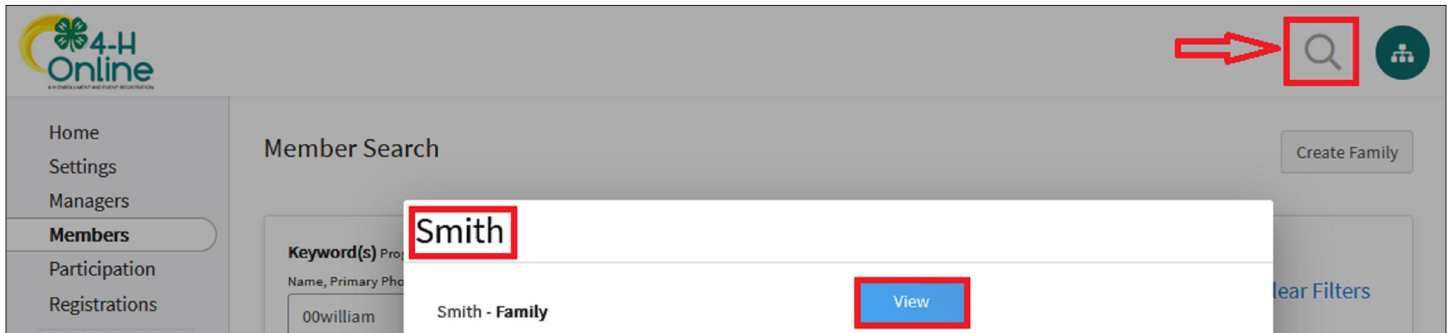
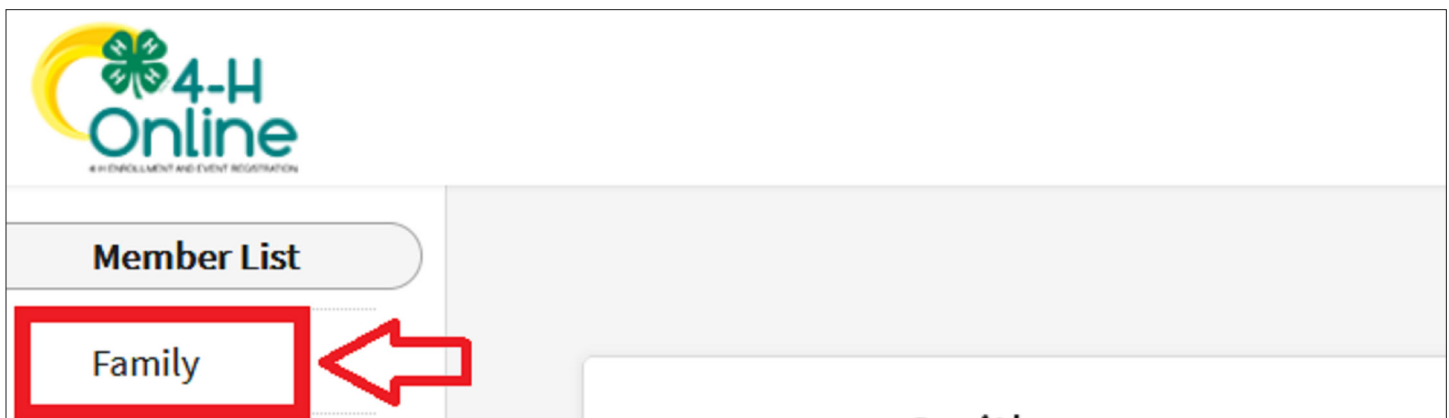


- Click on the magnifying glass at the top of any manager screen.
- Type in the family's last name or email address.
- Click the family's name from the list on the left side.
- Click the blue View button.



- Click the Family link in the navigation pane on the left side of the screen.



Two sections will appear on the screen and both can be edited.

