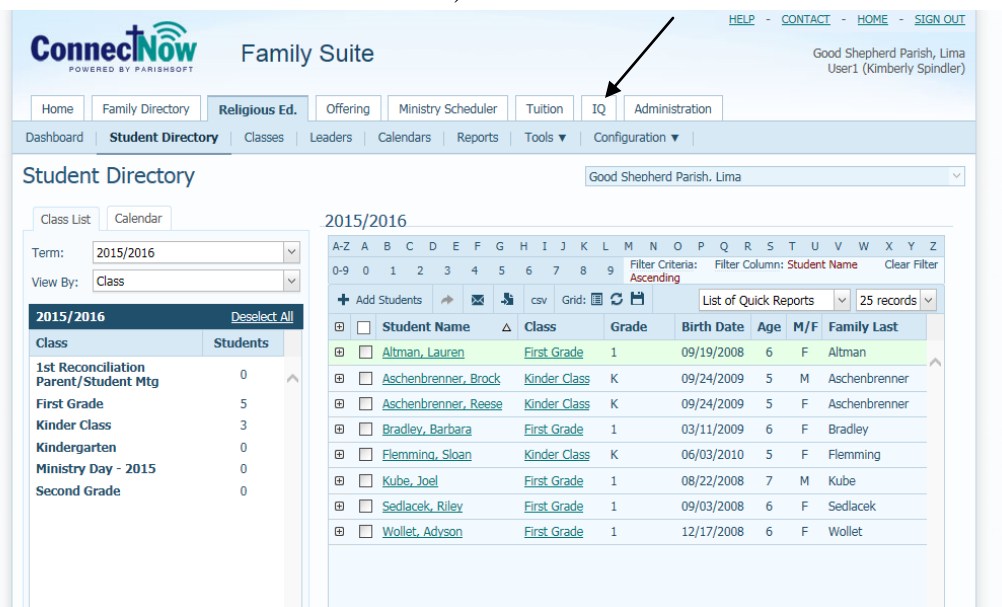


## Printing off class lists for Registration day in Connect Now

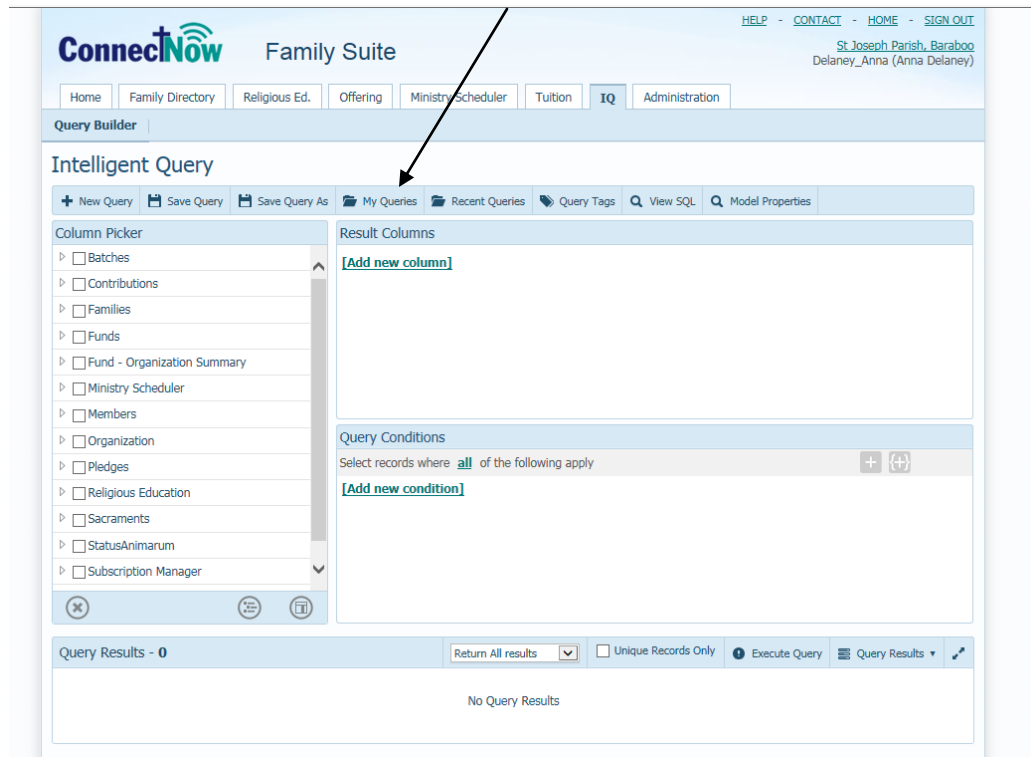
- 1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:



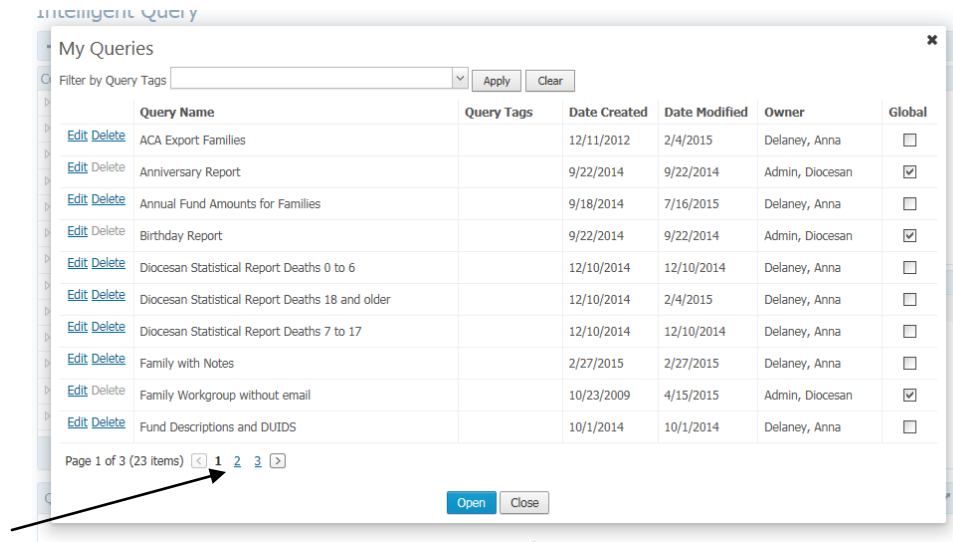
- 2) After you've set up your classes in the RE area, and the students in their classes, when you click on the **Religious Ed.** tab and then go to the **Student Directory** you will see a screen similar to the one below: (you can note the number of students in the classes on the left side)



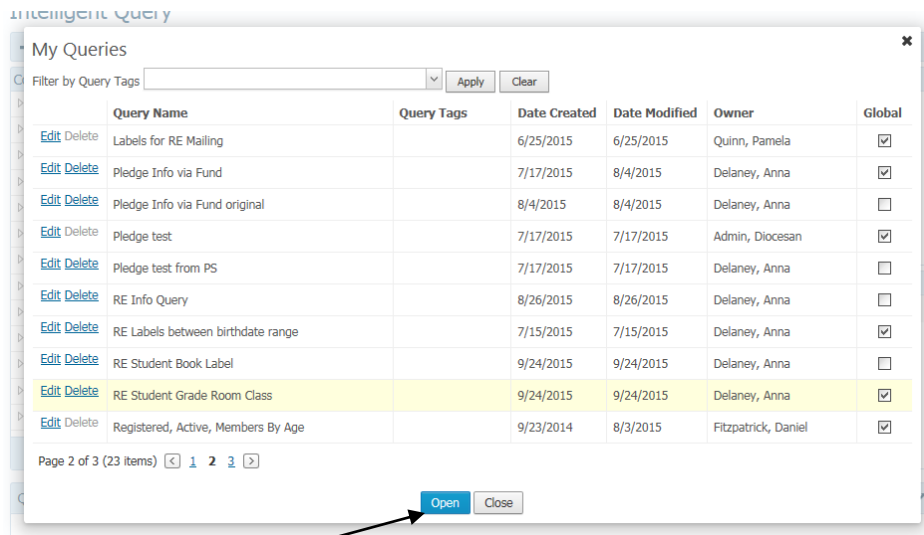
- 3) To print off labels with just information on them, like the student name, class and grade for their books, go to the **IQ** tab at the top of your Connect Now screen. (indicated above)
- 4) The IQ screen will look similar to the one below:



- 5) Click on the **My Queries** area, seen above and you will get a search popup similar to the one below:

