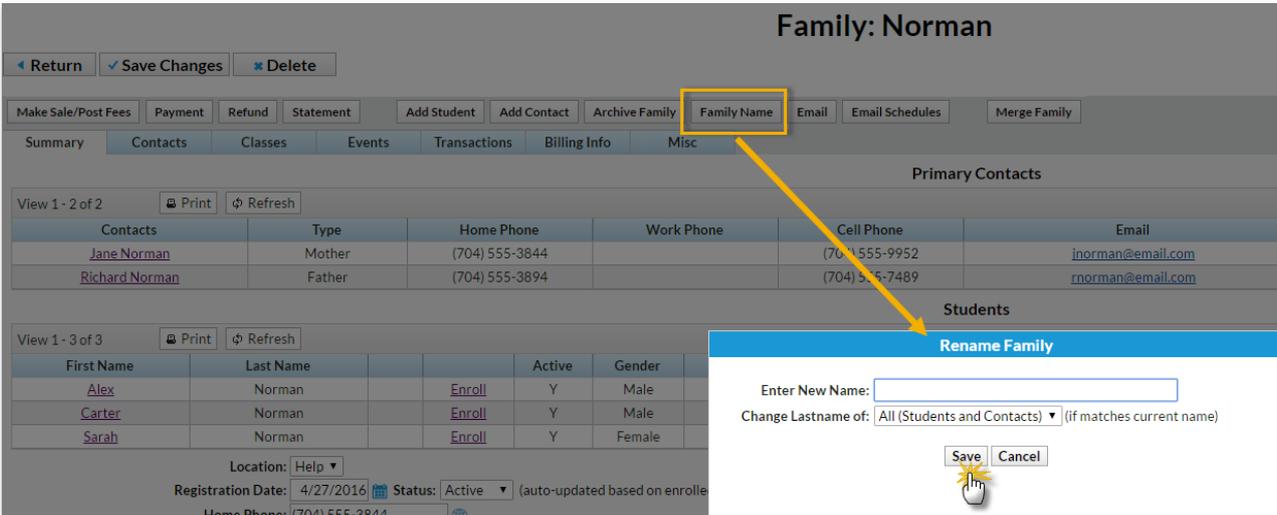


Edit a Family Name

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 is a navigation bar with buttons for 'Make Sale/Post Fees', 'Payment', 'Refund', 'Statement', 'Add Student', 'Add Contact', 'Archive Family', 'Family Name' (highlighted with a yellow box), 'Email', 'Email Schedules', and 'Merge Family'. The main content area is divided into 'Primary Contacts' and 'Students' sections. The 'Primary Contacts' section has a table with columns for 'Contacts', 'Type', 'Home Phone', 'Work Phone', 'Cell Phone', and 'Email'. The 'Students' section has a table with columns for 'First Name', 'Last Name', 'Enroll', 'Active', and 'Gender'. A yellow arrow points from the 'Family Name' button to the 'Rename Family' pop-up box. The pop-up box has a title bar 'Rename Family' and contains the following text: 'Enter New Name: [input field]', 'Change Lastname of: All (Students and Contacts) (if matches current name)', and 'Save' and 'Cancel' buttons.

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email
Jane Norman	Mother	(704) 555-3844		(704) 555-9952	jnorman@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

Registration Date: 4/27/2016 Status: Active (auto-updated based on enrollment)

