Setting up Relationship Types in People Define Lists

You can set up Relationship Types to keep track of relationships between different individuals in your organization. Once you set up and assign these relationships, they display on the Family tab in View/Edit Individual, under Other Relationships.

What are relationship types?

Relationship types connect individuals within your congregation who are related to each other but not part of each other's family record in ACS People. For example, you can create a relationship type of Sibling and use it to connect adult siblings who have their own families and family records in ACS. You can also use it to connect grandparents with grandchildren and aunts and uncles with nieces and nephews within your data.

Why should I set up and use relationship types?

With relationship types, you can track relationships outside of an individual's household. Suppose a member of your church passes away, and you view his or her record and find that the individual has several cousins who also attend your church, so you decide to send them a sympathy card for their loss. Without the other relationships defined, you wouldn't have known that they were related.

In addition, relationship types can help you determine who is authorized to pick up children from church. For example, a child's aunt or uncle may be authorized to pick up the child, and although the records would not be in the same family, an other relationship could help you track this, increasing your church's child security.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **People**, then click **Go** .
3. Under **Fields**, expand **Other**, and then click **Relationship Type**.
4. Click **Add**.
5. Enter the field description. For example, Aunt.
6. To add other relationship list items, click **Add Another**. When finished, click **OK**.