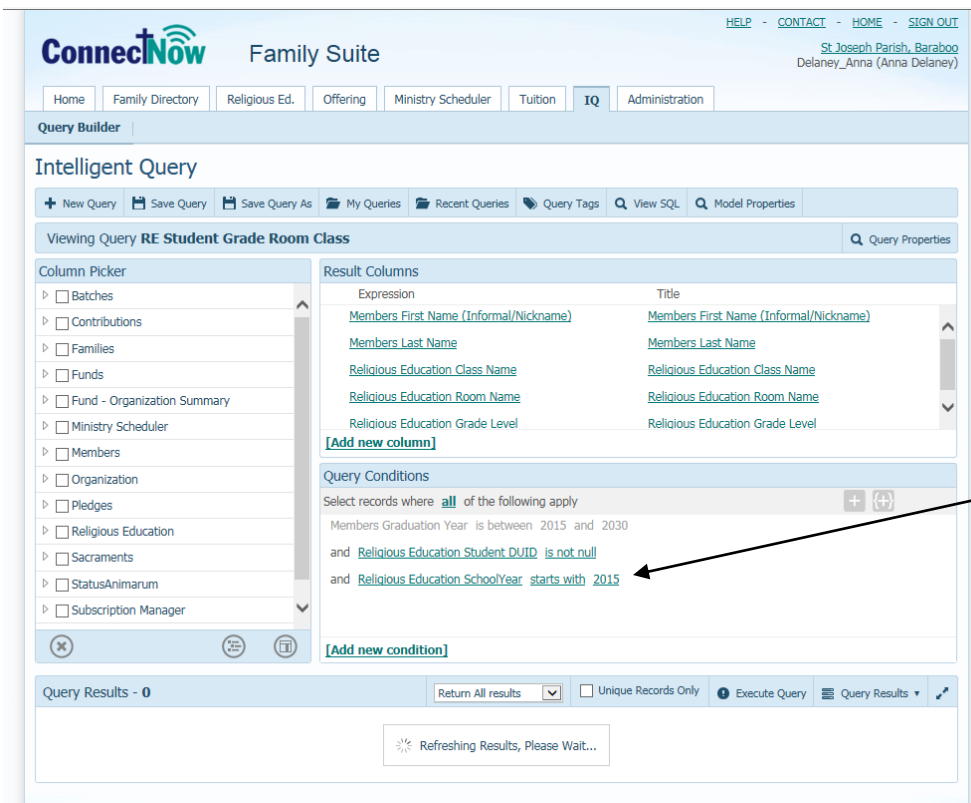


- 6) Click the page numbers, shown above, to scroll till you see the query that has the following name: RE Student Grade Room Class



Highlight the query, (as seen very lightly above) and click the **Open** button.

- 7) The screen will close and you will see the created query in your screen, similar to the one seen below:



- 8) Please verify that on the “query conditions” marked above, that the current school year is starting with the appropriate year. (ie: for 2015-2016 you’ll want to make sure the date is 2015)
- 9) Next, in the buttons on the bottom right, click the **Execute Query** button. Seen 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 View SQL Model Properties

Viewing Query RE Student Grade Room Class Query Properties

Column Picker

- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
- Ministry Scheduler
- Members
- Organization
- Pledges
- Religious Education
- Sacraments
- StatusAnimarum
- Subscription Manager

Result Columns

Expression	Title
Members First Name (Informal/Nickname)	Members First Name (Informal/Nickname)
Members Last Name	Members Last Name
Religious Education Class Name	Religious Education Class Name
Religious Education Room Name	Religious Education Room Name
Religious Education Grade Level	Religious Education Grade Level

[Add new column]

Query Conditions

Select records where **all** of the following apply

Members Graduation Year is between 2015 and 2030

and Religious Education Student DUID is not null

and Religious Education SchoolYear starts with 2015

[Add new condition]

Query Results - 0

Return All results Unique Records Only Execute Query Query Results

Refreshing Results, Please Wait...

10) You should get records showing up, similar to the screen below:

Intelligent Query

+ New Query Save Query Save Query As My Queries Recent Queries Query Tags View SQL Model Properties

Viewing Query RE Student Grade Room Class Query Properties

Column Picker

- Batches
- Contributions
- Families
- Funds
- Fund - Organization Summary
- Ministry Scheduler
- Members
- Organization
- Pledges
- Religious Education
- Sacraments
- StatusAnimarum
- Subscription Manager

Result Columns

Expression	Title
Members First Name (Informal/Nickname)	Members First Name (Informal/Nickname)
Members Last Name	Members Last Name
Religious Education Class Name	Religious Education Class Name
Religious Education Room Name	Religious Education Room Name
Religious Education Grade Level	Religious Education Grade Level

[Add new column]

Query Conditions

Select records where **all** of the following apply

Members Graduation Year is between 2015 and 2030

and Religious Education Student DUID is not null

and Religious Education SchoolYear starts with 2015

[Add new condition]

Query Results - 12,280

Return All results Unique Records Only Execute Query Query Results

Members First Name (Informal/Nickname)	Members Last Name	Religious Education Class Name	Religious Education Room Name	Religious E
	Castillo	4K	Pre K	4K
	Webber	4K	Pre K	4K
	Cunningham	4K	Pre K	4K
Corbin	Snell	4K	Pre K	4K
Adrian	Sosa	4K	Pre K	4K
Cyana	Stanek	4K	Pre K	4K
Kartyr	Schommer	4K	Pre K	4K
Andrew	Schultz	4K	Pre K	4K
Samuel	Madigan	4K	Pre K	4K

- 11) If you get more than you anticipate, then you can click the **Unique Records Only** box and then click the **Execute Query** button again.

The screenshot shows the Query Builder interface for a query named 'RE Student Grade Room Class'. The 'Query Conditions' section shows a filter for 'Members Graduation Year' between 2015 and 2030, and 'Religious Education Student DUID' is not null. The 'Query Results' section shows a table with 427 records. The 'Unique Records Only' checkbox is checked. A context menu is open over the table, showing options like 'Export to CSV', 'Mail Merge', 'Generate Email Address List', 'Create Family Workgroup', and 'Create Member Workgroup'. An arrow points to the 'Export to CSV' option.

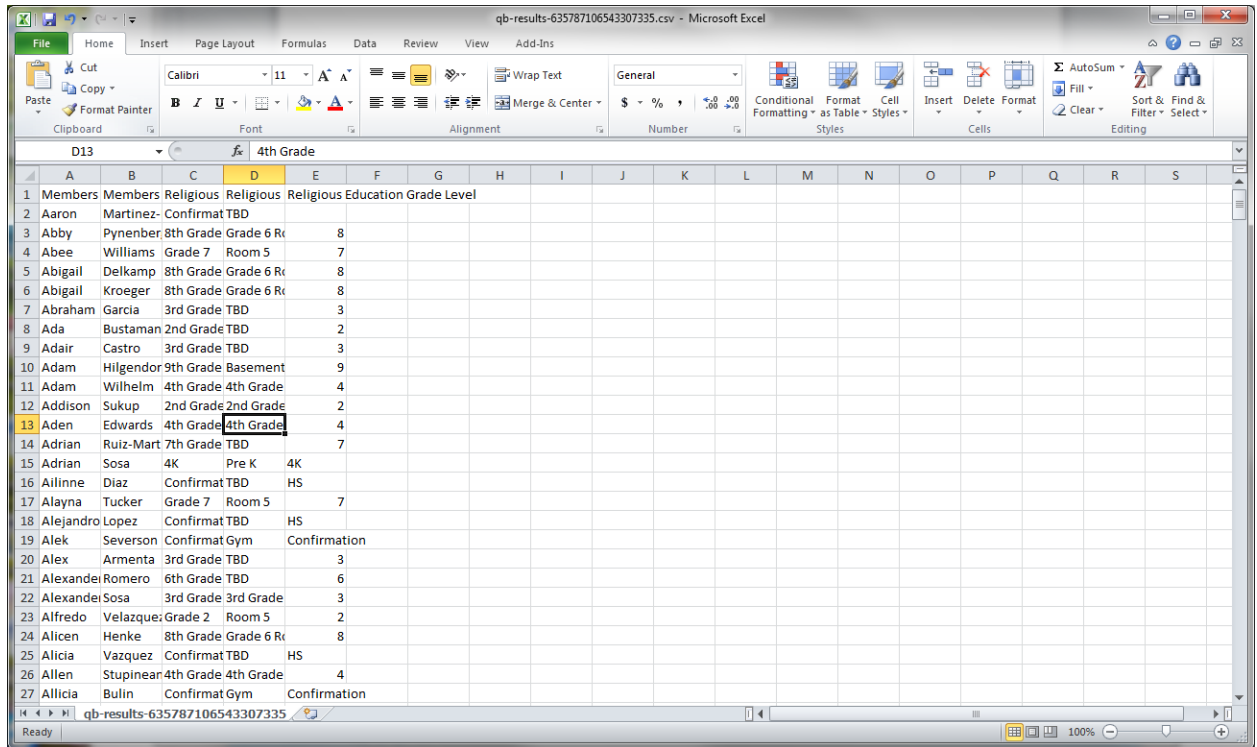
Members First Name (Informal/Nickname)	Members Last Name	Religious Education Class Name	Religious Education Room Name	Religious Education Grade Level
	Boerke	Grade 1	Room 5	1
	Bravo	Grade 2	Room 5	2
	Castillo	4K	Pre K	4K
	Cunningham	3rd Grade	3rd Grade	3
	Cunningham	4K	Pre K	4K
	Cunningham	6th Grade	Grade 8 Room	6
	Cunningham	9th Grade	Basement	9
	Del Rio-Badell	Grade 2	Room 5	2
	Duran Bautista	Grade 2	Room 5	2
	Flores	3rd Grade	3rd Grade	3

