

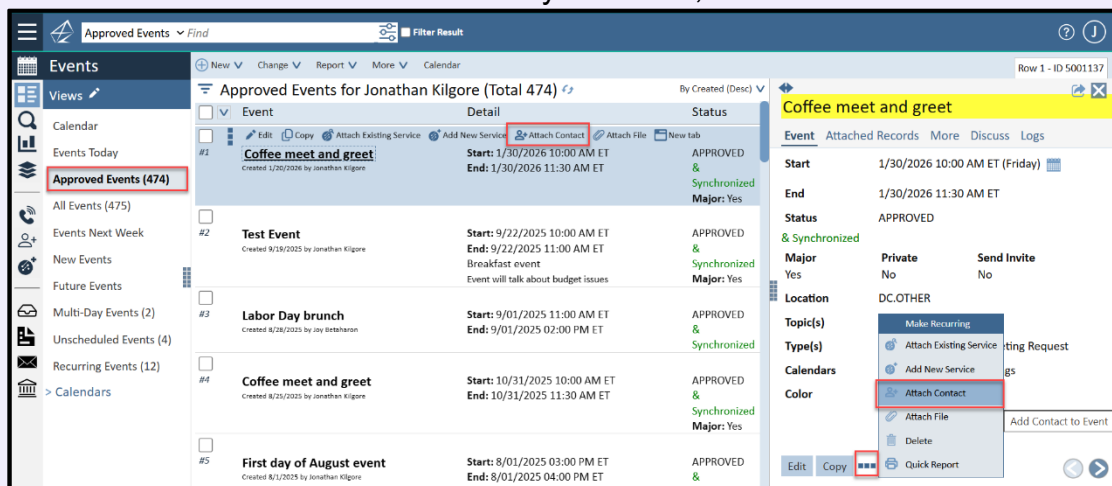
Attaching a Contact to an Event

Market: House, Senate, FSL

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

Attach a New/Existing Contact

1. Navigate to the **Events** application.
2. Click on **Approved Events** view 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.

Add Contact to Event

Search by Nameline, Email or Phone

Prefix First Name Middle Name Last Name

Address City State Zip

Email Type Cell Phone Phone

Title Organization Organization2

Add New Contact Cancel

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 New 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**.

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Search by Nameline, Email or Phone

Prefix First Name Middle Name Last Name

Address City State Zip

Email Type Cell Phone Phone

Title Organization Organization2

☐	Quorum, Admiral Anna 910 Northfield Ct , Harrisonburg, VA 22802-4831 annaq@fakemail.com, (890) 765-4321 (C) Newsletter Subscriber; Veteran - Thank them for their service	ID: 7184072 Messages Open: 7 Closed: 0 Services Open: 0 Closed: 0
☒	Quorum, Dr. Anna Incomplete Address leidoskmtteam@gmail.com Newsletter Subscriber; Prefers Spanish	ID: 7184581 Messages Open: 0 Closed: 0 Services Open: 0 Closed: 0

Add New Contact Attach All Attach Selected Cancel

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