# Add a person

It is not necessary to exhaustively record metadata for individuals who only contribute, such as by operating equipment. However, for anyone who participates (whose voice is recorded, makes a written transcription, and so on) it is critical to collect basic background information like age, gender, level of education, location where they first learned the language, first language of both parents, and so on.

1. Click “Add” at the bottom left.  Notice that the name and consent status is listed in the columns.
2. Most of the fields are self explanatory.  Code is a short code that replaces the name of the person in certain fields.  It is Optional.