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 ↗

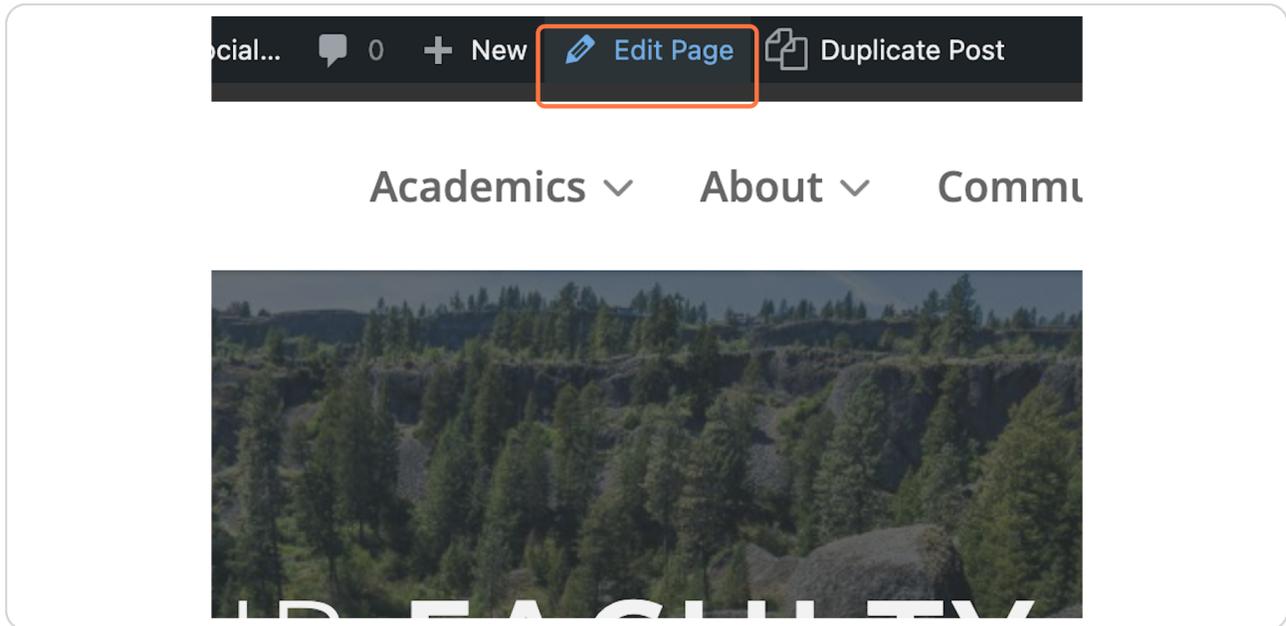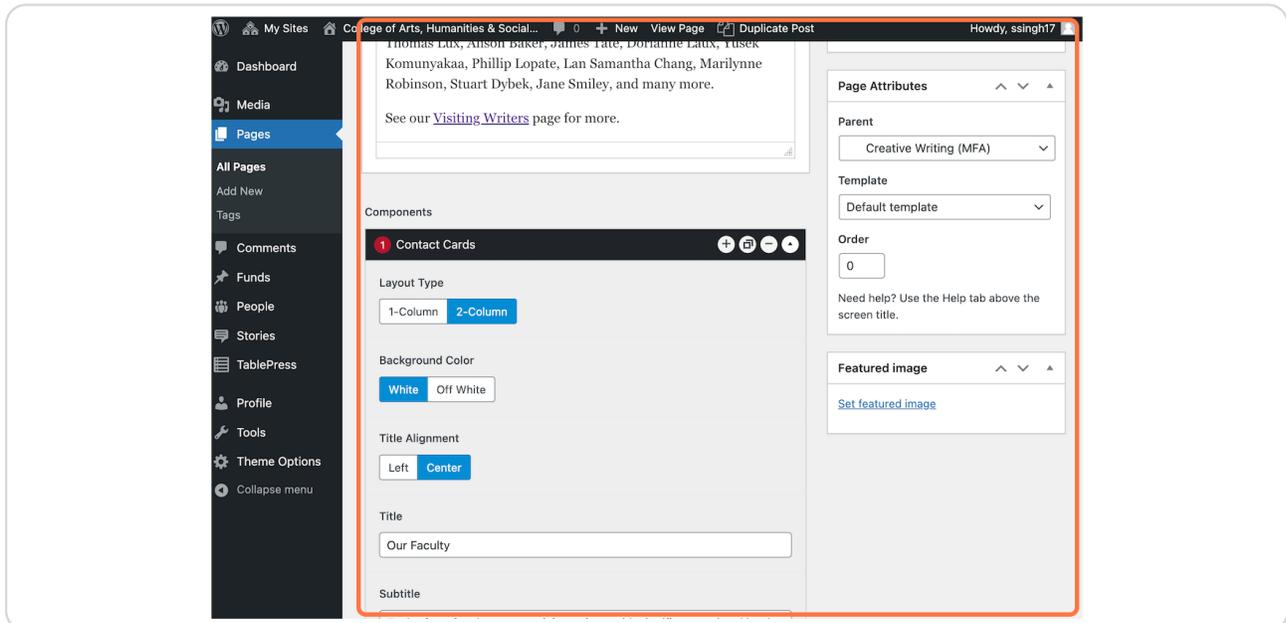| Created by	Creation Date	Last Updated
Shraya Singh	August 7, 2023	August 7, 2023

