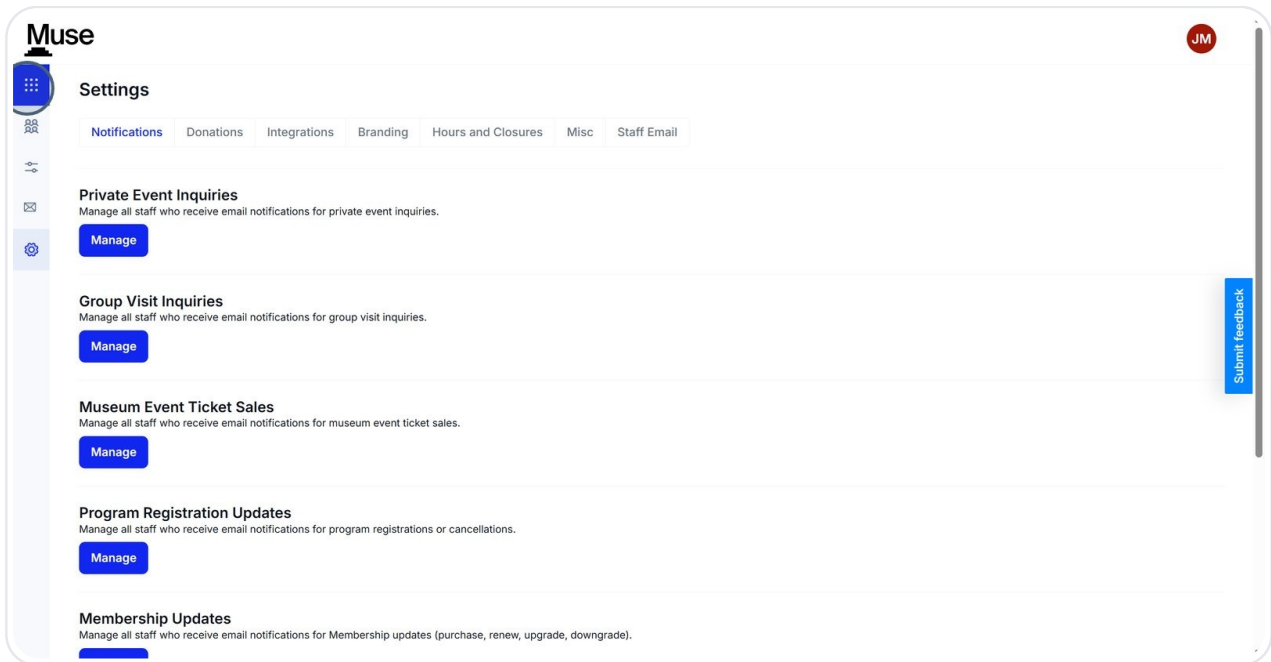


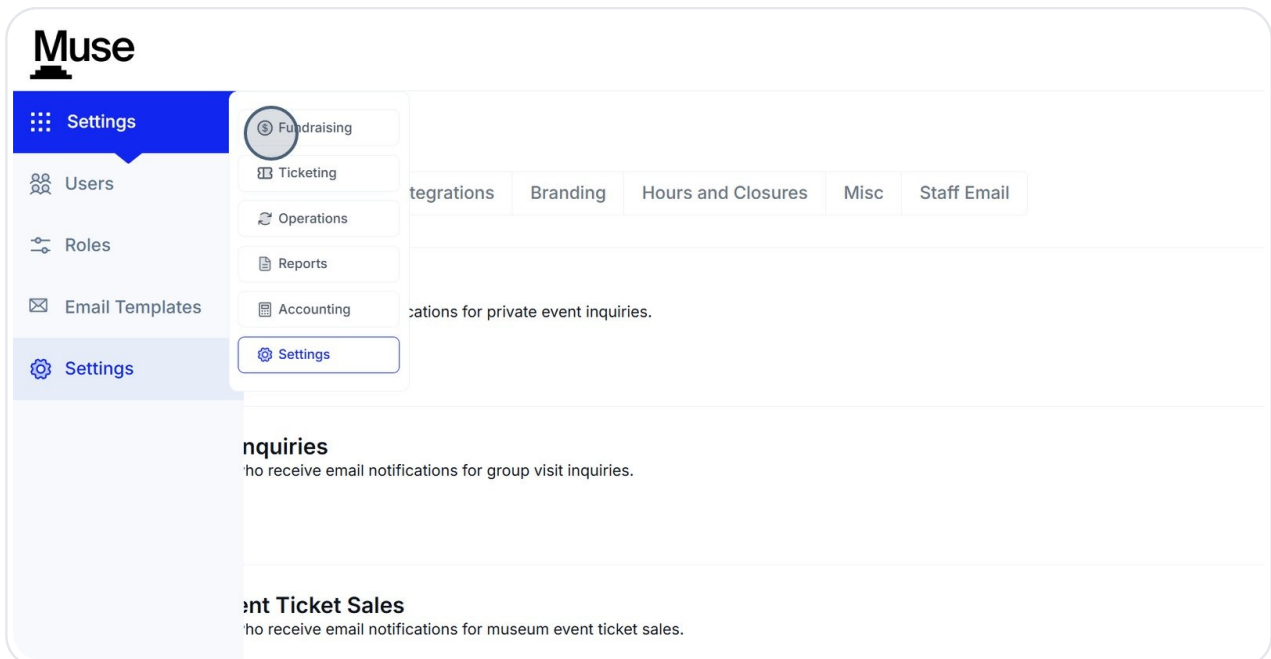


Edit Constituent In- formation

1. Click the blue North Star icon.



2. Click "Fundraising."



3. Click "Constituents."

Muse Search for an individual or organization JM

Fundraising Dashboard

Record a donation Create a contact Create a task Record a pledge

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
8/27/26	Jen Mendoza	General Fund	Donation	Money	One-time	\$225.00
9/06/26	Corrine Bailey	General Fund	Donation	Money	Monthly	\$25.00
9/01/26		Scholarship Fund	Donation	Money	One-time	\$18.00
