

# 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.

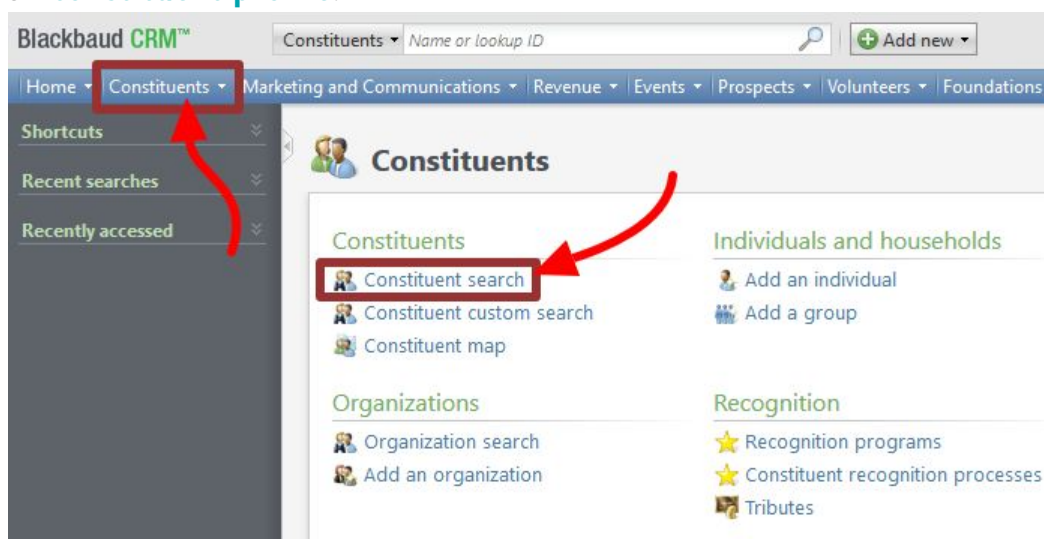
To **add** a spouse:

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

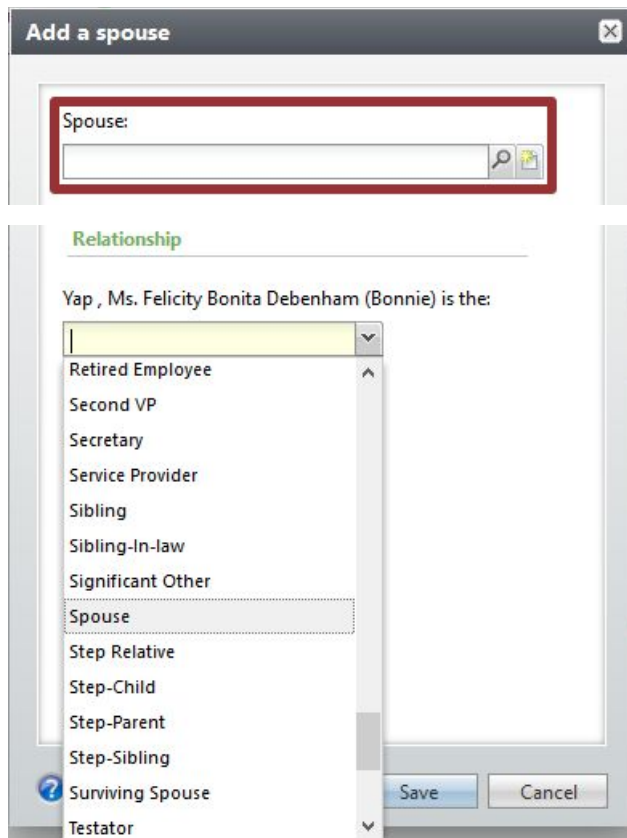
In their profile, click the **add spouse** button located on the explorer sidebar to the left near the top.

- 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.



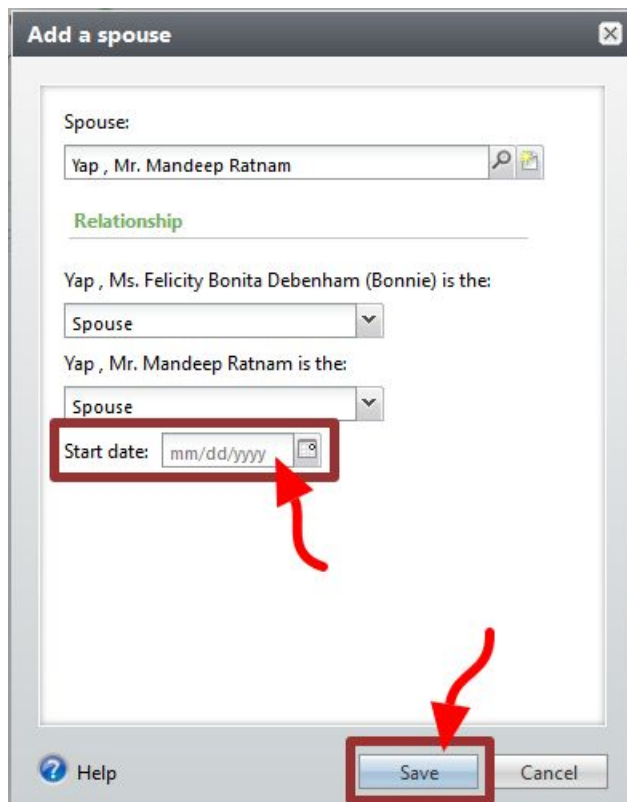
In the **spouse** text box search for the name of this constituents spouse.

- 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.

The screenshot shows the 'Marriage Options' page for a constituent. The 'Contact Information' tab is selected and highlighted with a red box. A red arrow points to the 'double downward chevron' icon next to the entry for 'Yap, Ms. Felicity Bonita Debenham (Bonnie)'. Another red arrow points to the 'Edit' button in the action bar below the entry. The table below shows contact information for three individuals:

Constituent	Contact type	Contact informat
<b>Address</b>		
Yap, Mr. Mandeep Ratnam	Address	1025 Broad St Ath
Ms. Felicity B. Yap and Mr. Mandeep R. Yap	Address	1025 Broad St Ath
Yap, Ms. Felicity Bonita Debenham (Bonnie)	Address	1025 Broad St Ath
<b>Email</b>		
Yap, Mr. Mandeep Ratnam	Email	felicity.yap@bells
+ Copy to spouse + Copy to household Edit Delete		
felicity.yap@bellsouth.net	12/18/2018 - Present	Information source: Development
Ms. Felicity B. Yap and Mr. Mandeep R. Yap	Email	felicity.yap@bells
Yap, Mr. Felicity Bonita Debenham (Bonnie)	Email	felicity.yap@bells

## Step 6

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

The screenshot shows the constituent's profile page. The 'Relationships' tab is selected and highlighted with a red box. A red arrow points to the 'Relationships' tab. The 'Relationships' section shows one relationship:

Name	Constituent type	Type
Yap, Mr. Mandeep Ratnam	Individual	Spouse