

# How to create and use a Contact Store

Last Modified on 10/17/2024 9:58 pm EDT



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An EventsAir Contact Store lets you create a centralized contact database or CRM database across many events. This may include all events, or you may have multiple Contact Stores to service different categories of events. You can use the Contact Store to generate invitations to events and track attendance across multiple events.

## Examples of how to use a Contact Store

### *Example One – Corporate Sales Team*

Let's say you have team of more than 200 salespeople. Your EventsAir Contact Store can help you:

- Maintain a list of all salespeople.
- Keep notes on communications you have with each salesperson.
- Keep profile data (Marketing Tags) such as start of employment date, sales region, and training certifications.
- Invite all or certain categories of salespeople to training events throughout the year. You can generate invitations directly from within the Contact Store and include auto-login tokens so that the registration form for the training event is pre-filled with that person's details.

After each training event, data is uploaded back to the Contact Store, including any additions to Marketing Tags and Notes. A record of event attendance is also stored.

### *Example Two – Association Membership*

You work for an association with over 1000 members. Using the EventsAir Contact Store, you can:

- Maintain a list of all members.
- Keep notes on communications you have with each member.
- Keep profile data (Marketing Tags) such as membership level, date joined association, and much more.
- Invite the members to various association meetings throughout the year. Invitations are generated directly from within the Contact Store. Auto-login token links will take each member to a pre-populated registration form for the meeting.

After each meeting, data is uploaded back to the Contact Store, including any additions to Marketing Tags and Notes. A record of event attendance is also stored.

[Read more about Membership Management here.](#)

## Important concepts

- A Contact Store can be used to invite contacts to new events, and to track the history of events attended.

- You can create multiple separate Contact Stores containing different contact records (for example, one for sales contacts, one for vendor contacts).
- One Contact Store can be connected to many events, however **each EventsAir event can be connected to just ONE Contact Store.**
- An event is linked to one Contact Store when setting up the event (you can also connect this at a later date). However once you set the Contact Store in Event Setup, it cannot be changed, so be sure to select the correct one.

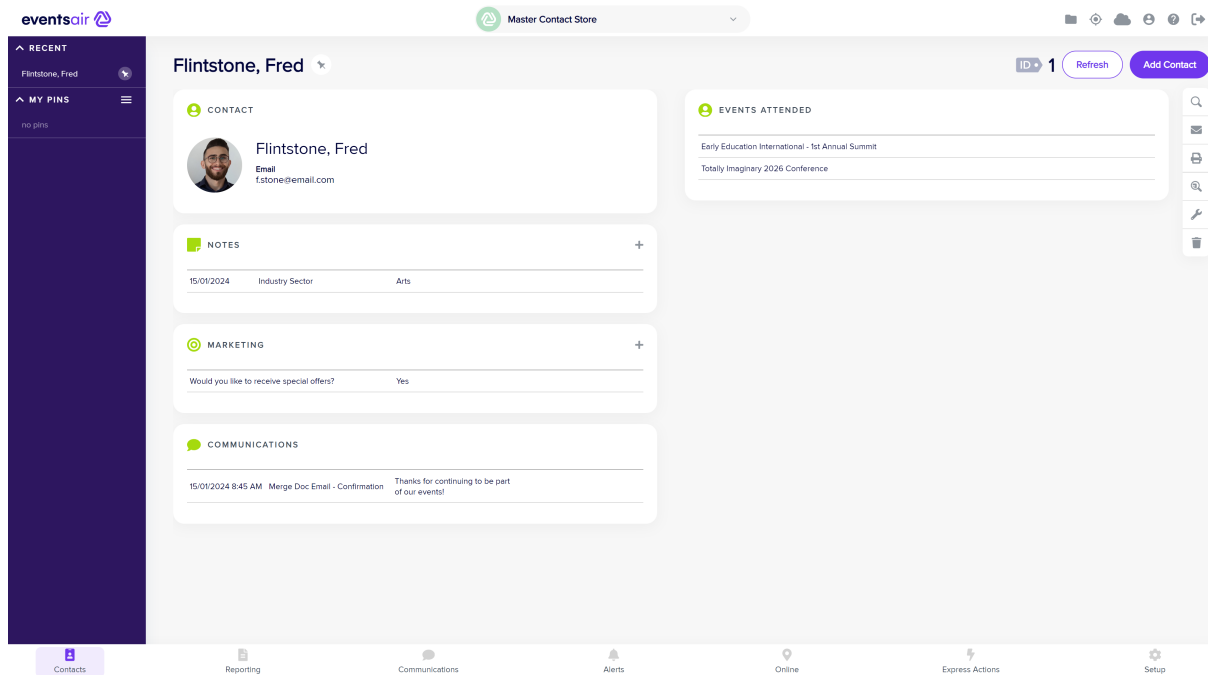
## What does a Contact Store look like?

