



ASCENDER GUIDES



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Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

As you initially enter address information (street number, street name, city, state, and zip), it is automatically stored so it can be reused to prefill the fields when you are completing multiple forms that contain address fields.

Once you have entered address data, when you click in a blank field for which data can be prefilled, a blue box is displayed which contains the most recent address data entered so far. When you click the blue box, the address fields are automatically filled with the stored information.

This feature works when adding or editing address data in either the **Family Addresses** window or the **Family Contacts** window.

Family Addresses

Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.

Add address:

Click **Add Address** to add an address. The Address Manager window opens.

Type the complete address in the fields provided.

The Address Manager window displays a form titled "Family Addresses". It contains two sections: "Physical" and "Mailing". Each section has fields for Street Number, Street Name, Street Direction, Apartment Number, City, State (a dropdown menu), Zip, and Zip4. At the bottom of the window are "Cancel" and "Save Changes" buttons.

Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

Edit address:

Click **Edit** next to the address to edit an existing address. The Address Manager window opens.

The screenshot shows a table titled "Family Addresses" with the following columns: Address Information, Street Number, Street Name, City, and Zip. A red arrow points to the "Edit" button in the "Address Information" column of the first row.

Address Information	Street Number	Street Name	City	Zip
 Edit	1010	Second Street	Greatown	78222

Update the fields as needed.

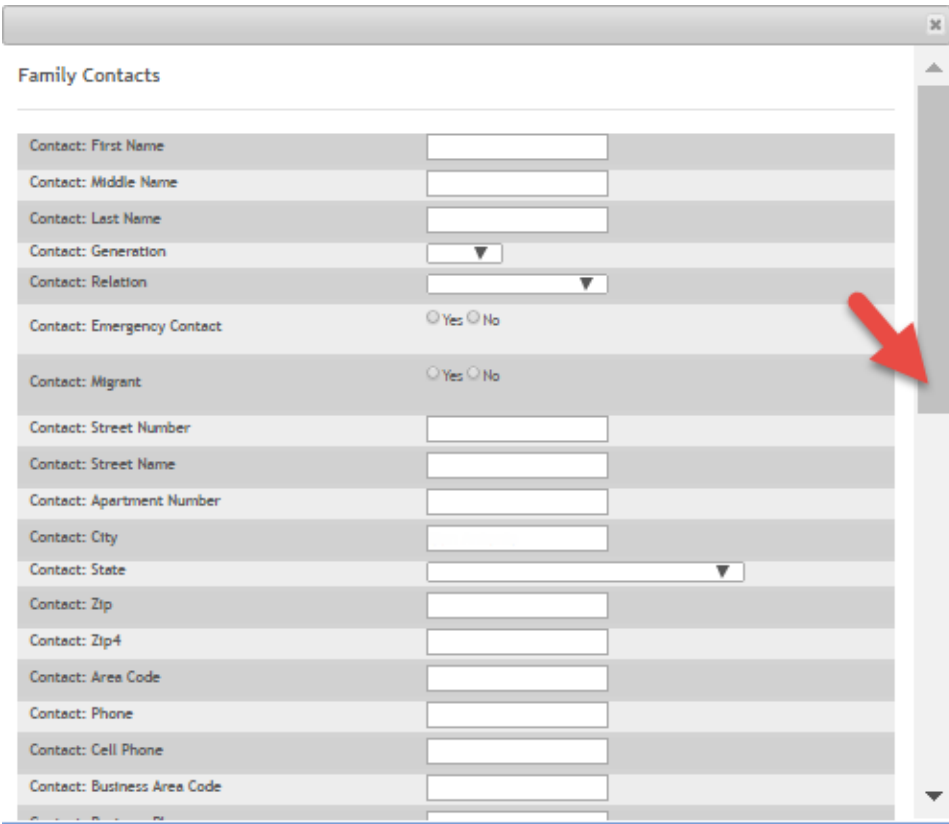
Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

Family Contacts

Existing contact information for all of the student's family and emergency contacts. Add contacts as needed.

