

Attaching a Contact to an Event

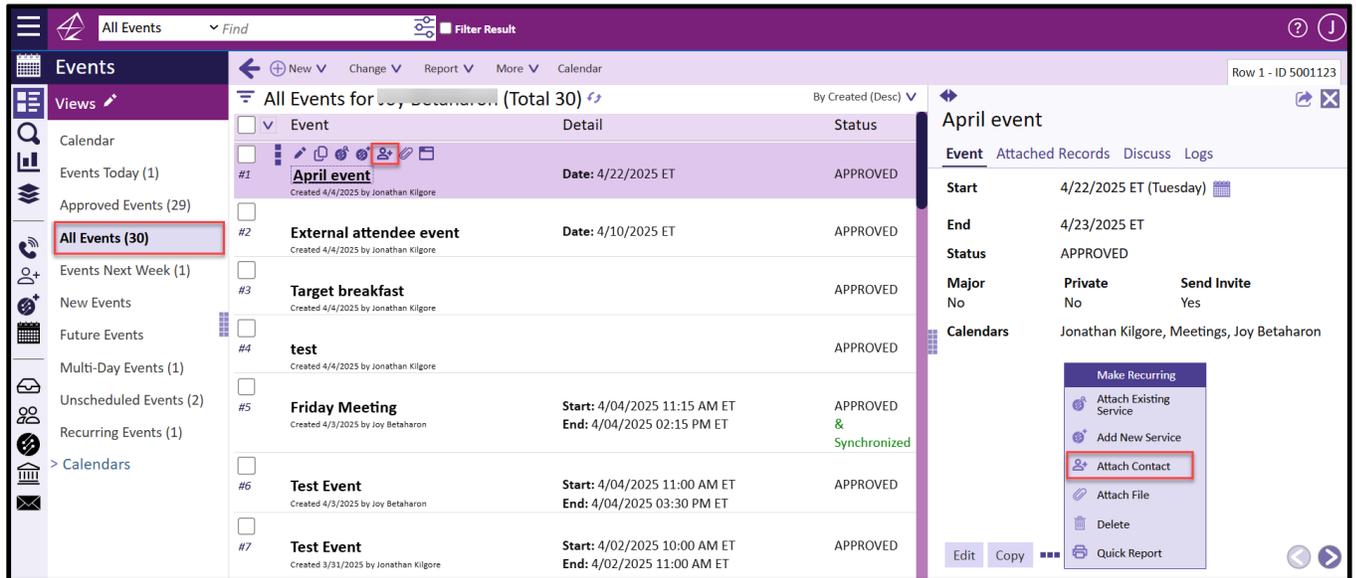
Market: House, Senate, FSL

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

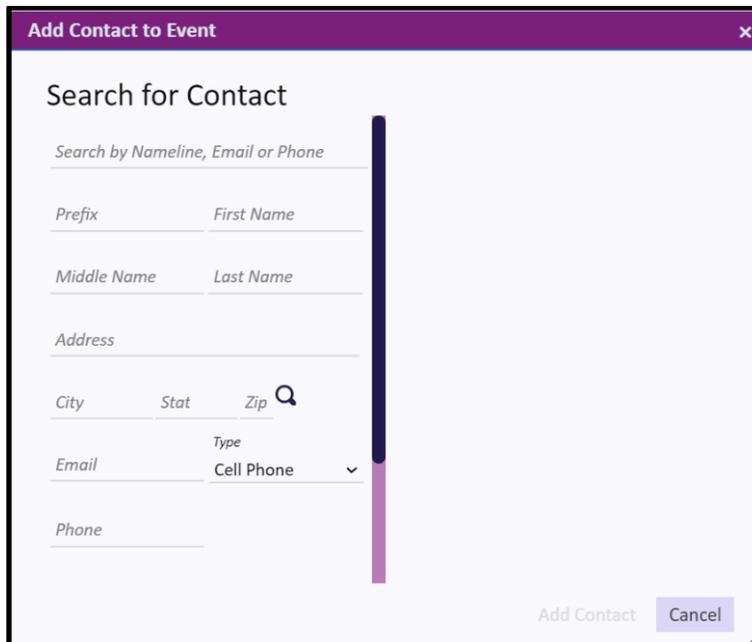
Click on the following link to be brought straight to the topic:

Attach a New/Existing Contact

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



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



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.

Add Contact to Event

Search for Contact
Search by Nameline, Email or Phone

Fitz Quorum

Prefix First Name
| Fitz

Middle Name Last Name
Quorum

Address

City State Zip

Email Type
Cell Phone

Phone

Quorum, Fitz ID: 7183154
Incomplete Messages Open: 0 Closed: 0
Address Services Open: 1 Closed: 1
Elected official; UN-Subscribed to Newsletter

Add Contact Cancel

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