9/13/26	Jerusha Schmalzel	General Fund	Donation	Money	Monthly	\$5.00
8/26/26	Lula Adams	2026 Capital Campaign	Donation	Money	Monthly	\$5.00

Today's tasks

There are no incomplete tasks due today

Favorited campaigns

30th Anniversary ★ 27.97%

2026 Capital Campaign ★ 0.60%

Submit feedback

4. Begin typing the constituent name you're looking for into the 'Search by name' field.

Muse Search for an individual or organization JM

Individuals

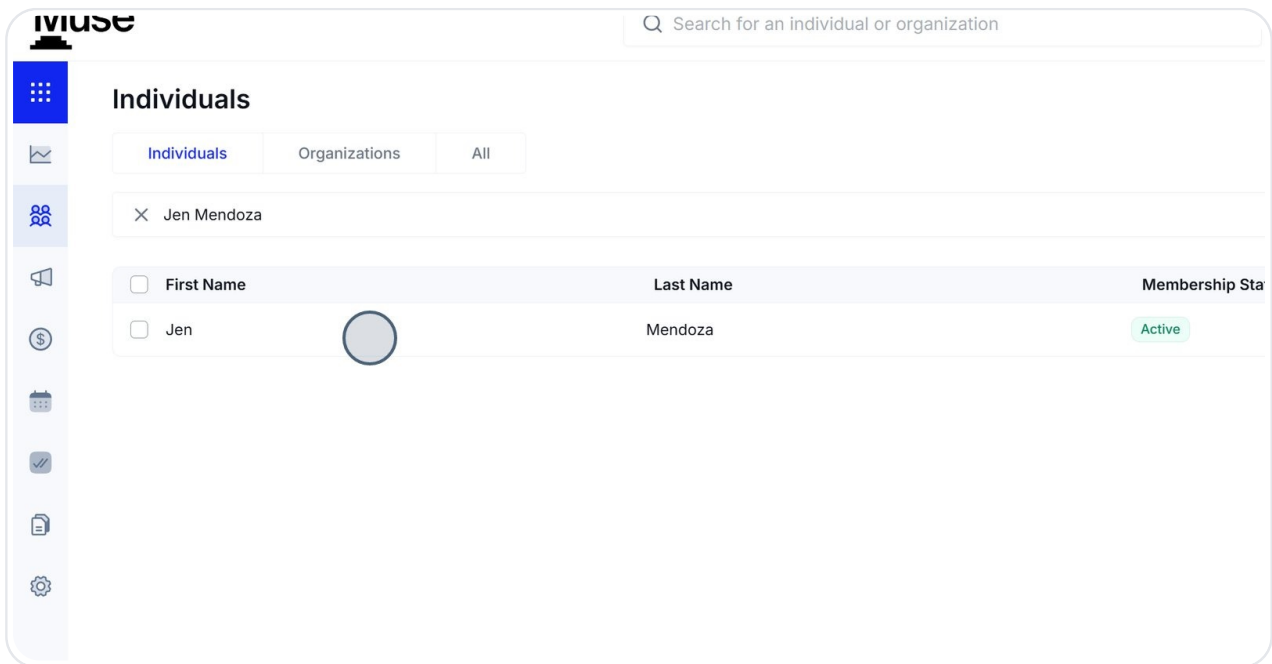
Individuals Organizations All View Lists Add Individual

