# ✚ Adding a Contact

ℹ️ Before you add a contact in Populus, you want to make sure they don't already exist in the database. They could have recently moved into the riding, for example, and we don't want to create duplicates.

Check if the Contact Already Exists

If the contact has recently moved into the riding, it's likely they exist in Populus but with the wrong address. First, navigate to the **Contacts** tab.
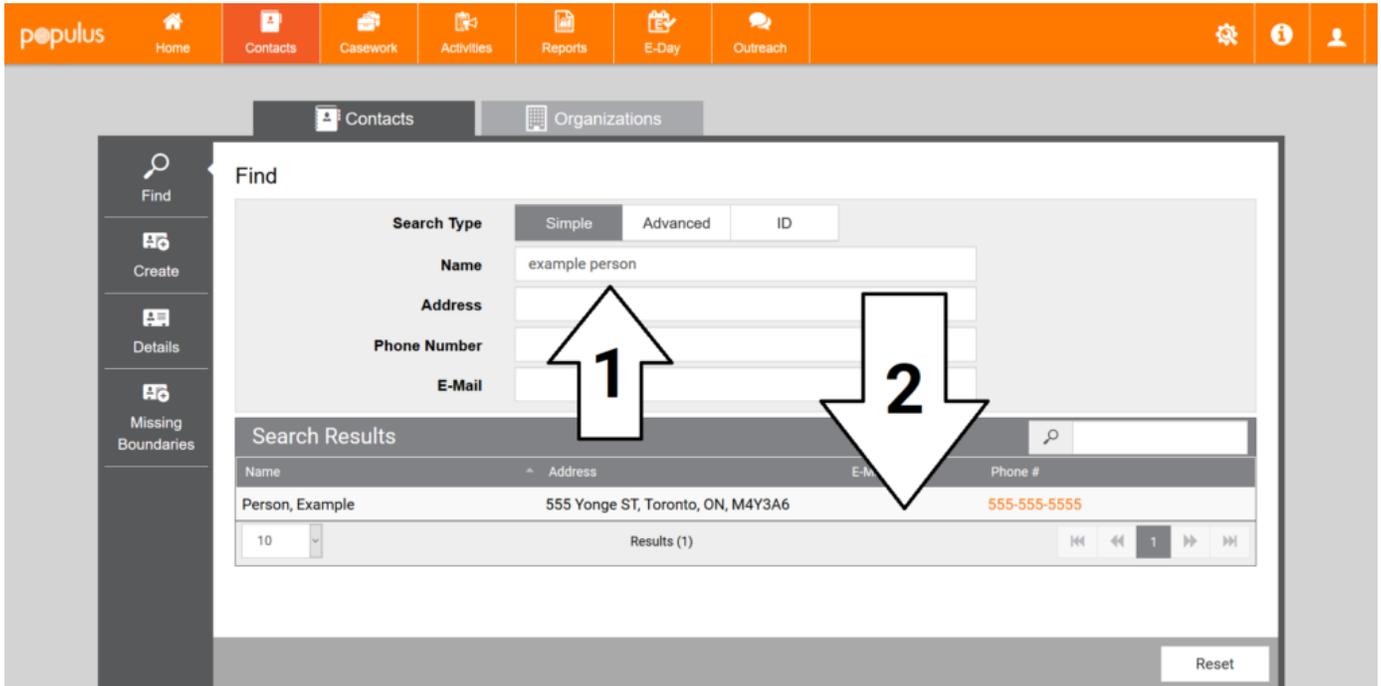
Type in the first and last name of the contact you are searching for. If there are too many results, try the phone number or email of the person, if you have it. If you're able to narrow it down to one result, click it to go to the contact profile of the person.

If you're not able to narrow the list down to one person, create a new contact. **Skip to the next section of this tutorial.**

Once you've narrowed down a result and navigated to the users contact profile, make sure you're on the **Details** tab, and then skip to the **Adding a Name** section.

