

## Attaching a Contact to an Event

Market: House, Senate

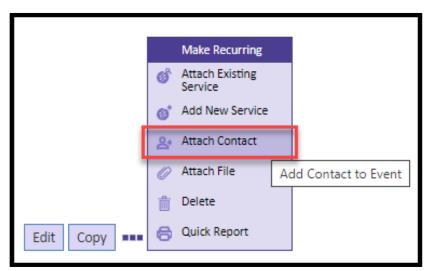
Description: These instructions teach users how to attach a new or existing contact to an event.

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

Add a New Contact

## Attach an Existing Contact

- 1. Navigate to Events → Views → All Events
- **2.** Select appropriate event.
- **3.** From the Quick Actions select **Attach Contact**.



**4.** In the Search field, search by Nameline, Email. or Phone.



5. Select Role from drop-down menu. Click Done.



Add Contact to Event		×
Select a Role for the Co Mr. Johnny Bravo Select Event Role(s) for the Contact	ontact You Added to the Event	•
Attended Did Not Attend Event POC Invited RSVPd		
	Done	e Close

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## Add a New Contact

- 1. Navigate to Events → Views → All Events
- 2. Select appropriate event.
- **3.** From the Quick Actions select **Attach Contact**.

	Make Recurring
	Attach Existing Service
	of Add New Service
	Attach Contact
	🧷 Attach File
	💼 Delete
Edit Copy	Quick Report

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**4.** Search for the contact by name, email or phone. If the contact does not exist in IQ, select "Create New Contact".



5. Follow directions in the Creating a Contact Record guide.

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