

When areas add **Location Affiliations to Contacts as part of Ministry Management, the Contacts are kids, who are affiliated to a School or a Community Location.** Keeping these location affiliations up to date gives us a more accurate ministry picture, of where our kids are from and found.

### First, the basics:

- Kids involved in US ministries are usually affiliated (think “connected”) to a School Location but could be affiliated with a Community Location if that is where the leadership team is doing contact work with them.
- Schools include public or private schools, homeschool, a vocational-training program, or other alternative high school.
- Communities can be a neighborhood, a part of town, the city name, or a community center where contact work occurs (e.g., Orlando Boys and Girls Club, or another non-school program, like the YMCA).

### Get Started:

1. Open the kid **Contact** record you wish to affiliate
2. Go to **Related** tab and scroll down to **Contact Location Affiliations**
3. Click “**New**” button to right of **Contact Location Affiliations**



The **New Contact Location Affiliation** screen will appear

New Contact Location Affiliation

Information

Contact Location Association Name      Owner      Wer      II

\* Contact      [Iar]      [X]

\* Location ⓘ      [oveido]      [Q]

Start Date      [Q] "oveido" in Locations

End Date      [v] Oviedo High School  
Oviedo

Graduated      [+] Location ation

\* Status      [--None--]      [v]

\* Involvement Role ⓘ      [--None--]      [v]

[Cancel]      [Save & New]      [Save]

1. Type in the **Location** name, and hit enter
  - *Note: Use the complete name of the location you are looking for to ensure you have done a full search and have the correct location!*
2. A list of matching **Locations** will appear, click the one you wish to affiliate to this kid contact (*Note: If the Location is NOT listed, a New Location may have to be created, contact your regional office to request this*)
3. Enter a **Start Date** by clicking on the calendar icon
4. If you found your **Location**, then:
  - a. Click calendar icon to enter **Start Date** (*default is today's date, change if needed*)
  - b. Don't put an **End Date**, (*unless the Status is "Former"*)
  - c. Check **Graduated** box, if student is graduated
  - d. For **Status**, choose "Current" or "Former" from dropdown menu
  - e. For **Involvement Role**, choose "Student" or "Incoming Student" from dropdown menu
5. Click **Save** or **Save & New** if you wish to add another Contact Location Affiliation