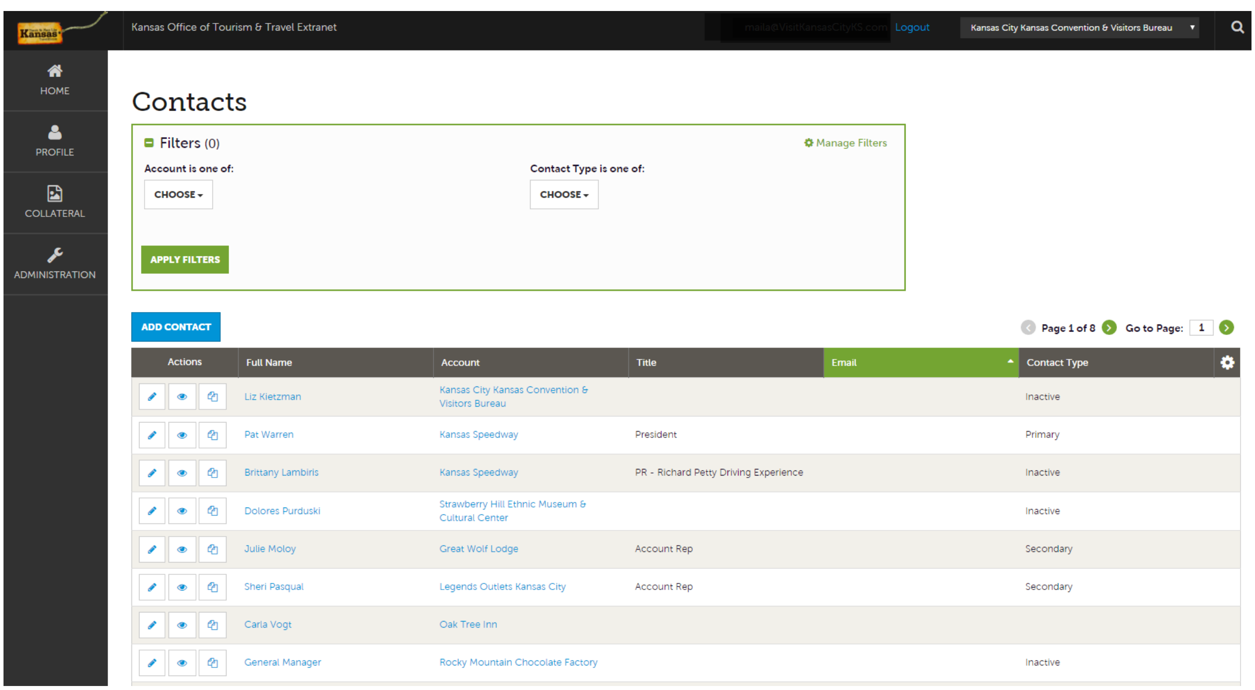
Contacts for DMO's/Parent Accounts

Click here to watch the tutorial video.

You may easily edit, clone and add new contacts for your account or any of your Child Accounts. Contacts are housed in the "Profile" → "Contacts" tab in the left side navigation on your account. To edit or add contacts to one of your Child Accounts, choose the appropriate Child Account in the filter box, or filter for the name.

- To sort the contacts in view, select an account or contact type from the filter box at the top of the page or sort by column choice by clicking the column you would like to sort by.
- To add a new contact, click "Add Contact" (left 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 inactivated, please contact the Kansas Tourism office.
- You may view "Contact Details" by clicking on the name of an individual contact or clicking the view icon .



Adding a New Contact You can easily add new staff members through the Extranet with the following steps:

1. Go to “Profile” → “Contacts”, then click “Add Contact”. The New Contact Form will display with the following fields (required fields are marked on the form).
    a. **Account –** Select the account you wish to add a contact for. If no account is available then an account will need to be created. See Extranet tutorial for more information.
    b. **First Name/Last Name –** Enter the contact’s first and last name. Once entered, the First/Last Name fields will automatically populate the required Full Name field for you.
    c. **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.
    d. **Department –** Enter the contact’s department, if available.
    e. **Title –** Enter the contact’s job title, if available.
    f. **Contact Type –** Select the contact type from the dropdown menu. If contact will be the main or only contact, please select primary so that they receive correspondence when needed.
    g. **Preferred Method –** Select the contact’s preferred method of contact.
    h. **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.
    i. **Send Email –** If contact wishes to receive e-mail please select yes, if not select no and they will only be contacted by e-mail for account purposes.
    j. **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.
    k. **Primary Phone –** Enter the Contact’s phone number
    l. **Mobile Phone –** Enter the Contact’s mobile number if available
    m. **Alternate Phone –** Enter the contact’s assistant’s phone number, if available.
    n. **Fax numbers –** Enter all available numbers.
    o. **Send Fax –** Check yes or no if we are able to send faxes to contact if needed.
    p. **Home Phone –** Enter home phone if available.
    q. **Assistant –** Enter the contact’s assistant’s name, if available.
    r. **Assistant Phone –** Enter the assistant’s number, if available.
    s. **Gender –** Select the contact’s gender.
    t. **Spouse –** If known, enter the contact’s spouse’s name.
    u. **Children –** Enter the name of the contact’s children, if available. This is the “Contact Detail”
    v. **Birth date –** Select the contact’s birthdate from the Month and Year dropdown menus.

Once all required fields are complete, click “Save” to save the new contact or click Cancel to cancel changes.