Add a contact:

Click **Add Contact** to add a contact. The Family Contacts window opens.



Enter data in the fields, including the contact's complete name and address.

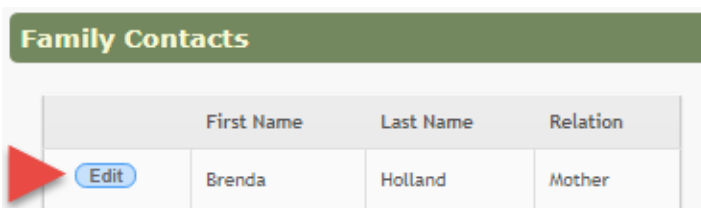
- The only special characters allowed are a hyphen (-) and apostrophe (').
- You can also include a space.
- The first name can have up to 17 characters.
- The middle name can have up to 14 characters.
- The last name can have up to 25 characters.

Click **Save Changes**. You may need to scroll down to see the button.

Add additional contacts as needed.

Edit a contact:

Click **Edit** next to the contact's name. The Family Contacts window opens.

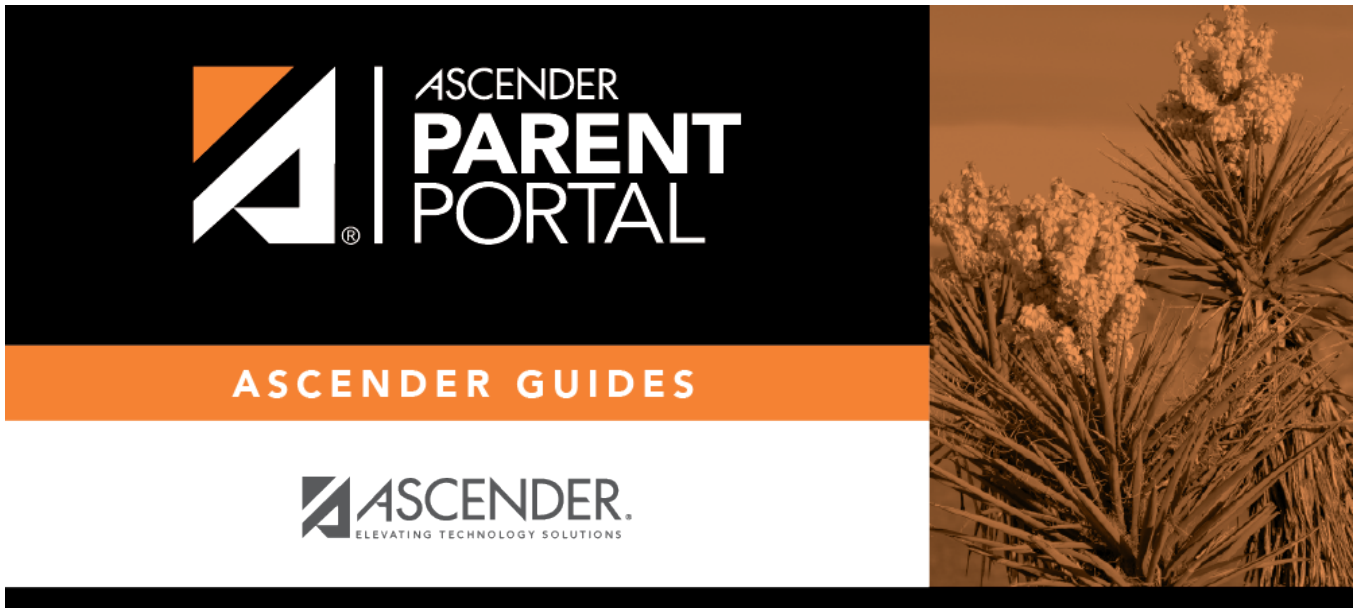


	First Name	Last Name	Relation
	Brenda	Holland	Mother

Update the fields as needed.

Click **Save Changes**.

Click **Continue**. The Step 4 - Student Information page opens.



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