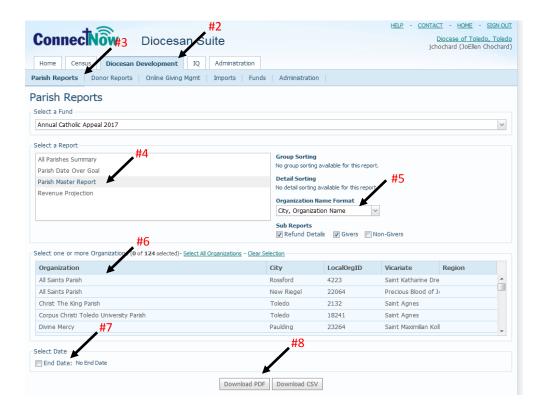
Parish Master Report Instructions

To view the reports:

- 1. Log into ConnectNow
- 2. Click on the Diocesan Development tab
- 3. Click on the **Parish Reports** tab
- 4. Select Report Parish Master Report
- 5. Change the **Organization Name** format to City, Organization Name
- 6. Highlight your **Organization** name (you can automatically sort by parish name by double clicking on "organization" or by city by double clicking on "city."
- 7. UNCHECK the **End Date** this will give you the most current information.
- 8. Click on Download PDF



Parish Master Report Instructions

9. When the following box opens – you can choose to **Open** or **Save** the file.

