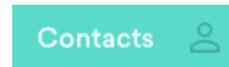


How to Create a Contact Record

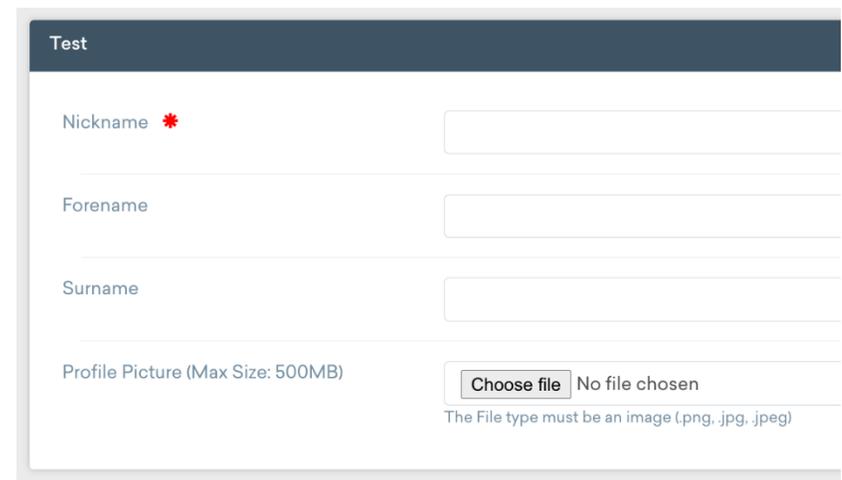
To create a new Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**



- Click on the **Plus**  icon

- Complete the form and click **Save**. Fields marked with red asterisks are compulsory and must be completed before the record can be created

A screenshot of a contact form titled "Test". The form has a dark blue header with the word "Test" in white. Below the header, there are four input fields: "Nickname" with a red asterisk, "Forename", "Surname", and "Profile Picture (Max Size: 500MB)". The "Profile Picture" field has a "Choose file" button and the text "No file chosen". Below the "Profile Picture" field, there is a note: "The File type must be an image (.png, .jpg, .jpeg)".

Test

Nickname *

Forename

Surname

Profile Picture (Max Size: 500MB) No file chosen

The File type must be an image (.png, .jpg, .jpeg)