- 12) After you have the results you would like, click on **Query Results** and then **Export to CSV**, as seen above.
- 13) You will see a message of what you'd like to do with the family information, click **Open**

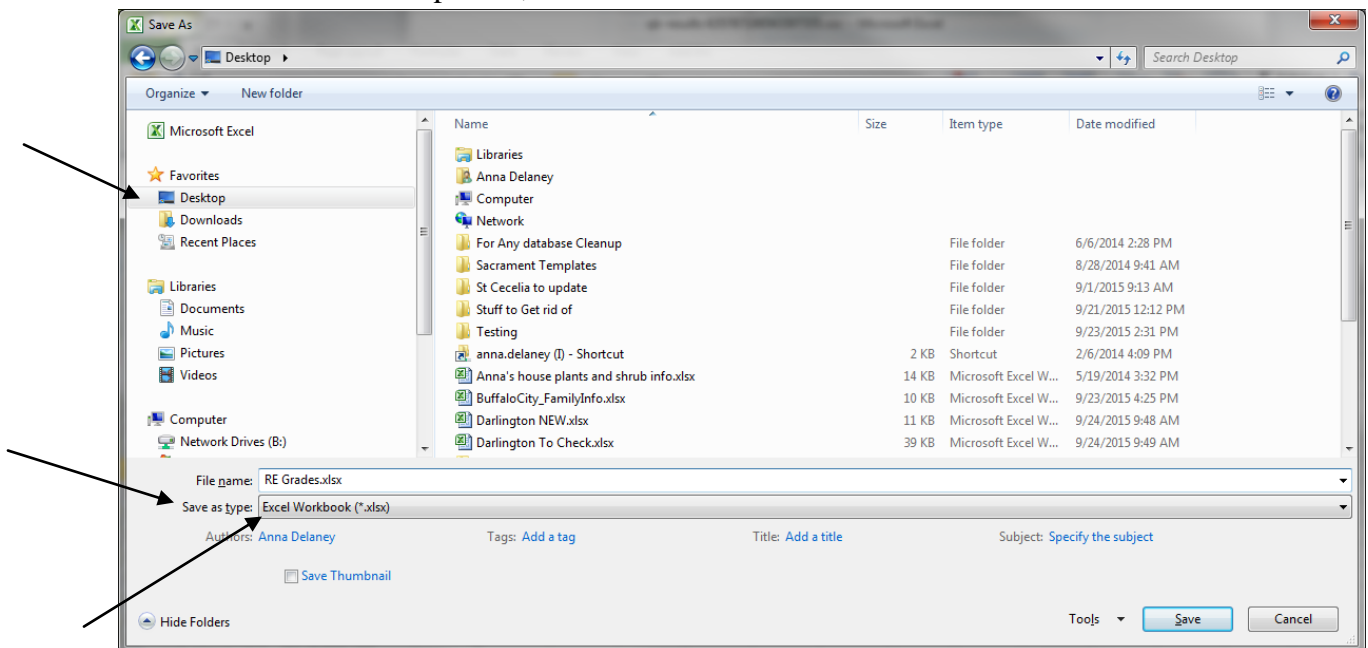
The screenshot shows the 'Query Results' table with 427 records. Below the table, a dialog box asks: 'Do you want to open or save qb-results-635787106543307335.csv from connectnow.parishsoft.com?'. The dialog has 'Open', 'Save', and 'Cancel' buttons.

Members First Name (Informal/Nickname)	Members Last Name	Religious Education Class Name	Religious Education Room Name	Religious Education Grade Level
	Boerke	Grade 1	Room 5	1
	Bravo	Grade 2	Room 5	2
	Castillo	4K	Pre K	4K
	Cunningham	3rd Grade	3rd Grade	3
	Cunningham	4K	Pre K	4K
	Cunningham	6th Grade	Grade 8 Room	6
	Cunningham	9th Grade	Basement	9
	Del Rio-Badell	Grade 2	Room 5	2
	Duran Bautista	Grade 2	Room 5	2
	Flores	3rd Grade	3rd Grade	3

- 14) The file will open in an Excel spreadsheet, similar to what is seen below:

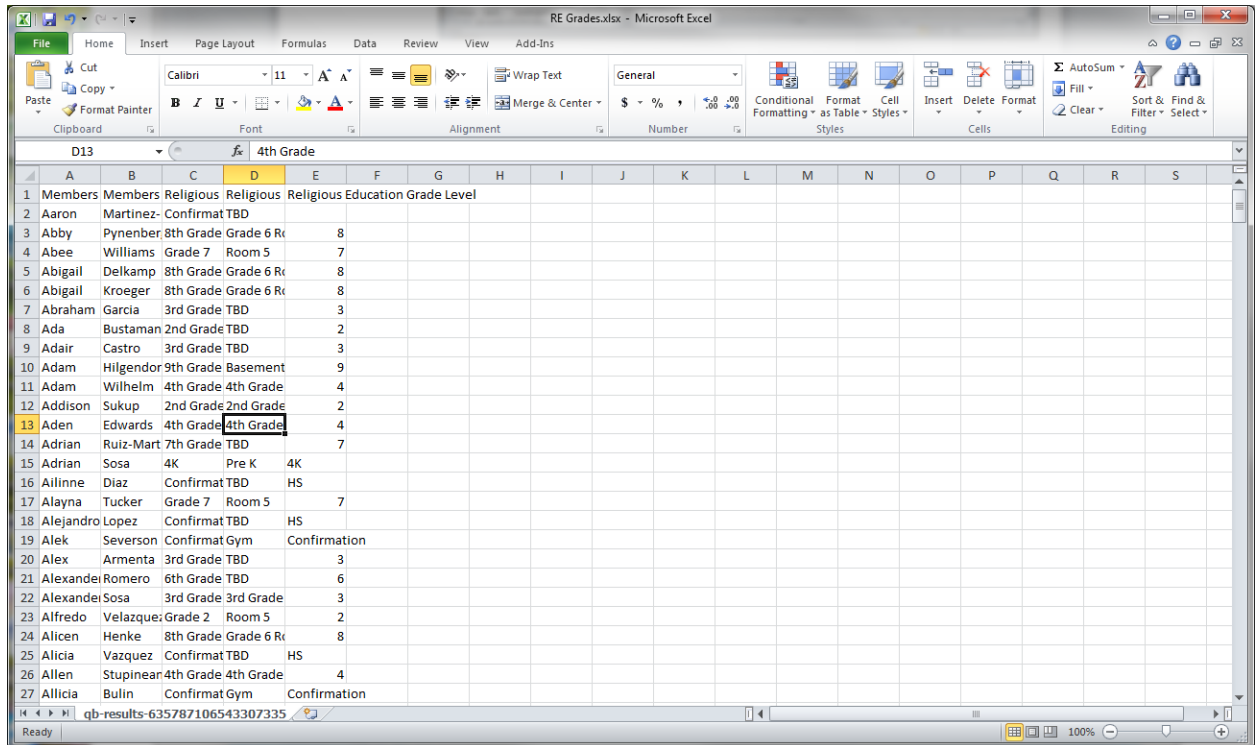


15) Click **File** then **Save As**. On the **Save As** screen, select your **Desktop** (or another location you know well) rename the file, and under the **Save as Type** select **Excel Workbook** from the dropdown, as seen below:



16) Then click **Save**.

