How to Add an Individual’s Spouse

This guide will provide written instructions on how to marry someone in GAIL by adding a person’s spouse.

To add a spouse:

Before you begin

Both the individual and their spouse should already be constituents in GAIL. If they are not, please see our guide: How to Add a New Individual.

Step 1

Perform a constituent search for the individual whose spouse you would like to add and click into their constituent profile.

Step 2

In their profile, click the add spouse button located on the explorer sidebar to the left near the top.

➢ If this constituent is already married in GAIL, this button will say remove spouse. If you need...
Step 3

The *add a spouse* dialog box will appear.

In the **spouse** text box search for the name of this constituent's spouse.

➢ If the spouse is not already in GAIL please add them by refer to the guide: *How to Add a New Individual*.

Next, in the **relationship** section, from the **drop-down** menu under the constituent’s name, scroll down to and select spouse.

This is automatically populate the next box too.

Step 4

Finally, enter the **start date** as today's date (unless you happen to know when the couple married).

Then hit **save**.
Step 5

The marriage will be created (along with a household record) and you’ll be taken to the marriage options page.

Here, you should click to the contact information tab and review the contact information for the couple to ensure it is correct. (If everything looks correct, you won’t do anything on this page.)

➢ If you need to change any contact information, click the double downward chevron next to entry and then select edit to make a quick update.

Step 6

When you return to the constituent’s profile and click the relationships tab, the spouse will now be listed.