Search by name Sort by Filter

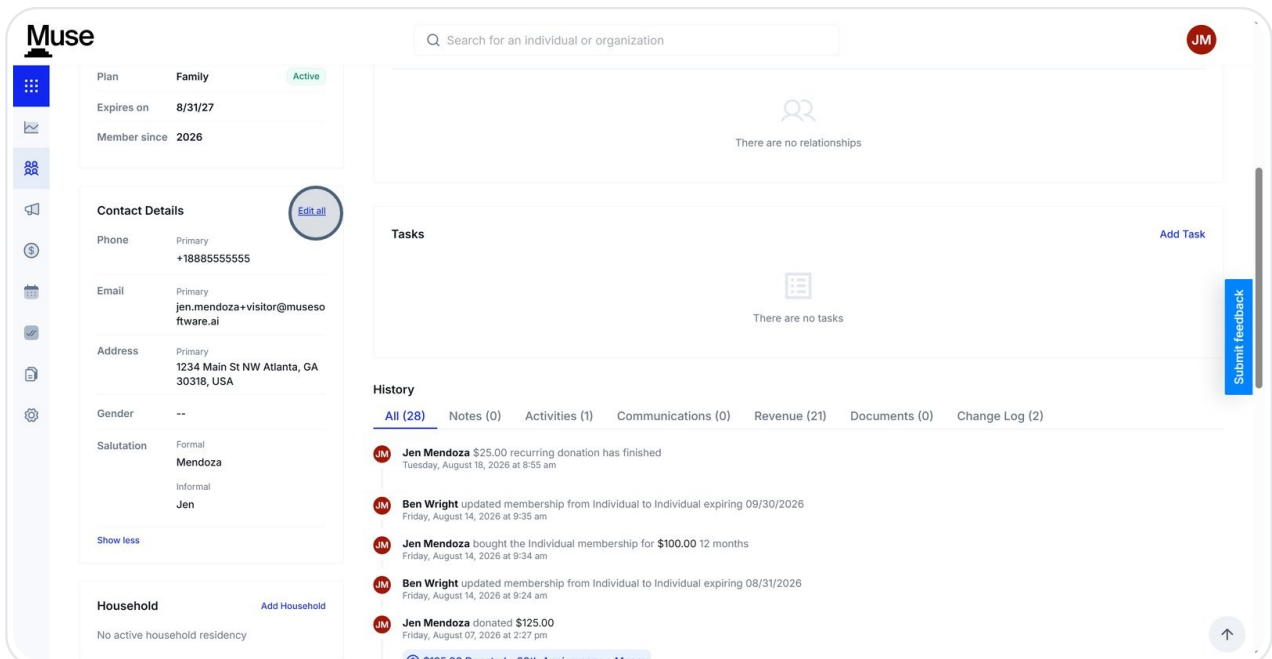
First Name	Last Name	Membership Status	Location	Last Activity	Fiscal Year Value
Joshua	Meyer	Active	--	9/10/26	\$213.50
Megan	Matthews-Gill	Never Member	--	8/28/26	\$75.00
Jake	Francis	Active	--	--	\$0.00
Carl	Matthews	Active	--	--	\$0.00
John	Benton	Active	--	--	\$0.00
Will	B	Active	--	--	\$0.00
Megan	Gill	Never Member	Tillamook, OR	7/16/26	\$5.00
Josh	Test	Never Member	--	7/15/26	\$79.50
Amanda	Fraser	Never Member	--	7/27/26	\$50.00
Jane	Adams	Active	--	--	\$0.00
Mary	Johnson	Never Member	--	7/09/26	\$0.00
Mary	Johnson	Never Member	--	7/08/26	\$0.00

Submit feedback

5. Select your intended result from the search suggestions.



6. To edit the constituent contact information, click 'Edit all' in the Contact Details section.



7. From here, you have the option to edit name, address, phone, and email.

The screenshot shows a user management interface. On the left, a sidebar displays user details: Plan (Family), Active status, Expires on (8/31/27), and Member since (2026). Below this is a 'Contact Details' section with an 'Edit all' link. The contact details include Phone (+18885555555), Email (jen.mendoza+visitor@musesoftware.ai), Address (1234 Main St NW Atlanta, GA 30318, USA), and Gender (--). The main area is titled 'Edit Individual' and features a profile picture placeholder. Below the picture are input fields for 'First name*' (Jen) and 'Last name*' (Mendoza). There is also a 'Preferred name' field. The 'Address' section has radio buttons for 'Street Address' (selected) and 'P.O. Box', with the address '1234 Main St NW, Atlanta, GA 30318, USA' entered. An 'Apartment/suite (optional)' field is also present.

8. Once you've made your edits, click "Save."

This screenshot shows the same 'Edit Individual' form, but with the 'Save' button highlighted with a red circle. The form fields are filled with the same data as in the previous screenshot. The 'Address' section shows 'Street Address' selected. The 'Phone' section shows a field with a country code dropdown (USA) and the number '+1 888-555-5555'. The 'Email' section shows the email 'jen.mendoza+visitor@musesoftware.ai'. At the bottom, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted. On the right side of the interface, there is a vertical blue button labeled 'Submit feedback' and a link 'Add Task' at the top right.