Updating an address for a church

To update an address for a church: Log into the Data Hub. On the top of the screen there is a black Menu Bar. Place your mouse over Record Management and select Churches.

Search for and select the correct church by clicking on the Church Name:

Open the Addresses tab to view the active address. In this case, we are updating the location address type. Click on Add New Address. DO NOT EDIT CURRENT ADDRESSES! Current addresses will automatically be inactivated in a later step.
Click Add New Address. The Data Hub System will alert you with this message: **The last address of this type will be marked inactive (the old address will not be deleted, only marked inactive)** once you type in the new address information, click Insert.

By default, the **Active Addresses Only** are displayed. Therefore, the newly updated address will be showing. To view the inactive address, use the drop down menu to change the viewing option.

**REMEMBER:** when updating an address, **DO NOT EDIT**, always select the **ADD NEW ADDRESSES** button. Current addresses will automatically be inactivated.

You have successfully updated an address for a church!