Catholic Diocese of Sioux Falls

Anniversary Report
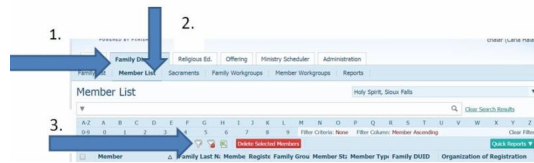
This years anniversary masses will be held on the following dates:

Sunday, August 5, St Mary's Aberdeen
Sunday, August 12, Cathedral of St Joseph Sioux Falls

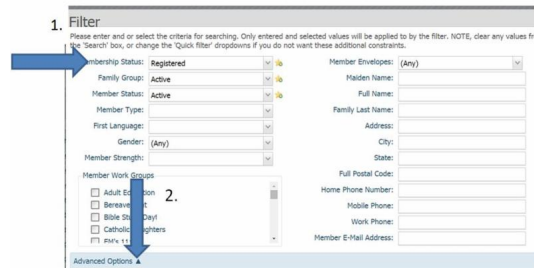Within ConnectNow Family Suite, you may get the list of invites by following these steps.

Navigate to the Member List Page

1. Family Directory
2. Member List
3 Click on the Filter icon.

Apply Filters

1. Be sure to select the following filters:
   Membership Status = Registered
   Family Group = Active
   Member Status = Active
2. Click on the Advanced Options icon (triangle)

Advanced Filters

Advanced Options
1. Wedding Anniversary = All
2. Wedding Month = All

While the option is available to select by Years (such as 25 or 50), this does not help us with determining who should be invited to the anniversary mass as this number of years married is based on the current date. We wish to see ALL years married and select the actual anniversary year as part of the Matrimony Date.

Reports

1. Click on Quick Reports
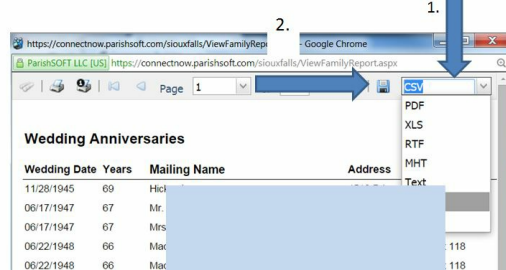2. Select Wedding Anniversaries

This report will pop up a report window. It is a large report depending on the size of your parish. Please be patient.

Export Report

1. Change from a PDF file to an CSV file
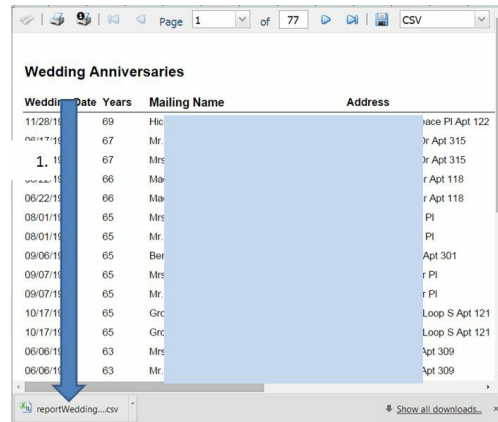2. Click on the save icon to save the file.

Once Save is clicked, it will pop the report to your downloads folder and/or the bottom left hand corner of the window.

Open Report for Editing

Double Click on the document to open.

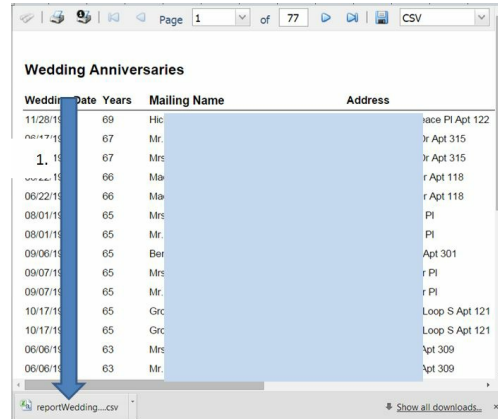Note: This processing is based on the Google Chrome browser. Other browsers may work differently.

