## **Edit Person Record**

There are two ways to edit a person record:

## First way

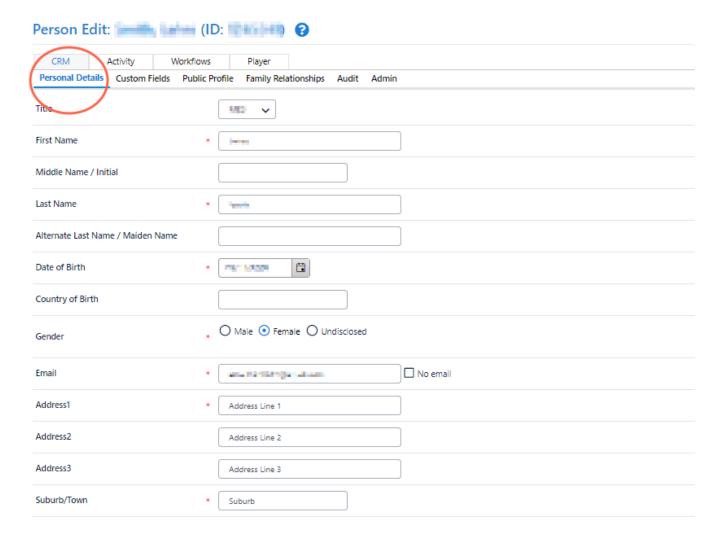
Search for a Person using any one of the methods described in **Searching Person Record**.

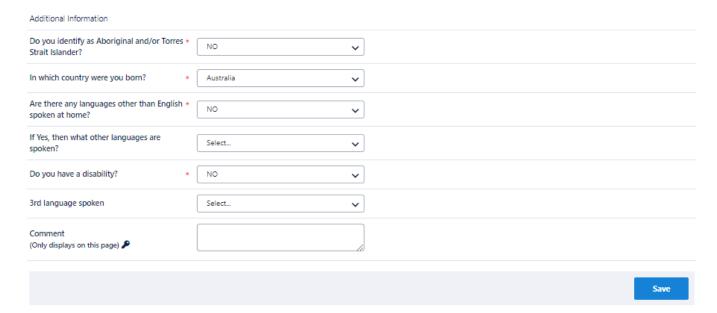
Select the Person Record to edit, and edit the person details in the Personal Details section of the General Tab.

Click the **Update** button to save your changes.

Further Person data, such as Roles, Registration, Custom Fields, Payments, Admin, Accreditations and Family Relationships can be edited in separate sections on this page.

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## Second way:

Use the Person Contact Details menu item to access the Edit Person Contact Details page. Click on the pencil icon next to the person's ID to edit the record.

## **Edit Person Contact Details**

