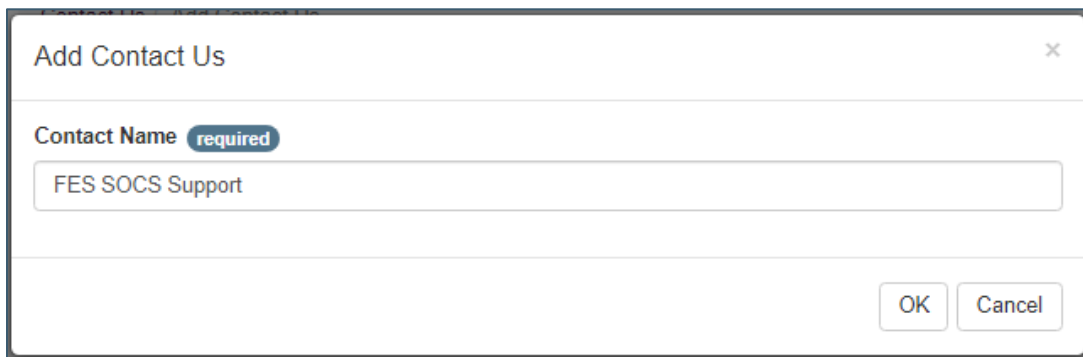# Contact Us Guide

Contact Us is an easy way to share your organization(s) address, telephone, location map and more. It provides one area on your website providing viewers easy access to the information they need to contact you.

Your Contact Us will appear on your websites Navigation as well as your App in the Stores.

To get started adding your organization(s) information select **Extras, Contact Us** from the SOCS Toolbar.

Select the **Add** button then enter the **Contact Name** for your first organization and select **OK**.

Add Contact Us   ×

Contact Name required

FES SOCS Support

OK   Cancel

Once you have added all of the Contact Names for the organizations, you are ready to enter in the items of information your viewers need to contact you.

NOTE: Just like a SOCS Section, a Contact Us Name will not appear within your list until items of information are added.

You may drag and drop a Contact to change the order. Edit an existing Contact to change the name or to add items of information and delete a contact

Select the **Edit icon** next to a Contact Name to add items of information or change the name.

Select the Add Item button to start adding an address, phone, fax, email, hyperlinks, miscellaneous and social media links.
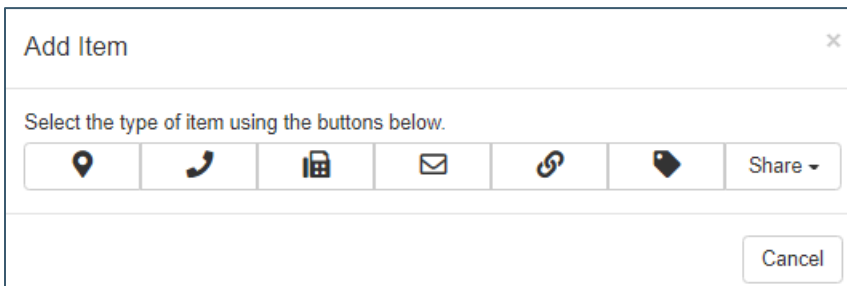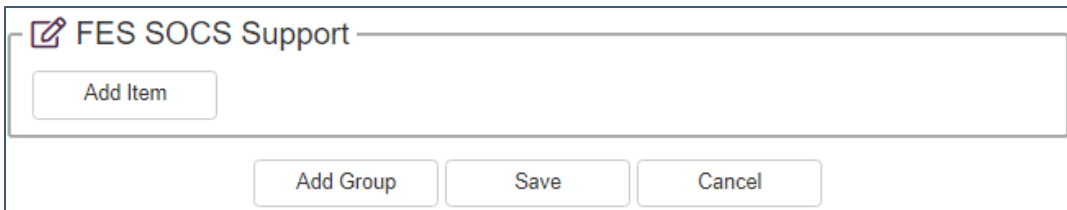
Select the map icon (📍) to enter an address. Enter the required address fields and select **OK.** Check the box if you'd like to display a map with the address.

Add Address   ×

Street Address required

1300 O Street

Apartment, suite, unit, building, floor, etc.

