

Adding or Updating a Contact Card: A Step-by-Step Tutorial

When adding a new contact card, collect information for the following sections before beginning the process:

- Name
- Title/position
- Department (if working for multiple departments then you can leave this empty)
- Email
- Location (with the exception of quarterly faculty)
- Description (education, publications, experience, etc.)
- Image

If updating a contact card, please make sure the details mentioned above are all up-to-date.

12 Steps [View most recent version on Tango.us](#) 

Created by

Shraya Singh

Creation Date

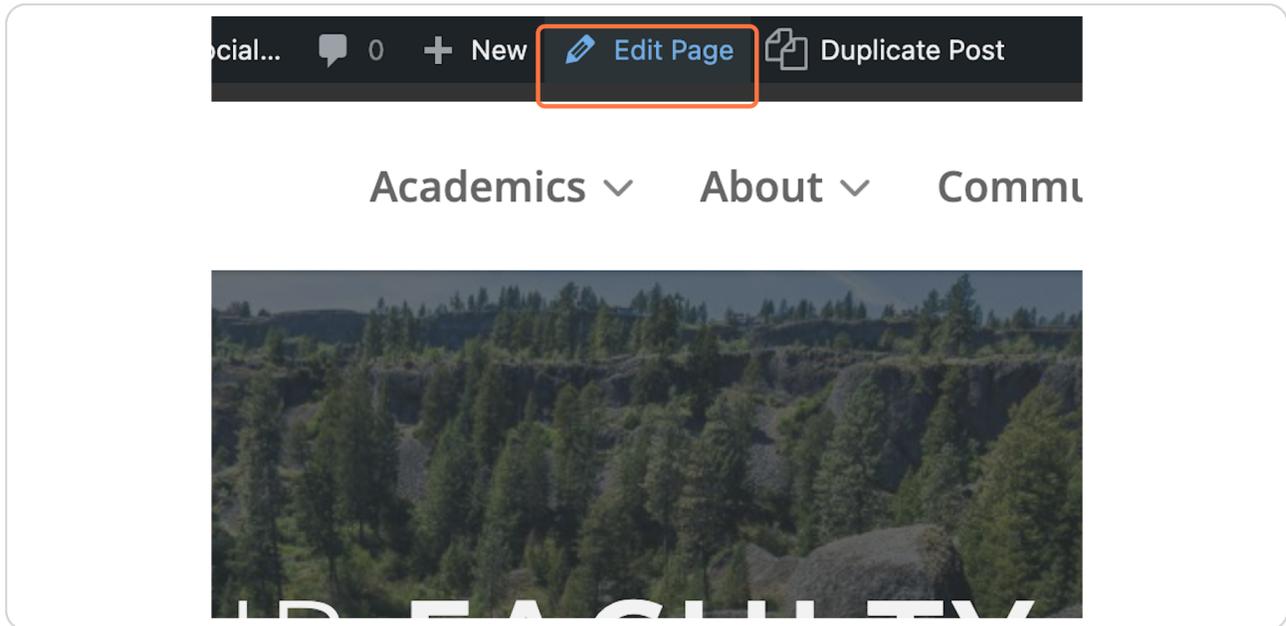
August 7, 2023

Last Updated

August 7, 2023

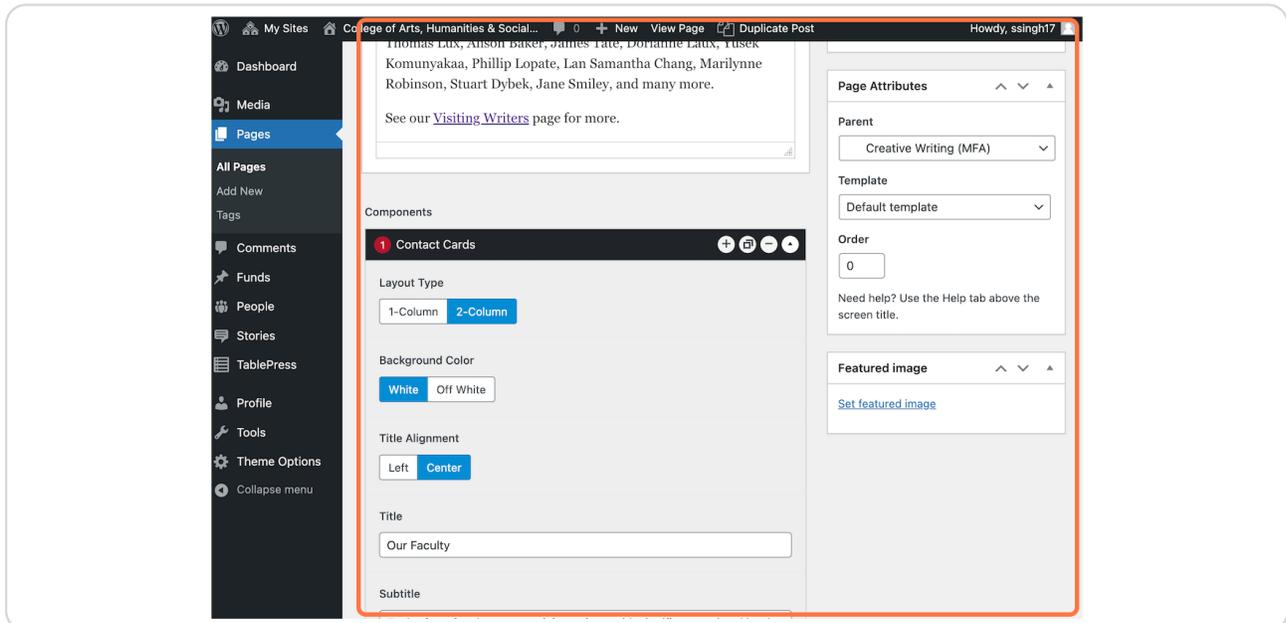
STEP 1

On the page where you want to add/change a contact card, click on 'Edit Page' after logging in with your SSO.



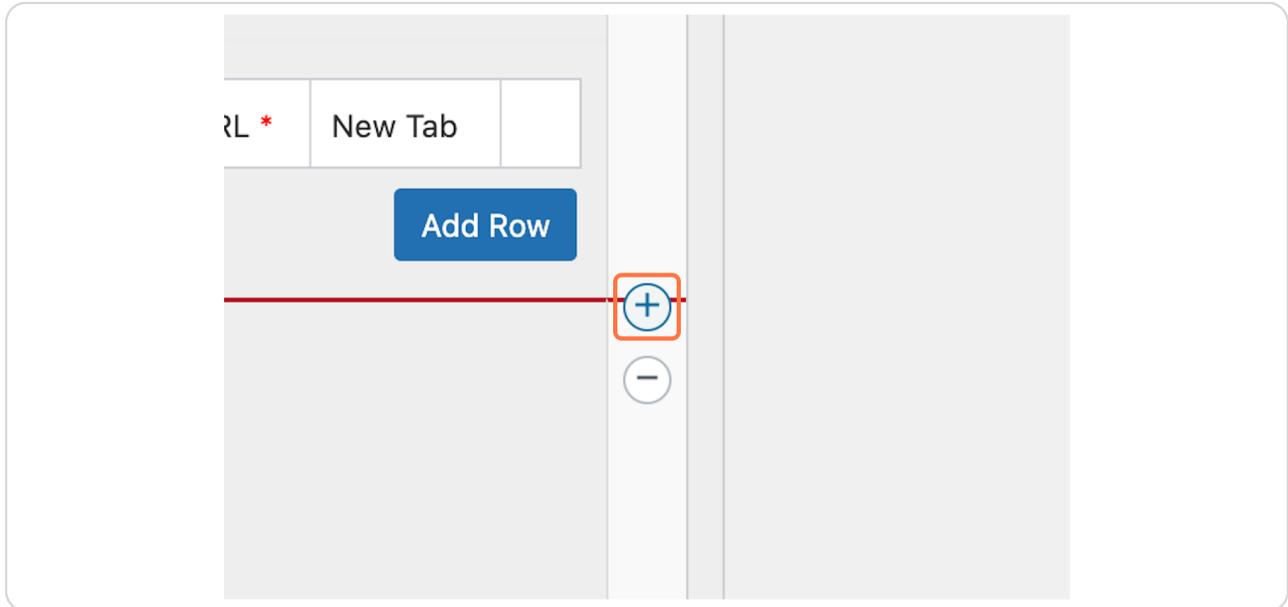
STEP 2

Scroll down to the 'Contact Cards' component where you want to add/change contact information.



