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.** Select the event.
- 2. From the In-Row or Quick Actions select Attach Contact.

Ξ	All Events Y	Find	💆 🗖 Filter Result					() (S
	Events	€ ⊕	New V Change V Report V More	V Calendar				Row 1 - ID 5001123
HE	Views 🖍	₹ AI	l Events for,	otal 30) 🕫	By Created (Desc) 🗸	+		🖄 😒
Q	Calendar		Event	Detail	Status	April event		
			<u>^ C 📽 🛯 🕹 🖉 🗖 🖌 🖉 🗖 🖌 🖉 🗖 🖉 🗖 🖉</u>			Event Attached	d Records Discuss Lo	ogs
	Events Today (1)	#1	April event Created 4/4/2025 by Jonathan Kilgore	Date: 4/22/2025 ET	APPROVED	Start	4/22/2025 ET (Tuesda	y) 🗰
~	Approved Events (29)					End	4/22/2025 FT	
()	All Events (30)	#2	External attendee event	Date: 4/10/2025 ET	APPROVED	Ena	4/23/2025 E1	
<u>_</u> +	Events Next Week (1)		a construction of the second sec			Status	APPROVED	
ø*	New Events	#3	Target breakfast		APPROVED	No	Private Se No Ye	end Invite
	Future Events					Calendars	Jonathan Kilgore, Mee	etings, Joy Betaharon
	Multi-Day Events (1)	#4	Created 4/4/2025 by Jonathan Kilgore		APPROVED	-	Male Description	
$ \bigcirc $	Unscheduled Events (2)						Attach Existing	
200		#5	Friday Meeting Created 4/3/2025 by Joy Betaharon	Start: 4/04/2025 11:15 AM ET End: 4/04/2025 02:15 PM ET	APPROVED &		Service	
Ø	Recurring Events (1)				Synchronized		Ø Add New Service	
俞	> Calendars		To at Free at	Show 4/04/2025 11:00 AM FT			各 Attach Contact	
\mathbf{x}		#6	Created 4/3/2025 by Joy Betaharon	End: 4/04/2025 03:30 PM ET	APPROVED		Attach File	
							📋 Delete	
		#7	Test Event Created 3/31/2025 by Jonathan Kilgore	Start: 4/02/2025 10:00 AM ET End: 4/02/2025 11:00 AM ET	APPROVED	Edit Copy	Quick Report	Image: A state of the state

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

d Contact to Eve	nt	
earch for C	Contact	
Search by Nameline	e, Email or Phone	
Prefix	First Name	
Viddle Name	Last Name	
Address		
City Stat	_{Zip} Q	
Email	<i>Type</i> Cell Phone ✓	
Phone		

Page **1** of **2** Leidos proprietary 2025. This information may not be used, reproduced, disclosed, or exported without the written approval of Leidos **4.** 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.

ld Contact to Ever	nt			×
Search for C Search by Nameline, Emo Fitz Quorum	ontact ail or Phone	Quorum, Fitz	ID: <u>7183154</u> Messages Open: 0 Clo	osed: 0
Prefix	First Name Fitz	Address Elected official; UN-Subscribed to Newsletter	Services Open: <u>1</u> Clo	sed: <u>1</u>
Middle Name	Last Name Quorum			
Address				
City State	▼ Zip Q			
Email	<i>Type</i> Cell Phone ∽			
Phone				
		·	Add Contact	Cancel

Top of Page

Page **2** of **2** Leidos proprietary 2025. This information may not be used, reproduced, disclosed, or exported without the written approval of Leidos