STEP 1

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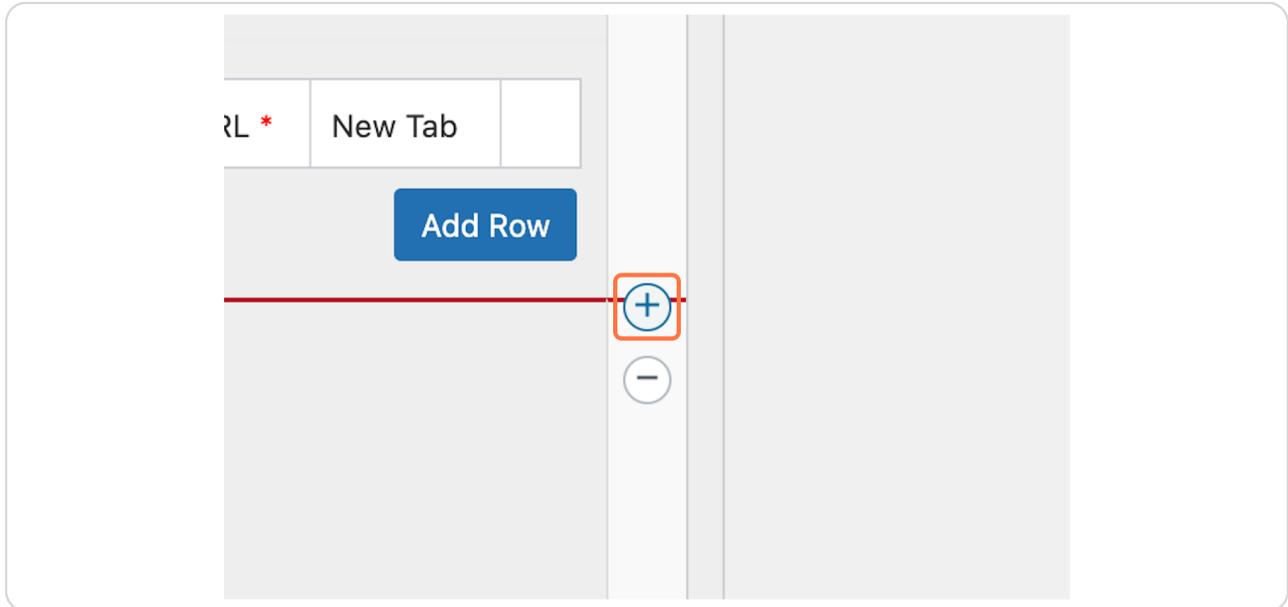

