

# Adding an Event Contact Type

6 Steps [View most recent version](#) 

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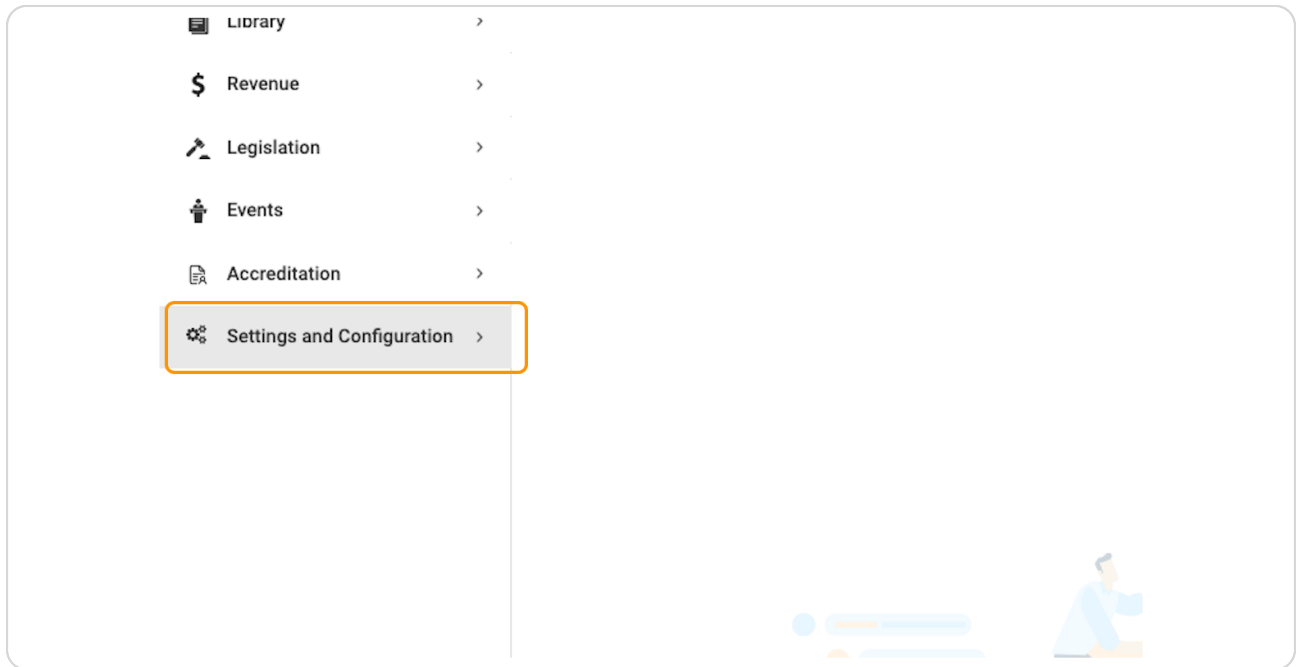
Created by  
Engagifii Inc.

