



Printing Labels for Group Members and/or their Parents



These instructions assume you are using the grid view with search boxes enabled

Labels for group members:

1. Be sure to clear your sticky selections.
2. On the **Advanced Navigation Menu**, click **People Lists**.
3. Click **Group Participants**.
4. Enter the group name in the **Group Name** search box.
5. Checkmark the members of the group and click the **Reports** button.
6. Choose **Selected Labels: 1 per Family - Erie**.
7. Fill out the label options and click the **Save** (diskette) button and choose **PDF**.
8. Print your labels.

Labels for parents:

Easy - not customized with parent's names:

- a. Be sure to clear your sticky selections.
- b. On the **Advanced Navigation Menu**, click **People Lists**.
- c. Click **Group Participants**.
- d. Enter the group name in the **Group Name** search box.
- e. Checkmark the members of the group
- f. Click the **Reports** button.
- g. Choose **Selected Labels: 1 per Family - Erie**.
- h. On the **Selected Labels: 1 per Family - Erie** label options window choose **To the Parents of [contact list]** as the **Greeting Type**.
- i. Click the **Save** (diskette) button and choose **PDF** to print your labels.

Customized with Parent's names

- a. Be sure to clear your sticky selections.
- b. On the **Advanced Navigation Menu**, click **Groups**
- c. Check mark the group or groups for which you would like to create parent labels.
- d. On the **Advanced Navigation Menu**, click **Contacts**
- e. Choose the **View** named **Parents of Group Members**.
- f. Click the **Reports** button.
- g. Choose **Selected Labels: 1 per Family - Erie** and fill out the label options.
- h. Click the **Save** (diskette) button and choose **PDF**
- i. Print your labels.