STEP 2

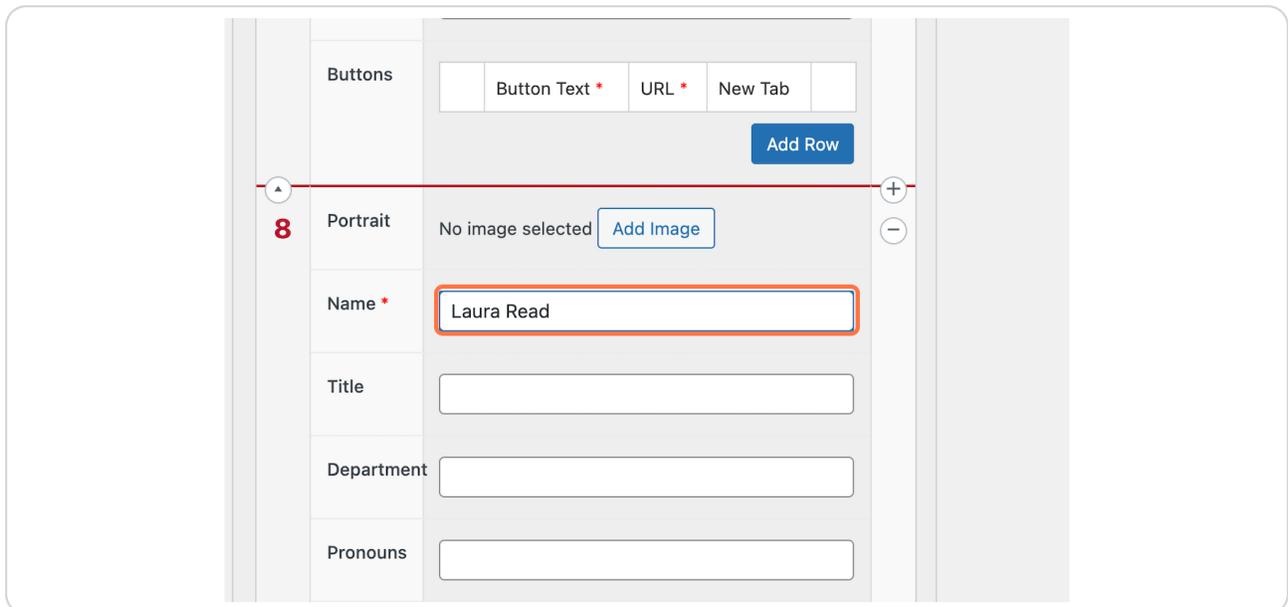### Scroll down to the 'Contact Cards' component where you want to add/change contact information.

