

DO NOT DELETE ANY FAMILIES AFTER YOU SEND THE FOLLOWING FILE TO SARA

The Development Office needs time to finish entering 2015 data. Please send the file to Sara no later than December 31, 2015.

1. Go to connectnow.parishsoft.com/rockford and login to ParishSOFT.
2. Click on the Family Directory tab.
3. Select the funnel (aka "filter") icon.
4. Set the Membership filter to "Both".
5. Set the Family Group filter to "All Groups."
6. Set the Send Envelopes filter to "(Any)".
7. Click the "Apply" button.
8. Once back at the Family List, click the "Export to CSV" icon which is next to the filter icon previously selected in step 3.
9. Depending on your Internet browser settings, Microsoft Excel may open automatically or you may receive a prompt asking you where to save the file.
 - a. If prompted, save it to your Desktop or some other location you know so you can find it later for emailing to the diocese.
 - b. If Excel opens automatically, go to File and select Save As to save it in a location you know so you can find it later for emailing to the diocese.
10. **Attach the file to an email and send to: smarquetti@rockforddiocese.org**

Any questions, please feel free to contact Sara at 815-399-4300 or smarquetti@rockforddiocese.org