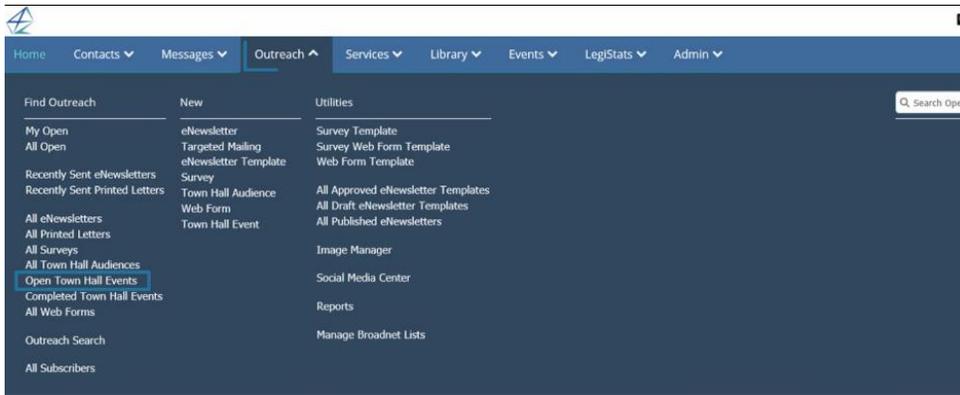


# Importing Telephone Town Hall Event Data in IQ

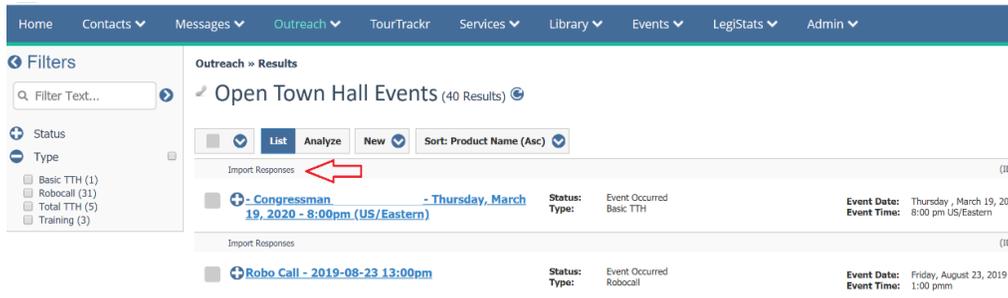
**Market:** House

**Description:** These instructions teach users how to import information from a Telephone Town Hall Event into IQ.

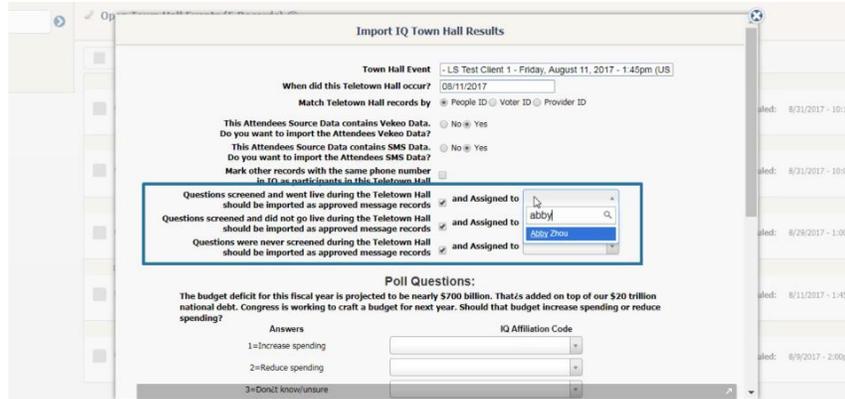
**1. Navigate to Outreach > Find Outreach > Open Town Hall Events.**



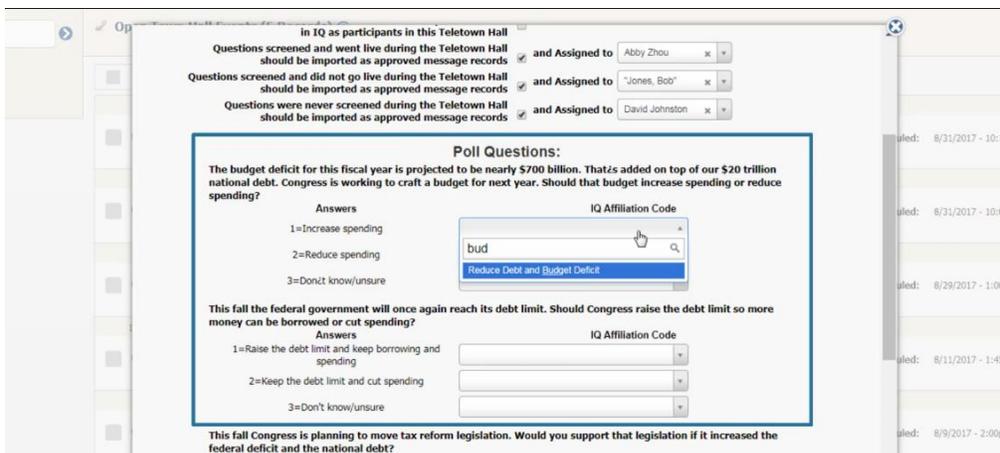
**2. Select the event you want to import in the list and his Import Responses**



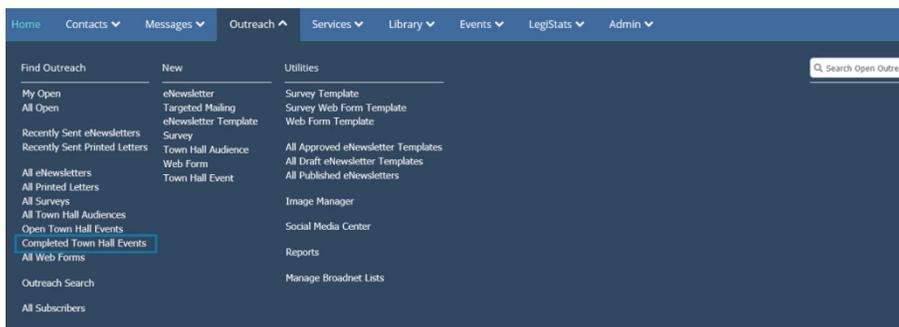
**3. If you wish to create message records to for folks that had been screened, went live or were not screened, select the group to create and assign questions to staff**



4. If you had Live poll questions you can **assign Affiliation codes** to the responses (you can always do this later as well). Finally, select **Update Contacts** to complete the import



5. Once imported, you can view the data in its entirety by going to the **Completed Town Hall Events** link under the **Outreach** tab. Note any messages records that were created will be assigned to the staffer and be found in their open messages with the incoming method of Tele Town hall.



6. If you wish to reach to all the attendees, go to the **Attendees** tab, select all and select **New, Outreach**.