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.
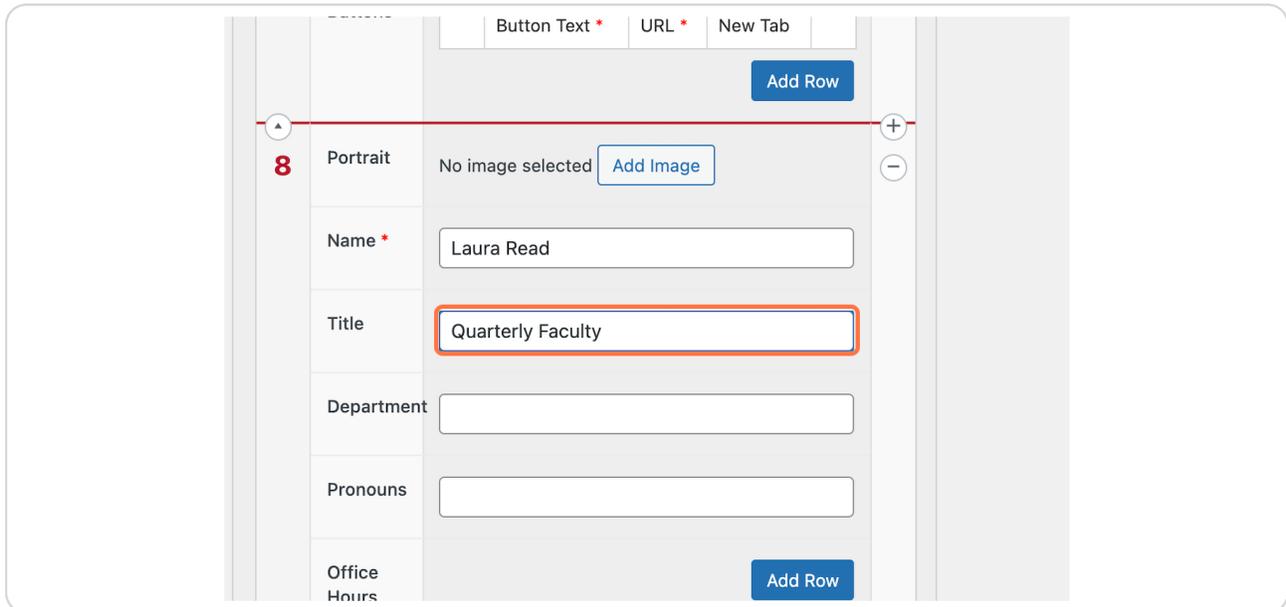
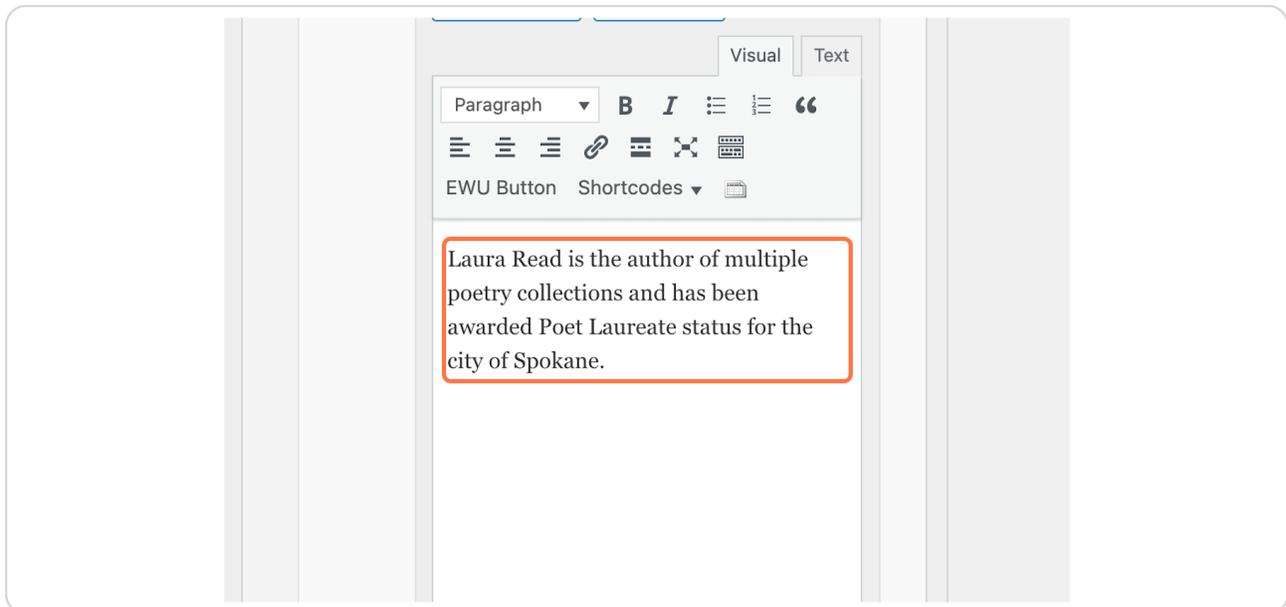**Add the name of the contact.**

