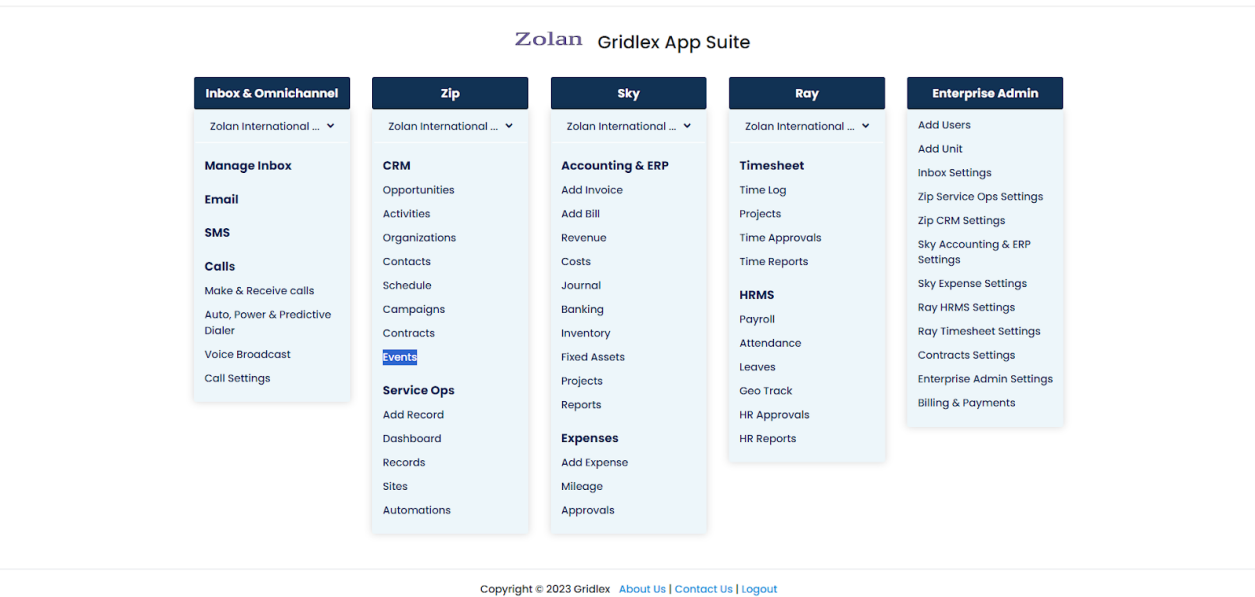


Welcome to our comprehensive guide on managing Event Contact Fields in Gridlex Zip.

Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. Keeping track of contact data in events is a crucial part of it. You can choose what all contact information is required by managing Event Contact Fields

This tutorial will walk you through managing Event Contact Fields in Gridlex Zip.

**Step 1:** Log in to the Gridlex App Suite and click ‘Events’ under the Zip section.



**Step 2:** Click on the Event to which you want to manage Event Contact Fields.

GRIDLEX

Inbox

Zip Service Ops

Zip CRM

Sky Accounting & ERP

Sky Expenses

Ray HRMS

Objects

Settings

My Account

Zolan

Zolan Intern...

Search

Inbox

Emails

SMS

Calls

Auto Dialer

Zip CRM

Opportunities

Activities

Organizations

Contacts

Schedule

Campaigns

Contracts

Events

Zip Service Ops

Dashboard

Records

Sites

Events

Settings

Export to Excel

Create New Event

Event ID	Event Title	Event Template	Actions	Event Timezone	Event Starts At
1206506745674870785	Health First	Basic Event Template	Copy Event	(GMT-05:00) Eastern Time - New York	Nov 01 2023, 9:00
1206743665407447041	Pharma Expo	Basic Event Template	Copy Event	(GMT+05:30) India Standard Time - Kolkata	Oct 11 2023, 1:07
1206803569325387777	Health First 2024	Basic Event Template	Copy Event	(GMT-05:00) Eastern Time - New York	Jan 03 2024, 9:00

1

Page 1 of 1

1 - 3 of 3 items

**Step 3:** Click “Event Contacts.”

GRIDLEX

Inbox

Zip Service Ops

Zip CRM

Sky Accounting & ERP

Sky Expenses

Ray HRMS

Objects

Settings

My Account

Zolan

Zolan International Entity (Live)