Family
Edit

<b>Family Name</b>	Smith
<b>Email</b>	4hevents@ag.tamu.edu
<b>Mobile Phone</b>	111-111-1111
<b>County</b>	State Office
<b>County Area</b>	State Office
<b>Subscribe To Emails?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

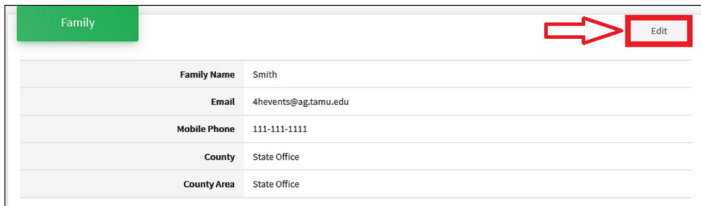
Address
Edit

<b>Address</b>	1470 WILLIAM D FITCH PKWY
<b>Address 2</b>	
<b>City</b>	COLLEGE STATION
<b>State</b>	TX
<b>Postal Code</b>	77845-4645
<b>Country</b>	US

### EDIT FAMILY

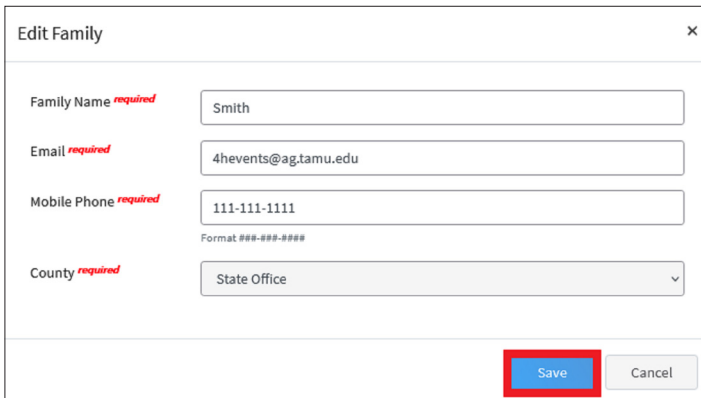
The family area allows editing of the family name, email and phone number. Contact the local county office to start the transfer process to transfer to another county if needed. The county cannot be edited by a county office.

- Click the Edit button in the family information section.



Family	
Family Name	Smith
Email	4hevents@ag.tamu.edu
Mobile Phone	111-111-1111
County	State Office
County Area	State Office

- Make the changes to the areas that are not greyed out.
- Click the blue Save button.



Edit Family

Family Name *required*

Email *required*

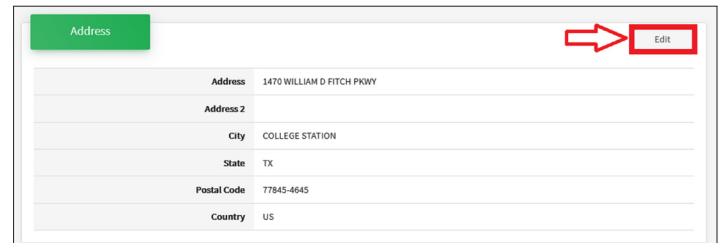
Mobile Phone *required*   
Format ###-###-####

County *required*

### EDIT ADDRESS

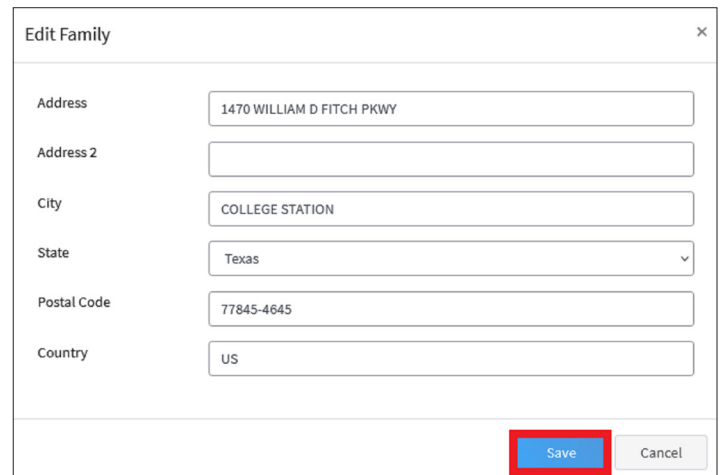
The family address area allows editing of all areas. The address has to match to what the USPS uses. If you receive a duplicate address error please contact the local county office for assistance. They can remove that mailing address if it's attached to another family. The system is built to prevent duplicates before they happen.

- Click the Edit button in the Address information section.



Address	
Address	1470 WILLIAM D FITCH PKWY
Address 2	
City	COLLEGE STATION
State	TX
Postal Code	77845-4645
Country	US

- Click the blue Save button.



Edit Family

Address

Address 2

City

State

Postal Code

Country

**REFRESH OR RELOAD THE SCREEN TO GET THE CHANGES TO APPEAR**