


Adding a New Family

ACS records are organized by family, even if there is just one person in the family. After adding a new family, you can enter additional information on the family member's record in View/Edit Individual, or you can [add family members](#).

If you set up **Duplicate Checking Settings** in [People Setup](#), when you start a new family, ACS checks the database for individuals with that name and/or address. If possible duplicate records exist, a list of them displays when you save the individual's information. If the records are the same person, you can double-click on the appropriate record to enter information in View/Edit Individual.

The default value for Record Type is **Member**; however, you can change this value to **Prospect** or **Other** as necessary. In addition, the first family member has the Family Position of **Head**, but you can change this as well.

1. Under Manage Records, click the **People** tab.
2. In the drop-down list, select **Add New Family**, then click **Go** .
3. Enter as much information as you can into each of the Add Family fields, including **Active Address**, **Contribution Information**, **Personal Information**, **Mobile Phone Number**, and **E-Mail Address**.
4. To save the new record and add another new family, click **Save/Add Another Family**.
5. To save the new record and then add family members, click **Save/Add Family Member**.
6. To save the new record without adding family members or other new families, click **Save**.