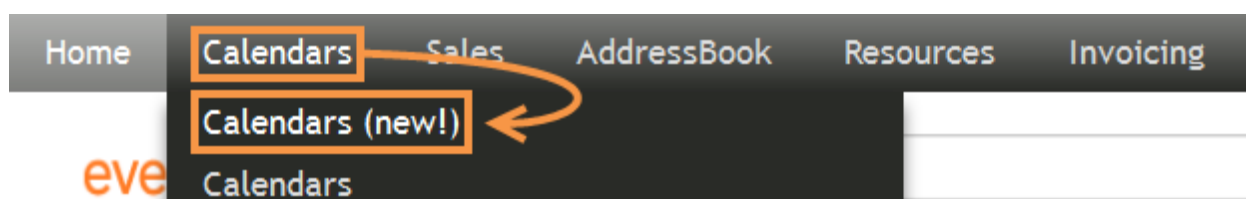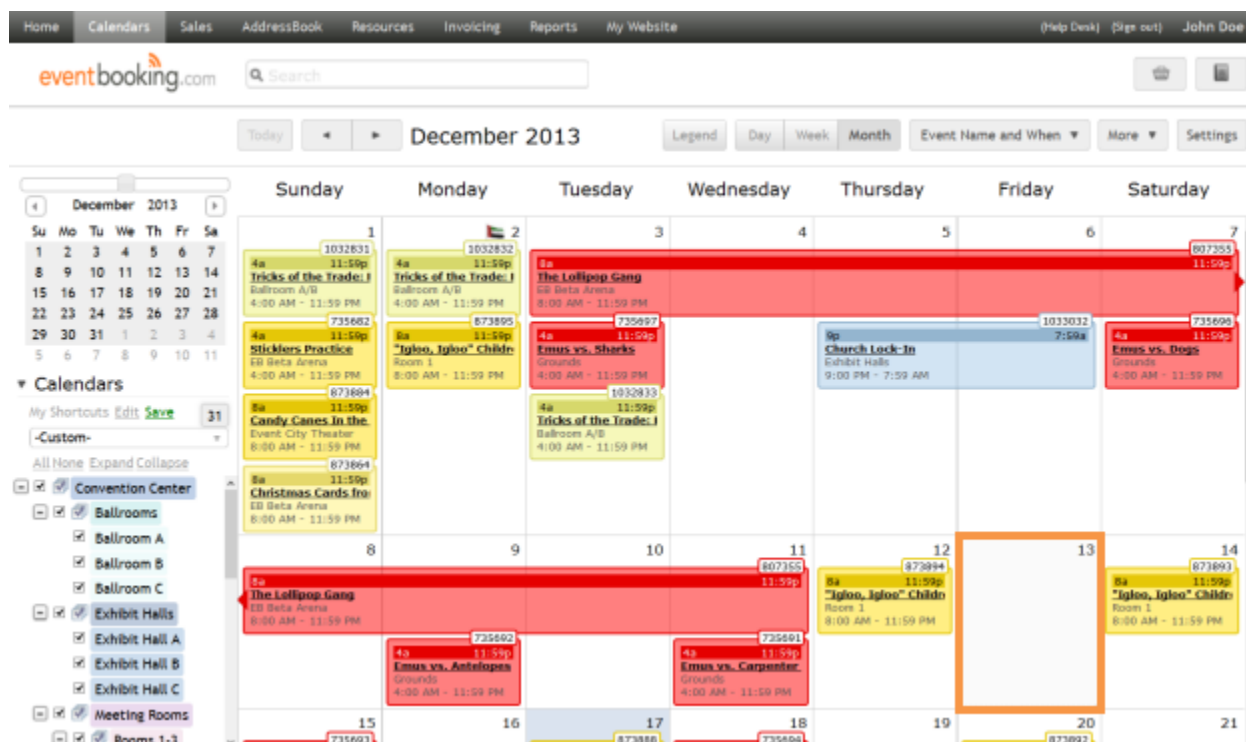# Add Contacts from the Quick Add

Updated: December 18, 2013

If you use the quick add from your calendar view, you can save even more time by attaching contacts to an event right when you are adding it. To do so:

1. Hover over **Calendars**.
2. Click **Calendars (new!)**.

3. Click the date(s) on your calendar on which you would like to book an event.
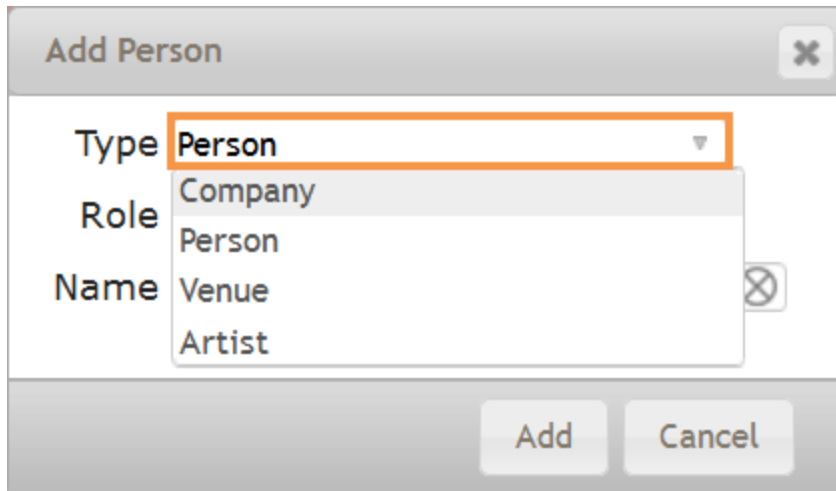
4. Click **+Add** under the *Address Book* heading.

You can now attach an existing address book item to the event or create a new one.

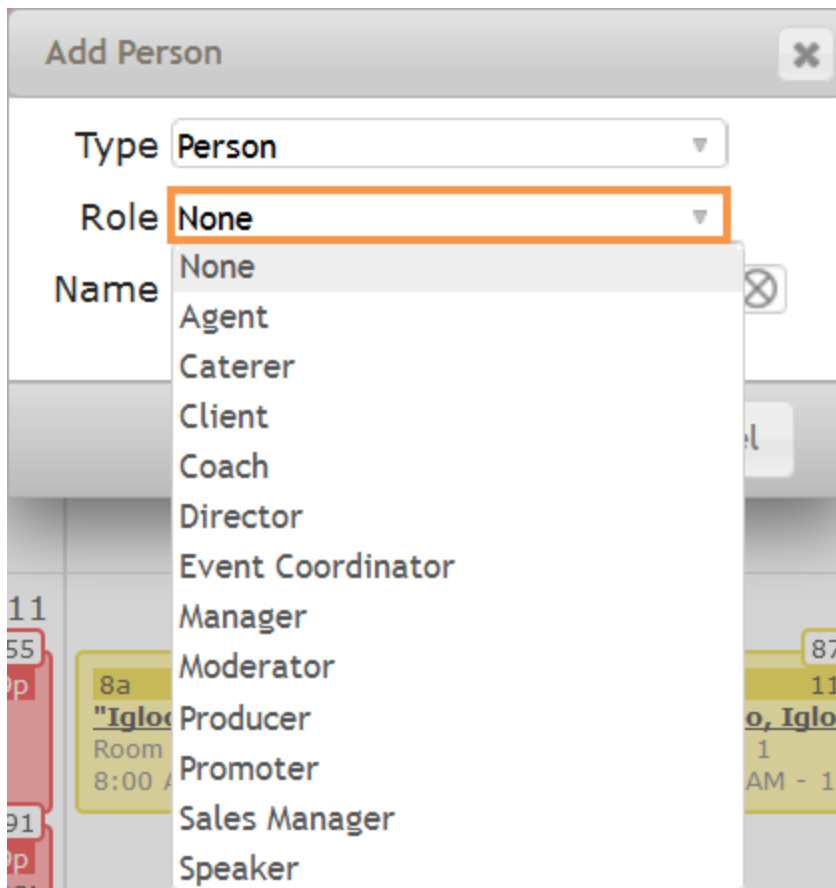- Add an Existing Address Book Item
- Create a New Address Book Item

