

Adding a Contact or Company to an Event

Updated: June 4, 2015

You are able to associate address book objects (companies and contacts) with events. A contact's information will then be visible on the event's details page, and in the address book you'll be able to see a list of all that contact's events.

To add a contact to an event, go to the event details page.

Note: If you haven't added the event yet, you can add a contact and company when you add the event, either in the Add Event form or the Quick Add.

1. Click *Add* beside either Company or Contact.

Note: Clicking Add by Company will search within Company address book objects and clicking Add by Contact will search with Person address book objects.

The screenshot shows the event details page for "Star Warriors Live!". The page is divided into two main sections: event details on the left and associated entities on the right.

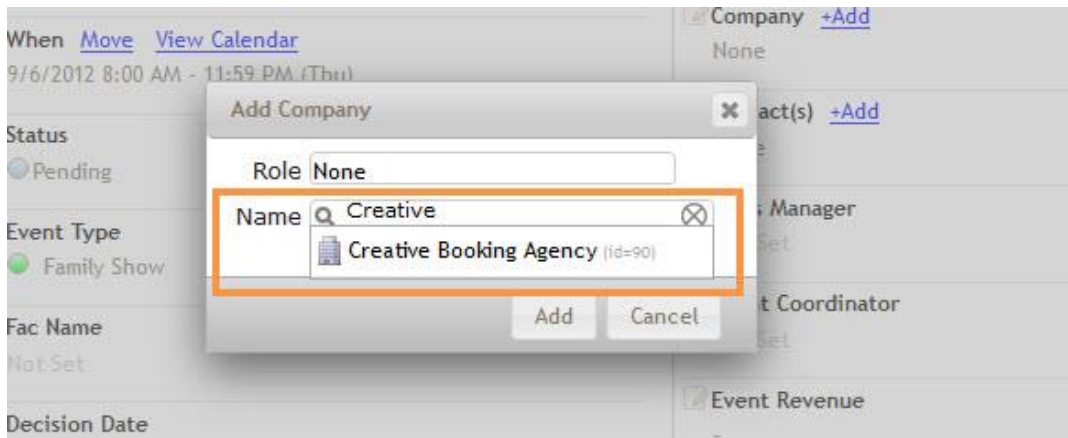
Event Details (Left):

- Event Name:** Star Warriors Live!
- Where:** EB Beta Arena
- When:** 9/6/2012 8:00 AM - 11:59 PM (Thu). Includes links for "Move" and "View Calendar".
- Status:** Pending
- Event Type:** Family Show
- Fac Name:** Not Set
- Decision Date:** (empty)

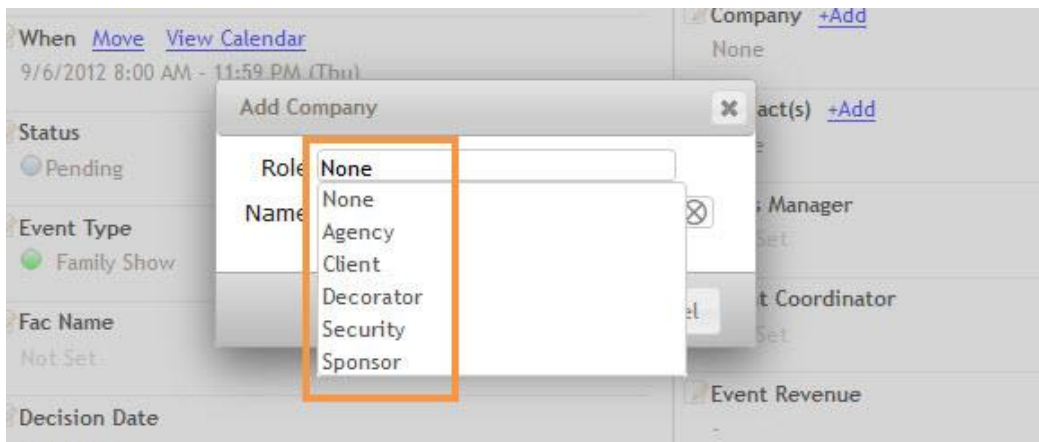
Associated Entities (Right):

- Showtimes:** A table with columns Start, End, and Day. One entry is shown: 9/6/2012 (Thu) 8:00 PM - 9:45 PM.
- Company:** None. A "+Add" button is highlighted with an orange box.
- Contact(s):** None. A "+Add" button is highlighted with an orange box.
- Sales Manager:** Not Set
- Event Coordinator:** Not Set
- Event Revenue:** -

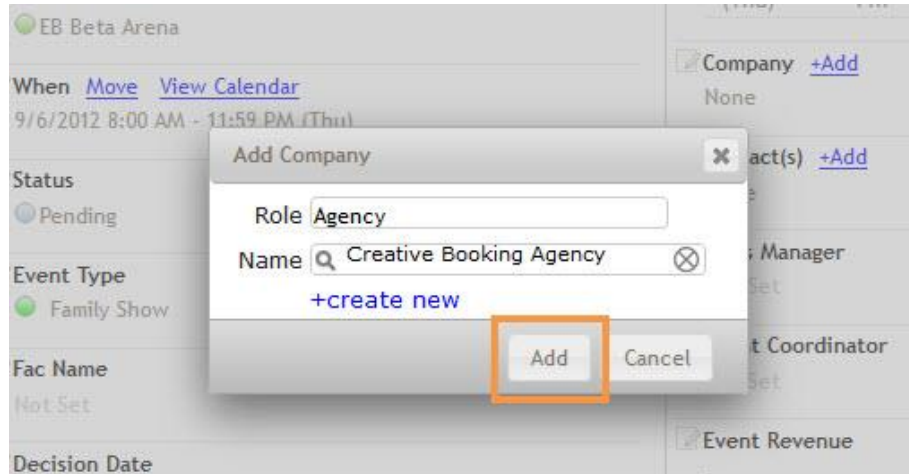
2. Type the name of the company or contact in the *Name* box to search in your address book and click on the desired contact. You may also click *Create New* to add a contact to your address book.



3. To assign a role, click on *None* to show the drop down; click on the desired role.



4. Click **Add**.



Your company or contact has been added to your event.

Star Warriors Live! : Event (id=622379) ▼ Actions

Event Name
Star Warriors Live!

Where
EB Beta Arena

When [Move](#) [View Calendar](#)
9/6/2012 8:00 AM - 11:59 PM (Thu)

Status
Pending

Event Type
Family Show

Fac Name
Not Set

Decision Date

Showtimes

Start	End	Descript
9/6/2012 8:00 AM (Thu)	9:45 PM	Star Wars Show (11)

Company [+Add](#)

[Creative Booking Agency](#) (Agency)
Voice: (222) 333-4444
Mailing: 1444 CBA Street
City, ST 12345
Main: info@CBA.com

Contact(s) [+Add](#)
None

Sales Manager
Not Set