City required

Lincoln

State required

NE

Zip Code required

68508

☑ Display Map

OK   Cancel

Add a Telephone Number. If you are adding multiple numbers, you may want to add a descriptive label.

Add Telephone Number   ×

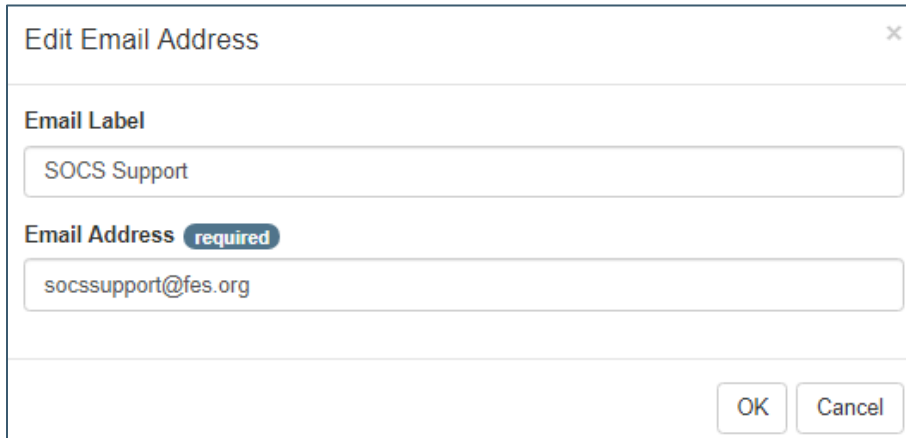**Telephone Label**

Phone

Telephone Number required

1-800-850-8397 ext. 3

OK   Cancel

Add a Fax Number. If you are adding multiple numbers, you may want to add a descriptive label.

Add Fax Number

×

Fax Label

Fax
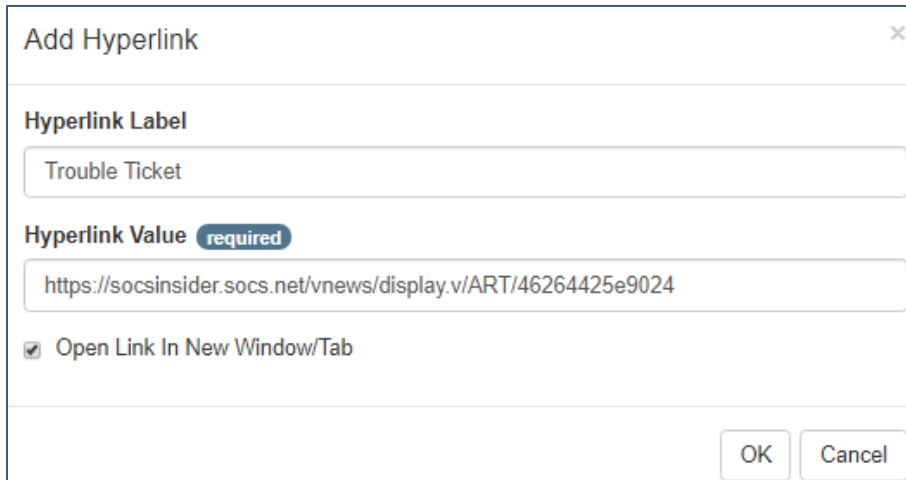
Fax Number required

402-479-6658

OK   Cancel

Add an Email Address. If you are adding multiple addresses, you may want to add a descriptive label.
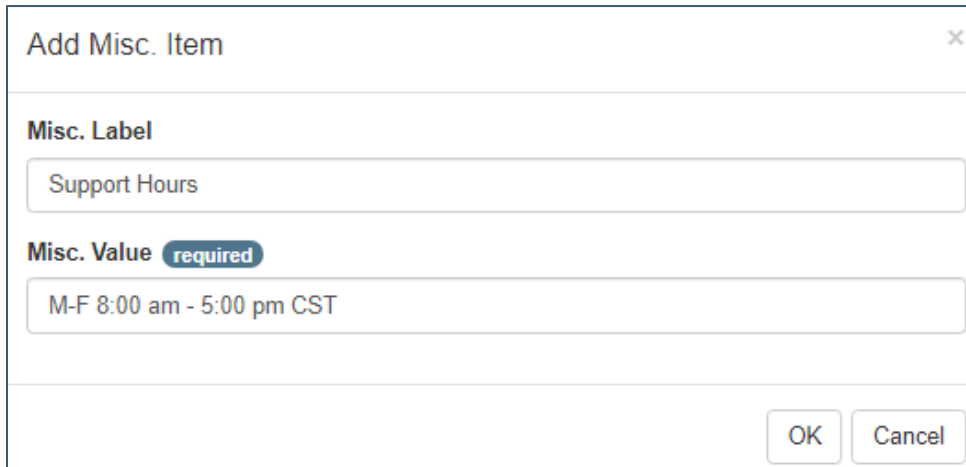
Edit Email Address   ×

