

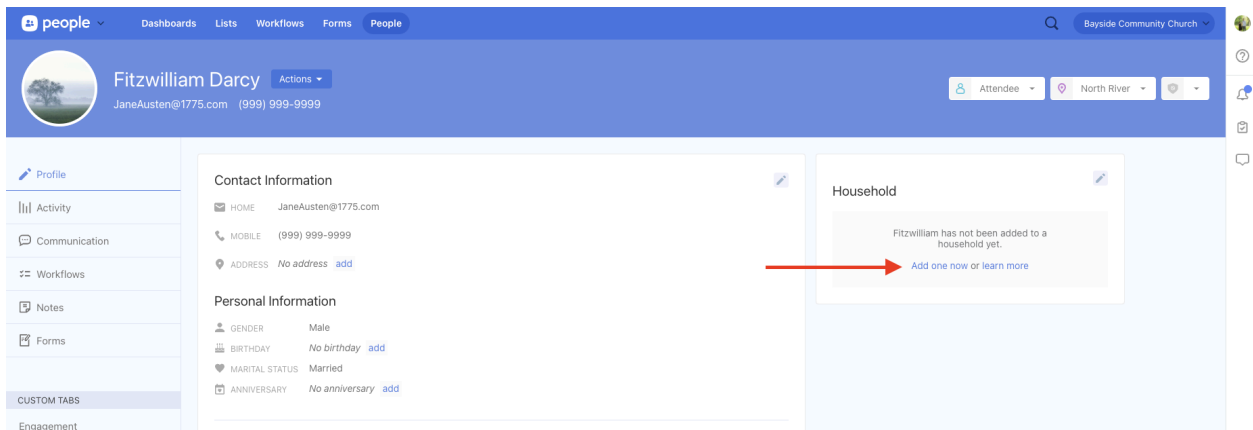
# Updating Households

Households are how we connect people who live together within Planning Center. Household members can register each other for events, check each other in, and view/edit each other's contact information. For this reason, households must be accurate.

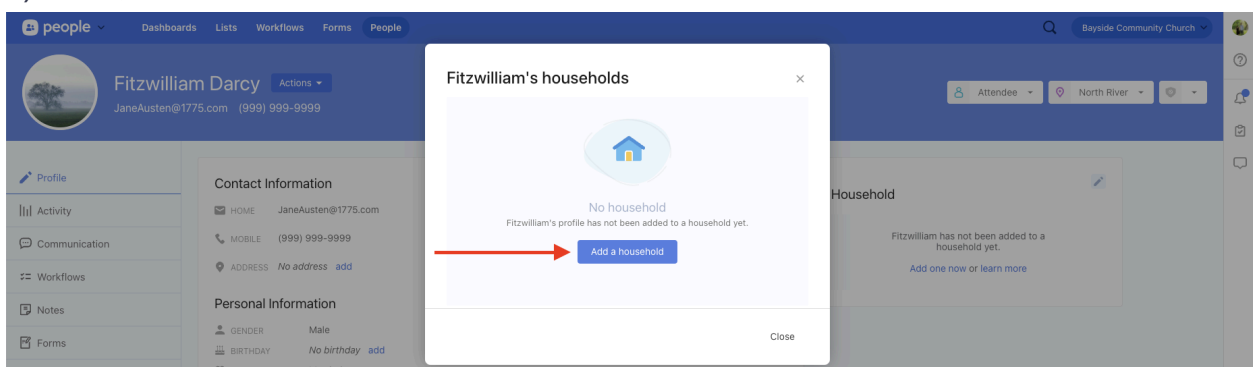
We also use households to maintain emergency contact information for minors. **Minors should never be added to Planning Center without a parent or guardian, who has a minimum of a name and phone number, in their household.**

## Creating a Household

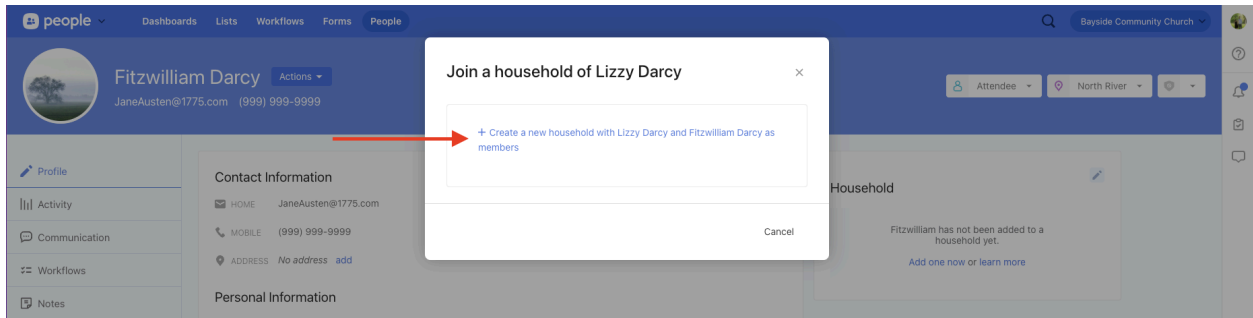
1) If a person is not in any household, an "add one now" button will appear on the right side of the screen on their profile page. Click that text link.