Creating a New Contact
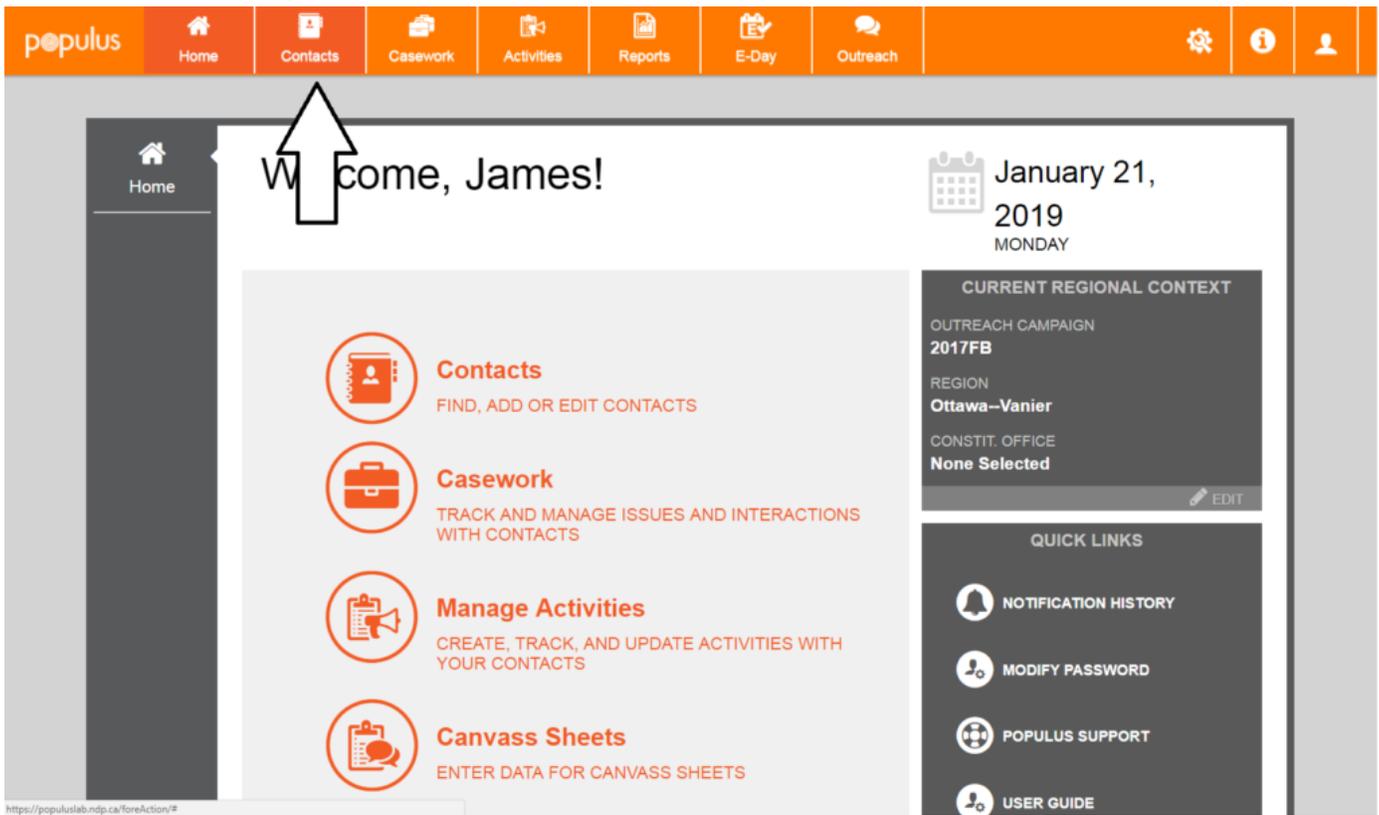
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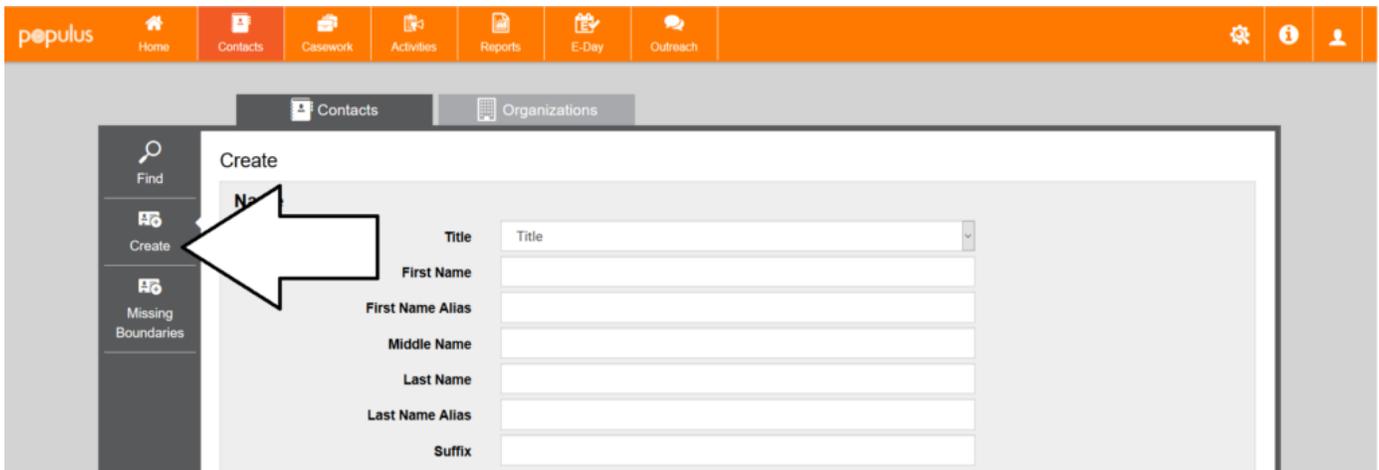
Click **Create** to add a new contact. There's three important sections in the contact creation wizard:

