

Attaching a Contact to an Event

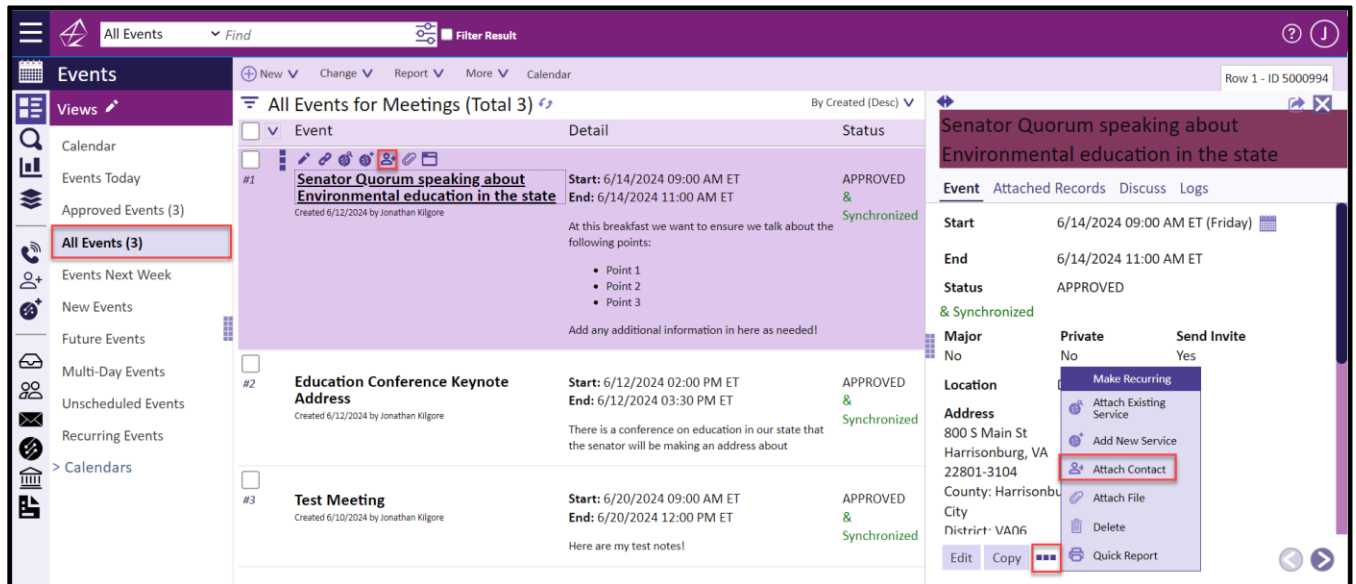
Market: House, Senate

Description: These instructions teach users how to attach a new or existing contact to an event.

Click on the following link to be brought straight to the topic:

Attach a New/Existing Contact

1. Navigate to **Events** → **All Events**
2. Select appropriate event.
3. From the In-Row or Quick Actions select **Attach Contact**.



4. Use the **Find or Add a Contact** window to find the contact you wish to attach to the Event.

Add Contact to Event [X]

Search for Contact

Search by Nameline, Email or Phone

johnny bravo

Prefix First Name
Middle Name Last Name
Address
City Stat Zip [Q]
Email Type
Cell Phone [v]
Phone

Add Contact Cancel

- Click on the radio button next to your found contact to attach them to the Event. If the contact is not found, enter in more information then click **Add Contact** to both create the New Contact and attach them to the Event.

Add Contact to Event [X]

Search for Contact

Search by Nameline, Email or Phone

johnny bravo

Prefix First Name
Middle Name Last Name
Address
City Stat Zip [Q]
Email Type
Cell Phone [v]
Phone

- Bravo, Dr. John M. ID: 7183547
Incomplete Address Elected official
Messages Open: 0 Closed: 0
Services Open: 0 Closed: 0
- Bravo, Mr. Johnny C. ID: 7118241
12134 Monument Dr , Fairfax, VA 22033-5531
johnnyb@fakemail.com, (098) 765-4321 (H), (410) 000-0000 (C), 202-333-6556 (B)
Frequent Writer - High Volume
Messages Open: 53 Closed: 0
Services Open: 21 Closed: 0

Add Contact Cancel

[Top of Page](#)