


Mapping Record Types to Member Statuses

In People Setup and in [Define Lists](#), you can map Record Types to Member Statuses. This lets you select a Member Status and then ACS automatically fills in the Record Type. For example, if you map the Member Status of Child of Member to the Record Type of Other, when you select Child of Member as Member Status, the Record Type automatically changes from blank to Other.

In ACS, each individual must have a Record Type for high-level sorting. Member Status and Record Type are similar and often misunderstood. Some examples of member statuses are resident member, non resident member, prospect, and contributor only.

1. In the People Setup window, click **Map Record Types to Member Statuses**.
 2. In the right pane, select a **Member Status** and then click **Edit**.
 3. In the **Associated Record Type** drop-down list to select the **Record Type** you want to map to this **Member Status**.
 4. Click **OK**.
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1. Under Advanced Tools, click the **Define Lists** tab.
 2. In the drop-down list, select **People** and click **Go** .
 3. Expand Individual, expand **Lists**, and select **Member Status**.
 4. In the right pane, select a **Member Status** and click **Edit**.
 5. In the **Associated Record Type** drop-down list select the **Record Type** you want to map to this **Member Status**.
 6. Click **OK**, then **Close**.