

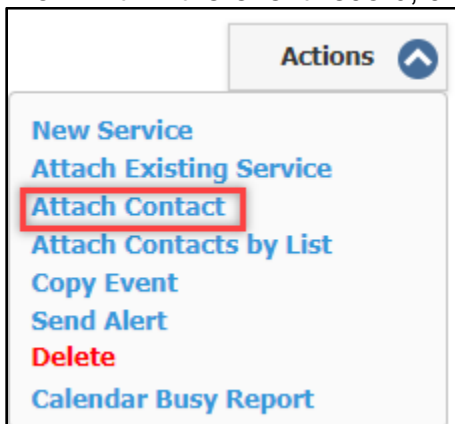
## Attaching a Contact to an Event

**Market:** Federal/State/Local, House, Senate

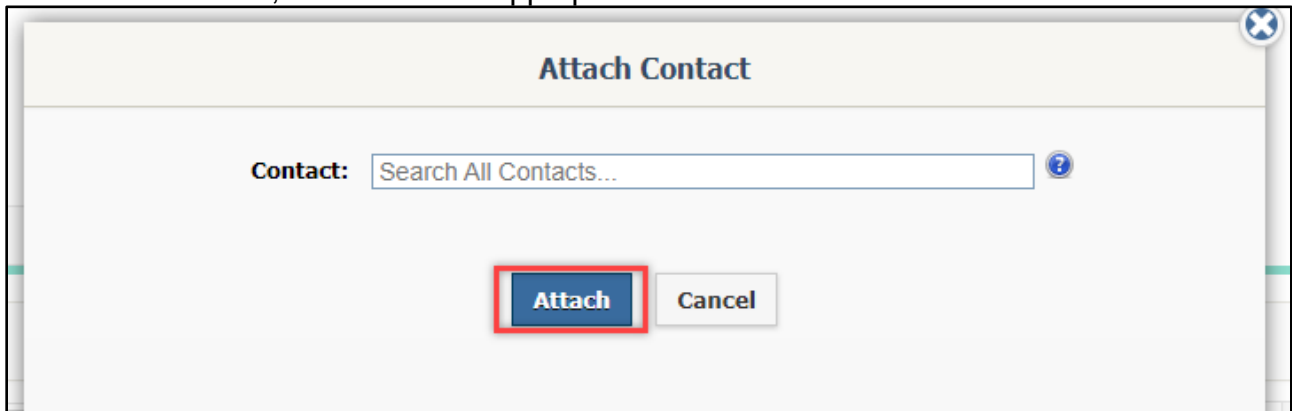
**Purpose:** These instructions teach users how to attach a contact record or contact list to an event record.

### Attaching an individual contact record

1. From within the event record, click the **Actions** drop down menu. Select **Attach Contact**.



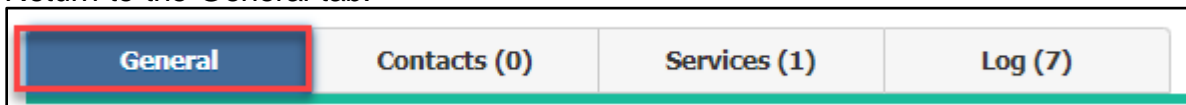
2. In the Contact field, search for the appropriate contact. Click **Attach**.



3. At the top of the event record a contacts tab will appear.

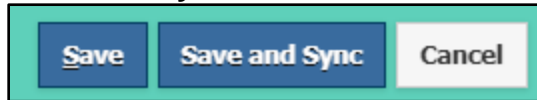


4. Return to the General tab.



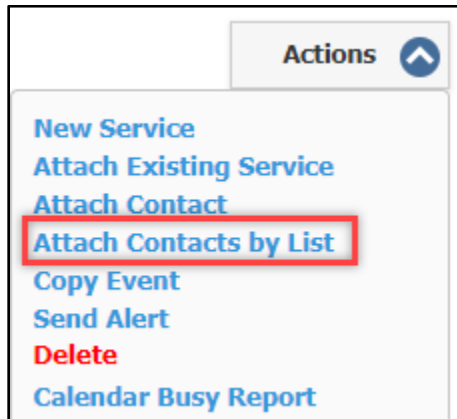
5. Choose the appropriate action to Save the event:  
**Save:** To save this Event in IQ only.

**Save and Sync:** To save this Event in both IQ and Outlook.

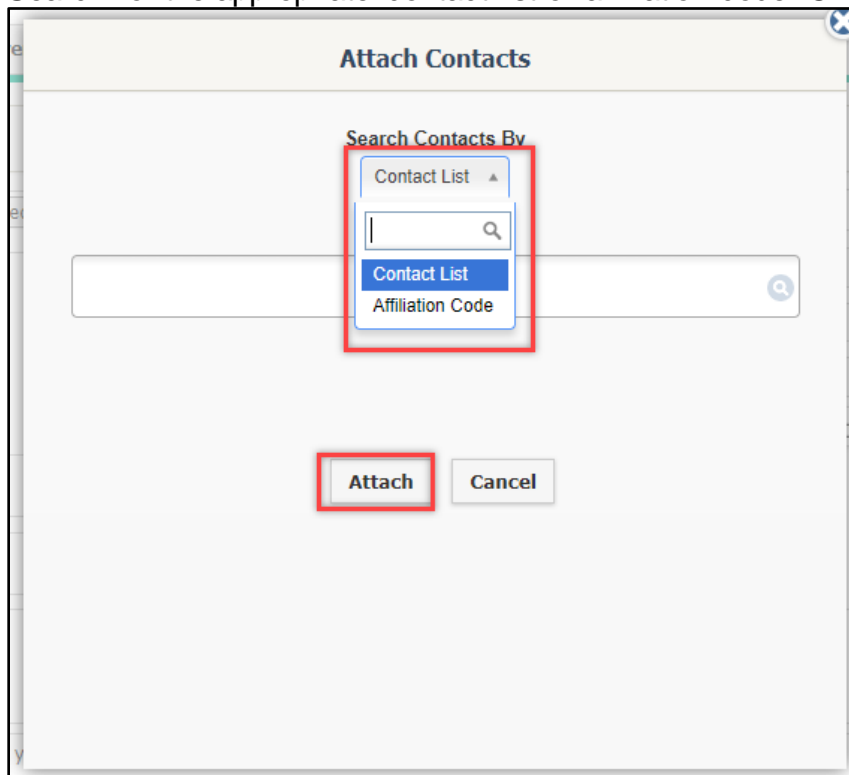


### Attaching a contact list

1. From within the event record, click the **Actions** drop down menu. Select **Attach Contacts by List**.



2. From the Search Contacts By drop down menu select either **Contact List** or **Affiliation Code**.
3. Search for the appropriate contact list or affiliation code. Click **Attach**.



4. At the top of the event record a contacts tab will appear.



5. Return to the General tab.



6. Choose the appropriate action to Save the event:  
**Save:** To save this Event in IQ only.  
**Save and Sync:** To save this Event in both IQ and Outlook.

