

How is the Primary Email Address updated on a household record?

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your Implementation or Account Manager for additional information.

The screenshot displays the Veracross client interface for a household record. The top navigation bar shows 'DEMO: CLIENT' and 'Household 34493: Green - Student, Alum, Faculty, Coach, Parent, Donor, Vol, Other'. The main content area is divided into sections: GENERAL, CONTACTS, and ADDRESSEE/SALUTATION. The GENERAL section includes fields for NAME, ADDRESS 1, ADDRESS 2, ADDRESS 3, CITY, STATE/PROVINCE, POSTAL CODE, COUNTRY, PHONE, and PRIMARY EMAIL ADDRESS. The CONTACTS section includes Brian and Sarah, STUDENTS (Andy (2), Rebecca (8)), RELATED ALUMNI (Sarah), PROSPECTS/APPLICANTS (Lawrence, Liz (NR/K), Lawrence, f), ALL MEMBER ROLES (Student, Alum, Faculty, Coach, Pa), and MOST RECENT EVENT (Invited to Event on 5/27/2021). The ADDRESSEE/SALUTATION section includes Dr. and Mrs. Brian A. Green and Dr. and Mrs. Green. A red arrow points to the PRIMARY EMAIL ADDRESS field, which contains 'BrianGreen123@demo.col'. Below the form is a table with columns: Name Prefix, First Name, Last Name, Head of Household, Email 1, Roles, and Notes. The table contains four records: Dr. Brian Green (Head of Household, Email 1: BrianGreen123@demo.com), Mrs. Sarah Green (Email 1: sarah.green@veracross.com), Ms. Rebecca Green (Email 1: rgreen@veracross.com), and Mr. Andrew Green (Email 1: andrew.green@veracross.com). A red arrow points to the 'Head of Household' checkbox for Brian Green.

Name Prefix	First Name	Last Name	Head of Household	Email 1	Roles	Notes
Dr.	Brian	Green	<input checked="" type="checkbox"/>	BrianGreen123@demo.com	Parent, Other, Husband of Faculty	
Mrs.	Sarah	Green	<input type="checkbox"/>	sarah.green@veracross.com	Alum, Faculty, Coach, Parent, Do...	
Ms.	Rebecca	Green	<input type="checkbox"/>	rgreen@veracross.com	Student (8-B), Soccer-JV-G, csf, ...	
Mr.	Andrew	Green	<input type="checkbox"/>	andrew.green@veracross.com	Student (2-D), csf, Relative of Ap...	

The Primary Email Address field on a Household record is populated from the Email 1 field of the person designated as the 'Head of Household' during the overnight scripts. It can also be added manually, but in this case, the related records are not updated.