

Attaching a Contact to an Event

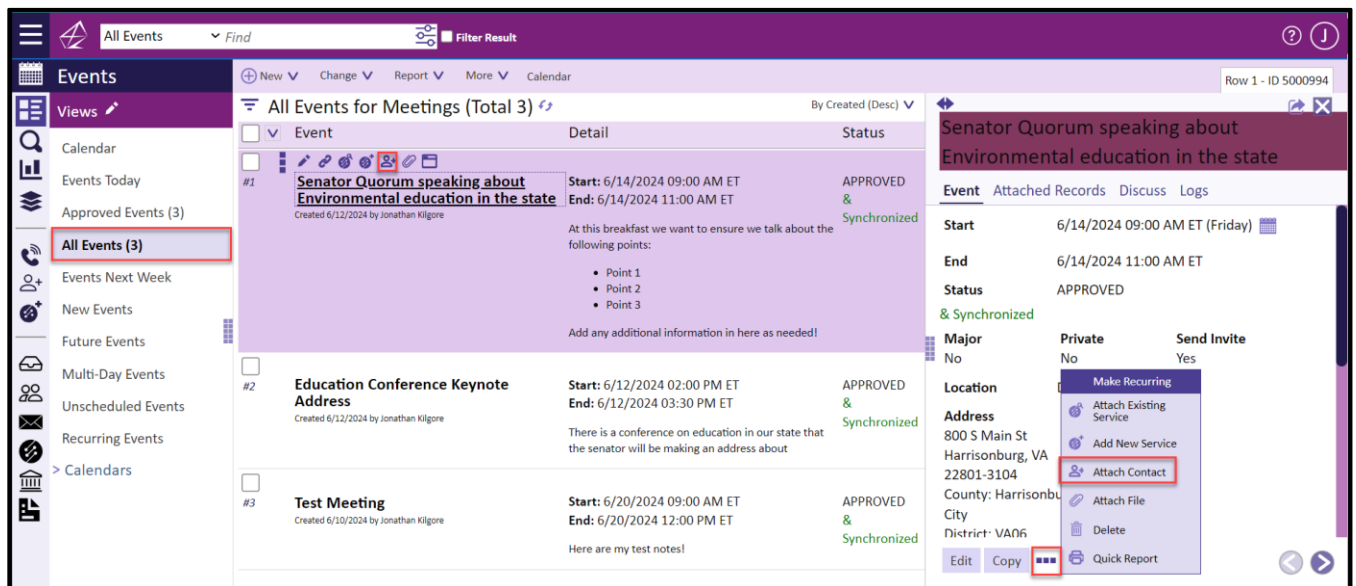
Market: House, Senate, FSL

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.
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

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 Johnny

Middle Name Last Name Bravo

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

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