

Set a Primary Address

The first address entered into HeadMaster for an individual is designated as the primary address. Although you can have only one primary address for an individual, you can select which address should be the primary address.

The address that's set as the primary address becomes the default mailing address and prints on most reports. It's also the address that's used on the mailing label for the individual or family.

▼ To set the primary address

1. On the Home screen, click **Students, Prospective, Parents, Staff, Teachers, or Other People**.
2. Double-click on an individual's name.
3. Click the **Address** tab.
4. Click **Select**.
5. Click an address in the list, and click **OK**.