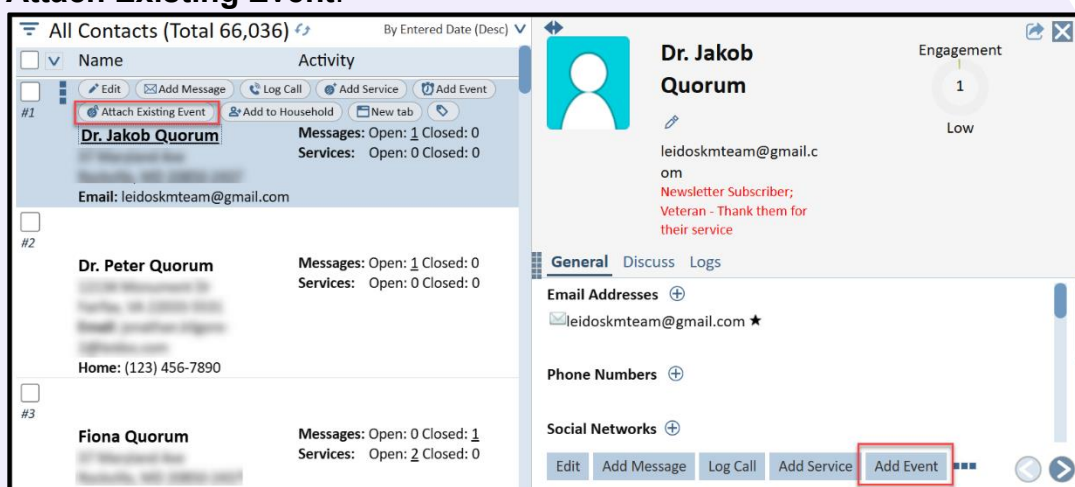


Attaching an Event to a Contact

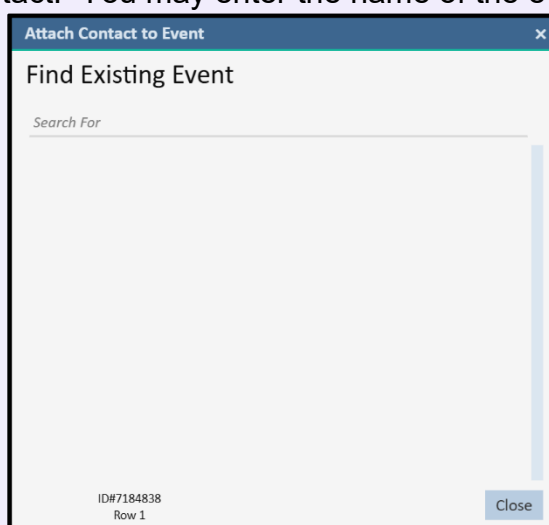
Market: House, Senate, FSL

Description: These instructions teach users how to attach an existing event to a contact.

1. Open the **Contacts** application.
2. Select the contact and from the In-Row or Quick Actions for your contact, select **Attach Existing Event**.



3. Use the **Attach Contact to Event** window to find the event you wish to attach to a contact. You may enter the name of the event or the IQ ID#.



4. Select the event and click **Attach**.

Attach Contact to Event

Find Existing Event

Search For

Coffee

Coffee Shop and Talk (ID:5000983) Start: 4/19/2024 8:00 AM	Status: APPROVED
Coffee Meet & Greet (ID:5000995) Start: 11/18/2024 9:00 AM	Status: APPROVED
St. Patricks Day Coffee Meet and Greet (ID:5001115) Start: 3/17/2025 9:00 AM	Status: APPROVED
Coffee Meet & Greet (ID:5001126) Start: 6/2/2025 9:00 AM	Status: APPROVED
Coffee meet and greet (ID:5001133) Start: 10/31/2025 10:00 AM	Status: APPROVED
Coffee meet and greet (ID:5001137) Start: 1/30/2026 10:00 AM	Status: APPROVED
Coffee Meet and Greet (ID:5001139) Start: 6/10/2026 9:00 AM	Status: APPROVED
Coffee Meet & Greet (ID:5001189) Start: 8/7/2026 9:00 AM	Status: APPROVED

ID#7184838
Row 1

Attach

Close

5. The event is now attached on the contact record and will display in the Events box on the contact record.

Events

All Events	1
Open Events	1
Closed Events	0
Recent Events	0

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