The screenshot displays the EventsAir interface for a contact profile. The top navigation bar shows 'eventsair' on the left and 'Master Contact Store' in the center. The left sidebar contains navigation options: 'Contacts' (selected), 'RECENT' (showing 'Flintstone, Fred'), and 'MY PINS' (showing 'No pins'). The main content area is titled 'Fred Flintstone' and includes the following sections:

- CONTACT:** Profile picture, name 'Flintstone, Fred', and email 'f.stone@email.com'.
- NOTES:** A table with columns for date, industry sector, and arts. The entry shows '15/01/2024', 'Industry Sector', and 'Arts'.
- MARKETING:** A table with a question 'Would you like to receive special offers?' and the answer 'Yes'.
- COMMUNICATIONS:** A table with columns for date, subject, and content. The entry shows '15/01/2024 8:45 AM', 'Merge Doc Email - Confirmation', and 'Thanks for continuing to be part of our events!'.

On the right side, there is an 'EVENTS ATTENDED' section showing 'Early Education International - 1st Annual Summit'. The interface also includes a 'Refresh' button and an 'Actions' menu.

The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.



A Contact Store is similar to a normal EventsAir event, but with streamlined functionality; it maintains an ongoing list of contacts, communicates with them, and keeps a history of attendance across multiple events / meetings.

- **Modules** – the only modules available in the Contact Store are:

- Contacts
- Notes
- Marketing
- Communications

- **Panels** – the only panels available in the EventsAir Contact Store are:

- Contacts
- Reporting
- Communications
- Alerts
- Online
- Express Actions
- Setup

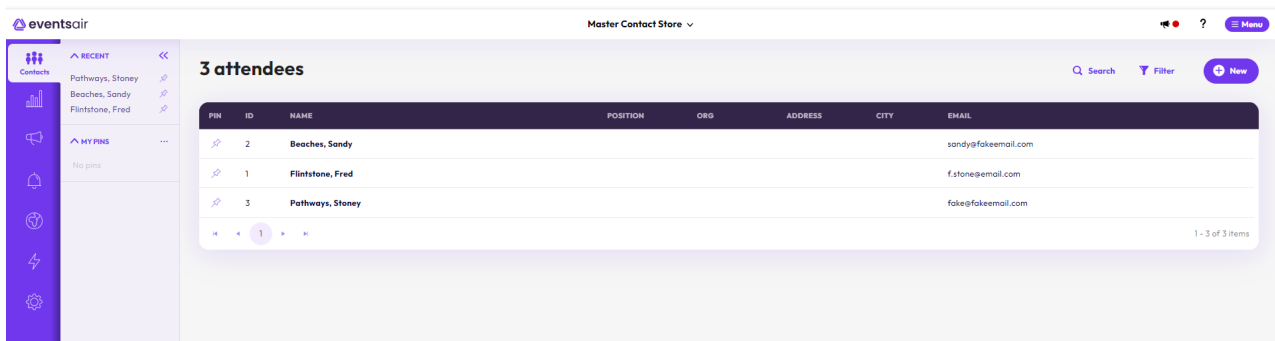
## CE Contact Store

You also have the option of creating a CE Contact Store instead of a regular Contact Store. A CE Contact Store has all the features of a regular Contact Store, and can hold all information about Continuing Education course registrations, including financial information.