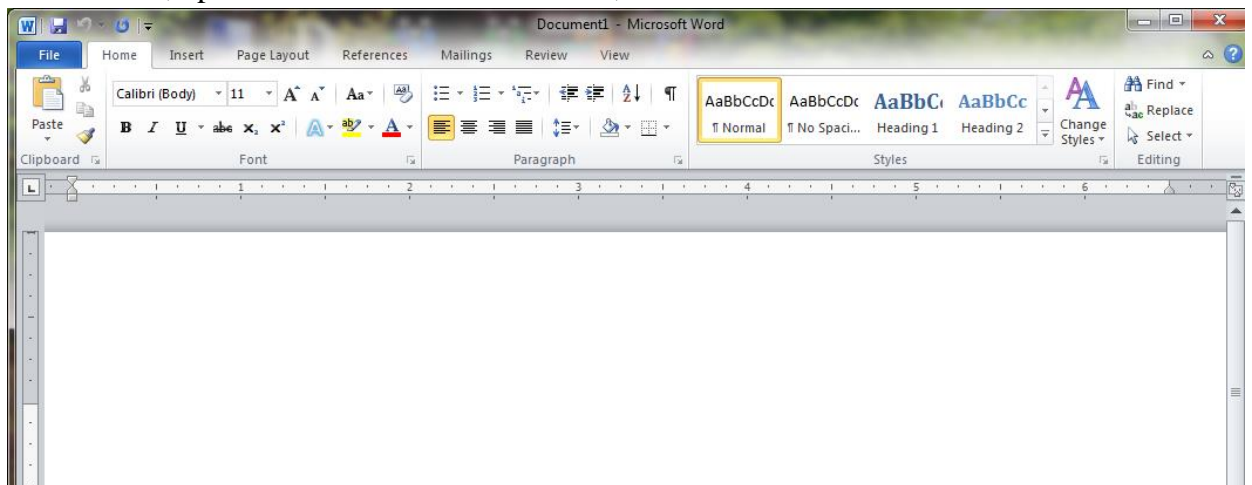
17) You will be back at your “Excel” type document again.



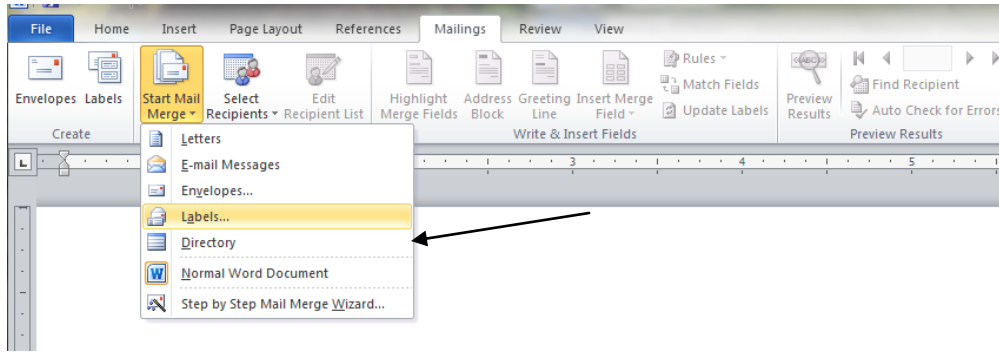
Close the document by clicking the red X in the upper right corner.

18) Next, find and open your label template. If you have a template, go to step 19) listed below. If you don't have a label template, follow the steps below:

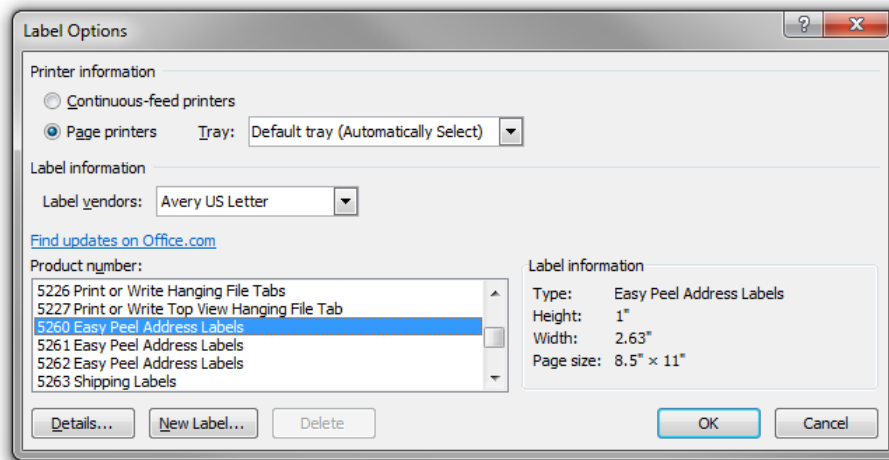
- Next, open a blank MS Word document, similar to what is seen below:



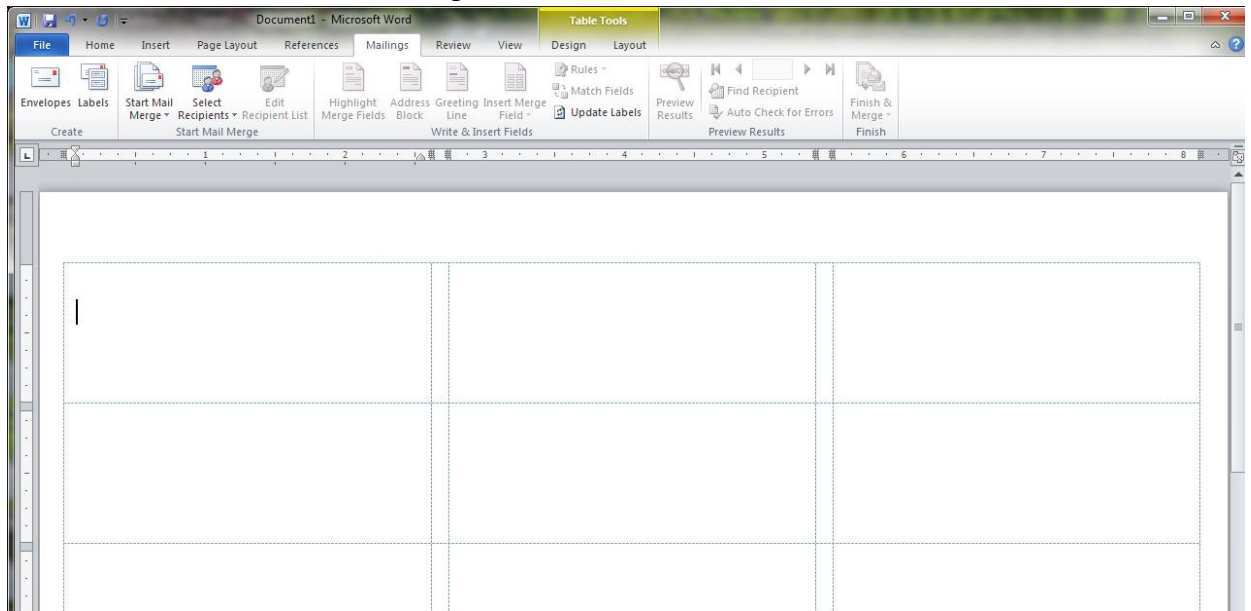
- Click on the **Mailings** tab, then **Start Mail Merge** icon then **Labels**, as seen below:



- You will get a screen similar to the following, select your template size, then click **OK**

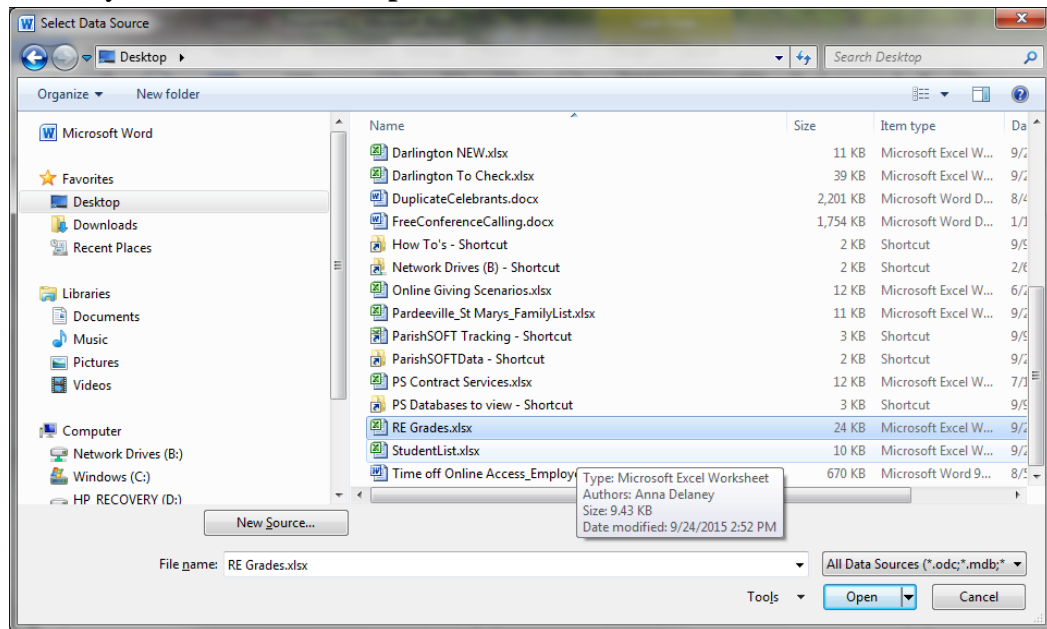


- You will see a new template, as seen below:

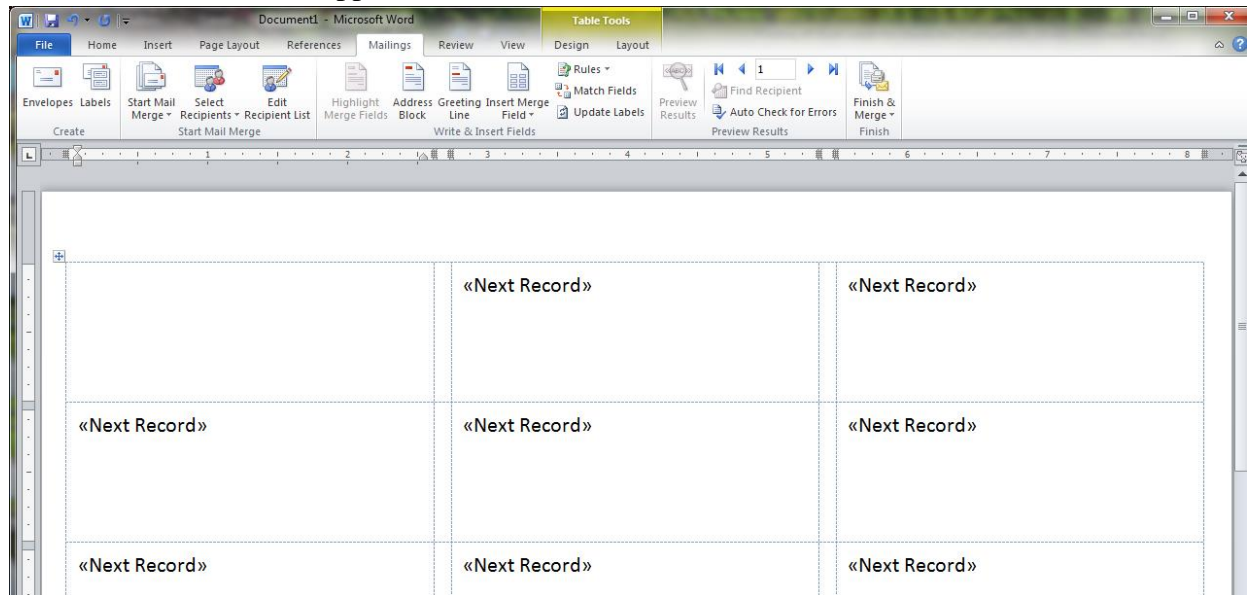




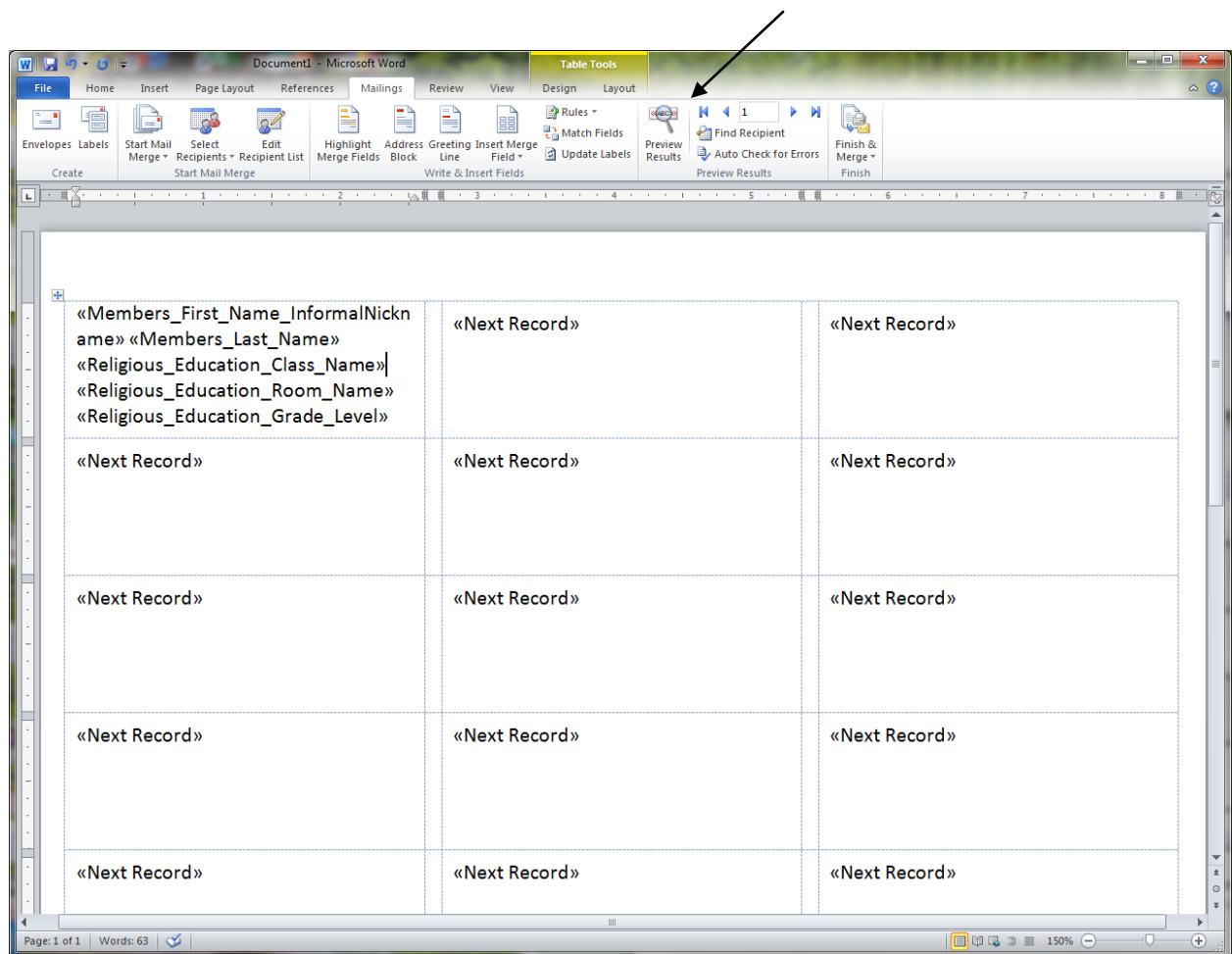
- To set up the “insert fields”, click the **Select Recipients** icon, then the **Use Existing List**. At the next screen, click on the **Desktop** and then select your file, then click **Open**.



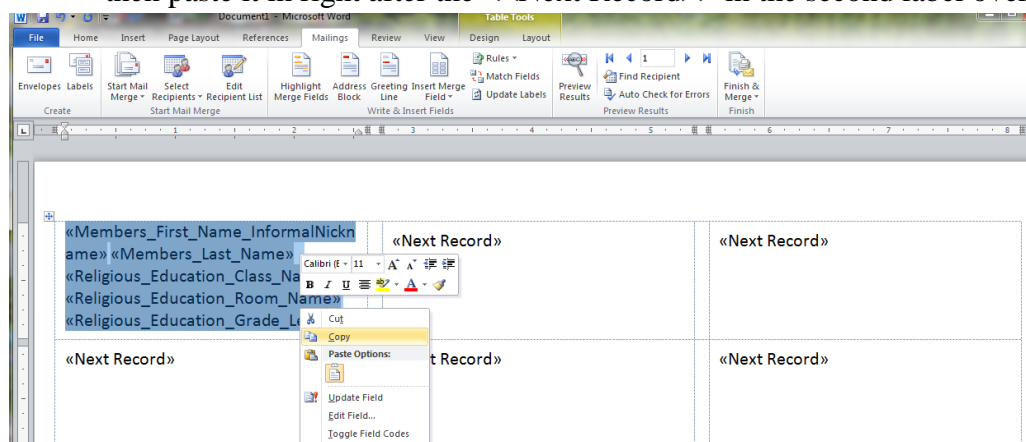
- Your file should appear similar to the one below:



- On the first box, click on **Insert Merge Field** and then select the information you would like to have merged in. Your first box will be similar to the one seen below:



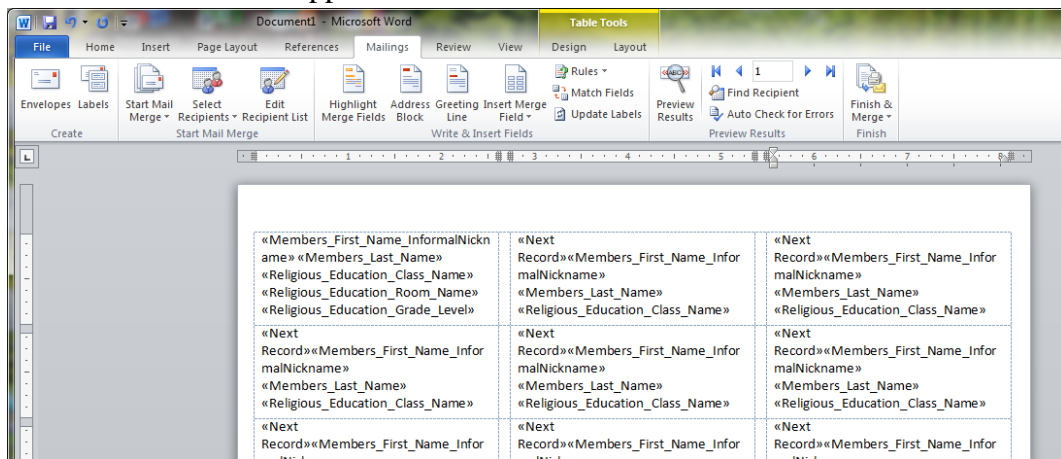
- If you would like to preview the labels, click the **Preview Results** button seen above. Then click on it again to be back at your layout screen.
- If you like the first label, then highlight it all, right click and select Copy, then paste it in right after the <<Next Record>> in the second label over.



Should appear as:

«Members_First_Name_InformalNick ame» «Members_Last_Name» «Religious_Education_Class_Name» «Religious_Education_Room_Name» «Religious_Education_Grade_Level»	«Next Record»«Members_First_Name_Infor malNickname»   «Members_Last_Name» «Religious_Education_Class_Name»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

- Keep pasting after each of the <<Next Record>> listings. Your whole document will appear similar to the one below:

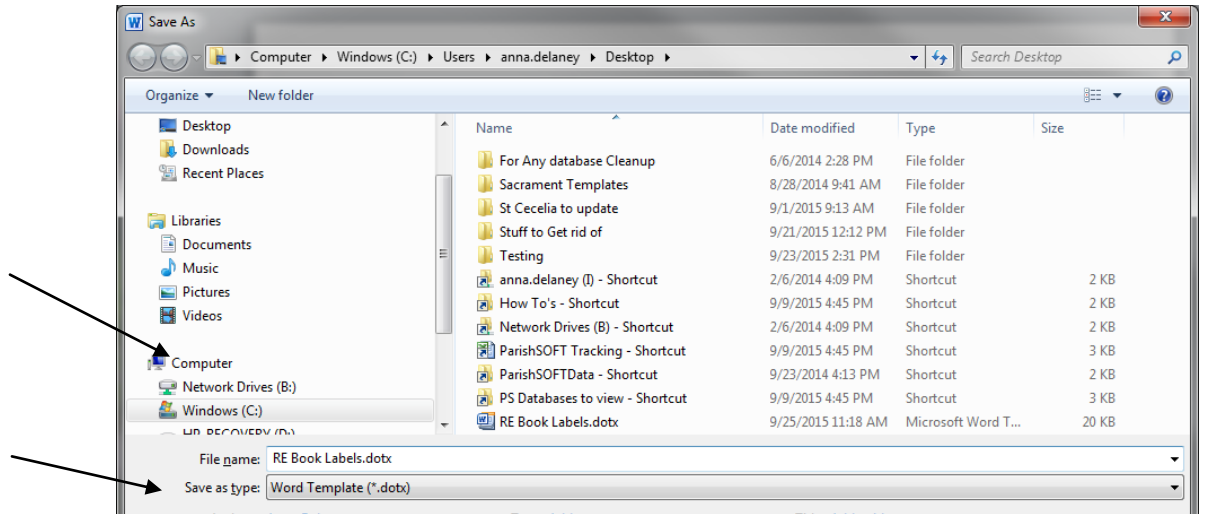


- Click the **Preview Results** and you should see the labels with the different students names/grades on them, similar to the image below.

The screenshot shows the same Microsoft Word document after clicking 'Preview Results'. The table now displays the actual data for three students. The 'Table Tools' ribbon is still active, and the 'Preview Results' button is highlighted.

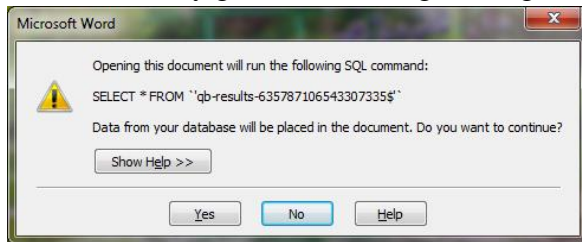
ROOM 8 Ada Bustamante 2nd Grade TBD 2	ROOM 8 Adair Castro 3rd Grade TBD 3	3 Adam Hilgendorf 9th Grade Basement 9
Adam Wilhelm 4th Grade 4th Grade 4	Addison Sukup 2nd Grade 2nd Grade 2	Aden Edwards 4th Grade 4th Grade 4
Adrian Ruiz-Martinez 7th Grade TBD 7	Adrian Sosa 4K Pre K 0	Ailinne Diaz Confirmation I TBD 0

- Click **File** then **Save As**. In the options for the file type, if you want to re-use this template over and over, you'll select **Word Template** (in the dropdown area, as seen below)

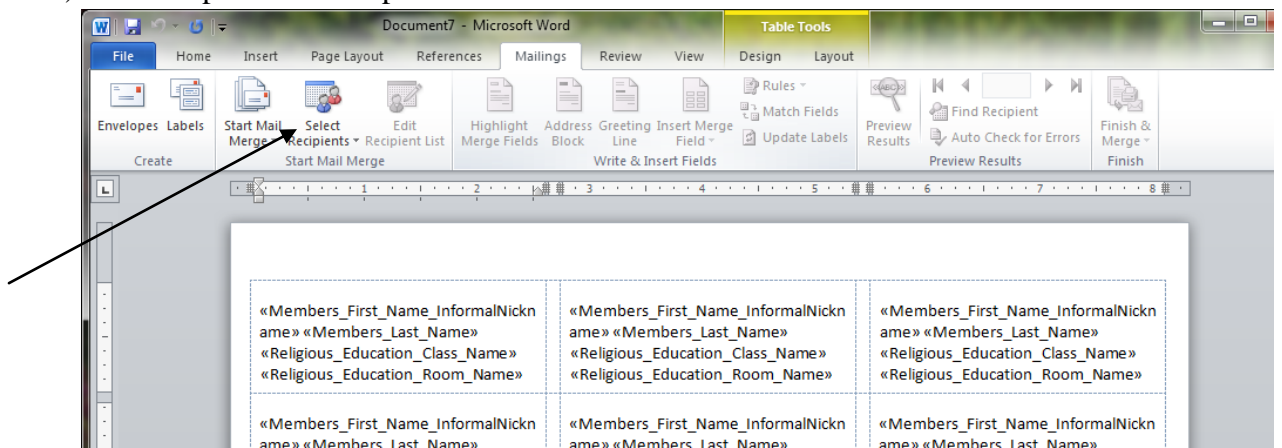


enter in a name you like, then click **Save**.