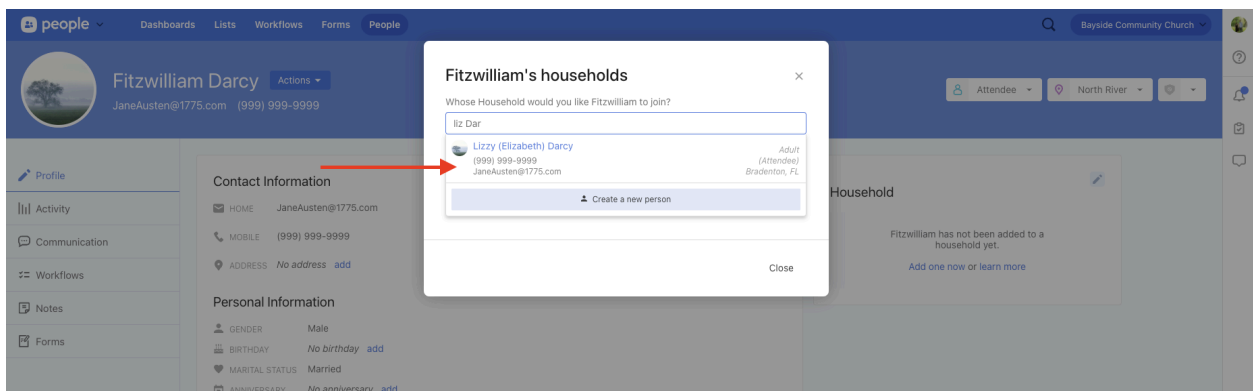
2) Next, select the blue "Add a household" button.



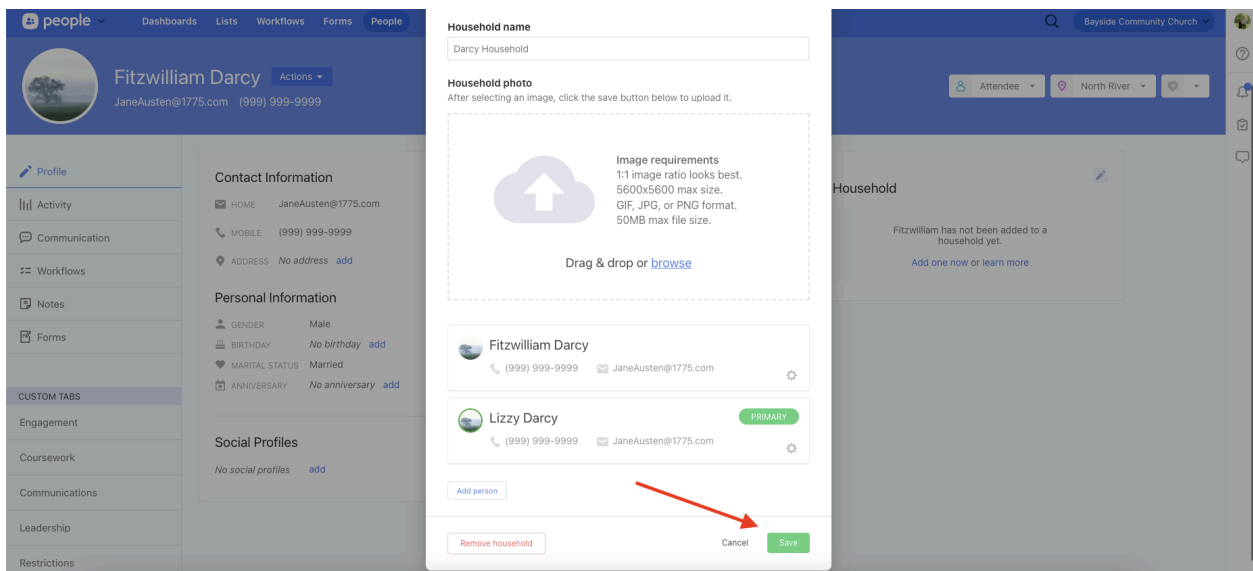
3) Confirm you want to create a new household by clicking the blue text.



4) Search for the person you wish to add, then select their name. Do not select the light blue "Create New Person" button.

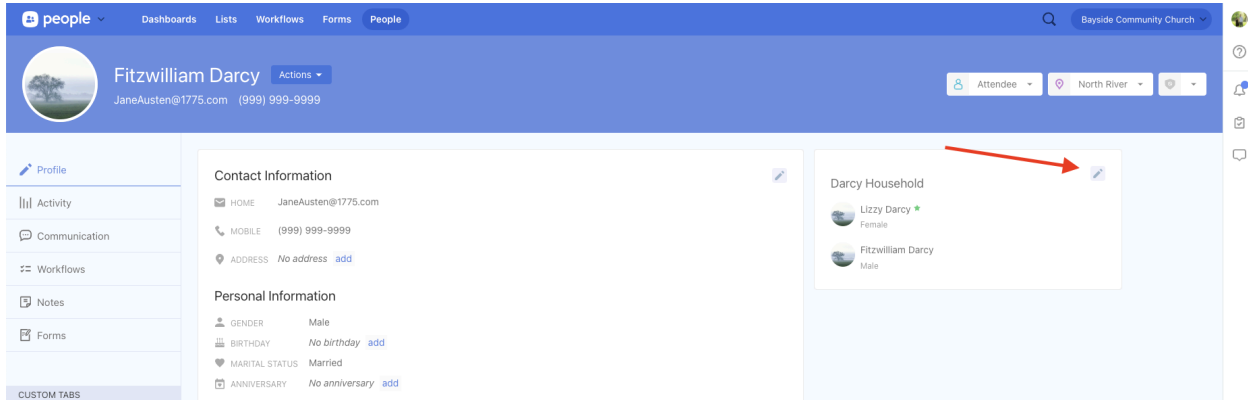


5) Scroll down and click the green "Save" button.



# Editing an Existing Household

1) To add or remove someone from an existing household, select the pencil icon inside of the household box.



2) At the top of the window, you can edit the household name. To remove a member from the household, select the gear icon on the right of that person's name. You can add a person by clicking the "Add person" button on the bottom left. If you make any changes, click the green "Save" button.