Add an Existing Address Book Item

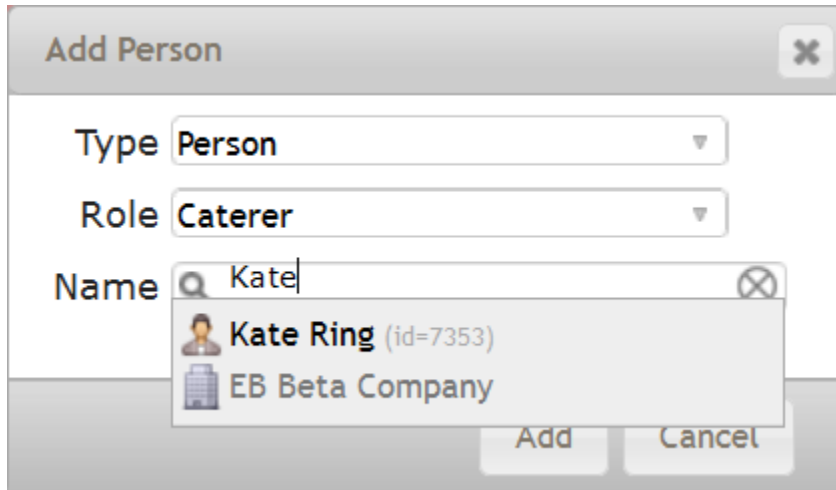   5.   Select the type of address book item from the drop-down.

    6.   Select the role from the drop-down.
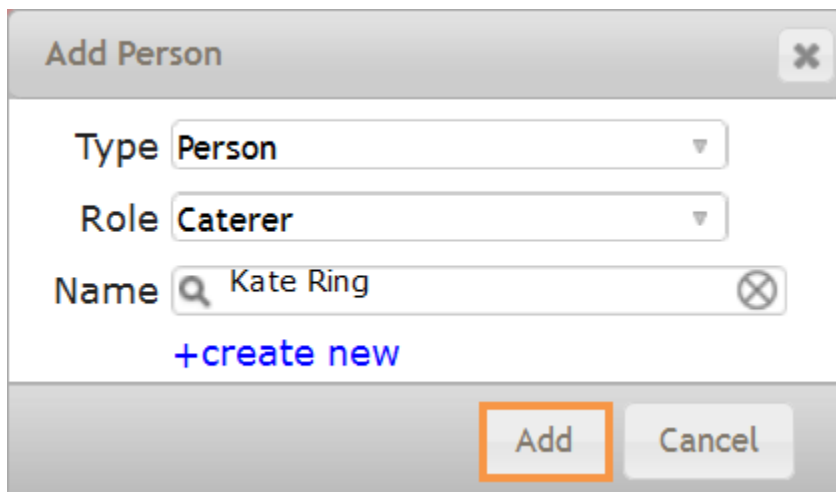
7. Search for the address book item in the *Name* field.

8. Click on the appropriate search result.

Add Person   ✖

Type Person   ▾

Role Caterer   ▾

Name 🔍 Kate| ⊗
         👤 **Kate Ring** (id=7353)
         🏢 EB Beta Company

                              Add   Cancel

9. Click **Add**.

Add Person   ✖

Type Person   ▾

Role Caterer   ▾

Name 🔍 Kate Ring   ⊗
      +create new

                              Add   Cancel

Finish adding the event using the quick add, and your contact will be assigned to the event.

Create a New Address Book Item

5. Click **+create new**.

6. Fill out the information for the new address book object, including:

    - **Type**: Select whether this address book item is a person, company, venue or artist from the drop-down.

    - **Role**: Pick the role you would like to assign to this contact for the event to which it is being added.

    - **Name**: Enter the name of the address book item.

    - **Company**: You can optionally search for a company to assign as the parent of this address book item. If you do so, the phone number and address will be automatically pulled from this company's entry.
      Note: This field will be labeled **Parent** if you are adding a company.

    - **Email**: Enter the address book item's primary email address.

    - **Group**: You can optionally assign a company-wide address book tag to apply to your new address book item.

7. Click **Add**.

Add Person	✖
Type	Person ▾
Role	Client ▾
Name	Neal Lin
Company	🔍 EB Beta Company ⊗
Phone	(123) 456-7891
Email	neal.lin@example.com
Address	123 Event St.
Address2	Address2
Address3	Address3
Address4	Address4
	Event City ST 12345
Country	USA
Group	Favorite People ▾

<< back

Add   Cancel

Finish adding the event using the quick add, and your contact will be assigned to the event.