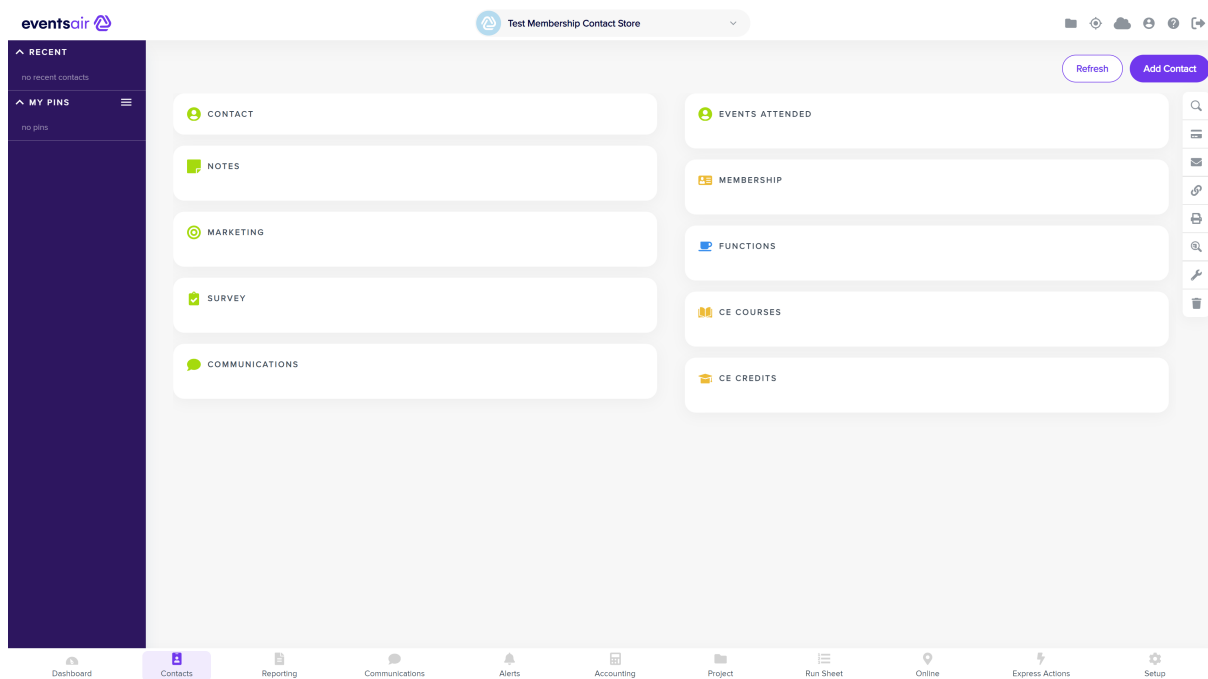
# Set up a Contact Store

Creating an EventsAir Contact Store is exactly the same as creating a normal EventsAir event, except that you select Contact Store (or CE Contact Store) as the Event Type.

Once created, instead of the Dashboard as your initial view, it will be the Contacts Panel:



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## Build a contact store (adding records/contacts)

When you first create your Contact Store, you need to add contact records. You can do this in a number of ways. For example, you could:

- Create an interactive (registration) site to collect submissions from people interested in attending a future

conference or event. This pool of interested contacts can be held in the Contact Store; it can be accessed for future marketing efforts, and can be used to populate the registration details of the actual event.

- Import a list of employees within a specific division, such as Sales or Technical Support. You'd use this pool of contacts to make future registrations at a sales training much faster. This would also automatically maintain a history of attendance for each salesperson at your company, across all future events.
- Update the Contact Store with new contact records. When you create a new event, you may have new registrations as well as linked contacts from the Contact Store. At the conclusion of an event, if you collected new registration data, all new contact records can be uploaded back to the Contact Store, creating new contact records.

## Connect a Contact Store to an event

You need to select your Contact Store as part of the event set up process. You can do this when you first create the event, or you do it later — **but once it's done, it can't be changed.**

To add a contact store after the event has been created, navigate to the Setup Panel.

Under Event Preferences, look for the Contact Store dropdown.

**(Note: your Contact Store must be accessible from the same Office in EventsAir as your event.)**

The screenshot displays the 'Preference Setup' window for an event. On the left, a dark sidebar contains a menu with 'Event' and 'Preferences' sections. The 'Event' section includes 'Event Policy', 'Exchange Rates', 'Data Consent', 'Data Log Settings', and 'Alerts'. The 'Preferences' section is currently selected. The main content area is titled 'Preference Setup' and features several tabs: 'Details', 'Modules', 'External Connections', 'Access Rights', 'Invoice Header', and 'Custom Fields'. The 'Details' tab is active, showing a list of configuration fields. The 'Contact Store' field is highlighted, and its dropdown menu is open, showing the following options: 'Please select...', '55th Annual Gala Contact Store', and 'Staff Contact Store'. A 'Clear Selection' button is located at the bottom of the dropdown. A 'Save' button is positioned in the bottom right corner of the window.