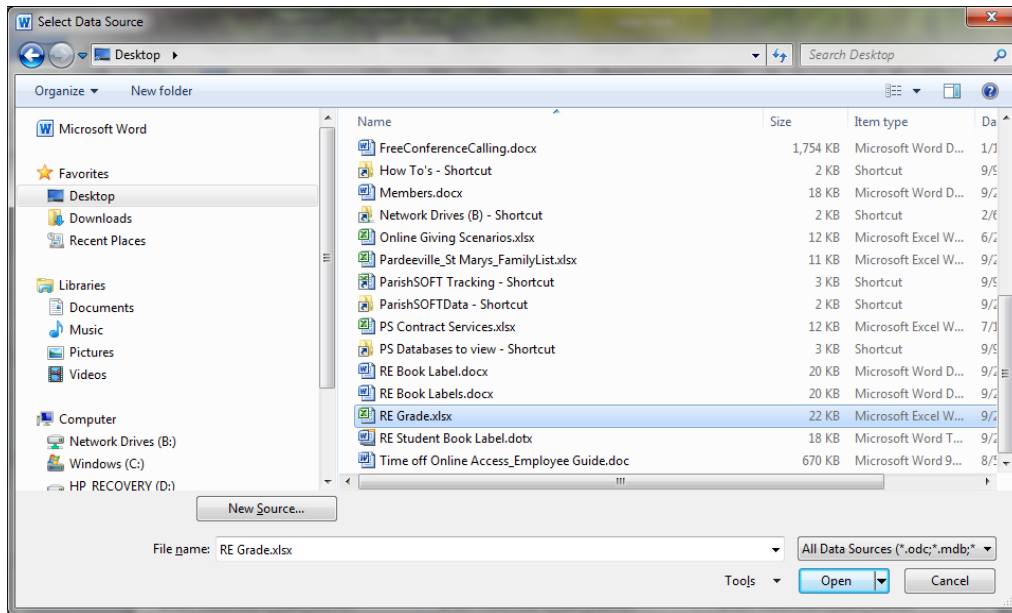
- 19) If you have a label template and you've linked information with it in the past, you will most likely get the following message when opening your template. Click **No**



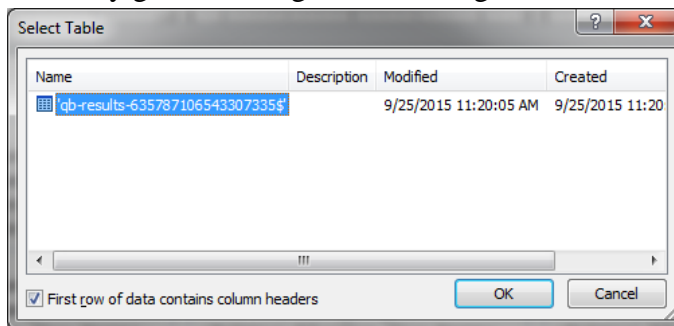
- 20) Your template should open similar to what is seen below:



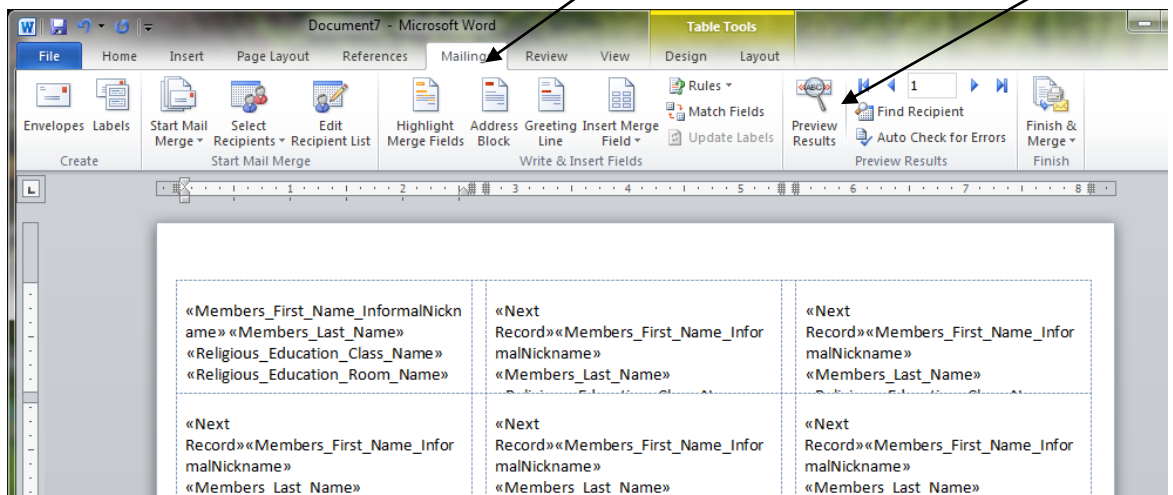
- 21) Click on the **Select Recipients** icon, (seen above) click **Use Existing List** then on the screen, similar to below, select your document from your computer and click **Open**.



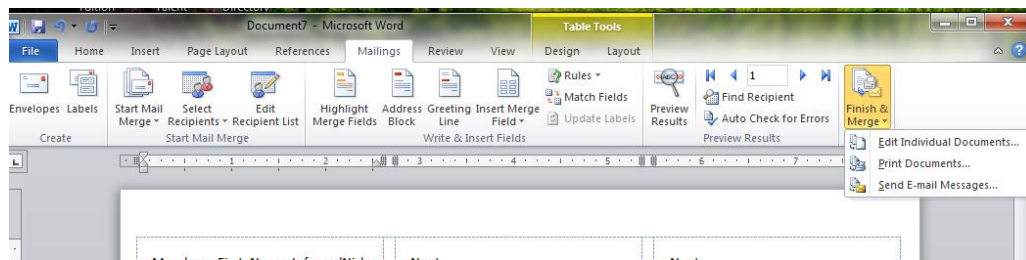
22) You may get a warning, like the image below. Click OK



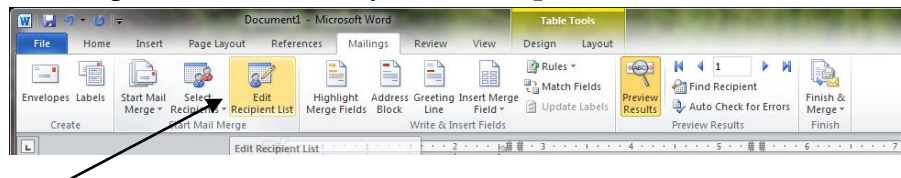
23) Your document will now show with the new Excel data file “attached” to it. It will now have different mail merge abilities shown, due to this new data attached to it.



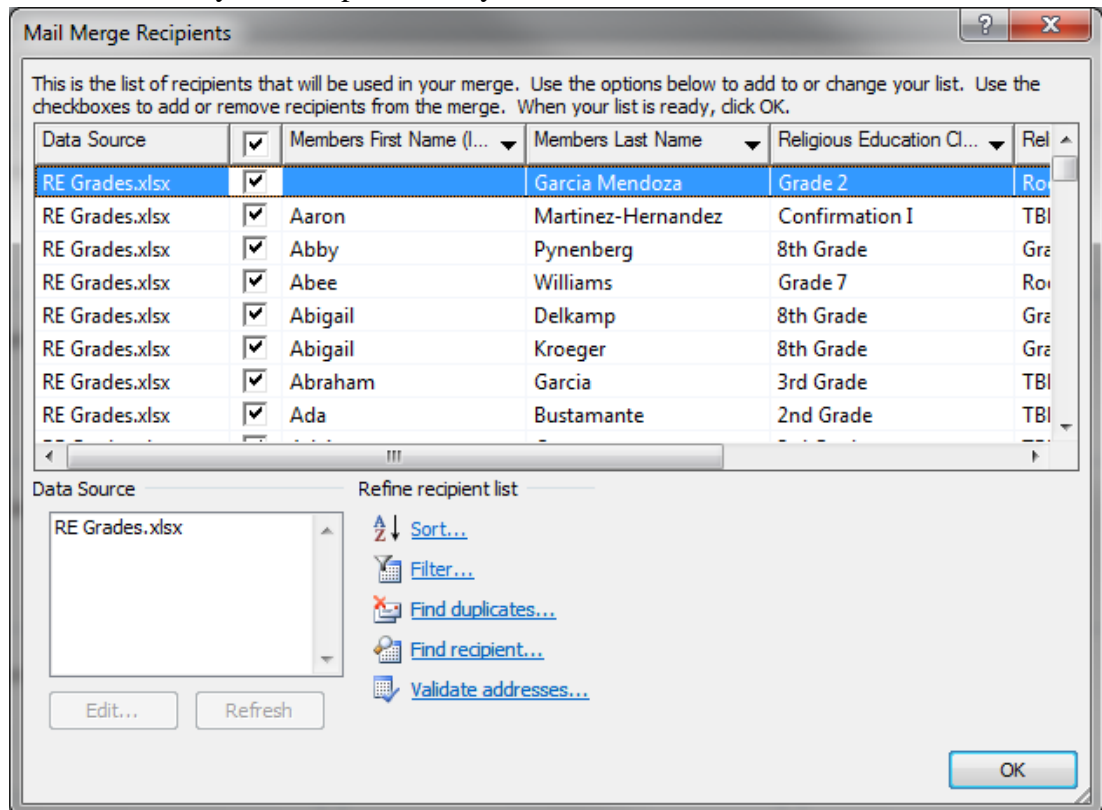
- 24) Next, click the **Preview Results** button and make sure the labels look how you would intend them to. If that is OK, then click **Finish & Merge** and **Edit Individual Documents**.