Edit the CSV file

The csv file will open up in Excel. Here is where some review is required. If a husband and wife are not both listed, confirm that a spouse is not deceased.

For our Anniversary Mass, we want all Married 65 or more years or is older than the year 1952. The year parameters for the 2018 Anniversary Mass are listed below.
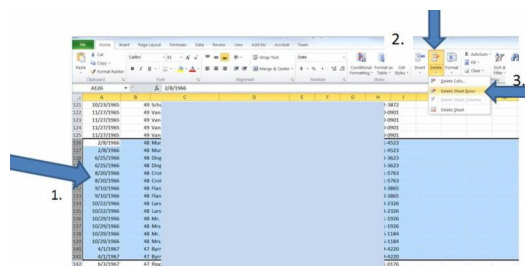
DELETE all ROWS with Wedding dates outside of the given Parameters for the 2018 Anniversary Mass.

Jan 1 - Dec. 31, 1993 = 25 yrs.
Jan 1 - Dec 31, 1968 = 50 yrs
Jan 1 - Dec 31, 1958, = 60 yrs.
Jan 1 - Dec 31, 1953, = 65 yrs.
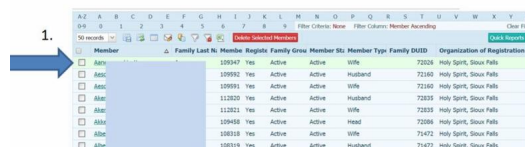**1952 or less**

Delete Rows

1. To delete rows, select the Rows with a single left click and drag to the last row you wish to select so it is highlighted.
2. With the Home tab selected, click on Delete.
3. Delete Sheet Rows.

Continue to select and Delete Rows as needed.

Double Check

The Anniversary Mass List displays both the husband and wife listed separately. Please keep in mind that if a Husband/Wife has a Member Status Not Equal to Active, they will not be displayed. Please check where only one spouse is listed to verify married status (most importantly, we wish to update the Married Status if the spouse is deceased to Widowed). In the case of the first record listed above, the husband on this record is ActOther meaning for our diocese he is not Catholic but participates with his/her spouse. This couple
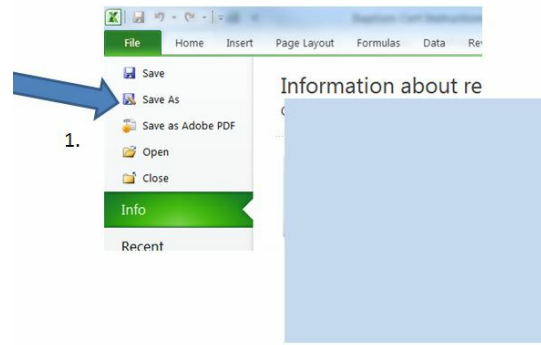
SHOULD be invited to an anniversary mass.

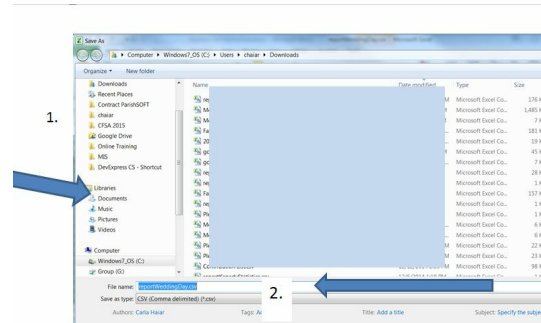## Save the Edited File

To Save,
1. Click File, Save As

Navigate to Documents

1. Click on Documents.
2. Change the Name to your Parish Name and Wedding Anniversary. Example: HolySpiritSiouxFalls Wedding Anniversaries.csv

Click Save. Be sure to NOTE you location.

You will get a message that this is in a CSV file format - click Yes to keep it in this format.

Close Excel, Click Don't Save (you already saved it)!

Please attached the saved CSV file and email to tgeiver@sfcatholic.org