

# Catalog Contacts

Contacts allow you to display contact information in the header of the catalog.

## Topics

How do I locate contacts?

How do I set up contacts?

How do I add contacts to my catalog on other sites?

Contacts

Location

Create

## Catalog Contacts

Contacts allows you to display contact information in the header of the catalog. The contact section contains name, email and phone, a website link and links to social media. If your catalog belongs to spoke sites, you can add different contacts to spoke sites.

The screenshot shows the Convey Services website. At the top, there are three navigation buttons: "Contacts", "Location", and "Create". Below these is a "Catalog Contacts" section. The contact information for Carolyn Bradfield is circled in red. The contact details are: Contact: Carolyn Bradfield, Website: <http://www.conveyservices.com>, Email: [cbradfield@conveyservices.com](mailto:cbradfield@conveyservices.com), Phone: 1-888-975-1382, and Social: [in](#). Below the contact information is a navigation menu with links: Home, Convey Services, Master Agent Sites, Contact Convey, Convey for Channel, and Submit a Lead. The main content area features a banner with the text "We know all small businesses aren't the same. That's what makes us different." and a "View Special Offers" button. Below the banner is a "Blog" section with a "Filter by Title" search bar, a "Newest" dropdown, and a "10 per page" dropdown. The first blog post is titled "Webinar: Upgrades from Convey for Vendors" and includes a "View" button. The sidebar on the left contains a "In the Catalog" section with links to "All Posts", "Catalogs", "CEO Insights", "Posting", and "Tips and Hints".

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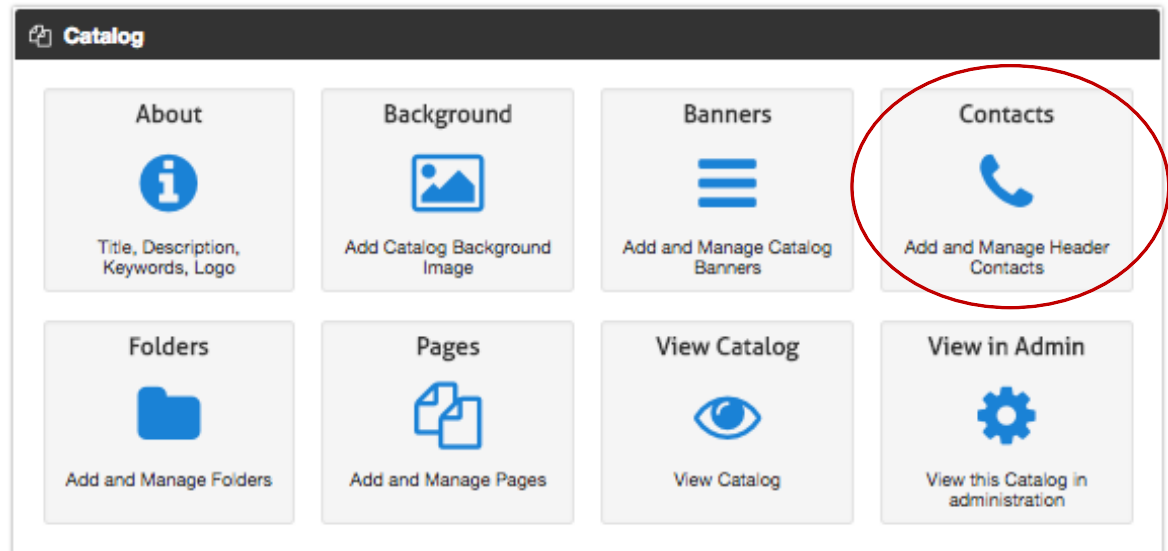
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### How do I locate contacts?

As a site administrator or catalog administrator, select Catalog from your Dashboard, then select Contacts.



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Add contact information to appear in the header of the catalog. Click "Public" by the email and phone to display that information. Add links to social media that will also appear on the header. Adding Primary Contact Profile information will display as a link in the header. Select the spoke sites this contact information will appear on.

**Contact Information**

Contact    Public

Contact URL  Phone   Public

Primary Contact for current catalog


**Company Profile (optional)**

**Company Website**   Facebook

LinkedIn   Google plus

Twitter

**Primary Contact Profile (optional)**

 Add an optional bio up to 250 characters.

Add to Catalogs

<input type="checkbox"/> Select All Spokes	Select Catalogs
<input type="checkbox"/> Alliance Partners	<input type="checkbox"/> Convey Services
<input type="checkbox"/> Cloud Conventions	<input type="checkbox"/> Convey Services
<input checked="" type="checkbox"/> Demo Convey 2	<input checked="" type="checkbox"/> Convey Services
<input type="checkbox"/> Vendor Match	<input type="checkbox"/> Convey Services

### How do I set up contacts?

Select Contacts from the Catalog Menu. Add a first and last name, email address, phone number and website URL. Click to make the email and phone number viewable. As an option, enter a social media profile, upload an image and add a short bio.

### How do I add contacts to my catalog on other sites?

Use the Add to Catalogs section at the bottom to add your contact to your catalog on other spoke sites. This feature will be hidden if you are not subscribed to other sites.



QUICK TIP

Only one contact can be displayed on a catalog at a time, but you can keep a library of contacts in your contact library. This library can be used to add different contacts to spoke sites.