

Family Address Listing Report



Last Modified on 09/27/2023 10:49 am EDT

The **Family Address Listing** report provides you with a list of your families based on the filters (Search Criteria) you select.

You can find this report under the **Families** menu > **Family Reports** > **Family Address Listing**.

- ★ Identify family contacts who will celebrate a birthday in an upcoming month.
- ★ Customize a family report with optional filters, including Source, Contact Birth Month, and Neighborhood.
- ★ Send an email to all, or only some, of the families directly from the report results.







Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!

Search Criteria

You can filter your list of families using any or all the Search Criteria, and Jackrabbit will compile a report of families who meet ALL of the criteria selected. For this example, we will filter for Contacts who will celebrate their birthday in November, and have active students in a program.

Family Address Listing

← RETURN

Search Criteria  Favorites  Save Favorites  Refresh 

Run Family/Acct Address Listing Report using search criteria below.

Location

Status

Balance from through

City State Zip

Neighborhood

Registration Month



Family Discount Disc Amount



Source



Enrolled in Classes (Session)



Enrolled in Classes (Category1) through



Contact Birth Month From through

Date Created From  through 

Last Updated from  through 

Date Imported from  through 

Contract Start Date from  through 

Contract End Date from  through 

Report Results

Review the results and use the checkbox in the last column to select the families to email. Click the *Email* button to quickly generate an email to all or the selected students in the report.

- Use the active links in the report to go to the Contact's record.
- **Show/Hide** the columns as needed. In this example, 12 columns are hidden.
- Report results can be customized with the ability to sort columns, and modify column width.

Family Address Listing

← RETURN **EMAIL**

View 1 - 4 of 4 Print Export Refresh 12 columns hidden Show/Hide Columns Restore Columns

| Contact | Contact Birthday | Students | Status | Email | Balance | Date Registered | Email All <input checked="" type="checkbox"/> |
|-------------------------------------|------------------|-------------------------------------|-------------------------------------|--|-------------------------------------|-----------------|---|
| <input type="text" value="Search"/> | | <input type="text" value="Search"/> | <input type="text" value="Active"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | | |
| Holly Ager | 11/11 | Dani, Dave, Barbie | Active | hollyager41@gmail.com | 0.00 | 11/5/2016 | <input checked="" type="checkbox"/> |
| Harriett Burns | 11/10 | Franklin | Active | harriettmomma@mail.com | 85.00 | 8/24/2023 | <input checked="" type="checkbox"/> |
| Alane Clements | 11/19 | Caroline, Debbie | Active | aclements@email.com | 0.00 | 2/23/2017 | <input checked="" type="checkbox"/> |
| Anna Harris | 11/18 | Alysha, Madison | Active | annab@email.com | 0.00 | 12/5/2017 | <input checked="" type="checkbox"/> |

Use this button to Show/Hide Columns in the report.

Click the top checkbox to select all to email.



A history of emails sent from this report is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.