How to Make Mailing Labels for Active Members

1. Open and log into the Membership Manager.

2. Click on the Groups icon button.

3. You will now see the main “Groups Keeper” window. Click the [Add Group] button.
4. Next, you will see the “Create/Edit Group” window.

![Create / Edit Group window]

a. **Enter a name for the group**: Enter a meaningful name for the group (in this example we will use “Active Members”).

![Enter a name for the group]

b. **List the search results using**: Choose either “Individuals” (if you are searching for individual information) or “Families” (if you are searching for family information).

![List the search results using]

c. **1. Select a field to search**: Click the drop down arrow and choose the field that you would like to do your search on. (In this example we are looking for Active Members, so we need to search the “Member Status” field in each individual record.)

![1. Select a field to search]
d. 2. Select how to search the field: This section tells the system how you would like to search the field in step 1. (In this example we would like the Member Status field to be Equal to Active Member.) Select “Equal to”.

![Select how to search the field](image)


e. 3. Enter the item to search for: Click the drop down arrow and choose the value that you are searching for in the “Member Status” field. (In this example we are looking for all individuals whose “Member Status” is equal to “Active Member”).

![Enter the item to search for](image)

f. 4. Add Criteria. Click the [Add] button to add the criteria to the list.

![Add Criteria](image)

5. After clicking the [Add] button, you will see that the criteria you entered is in the "You have entered the following search criteria" section. Click the [Save and Search] button in the bottom right corner of the window to begin your search.
6. You will now be on the Display Group tab and the list of individuals that met your criteria will be listed (e.g. all individuals that have a Member Status of Active Member).


8. Next, you will see the “Report Manager”. From the Standard Report list, choose **Mailing Labels & Postcards**. On the right side of the window, you will see the Basic tab. Choose how to print the labels, what label style you are using, and the Sort Order of the labels. You may even choose to start printing on a certain label. (This comes in handy when you don't have a full sheet of labels.) Simply choose your options and click the [Print] button.
9. For more options, there is also an Advanced tab that you can go to. Once you have made all of your selections, click the [Print] button to print your labels.