Email Label

SOCS Support

Email Address required

socssupport@fes.org

OK   Cancel

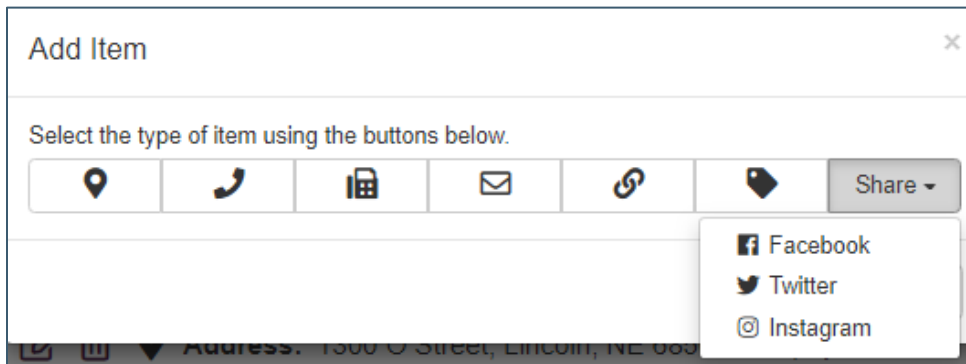You may want to add a hyperlink to a commonly used site such as an Attendance, Registration or Report an Issue. Add a Hyperlink label.

Add Hyperlink   ×

Hyperlink Label

Trouble Ticket

Hyperlink Value required

https://socsinsider.socs.net/vnews/display.v/ART/46264425e9024

☑ Open Link In New Window/Tab

OK   Cancel

Add Miscellaneous Item such as Hours of Operation, Principal or Director of the Organization. If you are adding multiple Misc. items, you may want to add a descriptive label.
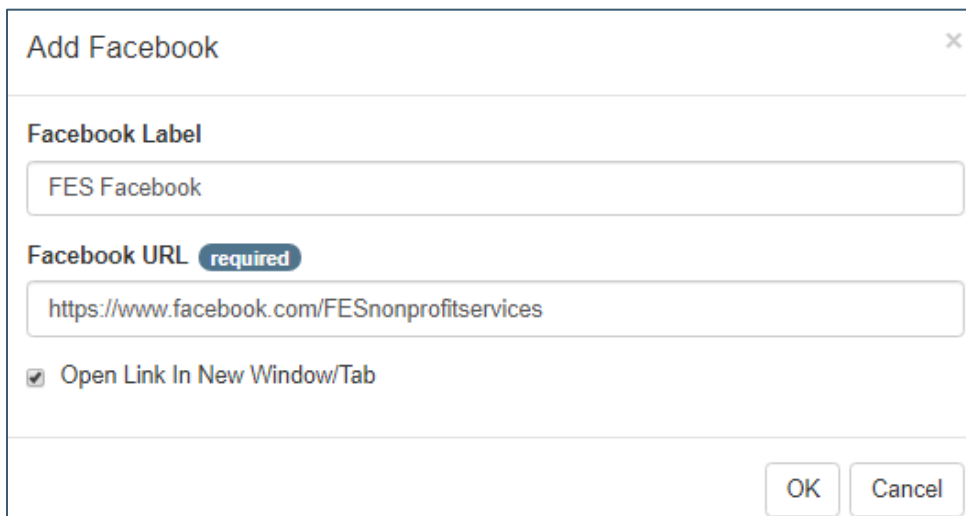

Add the organizations social media outlets. You may choose to open these in a new browser window.

