

Print Group Directories and Mailing Labels

You can view and print a directory of activity, group, or class members. You can also print mailing labels for group members.

1. Point to **Groups**, then click **My Groups**.
 2. In the **I want to drop-down** list beside the activity, group, or class you want to print a directory for, select **Print Directory**.
 3. Click **Go**.
 4. Click **View an Individual Directory**, **View a Family Directory**, **View an Individual Directory with photos**, or **View a Family Directory with photos**.
 5. When the directory displays, click **Print**.
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1. Point to **Groups**, then click **My Groups**.
 2. For the group you want to print mailing labels for, click **I want to**, then select **Print Mailing Labels**.
 3. Click **Go**.
 4. Select a **Label Type** and **Label Selection**.
 5. Click **Preview**. Review the labels and make sure the information is correct.
 6. Point to **File**, then click **Print**.
 7. In the **Print** dialog box, under **Page Handling**:
 - Set **Page Scaling** to **None**.
 - Clear the **Auto-Rotate and Center** option.
 8. Click **OK**.

Related Topics

- [Member and Attendee Guide](#)
- [Export Group Rosters to Excel](#)
- [Send a Message to Group Members](#)