

Add Parents from Existing Records

You can add a parent using a parent's record that was previously entered into HeadMaster.

1. On the Home screen, click **Parents**.
2. To select the parent record, click the parent's name.
3. On the toolbar, click **Actions > Related Item > Add Spouse**.
4. The new parent's record will contain family information copied from the other parent record. Enter additional information, and click **OK**.