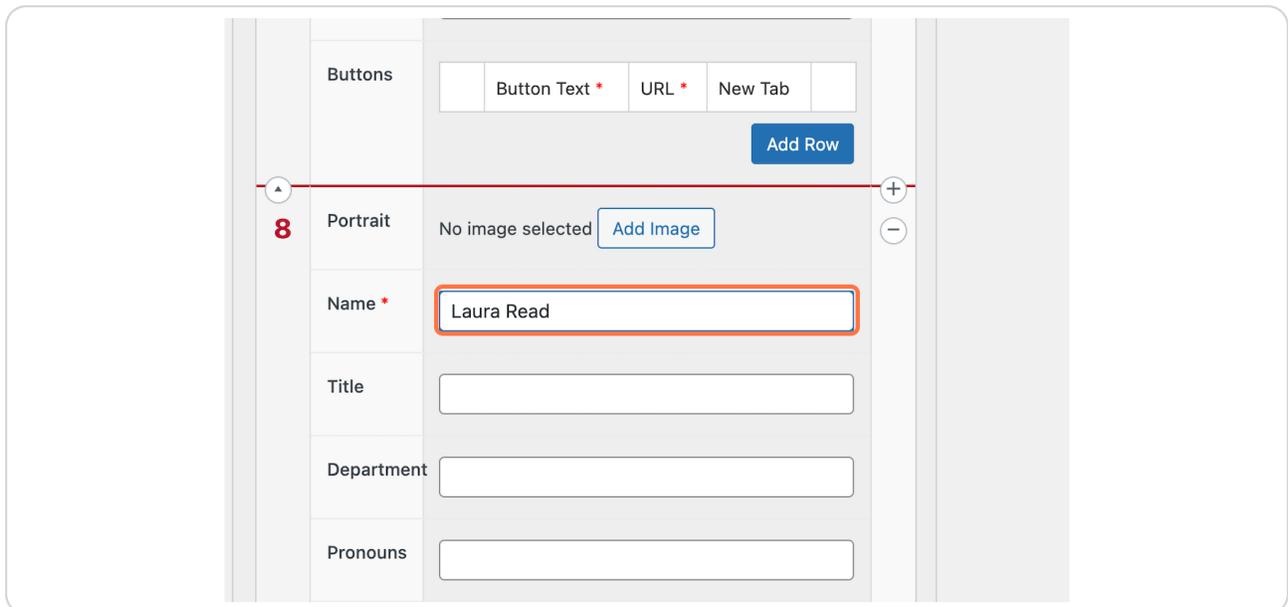
STEP 3

The contacts are organized by alphabetical order of the last names of the faculty and staff. Scroll down to where the new contact (or the contact you want to update) would fit in this order and click the '+' button on the right to add a new contact card.