STEP 5

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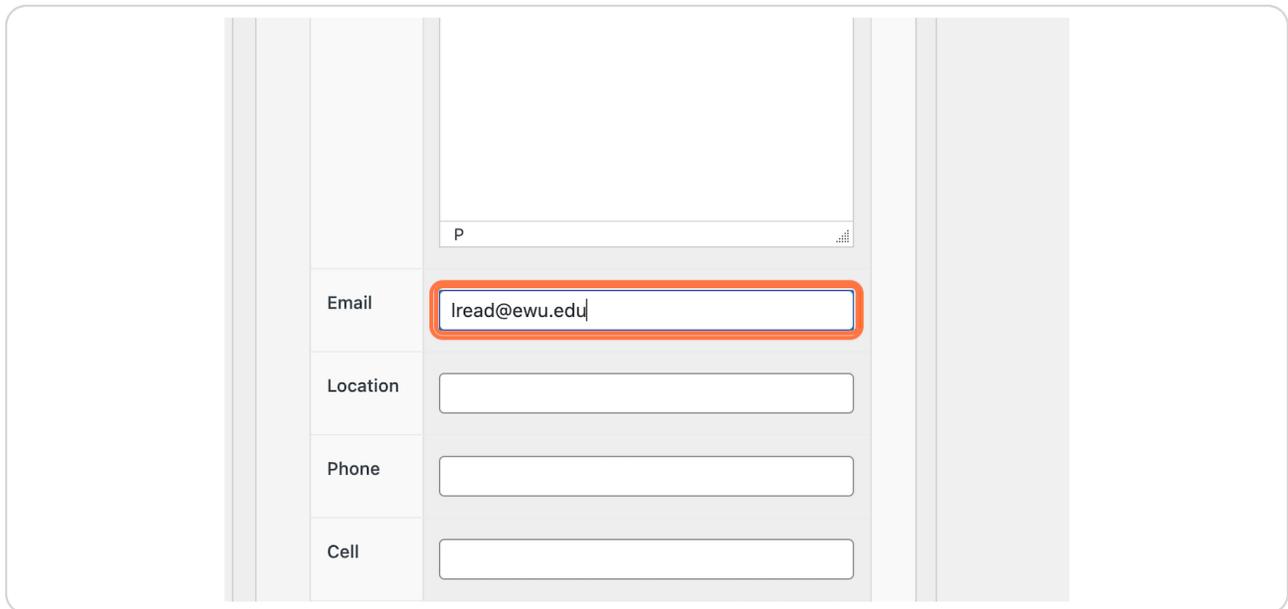

STEP 6

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

STEP 7

Add the contact's EWU email.