## Contact Store processes

You'll use a Contact Store as part of three processes:

- **Importing** Contact Store records into a local event
- **Inviting Contact Store contacts** to register for events, or to install mobile apps on their device
- **Updating the Contact Store** with the list of attendees from a recently concluded event

# Marketing Tags, Note Types & Custom Fields for Contact Stores

When setting up a Contact Store, you need to put some thought into how you set up your Marketing Tags, Note Types & Custom Fields.

**Contact Store Marketing Tags, Note Types & Custom Fields** should be used for data that's permanent for that contact and applies to a contact across all events. For example:

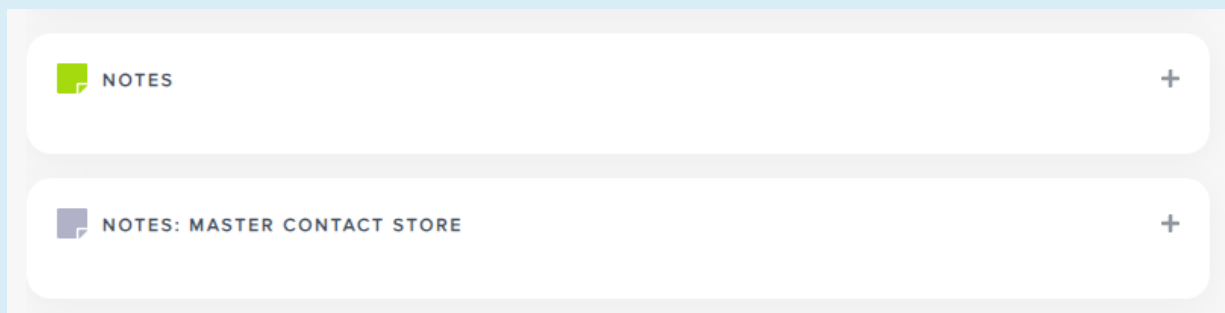
- Date of Birth
- Allergies

**Local Event Marketing Tags, Note Types & Custom Fields** (in your local/child event) should be used to store data that's only relevant to the local event. For example:

- How did they hear about this event?
- Special Requests (seating, etc.)

When you link an event to a specific Contact Store, you'll see all Marketing Tags, Note Tags, and Custom Fields included in the Contact Store.

You'll know they're linked to the Contact Store because the data block will be gray instead of green, and the data block title will be appended with the name of the Contact Store:



In this example:

- The first Notes data block is for notes specific to the local event.
- The second Notes data block is for notes that originated in the Contact Store.

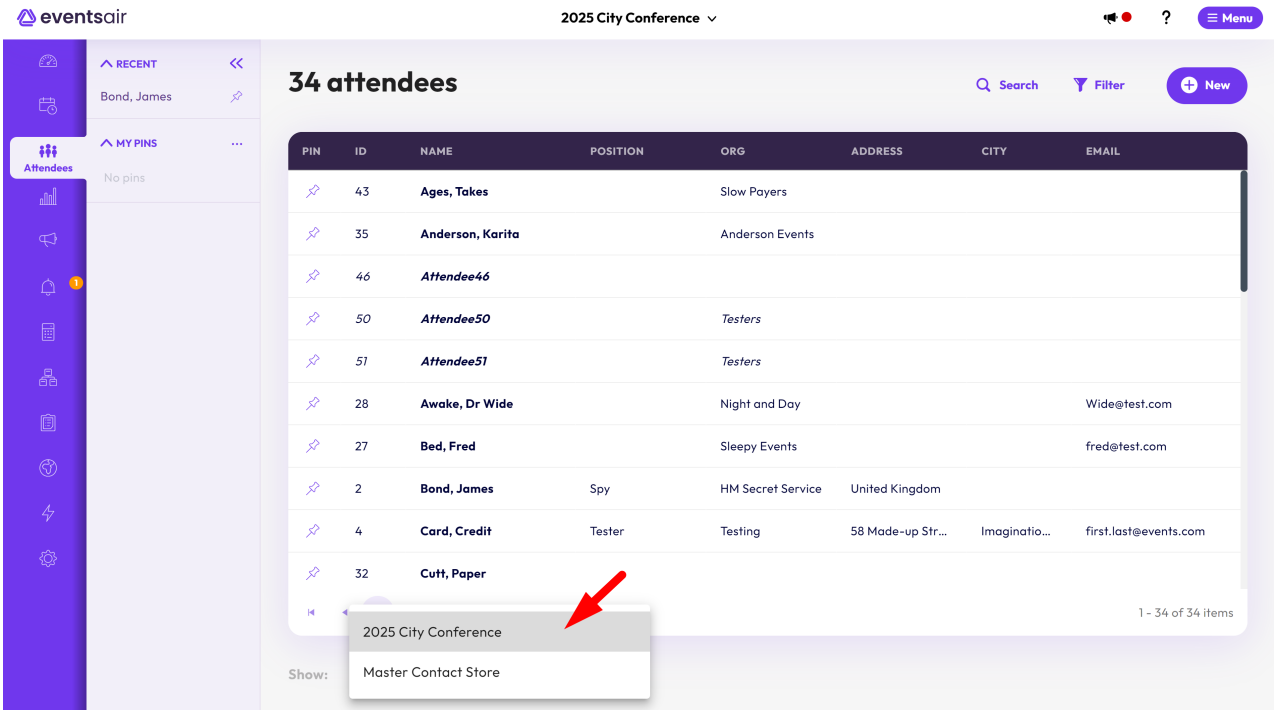
## Import Contact Store records into your local event