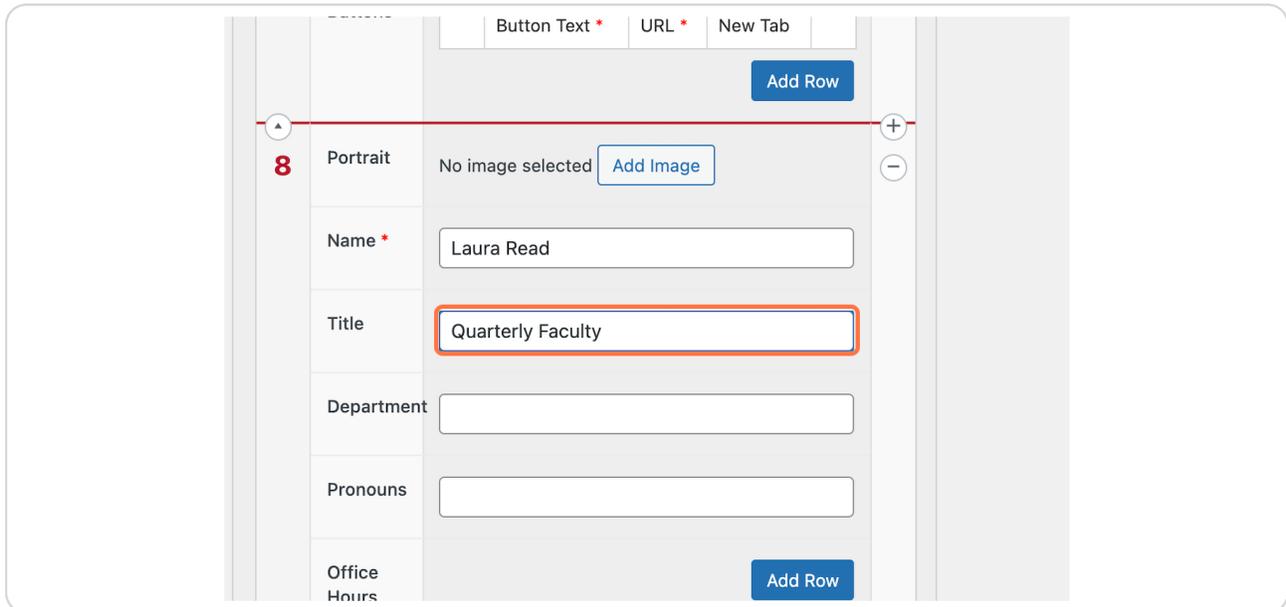
STEP 4

Add the name of the contact.



STEP 5

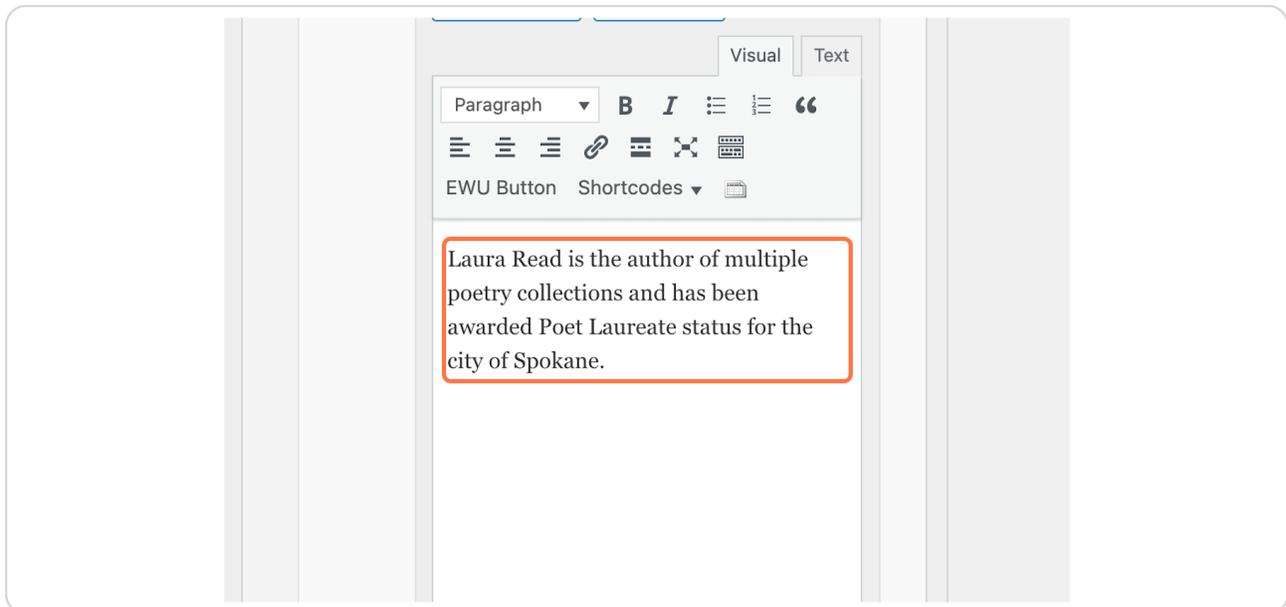
Add the title of the contact as well as the department. Pronouns can also be added but aren't necessary.



A screenshot of a contact form editor. The form is displayed in a table-like structure with a 'Portrait' field at the top, followed by 'Name *', 'Title', 'Department', 'Pronouns', and 'Office Hours'. The 'Title' field contains the text 'Quarterly Faculty' and is highlighted with a red rectangular box. The 'Name *' field contains 'Laura Read'. There are 'Add Image' and 'Add Row' buttons. The interface includes a left sidebar with a red '8' and a right sidebar with '+' and '-' icons. At the top, there are tabs for 'Button Text *', 'URL *', and 'New Tab'.