Search

Inbox

Emails

SMS

Calls

Auto Dialer

Zip CRM

Opportunities

Activities

Organizations

Contacts

Schedule

Campaigns

Contracts

Events

Zip Service Ops

Dashboard

Records

Events / Health First / Edit Event Details

Event Details

Event Contacts

Event

Event Template

Basic Event Template

Event Information

Event Title \*

Health First

Event Format \*

In-Person

Event Description \*

Health First is a premier gathering that brings together leading professionals, researchers, and thought leaders from the BioPharma industry. This event aims to foster discussions, share insights, and pave the way for innovative solutions that prioritize health. Attendees will have the opportunity to engage in interactive sessions, panel discussions, and networking opportunities, all while exploring the latest advancements and breakthroughs in

Event Timezone \*

(GMT-05:00) Eastern Time - New York

Event Starts At \*

01-11-2023

09:00

Event Ends At \*

03-11-2023

17:00

**Step 4:** Click “Manage Event Contact Fields.”

GRIDLEX

Inbox
Zip Service Ops
Zip CRM
Sky Accounting & ERP
Sky Expenses
Ray HRMS
Objects
Settings
My Account

Zolan  
Zolan International Entity (Live)

Search

Inbox

Emails
SMS
Calls
Auto Dialer

Zip CRM

Opportunities
Activities
Organizations
Contacts
Schedule
Campaigns
Contracts
Events

Zip Service Ops

Dashboard
Records

Events / Health First / Contacts List

Event Details
Event Contacts

Manage Event Contacts
Manage Event Contact Fields

Add Event Contacts Manually
Upload Event Contacts

Export to Excel
Save

Contact Id	Atten...	Invitee	Prefix	First Name	Last Name	Title	Designation
1206770528775319553	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Abigail	White		Sales Representative
1206772196015362049	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Brandon	Brown		Sales Representative
1206772661906059265	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Mark	Hamill		Overseer
1206785800131313664	<input type="checkbox"/>	<input type="checkbox"/>	Mr.	John	Doe	Manager	Project Manager
1206785800143896576	<input type="checkbox"/>	<input type="checkbox"/>	Ms.	Jane	Smith	Director	Lead Analyst
1206785800156479488	<input type="checkbox"/>	<input type="checkbox"/>	Dr.	Michael	Brown	Professor	Head of Department
1206785800169062400	<input type="checkbox"/>	<input type="checkbox"/>	Mr.	David	Johnson	Manager	Marketing Manager

Page 1 of 1
1 - 7 of 7 items

**Step 5:** On this page, you check what all fields will appear when you are adding or managing Event contacts. You can choose any of the Native Fields, Standard Fields or Custom Fields and select them. Just make sure the checkbox corresponding to the desired fields are checked under the “Add to Contact Profile” column. See below. Once done, click “Submit.”

**Note:** To understand what **Standard Fields** and **Custom Fields** are, follow these guides:

1. [What are Standard Fields in Gridlex Zip?](#)
2. [How to Create Custom Fields in Gridlex App Suite?](#)

GRIDLEX

Inbox
Zip Service Ops
Zip CRM
Sky Accounting & ERP
Sky Expenses
Ray HRMS
Objects
Settings
My Account

Zolan  
Zolan International Entity (Live)

Search

Inbox

Emails
SMS
Calls
Auto Dialer

Zip CRM

Opportunities
Activities
Organizations
Contacts
Schedule
Campaigns
Contracts
Events

Zip Service Ops

Dashboard
Records
Sites

Events / Health First / Manage Event Contact Fields

Event Details
Event Contacts

Manage Event Contacts
Manage Event Contact Fields

Choose Field	Field Type	Field ID	Field Name	Add to Contact Profile
Attendee	Native	16	Attendee	<input checked="" type="checkbox"/>
Invitee	Native	17	Invitee	<input checked="" type="checkbox"/>
Prefix	Native	1	Prefix	<input checked="" type="checkbox"/>
Suffix	Native	2	Suffix	<input type="checkbox"/>
First Name	Native	3	First Name	<input checked="" type="checkbox"/>
Middle Name	Native	4	Middle Name	<input type="checkbox"/>
Last Name	Native	5	Last Name	<input checked="" type="checkbox"/>
Title	Native	6	Title	<input checked="" type="checkbox"/>
Designation	Native	7	Designation	<input checked="" type="checkbox"/>
Email	Native	8	Email	<input checked="" type="checkbox"/>

Submit

Congratulations! You now learned how to manage Event Contact Fields in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email [apps@gridlex.com](mailto:apps@gridlex.com) and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.