Contacts

The **Contacts** tab is where your list of administrators and participants is stored. Participant contact records are created automatically the first time they log into the online scheduler.

> **Note:** Participant names don't display automatically — you'll need to search by first or last name to find them.

To get started: From the Admin UI, select **Contacts** on the top navigation.

Viewing Contact Info

Search for and select a contact to populate their details on the right-hand side. Several tabs are available:

Tab	What it shows
Contact Info	Email, first/last name, admin level, customer access rights, and any custom fields configured under **Global Setup / Contacts**
Appointments *(small tab, distinct from the main Appointments tab)*	All appointments for this contact
Log	Email history and a log of when appointments were booked or canceled
Vendor Access	Resource Access and Event Access settings for administrators

Search options: The Search Control list allows you to search by **Last Name**, **First Name**, **Email**, or any custom ID fields configured under **Global Setup / Contacts**.

Other actions available from a selected contact:

- **Delete** — removes the contact
- **Reset PW** — resets the contact's password to your account's default password (configurable under **Global Setup / Contacts**)

Setting Up Vendor Access

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> **Important:** When adding a new contact with **Appointment Viewer**, **Appointment Maker**, or **Resource Administrator** access, be sure to check the appropriate box under **Vendor Access / Resource Access** — otherwise they won't have access to any resources.

Master Access: The **"Allow access to all events and all resources"** option under **Master Access** is only available for **Appointment Viewer** and **Appointment Maker** levels. It is **not** available for **Resource Administrator** or **Event Administrator** levels, which require resources/events to be granted individually.

Adding a New Contact

1. Click **Add**.
2. Fill in the fields marked `<not entered>` on the form.

> **Note:** You can't create a new contact using an email address that's already associated with another contact on your account.

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