STEP 6

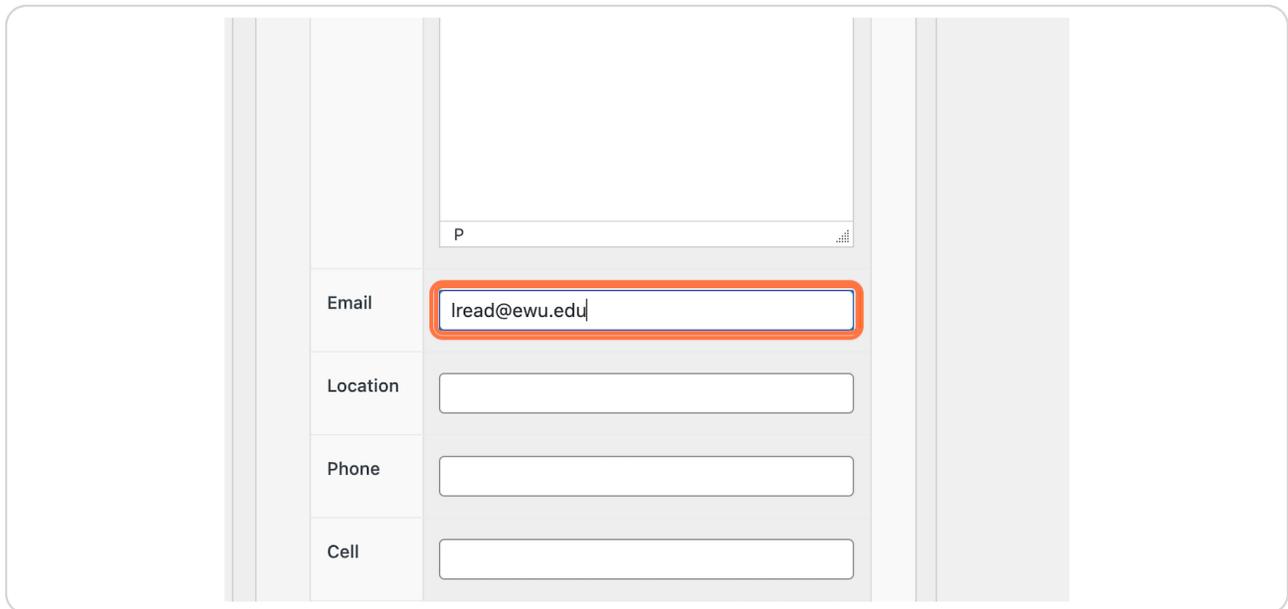
In the 'Description' section, add contact details like education, publication history, experience, etc. which may be relevant to the contact and/or their position.



A screenshot of a rich text editor. The editor has a 'Visual' tab selected. The toolbar includes options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, and Quote. Below the toolbar are icons for text alignment, link, unlink, and table. The text area contains the following text: 'Laura Read is the author of multiple poetry collections and has been awarded Poet Laureate status for the city of Spokane.' This text is highlighted with a red rectangular box. The editor also shows 'EWU Button' and 'Shortcodes' options.

STEP 7

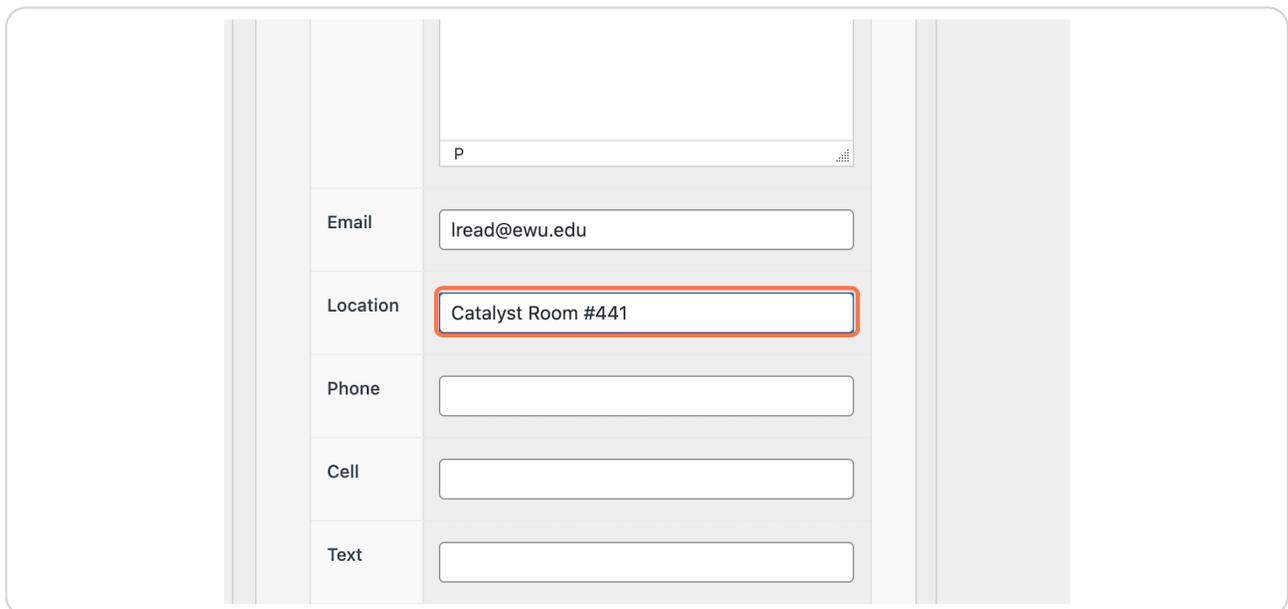
Add the contact's EWU email.



