

Removing a Contact or Company from an Event

Updated: March 24, 2015

This article will walk you through removing a company, contact or other address book item from an event.

1. Navigate to the event that you would like to edit.

The screenshot displays the eventbooking.com web application. The top navigation bar includes links for Home, Calendars, Sales, AddressBook, Resources, Invoicing, Reports, and My Website, along with user options (Help Desk, Sign out, John Doe). The main content area is titled 'Worldwide Wine Tasting Convention : Event (id=665228)'. It features a sidebar with 'Report B. and Forms' and 'Last Viewed' sections. The main panel shows event details: Event Name, Where (Arena, Convention Center, Grounds), When (8/13/2013 8:00 AM - 11:59 PM), Status (Request for Hold), Event Type (Not Set), Decision Date (Not Set), and Avails Display (Show nothing). A 'Showtimes' table lists three time slots: 10:00 AM - 12:30 PM (2h30m), 1:30 PM - 6:00 PM (4h30m), and 7:00 PM - 10:30 PM (3h30m). The 'Company' section lists 'Event City Police Department (security)' and the 'Contact(s)' section lists 'Kay Oswald (Client)' with voice, mailing, and main contact information. At the bottom, a 'Spaces Used' table lists five locations (Arena, Convention Center, Grounds, Lecture Hall, Theater) with their respective times and status (Request for Hold).

Start	End	Description
8/13/2013 10:00 AM (Tue)	12:30 PM	(No Description) (2h30m)
1:30 PM	6:00 PM	(No Description) (4h30m)
7:00 PM	10:30 PM	(No Description) (3h30m)

Where	When	Status
Arena	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Convention Center	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Grounds	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Lecture Hall	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Theater	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X

2. Click the edit icon next to **Company**, **Contact(s)**, **Artist** or **Venue**.

The screenshot shows the left sidebar with fields: Status (Request for Hold), Event Type (Not Set), Decision Date (Not Set), and Avails Display (Show nothing (no color, no text)). The main area has two sections: 'Company' with an edit icon (pencil) and '+Add' link, and 'Contact(s)' with an edit icon (pencil) and '+Add' link. The 'Company' section shows 'Event City Police Department (Security)'. The 'Contact(s)' section shows 'Kay Oswald (Client)' with voice, mailing, and main contact information.

3. Click the X button next to the address book entry you would like to remove.

The screenshot shows the same interface as before, but the 'Company' section now has an 'X' button next to the 'Event City Police Department (Security)' entry. The 'Contact(s)' section remains the same.

4. Click **Save**.

The screenshot shows the same interface as before, but the 'Save' button in the 'Company' section is highlighted with an orange box. The 'Contact(s)' section remains the same.

5. The address book item is no longer attached to the event.

Home Calendars Sales AddressBook Resources Invoicing Reports My Website (Help Desk) (Sign out) John Doe

eventbooking.com Search

Reports and Forms

- Attendance
- BEO - Main Event
- BEO - Sub-Event(s)
- Extra Spaces
- Extra Spaces (No Line Breaks)
- Grouping Total
- Hold Confirmation - Event
- Invoice
- Timeline Tuples

Last Viewed

- 1. Worldwide Wine Tasting Convention
- 2. Shogatsu (New Year)
- 3. Who's Where Banquet
- 4. Pottery Class
- 5. Pottery Class

Most Viewed

- (40) Day 1
- (24) Home of the Brave
- (22) Pottery Class
- (21) City-Wide "Open House"
- (16) Keep Our Neighborhoods Safe

Worldwide Wine Tasting Convention : Event (ID=944238)

Event Name
Worldwide Wine Tasting Convention

Where
Arena, Convention Center, Grounds (2 more)

When [Move](#) [View Calendar](#)
8/13/2013 8:00 AM - 11:59 PM (Tue)

Status
Request for Hold

Event Type
Not Set

Decision Date
Not Set

Avails Display
Show nothing (no color, no text)

Showtimes

Start	End	Description
8/13/2013 10:00 AM (Tue)	12:30 PM	(No Description) (2h30m)
1:30 PM	6:00 PM	(No Description) (4h30m)
7:00 PM	10:30 PM	(No Description) (3h30m)

Company [+Add](#)
None

Contact(s) [+Add](#)
[Kay Oswald](#) (client)
Voice: (123) 567-0001
Mailing: 1101 Event St.
Event City, ST 12345
Maint: [mayor@eventcity.gov](#)

Spaces Used Notes Time Line Activities Documents Journal Messages Publicity History Event Info 4 More >>

Sort By: Calendar Rank

Where	When	Status
Arena	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Convention Center	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Grounds	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Lecture Hall	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X
Theater	8/13/2013 8:00 AM - 11:59 PM (Tue)	Request for Hold X