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.

Email         Opportunities         Add Invoice         Time Log         Zip Service Ops Settings           SMS         Add Bill         Projects         Zip CRM Settings           Calls         Contacts         Costs         Time Approvals         Sky Accounting & ERP           Make & Receive calls         Schedule         Journal         HRMS         Sky Expense Settings           Auto, Power & Predictive         Campaigns         Banking         Payroll         Ray HRMS Settings           Voice Broadcast         Events         Inventory         Attendance         Contracts Settings	Inbox & Omnichannel	Zip	Sky	Ray	Enterprise Admin
Manage Inbox         CRM         Accounting & ERP         Time log         Inbox settings           Email         Opportunities         Add Invoice         Time Log         2p Service Ops Settings           Activities         Add Bill         Projects         2p Service Ops Settings           SMS         Opnorizations         Revenue         Time Approvals         Sky Accounting & ERP           Calls         Contacts         Costs         Time Reports         Sky Accounting & ERP           Auto, Power & Prediction         Schedule         Journal         HRMS         Sky Acpose Settings           Dialor         Contracts         Banking         -         Aprolon         Sky Acpose Settings           Voice Broadcast         Compariso         Fixed Assets         -         Aprolon         Ray HaMS Settings           Voice Broadcast         Fixed Assets         Fixed Assets         Leaves         -         Contracts Settings	Zolan International 👻	Zolan International 👻	Zolan International 👻	Zolan International 👻	Add Users
Call Settings Projects Enterprise Admin Settings Geo Track	Manage Inbox Email SMS Calls Make & Receive calls Auto, Power & Predictive Dialer Voice Broadcast Call Settings	Opportunities Activities Organizations Contacts Schedule Campaigns Contracts Events	Add Invoice Add Bill Revenue Costs Journal Banking Inventory Fixed Assets	Time Log Projects Time Approvals Time Reports HRMS Payroll Attendance	Inbox Settings Zip Service Ops Settings Zip CRM Settings Sky Accounting & ERP Settings Sky Expense Settings Ray HRMS Settings Ray Timesheet Settings
			Expenses	HR Reports	
Records Add Expense		Sites	Mileage Approvals		

**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 ✓ C	Objects Settings - M	y Account 🗸		Zolan Zolan Interna V
<b>Q</b> Search	Events Settings						
Inbox	X Export to Excel						Create New Event
🖂 Emails	Event ID	Event Title	: 1	Event Template	Actions	Event Timezone	Event Starts At
💴 SMS	Event ID :	Event fille	: '	Event remplate :	Actions :		Event starts At
📞 Calls	1206506745674870785	Health First	1	Basic Event Template	Copy Event	(GMT-05:00) Eastern Time - New York	Nov 01 2023, 9:(
S Auto Dialer	1206743665407447041	Pharma Expo		Basic Event Template	Copy Event	(GMT+05:30) India Standard Time - Kolkata	Oct 11 2023, 1:07
Zip CRM	1206803569325387777	Health First 2024		Basic Event Template	Copy Event	(GMT-05:00) Eastern Time - New York	Jan 03 2024, 9:
Activities	4						
Organizations >	H 4 1 Page 1	of1 ⊨ ⊨					1 - 3 of 3 items
Contacts >							
🕓 Schedule							
┥ Campaigns							
Contracts							
Z Events							
Zip Service Ops							
Dashboard							
Records							
Sites							

Step 3: Click "Event Contacts."

GRIDLEX	Inbox - Zip Service Ops - Zip CRM - Sky Accor	unting & ERP ~ Sky Expenses ~ Ray HRMS ~	Objects Settings - My Acco	unt ~	Zolan Zolan International Entity (Live)
Q Search	Events / Health First / Edit Event Details				
Inbox	Event Details Event Contacts				
🖂 Emails					
📖 SMS	Event				^
📞 Calls	Event Template				
Auto Dialer	Basic Event Template 🖄				
Zip CRM					
Opportunities >	Event Information				^
Z Activities	Event Title *			Event Format *	
Organizations >	Health First			In-Person	~
Contacts >	Hourthist				
🕔 Schedule	Event Description *				
┥ Campaigns	Health First is a premier gathering that br				
Contracts >	discussions, share insights, and pave the discussions, and networking opportunitie			e opportunity to engage in interactiv	
Z Events			-		ĥ
Zip Service Ops	Event Timezone *	Event Starts At *		Event Ends At *	
- Dashboard	(GMT-05:00) Eastern Time - New York	• 01-11-2023	D 09:00 C	03-11-2023	17:00 🛇
<ul> <li>Records</li> </ul>			· · · · · · · · · · · · · · · · · · ·		

Step 4: Click "Manage Event Contact Fields."

GRIDLEX	Inbox ~ Zip Service Ops ~	Zip CRM ~	Sky Accounting	g & ERP ~ Sky Expenses ~	Ray HRMS ~ Objects Se	ettings ~ My Account ~		Zola Zolan International Entity (Li	
<b>Q</b> Search	Events / Health First / (	Contacts List							
Inbox	Event Details Event Co	ontacts							
🖂 Emails	Manage Event Contacts	Manage Eve	ent Contact Fie	elds 👉					
📖 SMS	<u></u> _						Add Event Contacts Manua	Ily Upload Event Contacts	s
📞 Calls									
🕒 Auto Dialer	Export to Excel							Save	
Zip CRM	Contact Id	Atten	Invitee :	Prefix :	First Name	Last Name	Title :	Designation :	
Opportunities >	1206770528775319553	•			Abigail	White		Sales Representative	^
Z Activities	1206772196015362049				Brandon	Brown		Sales Representative	
Organizations >	1206772661906059265				Mark	Hamill		Overseer	
Contacts >	1206785800131313664			Mr.	John	Doe	Manager	Project Manager	
🕔 Schedule	1206785800143896576			Ms.	Jane	Smith	Director	Lead Analyst	
┥ Campaigns	1000705000150 470 400				Maharat	D	Destaura	Used of December 201	
Contracts >	1206785800156479488			Dr.	Michael	Brown	Professor	Head of Department	
🛩 Events	1206785800169062400			Mr.	David	Johnson	Manager	Marketing Manager	÷
Zip Service Ops	4							•	
Dashboard	H 4 1 Page 1	of1 ⊧	M					1 - 7 of 7 items	
🔷 Records									

**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 HRM	S ∽ Objects Settir	ngs 🖌 My Account 🗸	Zolan Zolan International Entity (Live)				
Q Search	Search Events / Health First / Manage Event Contact Fields								
Inbox	Event Details Event Contacts								
🖂 Emails	Manage Event Contacts   Manage Event Contact Fields				1				
SMS					$\checkmark$				
📞 Calls	Choose Field	Field Type	Field ID	Field Name	Add to Contact Profile				
Auto Dialer	Attendee	Native	16	Attendee					
Zip CRM	Invitee	Native	17	Invitee					
Opportunities >	Prefix	Native	1	Prefix					
Activities	FIGHX	Nuive	1	FIGHX					
Organizations >	Suffix	Native	2	Suffix					
🚨 Contacts 🛛 🗲 🕹	First Name	Native	3	First Name					
Schedule	Middle Name	Native	4	Middle Name					
Campaigns	Last Name	Native	5	Last Name					
Contracts		nano			<b>M</b>				
Z Events	Title	Native	6	Title					
Zip Service Ops	Designation	Native	7	Designation					
Dashboard	Email	Native	8	Email					
Records					<u>u</u>				
🐂 Sites			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 <u>apps@gridlex.com</u> 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.