Creation Date  
April 10, 2024

Last Updated  
April 10, 2024

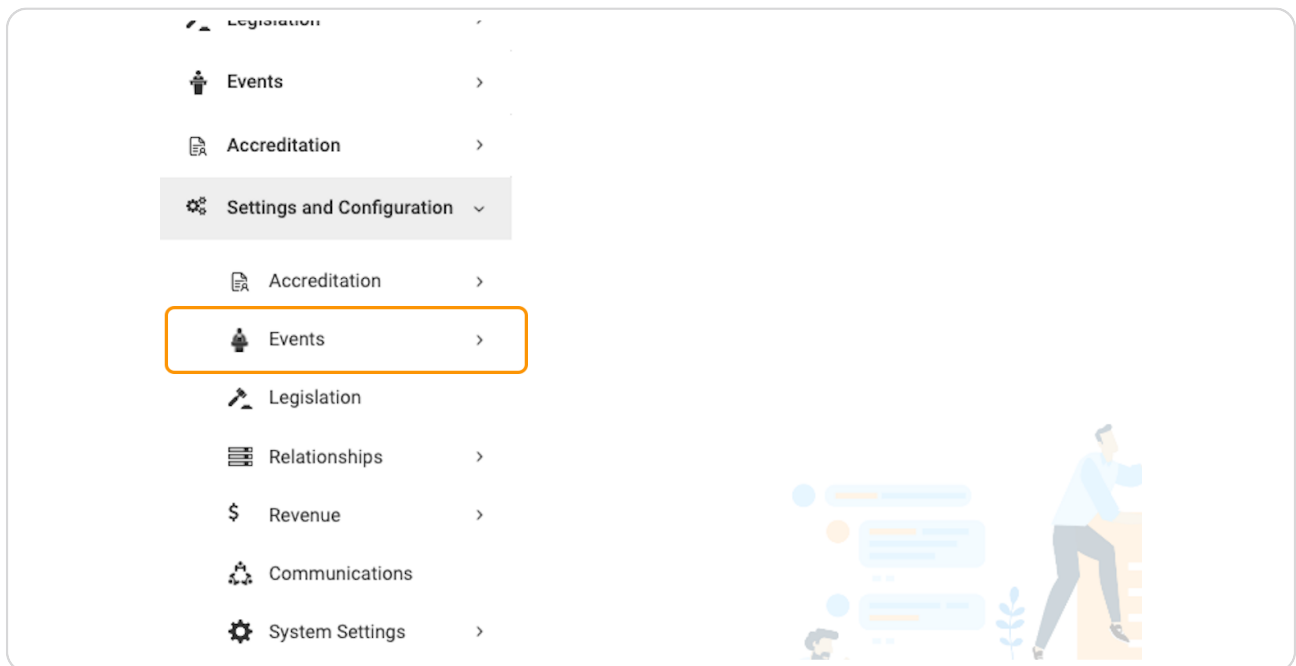
## STEP 1

### Click on Settings and Configuration



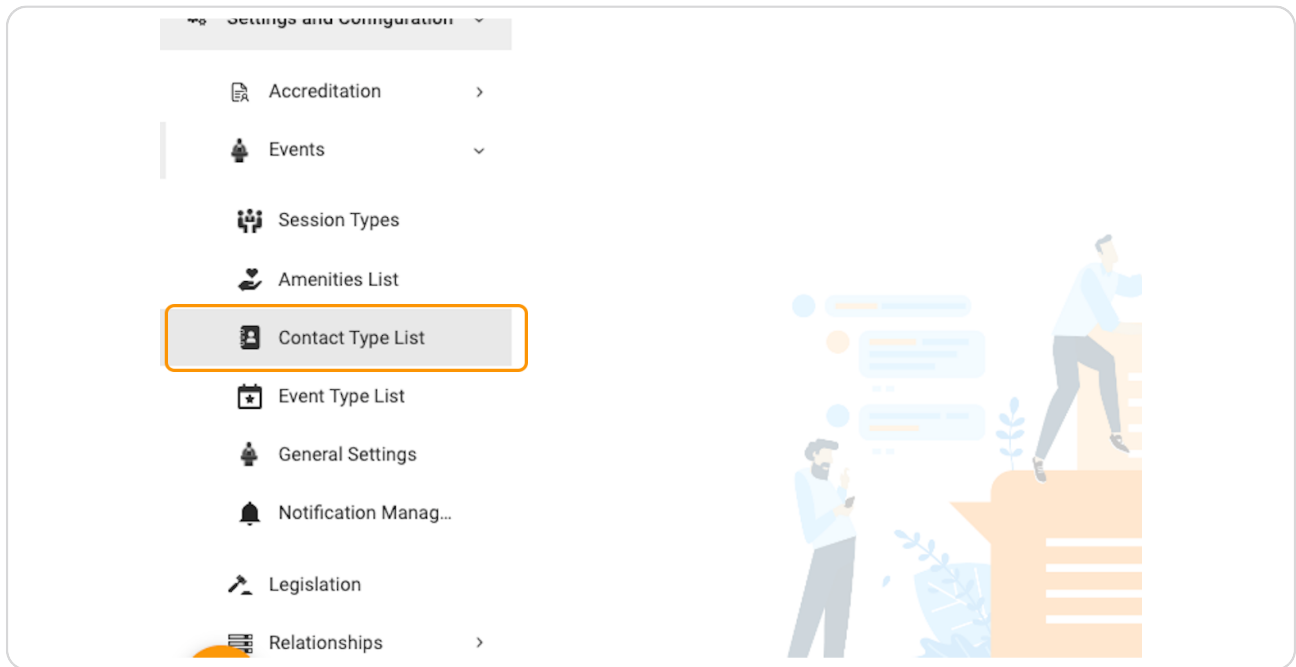
## STEP 2

### Click on Events



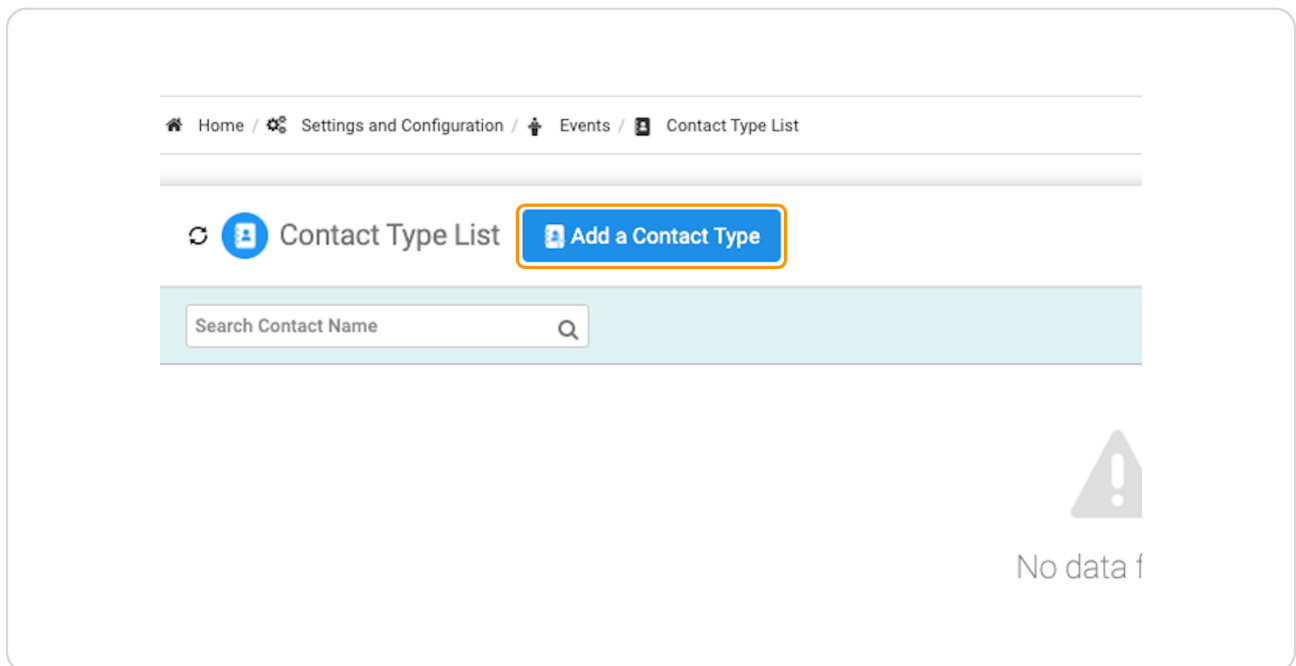
### STEP 3

#### Click on Contact Type List



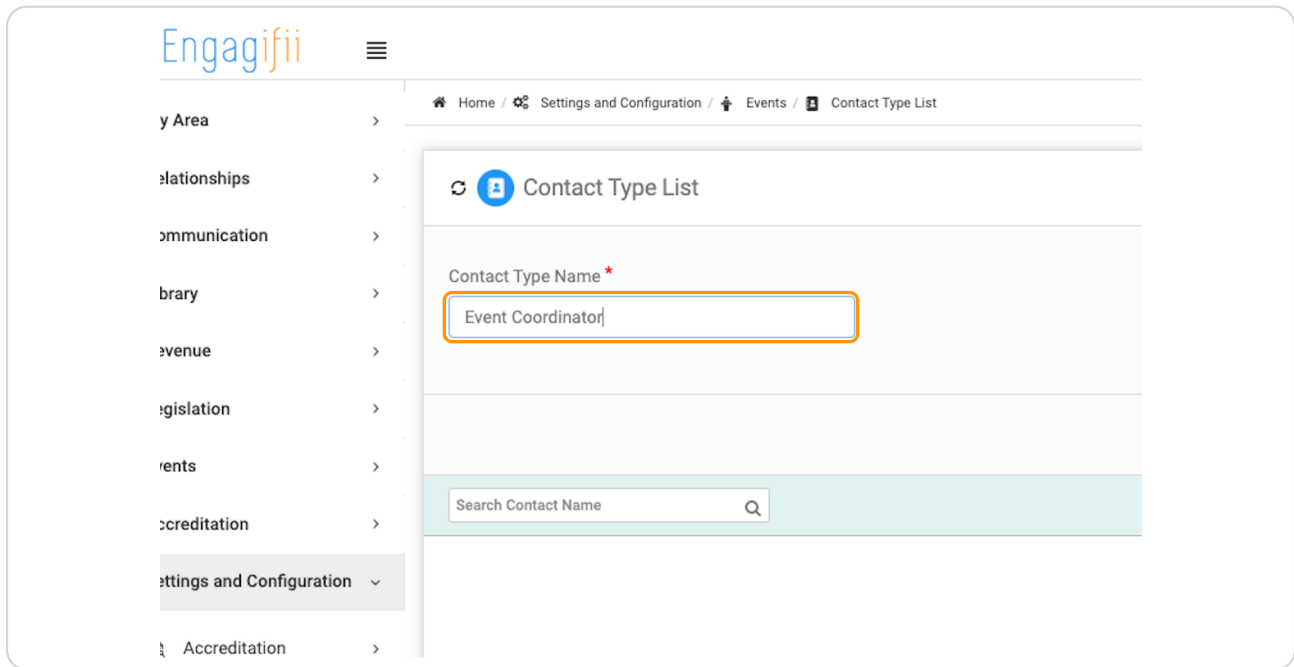
### STEP 4

#### Click on Add a Contact Type



## STEP 5

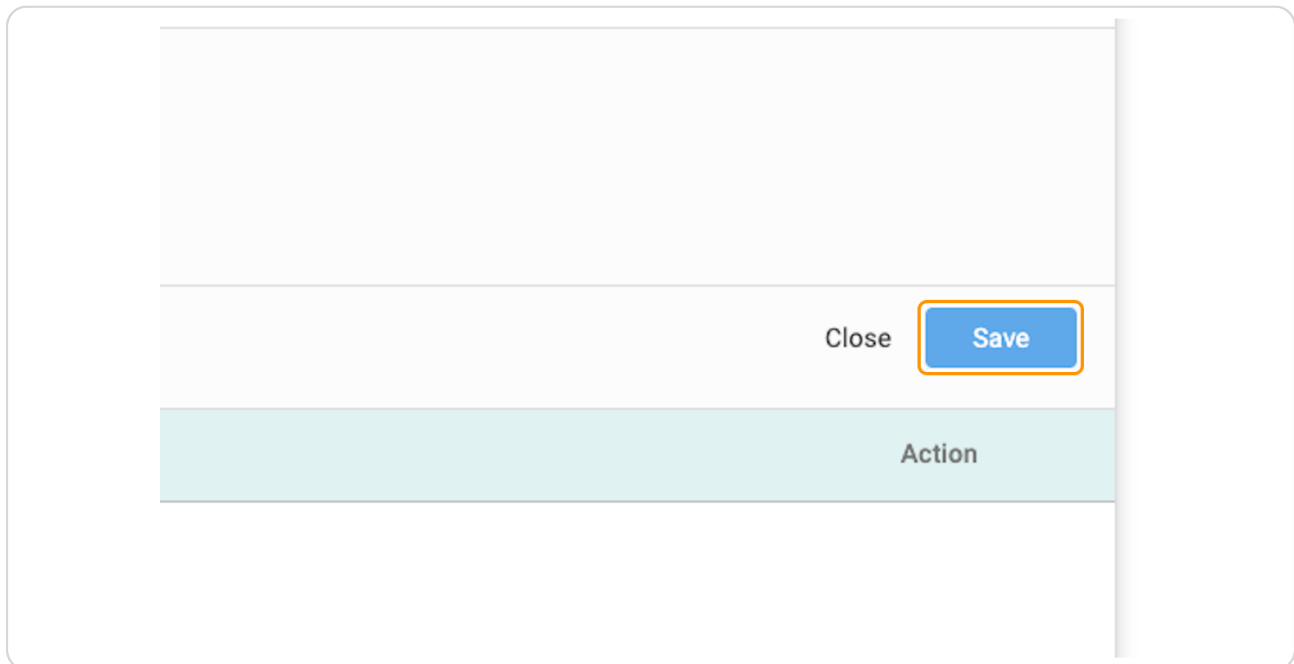
### Type Contact Type Name



The screenshot shows the Engagifii web application interface. On the left is a navigation menu with items like 'My Area', 'Relationships', 'Communication', 'Library', 'Venue', 'Legislation', 'Events', 'Accreditation', and 'Settings and Configuration'. The main content area is titled 'Contact Type List' and contains a form with a single input field labeled 'Contact Type Name \*' containing the text 'Event Coordinator'. Below the form is a search bar labeled 'Search Contact Name'. The breadcrumb trail at the top reads 'Home / Settings and Configuration / Events / Contact Type List'.

## STEP 6

### Click on Save



This image is a close-up of the bottom right corner of the form from Step 5. It shows a 'Close' button and a 'Save' button. The 'Save' button is highlighted with an orange border. Below these buttons is a light blue bar with the word 'Action' centered on it.

