How To... Update Contacts

**The Profile Tab**

⭐ **HOT TIP:** Always add your images / pictures first before adding another Listing, Promos/Specials or Calendar of Events

1) Click on the **Profile** tab > click on to **Contacts**

**IMPORTANT NOTE:** Not everyone has the permission enabled to update Contact(s). Please advise which contacts should have this permission granted.

**Icon Keys:**
- To **edit** a contact, click 🖋
- To **clone / duplicate** a contact, click 📝
- To **view**, a contact, click 🕵️

2) The list of Contact(s) from your Account will present below with the choice to **Edit**, **View** or **Duplicate / Copy** an existing Contact.
To Add a new Contact, click on **ADD CONTACT**.

To Search for a specific contact or you would like to search which contacts are Primary | Secondary | Inactive. Click on the **Choose** and a dropdown will appear for you to choose. You may also manage or search your contacts through on the top right of the box.

**Note:** If you would like to choose more than one type, use your Control key as you click on the types.

3) **To Update** a contact ... there are two (2) options A or B.

**Option A)** Click on the actual name > Contact Details > Displaying > Choose: Edit | Clone | Return.

**Contact Details**

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit Baton Rouge</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Method</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

**OR**

AN AUTHENTIC LOUISIANA EXPERIENCE

359 THIRD STREET | BATON ROUGE, LA 70801 | 225-383-1825 | WWW.VISITBATONROUGE.COM
Option B) Click on the to edit > Update Contact

Update Contact

4) Sections

Contact Information - (*Required) Add / Update fields:
Account > First Name > Last Name > Full Name > Department > Title > Contact Type > Preferred Contact Method: Email | Email | Send Email: YES

Address Information - Click on the to Add / Update the address information:
Physical > Billing > Shipping

Phone Information – Add / Update Fields:
Primary Phone > Alternate Phone > Mobile Phone > Fax > Send Fax (YES or No) > Home Phone

Additional Information – Add / Update:
Assistant (Name) > Assistant (Phone/Ext) > Gender (Male or Female) > Spouse (Name) > Children (Names) > Birthday (Dropdown for Month & Date only)

*The contact fields required are in Red.
Email Preferences – Add / Update Fields:

**GDPR Privacy Policy (YES)** > **Red Stick Roundup and Events Calendar Newsletter > (YES or NO)** > **General Communications Newsletter & Emails (YES or NO)**

General – Add / Update Fields:

**Middle Initial (or Name) > Food Allergy > Contact Needs (Comments)**

*The contact fields required are in Red.*

5) Click on **SAVE** at the top left of the form to submit and save information.

For additional information, please email Bridget Gaffney at bridget@visitbatonrouge.com