|	
Email	lread@ewu.edu
Location	
Phone	
Cell	

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.
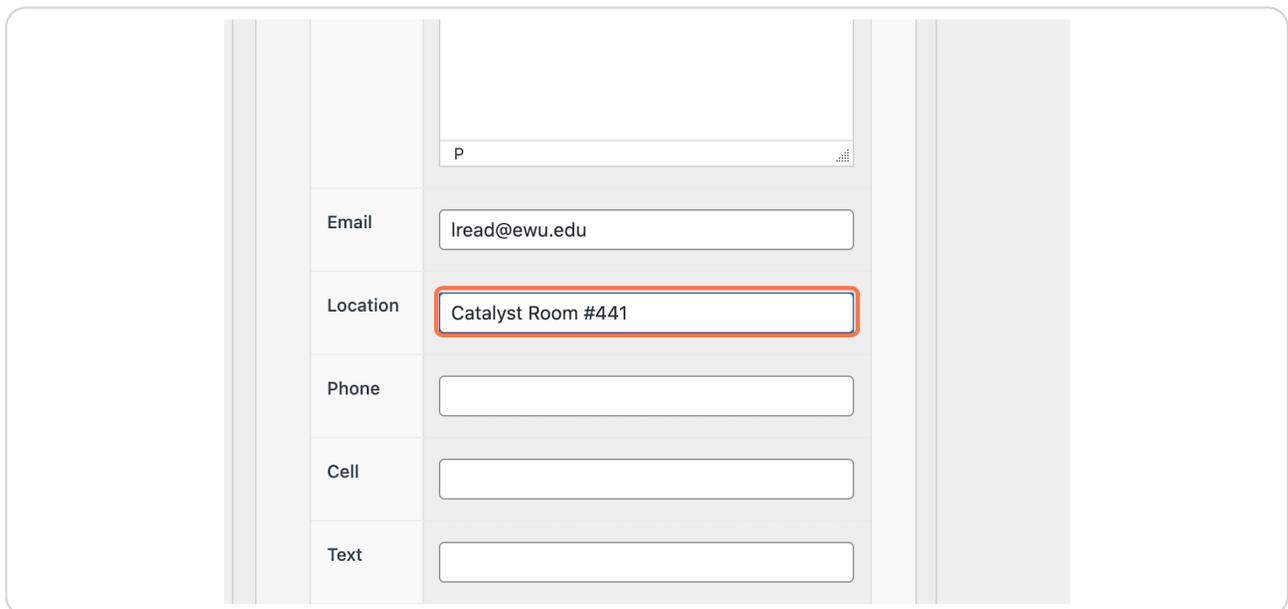
