

Attaching a Contact to an Event

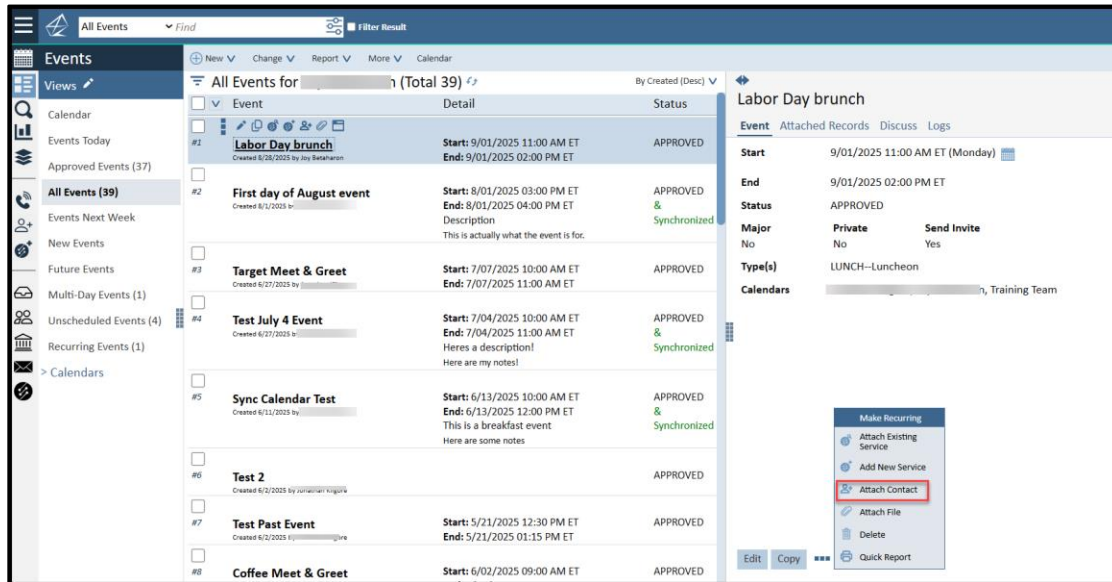
Market: House, Senate, FSL

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**.



The screenshot displays the 'Events' section of the Intranet Quorum interface. On the left, a sidebar shows navigation options like 'Calendar', 'Events Today', and 'All Events (39)'. The main area lists events with columns for 'Event', 'Detail', and 'Status'. The 'Labor Day brunch' event is selected, and a context menu is open, highlighting the 'Attach Contact' option. The right sidebar shows details for the selected event, including its start and end times, status, and type.

Event	Detail	Status
#1 Labor Day brunch	Start: 9/01/2025 11:00 AM ET End: 9/01/2025 02:00 PM ET	APPROVED
#2 First day of August event	Start: 8/01/2025 03:00 PM ET End: 8/01/2025 04:00 PM ET Description: This is actually what the event is for.	APPROVED & Synchronized
#3 Target Meet & Greet	Start: 7/07/2025 10:00 AM ET End: 7/07/2025 11:00 AM ET	APPROVED
#4 Test July 4 Event	Start: 7/04/2025 10:00 AM ET End: 7/04/2025 11:00 AM ET Here's a description! Here are my notes!	APPROVED & Synchronized
#5 Sync Calendar Test	Start: 6/13/2025 10:00 AM ET End: 6/13/2025 12:00 PM ET This is a breakfast event Here are some notes	APPROVED & Synchronized
#6 Test 2		APPROVED
#7 Test Past Event	Start: 5/21/2025 12:30 PM ET End: 5/21/2025 01:15 PM ET	APPROVED
#8 Coffee Meet & Greet	Start: 6/02/2025 09:00 AM ET	APPROVED

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

4. Click on the check box 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.

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