A screenshot of a contact form interface. The form is displayed on a mobile device, indicated by the signal strength and battery icons at the top. The form has a vertical list of fields on the right side, with labels on the left. The labels are: Email, Location, Phone, and Cell. The Email field contains the text 'lread@ewu.edu' and is highlighted with a thick orange border. The other fields are empty. Above the Email field, there is a search bar with the letter 'P' and a magnifying glass icon.

STEP 8

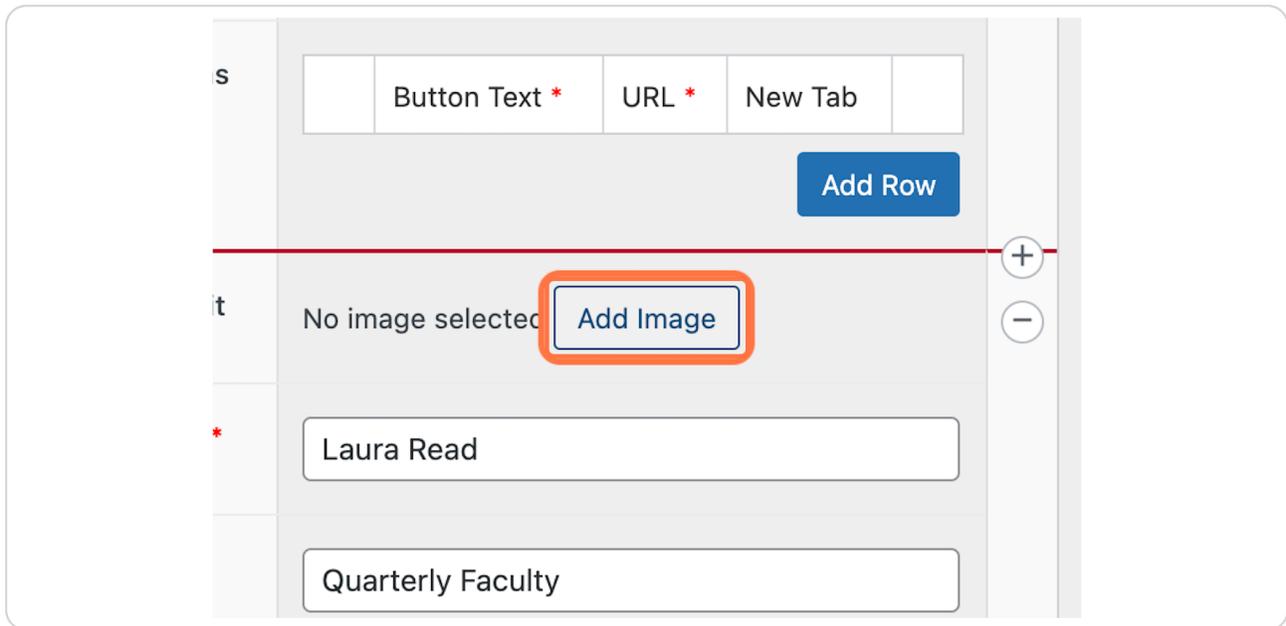
Add the contact's location. For the Cheney campus, use the name of the hall followed by the room number without a pound sign (Patterson Hall 211F). For the Spokane campus, use 'Catalyst Room' followed by the pound sign and the room number as shown below.



