

## Attaching a Contact to an Event

**Market:** House, Senate

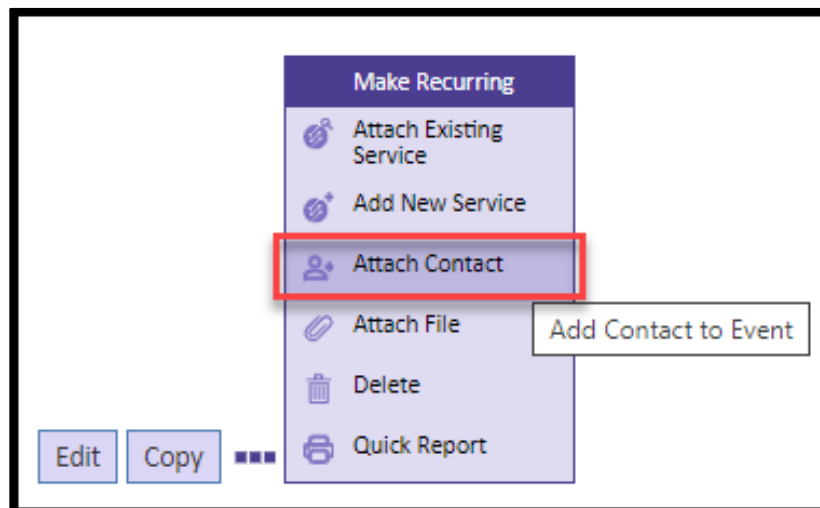
**Description:** These instructions teach users how to attach a new or existing contact to an event.

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.

**Add Contact to Event**
×

### Select Contact for Event

*Search by Nameline, Email or Phone*

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

Add Contact to Event

×

Select a Role for the Contact You Added to the Event

Mr. Johnny Bravo

Select Event Role(s) for the Contact

Attended

Did Not Attend

Event POC

Invited

RSVPd

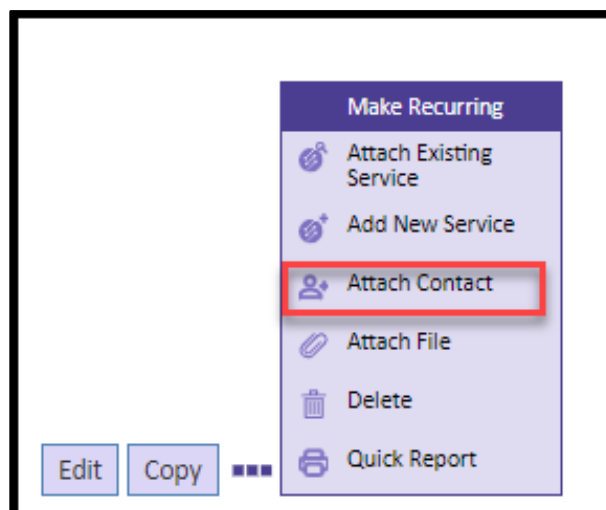
Done

Close

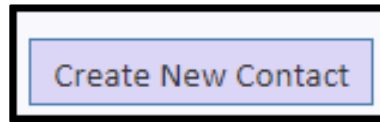
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### Add a New Contact

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



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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