You may drag and drop an Item to change the order. Edit an existing Item to change the name and delete an item. Select **Save** after adding in all your items.

Edit Contact Us

✏ FES SOCS Support

☰ ✎ 🗑 📍 **Address:** 1300 O Street, Lincoln, NE 68508 - map: yes

☰ ✎ 🗑 📞 **Phone:** 1-800-850-8397 ext. 3

☰ ✎ 🗑 📠 **Fax:** 402-479-6658

☰ ✎ 🗑 ✉ **SOCS Support:** socssupport@fes.org

☰ ✎ 🗑 🔗 ⬀ **Trouble Ticket:** https://socsinsider.socs.net/vnews/display.v/ART...

☰ ✎ 🗑 🏷 **Support Hours:** M-F 8:00 am - 5:00 pm CST

☰ ✎ 🗑 🅵 ⬀ **FES Facebook:** https://www.facebook.com/FESnonprofitservices

Add Item

Add Group   Save   Cancel

Contact Us can be added to your navigation of your SOCS website and to your App. Once you have your information added, give SOCS Support a call or send an email and we will add it.   When a viewer selects Contact Us from the navigation or from the App in the Stores they will see a listing of the Contact Names.
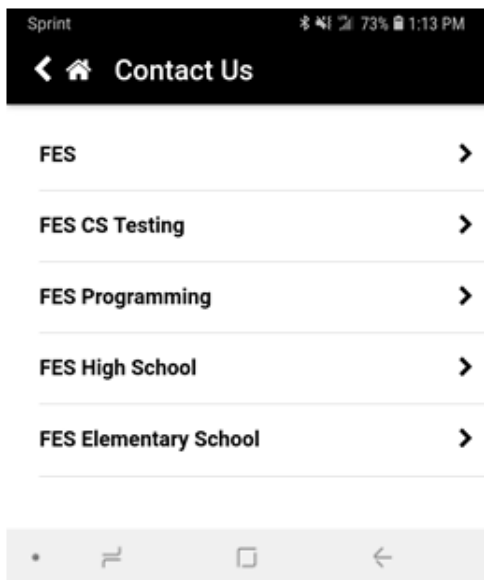
By selecting a Contact Name, the viewer will see all the contact items you added.
