

Attaching a Service to an Event

Market: House, Senate

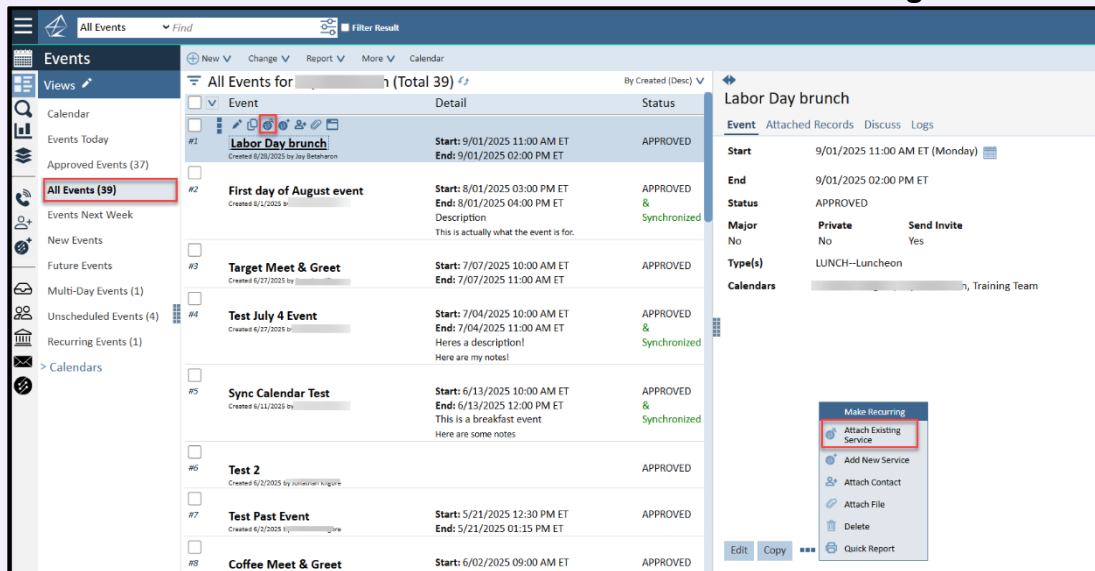
Description: These instructions teach users how to attach a new or existing service to an event.

Click the following link to be brought straight to the topic:

[Add a New Service](#)

Attach an Existing Service

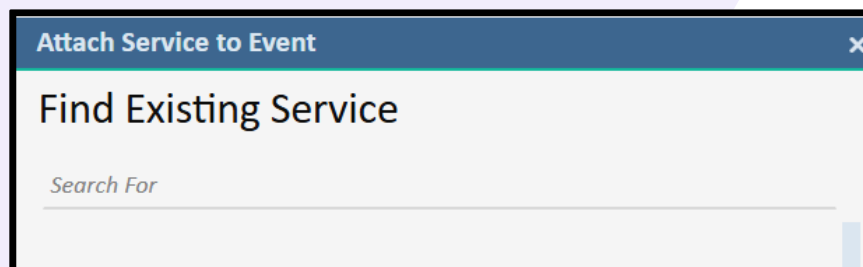
1. Navigate to **Events** → **Views** → **All Events**
2. Select the event.
3. From the In Row Quick Actions select **Find and Attach Existing Service**



The screenshot shows the Leidos Events application interface. On the left, a sidebar contains navigation links: Events, Views, Calendar, Events Today, Approved Events (37), All Events (39) (highlighted), Events Next Week, New Events, Future Events, Multi-Day Events (1), Unscheduled Events (4), Recurring Events (1), and Calendars. The main area displays a table of events. The first event, 'Labor Day brunch', is selected. The right sidebar shows details for this event, including start and end times, status (APPROVED), and a quick action menu. The 'Attach Existing Service' option in the quick action menu is highlighted with a red box.

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	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	APPROVED & Synchronized
#5 Sync Calendar Test	Start: 6/13/2025 10:00 AM ET End: 6/13/2025 12:00 PM ET	APPROVED & Synchronized
#6 Test 2	Start: 6/12/2025 12:30 PM ET End: 6/12/2025 01:15 PM ET	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

4. In the Search for field, type the service record number or the primary contact's name.



The screenshot shows a dialog box titled 'Attach Service to Event'. The dialog has a close button in the top right corner. The main content area is titled 'Find Existing Service' and contains a search field labeled 'Search For'.

5. Click **Attach**.



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Add a New Service

1. Navigate to **Events** → **Views** → **All Events**
2. Select appropriate event.
3. From the Quick Actions select **Create and Attach New Service**.

4. In the **Add New Service** fields, select the type of service. Click **Create**.

Create and Attach Service to Event

Add New Service

Select Type for New Service

Scheduling Requests

Create Close

5. Follow directions provided in **Creating a Service Record** guide.

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