After you've connected a contact store to an event, to search records and import them into your current event, follow these steps:

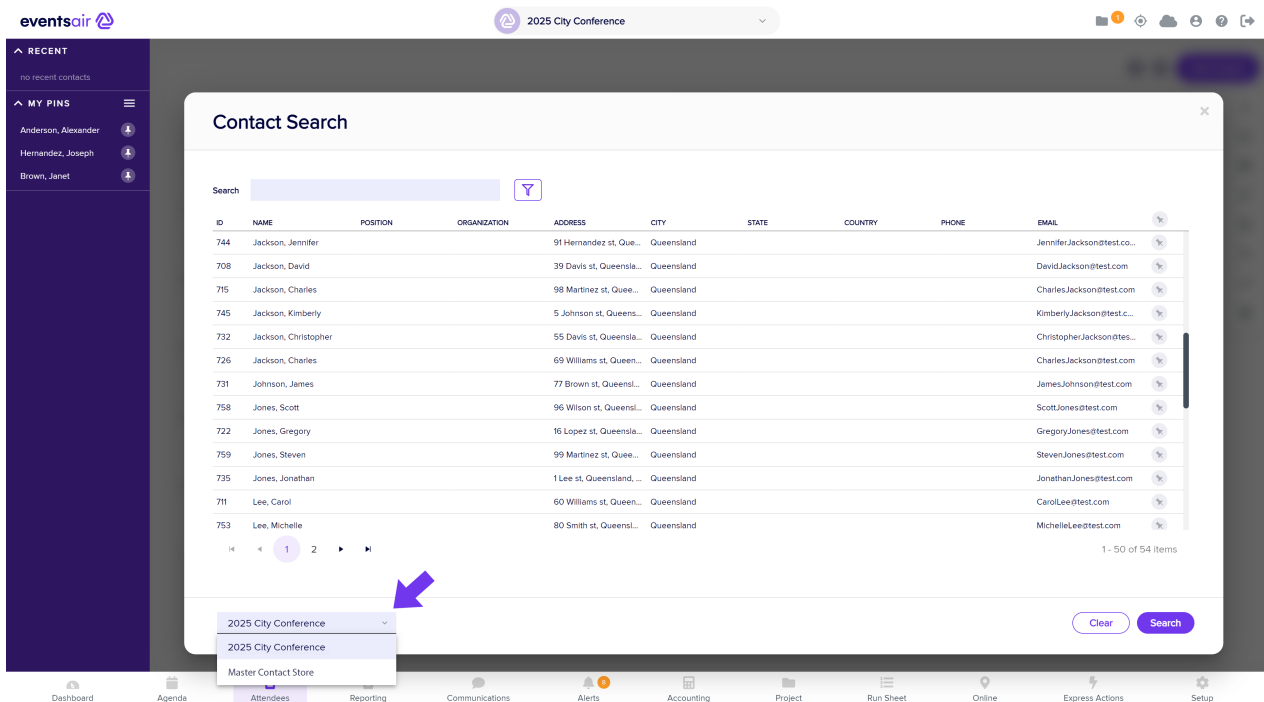
1. Click on **Attendees** in the EventsAir Navigation Bar.

