

## Attaching a Contact to an Event

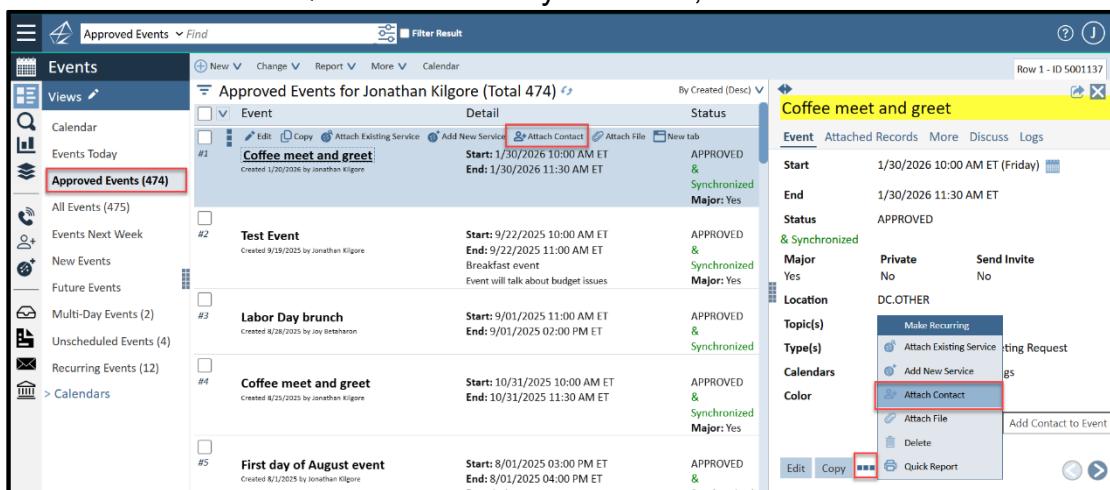
**Market:** House, Senate, FSL

**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. Navigate to the **Events** application.
2. Click on **Approved Events** to see all Events in an Approved status.
  - a. To see **All Events**, click on the **All Events** view. This view will include statuses such as:
    - i. Approved
    - ii. Canceled
    - iii. Regrets
    - iv. Rejected
    - v. Reminder
    - vi. Tentative
3. From the In-Row or Quick Actions for your Event, select **Attach Contact**.



The screenshot shows the 'Approved Events' application interface. On the left, a sidebar lists various event categories. The 'Approved Events (474)' option is selected and highlighted with a red box. The main area displays a list of events with columns for 'Event', 'Detail', and 'Status'. The first event, 'Coffee meet and greet', has its 'Attach Contact' action highlighted with a red box. A detailed view of this event is shown on the right, with the 'Attach Contact' option also highlighted with a red box in a context menu.

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

**Add Contact to Event**

Search for Contact

Search by Nameline, Email or Phone

Prefix  First Name

Middle Name  Last Name

Address

City  State  Zip  

Email  Type  Cell Phone

Phone

Title  Organization

Search Affiliation

Add Affiliation 

5. 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.

a. Note: If you **Search Affiliation** and find a whole list of Contacts you can check the boxes next to each contact to attach and then click **Attach All**.

**Add Contact to Event**

Search for Contact

Search by Nameline, Email or Phone

Crystal Quorum

First Name  Crystal

Prefix  Last Name  Quorum

Middle Name

Address

City  State  Zip  

Email  Type  Cell Phone

Phone

Title  Organization

Search Affiliation

Add Affiliation 

Quorum, Mrs. Crystal ID: 7183874  
Incomplete Address  
leidoskteam@gmail.com  
Newsletter Subscriber;  
Veteran - Thank them for  
their service

Quorum, Cmdr. Crystal ID: 7184653  
Incomplete Address  
leidoskteam@gmail.com  
Newsletter Subscriber;  
Veteran - Thank them for  
their service; Young  
person

[Top of Page](#)