

Edit a Family Name

Last Modified on 01/21/2020 5:28 pm EST

[Watch a \(1:30\) video tutorial on Edit a Family Name](#)

Change a Family Name

1. Locate the family's information.
 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:
 - none (leave alone)
 - All (Students and Contacts)
 - Students Only
 - Contacts only
 4. Click the **Save** button.
-

Family: Norman

[Return](#) [Save Changes](#) [Delete](#)

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[Summary](#) [Contacts](#) [Classes](#) [Events](#) [Transactions](#) [Billing Info](#) [Misc](#)

Primary Contacts

View 1 - 2 of 2 [Print](#) [Refresh](#)

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email
Jane Norman	Mother	(704) 555-3844		(704) 555-9952	inorman@email.com
Richard Norman	Father	(704) 555-3894		(704) 555-7489	rnorman@email.com

Students

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First Name	Last Name	Enroll	Active	Gender
Alex	Norman	Enroll	Y	Male
Carter	Norman	Enroll	Y	Male
Sarah	Norman	Enroll	Y	Female

Location: [Help](#)
Registration Date: 4/27/2016 [Calendar](#) Status: Active (auto-updated based on enrollment)
Home Phone: (704) 555-3844 [Phone](#)

Rename Family

Enter New Name:

Change Lastname of: [All \(Students and Contacts\)](#) (if matches current name)

[Save](#) [Cancel](#)

