

## **Family Information Data Fields in Your Family Record**

**Last Name\*:** Required. Last name for the family record.

**First Name(s)\*:** Required. First Names of the primary adult(s) in the household. If your family comprises a husband and wife, enter both names (e.g., Brian and Catherine), separated by the word “and.”

**Email Address:** Email address of the initial adult family member who is designated head, husband, or wife.

**Primary Phone:** Main family phone number.

**Emergency Phone:** Primary emergency phone number for your family.

**Emergency Ph. Desc.:** Description of emergency phone number (e.g., Son Bill’s cell).

**Primary Address:** Select Home, Mailing or Other address to which you would like mail sent.

**Publish Phone, Publish E-Mail, and Publish Address:** Uncheck these boxes if you wish to keep your phone, email or address unlisted in church publications.

**Send Mail:** Please leave this box checked so that you will receive mail from your church (or other organization in which you are registered).

## **Family Address Data Fields In Your Family Record**

**Primary Address:** Your church record can store up to three Address Types: Home, Mailing, and Other. You can designate which address your church should use as the Primary Address for mailings and statements.

- Home Address—family residence address
- Mailing Address—post office box or alternate mailing location
- Other Address—second home, temporary move, or snowbird address (i.e., for those who spend the winter in warmer climates).

**Other Address Tab:** The From and To fields let you schedule a timeframe when you wish to be contacted at your “other” address. This lets you keep informed of church events even while you’re away from home. Enter From and To dates in mm-dd format.

**All Address Tabs:** Each of the address tabs provides fields so that you can enter your Country, Postal Code, Address Lines 1 and 2, and Phone Number. The City and State/Region field will populate automatically once you enter a ZIP Code or Postal Code. If multiple city names are available for a given postal code, you can select the correct place from the City lookup table.

## **Data Fields to Complete When You Add or update a Member Record**

**Gender:** Type <M> for male or <F> for female.

**Title:** Choose any option from the lookup table [e.g., blank (no title), Dr., Sr., etc.].

**First Name\*:** Required. Member's first name.

**Nickname:** Member's nickname (e.g., legal first name is Catherine but member uses Kate).

**Last Name\*:** Required. Member's last name.

**Suffix:** Choose if applicable (e.g., Jr., PhD, Sr).

**Role:** Designate at least one adult in the family as designated either Head or Husband or Wife. A family may have two adults, both designated heads of family. For members other than head, husband, or wife, determine each member's role by thinking in terms of his or her relationship to the primary adults in the household. For example, a parent who lives with a son and daughter-in-law would be designated Mother or Father. Options include: blank (no title), Adult, Daughter, Father, Foster Daughter, Foster Son, Grandchild, Granddaughter, Grandfather, Grandmother, Grandson, Head, Husband, Legal Guardian, Mother, Son, Step-Daughter, Step-Son, Stepchild, Unknown, or Wife. Church members can edit the Role field only during the initial submission of their registration information. You cannot edit this field once you click the Save button.

**Birth Date:** Click the Calendar icon and select the member's date of birth.

**Birth Place:** To choose the member's birth place, click the lookup button to open the City Lookup screen. Enter the city name and press the Set Filter button. Select the city name and click the Select button.

**Age:** The member's age is calculated using the Birth Date and cannot be edited.

**Email Address:** Email address for member.

**Grade (as of mm/yy):** The member's grade calculates based on the Grad Year. Grade advances to the next grade on the Grade Change Over date set by your church's system administrator. Home Phone, Work Phone, Cell phone, Pager, Fax. Enter the member's phone contact information.

**School:** Select the name of the school from the First Language lookup table. Type <E> for English. Or type the first letter of another language to scroll through the languages available from the alphabetical lookup table.

**Education:** Select any option (e.g., Bachelors, High School, Masters) from the lookup.

**Career Type:** Member's profession. For children, enter Student or leave this field blank.

**Career Details:** Type the member's employer or any other pertinent career information.

**Grad Year:** The member's high school graduation year calculates based on Birth Date. Edit if needed. If you update a member's date of birth, you will be asked whether you wish to recalculate the grad year when you save.