

300 - HOW TO... HOUSEHOLD MEMBERS

Members are stored under Households and can be viewed and updated.

How to View a Member record - There are 2 ways to find a member record:

- Members can be accessed through the household screen. Once you have selected a household:
 - Click the **Household Members tab** and a list of members in that household will show up on your screen.
 - One member will always be specified as the **Head of Household**. A household can also have a **Co-Head of Household** (distinguished by member type).
 - Along with **Member Type**, the relationship of the member to the Head of Household is also displayed.
 - Click on whichever member you want to view.

- Members can also be accessed through the **Members option** (on the left panel). In this case, they won't be grouped by household but listed alphabetically for all members in your parish. Sometimes this may be easier when looking up a member.
 - A search string of letters and numbers can be entered to narrow down the members displayed.
 - The search will find all matching members with this string whether the string exists in the name, phone number, email address, birthdate or ID number.

A member's cell phone number, work phone number, email address, and work email address are stored at the member level. Physical and mailing addresses aren't kept at the member level, since all members of a household live at the same address.

A member's Sacraments, Talents, and Ministries, and Member Tags can be viewed by selecting the appropriate tab across the top of the screen.

How to Update a Household Member – Updating a Household Member is a 3 step process:

- Step 1 – View the Member screen.
- Step 2 – Update the information on the Member screen:
 - A. Key in the new information for the household.
 - B. Be sure to then Click the Action Button **SAVE** before leaving that screen.
 - C. The fields on this screen are explained later in this manual.
- Step 3 – Access information under one of the following Member Tabs:
 - A. Information can be viewed and updated under each of these tabs. These tabs are explained further in this guide:
 - Sacraments
 - Talents
 - Ministries
 - Tags
 - B. Sacraments gives a summary of the member’s sacraments and a detailed look at each sacrament under their own tab. Click a specific sacrament to either see the information stored or to add or update sacramental information. The following sacraments are stored in the database:
 - Baptism
 - First Communion
 - Confirmation
 - RCIA
 - Marriage
 - Anointing of the Sick
 - Funeral
 - C. Talents can be used to track what types of skills a member has. Each parish can establish their own list of talents to track. Multiple talents from the parish list can be selected for each member.
 - D. Ministries can be used to track what ministries a member is involved with at the parish. A standard list of diocese tracked ministries is provided for each parish to guarantee consistency across the diocese with common ministries. These are displayed with a Cathedral icon on the screen. A parish can add additional ministries to its list to customize the list further. Multiple ministries from the list can be selected for each member.

PLEASE NOTE: Although there is a tab for First Reconciliation, the Diocese of Covington does not store any First Reconciliation information in Camino. Please refer to the Diocese of Covington Sacramental Records Handbook.

- E. Member Tags can be used to track members based on specific administration codes that parishes wish to use. A parish can create any tags it wishes and those will be unique to that parish. Tags will make reporting easier when looking for a specific group or Households or Members. Tags can also take the place of certain envelope numbering schemes.
- F. Letters is part of the Reporting function where a letter or document can be created for a single member.

How to Add a Member to a Household – You must be under the Household Members tab to add a Member to an existing Household:

- A. Click on the Action Button **ADD NEW HOUSEHOLD MEMBER**
- B. The Last Name of the household will be automatically entered. You can change the last name if you need to.
- C. Always enter the following fields for a member:
 - a. Title (even for children – enter either Mr. or Miss)
 - b. Gender
 - c. Member Type and Relation to Head of Household of are also required fields
 - d. Enter all the info you have on the new member you are adding, especially birthdate.
 - e. Sacraments can also be entered. However, these must be entered after the member record is saved.
- D. Click the Action Button **SAVE**. This will save the new member.
- E. You can add additional Household Members by following these steps again.

Even though Title is not a required field for a Member, please enter a title for the person regardless of age. This field is used in the Formal Mailing Name for letters and mailing labels at the Diocese and Parish levels.