Attaching a Service to an Event
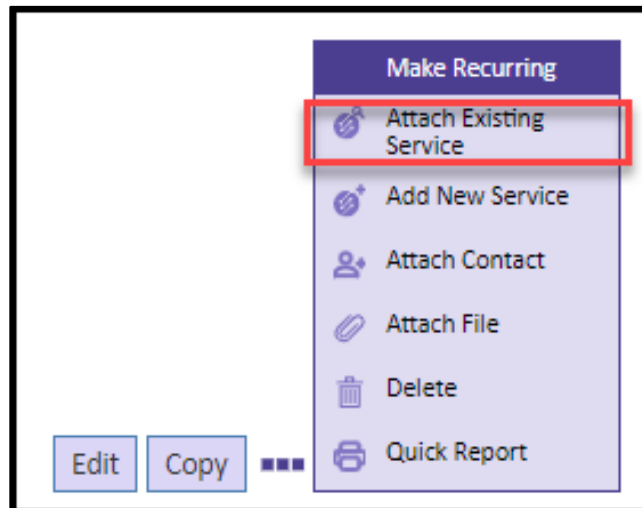
Market: House, Senate

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 appropriate event.
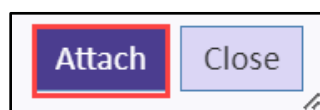3. From the Quick Actions select **Attach Existing Service**.

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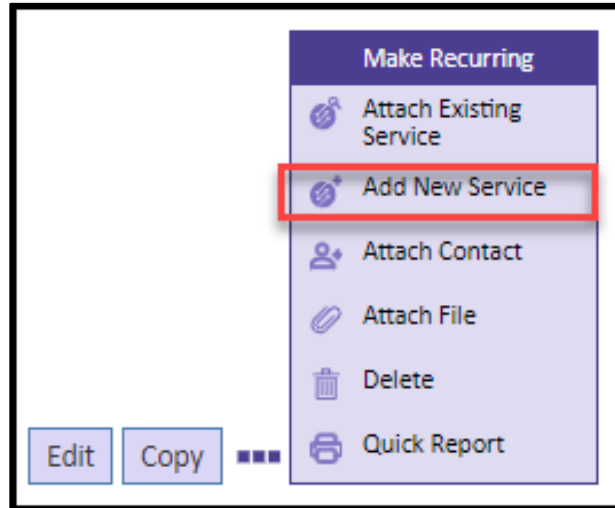

5. Click **Attach**.

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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 **Add New Service**.

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

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

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