- 25) If you wish to only print “some” of the grades/students off, then go to the section at the top, to the icon that says **Edit Recipient List** seen below:

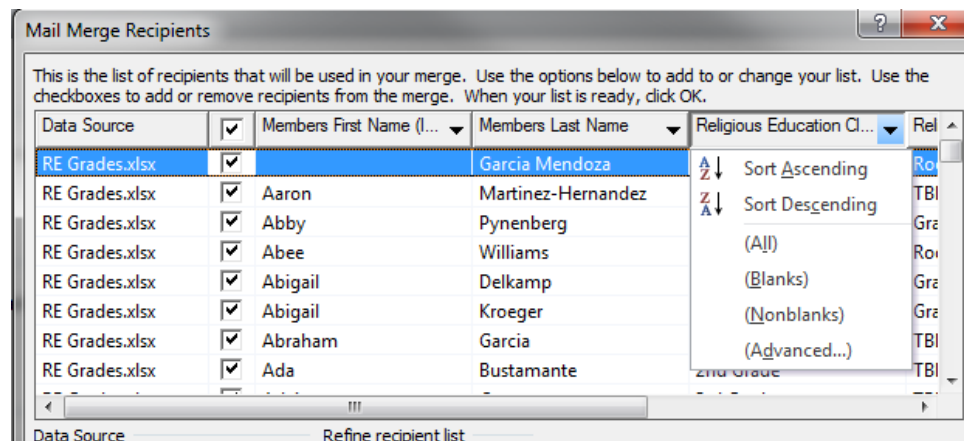


- 26) You will see a pop up screen similar to the one seen below. In this area, given how you “sort” things and what you have selected with a checkmark, you can determine what you want printed on your labels.

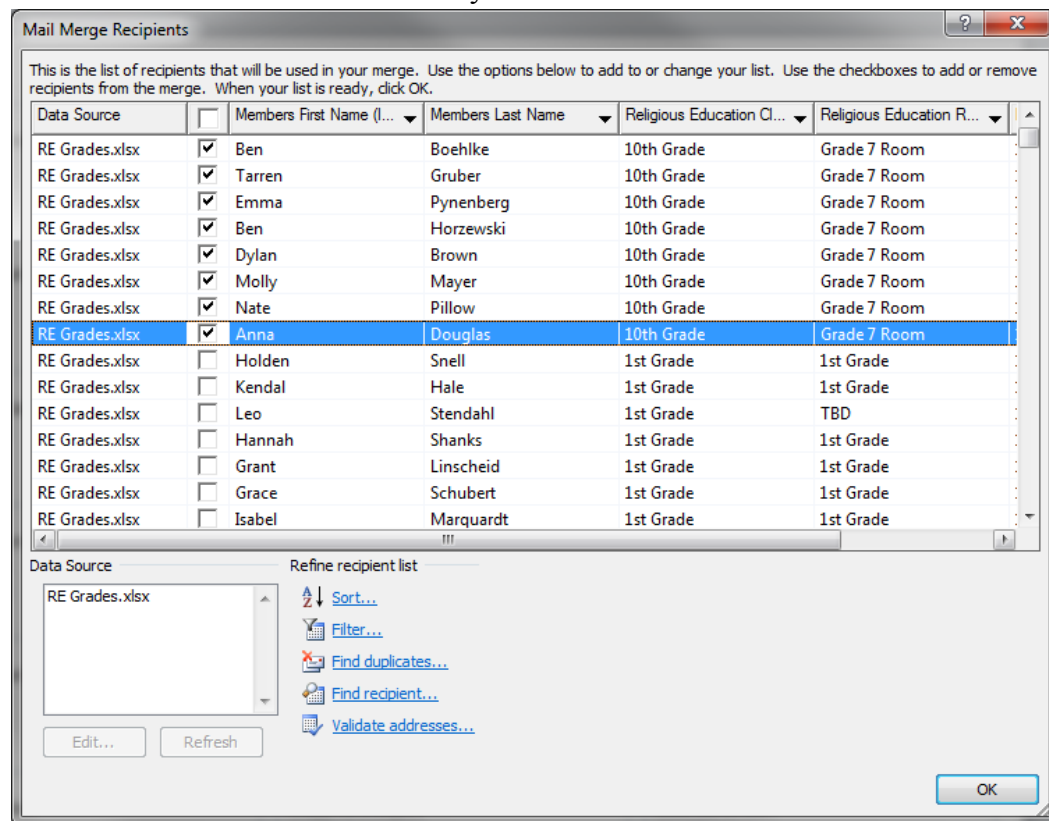




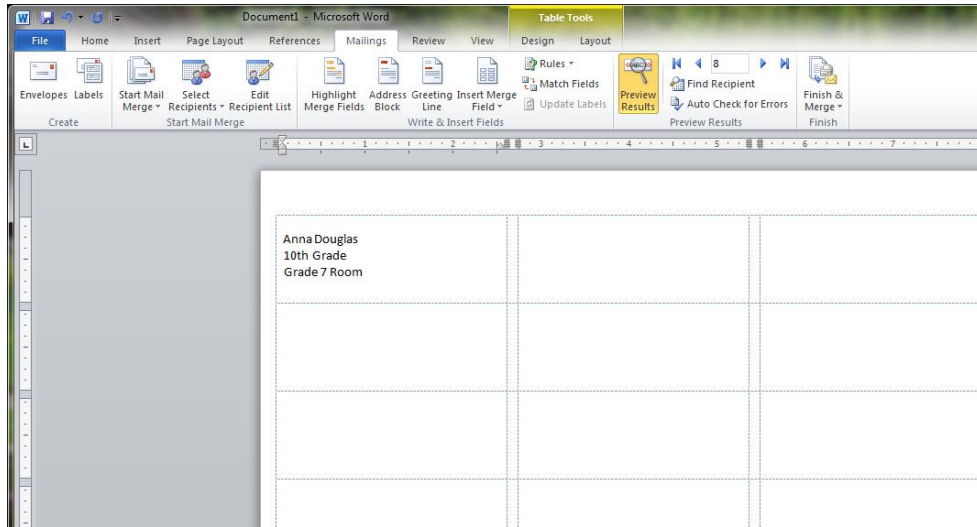
Either click the **Sort** button in the bottom and specify how you would like it to be sorted, or click the down arrow on the right side of any column header and select the sort.



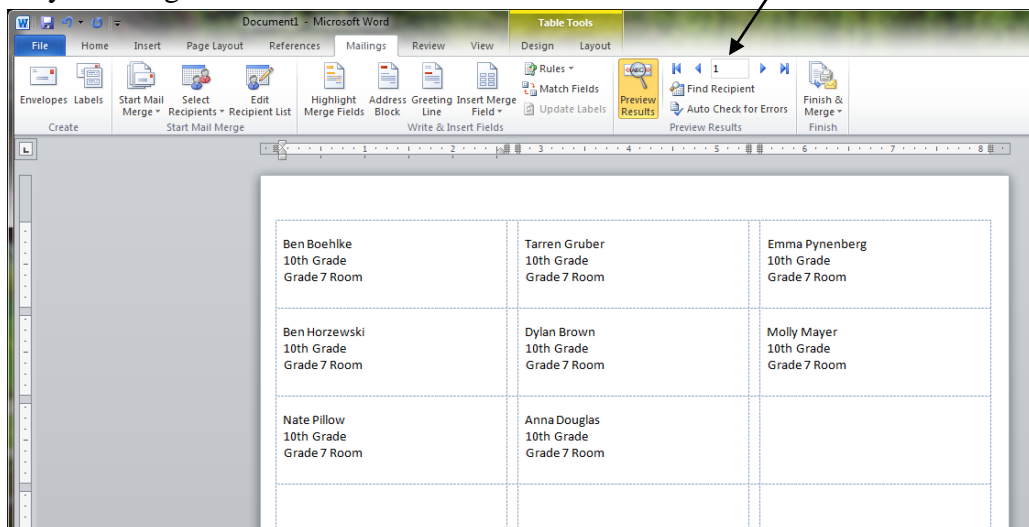
When you've selected only "some" of your people in your list, it may appear similar to the screen below with only the "Grade 10" folks selected.



If you click OK, you may your labels like the image below:



If you know that there is more than one label, but you are only seeing one, please look to the left of the **Preview Results** button and make sure the number listed is only showing 1.



- 27) To finish printing off the document, click **Finish & Merge** and then **Edit Individual Documents** if you think you may wish to edit the document before printing.
- 28) Finally, close the original “template” Word document and don’t save it, which will maintain your main template for future use.