

Edit a Family Name

Last Modified on 03/11/2025 5:32 pm EDT

1. Locate the family you would like to update:
 - Go to **Families** (menu) > **All Families** > select the row menu for the family > click *View/Edit* to open the family record.
 - 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:
 - none (leave alone)
 - All (Students and Contacts)
 - Students Only
 - Contacts only
 4. Click the **Save** button.
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