Attaching a Contact to an Event

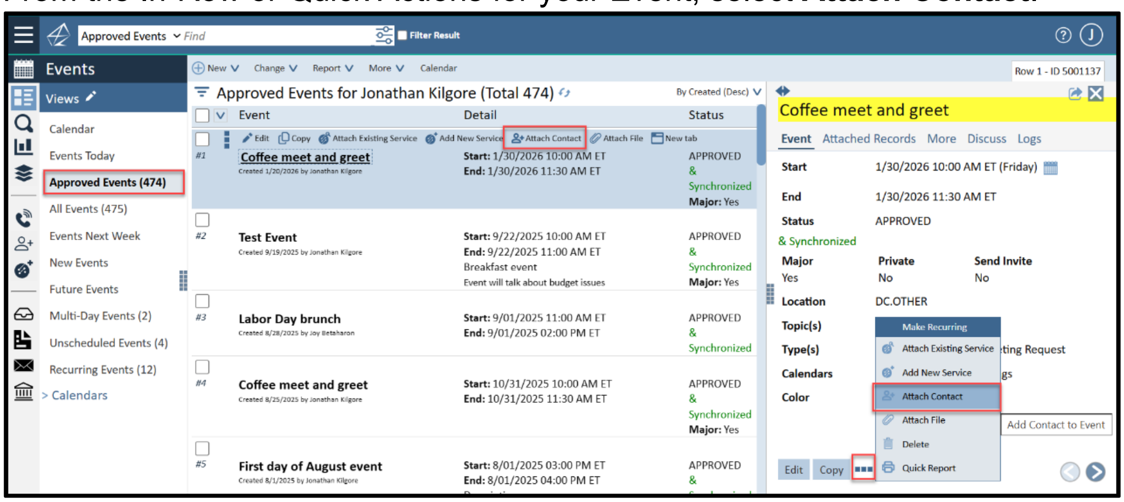
Market: House, Senate, FSL

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**.



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

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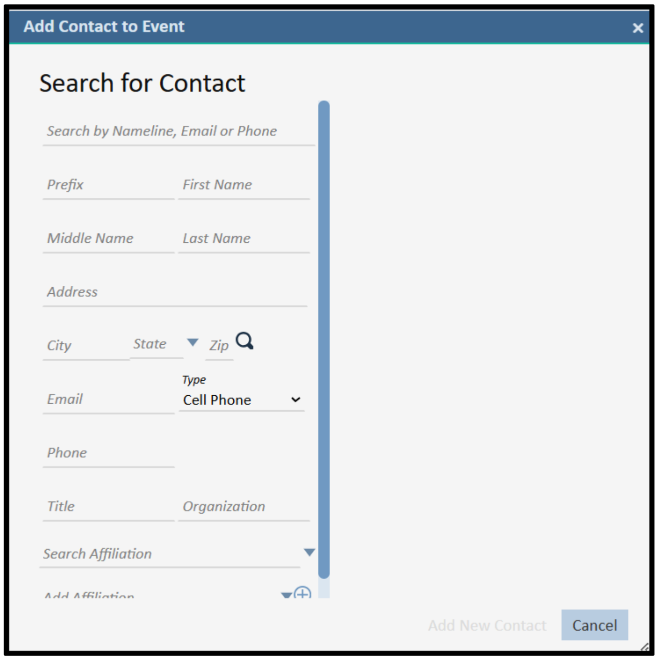
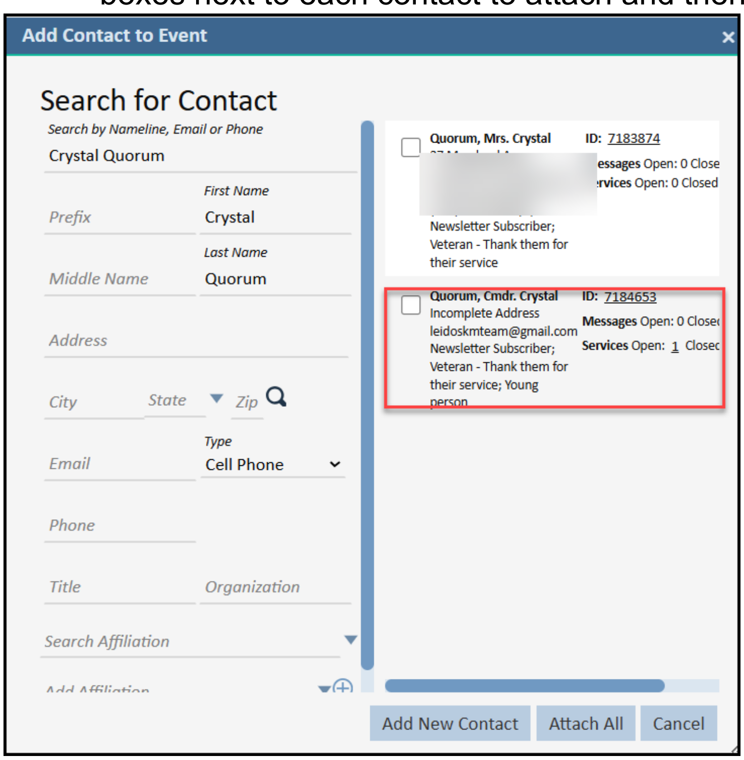


5. Click on the check box next to your found contact to attach them to the Event. If the contact is not found, enter in more information, then click **Add Contact** to both create the New Contact and attach them to the Event.
    a. Note: If you **Search Affiliation** and find a whole list of Contacts you can check the boxes next to each contact to attach and then click **Attach All**.



[Top of Page](#)

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