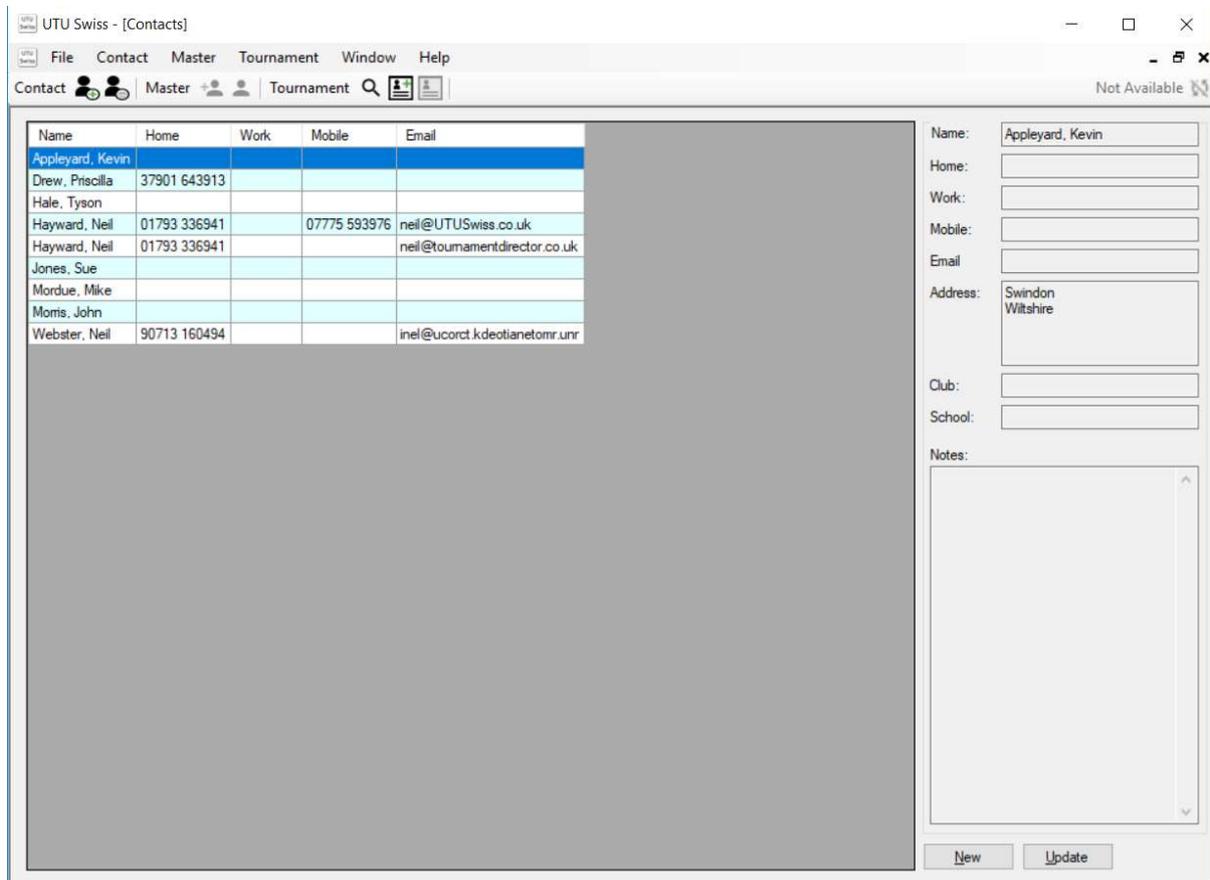


## Contact Overview

Contact are people, which can be used to perform roles (Controller, Results Officer, Treasurer) on a tournament. This main Contact screen provides a list of all contacts held on the system and allows them to be maintained.



## Contact menu

Refer to the Menu Options User Guide for more details about the Contact menu options.

## Contact menu bar options



To display the list of all Contacts at any time click on the Contact label in the Contact menu bar

The first option (the head with a plus next to it) will display the contact details for the selected contact so that the details of the new contact can be entered.

The second Option (the head with and empty circle by it) will display the contact details for the selected contact so that the details can be updated.

See the Contact Details user guide for more details.

## Contact List

On the left hand-side is a list of all contacts held on the system.

The right-click pop-up menu displayed the following options:

- New
- Update
- Delete
- Print
- Export

## Contact Details

The right hand-side is the details of the currently selected contact.

The New and Update buttons at the bottom of the Contact details contact details will display the Contact Details screen so that a new contact can be created or the currently selected contact can be updated.