

How to update addresses for family members attached to a clergy record without having to go to each family members record

1. Log in to <http://flumc.brickriver.com>.
2. Click on "People" in the Console Sections to the left of the screen.
3. Type the last name of the clergy you wish to update in the search bar and click "Quick Search."
4. Click on the name of the person you searched for to open their record.
5. Click on the "Family Members" tab to see which family members are attached to the person's record.
6. Check to make sure that all of the person's family members are listed under the tab and click on each one to make sure that the ones that live in the same household have the "lives in same household" box checked. This is what will allow that family member's address to be updated from the clergy's record.
7. Change the address in the clergy's record and click "Save."
8. Click on the "Update Family Address" link at the top of the screen. This link will update the addresses for the family members that are attached to the clergy person that are marked "lives in same household" without you going to the family member's record.
9. You will get a confirmation screen that says "Address Updated."
10. If you look at the record for one of the family members marked as "lives in same household," they should now have the home address of the clergy person you just updated as their mailing address and home address.