

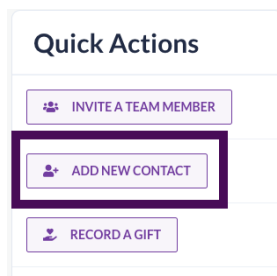
Add a New Contact Record

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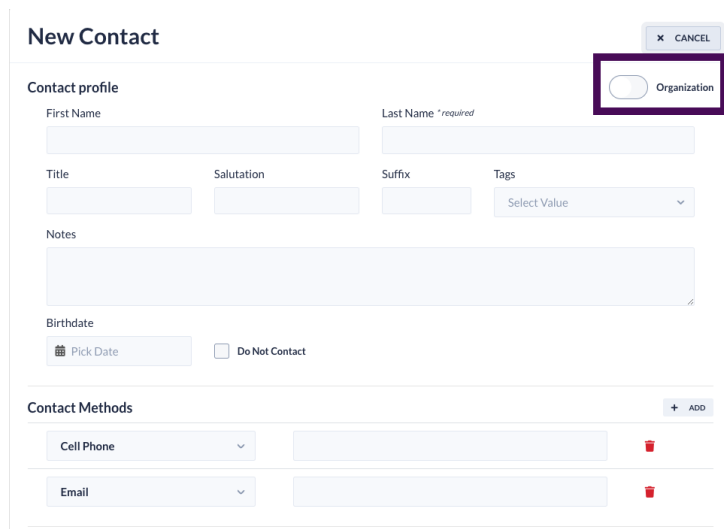
Watch this video to learn how to add a new contact to your GiveSmart Donor CRM account.

Steps to add a new contact record

1. From the Quick Actions container within the dashboard, click **ADD NEW CONTACT** button



2. Enter New Contact Details
 - If a new contact is an Organization, toggle to 'Organization' in the upper right corner

A screenshot of the 'New Contact' form. The form is titled 'New Contact' and has a 'CANCEL' button in the top right corner. The 'Contact profile' section includes fields for 'First Name', 'Last Name *required', 'Title', 'Salutation', 'Suffix', and 'Tags'. There is a 'Notes' text area and a 'Birthdate' section with a 'Pick Date' button and a 'Do Not Contact' checkbox. The 'Contact Methods' section has a '+ ADD' button and two rows for 'Cell Phone' and 'Email', each with a dropdown menu, an input field, and a delete icon. The 'Organization' toggle switch in the top right corner is highlighted with a red rectangular box.

3. Select Primary Email Address
 - If the contact has multiple email addresses, select which email will be used as the primary email. Donor CRM will default the 1st email entered as the primary email address.