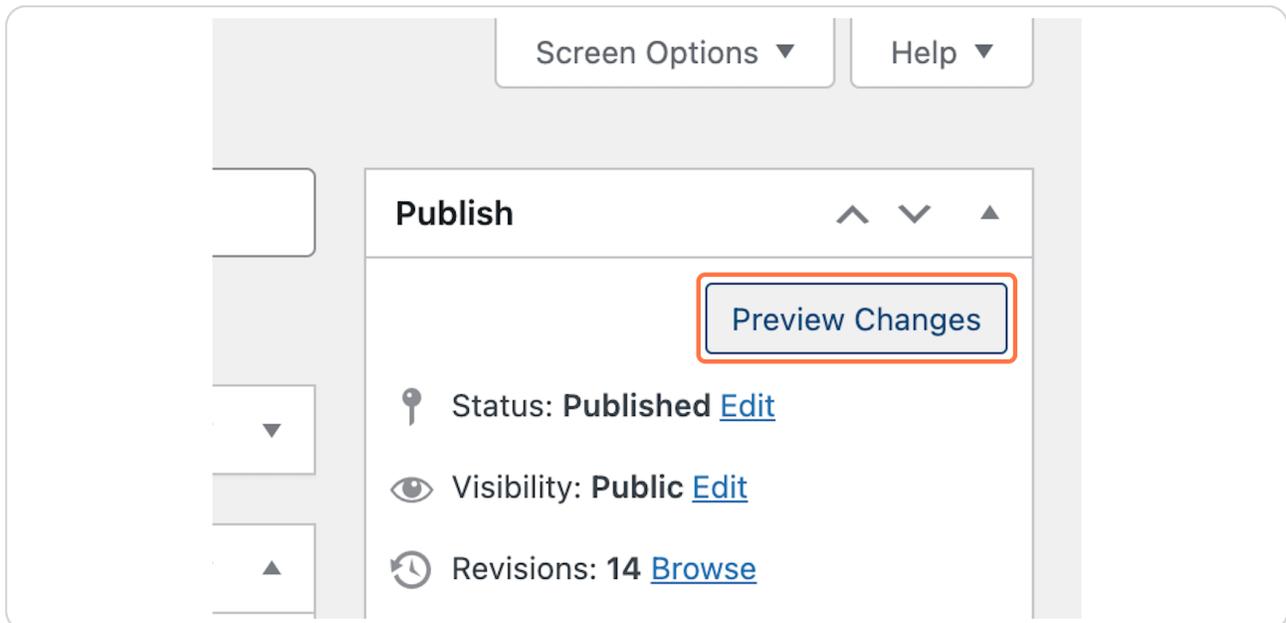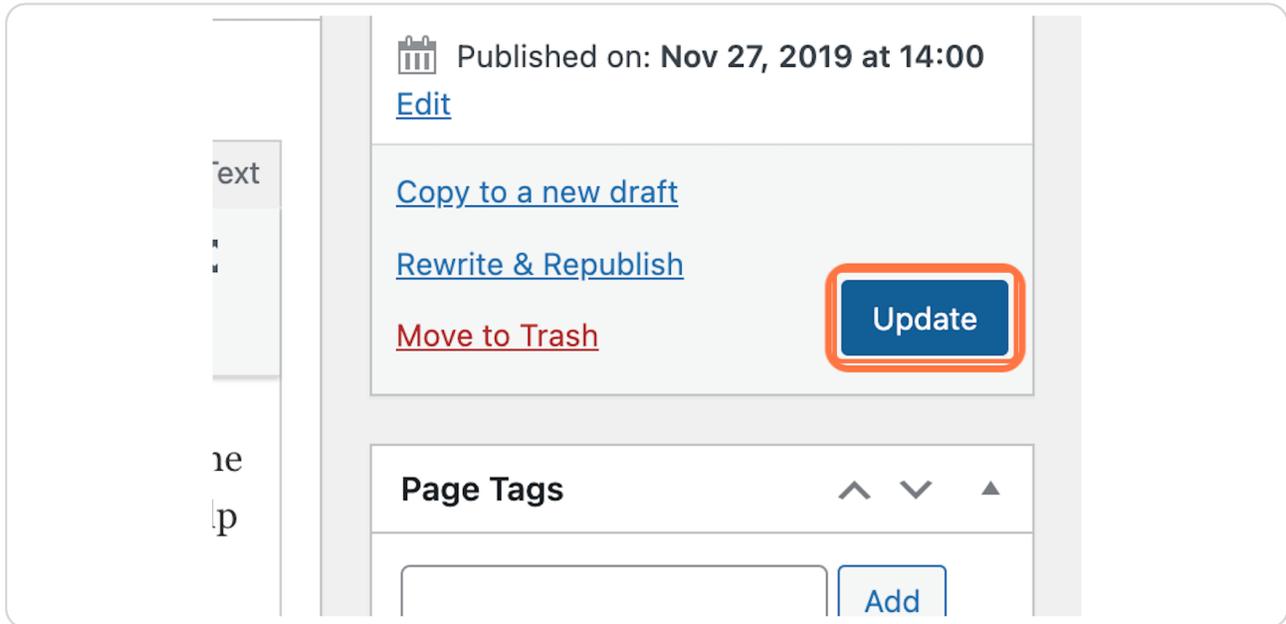|	
Email	lread@ewu.edu
Location	Catalyst Room #441
Phone	
Cell	
Text	

