

## How to Print Address Mailing Labels from ChildPlus.

- Place the address labels in your printer paper tray.
- In the Enter Report # Box at the top/middle of your screen enter 4501 and press enter.
  - A new screen/tab opens: 4501-Participant Mailing Labels
- Select **Advanced Setup**
  - A new screen appears, and you are now in Advanced Report Setup
- **Program Term:** Select GSRP Pre-Kindergarten and/or Head Start for the current school year.
- **Sites:** Uncheck the All box.  
Select/Check the Sites you are printing labels for.  
Click Ok at the bottom right corner of the screen.
- **Status:** Check the appropriate status for the children you want to print labels for:  
Accepted, Enrolled or Waitlisted.
- **Grouping:** Select Classroom
- **Sort Participants By:** Select Last name.
- **Print Options:** Select One Per Participant
- **Start next group on:** Select New Page
- **Line 1:** Select Primary Adult Name (First, Last)
- **Line 2:** Select Participant Name (First, Last)
- **Line 3:** Select Mailing Address (2-3 Lines)
- **Line 4 through 7:** Select Blank Line
- **Label Type:** Select Avery 5160 Address (6 Lines). Reference the box your mailing labels came in.
- **Show Participants:** Select whose enrollment date is between, and leave the Beginning and End Date boxes blank.

### IF you need to print a few labels for individual children in more than one classroom:

- **Start next group on:** Change the setting for from, New Page to Same Page so that you do not waste pages of mailing labels.
- **Individuals** tab at the top left side of your screen: Using your mouse cursor, click on this tab.
  - A new screen will open listing all the children you can select from. **Unclick** the All button located at the top right corner of the screen to deselect all the children.
- Now select/check the specific children you want to print labels for.

If you would like to preview what you are printing, click **Preview** at the top right corner of the screen. To see each page that will be printed use the < or > arrows located at the top left of the screen to scroll through the pages.

If everything looks good, then click **Print** at the top right corner of the screen.