2. Click on the Search Action Button.

3. In the lower left corner of the screen, select your Contact Store from the drop-down list of available databases.



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4. The **Open** button will change to say **Add**, and a column of checkboxes will appear to the left of the names.
5. Enter any other needed search criteria.
6. Select **Search**. The list of records returned will be from your Contact Store.
7. Select the people you want by ticking the checkboxes, then pressing **Add**.

**Tip:** Clicking the checkbox in the heading will tick *all* checkboxes for you.

8. The selected contacts will be copied to your local event as linked contacts.

## Invite Contact Store contacts

This feature can be used for newsletters, updates, and other communications, as well as links to register for an event, complete a survey, or encourage installation of an attendee app for an upcoming event.

Just like a standard event, you can insert a link to a specific interactive (registration) site, app, or survey. You can include an Auto Login Token, which will pre-populate a registration form with the contact's information.

You can also **select** which event you want to send an invitation for, **then select** which interactive (registration) site, survey, or app link(s) you want to send.

The screenshot shows the eventsair HTML Editor interface. At the top, there's a navigation bar with the eventsair logo and a dropdown menu for "Master Contact Store". Below this is a toolbar with various editing options like Bold, Italic, and text alignment. The main content area displays an email template with a salutation "Dear <<FirstName>>," and a paragraph of text inviting the contact to an event. Two blue links are provided: "Register for the Early Education summit" and "Register for the Totally Imaginary Conference 2026". At the bottom of the editor, there's a "Merge Fields" section with a dropdown for "First Name" and an "Insert" button. Below that, an "Event" dropdown is set to "Totally Imaginary 2026 Conference". A "Site Links" section is open, showing a list of events: "Select Event", "Master Contact Store", "Early Education International - 1st Annual Summit", and "Totally Imaginary 2026 Conference". There's also a checkbox for "Add Auto Login Token" which is checked, and another "Insert" button. At the bottom right, there are "Cancel" and "Update" buttons. The bottom of the screen shows a navigation bar with icons for Contacts, Reporting, Communications (which is highlighted), Alerts, Online, Express Actions, and Setup.

## Update a Contact Store after an event

At the end of an event, run the Express Action to **update** the Contact Store.



- This creates a record of attendance for the event in each attendee's record.
- Any NEW registrations in the local event will also be updated to the Contact Store as new contact records.
- Any shared Marketing Tags, Notes, or Custom Fields that were updated in the local event will be updated for new attendees will be added to the corresponding fields in the Contact Store.

Contact Store Marketing Tags, Notes, or Custom Fields for people who were *already linked* to the Contact Store will already have updated.

**Note:** Only Marketing Tags, Notes or Custom Fields that are also part of the Contact Store will update, not those that are only part of the local event.

To update your Contact Store, follow these steps:

1. Open the **Update Contact Store** Express Action.
2. **Filter** (Target Group) for the attendees you want to update. Typically this will be everyone. However, you may need to filter out staff, or other attendees that you don't want to appear in the Contact Store.
3. If needed, you can assign a Contact Store **Marketing Tag** to each contact record during the import. This can be useful as a way to categorize or group this latest import for future reporting or filtering.
4. Select **Create** to update the Contact Store.

## Update Contact Store

✕

Selected Records

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Target Group 🔍

Only display records not linked to the Contact Store

<input checked="" type="checkbox"/>	ID	NAME ↓	ORGANIZATION
<input checked="" type="checkbox"/>	7	Smith, George	
<input checked="" type="checkbox"/>	3	Jameson, Luke	
<input checked="" type="checkbox"/>	2	Jameson, Jeremy	
<input checked="" type="checkbox"/>	4	Jameson, James	
<input checked="" type="checkbox"/>	1	Danns, Paladin	
<input checked="" type="checkbox"/>	5	Barns, Patrick	

Total Recipients: 6

Add Marketing Tags

Marketing Tag Please select... + Add Marketing Tag

Cancel
Create

## See Event Attendance history

Once you start collecting a history of attendance at prior events, you can click on a specific event in the Contact Store and EventsAir will immediately jump to that event and display the contact record for the attendee in question.



## EVENTS ATTENDED

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Totally Imaginary 2026 Conference

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