
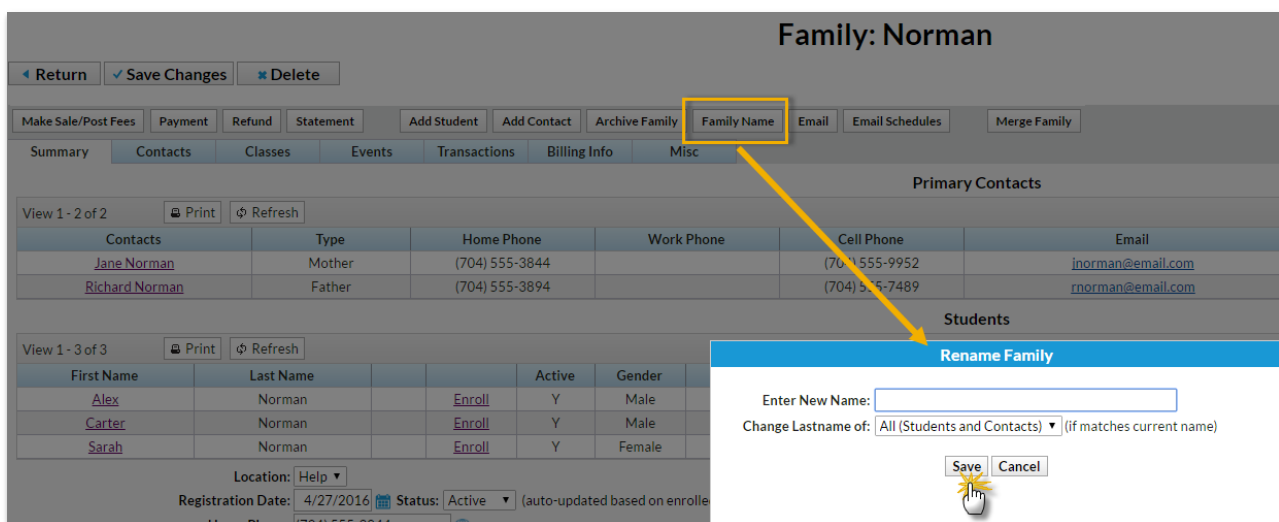


Edit a Family Name

Last Modified on 08/03/2022 9:56 am EDT

1. Locate the family you would like to update:
 - o Go to **Families** (menu) > **All Families** > select the row menu  for the family > click *View/Edit* to open the family record.
 - o Use the global search at the top of each page to locate the family.
2. Click the **Family Name** button.
3. Enter the new name in the *Rename Family* pop-up box. Indicate whether the change should apply to:
 - o none (leave alone)
 - o All (Students and Contacts)
 - o Students Only
 - o Contacts only
4. Click the **Save** button.



The screenshot shows the 'Family: Norman' interface. At the top, there are buttons for 'Return', 'Save Changes', and 'Delete'. Below that, there are tabs for 'Make Sale/Post Fees', 'Payment', 'Refund', 'Statement', 'Add Student', 'Add Contact', 'Archive Family', 'Family Name', 'Email', 'Email Schedules', and 'Merge Family'. The 'Family Name' button is highlighted with a yellow box. Below the tabs, there are sections for 'Primary Contacts' and 'Students'. The 'Primary Contacts' section shows a table with columns for 'Contacts', 'Type', 'Home Phone', 'Work Phone', 'Cell Phone', and 'Email'. The 'Students' section shows a table with columns for 'First Name', 'Last Name', 'Enroll', 'Active', and 'Gender'. A 'Rename Family' pop-up box is open, showing 'Enter New Name:' and 'Change Lastname of:' with a dropdown menu set to 'All (Students and Contacts)'. There are 'Save' and 'Cancel' buttons at the bottom of the pop-up box.

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email
Jane Norman	Mother	(704) 555-3844		(704) 555-9952	inorman@email.com
Richard Norman	Father	(704) 555-3894		(704) 555-7489	rnorman@email.com

First Name	Last Name	Enroll	Active	Gender
Alex	Norman	Enroll	Y	Male
Carter	Norman	Enroll	Y	Male
Sarah	Norman	Enroll	Y	Female