A screenshot of a contact form interface, similar to the one in Step 7. The form is displayed on a mobile device. The labels on the left are: Email, Location, Phone, Cell, and Text. The Email field contains 'lread@ewu.edu'. The Location field contains 'Catalyst Room #441' and is highlighted with a thick orange border. The other fields are empty. Above the Email field, there is a search bar with the letter 'P' and a magnifying glass icon.

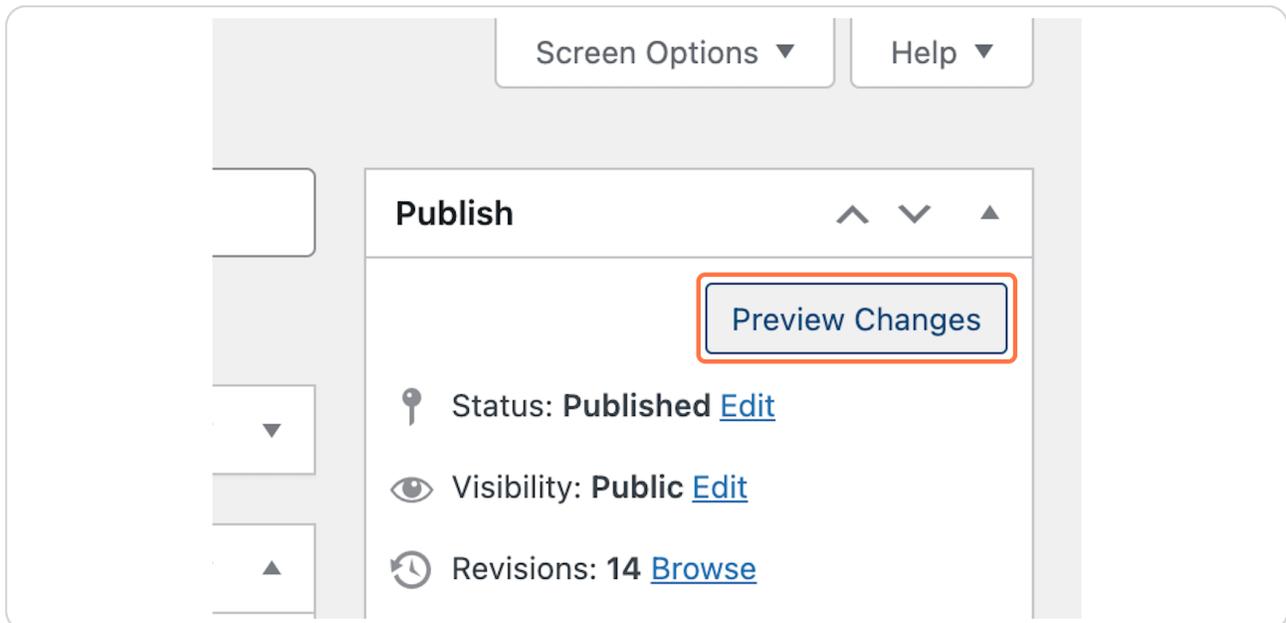
STEP 9

Upload and add/update a contact image.



