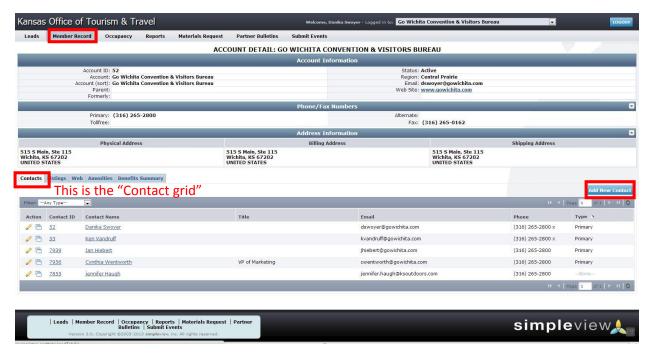
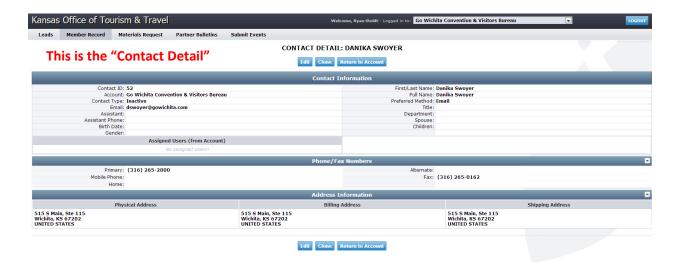
Contacts for Individual Accounts

You may easily edit, clone and add new contacts for your account in the "Contacts" sub-tab within your Member Record.

- To sort the contacts in view, select a Contact Type from the filter dropdown or sort by column header.
- To add a new contact, click Add New Contact (right side of screen).
- To edit an existing contact, click the pencil icon while viewing the Contact grid or click Edit while viewing the contact detail page. When editing a contact, the attached account name cannot be edited.
- To clone an existing contact, click the clone icon while viewing the Contact grid or click Clone
 while viewing the contact detail page. When cloning a contact, the contact name can be
 changed but the account name cannot.
- You do not have the ability to delete contacts. If you have a contact that needs deleted please contact the Kansas Tourism office.
- You may view "Contact Details" by clicking on the name of an individual contact.

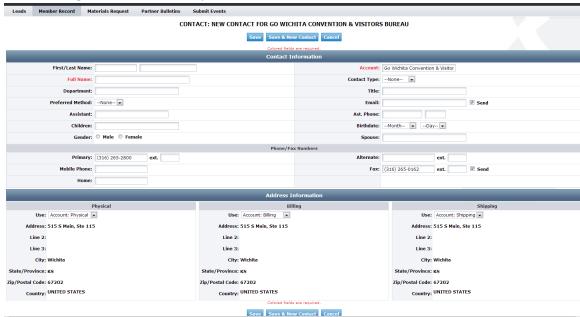




Adding a New Contact

You can easily add new staff members through the Extranet with the following steps:

1. Go to Member Record > Contact > **Add New Contact.** The New Contact Form will display with the following fields (red fields required).



- a. **First Name/Last Name** Enter the contact's first and last name. Though these fields are not required, we recommend completing these fields. Once entered, the First/Last Name fields will automatically populate the required Full Name field for you.
- b. Full Name Enter the contact's full name in this field if the system has not already populated it from the First/Last name field.
- c. **Department** Enter the contact's department, if available.
- d. **Preferred Method** Select the contact's preferred method of contact.
- e. Assistant Enter the contact's assistant's name, if available.
- f. **Children** Enter the name of the contact's children, if available.

- g. **Gender** Select the contact's gender.
- h. **Account** This field will automatically populate with your account. This field cannot be edited.
- i. **Contact Type** Select the contact type from the dropdown menu.
- j. **Title** Enter the contact's title.
- k. **Email** Enter the contact's email address. This will be required if they are to have access to the extranet, and allows Kansas Tourism to communicate with them via email.
- l. **Asst. Phone** Enter the contact's assistant's phone number, if available.
- m. Birth date Select the contact's birthdate from the Month and Year dropdown menus.
- n. **Spouse** If known, enter the contact's spouse's name.
- o. Primary, cell, Home, Alternate, and Fax numbers Enter all available numbers.
- p. **Physical, Billing, Shipping Addresses** This is auto-populated by the information in the Account Detail. You may not enter the address information manually. If account address information needs updated please contact the Kansas Tourism office.

Once all required fields are complete, click **Save** to save the new contact, click **Save & New Contact** to save the contact and refresh the New Contact form, or click **Cancel** to cancel changes.