

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.

The screenshot displays the 'Member Record' for the 'Go Wichita Convention & Visitors Bureau'. The interface includes a navigation menu with 'Leads', 'Member Record', 'Occupancy', 'Reports', 'Materials Request', 'Partner Bulletins', and 'Submit Events'. The 'Member Record' tab is active, showing account information, phone numbers, and address details. Below this, a 'Contacts' sub-tab is highlighted, and a red box points to the 'Add New Contact' button. A red annotation reads 'This is the "Contact grid"'. The contact grid lists the following contacts:

Action	Contact ID	Contact Name	Title	Email	Phone	Type
	52	Danika Swroyer		dswoyer@gowichita.com	(316) 265-2800 x	Primary
	53	Ken Vandruff		kvandruff@gowichita.com	(316) 265-2800 x	Primary
	7939	Jan Hiebert		jhiebert@gowichita.com	(316) 265-2800	Primary
	7956	Cynthia Wentworth	VP of Marketing	cwentworth@gowichita.com	(316) 265-2800	Primary
	7855	Jennifer Haugh		jennifer.haugh@ksoutdoors.com	(316) 265-2800	--None--

The footer of the page includes the 'simpleview' logo and version information: 'Version 3.0, Copyright ©2009-2013 simpleview, inc. All rights reserved.'

Kansas Office of Tourism & Travel Welcome, Ryan Stokitt - Logged in to: **Go Wichita Convention & Visitors Bureau** [Logout](#)

Leads **Member Record** Materials Request Partner Bulletins Submit Events

CONTACT DETAIL: DANIKA SWOYER

[Edit](#) [Clone](#) [Return to Account](#)

Contact Information	
Contact ID: 52	First/Last Name: Danika Swoyer
Account: Go Wichita Convention & Visitors Bureau	Full Name: Danika Swoyer
Contact Types: Inactive	Preferred Method: Email
Email: dswoyer@gowichita.com	Title:
Assistant:	Department:
Assistant Phone:	Spouse:
Birth Date:	Children:
Gender:	
Assigned Users (from Account)	
<i>No assigned users</i>	

Phone/Fax Numbers	
Primary: (316) 265-2800	Alternate:
Mobile Phone:	Fax: (316) 265-0162
Home:	

Address Information		
Physical Address	Billing Address	Shipping Address
515 S Main, Ste 115 Wichita, KS 67202 UNITED STATES	515 S Main, Ste 115 Wichita, KS 67202 UNITED STATES	515 S Main, Ste 115 Wichita, KS 67202 UNITED STATES

[Edit](#) [Clone](#) [Return to Account](#)

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).

Leads **Member Record** Materials Request Partner Bulletins Submit Events

CONTACT: NEW CONTACT FOR GO WICHITA CONVENTION & VISITORS BUREAU

[Save](#) [Save & New Contact](#) [Cancel](#)

Colored fields are required.

Contact Information	
First/Last Name: <input type="text"/>	Account: Go Wichita Convention & Visitor
Full Name: <input type="text"/>	Contact Type: --None--
Department: <input type="text"/>	Title: <input type="text"/>
Preferred Method: --None--	Email: <input type="text"/> <input checked="" type="checkbox"/> Send
Assistant: <input type="text"/>	Ast. Phone: <input type="text"/>
Children: <input type="text"/>	Birthdate: --Month-- --Day--
Gender: <input type="radio"/> Male <input type="radio"/> Female	Spouse: <input type="text"/>

Phone/Fax Numbers	
Primary: <input type="text"/> ext. <input type="text"/>	Alternate: <input type="text"/> ext. <input type="text"/>
Mobile Phone: <input type="text"/>	Fax: <input type="text"/> ext. <input type="text"/> <input checked="" type="checkbox"/> Send
Home: <input type="text"/>	

Address Information		
Physical	Billing	Shipping
Use: Account: Physical	Use: Account: Billing	Use: Account: Shipping
Address: 515 S Main, Ste 115	Address: 515 S Main, Ste 115	Address: 515 S Main, Ste 115
Line 2:	Line 2:	Line 2:
Line 3:	Line 3:	Line 3:
City: Wichita	City: Wichita	City: Wichita
State/Province: KS	State/Province: KS	State/Province: KS
Zip/Postal Code: 67202	Zip/Postal Code: 67202	Zip/Postal Code: 67202
Country: UNITED STATES	Country: UNITED STATES	Country: UNITED STATES

Colored fields are required.

[Save](#) [Save & New Contact](#) [Cancel](#)

- 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.
- 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.
- Department** – Enter the contact’s department, if available.
- Preferred Method** – Select the contact’s preferred method of contact.
- Assistant** – Enter the contact’s assistant’s name, if available.
- 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.