

Add Contacts for an Organization, Event Package, or Facility

You can add information about contacts for an organization, event package, or facility. This can include, but is not limited to, any of the following:

- Leaders and members at the organization
- Individuals in charge of the event(s) in an event package
- Employees and volunteers at the facility

1. On the Information tab, click **Organizations & Individuals**.
2. Locate the organization record you want to add a contact to.
3. In the navigation pane, click **Contacts**.
4. Click **Add** on the bottom-right of the window.
5. Enter any information about the contact you want to include.
6. Click **Save**.

1. On the Information tab, click **Event Packages**.
2. Locate the event package record you want to add a contact to.
3. In the navigation pane, click **Contacts**.
4. Click **Add** on the bottom-right of the window.
5. Enter any information about the contact you want to include.
6. Click **Save**.

1. On the Information tab, click **Facilities**.
2. Locate the facility record you want to add a contact to.
3. In the navigation pane, click **Contacts**.
4. Click **Add** on the bottom-right of the window.
5. Enter any information about the contact you want to include.
6. Click **Save**.

You can quickly import contacts from your PDS Office programs. All the member information is transferred into the contact record.

1. Locate the record you want to add a contact to.
2. In the navigation pane, click **Contacts**.
3. Click **Import Contact** on the bottom-right of the window.
4. If the Data Path dialog box displays, click **Browse** to locate your PDS Office Data folder. For example, **X:\PDSOffice\Data**. When you locate your data folder, click **OK**, then click **OK** in the Data Path dialog box.
5. Select an individual from the grid or enter the name in the **Find a Member** field.
6. Click **Use This Member**.
7. Edit any information or enter any additional information you want to include.
8. Click **Save**.

As you add contacts, a tab displays at the bottom for each contact.

Related Topics

- [Set Up and Manage Organizations](#)
- [Set Up and Manage Event Packages](#)
- [Set Up and Manage Facilities](#)