

HOW TO ADD OR EDIT AN Contact ON COLORADOSQUAREDANCE.COM

To Add a Club or Contact

1. Log onto <https://coloradosquaredance.com/>
2. Sign onto the site at top **Login/Register**
3. Click on **Add / Edit Club Infor** or **Add / Edit Caller/Cuer info**
4. Click New Contact to Add (Top Left)
5. To Edit Click on Council area, then edit next to contact.
6. Fill out or Change Essential Details: To include second tab Miscellaneous Information.
7. Click Save & Close.

The screenshot shows a web browser window with the URL coloradosquaredance.com/clubs/dasrdc-clubs?view=form&layout=edit&id=99&catid=29&return=aHR0cHM6Ly9jb2xvcmFkb3NxdWZyZWVhbmNlLnVybS9jbHVicy9kYXN0Y2ZGMtY2x1Yn.... The browser tabs include 'DASRDC Clubs', 'User Actions Log - Colorado Squ...', and '+'. The address bar shows the URL. The page content is divided into a main editor area and a right sidebar.

Main Editor Area:

- Tab: **Miscellaneous Information** (selected)
- Buttons: Edit, Insert, View, Format, Table, Tools
- Rich Text Editor: CMS Content, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent Left, Indent Right, Paragraph, Paragraph (dropdown), and a menu icon (three dots).
- Text: "We dance on the 4th Saturday @ 7:30 **Dark in the Summer**. We dance @ the Bennett Community Center, 1100 E. Colfax, Bennett, CO. 80102. For more information email makinghorn@yahoo.com or heisserman@msn.com"
- Word Count: 31 WORDS
- Toggle Editor: < Toggle Editor

Right Sidebar:

- Registered User Menu:**
 - [Add / Edit an Event](#)
 - [Add / Edit an Article](#)
 - [Add / Edit a Web Link](#)
 - [Add / Edit Club Info](#)
 - [Add / Edit Caller/Cuer Info](#)
 - [Post an Important Message](#)
 - [Submit Support/Help Ticket](#)
 - [User Profile/Password Reset](#)
 - [Logout](#)
- Colorado State Square & Round Dance Festival:**
 - Logo: Colorado State Festival
 - Text: "Colorado State Square & Round Dance Festival", "Denver, June 9-10 2023", "Marriott Hotel, Golden"
 - EZ Web Address: [ColoradoSquareDanceFestival.com](https://coloradosquaredancefestival.com)
- Area Clubs:**
 - MAPSDC Clubs
 - DASRDC Clubs
 - SEASDC Clubs
 - CWASRDC Clubs