Upload and add/update a contact image.
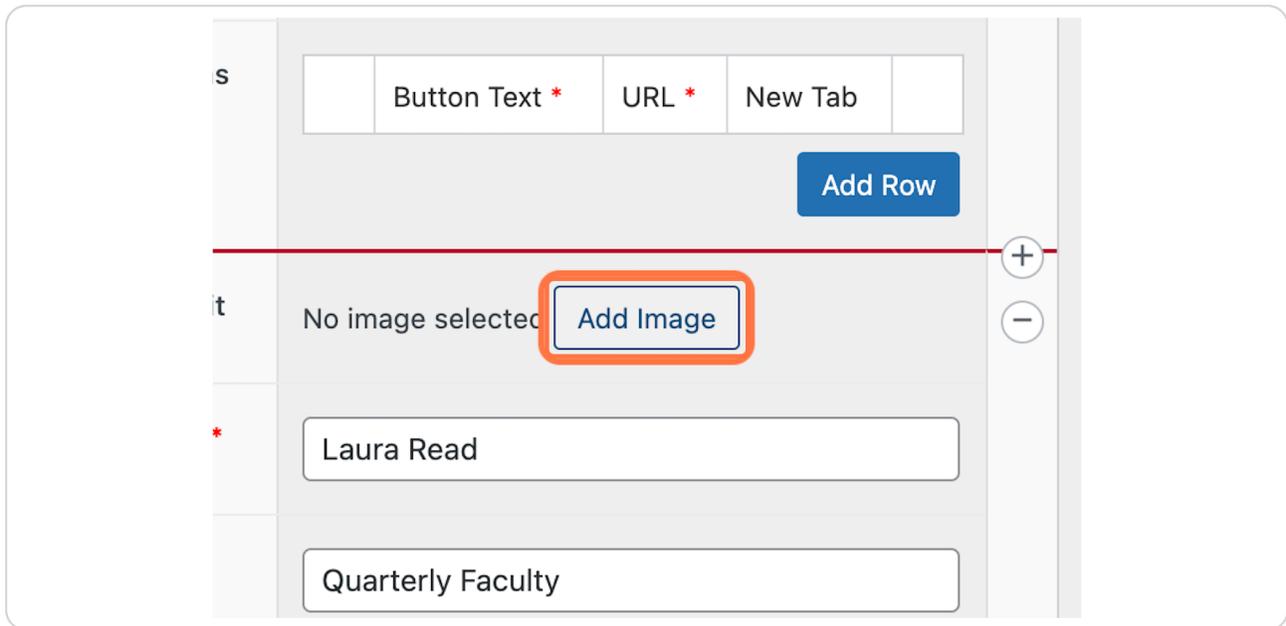
Scroll back up and click on 'Preview Changes' to make sure everything is in order. This will open in a new tab. Remember to close the tab after you're done inspecting the preview.
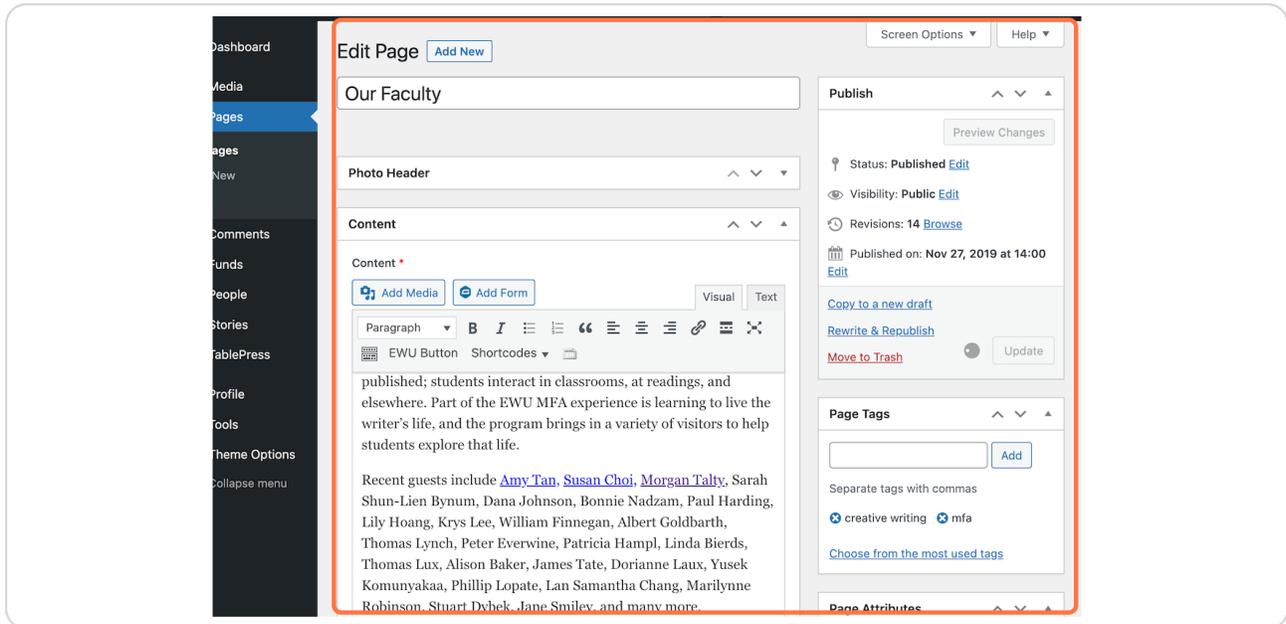
STEP 11

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.

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