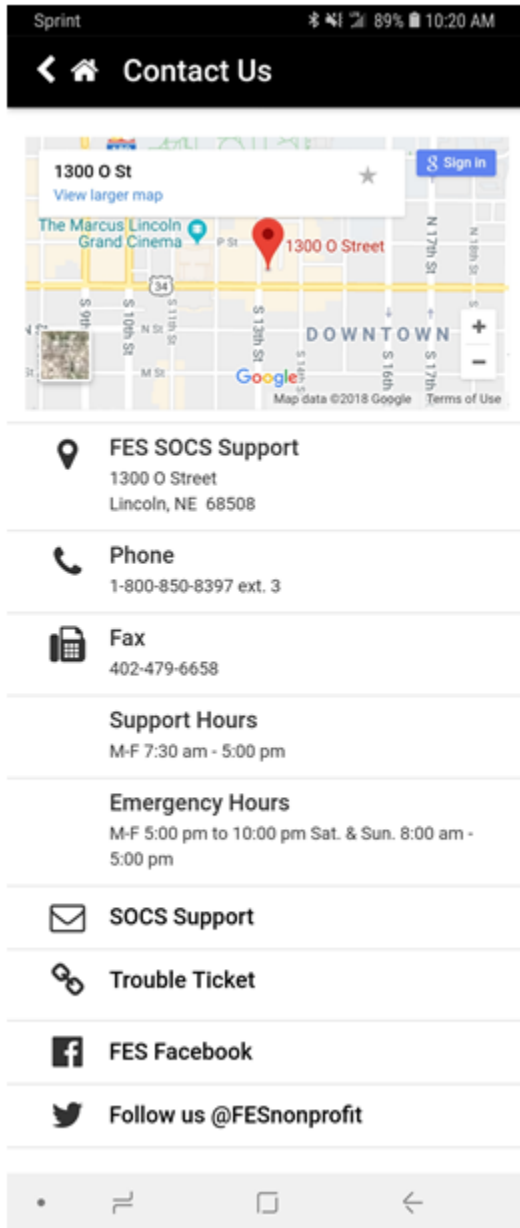
Contacts may also have groups of information. In the example below the organization FES has two groups of contact information in addition to their main office information.
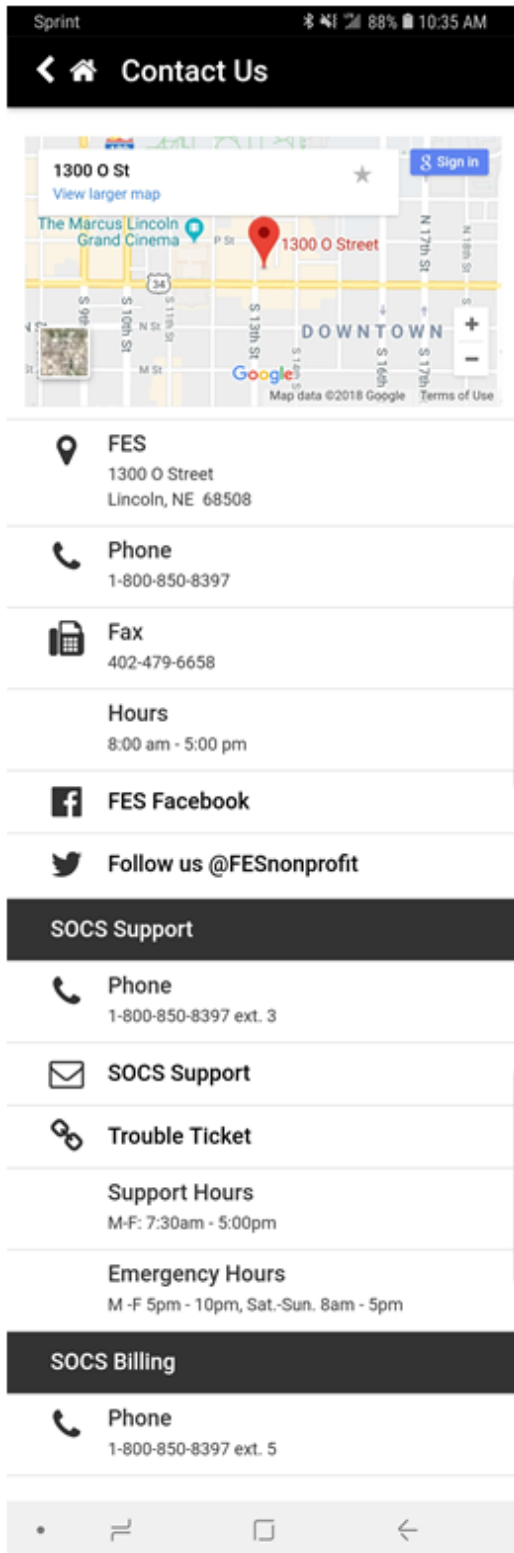
To add **Groups**, select Edit icon for the Contact Name. at the bottom of the Edit Contact Us, select the **Add Group** button.

Edit Contact Us

FES

≡ ✎ 🗑 📍 **Address:** 1300 O Street, Lincoln, NE 68508 - map: yes

≡ ✎ 🗑 📞 **Phone:** 1-800-850-8397

≡ ✎ 🗑 📠 **Fax:** 402-479-6658

≡ ✎ 🗑 🏷 **Hours:** 8:00 am - 5:00 pm

≡ ✎ 🗑 f ☐ **Facebook:** https://www.facebook.com/FESnonprofitservices

≡ ✎ 🗑 ▾ ☐ **Twitter:** https://www.twitter.com/FESnonprofit

Add Item

Add Group   Save   Cancel

Add a **Group Name** and select **OK.**

Add Group   ×

Group Name (required)

Enter a name

OK   Cancel

Select **Add Item** to add the information for the Group you added. Select **Save** when you have added your Group information.

Edit Contact Us

Select **Save** when you have added all the items for your Group.

Edit Contact Us