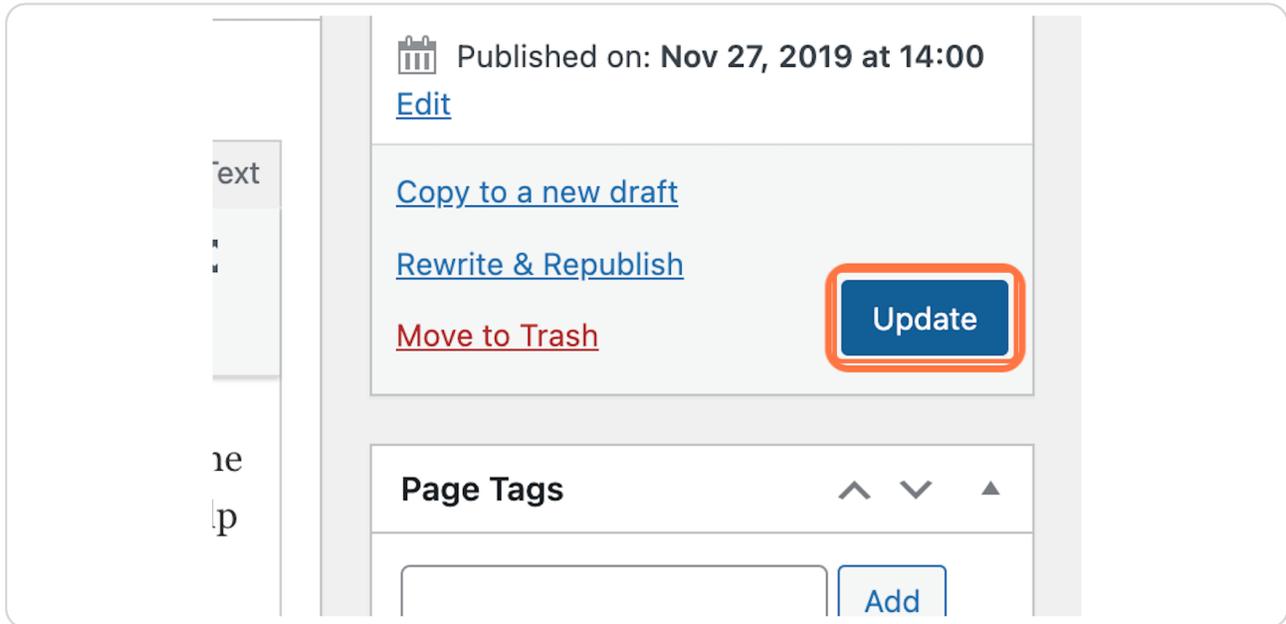
STEP 10

Scroll back up and click on 'Preview Changes' to make sure everything is in order. This will open in a new tab. Remember to close the tab after you're done inspecting the preview.



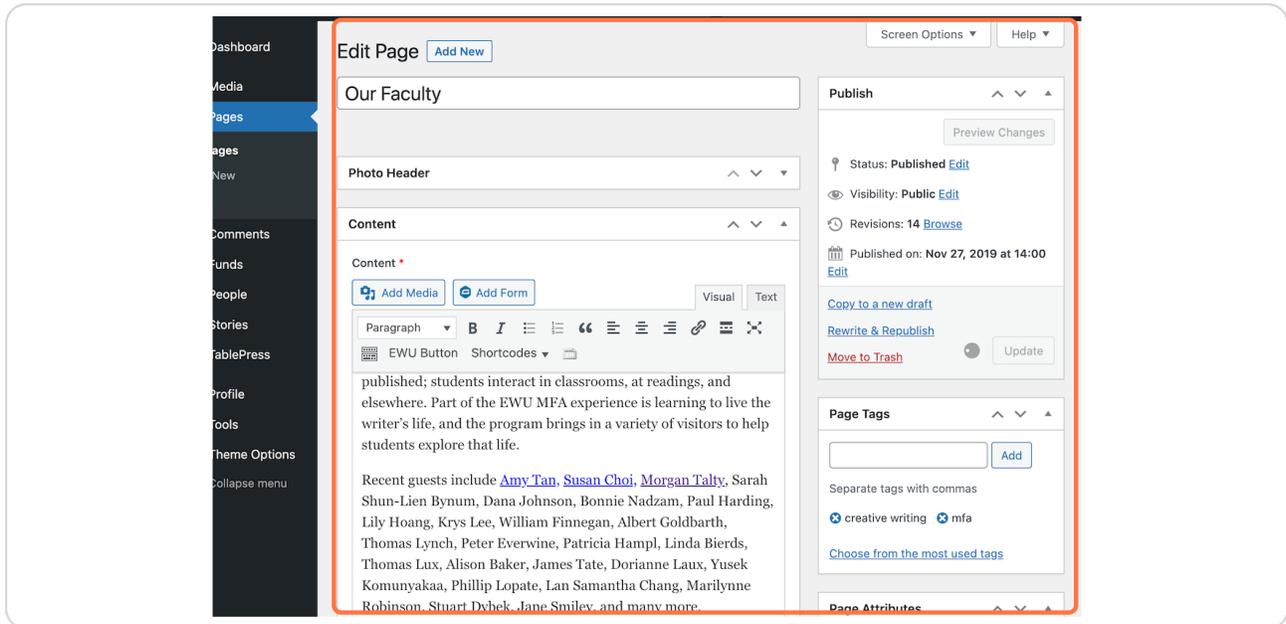
STEP 11

If everything is in order, click on the 'Update' button after closing the preview tab.



STEP 12

Your contact has been added/updated! Click on 'View Page' to exit the editor.



Tango

Never miss a step again. Visit [Tango.us](https://tango.us)