- **Name**
- **Civic Address**
- **Phone Number/E-Mail**

ℹ️ Of these three sections, you need at least a name and a civic address for your information to be useful. If you have only a person's name, Populus won't be able to match

it to someone on the voter's list and it'll be of little value.

Adding a Name

This section is self-explanatory.

> ⚠️ Make sure you don't enter anything rude here, not only because it is unbecoming of friendly campaign workers, but also because the information here might automatically appear on emails or letters that are sent to this person.

Adding or Updating an Address

Bru, Jimmy

24 Sussex Dr, Ottawa, ON, K1G 2W9 | 613-555-5555 | jimmy.bru@parl.gc.ca **Poll: 048-0**

| Details | History | Attributes | Cases ⓪ | Interaction |

Navigate to the details tab of the contact profile.

Civic Address

Civic Address	555 Yonge St, Toronto, ON, M4Y 3A6 ✖
Building Notes	
Apartment Notes	

Scroll down to **Civic Address** section. Click **X** to clear the address if there's one already there.

Civic Address

Civic Address	125 main street Ottawa ✚
Building Notes	
Apartment Notes	

Start typing in the new address (**without the apartment number**), and then press **+** to bring up the

address wizard.

A window will pop up that will try to autocomplete the address. Click the correct one. In this case, it's the first result.

Add Address

Modify the fields below to find an existing address or create a new address.

Address Format	Urban	Rural	Free Form

Address Search: 125 Main Street, Ottawa, ON, Canada

Street #: 125

Building Suffix:

Apt #: 500

Street Name: Main

Street Type: Street

Street Direction: Street Direction

City: Ottawa

Province: Ontario

Postal Code: K1S 1B9

Country: Canada

Clear All   Cancel   **Add Address**

It will automatically fill in every field except for the apartment number: you'll have to enter that number if you have one. When you're done, click **Add Address** on the bottom right.

Adding a Phone Number / Email

+ Phone Number

613-555-5555	Mobile	▾	⚑	✖
604-444-4444	Main	▾	⚐	✖

+ E-Mail

jimmy.bru@neopets.com	Home	▾	⚑	✖
director@blackmesaresearch.gov	Work	▾	⚐	✖
vpmarketing@weyland-yutani.com	Main	▾	⚐	✖

These sections contain the phone numbers of a constituent. The one marked with the ⚑ is the default contact point. For phone numbers, the default number appears on the canvass sheet and is the number called in phonebanks. For emails, it appears on the canvass sheet and is the email contacted in our email campaigns.

You can add a new phone number or email by pressing the **+** button in the top left corner.