

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. Log in to **ParishSOFT Family Directory**.
2. Near the top right of the screen, under "**Fam Group & ID Display**", change the first dropdown to "**All Groups**" and the second dropdown to "**Diocesan ID**".
3. Click on the green **Excel** button near the top left of the screen.
4. Once the "**Spreadsheet Builder**" box appears, click on the **CREATE A CSV** button.
5. Choose a location and name to save your file as, and then click **OPEN**.
6. A box should appear saying the file was created. Click **OK**.
7. **Attach the file to an email and send to: smarquetti@rockforddiocese.org**

Sara, 815-399-4300
smarquetti@rockforddiocese.org