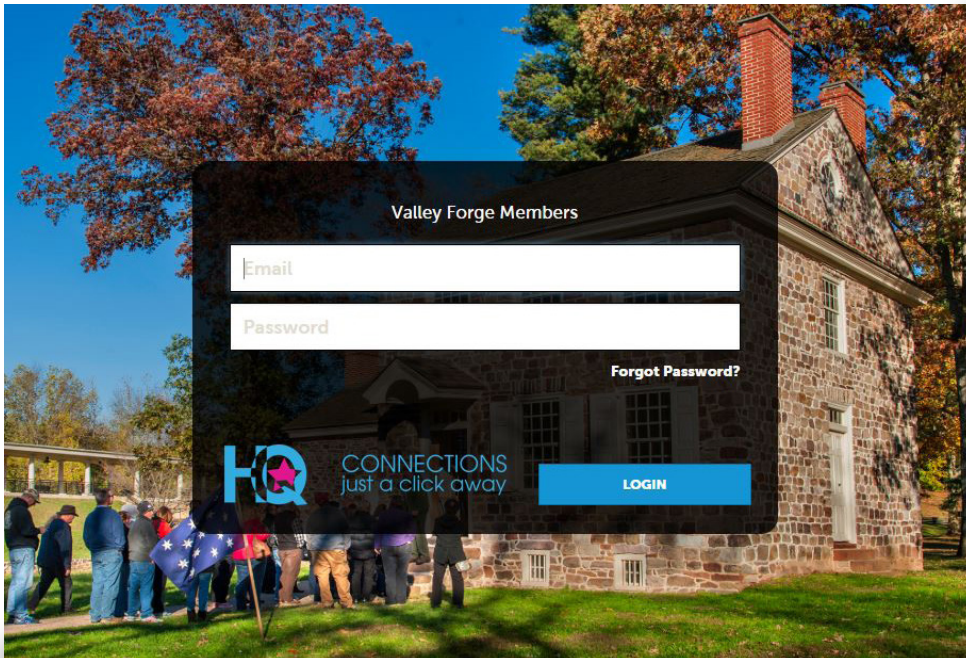


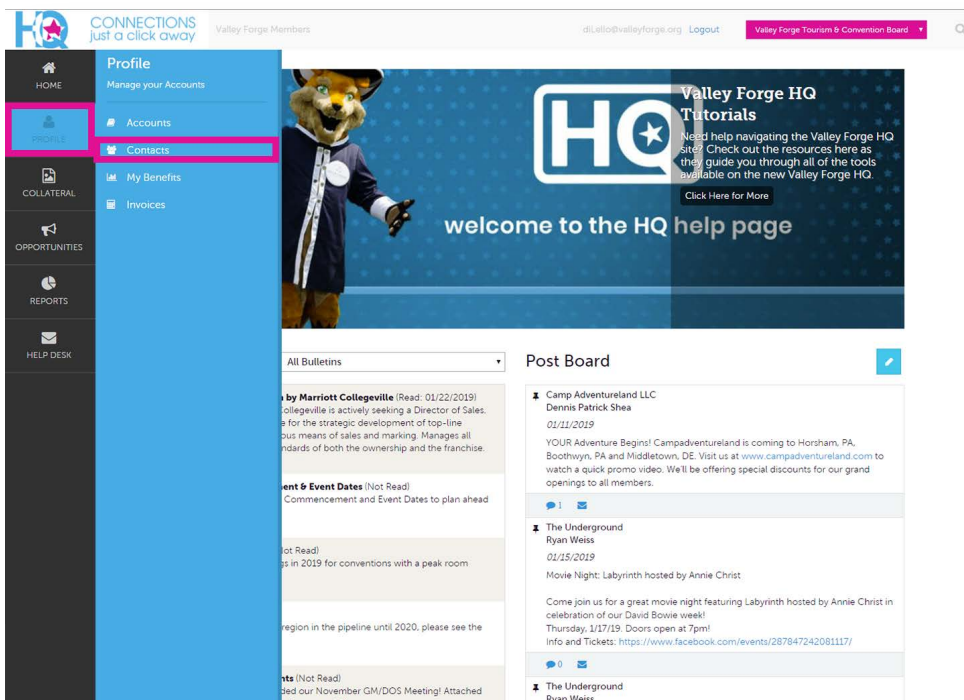
HQ HOW TO

Updating & Adding Contacts in HQ

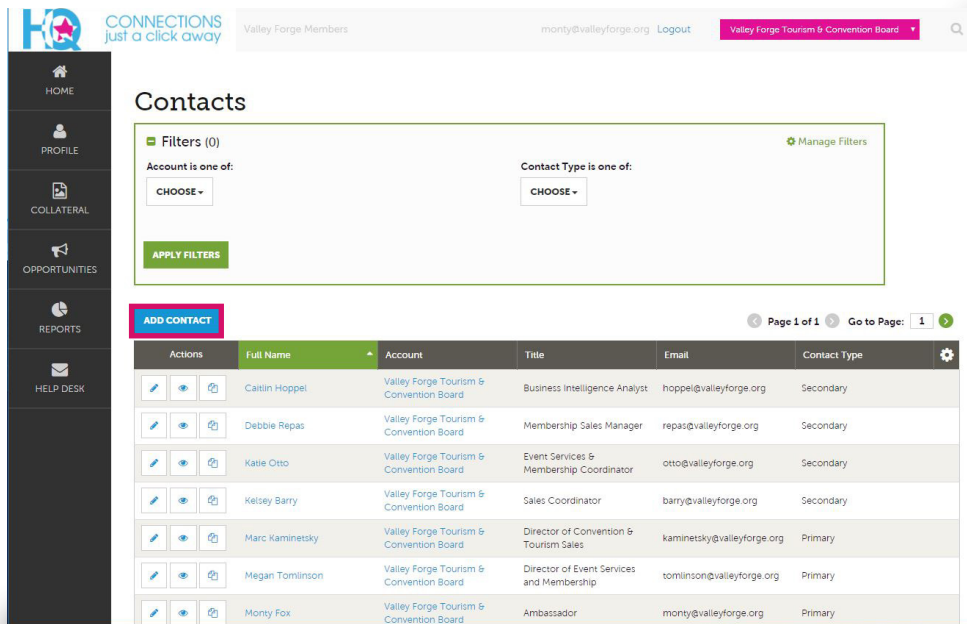
1. Log into HQ at valleyforge.org/hq.



2. Once on the home page, Click Profile then Contacts.



3. To add a **New Contact**, Click **Add Contact**.



4. Create **New Contact**.

SAVE **CANCEL**

Sections:
Contact Information
Address Information
Phone Information

Contact Information

Account: *Required
Valley Forge Tourism & Convention Board

First Name: *Required

Last Name: *Required

Full Name: *Required

Department:

Title:

Contact Type: *Required
--Choose One--

Email: *Required

Send Email:
 YES NO

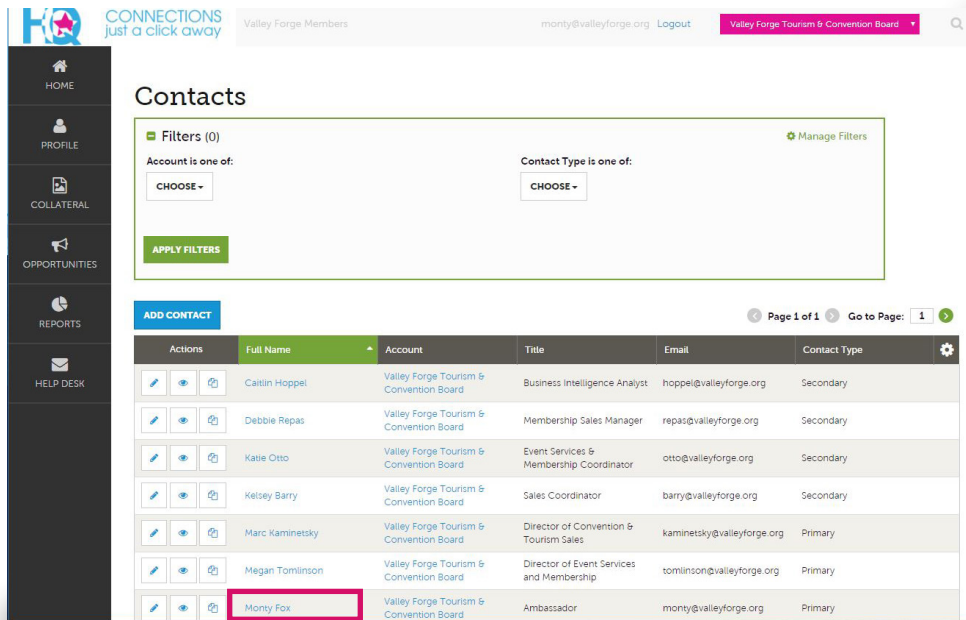
Address Information

Physical Address

Address 1 1000 First Ave

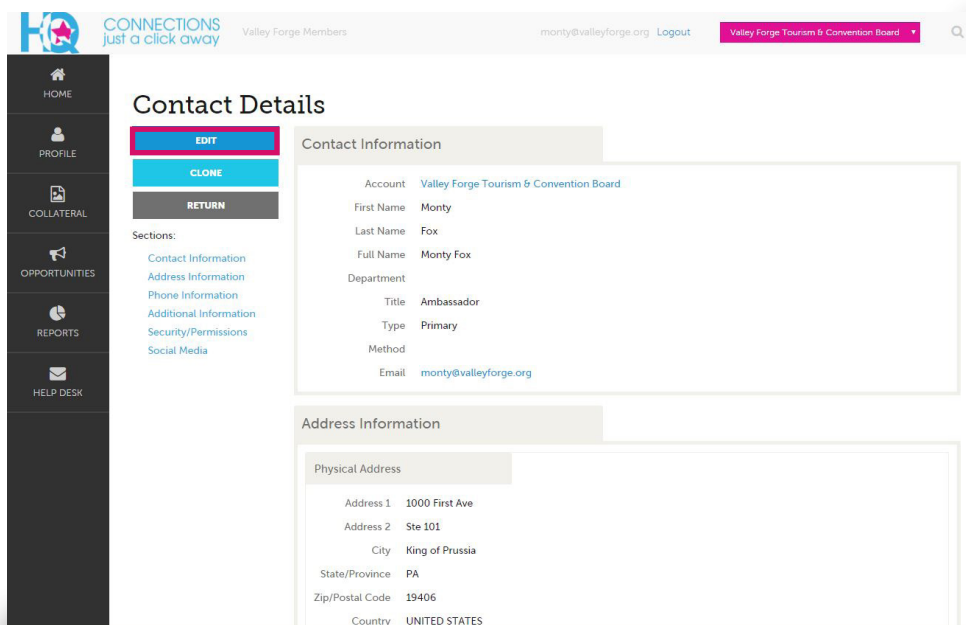
1. Be sure to fill in all required fields.
2. When choosing a **Contact Type**, the **primary** contact would be the VFTCB's main point of contact with your organization. **Secondary** would be assigned to all other contacts, unless there is a separate individual who would handle billing.
3. **Inactive** status is used when an individual is no longer with your organization.
4. Hit **Yes** under **Send Email** to receive our email communications and event invitations.
5. Hit **Save** to finish.

5. To Update a Contact, return to the **Contacts** page.



- Select the Name of the Contact that you would like to update.

6. Select **Edit** to make any updates.



7. Complete any updates to the contact.

The screenshot shows the 'Update Contact' form in the HQ system. The form is titled 'Update Contact' and has a 'SAVE' button highlighted in red. The 'Contact Information' section includes fields for Account, First Name, Last Name, Department, and Contact Type. The 'Contact Type' dropdown menu is open, showing options: Primary, Secondary, Billing, and Inactive. The 'Address Information' section includes fields for Physical Address, Address 1, Address 2, City, State/Province, and Zip/Postal Code.

- If the contact is no longer with your organization, please mark them as **Inactive** under **Contact Type**. Hit **Save** to finish.

IMPORTANT NOTE: Please **DO NOT** save over an old contact. If a new employee is filling the role of someone who has left, create a new contact and put the old contact as inactive. This is helpful for continuity of communication between the VFTCB and the new contact.

Please contact [Katie Otto](mailto:otto@valleyforge.org), Event Services and Membership Coordinator, if you are in need of any assistance at otto@valleyforge.org.