Update Contact Store

Last Modified on 11/30/2022 6:00 pm EST

This Express Action lets you update records in the Contact Store (a master repository of contact records, connected to individual events). This is especially important at the completion of an event if you have received registrations from new Contacts that are not currently in your Contact Store.

> **Note**: This option is only available if you are in an event that is connected to a Contact Store.

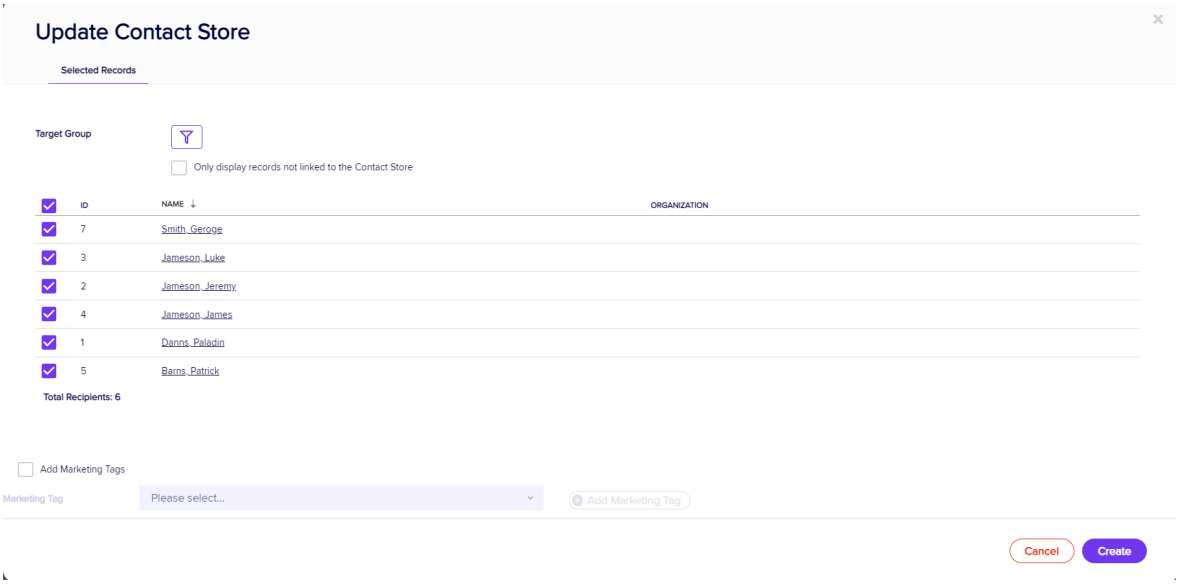
To update the Contact Store, you would follow these steps:

1. Using the **Target Group** filter, search for attendees that are yet to be transferred into the Contact Store. (Note: Attendees imported from the Contact Store into the event will not duplicate in this process.)
2. Review the list and select/deselect as required.
3. Optionally, you can apply a specific Marketing Tag to all these Contacts, so you can easily identify them later, for reporting purposes.

> **Note**: These will be Contact Store Marketing Tags, set up in the **Contact Store**.

4. Optionally, you can apply CE Credits. Enter the Course Description, Credit Type, Date, and Credits.

> **Note**: These will be Contact Store Credit Types, set up in the **Contact Store**.

5. Perform the update by selecting **Create**.

> **Tip**: Use the checkbox for **Only display records not linked to a Contact Store** to find *new* people - you may wish to process these separately, perhaps giving them a different Marketing Tag.